

ROLES AND RESPONSIBILITIES OVERVIEW

Timeline	PDS Chair	AIS Staff
8 months prior	Create Call for PDS	
4 months prior (late April)	Submissions close	
Early May	Notification of accepted PDS	
2 months prior	Work with PCs on scheduling of PDSs	
1 month prior		AIS Communications Director adds Panels to the conference proceedings

~PDS CHAIR POSITION~

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

~PROGRAM SCHEDULE~

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

~PDS CHAIR RELATED TASKS~

1. Create Call for PDSs and promote submissions for PDSs

- In the call for PDSs, all proposals should keep with the theme of the conference and exchange of ideas.
- Some PDSs take on many different forms. Some run as short workshops or tutorials within the conference (i.e., 90 minutes rather than 3-4 hours), others are more like discussions or even panels.
- In the call for PDSs, it might be appropriate to ask those submitting the PDS regarding the preferred format for the room (i.e., panel style or standard presentation style). Since PDSs can have a variety of formats, different PDSs might need different room configuration needs.
- One way to encourage PDSs is to encourage AIS Communities to submit a PDS. These can be opportunities for an AIS Community to promote roundtable discussions of issues, host a debate, offer a short workshop during the program, or other activities to support their community.

PROFESSIONAL DEVELOPMENT SYMPOSIA (PDS) CHAIR POSITION

2. Review (minimally) and accept proposals. Typically, two rooms at the conference will be set up for panels, which is also an appropriate setup for PDSs. Thus, should accept no more than two panels/PDSs per time slot (fewer is okay).
3. Submit accepted PDS content to program chairs and conference chairs based on the Key Dates schedule for meeting room scheduling and inclusion in the program document.
4. Assuming that PDS are submitted through the conference management system, PDS abstracts can be exported from the system for inclusion in the conference proceedings after a final review of abstracts is complete.
5. Ensure that the conference and program chairs know the accepted proposals for PDSs.

GO TO: Appendix H – Conference Schedule of Events

GO TO: Appendix K – PDS Submission Template

GO TO: Appendix E – Program Key Dates

~TIME COMMITMENT~

- Time to read (and to comment on as needed) about a dozen PDSs
- May have questions from proposers about PDSs
- On-site, check on each symposium to ensure the presenters have what they need. AIS staff will make sure all rooms are properly set and manage any issues/changes.

[Back to Table of Contents](#)