

Program Advisory Committee Policies for the Waste Management (WM) Symposia Technical Program

The WM Symposia technical program is organized and maintained by 8 categories of support:

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| 1. Technical Program Chair (TPC) | 5. Session Co-Chairs |
| 2. Track Co-Chairs | 6. Paper Reviewers |
| 3. Session Sponsors | 7. Abstract Reviewers |
| 4. Session Organizers | 8. Session Reporters |

These volunteers include both Program Advisory Committee (PAC) members and PAC supporters (non-PAC members). Listed is a brief summary of several of the volunteer categories. PAC members are active, long-term WM volunteers who have invested significant time and resources in support of the goals of WM Symposia. They have been nominated and approved as members. Active program development and participation is required for all PAC members.

Session Organizers have the primary responsibility to assure that their session will have a sufficient number of acceptable presentations. Session organizers are predominantly PAC members or they have a Session Sponsor, who is a PAC member, assisting them.

Each Session has a single Session Sponsor who must be a PAC member. Session Sponsors report to the Track Co-Chairs for one of the ten Tracks.

Track Co-Chairs actively work with Session Organizers and Session Sponsors to organize accepted abstracts into oral or poster sessions and resolve issues that arise during the session organization process. Track Co-Chairs provide overall management of their Tracks which includes scheduling and solicitation of Session Sponsors and Organizers as needed.

Track Co-Chairs report to the TPC. The TPC supervises the development of the Technical Program. The TPC usually is the WMS PAC Chair.

The quality of the WM program is specifically based on the professionalism of the Abstract, Paper Reviewers, Session Co-Chairs, and other volunteer contributions. These individuals are collectively responsible for abstract selection and review of the resulting papers to assure that they meet conference standards. The primary responsibilities of these volunteers are to:

1. Select the best abstracts
2. Review and enhance the papers and presentations
3. Act as the moderator and director of the sessions to the benefit of the WM attendees.

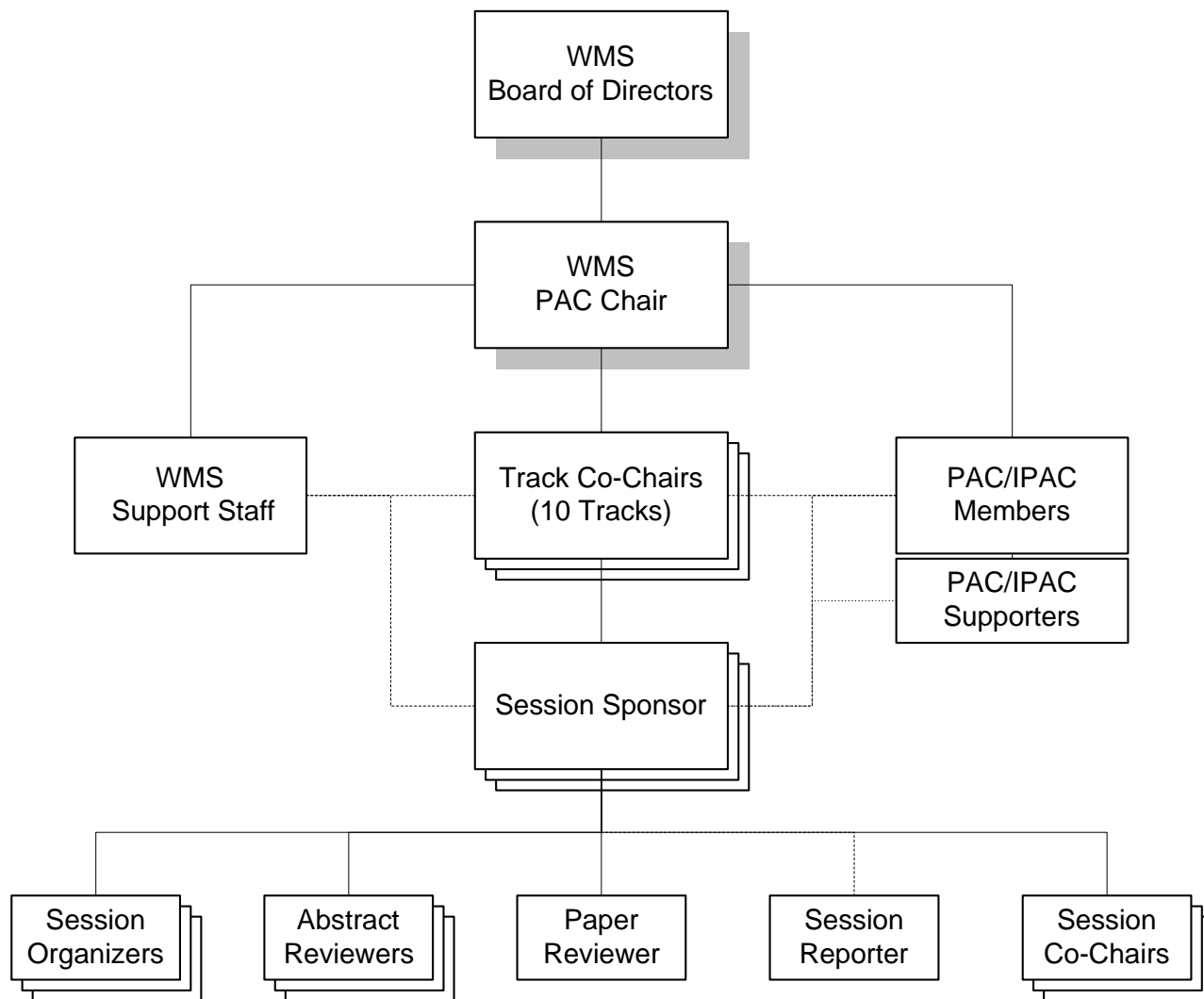
A detailed description of requirements and objectives for the areas listed below are attached:

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| A. Definitions/Acronyms | E. Selection of PAC Track Co-Chairs |
| B. PAC Member Responsibilities | F. Session Organization |
| C. PAC Member Selection | G. Paper Reviewer Responsibilities |
| D. PAC Track Co-Chairs Responsibilities | H. Session Co-Chair Responsibilities |

We trust the above policies will serve as a useful introduction and guide for both PAC and non-PAC members.

Gary A. Benda
Program Advisory Committee, Chair

WMS Program Advisory Committee (PAC)



Attachment 1

A. Definitions/Acronyms

- **Abstract Review** – The WM Symposia-sponsored PAC meeting, held each Fall, that establishes the Preliminary Program. Prior to and during this meeting, all received abstracts are reviewed. The primary objectives of this meeting are to determine the following:
 - 1) Sessions topics and types
 - 2) Session order
 - 3) Presentation order
 - 4) Session Co-Chairs
 - 5) Papers Reviewers
- **Abstract Reviewer** – A PAC or non-PAC member, either attending the Abstract Review meeting or participating remotely, by accessing the WM web site. The Abstract Reviewer evaluates and ranks WM abstracts for acceptance, revision or rejection according to the Abstract Review Instructions. Reviewers must have the technical expertise required to conduct an independent review of the abstracts. Reviewers should neither be from the same company as the author nor have a vested interest in the acceptance of the abstract, e.g., being a contractor to the author's company.
- **IPAC** –The International Program Advisory Committee for the WM Symposia. The IPAC is a sub-set of the PAC comprising of non-US PAC members and the PAC Chair.
- **IPAC Meetings** - The March-April WM Symposia-sponsored meetings in Europe that refine the Call for Abstracts and the description of the proposed Topics for the next WM Symposium. During these meetings, all submitted proposed Topics are reviewed and revised for clarity and enhanced international participation at WM.
- **PAC** - The Program Advisory Committee.
- **PAC Chair** – The Committee Chair appointed by the WM Symposia Board of Directors.
- **PAC Deputy Chair** – The Committee Deputy Chair assists the PAC Chair as he determines.
- **PAC Supporter** – Non-PAC members who support the WMS by serving as a Session Organizer, Abstract Reviewer, Paper Reviewer, Session Reporter or Session Co-Chair. PAC supporters are elected to PAC members as defined in C- PAC Member Selection.
- **Paper Reviewer** – A PAC member or their designee who evaluates and enhances draft papers and presentations to be included in Oral, Poster or Panel sessions at the WM Symposia.
- **Session Co-Chair** – A designated person who facilitates and moderates the presentations for a given WM session and adheres to the Session Co-Chair responsibilities.
- **Session Organizer** - A PAC or non-PAC member who receives prior approval of the appropriate Track Co-Chairs and/or TPC to develop a Session for WM.
- **Session Reporter** – A PAC or Non-PAC member assigned by the Session Sponsor to report on the assigned panel, roundtable or workshop for the WM Proceedings.
- **Session Sponsor** - A PAC member who sponsors a Session Topic. The Session Sponsor provides guidance and direction to assure compliance with all PAC Policies and Procedures.

- **Topic** - A defined theme or special focus of a session that the relevant Track Co-Chairs and/or the TPC have determined meets the mission of WM. The Topic may be introduced and organized by a non-PAC member with the support of a Session Sponsor.
- **Topic Development Meetings** - The Spring WM-sponsored PAC meetings that develop the Call for Abstracts and the list of potential Session Topics for the next WM Symposium. During these meetings, all received proposed Topics are reviewed and accepted or rejected. Each accepted Topic must have at least one PAC member Sponsor and be accepted into one of the Tracks by the appropriate Track Co-Chairs and/or the TPC.
- **TPC** – The Technical Program Chair for a WM Symposium either performed by the WM PAC Chair or his designee.
- **Track** – A WM Symposium subject-matter category approved by the PAC based on its potential to assist in the establishment of the preliminary technical program and to benefit the interests of symposia attendees, authors and reviewers.
- **Track Co-Chair** – Experienced PAC member selected by the PAC and/or the TPC to co-manage a WM Track.
- **WM** - Waste Management.

B. PAC Member Responsibilities

All Program Advisory Committee (PAC) members shall:

1. Actively support the goals of the WM Symposia, assigned Track(s) and strive to enhance the technical quality of each conference.
2. Perform responsibilities as a Session Organizer, Session Sponsor, Abstract Reviewer, Paper Reviewer, Session Reporter and Session Co-Chair, as needed.
3. Stimulate conference participation and attendance among peers.
4. Be actively involved in two Tracks: one primary Track, one secondary Track. A PAC member may also be the Session Sponsor for a Topic in a third Track.
5. Attend and participate actively in the Abstract Review. Active program development participation for two years is the preferred period for becoming a PAC member. PAC members absent from any PAC meeting for two consecutive years may be removed from the PAC.
6. Actively contribute to the development of the technical program. The PAC typically has four meetings a year: 1) an Abstract Review meeting, 2) a Topic Development Dinner, 3) a Topic Development meeting and 4) the IPAC meeting.
7. Review abstracts in the assigned primary and secondary tracks posted on the WM web site prior to the Abstract Review.
8. Follow through on all agreed-to functions to a logical and complete conclusion. If unable to fulfill a commitment, PAC members shall assist the PAC Chair and other PAC members in identifying an appropriate replacement.

9. Communicate in a timely and effective manner with conference personnel, Track Co-Chairs, Session Organizers and authors regarding established functions.
10. Provide constructive input to Track Co-Chairs and/or the PAC Chair that will enhance the quality and appeal of the WM Symposia.
11. Stimulate new Topics and volunteer as a Session Sponsor.
12. Act as a WM Symposia Ambassador, including orienting new PAC members and WM Symposia attendees, promoting WM Symposia attendance, and assisting WM Symposia participants.

C. PAC Member Selection

Outlined below is the WM-Symposia process for selecting PAC members.

1. The proposed Candidate must be an active WM participant (Session Organizer, Abstract Reviewer, Paper Reviewer or Session Co-Chair) with prior contribution and support to WMS.
2. PAC members may nominate a candidate or a candidate may contact a Track Co-Chair directly. The appropriate Track Co-Chair (in the candidate's track of interest) must approve each nomination and forward it to the PAC Chair. Referral should include a summary of the candidate's participation at WM and a brief summary of technical credentials.
3. If acceptable by the PAC Chair, the candidate will be contacted determining interest and will be invited to submit his/her Curriculum Vitae (CV) or resume and goals in supporting WM.
4. Following receipt, review and approval of CV/resume and goals, the PAC Chair will invite the candidate to join the PAC in the specified tracks.
5. New PAC members are introduced by the PAC Chair at the next PAC function.
6. Continued PAC membership is contingent on requirements outlined in the PAC Member Responsibilities.

D. PAC Track Co-Chair(s) Responsibilities:

1. Provide Track Leadership and Organization for one Track. A Track Co-Chair can also be a Session Organizer or a Session Sponsor in another Track.
2. Suggest Track themes and session topics and stimulate development of presentation concepts.
3. Direct the development of topics and sessions. Assist in assigning Paper Reviewers and Panel Organizers.
4. Review the Track abstracts posted on the WM web site prior to the Abstract Review Meetings.

5. Organize and oversee the abstract reviews, session formation, poster themes, selection of appropriate Session Co-Chairs and Paper Reviewers at the Abstract Review. Prepare the response letters to the authors of the reviewed abstracts. Participate in resolving conflicts between Topics and sessions and establish the final conference session schedule. The PAC Chair will decide upon any unresolved conflict.
6. Maintain contact with Conference Staff, Session Organizers, Session Sponsors, Abstract and Paper Reviewers and Session Co-Chairs to assure timely performance and quality sessions, as appropriate throughout year.
7. Provide input to conference personnel regarding PAC membership and process improvements.
8. Follow through on all established functions, session organizations, reviews and Co-Chair duties to a logical and complete conclusion. If unable to fulfill a commitment, he/she shall assist in identifying an appropriate replacement.
9. Communicate in a timely manner with Conference Staff, Session Sponsors, Paper Reviewers, Session Co-Chairs, and authors regarding established functions.

E. Selection of PAC Track Co-Chair(s)

Following are the WM Symposia criteria and process for selection of Track Co-Chairs:

1. Each Track Co-Chair candidate should have a minimum of three years active PAC membership (unless there are no candidates and no PAC recommendations).
2. The PAC Chair advises the PAC of any Co-Chair vacancy and asks the attending PAC members to apply for or suggest candidates for the vacant Track Co-Chair position within one month.
3. The PAC Chair obtains and reviews the CV or resume and summary of each candidate.
4. The PAC Chair presents her/his recommendation to affected Track Co-Chairs.
5. The affected Track Co-Chairs decide whether the candidate for Track Co-Chair is accepted.
6. The PAC Chair advises all candidates about the results of the selection process and announces the new Track Co-Chair to entire PAC membership either by e-mail or at the next PAC function.
7. Continuation in a Track Co-Chair position is contingent upon the fulfillment of the requirements outlined in Track Co-Chair Responsibilities.

F. Session Organization

1) *Session Organizing Responsibilities:*

Session Organizers shall:

- a) Fully understand and commit to the duties and responsibilities of the Session Organizer before accepting this assignment.
- b) Propose new session topics for inclusion in a future WM Symposium. Topics must be submitted using the PAC Topic Submittal Form - WM-10.
 - i) Each Topical Session must have a single PAC Sponsor. (If the Organizers are not PAC members, the Organizers must persuade a PAC member to act as the Session Sponsor.)
 - ii) Proposed topics shall be presented at the PAC and/or IPAC meetings and approved by these committees and the appropriate Track Co-Chairs.
 - iii) A maximum of two US Session Organizers can be proposed. Additional Organizers should be non-US. In no case will more than four Session Organizers be allowed.
- c) Organize the Topical Session.
- d) Attend the Abstract Review meeting to ensure the Topic is properly organized. The Track Co-Chairs must know who at the meeting is responsible for a Topic.
- e) Attend the designated WM session (or send a substitute) and grade each presentation according to PAC procedures.

Session Sponsors shall:

- a) Fully understand and commit to the duties and responsibilities of the Session Sponsor as well as, a Session Organizer before accepting this assignment.
- b) Provide guidance and direction to assure compliance with all PAC Policies and Procedures.
- c) Attend the Abstract Review meeting (or send a PAC member substitute) to ensure that the Topic is properly organized. Verify the Track Co-Chairs know who at the meeting is responsible for your Topic.
- d) Monitor the Paper Review process to assure that an adequate and timely review occurs. Recommend solutions to the Track Co-Chairs if issues arise.

2) *Session Organizer Function:*

- a) The Session Organizer is a volunteer who either works in the area of the topic or knows presenters who currently publish or work in the topic area. The Session Organizer contacts people in the area of the defined topic and stimulates submissions of abstracts and Panel participation at the WM Symposia. This stimulation of a paper and/or panel participation is not the same as an invitation (invitations are covered below).
- b) The Session Organizer shall assist in contacting authors to ensure that author names, addresses, session topic numbers, and other pertinent information on the abstract submittal form and on the WM Abstract website are correct.
- c) The selection of approved abstracts and the assembly of the session are finalized at the Abstract Review Meeting.

3) *Session Formation:*

Session Organizers and Abstract Reviewers present at the Abstract Review Meeting determine which abstracts are suitable for oral, panel and poster sessions, or rejection. Abstracts received by the deadline will be available on the WM Symposia homepage for review and pre-selection. The assignment of Paper Reviewers and Session Co-Chairs will be made at the Abstract Review Meeting. Also, the Track Co-Chairs will propose the day and time in scheduling of the Topical Session.

Invited Abstracts:

- a) Only the PAC Chair can formally “Invite” abstracts.
- b) Both PAC members and non-PAC members may request the PAC Chair to invite presentations deemed vital to a Session or a Panel, or to assure that a well-known or otherwise special author participates. “Invited” abstracts carry additional requirements compared to “Solicited” or “Stimulated” abstracts. Requests for “Invited Abstracts” should be sent to the PAC Chair and include the topic, author, telephone, address, and the reason for the invitation.

Panels, Roundtables and Workshops:

The WMS is organized around oral and poster presentations that have been reviewed and approved as abstracts and complete papers by the PAC. Following the conference, presented papers are documented in the WM Proceedings.

Panels, Roundtables, and Workshops (PRWs) however, are not subject to that review and produce no papers. Therefore, the following additional guidance and justification is provided for PRWs.

1. Session Sponsor(s) must provide justification (both sides of form WM-10) to the cognizant Track Co-Chairs regarding the advantages of a PRW vs. an oral session with papers. If the justification is unsatisfactory to the Track Co-Chairs, the Session Sponsor may be asked (in consultation with the TPC) to convert the PRW to an oral session with papers. A potential alternative could be author submission of short papers, followed by a group discussion. Another solution may be an issue paper, followed by questions for presenter's discussion, with the results summarized by the Session Sponsor or a designated recorder for the Proceedings.
2. All PRWs shall be named and written commitment received from each presenter at the opening of the WM Abstract Review meeting. The PRW will not be accepted or scheduled without ample justification and approval by the TPC.

(A description of the session and the addresses of all panelists are needed by the WMS staff for contact, the Preliminary and Final Programs and to determine resource requirements, such as room availability.)

3. Additional justification will be required for discussions proposed to extend beyond a single time slot, or for a Panel, a Roundtable or a Workshop with very similar topics.
4. Requests for specific time slots must be fully justified realizing that Monday and Tuesday time slots are limited. This request or condition shall be known at the WM Spring PAC meeting and is a critical factor in the approval of a PRW.
5. Each Session Sponsor (or Session Reporter) is required to provide a summary of all presenters' remarks and an overview of the discussion within two weeks after the Symposium for inclusion in the proceedings. The summary shall be a minimum of eight (8) paragraphs and include any PRW recommendation(s) and/or conclusion(s). Failure to provide the summary jeopardizes the Session Sponsor's approval of future PRW sessions.
6. PRWs that are scheduled for less than two hours should be coordinated with another short PRW or short oral session to share the same room for optimum room utilization. One session can be scheduled the first 1-1/2 hour period, a 30 minute break, and then the second session the last 1-1/2 hour period. Preferably the coordination is within the same Track using the same Session Co-Chairs but, if this is not feasible, other Tracks and arrangements will be considered.

G. Paper Reviewer Responsibilities

A Paper Reviewer should:

1. Be a PAC member and previously served as the Session's Sponsor or Organizer and/or the respective Abstract Reviewer.
2. Review all draft papers and presentations for one oral Topical Session or, contingent on prior approval of one of the Track Co-Chairs, a subset of draft papers (subtopic) for a poster session.
3. Adhere to the paper-review schedule. Paper Reviewers unable to meet the schedule listed below should promptly notify the Session Sponsor and Track Co-Chairs of their session to permit a timely transfer to another Paper Reviewer.
4. Comply with the schedule. Failure of the Reviewer to comply with the schedule prompts notification to the Track Co-Chairs for possible corrective action. Adherence to the schedule is essential in providing professionalism, fairness and respect to all conference participants.

Draft Papers to the Reviewers	Mid-November
Notify WM of delinquent authors	3 rd week - November
Comments back to authors	Mid-December
Review Final Revised Papers	2 nd week January
Authors submit Final Paper to WM and the Paper Reviewer	3 rd week of January

Please note: It is essential for Reviewers to review and approve papers and audio-visual presentations of authors who have a history of or are suspect of providing sub-standard presentations.

5. Review the technical content of draft papers for significance, originality, conclusions, validity, absence of commercial content and conformance to the abstract accepted by the PAC. The Paper Reviewer is to notify the author, Session Sponsor, Track Co-Chair and PAC Chair of papers that include significant technical errors.
6. Review draft papers and presentations for logical development and ease of understanding.
7. Promptly notify the corresponding author of significant errors in paper format, grammar spelling, graphic clarity or usage (see also item 8).
8. Promptly communicate comments and suggestions enhancing the quality of the paper directly to the corresponding author in a courteous, concise and professional manner.
9. Determine the acceptability of the draft paper. Propose modifications as required or the rejection of the paper. Communicate proposed modifications directly to the corresponding author, with a copy to WM Symposia. Only the PAC Chair can issue a letter to the affected author on proposed rejections and any critical issue pertaining to the WM Symposia policy or protocol.

10. Communicate progress and any potential issue throughout the paper-review process to the session's Track Co-Chairs, Session Organizers and whenever applicable, the Session Sponsor.
11. Attend the designated Topical Session (or send a substitute) and grade each presentation according to PAC procedures.

G. Session Co-Chair Responsibilities

A Session Co-Chair must:

1. Before the conference, discuss with the paper reviewer and session sponsor any special concerns or restrictions of the presenters.
2. Contact the presenters 2-4 weeks prior to the conference confirming attendance and determining any special conditions.
3. Attend the Speakers breakfast the day of the session.
4. Perform the duties as outlined in the Instructions to Session Co-Chairs (WM-55)
5. Accurately complete all requested forms and reports. Submit these documents to the WMS staff after the session.
6. Nominate candidates for best poster and best oral presentations.
7. Act as a WM ambassador managing the presentations during the conference promoting professionalism and high ethical standards.