

Conference Organization Guidelines

Revision 1

Bob Eberlein, February 2009

Conference Organizing Committee

The Conference Organizing Committee is responsible for coordinating with the Central Office all aspects of the conference that are not program related. This includes the selection of the conference venue, accommodation and food arrangements, social activities, photocopying and other local support and budget control. The Conference Organizing Committee is approved by the Policy Council as part of the site selection process. The composition of the Conference Organizing Committee, and the specification of roles within that committee, may be changed with the approval of the Central Office.

Society Program Oversight Committee

The Society Program Oversight Committee is an ad-hoc committee chaired by the Program Chair for the current calendar year and having as members the Program Chair for the upcoming year, the Program Chairs from the past two years, the VP Meetings, the VP Publications, the VP Electronic Presence and the Executive Director.

The Society Program Oversight Committee is responsible for recommending a Program Chair for future conferences as well as determining the Threads or topic areas around which the conference program is organized. It is the responsibility of the committee to appoint Thread Chairs and review their performance. This committee is also responsible for reviewing the types and nature of sessions to be presented at the conference. Changes to threads, Thread Chairs and session formats should be completed before submissions open for a conference.

Program Chair

For each conference there will be a Program Chair appointed directly by the Policy Council based on the recommendation of the Society Program Oversight Committee in consultation with the Conference Organizing Committee. Normally this appointment will be made after the conference location and the Conference Organizing Committee has been approved by the Policy Council.

The Program Chair will determine which papers to accept and group them into sessions based, in part, on the recommendations of the Thread Chairs. The Program Chair is responsible for assuring that the Thread Chairs are aware of, and complete their assigned duties.

The Program Chair communicates directly with the Central Office on all program related issues. The Program Chair has final decision authority and responsibility for all matters relating to the Conference Program except changes in session formats or the list of Threads which require the approval of the Society Program Oversight Committee.

The Program Chair will strive to incorporate the appropriate local flavor in the conference program. This can be done through the inclusion of local representation on the Program Committee, or through direct consultation with the Conference Organizing Committee.

Program Committee

The Program Chair, in consultation with the Conference Organizing Committee, may appoint a Program Committee. The Program Committee will provide support for the program, and engage in decision making as directed by the Program Chair. The Program Committee members should bring special expertise related to the geography or theme of the conference. Choosing people for the Program Committee who are members of the System Dynamics Society is encouraged.

The Program Committee members may be given specific responsibility or be declared as Program Co-chairs at the discretion of the Program Chair.

Independent of the internal structuring of the Program Committee, the Program Chair acts as the single point of contact with the Central Office.

Thread Chairs

Thread Chairs are responsible for specific topic areas or Threads. They are appointed by the Society Program Oversight Committee.

The number of Thread Chairs is not fixed, but should be large enough that each Thread Chair has a manageable amount of work reviewing and evaluating papers submitted to a particular Thread. The Society Program Oversight Committee is encouraged to maintain continuity by reappointing a significant number of Thread Chairs from prior programs.

The Thread Chairs will carefully evaluate the papers submitted to their Thread based on their personal review submissions, giving appropriate consideration to the reviews

provided by the peer review process. Based on this evaluation the Thread Chairs will recommend that paper be accepted or rejected and recommend a presentation format for accepted papers. Thread Chairs are also responsible for organizing accepted papers into coherent sessions. Thread Chairs will communicate these recommendations to the Program Chair.

The ultimate responsibility for the program lies with the Program Chair, and the Program Chair has final decision authority for all paper dispositions.

Workshop Chair

The Workshop Chair is responsible for selecting and organizing workshops. The Workshop Chair will work directly with the Central Office in managing workshops except to the extent the Program Chair chooses to be involved.

Session Types and Mandatory Sessions

The program will consist of Plenary Sessions, Parallel Sessions, Poster Sessions and alternative format sessions deemed appropriate by the Society Program Oversight Committee. Presentation length including discussion will not be less than 15 minutes for plenary/parallel presentations and not more than 30 minutes for parallel presentations. The number of concurrent Parallel Sessions will not exceed 8. Posters will be scheduled so that they have a designated time during which the authors will be available for discussion. Mandatory Plenary Sessions include: Jay W. Forrester Award, Business Meeting, the Presidential Address and the Closing Ceremony. Mandatory Parallel Sessions include: Policy Council Meeting (normally before the conference opening), Committee Meetings and Chapter/SIG meetings.

Paper Submission

Paper submission will be done electronically through a web submission system maintained by the Central Office. It is the responsibility of the authors to insure that a submission is made in the correct format with no reference to their names to support a blind review. Papers will be submitted to one of the designated Threads

There will be a single submission deadline set by the Central Office in consultation with the Program Chair.

Paper Review

The paper review process will be a blind review process supported by the web submission systems. All Society members and all authors submitting, or having

previously submitted, papers will be given the opportunity to review papers. Nonmembers suggested by the Program Committee will also be given the opportunity to review papers. Any reviewer who has previously submitted an inappropriate review will, at the discretion of the Society Program Oversight Committee, not be asked to review papers again. Reviews will be assigned on a rolling basis with a relatively short deadline for completion.

Paper Selection and Tentative Session Definitions

Thread Chairs are responsible for making recommendations on all papers submitted to their Thread. Access to the submitted papers without author names, and reviews with reviewers named, will be provided to the Thread Chairs. Using this information the Thread Chair will recommend whether to accept or reject a paper as well as specify the tentative presentation format. During this review process the Thread Chairs are also responsible for grouping papers into logical sessions. This initial grouping is tentative and should be based primarily on content. Though a target number of papers per session will be provided by the Program Chair it is acceptable to have 1 or 2 too few or too many papers in this initial grouping. Papers should be ordered by relevance to the session title.

The deadline for paper selection will be set by the Central Office in consultation with the Program Chair.

Acceptance Notification

After a paper has been selected for acceptance or rejection, the communicating author will be notified by email. This notification will be made by the Central Office or automatically through the web submission system. For accepted papers this notification will include, or be followed by the proposed presentation format

Registration and Attendance Requirement

For a paper to be included in the program one of its authors must be registered for the conference. For a paper to be included in the proceedings one of its authors must present the paper at the conference. Exceptions for the presentation requirement may be made in the case of extenuating circumstances.

Program Definition

Once the paper selection has been made the Program Chair will consult with the Central Office to determine a workable program layout given the available conference facilities.

While acceptance and rejection of papers are expected to be made based solely on the merits of the submission, the actual presentation formats and time allotments need to be made with room capacities taken into consideration. The Program Chair will use the tentative session definitions of the Thread Chairs and may ask Thread Chairs to make revisions or make revisions directly.

Session Assignment

The Program Chair, in consultation with the Thread Chairs, shall define the non-mandatory Plenary Sessions. Once the plenary papers have been identified the remaining papers will be organized into Parallel and Poster Sessions by the Thread Chairs subject to the approval of the Program Chair. When possible, for each Parallel Session one alternate poster paper will be identified for promotion into the session in case one of the selected papers cannot be presented.

Author Notification

Authors will be notified of their session assignment by the Central Office. Those identified as backup papers for Parallel Sessions will be given the choice of preparing two types of presentations.

Scholarly Program

The scholarly program will be compiled by the Program Chair. This will include the timing of all Plenary Sessions including mandatory sessions, all Parallel Sessions formed by the Thread Chairs and all Poster and alternative format sessions. In the case of Parallel Sessions those that are likely to be less attended will be identified to aid in room assignment. The scholarly program will be completed as soon as possible after session assignments.

Room Assignment

Room assignment will be performed by the Central Office based on the scholarly program and other meeting requirements.

Mandatory Registration

Presenting authors will need to register by a date set by the Central Office or their papers will automatically be removed from the program. This date will be after the authors have been notified of their session assignment.

Proceedings

The Central Office will compile the Abstract Proceedings to be printed for distribution at the conference. Preliminary web proceedings will be made available as soon as possible after acceptance notifications go out. Authors will be allowed to update their papers through the conference and for a period of 30 days thereafter. This is intended to make the proceedings as current as possible. For individuals who desire a CD, the facility to download and burn a full conference proceedings CD will be made available on the conference website. Additionally a hardcopy of the proceedings with full papers can be purchased through an outside vendor.