

## **Guidelines for Tier 2 PQI Conference/Workshop Chairs**

Thank you for volunteering to head up a PQI workshop. The following are general guidelines for tasks expected to be done by the Chair, and tasks which PQI will handle. The possibility exists for exceptions to these guidelines, so if you would like to change anything, feel free to contact us.

**PQI Organizational Support:** PQI provides the following for workshops: \$5K of Funding; assistance in communicating with venue, catering, AV/Tech; conference webpage (initial material should be provided at the time of submitting the proposal); registration form which can include proposed title and abstracts; nametags for registered attendees; advertisement through the PQI newsletter and website; list of hotels in the area; support for travel arrangements of up to 4 invited speakers.

If the Chair provides an email mailing list, PQI can assist in sending advertisements and reminders about the event.

**Proposal Process:** The Chair should submit to the directors of PQI a 2-page description with the following elements:

1a. The proposed title and a short summary of the theme of the meeting, which can be used for later publicity, including the webpage generated for the meeting by PQI.

1b. A brief discussion for internal use only, of the need and timeliness of the workshop, and examples of proposed speakers.

1c. A list of other program committee members, if any.

1d. Proposed dates and preferred venue. (PQI can assist in confirming and contracting with venues).

1e. Proposed number of speakers to have travel paid for. PQI normally does not pay for the travel of all speakers, but travel expenses can be awarded as part of the total budget.

1f. PQI occasionally will support excursions for workshop participants; if this is desired, please indicate your ideas for this.

1g. Please also include any other known or proposed sources for funding.

**Speaker Selection:** The Chair will be responsible for picking all speakers for the workshop, and creating the schedule for their talks.

2a. The way in which invited speakers are selected is up to the Chair and may include a program committee selected by the Chair, or direct selection by the Chair. PQI

leadership will not generally be involved in speaker selection unless they agree to be on the program committee.

2b. It is up to the Chair whether to allow submissions for contributed talks and/or posters. If this option is taken, PQI can assist by creating a registration form to gather titles and abstracts for contributed talks. PQI does not have access to automated conference review software, so if that is desired, the chair will have to arrange for that separately. The Chair is responsible for the evaluation and selection process of contributed talks and posters.

2c. The full schedule with names, titles and abstracts, and time slots, should be given to PQI one month before the event. This will allow us to create a web page for the schedule and to start registration and advertising.

**Conference Operations:** The Chair is responsible for the event flow, including: opening and closing the meeting; picking session chairs who will introduce the speakers and keeping the speakers on the schedule; and any special announcements. PQI expects an acknowledgement during the conference.

**Budget and Purchasing Timeline:** The Chair is responsible for working closely with PQI to produce the budget for the workshop, including catering decisions (normally, light breakfast, lunch, and coffee breaks can be covered), travel expenses for external speakers, and any venue costs (PQI can arrange poster space if desired). Final purchasing decisions should be made approximately two weeks before the event.