

**ANS NATIONAL PROGRAM COMMITTEE**

**MANUAL FOR NATIONAL  
MEETING SESSION ORGANIZERS**



**Adopted By NPC  
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**Manual for National Meeting Session Organizers  
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## I. INTRODUCTION

Session Organizers play an integral role in the development and technical content of the society's national meetings. The overall technical quality of any meeting is a reflection of the quality of the individual division sponsored sessions. Therefore, it is vitally important that the Session Organizer have the necessary information for the preparation of the session. This manual provides that information. The manual includes examples of the sequence of events to organize a session along with examples of the required paperwork. Following the action plan outlined in this manual will ensure all the required activities are completed on time and will greatly reduce the uncertainties and problems which can be encountered when organizing a session. The quality of a session is directly dependent upon the materials selected and the speakers. A well-organized session goes a long way toward improving the session quality just as a poorly organized session can detract from an excellent subject and qualified speakers.

## II. RESPONSIBILITIES OF A SESSION ORGANIZER

The National Program Committee (NPC) depends heavily on the performance of its Session Organizers to attract informative authors to speak at the various sessions at the National ANS meetings. The primary role of the Session Organizer is to solicit the participation of key individuals consistent with the major topic of a particular session. In addition, the organizer needs to encourage and assist the authors in preparing their summaries so that the session theme is preserved and the summaries are submitted on time. The organizer also supports the electronic paper review by selecting papers and establishing a presentation sequence for papers within the session.

This manual has been compiled to assist the new volunteer and refresh the "seasoned veteran." There should be ample communication and coordination about meeting sessions between the session organizers and the Division's Representative to the NPC. The Division Representative is the individual session organizer's link to the Technical Program Chairman (TPC) for the respective meeting and the NPC.

Given the innovation that is desirable in sessions and session planning, this manual can not cover all possible situations that might arise. The session organizer should contact their Division Representative for assistance with situations outside the scope of this manual. The Division Representative is responsible to the NPC for the content and organization of the program for his or her respective technical division. The session organizer and the Division Representative can keep this manual current by providing a report to the Policy, Procedure, and Quality Improvement subcommittee of the NPC about the situations that were outside the present scope of the manual.

The ANS/NPC policy on division-sponsored special sessions is included as Attachment I, for your information.

### III. ORGANIZING A SESSION

#### A. Identification of a Session Organizer

At the National ANS meeting in June or November, the program for the meeting one year in the future is finalized. Session topic selection is based on a number of variables but obviously is greatly influenced by the commitment of an individual to be a Session Organizer. Session Organizers often come from the division program committee membership; however, this is not always the case. Division program committees often select as Session Organizers ANS members who are known to have a particular interest in the topic selected for a special session. The most successful Session Organizers are those who have the interest and the drive to encourage authors and who make a personal commitment to present a quality program. With a session topic in hand, the organizer is faced with three basic decisions. They are: (1) the type of session, (2) the overall theme of the session, and (3) the potential authors that have significant material to contribute.

#### B. Type of Session

There are three basic sessions that can be considered:

- (1) Regular Contributed Session - In this session, the authors contribute papers because they are inspired by the CALL FOR PAPERS or have been encouraged by the Session Organizer. No papers are officially "invited" but a Session Organizer may send his own letter to an author to stimulate participation. The ANS considers the paper contributed unless officially invited by a letter from the Chairman of the division's Executive Committee.
- (2) Special Session - There are several types of division-sponsored special sessions. These are described in Attachment I, "NPC Policy on Division-Sponsored Special Sessions..." revised November 1984. Normally use of special sessions or poster sessions should be limited. Type 1 is used if a contributed paper(s) adds to the quality of a special session. Since the goal is to present technical information to the ANS membership, Session Organizers are encouraged to use whatever format best serves that need.
- (3) Poster Sessions - Attachment II is a Poster Session Instruction sheet sent to authors for their information. It gives an excellent explanation of the poster session format. Poster sessions are a unique way of presenting material and should be considered.

In summary the common session types used at meetings are:

- (1) Regular Contributed - Papers received with or without stimulation.
- (2) Type 1, Special - A special session containing both contributed and invited papers.
- (3) Type 2, Special - All papers officially invited.

### C. Types of Papers

Papers are normally classified into three categories.

- (1) Contributed - Any paper not officially invited. A paper "stimulated" by a Session Organizer is a contributed paper.
- (2) Invited - A paper whose author was invited by letter from the Chairman of a particular division. This type of paper is normally considered only for plenary sessions or special sessions where well recognized speakers are desirable.

One positive aspect of an invited paper is the fact that the "invitation letter" sent out by the Division Chairman can be considered to be prestigious to the author. It helps the society extend its support to an organizer that is seeking participation by technical or policy experts that do not hold membership in the society. It also is common that non-ANS members may require such a formal invitation to secure travel approval from their organization before they accept the invitation.

A sample "invitation letter" is attached as Attachment III. **Only the Division Chairman is authorized to sign invitation letters**. The Session Organizer must have "signature-ready" letters available by the national meeting prior to the meeting for which the invitation letter is being issued.

- (3) Stimulated - Stimulated papers are informally solicited by a Session Organizer but are officially recognized as contributed by ANS. Many contributed papers are stimulated in one form or another.

Papers are "stimulated" in the sense that the Session Organizer identifies the names of qualified speakers on the session topic. He normally calls the potential speaker and asks him to contribute a paper. If the speaker agrees, the Session Organizer normally follows up with a letter (Attachment IV) and then encourages the speaker to get the paper summary submitted on time.

### D. Overall Theme

Once a topic is picked, the Session Organizer must establish an overall theme for the session. This is important since duplication of the subject lessens the overall interest of the session. Another important consideration is the ordering of the papers in the final setup. Having a theme for the session helps develop programs that have continuity and increases audience interest.

### E. Potential Authors

The key to a great session is good material and the ability of the authors to present it well. Session Organizers are normally selected based on their area of interest, experience with the topic, and ability to organize a technical session. However, some excellent sessions have been put together by people working outside of their field. Remember - without authors and submitted papers, you do not have a session. Many things influence the success of having both papers and presenters. Following are a few to consider:

- (1) A session should have five to eight papers. Six papers are suggested as the optimum number.
- (2) The success rate for stimulation is about 60 percent. "Overbook" your session from the start. If you want 7 to 8 papers, then line up 8-12 authors at an early stage. If you end up with more papers than one session can handle, we can make two sessions, if room is available. Having too many papers is a problem that can be handled readily at the paper review. A short session that has to be cancelled disappoints the authors who have responded positively to your stimulation.
- (3) Many speakers must receive approval from their company or laboratory to present a paper. If you request participation early, their attendance approval is easier to obtain.
- (4) Contact your authors frequently. Show your interest. Make sure they understand what's expected.
- (5) Take into account the time required to get papers approved or cleared for publication.
- (6) Make sure your authors know the guidelines for paper acceptance (covered later under Paper Review). Avoid papers that only have a marketing orientation. Vendors and manufacturers make a significant contribution to ANS meetings and their expertise should be utilized to highlight advances that they bring to the industry. Novel applications are of keen interest and great value. However, ANS discourages papers related to established products or services that are being provided solely for the purpose of "selling the product."
- (7) Authors are charged for the printing of their summaries. Normally their companies pay for this expense. If they do not, and the individual does not wish to pay, then do not continue simulating the paper unless the Division Chairman approves payment by the Division of the page charges. Such arrangements are uncommon. To avoid ill will, explain this policy to the proposed author at the initial contact.
- (8) Officially invited speakers who are not ANS members are entitled to a free one-day registration for the day their paper is presented. This is the only financial break available. Note that this applies only if the invited speaker is not an ANS member.

F. Time Sequence

The following is the general sequence of events for establishing a session including invited papers for a national meeting.

JUNE (NOVEMBER) MEETING\*

June of Prior  
Year (November  
of Prior Year)

- I. Division Program Committees  
finalize session topics and  
Session Organizers are identified

July (February) of Prior Year	II.	Initial Request for Approval Form, and 100-word paragraphs completed and submitted by the Division Representative to the NPC through the Technical Program Chair for the meeting involved.
June-August (January-March)	III.	Telephone calls to prospective speakers to discuss the session and solicit interest
September (April)	IV.	Call-For-Papers in Nuclear News magazine.
September-October (April-May)	V.	Complete official letters of invitation to prospective speakers (invited only).
October 15 (May 15)	VI.	Complete Final Request-for-Approval Form (see section on Paperwork) and forward to Division Representative who submits these to NPC via the TPC in time for the upcoming NPC meeting.
December-January (Meeting Year) (May-June)	VII.	Send follow-up letter containing information. A follow-up letter or telephone call or both 2 or 3 weeks before the summary deadline is a good idea.
Early January (late June-early July)	VIII.	Deadline for summaries. All summaries invited and contributed must be electronically submitted by this deadline.
February (July)	IX	Participate in electronic paper review.
March (August)	X.	Send letter to speakers notifying them of papers in the session, time of presentation, session format, etc. (Option)
June (November)	XI.	Attend meeting and chair session.
July (December)	XII.	Send letter of thanks to invited speakers

\*Dates for corresponding November meeting in parentheses.

#### IV. PAPERWORK

The duties of the Session Organizer require some paperwork as with any other position of responsibility and leadership. The required paperwork includes: Initial Request-for-Approval Forms, official letters of invitation, completed "Request-for-Approval" forms, and other letters as necessary to stimulate participation.

##### A. Initial "Request-For-Approval" Forms

When a special session is being planned, an Initial "Request-For-Approval" Form is required along with a 100-word paragraph summarizing the scope and content of the special session. Items 1, 2, 3A, 3B, and 4 must be completed on the Request-For-Approval Form (Attachment V). This form and the 100-word paragraph on scope and content of the session is to be sent by the Division Representative to the TPC for the meeting and to the NPC. This identifies the information necessary to include the session in the "Call-for-Papers."

##### B. Official Letter of Invitation

Formal letters of invitation, signed by the Division Chair are required for each invited speaker. These letters must precede the author's submittal of an invited summary. Attachment III contains a sample letter of invitation. Please note the information that must be included concerning the benefits ANS provides non-member invited speakers and the necessary distribution list for the letters of invitation. It is necessary that the Division Chair sign the letters. The general case is for the Session Organizer to prepare the letters and forward them to the Division Chair for signature and distribution. However, this may not be the case in all the divisions. The Division Representative will provide the Session Organizers with the necessary information concerning preparation of the letters of invitation. Letters of invitation should be sent out only after an initial contact has resulted in a positive commitment. Blanket mailings are not used. Letters should be sent only to prospective speakers who have verbally committed to preparing an invited summary.

##### C. Final "Request-For-Approval"

The Final "Request-For-Approval" Form (Attachment V.A) must be completed by the Session Coordinator and forwarded to the Division Representative approximately 9 months prior to the meeting (see III.F Time Sequence). The completed form must include the author's prospective titles of summaries and whether or not they have accepted, i.e., Items 5A and B. The Division Representative submits these to the NPC for action at the appropriate NPC meeting, e.g., the NPC meeting held during the ANS winter meeting for final approval for special sessions for the ANS summer meeting or at the NPC meeting held during the ANS summer meeting in case of special sessions for the ANS winter meeting.

##### D. Other Letters

It is certainly permissible to write letters to prospective authors to solicit their participation. A paper submitted as a result of this type of correspondence is a "contributed" paper and the author should be informed of that. Please do not confuse the author or yourself over this point. All invited papers are invited by the Division Chair.

## V. PAPER REVIEW MEETING

Prior to the paper review, the following will have already been accomplished:

- The Session Topic/Theme was defined,
- The type of session was chosen,
- If a special session, the formal request and letters of invitation were sent,
- Numerous author contacts were made.

The papers were submitted electronically prior to the established deadline, and, the organizer's invitation to participate in the electronic paper review was received and acknowledged.

The purpose of the electronic paper review is to review all submitted papers for acceptance. The general acceptance criteria is shown in Attachment VI. Divisions also may have specific acceptance criteria that must be considered in the review process. Please be aware of these criteria and ensure that your authors are aware of them also.

Attachment VII provides a summary of the review procedure. If the Session Organizer cannot participate in the electronic paper review, a qualified alternate should participate. The Division Representative must be informed who the alternate is to be as the Division representative authorizes access to the electronic review system. The Session Organizer is also requested to provide recommendations of qualified peers to be reviewers no later than the National Meeting that precedes the meeting that the session will be included.

The Session Organizer should fully brief the Division Program Chair on the status of the special session, of any restrictions as to placement in the meeting schedule, room size, and number of attendees expected.

The Division Representative identifies the Session Chair and at least one alternative session Chair no later than the end of the Paper Review. The Session Organizer generally serves as the Session Chair. It is NPC policy that each proposed Session Chair should be an ANS member, and have not chaired a session at one of the two previous national meetings. Any exception to this policy must be accepted by the Technical Program Chair and then approved by the NPC Chair. If a Session Organizer is unable to chair the session, the session organizer should recommend a Session Chair to the Division Representative.

Session Organizers are unable to promise session times or order of presentation within a session until all papers have been submitted and reviewed. An auction is held among the Division Representatives, under the supervision of the Technical program Chair, for session times and rooms. Promises to authors prior to the auction can not be honored.

The auction is held at the conclusion of the electronic paper review. In order for a session to be admitted to the auction, the following items must be completed:

- (1) Each paper summary must have been reviewed in accordance with NPC standards
- (2) There must be a completed letter to the author clearly describing all suggested or required changes for papers that were conditionally accepted.
- (3) The name and complete address (including telephone number) for the Session Chair and Alternate Session Chair must be provided.
- (4) The name and complete address (including telephone number) for the Division Representative must be provided.

## VI. HELPING SPEAKERS PREPARE FOR THE PRESENTATIONS

Not all of your speakers will be experienced at public speaking. Give them the benefit of your experience, suggest they join Toastmasters, or at least suggest that they practice their talk several times within their own organizations.

Good visual aids can be an excellent "crutch" for inexperienced speakers. ANS recommends that slides be utilized to add clarity and interest to ANS presentations. General speaker instructions are included in Attachment VIII.

## VII. THE ANS MEETING

The ANS Meeting at which your session is scheduled marks the culmination of all your hard work. Session speakers are required to register and, as a result, it is easy to verify that all your speakers have arrived.

It is normally a good idea to get together with the speakers in your session, either for breakfast the day of your session or in the meeting room about one-half hour before the session starts. Set an upbeat tone, re-emphasize the theme of the session, and make the speakers comfortable with each other. If you have not already done so, get a brief resume on each speaker so that you can make a proper but brief introduction. You might suggest that the speakers visit the meeting room early so that they can stand behind the podium, familiarize themselves with visual aid equipment and, in general, get the feel of the room. With this type of preparation, it's bound to be an excellent session. Other "Reminders to Session Chairmen" are attached as Attachment IX.

Conduct the session with enthusiasm and grace. When the session is over, fill out a copy of the "Session Chair Form" (Attachment X) and return it to the ANS speakers desk. After you return to work following the meeting, be sure to thank each speaker in writing for helping to make your session a success.

## **ATTACHMENT I**

### **NATIONAL PROGRAM COMMITTEE POLICY ON DIVISION-SPONSORED SPECIAL SESSIONS AT ANS NATIONAL MEETINGS**

**(Revised November 2000)**

## NATIONAL PROGRAM COMMITTEE POLICY ON DIVISION-SPONSORED SPECIAL SESSIONS AT ANS NATIONAL MEETINGS

(Revised November 2000)

The National Program Committee (NPC) of the American Nuclear Society (ANS) is responsible to the Society for planning and assuring the quality of the technical content of ANS national meetings. With the approval and encouragement of the Board of Directors, the NPC invites the participation of the various divisions in sponsoring and organizing special sessions on topics of timely interest to the membership. The format of these special sessions may vary over a wide range as appropriate to the subject matter. All special sessions require the approval of NPC. For details regarding the approval process, see the NPC Manual for National Meeting Session Organizers. For purposes of definition, the following types of sessions are considered by the NPC as special sessions, subject to the approval procedures also described below:

### Type 1 - Mixed-Paper Sessions (Invited and Contributed)

These sessions are comprised of invited papers and contributed papers. These sessions include one or more invited papers selected by the division program committee.

### Type 2 - Invited-Paper Only Sessions

These special sessions are comprised of only invited papers on a selected topic submitted to and reviewed during the NPC Program Review. Invited papers, as in Types 1 and 2 Special Sessions, are subject to peer review during the electronic paper review and are subject to accept/reject actions. Summaries are required of all invited papers.

### Type 3 - Panel Discussions on a Selected Topic

Panel members, their affiliations, and mail addresses must be identified by the time of the electronic paper review dates.

### Type 4 - Informal Discussion Sessions

These sessions, which contain no formal papers, are comprised of discussion from the floor stimulated and led by a Session Chairman selected by the Division.

Other types of format may be approved by the NPC on special request, provided adequate assurance can be given that the session can be arranged on a timely basis.

Divisions may also encourage their members to contribute papers in particular subject areas for a given meeting, but since the formation of sessions on these topics depends on receipt of a number of acceptable papers, the NPC does not consider these sessions as planned special sessions. There are no amenities for these authors. See the NPC Manual for National Meeting Session Organizers for a discussion of stimulated papers.

To discharge effectively its responsibility for the planning and coordination of national meetings, it is necessary that the NPC review and approve the topics and formats of division-sponsored sessions. To obtain this approval, divisions must observe the following schedule.

1. Approval of Topic and Format

The Division Representative, a member of the NPC, must provide the proposed formats and topics of all division-sponsored sessions to the Technical Program Chairman of the national meeting at which the sessions are to be presented. The Technical Program Chairman (TPC) will then submit them to the NPC for approval and inclusion in the Call-for-Papers. Additional approval is required for all special sessions. Special sessions for a June meeting must be submitted for approval at the NPC meeting held in the previous July; those for a November meeting, at the NPC Meeting held the previous February. The topics should not conflict with the subject matter of topical meetings scheduled to be held prior to the national meeting at which the special sessions will be presented. Initial Request-for-Approval Forms for special sessions are to be submitted to the NPC, through the TPC, in advance of the NPC meeting noted above. Forms are sent to Division Representatives about one year in advance of need.

2. Approval and Coordination of Detailed Plans

At the national meeting preceding that at which special sessions are to be held, the Division Representatives will present specific plans for arranging each special session to the NPC via the TPC. The Final Request for Approval/Special Sessions are to be completed at this time. Copies of the request forms are included in the NPC Manual for National Meetings Session Organizers. Plans for special announcements, special constraints on session scheduling, information on invited speakers, special publication plans (if any), etc. should be included on or with the approval form. These plans will be reviewed by and are subject to the approval of the NPC. All special session activities must be coordinated with the Technical Program Chairman. The Final Request-for-Approval Form must be completed and submitted to the NPC through the TPC in advance of the NPC Meeting. Poorly planned sessions will be cancelled.

3. Scheduling of Sessions

During the electronic Paper Review, all contributed, stimulated, and invited papers submitted for the forthcoming National Meeting must be reviewed. The division will provide final information on special sessions, including summaries of papers (if to be published in the Meeting Program and Transactions), session chairman, etc. The NPC will then schedule the sessions and approve copy for inclusion in the Preliminary Program and Transactions.

A division may co-sponsor a meeting or special sessions with another professional society (or division of that society) at an ANS National Meeting. In that event, the procedures governing ANS national meetings apply, and the ANS division must represent the interests of the co-sponsoring society to the NPC.

NOTE: PROCEDURE FOR INVITING SPEAKERS

Invitations must be extended by letter from the Division Chairman with information copies to the TPC of the National Meeting, the NPC Chairman, the division representatives as considered appropriate by the Division

Chairman, and the ANS Transactions Coordinator. A suitable letter of invitation is available from the ANS Transactions Office and an approved letter is also included in the NPC Manual for Session Organizers. No amenities are authorized for ANS member invited speakers; nonmember invited speakers currently receive a one-day complimentary registration. They do not receive a copy of the Transactions and they will be billed for page charges. After acceptance of an invited paper, ANS Headquarters sends a letter to authorized nonmember invited speakers informing them of these privileges. The Division Chairman is responsible for sending the Call-for-Papers (with its summary cover sheets) to all invited speakers, and for sending a post-meeting letter of appreciation.

Speakers invited to present papers at Type 1 and Type 2 special sessions are required to submit summaries according to the directions in the Call-for-Papers and should be informed when the invitation is issued. All invited and contributed papers are subjected to peer review for acceptance or rejection.

Invited summaries must be submitted electronically by the same deadline date as required for contributed papers. Copies of the Call-for-Papers are available from the TPC, the Division Program Chair or representative, or ANS Headquarters on request. These are usually available to the Division Program Chair in advance of the electronic Paper Review. The quality of invited summaries must meet the ANS criteria for quality and acceptance as determined by NPC.

## ATTACHMENT II

### SAMPLE POSTER SESSION INSTRUCTIONS

Your summary will be presented in a Poster Session at the 2000 Annual Meeting in San Diego, CA, June 4-8, 2000. During this session all papers will be discussed simultaneously. Your display must be attended at all times during the session by you or a coauthor.

Because a poster session may be new to you, you are urged to study these guidelines carefully and to prepare your presentation and materials to take maximum advantage of potential benefits of poster sessions. In particular, please note that poster sessions differ in these important ways from traditional sessions:

- Visual materials must be limited to those that can be displayed on a hard board & read at a short distance
- Papers should be discussed, rather than simply read.
- Poster displays frequently require more planning and preparation and can have more complex figures.

#### THE CONFERENCE WILL FURNISH THE FOLLOWING:

- One 4' X 8' hard board and 2 chairs
- Supplies: marking pens, thumb tacks, scissors, heavy paper stock
- Ice water and glasses in the room

#### SPEAKERS MUST BRING THE FOLLOWING:

- Identification sign – title of paper and speakers' name (this is very important)
- Diagrams, charts, figures, photos, drawings – These should be sized and lettered so they are legible and readable at a distance of a few feet. They should also be simple, colorful, well-labeled, and neatly done.
- Handouts – It is strongly recommended that speakers provide handouts, including the text of the paper. It is recommended that the speaker not rely on posting the entire paper as this will make it difficult for an entire group to read the material. Make sure to bring the number of handouts you will need as copying equipment is only available through the hotel's Business Center and at a considerable cost.
- Any audio/visual equipment must be ordered through the ANS Meetings Department at 708/579-8287.

#### SETUP INSTRUCTIONS

- Mount your display material on the hard board in an attractive, logical way, using thumb tacks provided.
- Material that is not pertinent to the subject of your papers should not be exhibited.

#### PRESENTATION

- Your presentation must be attended throughout the entire session by at least one speaker.
- Materials must remain posted for the duration of the session.
- Remember that this is an informal discussion. The discussion may begin with a question from an interested person. You may initiate a discussion by pointing out the particular figure that depicts the essential conclusions of your paper and allow questions and answers to flow from that point. Keep it conversational; do not lecture.

#### TEARDOWN INSTRUCTIONS

- Remove all your materials from the poster board and table immediately after the end of the presentation period. *ANS will not be responsible for materials left in the room after the presentation period.*

**ATTACHMENT III**  
**SAMPLER LETTER OF INVITATION**

Date

Addressee Name and Address

Dear     (Invitee)    :

It is my pleasure to extend to you this formal invitation for your participation in and presentation of a technical paper at the (year) (annual/winter) meeting of the American Nuclear Society, (city, state) (date). As previously arranged by (Session Organizer) your paper will be part of (Session #), entitled (Session Title). We are very pleased you have agreed to participate and look forward to meeting you.

Enclosed with this invitation letter is a copy of the Call-for-Papers. The American Nuclear Society requires speakers to prepare and submit summaries according to the directions in the Call-for-Papers. Your summary must be submitted electronically by the same deadline as is required for contributed papers (i.e., (deadline date)). The quality of invited summaries must meet the criteria of the American Nuclear Society. These invited summaries are subjected to peer review for acceptance or rejection.

All invited speakers are expected to register for the meeting. Nonmember invited speakers either may register for one day or for the full meeting at the member rate and receive the TRANSACTIONS. Nonmember invited speakers also have the option of a one-day only complimentary registration (TRANSACTIONS offer not included).

Although your oral presentations may occupy 20 to 30 minutes, each written summary must be between 450 and 900 words. Your write-up in the summary should inform attendees of the content and scope of your presentation. The summary should list pertinent references, which are not counted in the word limit. All summaries (invited and contributed) must be submitted electronically to provide for an electronic paper review. Submittals should be directed to the ANS website at [Http://WWW.ans.org](http://WWW.ans.org). Summaries are published in the ANS TRANSACTIONS and all speakers will be billed for page charges.

Your acceptance of this invitation, together with a title for your paper, should be sent to me with copies to \_\_\_\_\_ (addresses below), at your earliest convenience. Should you require further information or assistance, please do not hesitate to call on us.

Sincerely yours,

(Division Chairman's name)

(Division name)

ENCLOSURE: Call-for-Papers

cc: name/address

Division Program Committee Chair/Division Representative to NPC

National Meeting Technical Program Chair

Ellen M. Leitschuh (ANS TRANSACTIONS Coordinator)

Chair NPC

Revised November 2001

**ATTACHMENT IV**  
**SAMPLE LETTER OF STIMULATION**

Date

Addressee Name and Address

Dear \_\_\_\_\_:

We are very pleased you have responded to our suggestion that you participate and submit a summary for the (year) (annual/winter) meeting of the American Nuclear Society, (city, state) (date). As previously arranged by me, your summary if accepted will be part of (Session #), entitled (Session Title). We look forward to meeting you and your participation in this meeting.

Enclosed with this letter is a copy of the Call-for-Papers. The American Nuclear Society requires that speakers prepare and submit summaries according to the directions in the Call-for-Papers. Your summary must be submitted electronically by the deadline, (deadline date). The quality of the summaries must meet the criteria of the American Nuclear Society. The summaries are subjected to peer review for acceptance or rejection.

Should your summary be accepted, you will be required to register for the meeting and will be billed page charges for publication of your summary.

Although your oral presentations may occupy 20 to 30 minutes, each written summary must be between 450 and 900 words. Your write-up in the summary should inform attendees of the content and scope of your presentation. The summary should list pertinent references, which are not included in the word limit.

Your confirmation, together with a title for your paper, should be sent to me with a copy to (Division Program Chairman) (address below), at your earliest convenience. Should you require further information or assistance, please do not hesitate to call on us.

Sincerely yours,

Session Organizer

ENCLOSURE: Call-for-Papers

cc: name/address  
Division Program Committee Chair/Division Representative to NPC  
Ellen M. Leitschuh (ANS TRANSACTIONS Coordinator)

**ATTACHMENT V**  
**AMERICAN NUCLEAR SOCIETY**  
**REQUEST FOR APPROVAL OF DIVISION-SPONSORED SPECIAL SESSIONS**

The National Program Committee is requested to approve the special session for the topic identified below. The following information is supplied to support this request. (A session is considered to encompass a three-hour period.)

1. ANS National Meeting Date and Location: \_\_\_\_\_

2.A. Special Session Title: \_\_\_\_\_

2.B. Special Session Type: \_\_\_\_\_

3. Sponsoring Division: \_\_\_\_\_

A. Responsible Division Representative - Name, Address, and Phone:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

B. Alternate Division Contact - Name, Address, and Phone:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. If the persons identified above are not the Division Chair or Division Program Chair, state whether either or both of them have concurred in this request.

DIVISION CHAIR

DIVISION PROGRAM CHAIR

\_\_\_\_\_

5. Provide a 100-word summary of the Special Session. The summary should include a brief description of the topic for the Special Session, what areas of the topic will likely be covered in the session by either invited or stimulated papers. Also indicate which other Divisions may have an interest in this Special Session (as cosponsors).

**ATTACHMENT V.A**

**AMERICAN NUCLEAR SOCIETY REQUEST FOR FINAL APPROVAL OF DIVISION  
SPONSORED SPECIAL SESSIONS**

The National Program Committee is requested to approve the special session for the topic identified below. The following information is supplied to support this request. (A session is considered to encompass a three-hour period.)

1. ANS National Meeting Date and Location: \_\_\_\_\_

2.A. Special Session Title: \_\_\_\_\_

2.B. Special Session Type: \_\_\_\_\_

3. Sponsoring Division: \_\_\_\_\_

A. Responsible Division Representative - Name, Address, and Phone:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

B. Alternate Division Contact - Name, Address, and Phone:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. If the persons identified above are not the Division Chair or Division Program Chair, state whether either or both of them have concurred in this request.

\_\_\_\_\_

5. Session Details

A. Name and affiliation of invited speakers:	Status*
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1. _____	_____
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2. _____	_____
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3. _____	_____
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4. _____	_____
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5. _____	_____
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6. _____	_____
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B.	Title of Invited Summary:	Speaker
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____

C.	Name and Affiliation of Session Chairman:	Status *
	_____	_____

6. Is Session a Candidate for Recording and Immediate Reproduction?

Yes \_\_\_\_\_ No \_\_\_\_\_

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Program Committee Action:

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\* = Accepted (A); Invited (I); To be Invited (TBI)

## ATTACHMENT VI

### **GENERAL ACCEPTANCE GUIDELINES OF SUMMARY (PAPERS)** **FOR NATIONAL ANS REVIEW MEETINGS**

1. Both the purpose or objective(s) and the conclusion(s) of the summary should be clearly stated.
2. The summary will succinctly discuss how the conclusion(s) was reached, based on the objective(s) provided in the summary. For example, a discussion of the analytical methods applied and the results could provide the necessary connection between the objective(s) and the conclusion(s).
3. The summary would report significant new facts or ideas that have not been published in the open literature.
4. The equivalent word length of the summary must satisfy existing standards of the National Program Committee, with the author(s) of the summary responsible for understanding the applicable standards. (This requires the distribution of the respective meeting's "Call-for-Papers" to all reviewers.)
5. All figures or graphics contained in the summary must be reasonably organized, with detail kept to a minimum, clearly understandable, and - importantly - consistently independent. For example, multiple independent figures arranged and titled as one figure is not acceptable.
6. While the citation of pertinent references is helpful to the reviewer, the length of the reference material list must be limited to that which is absolutely necessary. Each reference listed at the end of the summary must be appropriately cited in the narrative or text of the summary.
7. If applicable, the summary should give proper credit to key individual(s) whose work on the same subject matter or topic has been used to help reach the stated conclusions.
8. The contributed summary must be categorized as addressing the technical interest of the Society. Even though policy or social-technical oriented issues may provide interesting discussions, contributed summaries are limited to technical subject matter; other ANS program formats are available for non-technical subjects.
9. Contributed summaries providing the progress of status of a continuing program or project must clearly discuss significantly new developments since previously submitted and published summaries.

## ATTACHMENT VII

### ANS NATIONAL PROGRAM COMMITTEE SUMMARY OF REVIEW PROCEDURES

#### GENERAL REQUIREMENTS

1. Reviewers need to complete the information requested in the electronic paper review database.
2. Summaries of all invited papers must be submitted electronically by the deadline date in the Call for Papers. All papers invited or contributed must have a summary in the database. No summary-no presentation. Invited summaries will be subjected to peer review and may be rejected (after second-level reviews) if they do not meet the required standards.
3. The respective Division Representative to the National Program Committee (NPC) has overall responsibility for his Division's paper review. Division Representatives are responsible for ensuring all papers are assigned to sessions properly, before the session room assignment process begins and for ensuring that rejection/revision/combination letters are properly drafted.
4. Reviewers should not review summaries from their own organization. There should not be more than one reviewer per organization in the review process of any one summary.

#### THE REVIEW PROCESS

1. Log into the Electronic Paper Review as a reviewer.
2. Basically, summaries will either be ACCEPTED or REJECTED. Your decision for acceptance or rejection should be identified by placing a check in the appropriate box and writing comments if necessary.
3. Under special circumstances, the REVISION of a summary may be suggested or required. A suggested revision is one that has been accepted but the Reviewers recommend minor changes for clarification. A required revision summary is one that has been rejected unless it is revised as instructed by the Reviewers. In both cases the author will be given the opportunity to make the changes. If the paper is accepted and the author chooses not to make the changes to improve his summary or is late in transmitting the revised summary to the TPC, the summary will be published as originally submitted (with minor editing by the TRANSACTIONS Editor to ensure uniformity). Revised papers are not subject to additional review.

If the summary has been rejected unless it is revised, the author has two options: (a) to follow the procedure for rejected summaries, (b) to make the suggested changes. In the latter case, the division technical program chairperson (representative) is responsible for the timely review and final acceptance or rejection of the revised paper as well as its transmittal to the TRANSACTIONS office by the deadline date designated for any changes to the program.

4. If any summaries have been designated Revision/Rejection, the name and address of the division representative responsible for reviewing the summary must be indicated on the Rev/Rej form letter.
5. Three reviewers must review for Rejection two for Acceptance, Revision or Combination.

### REJECTION, REVISION OR COMBINATION LETTERS

1. A Rejection, Revision/Rejection, Revision/Acceptance or Combination decision must be explained in an e-mail letter to the author(s).
2. Rejection, Revision/Rejection, Revision/Acceptance and Combination explanations must pinpoint the specific reasons for the Reviewers' decision, telling the author(s) just what is expected and why. These explanations must be brief, must be written with care, must not be ambiguous and must be based on firm and valid grounds to support the decision. You should be satisfied that you would not be offended to receive your own letter.
3. Division Representatives will be responsible for these explanations.

### CORRECTIONS TO SUMMARIES

If you wish to make a correction on an otherwise accepted summary (not to be returned for revision) make the correction electronically.

### REJECTED SUMMARIES

After three rejection decisions have been obtained and agreed to on a consistent basis and a well-written rejection explanation is provided, the summary is complete. Reviewers should go through review in light of comparison with subsequent summaries they may have reviewed and accepted. Summaries rejected by one Division may sometimes be acceptable to another. Final rejection letters which must have been initialed by the Division Representative will be reviewed by the TPC (or his designee). Division Representatives must make sure that all of their rejected summaries have been signed off by the TPC.

### SESSION FOLDER PREPARATION

1. As the summary review nears completion, emphasis shifts to the organization of summaries into technical sessions.
2. A Session Chair and an alternate, with complete mailing addresses, must also be listed on the Session Folder Cover Form. Selectees must be ANS members and must not be someone who has chaired a session at one of the two previous ANS meetings. (A list of past Chairmen and a printout of ANS members will be available.) Exceptions can be authorized only by the NPC Chair.
3. The Division Representative is responsible for ensuring that the Sessions are properly prepared. Prior to the start of the "Auction" each session sheet must have been reviewed and approved by the TPC (or his designee).

## SESSION ROOM ASSIGNMENTS

1. Session Room and time assignments are decided by the NPC Chairman in the consultation with the Division Representatives on completion of the paper review. Therefore, it is essential that during this final scheduling all Division Representatives be present. Only Division Representatives and other staff personnel should attend the Auction.
2. As each session is organized, a schedule card is prepared giving the title of the session, room size required and desired schedule. The NPC Chairman and the meeting TPC will use this information to arrive at a tentative schedule. This schedule is then reviewed in detail and finalized with the assistance of the Division Representatives. Doubts or problems should be resolved prior to the scheduling or discussed with the Chairman of the NPC. Initial assignments are subject to change as conflicts in scheduling are recognized; the full participation of the Division Representatives assures that sessions of special interest are not given unsatisfactory room or time assignments.

SESSION ROOM AND TIME SCHEDULES ARE "FROZEN" AT THE END OF THIS MEETING.  
NO CHANGES WILL BE MADE THEREAFTER.

The TPC will be available throughout the Review Meeting to assist Reviewers and Division Representatives.

## ATTACHMENT VIII

### SPEAKERS' INSTRUCTIONS FOR ANS NATIONAL MEETING

1. When you arrive at the meeting, please sign in with the attendant at the Speakers Desk in the ANS Registration Area.
2. Please report to your Session Chair, in the room assigned for your session (as listed in the Official Program). Fifteen (15) minutes prior to the start of the session at which time you might provide him/her with brief biographical information, if you have not already done so.
3. Please cooperate with your Session Chair in limiting your presentation to the time indicated in the Official Program. This time includes a five-minute discussion period following the formal presentation of your paper.
4. Please do not ask the Session Chair to reschedule your paper within the session. Many attendees schedule their attendance at various sessions in accordance with the printed times listed in the Official Program.
5. All technical session rooms will be supplied with the following equipment:
  - 1 LCD Projector
  - 1 Overhead Projector
  - 1 Screen
  - 1 Laser Pointer

Note: If you are presenting from an LCD projector:

- \*You must bring your own laptop computer with your presentation on it.
- \*You are responsible for your own computer.
- \*You should know how to toggle the display on your laptop computer to project on the LCD projector. This is usually a Function Key (F5, F7, etc.)
- \*LCD projectors will be able to project a resolution of 1024X768.
- \*A VGA cable will be provided.

(If you would like to rent a laptop computer for the scheduled session, the cost will be \$90.00)

Other equipment such as a 35mm slide projector, tape recorders, video tape players, monitors, extra-large screens, computer hookups, etc., can be provided at **cost to the presenter**.  
(A 35mm slide projector w/lens and stand will be \$60.00.)

ANS will provide a Speaker-Preview Room equipped with an LCD projector and an overhead projector, where you can preview your presentations.

(Over)

All requests for other than standard equipment must be received at least three weeks prior to the meeting. Last minute equipment orders will be honored when possible, but no guarantees can be provided. All orders must include form of payment. Orders received without payment are not guaranteed.

Please use the form below, if you require other than that which is listed as standard. If you wish, you can call the ANS Meetings Department for information on equipment costs.

Fill out and mail (or fax) by \_\_\_\_\_

Equipment Needed: \_\_\_\_\_

Form of Payment: \_\_\_\_\_

Credit Card No.: \_\_\_\_\_

Paper Title: \_\_\_\_\_

Session Title: \_\_\_\_\_

Author Name/Address/Phone: \_\_\_\_\_

Log Number: \_\_\_\_\_

Signed: \_\_\_\_\_

Mail to:                    American Nuclear Society  
                                Attention: Meetings Department  
                                555 N. Kensington Avenue  
                                LaGrange Park, IL 60526 USA  
                                Telephone: 708/579-8255  
                                Fax: 708/549-8234

## ATTACHMENT IX

### REMINDERS TO SESSION CHAIRS

1. When you arrive at the meeting, sign in with the attendant at the Speakers' Desk in the ANS Registration Area.
2. At least **one-half hour** prior to the start of your session, check with the Speakers' Desk attendant who will supply you with information as to which speakers have checked in, substitutions, cancellations, program changes, announcement, etc.
3. Check the enclosed instruction sheet supplied to speakers. Note that they are requested to check in with you in the session meeting at least 15 minutes prior to speakers have checked in, substitutions, cancellations, program changes, announcement, etc.
4. Please do your utmost to keep the session on schedule as shown in the Official Program (available at the meeting). **Please do not rearrange the order of papers in your session.** Make note of the times (in the Program) of luncheons, banquets and other special functions if they precede or follow your session.
5. If you wish to have a Speakers' breakfast (or luncheon) prior to your session, it is your responsibility to contact the speakers. These meals are not hosted by ANS and all arrangements are to be made by you by contacting the ANS Meetings Department.
6. Audio/visual equipment will be brought to the session room shortly before the scheduled start of the session. The projectionist for your session is knowledgeable in the operation of the equipment, is prepared to cope with control of lights, PA system, procurement of missing items, etc. and is there to help you in general.
7. Please announce to session attendees that smoking is not permitted.
8. It is not necessary for you to sit at the platform or head table during the presentation of a paper (except for Panel Discussions). It is recommended that you join the audience when not introducing the speaker or conducting discussion.
9. Please complete the session attendance form and turn it to the Speakers' Desk attendant immediately following your session.

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\*Session chairs for Poster Session should carefully read the instructions sent to participating speakers and should plan to be available in the session room one hour before the start of the session.

**ATTACHMENT X  
SESSION CHAIR FORM**

SESSION TITLE: \_\_\_\_\_

ROOM: \_\_\_\_\_ DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

DIVISION SPONSOR: \_\_\_\_\_

SESSION CHAIR: \_\_\_\_\_

Number of Presentations in Session \_\_\_\_\_

**Please indicate:**

**SESSION TYPE:**

- Panel  
\_\_\_\_\_ # of panelists
- Summary Session  
\_\_\_\_\_ # of presentations
- Full Paper Session

**SESSION ATTENDANCE:**

Maximum number \_\_\_\_\_

Average number \_\_\_\_\_

Minimum number \_\_\_\_\_

LIST NAMES OF NO SHOW SPEAKERS WHO DID NOT SEND A QUALIFIED SUBSTITUTE SPEAKER OF OFFICIALLY CANCEL THEIR PAPER PRESENTATION.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NOTICE: Session chairs must complete this form during the course of the session and turn it in at the Speakers Desk immediately following the session. Chairs for sessions scheduled for the last half-day of the meeting should complete the form and mail it (immediately following the meeting) to:

American Nuclear Society, Meetings Department  
555 North Kensington Avenue  
LaGrange Park, IL 60526

Signature: \_\_\_\_\_

Date: \_\_\_\_\_