



Subcommittee Member Handbook

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1 Foreword

The Interservice/Industry Training, Simulation & Education Conference (I/ITSEC) Subcommittee Member Handbook was originally published for the 17th I/ITSEC in 1995. It has been updated since, and a lot of pertinent information has also been placed on the I/ITSEC Web site, <http://www.iitsec.org>.

In its current form, this handbook is intended to supplement information on the website and to provide a true *guide* to assist subcommittee members in understanding their role and gaining access to the information needed to be productive members of their subcommittees.

To remain relevant and accurate from year to year, this guide makes extensive use of web URL links rather than specific names, e-mail addresses, phone numbers, etc.

If you have suggestions for improvements or corrections to this document, please address them to the current Program Chair, whose contact information can be found at <http://www.iitsec.org/about/LEadership/Pages/default.aspx>.

2 Introduction

I/ITSEC is sponsored by the National Training & Simulation Association (NTSA). The history of the conference can be found at <http://www.iitsec.org/about/Pages/History.aspx>.

This year's I/ITSEC will continue the traditions of our earlier conferences by providing both a professional symposium offering world-class tutorial and paper presentations, as well as an exhibit hall that showcases the latest technology in modeling, simulation, training and education tools, technologies and services. This handbook is intended to be a guide for the subcommittee members who dedicate their time and energy to ensuring that papers written and presentations given at I/ITSEC each year are of the highest quality, are relevant to the community, and substantially contribute to the body of knowledge.

Preparation for I/ITSEC is a year-long process that takes the commitment of subcommittee members, from government, industry and academia alike, to ensure its success. This guide is to both help you understand your commitment and assist you in accomplishing your mission. We're sure the experience will be very rewarding for you. And don't worry—subcommittee members work hard, but play hard as well! Welcome to the I/TSEC Subcommittee family—have fun!

3 Organization

I/ITSEC can really be broken into two closely related but distinct parts; the trade show (exhibits) and the conference program. The overall responsibility for the scheduling, booking, and management of the tradeshow and conference falls to NTSA; and they take the lead in orchestrating the trade show component of the Conference. The conference program is organized and managed by a rotating group of volunteers from government, industry, and academia, led by the Conference Chair. The Conference Chair is assisted, among others, by a Program Chair who is responsible for the overall management of the educational aspects of the conference program, such as the tutorials, papers, presentations, etc. Subcommittees are formed to act as peer reviewers for the submitted abstracts/tutorials/papers/presentations and to manage the presentation sessions during the conference.

3.1 Committees

3.1.1 Conference Committee

The Conference Committee is made up of the Conference Chair and Deputy, the Program Chair and Deputy, the Interservice Executive Committee, the NTSA President, the I/ITSEC Coordinator (NTSA), the Scholarship Committee Chair, the Best Paper Subcommittee Chair, the Best Tutorial Subcommittee Chair, the Chair of the Council of Chairs, the Publicity Chair (NTSA), the Operations Committee Chair, the Special Events Coordinator, the Exhibits Coordinator (NTSA), the Academic Advisor, the Tutorial Chair, and others representing special projects, such as the International Program IPT Chair and Deputies.

3.1.2 Interservice Executive Committee

The Interservice Executive Committee is made up of the Service Executives and Service Principals from each of the Services and from the Office of the Secretary of Defense (OSD). The current members of the Interservice Executive Committee can be found at http://www.iitsec.org/about/LEadership/Pages/Executive_Committee.aspx. Each year, on a rotating basis, one of the Services (the Navy and Marines join forces as the Sea Services) takes the lead role for the conference. During that year, they are known as the Lead Service and certain aspects of the proceedings will be in keeping with their affiliation.

3.1.3 Council of Chairs

The Council of Chairs is made up of all past I/ITSEC Conference Chairs.

3.1.4 Operations Committee

The Operations Committee is in charge of the facilities for the various meeting and presentation rooms.

3.1.5 Scholarship Committee

The RADM Fred Lewis I/ITSEC Postgraduate Scholarship Committee is chaired by the previous year's Conference Chair. For information on scholarships, please go to

<http://www.iitsec.org/ABOUT/AWARDSANDRECOGNITION/Pages/IITSEC ScholarshipWinners.aspx>.

3.1.6 Best Paper Committee

The Best Paper Committee is headed by a representative from the current year's Lead Service and is made up of a member from each subcommittee. The role of the committee members is to: read each of the subcommittees' best paper, attend the presentation of those papers and provide inputs to the selection of the I/ITSEC Best Paper for that year. Specific guidance will be given by the Chair of the Best Paper Committee. Information on the current Chair of the Best Paper Committee can be found at

<http://www.iitsec.org/about/LEadership/Subcommittees/Pages/default.aspx>.

3.1.7 Best Tutorial Committee

The Best Tutorial Committee is headed by a representative from the Tutorial Board and is made up of 6 members from I/ITSEC committees. The role of the committee members is to: review the presentations of the best tutorial nominees, attend the presentation of those tutorials and provide inputs to the selection of the I/ITSEC Best Tutorial for that year. Specific guidance will be given by the Chair of the Best Tutorial Committee. Information on the current Chair of the Best Tutorial Committee can be found at

<http://www.iitsec.org/about/LEadership/Subcommittees/Pages/default.aspx>.

3.2 *Subcommittees*

Subcommittees are made up of members from industry, academia and from the government. As with any relevant conference, the names and focus of the subcommittees change as our industry evolves. There currently are six subcommittees, each with a Subcommittee Chair, Deputy Chair and subcommittee members. As a subcommittee member, your primary contacts for your participation on the subcommittee should be with your Chair and Deputy. For a list of the current subcommittees and contact information for the Chair, please go to:

<http://www.iitsec.org/about/LEadership/Subcommittees/Pages/default.aspx>.

Since we are continually bringing new members into the process, one of the I/ITSEC "old hands" is designated as the New Member Mentor. Don't worry about finding this person—if you are a new member, they will find you! They are a great resource for general information and sometimes organize social events so that the new folks have an opportunity to meet others. REMEMBER—the new

member mentor is there for general information. You should correspond with your Subcommittee Chair or Deputy for information on the conduct of Abstract and Paper Reviews and any other workings of the subcommittee. Each subcommittee does its work in a slightly unique way—make sure you're in tune with your Chair!

Schedules are always in a state of flux. As a member of a subcommittee, from Chair on down, you are a key part of the communications link between the “providers” of the content (papers/tutorials/special events) and the “organizers” (Program Chair, NTSA, and the Conference Committee). Keeping your I/ITSEC chain informed of your planned (extended) absences during the year will greatly facilitate communication and minimize frustrations. Waiting for a response to a “critical” message for days is not something any of us are unfamiliar with.....let's try to prevent that by keeping the Chair and Deputies informed of absences or other scheduling issues.

4 Subcommittee Areas of Responsibilities

4.1 Subcommittee Membership

Subcommittee membership is typically made up as follows:

- Subcommittee Chair
- Subcommittee Deputy Chair
- Fourteen representatives from industry and academia
- Council of Chairs Representative
- Three representatives each from the Army, Navy, Air Force and Marine Corps
- An OSD representative
- One or more representatives from government organizations not listed above or industry/academia outside of the defense training industry

4.2 Schedule/Activities

To find the location and dates of the various I/ITSEC meetings as well as which ones YOU are supposed to attend, please see <http://www.iitsec.org/about/Pages/Futuredates.aspx>. This will tell you where the Abstract and Paper Reviews will be held, phone numbers to get your room reservations, etc. NOTE—there is typically a golf outing associated with these meetings that is scheduled the day before the review meeting. Should you be a golfer – or even if you are not - you should plan your travel to include the golf outing as it provides a valuable opportunity to network and get to know your fellow subcommittee members. The following are the typical I/ITSEC meetings held throughout the year.

4.2.1 Kickoff Meeting

This one-day meeting is held in January with selected invitees. Subcommittee Chairs and Deputies are invited to this meeting, but it does not involve all remaining subcommittee members. Initial planning and finalizing subcommittee membership are typical activities accomplished at this meeting.

4.2.2 Abstract Submittal Window

The Abstract submission process for Papers and Tutorials is typically open during the January – February time frame. This is important information for all subcommittee members to know!!! Your most important mission as a subcommittee member at this time is to solicit the submission of abstracts. We respectfully challenge each of you to reach out to no less than six (6) of your peers (co-workers, colleagues, family members, friends, old college friends, contacts inside and outside of the defense training industry, etc.) and encourage them to submit abstracts.

While you are specifically seeking abstracts appropriate for your subcommittee, an abstract submitted to any I/ITSEC subcommittee is welcomed. We have found that an email followed up by an encouraging phone call has produced the most interest. We should also be encouraging those whose work is of interest to our industry to submit Tutorial abstracts, which has the same submittal window as papers. The current “Call for Papers and Tutorials” can be found at http://www.iitsec.org/authors/Submission_Information/Pages/default.aspx.

4.2.3 Abstract Review Meeting

The Abstract Review takes place in March each year and is normally a two-day event. For the location, dates and typical schedule (minus golf), please see <http://www.iitsec.org/about/Pages/Futuredates.aspx>. The golf outing is normally the day before the meeting starts.

4.2.4 Paper Submittal Window

The dates that authors may submit their papers are listed at <http://www.iitsec.org/about/Pages/Futuredates.aspx>. The dates are typically in May – June.

4.2.5 Clearance Form Submittal

The current clearance forms, their due dates and submission information can be found at <http://www.iitsec.org/about/Pages/Futuredates.aspx>. Clearance forms are typically due sometime in July, but prior to the Paper Review. NOTE—papers cannot be accepted unless the Clearance Form has been received!

4.2.6 Paper Review Meeting

The Paper Review takes place in July each year and is normally also a two-day event. For the location, dates and typical schedule (minus golf), please see <http://www.iitsec.org/about/Pages/Futuredates.aspx>. Again, golf is usually conducted the day before the meeting starts.

4.2.7 Paper Corrections Submission Window

After the Paper Review meeting, accepted authors will be notified about the status of their paper and informed of an opportunity to make minor edits to produce a final version. (Note: Sometimes specific minor edits are recommended by the subcommittee.) The deadline for submitting the final version of the paper (i.e., camera ready) can be found at <http://www.iitsec.org/about/Pages/Futuredates.aspx> in the “Important Dates” section. Accepted authors will need to follow the same instructions as for uploading their original paper.

4.2.8 Presentation Submittal Window

All accepted papers are expected to be presented at the conference. Presentations are typically due in August – September. For specific dates and instructions to upload the presentations, please see <http://www.iitsec.org/about/Pages/Futuredates.aspx>.

4.2.9 Presentation Review and Program Walk-Through Meeting

This one-day meeting typically takes place at the convention site in October. Subcommittee Chairs and their Deputies are invited as well as the Conference Committee.

4.2.10 Bag Stuffing

Another long tradition that gives you an opportunity to arrive at I/ITSEC a day early and interact in a fun and energy-filled way with members of the I/ITSEC leadership is the Bag Stuffing event. This very enjoyable networking event takes place very early (generally with a 9 a.m. start time) the Sunday morning of I/ITSEC week. Breakfast is provided before the fun begins (generally around 8 a.m.). The more that show up, the merrier the time all will have and the quicker this important task is accomplished! We always finish well before the I/ITSEC Golf Event start, so all can participate. Specific information on the exact time and location of bag stuffing will be provided to you by your Subcommittee Chair.

4.2.11 Speaker's Meeting

On the eve of the official opening of I/ITSEC (usually on a Monday), there will be a Speaker's Meeting and Reception for all accepted presenters and authors, all Subcommittee Chairs and Deputies, all Session Chairs and Deputies, Operations Committee members, all Birddogs of accepted presentations, and others as determined by the Program Chair. Important “household” information will be distributed, and this is an excellent way to meet presenters/authors you have not had a chance to meet before. Following the meeting, a reception will be held on the show floor to honor and welcome all paper and tutorial presenters and authors – and to announce the winner of the Best Tutorial Award.

4.2.12 I/ITSEC Conference

The dates of the upcoming Conference are listed at <http://www.iitsec.org/about/Pages/Futuredates.aspx>.

4.2.13 Conference Wrap-Up & “Hot Wash”

On Friday morning following the Conference, the Conference Committee and Subcommittee Chairs and Deputies meet for a “hot wash” to capture notes of all lessons learned and the good and the bad while I/ITSEC is fresh on everyone's mind.

4.3 Commitment

It is extremely important for all subcommittee members to do their assigned tasks throughout the year and to attend the Abstract Review, Paper Review, and I/ITSEC itself. Your commitment as a member of a subcommittee is spelled out below.

Before accepting a position on an I/ITSEC subcommittee, be sure you take the time to read and understand your commitment. It is recommended that you share this information with your supervisor as well. As a subcommittee member, you will be asked to provide a letter/e-mail from your supervisor indicating their support of you being on an I/ITSEC subcommittee and their understanding of the commitment that entails.

Absences from the Abstract and Paper Reviews should be rare. Subcommittee members must notify their Subcommittee Chair if they will not be at one of these reviews, as far in advance as possible. Additionally, subcommittee members are required to turn in their scoring forms for either the Abstracts or the Papers prior to the review that they will miss.

The normal ‘term’ for a subcommittee member is three years. Subcommittees try to have a 1/3 turnover each year so that about a third of the members are in their third year, a third are in their second year, and a third are newcomers to the subcommittee. If you are in your third year on a subcommittee and would like to continue serving on an I/ITSEC subcommittee, you should make your desires known to subcommittee deputies on the subcommittees where you would like to serve. Some members will be allowed to transfer to other subcommittees; others will not be invited back so that new members can be welcomed on board.

4.4 Abstract Review

The Abstract Review is the first time in the calendar year that the entire I/ITSEC team meets. Again, the location, dates, and typical schedule are on the web site. It would be good to review the Call for Papers and Tutorials as you read the abstracts submitted to your subcommittee. Be sure to plan sufficient time to give each and every abstract a complete and thorough review. You may find yourself spending more time than you think—especially if you are a first-time subcommittee member—reading, re-reading, and taking notes on each one. This is not something that can be done on the trip to the Abstract Review or the night before.

Your Subcommittee Chair will pass information to you on how to download the abstracts and will give you any other specific information on how your

subcommittee will operate during the Abstract Review. You may be asked to fill out a scoring sheet for each abstract or enter your abstract review data into a spreadsheet to be submitted in advance of the review meeting to help facilitate the group discussion. During the abstract review, your subcommittee down-selects the submitted abstracts through the subcommittee's peer-review process. The process will result in a list of accepted abstracts and the authors will be invited to submit a paper.

You should take detailed notes as you read and review each abstract as to why you believe it should be accepted or rejected. If your subcommittee is using a spreadsheet to enter your review data, it is recommended that you includes these notes in the comment fields. With perhaps dozens of abstracts to review and discuss, you will want to be able to clearly articulate your decision to the rest of the subcommittee, and it may have been a week or more since you last looked at it.

Birddogs will be assigned at the Abstract Review to all accepted abstracts. Please come to the review prepared to volunteer to birddog an abstract into a paper by picking your favorite abstracts in advance of the review meeting. Each subcommittee member will be expected to birddog at least one. Seasoned subcommittee members may be asked to birddog more than one while first timers may only be asked to do one, depending upon the number of abstracts accepted by the subcommittee.

If you missed the Abstract Review, you will likely be assigned Birddog responsibilities in your absence. Be sure to contact your Subcommittee Chair as soon as possible to find out which papers you are responsible for and to collect any feedback provided. Be sure to read and understand the role of an I/ITSEC "Birddog." Please see the role of a Birddog below.

4.5 *Birddog Responsibilities—Abstract to Paper Review*

By the time you leave the Abstract Review, you will be assigned as a Birddog to one or more sets of authors. All authors who have successfully completed the first hurdle and had their abstract accepted to go to paper need our encouragement to write the paper and submit it on time. Your job as the Birddog will be to correspond with the authors and to offer them guidance as they develop their paper. It is important to stress to the authors that you will be their paper's advocate at the Paper Review.

As a Birddog, you need to keep in early and frequent contact with your authors, making sure they know when their paper and the related clearance form have to be submitted and that they understand the various gates they need to pass along the way. A method to help keep your authors on schedule is to ask for Draft versions of the paper early enough so that you can give them constructive

feedback. This will give them the highest probability that their paper will be accepted for presentation at the conference. The link to the Author's Handbook, along with instructions on required paper formats, how to upload the paper, etc, can be found at

http://www.iitsec.org/authors/Submission_Information/Pages/default.aspx.

A very important element of the paper and tutorial submittal and approval process is the Clearance Form. This form *must* be completed and submitted in a timely manner regardless of the source of the paper or tutorial. *Occasionally these forms take quite a bit of time to go through all of the reviews within the respective organizations*, so as a Birddog, highly encourage your authors to begin the clearance process as soon as possible! **Reminder**—papers cannot be accepted and reviewed at the Paper Review unless the Clearance Form has been received! A clearance release guide is available to the authors to help navigate their organization's release requirements and can be found as part of the Author's Handbook at

http://www.iitsec.org/authors/Submission_Information/Pages/default.aspx.

Further details on the birddog responsibilities related to responsibilities between Abstract and Paper Review are available in the Appendices, paragraph 5.1.1 Abstract Review & Related Activities.

4.6 Paper Review

Preparing for the Paper Review will most likely be your busiest time from a commitment stand point. The good news is that it is also probably the most rewarding time. Your Subcommittee Chair will let you know when the papers are ready to be downloaded and the instructions on how to do so. They will also let you know if you are required to read and evaluate all submitted papers or a specified subset. A word to the wise—get started on your reading as soon as you're given the go ahead!! Doing so will allow you the proper time to read and fairly evaluate each paper. Remember—the authors have spent a good deal of time in preparing the paper. As a subcommittee member, you owe them a fair and honest review of their work. Again, take specific directions from your Subcommittee Chair on how your subcommittee will operate during the Paper Review. Birddogs need to be prepared to take notes on the discussions of the papers they are birddogging so that they can provide these comments to the author after the Paper Review.

At the end of the review, papers are accepted for either: a) publication and presentation (with an opportunity for minor edits) or b) rejected. Accepted papers will be grouped together into presentation sessions containing three papers. Session Chairs and Deputies are assigned from subcommittee members and will have the additional duties as outlined at Section 4.2 of this document.

If papers are accepted, the due date for the final paper version (i.e., the camera ready version) can be found in the “Important Dates” table at <http://www.iitsec.org/authors/Pages/ImportantAuthorDates.aspx>.

As with the Abstract Review, if you had to miss the meeting be sure to get in touch with your Subcommittee Chair as soon as possible after the meeting concludes to gather the feedback on the papers you birddogged and to find out about additional duties you were assigned (session/deputy chair).

For all Birddogs, your job is not done! Read on.

4.6.1 Continuing Education Units (CEUs)

All accepted paper presentations will be offered for CEU credit at the conference. All conference registered attendees are eligible for CEU credits. Those interested in obtaining CEU credit must attend the sessions. Information on CEUs can be found at

<http://www.iitsec.org/education/professionaleducation/Pages/ContinuingEducation.aspx>.

4.7 *Birddog Responsibilities—Paper Review through Conference*

Communication is a key responsibility of the Birddog. After the paper review, authors are eager to find out if their paper made it and if not, why not.

For all papers accepted, whether for publication only or for publication and presentation, the Birddog needs to continue to work with the author to get any required / desired changes to the paper implemented and then reloaded to the web site. The date that the updated accepted papers are to be resubmitted can be found at <http://www.iitsec.org/authors/Pages/ImportantAuthorDates.aspx>. In order for the authors to be able to make those changes, you need to get them all the comments ASAP after paper review, and **be sure to review the final paper version that is uploaded.**

For those authors whose paper was not accepted, they deserve to know what the subcommittee felt was missing. As their Birddog, it is your responsibility to give them feedback on the deliberations. You should take notes on the discussion during the review of the paper you are birddogging at the review. Additionally feedback from your fellow subcommittee members collected by your Subcommittee Chair will be provided to you after the Paper Review. Your Subcommittee Chair will provide details regarding the process and timing of providing this information to your author. Be gentle in documenting your feedback – we want to encourage authors to try again!!

Authors of accepted papers will be asked to submit a presentation deck that they will use to provide a 20-minute presentation their paper at the conference. These presentations are typically due in September and reviewed by the I/ITSEC Committee in October. Comments are forwarded to the Birddog for correction and resubmittal by the author.

Along with the presentations, birddogs should secure an introductory biography from the presenters for use at the conference.

Each subcommittee seems to take a little different approach to the use of Birddogs and Session Chairs as the transition from papers to presentations occurs. Be sure to have a good understanding of how your Subcommittee Chair wants you to handle that transition. Regardless of how the transition takes place, you should stay in the loop by reviewing drafts of the presentation, attending their practice session and their actual presentation as a sign of support.

Further details on the birddog responsibilities related to responsibilities between Abstract and Paper Review are available in the Appendices, paragraph 5.1.2, Abstract Review & Related Activities and 5.1.3, I/ITSEC Conference Activities.

4.8 *Special Events*

Each year the Conference Committee of I/ITSEC seeks to present events of special interest to the community. Many of these events originate within the subcommittees. If you have an idea for a Special Event, please coordinate with your Subcommittee Chair who will provide you with the template with the information needed to present to the Conference Committee. A Special Events Coordinator is a member of the Conference Committee and is the primary focal for all Special Events. During the Paper Review, subcommittee members will be requested to support various special events as Deputy Session Chair.

5 Appendices

5.1 *Role of the Birddog*

Birddogs are loyal companions who point out where the game is, and fetch the ones that their master has been fortunate enough to shoot. I/ITSEC Birddogs are very much like their canine counterparts! They spend a lot of time out in the community helping to identify potential authors. Once an author has been "pointed," the Birddog sniffs out the paper and makes sure that it gets written and submitted. Then the Birddog returns to the subcommittee to make a recommendation on accepting the paper for presentation. Just like the loyal canine Birddog, the I/ITSEC Birddog makes sure that everything goes well for their assigned authors. In short, the Birddog is the principal communication link between the subcommittee and the author until the paper is presented at the conference. The Birddog is there to help the author meet the conference guidelines and schedule.

So, you can see that as a Birddog, you play a key role in the success of your author and have several important duties to perform. The more critical ones are listed below:

5.1.1 Abstract Review & Related Activities

- Prior to the meeting, decide which abstracts appeal to you so that you can volunteer as a Birddog. If your subcommittee is using a spreadsheet to record your abstract evaluations, there will be a tab to indicate preference for birddog assignment prior to the Abstract Review. Your Subcommittee Chair may use this information to assign Birddogs prior to the meeting, otherwise, they will be assigned at the Abstract Review.
- Make note of significant comments about the abstract and collect all written evaluation sheets from the subcommittee members at the end of the discussion.
- Have fun!
- Upon completion of the Abstract Review, the Subcommittee chair will enter accept/not accept into the on-line system. For those Abstracts that are accepted, the chair will also submit the name of the Birddog.
- Once the information is entered, an e-mail will be auto-generated and sent to the Authors to notify them of their abstract's acceptance status. If the Abstract is approved for paper submission, the Birddog will be copied. If the Abstract is rejected, the Subcommittee Chair will be copied.
- Contact the successful author within two days after the auto-generated acceptance message is sent to verify phone numbers and mailing addresses.

- Compile the subcommittee's comments in a clear and polite manner and provide to the authors for their consideration, and ideally come to an agreement on a timeline to review their draft(s). Suggestions by the subcommittee will help the authors tailor the paper so that it has a higher likelihood of acceptance.
- Ensure that your author submits the clearance form. Everyone must submit a clearance form even if it only states that no clearance is necessary. Sometimes the government clearance process can take 30 days, so don't let your author delay in starting this process. Typically, clearance forms are scanned and e-mailed or faxed to the current I/ITSEC Program Chair. Your Subcommittee Chair will instruct you on how to get the clearance form submitted.
- Keep in touch with the author periodically making sure that the paper gets written and submitted. Some authors get "cold feet" before it's time to submit the paper, especially if they have delayed in starting the writing process. Make sure the author is confident and will actually write and submit the paper. Working with them early to establish a date for them to give you a draft will help them focus their efforts and give you an opportunity to touch base on progress, review the draft and give constructive criticism, and to encourage them.
- As the submission deadline nears, verify via the I/ITSEC admin website that the author has submitted the paper. Details on how to access this website will be provided by your Subcommittee Chair.
- Prior to the Paper Review, confirm receipt of your author's clearance form and inform your Subcommittee Chair and Deputy Chair.

5.1.2 Paper Review & Related Activities

- You are your paper's advocate at the Paper Review.
- Be ready to collect comments, just as you did during the Abstract Review.
- If the paper is selected, phone or email the author within two days after the Paper Review and review the comments made by the subcommittee.
- Come to an agreement with the author as to a timeline for any revisions that you will need to review. The final date for Paper Revisions will be announced at the Paper Review and is on the I/ITSEC web site.

- Verify via the website that the author has submitted the revised paper.
- Ensure that the author's presentation material has been uploaded by the established deadline for review in mid-October.
- Secure a brief introductory biography to introduce the presenters at the conference.
- Once the presentation materials have been reviewed, some authors may need to make revisions prior to the conference. Make sure the author understands what needs to be done and why as well as the deadline for revisions.
- Verify via the website that the author has submitted the presentation.
- Strongly encourage the speaker(s) to schedule a practice session in one of the practice rooms available. This will help ensure that the quality of the presentations is high, and the audience is engaged. A sign-up sheet will be available on the web from mid-October to mid-November. Remind them to try to schedule when you and/or the Session Chair can attend to provide feedback! The speakers need to let you know when and where their practice session will be.
- Thirty days prior to the conference, ensure that the speaker has registered. Primary paper authors receive a complimentary full conference registration. Information will be provided to the author with a special web link to the registration site. Tutorial presenters receive two complimentary registrations.
- The Program Chair will send out invitations to the Speakers' Meeting and reception for the evening before the opening ceremony. Strongly encourage the speaker to attend.

5.1.3 I/ITSEC Conference Activities

- At the conference, ensure your speaker(s) pick up their Badge and Author and Presenter Ribbons at the registration desk.
- Attend the speaker's practice session and provide constructive feedback.
- As a Birddog you should attend the session for your author. By this point, you will be a friendly face in the crowd that will put them at ease so they can make the best presentation possible. You should assist the Session Chair by testing the lights and audio-visual equipment before the session.

- You may need to be a door guard to ensure that the presentation is not interrupted and everything goes off smoothly.
- Have fun!

5.2 Paper Session Chair and Deputy Session Chair Duties

There are several jobs to be performed during an I/ITSEC paper session. To keep things moving smoothly, make a point to arrive to the room early and verify that all the presentations open easily. Become familiar with the lighting so that it can easily be dimmed during the presentation for best viewing and raised between presentations to facilitate people moving into and out of the presentation hall. (This is an excellent task for the Deputy Session Chair who can also use the vantage point to check attendance for the Session Metrics form.) Keep the number for the Operations Team handy in case last minute support is needed. Check the time and be prepared to welcome people and ask them to take a seat so that the session can start on time.

To the extent you are comfortable, make use of social media (such as Twitter and Facebook) to share information about the upcoming paper session. Information will be provided as to which hashtags to use for posting to Twitter.

5.2.1 Preparation

Contact each of your presenters prior to the opening of the conference; introduce yourself and your deputy, and copy your deputy on all correspondence. Have your presenters send you a brief bio to assist in creating your introduction (see Introduction section below). Note that you will not have time to read their entire biography from the first page of their paper!

Confirm that presenters will be attending the Speaker's Meeting and ask them to make a point to meet you at this meeting. If you recognize your presenters, you will be able to confirm they have arrived and not be wondering if they will appear at the end of your introduction! Ask the presenters to arrive early for the session and, if possible, to attend the entire session. Sessions are planned as a cohesive set and it is wonderful when presenters can refer to related items in previous presentations. Not all presenters are comfortable with this style, but many are and it helps tie the session together.

5.2.2 Practice Sessions

Strongly encourage your presenters to sign up for practice sessions online before the conference. You will be advised as to when the web page will be available prior to the conference. Many kinks are worked out by using the presentation submitted on the equipment that will appear in the room. Practice sessions last an hour and give the presenter an opportunity to check timing and adjust. You may recommend that your presenters sign up for consecutive slots. This allows the presenters to hear the other presentations and perhaps add references that will tie them together. As Session Chair,

the practice session gives you one last chance to familiarize yourself with your presenter's slides. Pay particular attention to what their presentation (slides and verbiage) looks like near the end. Then if they are running out of time during the session, you'll have an idea for how much of their presentation they have left.

5.2.3 Session Introduction

The Session Chair introduces the speakers and keeps the session on track. However, the Deputy should be prepared to take over at any time. Therefore, be sure to write-up your introduction in advance and share it with your deputy. Here is the 1-2-3 guide to effectively introducing a speaker from Toastmasters. This will help you collect the right bio information from your presenters. Note: The introduction provided here is totally fictional!

1. Introduce the subject of the presentation and why it is important.

"Ever since the introduction of the Distributed Interactive Simulation (DIS) protocols nearly a decade ago project teams have been wrestling with providing deterministic solutions for bandwidth requirements in a given implementation of DIS for training. Our next presentation will address this subject and provide quantitative data from a case study of the "Design for High DIS PDU Traffic Rates"."

2. Tell why the presenter has credibility to address the subject.

"Our presenter holds B.S. and M.S. degrees in electrical engineering from MIT and has over 14 years of experience in the design and development of real-time simulation systems with Lockheed Martin. He has most recently served as the Lead Systems Engineer for the Close Combat Tactical Trainer (CCTT) program, from which a majority of the material for the presentation has been developed."

3. Finally, present the speaker!

"Ladies and gentlemen it is my pleasure to present Mr. John Doe!"

5.2.4 Session Timing

It is critical for the Session Chair to keep the session on schedule. Keep the Introduction to the first 2-3 minutes of the 30 minute slot. Then allow 20 minutes for the presentation and 5 minutes for Q&A. If the presentation requires more Q&A time, simply ask the presenters if they can address questions outside the presentation hall. Then you will have about 2 minutes for people to flow into and out of the room while you complete the Session Metrics form.

Make certain that your presenters are well aware of the timing requirements and of the cards for 3 and 1 minute(s) that you will use to notify them of the time remaining.

Don't be tempted to adjust the presentation schedule if a presenter does not show up. Simply notify the audience that the current presenter has been delayed unexpectedly and the following presentation will be presented as scheduled to permit attendees to move between sessions to attend specific presentations.

5.2.5 Session Q&A

At the end of the presentation, THANK THE PRESENTER! Recognize their efforts. Then open the floor for questions. As the Session Chair, please make certain that the speaker repeats the question if the questioner didn't have a microphone when asking. Many times the presenter's answer is completely out of context without the question. Sometimes the audience is reluctant to ask questions - - be prepared with a question yourself to get the dialog going!

Stay alert to the time remaining and feel free to ask the presenters if they could address additional questions outside the presentation hall or during the break.

5.2.6 Session Metrics

At the end of each presentation, the Paper Session Deputy (or Chair) records the attendance on the Session Metrics Form. At the end of the paper session, he/she takes a picture of the metric form and emails or texts it to the Subcommittee Chair and Deputy for their use in preparing for the discussion at the Conference Wrap-up & Hot Wash and the following year Kickoff meetings. Then, he/she takes the completed Session Metrics Form to the designated turn in point (usually the Operations Center).