

WCTRS/WCTR Current Operating Practices 2021



APPENDIX 01

Appendix 01

Scientific Committee Tasks Overview

Note

The present Appendix is a guide example.
It can be altered when the need arises as conference preparation activities progress for one WCTR, and also from conference to conference.

The following table provides an overview on the allocation of tasks to the different roles in the Scientific Committee

WCTRS SCC Tasks - Overview

Date: 20.06.2014, Member's Office

Task	WCTRS President/ STC	SCC Panel	SCC Chair	SCC Vice-Chair SIGs	SCC Vice-Chair Conference	SCC Vice-Chair Publications	SCC Vice-Chair Prizes	Prizes Sub-Committee	TAM	STO STT-Chair	SIG Chair	Remarks
Special Interest Groups	Approval	Approval	Support	Lead								
				Guidance							Lead	Website supported by the secretariat.
				Guidance							Lead	
				Guidance					Coordination		Lead	Organisation supported by the secretariat.
Special Interest Groups	Approval	Approval		Guidance							Lead	
				Guidance							Lead	
				Guidance					Coordination		Lead	
				Guidance					Coordination		Lead	
Topic Areas and Session Tracks	Approval	Approval	Lead	Support								
			Approval	Lead								
			Approval	Coordination					Lead		Support	
			Approval	Coordination					Lead	Support	Lead	
Publications	Approval	Approval				Coordination						
						Coordination						
						Coordination						
						Lead						
Publications	Approval	Approval							Support			
									Support			
									Support			
									Support			
Publications	Approval	Approval							Support			
									Support			
									Support			
									Support			
Publications	Approval	Approval							Support			
									Support			
									Support			
									Support			
Call for Papers and Reviewers	Approval	Approval			Guidance							
					Lead							
					Approval							
					Guidance							
Call for Papers and Reviewers	Approval	Approval			Guidance							
					Guidance							
					Lead							
					Guidance							
Call for Papers and Reviewers	Approval	Approval			Guidance							
					Guidance							
					Lead							
					Guidance							
Conference Program	Approval	Approval			Guidance							
					Guidance							
					Lead							
					Guidance							
Conference Program	Approval	Approval			Guidance							
					Guidance							
					Lead							
					Guidance							
Conference Program	Approval	Approval			Guidance							
					Lead							
					Guidance							
					Lead							
Scientific Paper Awards	Approval	Approval										
					Guidance							
					Lead							
					Approval							
Scientific Paper Awards	Approval	Approval										
					Guidance							
					Lead							
					Approval							

Additional tasks may place in each role.