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Planning Symposia & Workshops

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Today's Agenda



- Benefits
- 2018 Statistics
- Event types and examples
- Steps to planning
- Keys to a successful event and publication



Benefits



- Exchange of technical information
- Papers published by ASTM
- Revision of standards
- New activity, standards or subcommittee
- New industry trends and needs
- Networking
- New members
- Awareness of ASTM

2018 Symposia Operations Stats

- Total Events: 35
 - 11 symposia
 - 1 conference
 - 19 workshops
 - 4 seminars



- 30 with technical committee meetings
- Over total 2,000 attendees



Event Types - Symposium

- Formal setting
- 1-2 Days
- Publication required
- Scope can be broad or narrow
- 10-15 speakers per day



Event Types - Conference

- Formal setting
- 2-5 Days
- Publication not required
- Scope is very broad
- 10-15 speakers per day



Event Types - Workshop

- Informal setting
- ½ -1 Day
- Publication not required
- Scope is narrow
- 5-10 speakers per day



Event Types - Seminar

- Informal setting
- 1-3 hours
- Publication not required
- Scope is very narrow
- 1-3 speakers



Symposia and Conference Examples

➤ Series

- D08 Symposium on Roofing Research and Standards Development
- D22 Michael E. Beard Conference
- E35 Pesticide Formulations Symposium

➤ One-Event Topics

- E08 Fatigue and Fracture Test Analysis Symposium
- F04 Symposium on Antimicrobial Combination Devices



Workshop and Seminar Examples

➤ Series

- F07 Workshop on Transparent Enclosures

➤ One-Event Topics

- D37 Hemp and Cannabis Industry Workshop
- F04 Workshop on Medical Device Standards Utilizing Computational Modeling
- G02 Workshop on Measuring the Friction Component of Oil

Step 1: Communication



➤ Let the Symposia and committee Staff Managers know:

- Event date/location
- Estimated attendance
- Publication Selection (if symposium)



Step 2: Proposal Form



A completed form includes:

- Sponsoring Committee and Sub-Committee
- Event Chairman Name and Contact Information
- Event Title
- Event Location, Date(s) and Times
- Estimated Attendance (realistic)
- Objectives
- Publication Selection
- Executive Sub-Committee Approval Date

Step 3: Time Schedule & Responsibilities



➤ Time Schedule

- Put together by Symposia Manager
- Must adhere to due dates to ensure proper planning

➤ Chairman's Responsibilities

- Roadmap for event and publication planning
- Refer to it frequently



Symposia Chairman's Responsibilities

- Communicate with staff
- Adhere to time schedule and procedures
- Provide info for call for papers
- Review abstracts
- Develop technical program
- Select peer reviewers
- Follow peer review/publication deadlines



Workshop Chairman's Responsibilities

- Communicate with staff
- Adhere to time schedule and procedures
- Provide info for call for presentations (if need be)
- Review abstracts
- Develop technical program

Step 4: Call for Papers or Presentations



- Symposia Manager will put this together based on the information provided in the proposal
- Call for papers/presentations sent to all Chairs for approval
 - If Symposium, COP Rep will need to approve as well
- Symposia Operations will publicize
 - Blast email to ASTM committees
 - News release sent to other related media
 - News Release sent to ASTM non-member customers
 - Announcement in Standardization News

Step 5: Abstract Collection and Program



➤ Symposia

- Abstracts collected by ASTM and given to chairs
- Chairs put the program together

➤ Workshops/Seminars/Conferences

- Collected by event chair
- Chair puts program together and sends it to Symposia Operations along with the abstracts they collected

Step 6: Budget and Registration Fees



➤ Budget is based on:

- The number of expected attendees (paid and fee waived)
- Audio-visual requirements
- Addition of social events or meal functions
- Presenter travel expense reimbursement

Step 7: Day of Event



➤ Symposia

- Attend Presenters' Briefing Meeting each day
- Notify Symposia Manager or A/V tech of any issues with room set-up or equipment

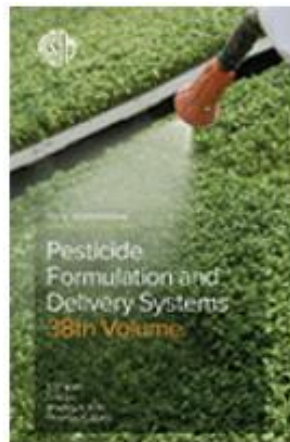
➤ Workshops/Seminars/Conferences

- Bring your own laptop and have presentations preloaded, if possible
- Notify Symposia Manager of any issues with room set-up or equipment

Symposia Publications



- Publish symposia papers in an STP (Selected Technical Papers) or special issue of an ASTM Journal
- A minimum of 10 accepted papers is required to publish
- Usually publishes within 1 year of full manuscript submission



STP - Chairman



- The ASTM Editorial Office will send invitations to the corresponding authors for submitting their full manuscripts.
- Chair chooses 2 reviewers per paper (not yourself)
- Consider each reviewers' comments and recommended action
- Approve or reject final papers
- Ensure that COP policies are followed
- Write publication forward and approve cover design



Authors are required to:

- Transfer copyright
- Obtain permission for material from other sources
- Provide complete references
- Follow ASTM and publication industry standards
- Meet deadlines
- Manage papers through peer review system

Special Issue – Extended Abstracts



- Submit a 4-8 page extended abstract for the symposium
- Submit a full manuscript to the journal special issue
- Collection of extended abstracts will be distributed to all attendees in an electronic format at the symposium

Special Issue - Chairman



- Is the Guest Editor of the Special Issue
- Works closely with the ASTM Journal Editor to ensure:
 - High quality papers
 - Timely publication of the issue
- Reviews extended abstracts to ensure that they:
 - Fit the symposium scope
 - Are not commercial in nature

Special Issue - Authors



- Submit an extended abstract for the symposium
- Submit a full manuscript to the journal special issue if invited to do so

Workshop/Conference Papers



- Presenters may submit a full technical paper to any of the ASTM journals
- All journals are listed at www.astm.org/journals
- All are peer reviewed and included in the ASTM Digital Library.

Publications Contact Information



Publications: Kathy Dernoga

Email: kdernonga@astm.org

Telephone: 610-832-9617

Keys to a Successful Event & Publication



- Topic selection
- Effective chairman
- Manageable project
- Time schedule



ASTM Symposia Website



Symposia and Workshops Web Page: www.astm.org/SYMPOSIA/

- Symposium proposal form
- See future ASTM symposia and workshops
- Search past ASTM symposia
- Receive emails when new papers are available

Symposia Contact Information



Manager: Kelly Dennison

Email: kdennison@astm.org

Phone: 610-832-9568

Administrative Assistant: Jennifer Buono

Email: symposia@astm.org

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THANK YOU!



STP - Reviewers

- Invitations will be sent to each reviewer
- If accepted, the link to the paper with instructions will be sent to the reviewer
- Reviewer's comments are vetted with the symposium chairman
- All reviewers' comments are sent to the author
- Symposium chairman can include additional comments for author
- Symposium chairman will approve the revised paper for inclusion in the STP



STP - COP Involvement

- A COP (Committee on Publications) member is assigned to each STP
- Reviews the Call for Papers and received abstracts for acceptability
- Included in the final decision of all reviewer rejected papers to either:
 - Accept the paper with revisions
 - Require additional revisions or provide clarification
 - Reject the paper
- Gets involved if co-chairs disagree on paper acceptance or rejection