

ROLES AND RESPONSIBILITIES OVERVIEW

Timeline	TREO Chair	AIS Staff
8 months prior	Create Call for TREOs	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	Confirmation of date and time availability and number of available meeting spaces
Early May	Notification of accepted TREOs Create schedule and recruit session chairs	
2 months prior	Submit TREO schedule to PCs	
1 month prior		AIS Communications Director adds TREOs to the conference proceedings

~TREO CHAIR POSITION~

The TREO Chair(s) coordinate activities with the Program Chairs

~PROGRAM SCHEDULE~

TREO presentations are typically held on Thursday afternoon. AIS Conference Director will confirm number of meeting spaces available and times.

~TREO CHAIR RELATED TASKS~

1. Create Call for TREOs and promote on AIS listserv, newsletter and social media.
2. Create template for TREO submissions based on template used for Completed and ERF papers.
3. Ensure TREOs are setup in the submission system (Precision Conference System).
4. Review one-page abstracts for content and compliance with template.
5. Consult with Program Chairs on maximum number of session slots available.
6. Communicate review decisions to authors and share presentation schedule.
7. Create TREO paper sessions (typically 7 presentations per session) and recruit session chairs.
8. Submit accepted TREO content and session information to program chairs based on the key dates schedule for meeting room scheduling and inclusion in the program document.

TREO CHAIR POSITION

9. Assuming that TREO papers are submitted through the conference management system, TREO abstracts can be exported from the system for inclusion in the conference proceedings after a final review of abstracts is complete.
10. Monitor TREO sessions at conference and review “no show” lists in each session. No shows are reported to AIS staff and these TREO papers are removed from the conference proceedings.

GO TO: Appendix H – Conference Schedule of Events

GO TO: Appendix I: TREO Template

GO To: Appendix E: Program Key Dates

~TIME COMMITMENT~

- TREO Chairs are busiest in April and May.
- Time to review and communicate decisions on 100+ one-page abstracts.
- Time on site, monitor TREO sessions.

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