



FPS 2020 International Conference Session Organizer Information

Session Organizers' Roles and Responsibilities

Thank you for your willingness to organize a session at the FPS International Conference (FPS IC) being held June 22-25, 2020 at the Hyatt Regency Portland in Portland, Oregon, USA. Your involvement and efforts are the key to a successful conference.

The IC will be organized in 80-minute sessions. Here is a generic three day programming template:

| TIME | Day 1 | | | Day 2 | | | Day 3 | | |
|---------------|--|----------------|----------------|--------------------|----------------|----------------|--------------------|----------------|----------------|
| 8:30 - 10:00 | Plenary | | | Plenary | | | Plenary | | |
| 10:00 - 10:30 | Break and Exhibits | | | Break and Exhibits | | | Break and Exhibits | | |
| 10:30 - 11:50 | Session 1.1 | Session 1.2 | Session 1.3 | Session 4.1 | Session 4.2 | Session 4.3 | Session 7.1 | Session 7.2 | Session 7.3 |
| 11:50 - 2:00 | Lunch and Wood Bowl | | | Lunch | | | Lunch | | |
| 2:00 - 3:20 | Session 2.1 | Session 2.2 | Session 2.3 | Session 5.1 | Session 5.2 | Session 5.3 | Session 8.1 | Session 8.2 | Session 8.3 |
| 3:20 - 3:50 | Break and Exhibits | | | Break and Exhibits | | | Break and Exhibits | | |
| 3:50 - 5:10 | Session 3.1 | Session 3.2 | Session 3.3 | Session 6.1 | Session 6.2 | Session 6.3 | Session 9.1 | Session 9.2 | Session 9.3 |
| 5:30 - 8:00 | Poster Session and Student Poster Competition | | | | | | | | |

The sessions are available for FPS members to organize **Industry Focus** or **Technical** sessions around specific topics of interest. Depending on the size of the session, the session may span multiple 80-minute blocks. Options for session formats include **panel discussion** or **presentation**. The goal of the session organizers is to bring together a critical mass of people with expertise and interest in the topic. The critical mass of expertise at the conference should be assured by the combination of session organizers and panel members or invited oral presenters. By assembling this critical mass of expertise well in advance of the conference, the FPS IC organizers can better advertise and promote the sessions to increase session participation and its overall success.

Presentation sessions will be composed of *invited oral presentations*, *offered oral presentations*, and *offered poster presentations*. All invited and offered oral presentations will be 20 min. Therefore, the number of oral presentations will equal the number of 80 minutes blocks multiplied by four. For example, a technical symposia with two 80-minute blocks will have eight oral presentations. A

combination of invited and oral presentations is recommended for each 80 minute block. In general, invited speakers are researchers who either have a recent significant contribution to the field that deserves to be highlighted at the conference, or someone with great knowledge in the field who can present the current state of the art and future directions. Offered poster presentations will be grouped together in the conference poster session held during one of the evenings. Offered oral presentation abstracts that do not fit into the 80-minute blocks should be offered a poster presentation. If there are last-minute oral presentation cancelations, the best posters should be offered an oral presentation to take the place of the cancelled presentation.

Important dates at a glance for session organizers

October 7, 2019 – Session proposal form is due

October 14, 2019 – Acceptance notification for Sessions

November 11, 2019 – List of confirmed panel members or invited speakers is due

November 18, 2019 to January 10, 2020 – General call for offered presentations is open

February 10, 2020 – Offered presentation decisions and tentative oral session schedules are due

March 30, 2020 – Finalized symposium sessions, including session moderators, are due

June 22, 2020 – Conference begins

Panel Discussion session organizers' responsibilities:

1. Submit a Session Proposal Form by **October 7, 2019**. The form includes the Session Title, Organizers, Type, Format, Scope, list of potential panel members, and number of 80-minute blocks requested.
2. Session organizers will be notified by the FPS IC planning committee by **October 14, 2019** about the acceptance of their proposal. If any changes to the session proposal are needed, the planning committee will discuss them with the session organizers.
3. Immediately after final approval of the session proposal, the symposium organizers should begin formally inviting panel members. By **November 11, 2019**, the symposium organizers must provide the planning committee with a list panel members who have accepted the invitation to participate in the session. Panel members will be expected to register and attend the FPS IC.
4. All panel members must be registered by **March 23, 2020**.
5. Session organizers must indicate who will moderate each session block by **March 30, 2020**. The moderators should be a session organizer or a well-regarded researcher who can facilitate discussion and provide perspective during the session.
6. The FPS IC program will be finalized and posted on the website by **April 6, 2020**. If any of the panel members cancel after this date, the session organizers will be immediately notified and responsible for finding a replacement.
7. The FPS IC will be held **June 22-25, 2020**. Session organizers are expected to attend.

Presentation session organizers' responsibilities:

1. Submit a Session Proposal Form by **October 7, 2019**. The form includes the Session Title, Organizers, Type, Format, Scope, list of potential invited speakers, and number of 80-minute blocks requested.
2. Session organizers will be notified by the FPS International Conference planning committee by **October 14, 2019** about the acceptance of their proposal. If any changes to the session proposal are needed, the planning committee will discuss them with the session organizers.
3. Immediately after final approval of the session proposal, the symposium organizers should begin inviting their invited oral presenters. By **November 11, 2019**, the symposium organizers must

provide the planning committee with a list of speakers who have accepted the invitation to participate in the session and the titles of their presentations. Invited speakers will be expected to register and attend the conference.

4. On **November 18, 2019**, the general call of offered oral and poster presentations will be opened. The call will include the list of presentations sessions with their organizers, scope, and invited oral presentations. Technical symposium organizers are encouraged to promote their symposia through their networks. People may submit offered oral and poster presentations to any of the Presentation Sessions. There will also be a 'general' presentation session for any abstracts that do not fit in to the listed sessions. The call for offered presentations will close on **January 10, 2020**.
5. Session organizers will be given all offered abstracts submitted to their session by **January 17, 2020**. It is the responsibility of the session organizers to determine whether or not to accept an abstract and to choose the oral presentations to fit into their 80-minute session blocks. If a submitted abstract subject does not fit into the session, the organizers should notify the planning committee to transfer the abstract to another session. Depending on the number of abstracts submitted to each session, the planning committee may need to make adjustments to the number of 80-minute blocks assigned to each session. The organizers must submit their decisions and tentative session block schedules by **February 10, 2020**.
6. By **February 17, 2020** the offered presenters will be notified concerning the acceptance of their abstracts. The offered presenters have until **February 24, 2020** to confirm their attendance. During this time, the session organizers will be notified if any of their presenters decline the presentation. If the presentation was an oral, the symposium organizers should immediately find a replacement.
7. Invited and offered presenters must be registered for the conference by **March 23, 2020**.
8. Session organizers must finalized sessions oral presenters and indicate who will moderate each session block by **March 30, 2020**. The moderators should be a session organizer or a well-regarded researcher who can facilitate discussion and provide perspective during the session.
9. The FPS IC program will be finalized and posted on the website by **April 6, 2020**. Only presenters with paid registration or who have been in contact with FPS will be posted. If any oral presenters pull out of the conference after this time, the symposium organizers will be immediately notified and responsible for finding a replacement.
10. The FPS IC will be held **June 22-25, 2020**. Session organizers are expected to attend.