

ROLES AND RESPONSIBILITIES OVERVIEW

Timeline	Panel Chair	AIS Staff
8 months prior	Create Call for Panels	Post call and information on the conference website
4 months prior (late April)	Submissions close Check with Program Chairs on maximum number of session slots	
Early May	Notification of accepted Panels	
2 months prior	Work with PCs on scheduling of panels	
1 month prior		AIS Communications Director adds Panels to the conference proceedings

~PANEL CHAIR POSITION~

The Panel Chair(s) coordinates activities with the Program Chairs.

~PROGRAM SCHEDULE~

Panels are scheduled throughout the conference schedule. Coordinate with the Program Chairs.

~PANEL CHAIR RELATED TASKS~

1. Create Call for Panels
2. Before review of proposals, consult with Program Chairs on maximum number of panel slots available.
3. Review (minimally) and accept proposals. Typically, one or two rooms throughout the conference are set up for panels. Please note that this style of room can also be appropriate for PDSs. There is a need to coordinate that no more than two panels/PDSs per time slot (fewer is okay).
4. Submit accepted panel content to program chairs and conference chairs based on the Key Dates schedule for meeting room scheduling and inclusion in the program document.
5. Assuming that Panel abstracts are submitted through the conference management system, Panel abstracts can be exported from the system for inclusion in the conference proceedings after a final review of abstracts is complete.
6. Ensure that the conference and program chairs are notified of the accepted panel proposals to include on the program

PANEL CHAIR POSITION

GO TO: Appendix H – Conference Schedule of Events

GO TO: Appendix K – Panel Submission Template

GO TO: Appendix E – Program Key Dates

~TIME COMMITMENT~

- Time to read (and to comment on as needed) about a dozen panels
- On-site, check in with each presenter to ensure the panelists have what they need. AIS Conference Director will make sure all rooms are properly set and manage any issues/changes.

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