

WCTRS/WCTR Current Operating Practices 2021



APPENDIX 05

Appendix 05

Duties of the Session Track Organiser (STO)

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.

Session Track Organisers (STOs) are appointed for a three year period leading up to a Conference. Their role is to coordinate sessions and papers at the Conference for an identified subject area as specified together with the Topic Area Manager and agreed by the Scientific Committee. STOs report to the Topic Area Manager (TAM), who in turn reports to the Vice Chair for the Conference and works closely with the Local Conference Organiser. STOs are either chair or co-chair of a Special Interest Group (SIG) in the respective subject area or they are leaders of a Session Track Team (STT) which is supporting the session track organisation.

In the sequence in which they are envisaged to arise, the responsibilities of the STOs are:

1. To support the TAM with an up-to-date subject description of their session track.
2. To build the session track team.
3. To identify the most appropriate journals for publication, to bargain opportunities for special issues and individual paper publications with journal editors, and to select papers for inclusion in special issues and for individual publications.
4. To inform the authors in their session about a possibility of an Edition in the WCTRS Book Series on a topic related to the session. To inform the TAM about this development.

5. To support the SCC-VC Publications to supervise the process to publish the General Proceedings and the Selected Proceedings.
6. To build the pool of reviewers for their session track.
7. To support the SCC-VC Conference to design the Call for Papers for the conference.
8. To initiate any specific Call for Papers for their session track.
9. To support the TAM in the process of reviewing abstracts; only if submission of Abstracts is adopted), supported by the session track organisers.
10. To lead the process of full paper reviews (and re-reviews; only if paper re-review is adopted) in their subject area. To ensure that authors are receiving meaningful and fair comments on their papers.
11. To arrange accepted papers into sessions, to appoint session chairs, and to build the session time table.
12. To support the SCC-VC Conference to build the conference program.
13. To check the presence of the session chairs during the conference and to substitute if necessary (which might be delegated to another person).
14. To nominate papers eligible for consideration for prizes and to support the SCC-VC Prizes to select papers for prizes.

All additional tasks which arise to ensure a successful conference in the subject area should be taken by the Session Track Organiser.