

The Society for Modeling and Simulation International (SCS)

Conference Planning Document
Calendar Year 2023 Edition

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Purpose

The Society for Modeling & Simulation International (SCS) is the premier technical Society dedicated to advancing the use of modeling & simulation to solve real-world problems; devoted to the advancement of simulation and allied computer arts in all fields; and committed to facilitating communication among professionals in the field of simulation. To this end, SCS organizes meetings, sponsors and co-sponsors national and international conferences, and publishes the SIMULATION: Transactions of The Society for Modeling and Simulation International and the Journal of Defense Modeling and Simulation Journals.

Conference Meeting Objectives

Conference Objectives

The objectives of the Society's conferences are to foster the dissemination and exchange of information concerning research and development in computer simulation technologies and applications and to provide a forum for the communication of those advancements to the broadest possible audience. That audience would include the simulation research and development community as well as simulation users in academia, government and industry. The Society also fosters communication and joint sponsorship both nationally and internationally, with other societies and organizations which are either directly or indirectly engaged in simulation. The sole financial sponsor is the Society for Modeling and Simulation (SCS). SCS is the sole owner of the assets and accepts full responsibility for the liabilities of each SCS conference.

Other scientific, professional and engineering societies, which have an interest in simulation and the topics included, are actively encouraged to become affiliate sponsors or conference sponsors of SCS conferences. Such affiliates assume no financial obligations, nor do they participate in any distributions of surplus funds earned by the Conferences. However, they are expected to provide publicity in their journals and newsletters, including meeting announcements and calls for papers. In return, members of affiliated societies are granted the same lower registration rates accorded to SCS members.

Conference Summary

Types of Meetings and Events

The Society for Modeling and Simulation International (SCS) sponsors several types of meetings including the following:

Conferences and Workshops - these are meetings sponsored or co-sponsored by the Society at which all interested parties are invited to attend and present papers.

Exhibitions - Exhibits are defined as displays of vendor products and services demonstrating the latest available technology in the industry. These exhibits are generally held in conjunction with a conference.

Committee Meetings - these are defined as meetings at which an established organizational unit of the Society gathers to discuss a Society activity. Attendance is open to anyone with an interest in the subject.

Executive Committee Responsibilities

SCS's Executive Committee (ExComm) has the responsibility for all events held by the Society along with the Vice President of Conferences in which the Executive Committee has direct management responsibility whether the Conferences are run exclusively by SCS or in cooperation with other societies. The Executive Committee is responsible for reviewing and approving individual conferences and external societies' sponsorship agreements with overall approval overseen by the SCS Board of Directors. The Executive Committee with board approval is responsible for insuring conferences provide balance between time of the year, geographical location, conference themes(s) and appropriate conference leadership

Election/Appointment of Conference Officers

- The VP of Conferences is appointed by the President with approval by the Board of Directors. The VP Conferences can serve a one-year term, which can be extended with the incoming SCS President.

- The General Chair for each domestic or international conference is appointed by the Vice President of Conference with SCS Board of Director approval. An agreement letter is sent to the new General Chair by the Vice President of Conferences who signs and makes a commitment to SCS to follow SCS conference procedures.
- The SCS representatives to designated co-sponsored conferences are appointed by the SCS Executive Committee in conjunction with the SCS Board of Directors and the Vice President of Conferences.

SCS Conferences

Annual Modeling and Simulation Conference (ANNSIM): ANNSIM is a new annual conference after merging SpringSim, SummerSim, and SimAUD into a single conference starting in 2021. It is the flagship conference of SCS to cover state-of-the-art developments in Modeling & Simulation (M&S) held from spring through summer (May-June) and will alternate between domestic and international locations. The purpose of this conference is to provide a forum for the exchange of information in widely diverse aspects and uses of simulation over a spectrum of technical fields. It includes a forum for designers and it brings leading experts in various domains of Modeling and Simulation together.

Power Plant Simulation Conference (PowerPlant Simulation): This conference, usually held in January, is designed to provide a forum for concentrated interests focused in the power and nuclear areas.

Prior SCS Events:

Prior to 2021 The Society for Modeling and Simulation held multiple conferences over its 60 years in existence, most recently Spring Simulation Multi-Conference and Summer Simulation Multi-Conference. These events are still archived and proceedings are available at request.

Copyrights

The Society for Modeling and Simulation (SCS) holds copyright to all conference proceedings and the papers presented at its conferences.

The Society for Modeling and Simulation (SCS) Logo

All meetings, events, workshops and literature should have SCS branding such as name and logo on all promotional pieces, stationary, proceedings, etc.

Insurance

The Society for Modeling and Simulation (SCS) carries all necessary insurance by its corporate insurance carrier for its event.

Conference Budget and Finances

Budget

The conference budget is the financial plan for conferences. The budget for conferences is approved annually by the SCS Board of Directors. Each SCS sponsored conference, meeting or workshop must have a budget. All conferences, meetings or workshops should be budgeted for a return surplus by obtaining the maximum number of paper submissions for the number of days of the event at a minimum. Occasionally SCS conferences, meetings or workshops may end with a surplus, a surplus will be used to defray the cost of events that lose money and provide funds to the Society to start new conferences and initiate new activities that will improve the events.

Volunteers may not negotiate or sign any portion of a hotel, exhibit, or food and beverage contracts on behalf of SCS. If a volunteer signs a contract, legal and financial responsibility for the contract will be the responsibility of the individual signing the agreement. All contracts are negotiated and signed by the SCS Executive Director.

Advertising & Promotion

Publicity

The primary advertising of an SCS event is communicating to the membership and prior conference attendees by direct emails, the SCS website, other similar conference events, co-sponsored events and volunteer personal contacts, to name a few. Supplemental websites can be created on behalf of the conference, however there should be a link to the SCS Website and SCS will link to the supplemental website provided it stays updated that can be used to market the event. The SCS website will have all necessary conference information from location, tracks, hotel links registration and any other necessary information for attendees to attend the event. Marketing through SCS is by no means the only way SCS events should be marketed. It is one of many possibilities but has limited reach.

However, effective and timely marketing is the key to a successful conference. Getting the word out about the conference is the only way to get attendees. Every year, there are more and more conferences with which to compete. Other forms of ideas on marketing SCS events and how to use them include the following:

Social Media

For social media, the first posts are about announcing the next conference dates and location as soon as the information is available. This information can be made available after the recent conference has ended. Posts then can begin announcing the Call for Papers, and deadlines, as they are revealed. After deadlines are mentioned and are being posted to remind attendees, posts can then remind people to register for the conference or to book their rooms, if there is a hotel listed. Countdown posts can then be created, as the conference gets closer to go along with encouraging them to register. Social Media should be updated at least once a week to promote the conference information and can include links to the registration website and to the SCS website as well. If available posts with photos and videos of the event or of past events are more likely to entice attendees. A social media chair or volunteer should be assigned order to maintain an active social media presence from the conception of the event through post event. Accounts have been created by SCS staffs and passwords can be provided.

Social Media Sites

- Facebook <https://www.facebook.com>
- LinkedIn <https://www.linkedin.com>
- Twitter <https://www.twitter.com>

Conference Advertising Sites

Conference advertising sites can be used for posting more descriptive details of the event and to reach more people who are not regular attendees. These sites usually are setup to add any necessary conference information including adding Call for Papers, submission deadlines, registration link, registration deadlines, description of the conference, venue location, venue website, registration website, contact information, and much more information. Some sites require more information than others do. These sites can be thought of as an extension of the conference website. These sites can be updated anytime if some information is not yet ready, or information changes. The more information on these sites, the better. Below is a list of some of the more well-known conference announcement websites:

- Brown walker Press <http://www.brownwalker.com>
- Conference Alerts <https://conferencealerts.com>
- WikiCFP <http://www.wikicfp.com>
- Paperleap <https://www.paperleap.com>
- Conferize <https://www.conferize.com>
- The CFPlist <https://www.cfplist.com/>

Call for Papers

Call for papers is one of the best forms of advertisement for an event. Ideally, a CFP should be prepared as far in advance and distributed as early as the previous year's event if possible. The CFP can be included in the final program and or the proceedings of the prior conferences. In order to prepare the Call for Papers a date, location and primary organizing committee must be established at minimum.

Although preparing the Call for Papers is the responsibility of the Program Chair, the General Chair, Vice General Chair, Executive Committee and VP of Conferences should help with its publication and creation when possible. The Call for Papers is important and should be prepared well because it is typically the first detailed announcement of the conference. It also specifies the conference theme, topics of interest, desired types of submissions, points of contact and important dates. It should be given to the SCS staff, who will add other basic information so that the photo-ready copy can be prepared and distributed

It is a good idea to send a copy of the Call for Papers to various relevant societies for publication in their journals and newsletters.

The Call for Papers (CFP) will be sent to all contacts that SCS has available. The Call for Papers normally contains different submission categories. Typical paper categories are below:

Regular Papers (peer reviewed), Short Papers (4 pages, peer reviewed), Posters (2 pages, peer reviewed) and Invited Papers (4 pages, only checked for style and commercial messages). Invited Presentation (no paper, just happening during workshop), Expert Panels (no paper, just happening during workshop), Expert Panel with Position (panel plus invited paper), and Tutorial on the track topic.

Details of the main categories:

- Regular papers reviewed by at least three peers that have to agree to accept the paper for the conference.
- Extended abstracts for work in progress papers or poster submissions (not to be included in the proceedings). They will be reviewed by at least two peers that have to agree to accept the paper for the conference.
- Panel proposals (where panelists contribute position statements that the panel chair composes into a position paper for the proceedings). Panel papers are optional, but when the panel chair decides to utilize the option, the paper will be reviewed with the same diligence as invited papers.

- Tutorial proposals are encouraged to submit a paper that follows the formats of a regular paper but offers an educational opportunity for attendees to learn about an area in Simulation.
- In addition, track chairs are free to invite papers (that follow the format rules of regular papers, but may not be eligible for best paper awards). Invited papers will be reviewed by at least two peers to ensure that the paper does not support special commercial solutions and fulfills the academic standards of the SCS conference.

The Call for Papers Marketing Plan

The marketing plan should be multi-pronged. The judicious selection of the most cost-effective marketing plan is crucial. One or more of the following distribution methods should be considered in the marketing plan

- personal contact with professional associates of the Committee
- special or private mailing lists that committee members may possess
- electronic mail and bulletin boards
- listings in journal calendars
- complimentary or paid ads in journals
- distribution to other societies who will display the Call for Papers at their conferences
- direct mail if appropriate
- Exhibitor's user group mailing lists.

The marketing campaign can not rely exclusively on the SCS office to market the event, as SCS corporate emails may not reach recipients due to the option of opting out of SCS announcements. Thus, SCS office email announcements are not guaranteed to reach the whole membership. There are times when additional dollars can be used to market events if it meets budget criteria and is approved by the Treasurer and Executive Director.

Preliminary Program

The preliminary program is a valuable piece of marketing material. It should be available on the SCS website as far in advance as possible before the conference and available to as far in advance as possible for an international conference. The preliminary program should contain information necessary to describe the conference and other activities being held. It should include tutorials and keynote speakers. Its purpose is to answer questions for possible attendees who may need that extra information to make a decision about attending the event.

The preliminary program should include important details such as: A schedule of as many sessions and times that the sessions will be presented; keynote speakers or panelists title of their presentations; information regarding other activities being held in conjunction with the conference; tutorials; registration information; hotel registration information if possible.

Conference

Conference Papers

Evaluating Papers - Criteria to help Evaluate SCS Papers

The following list is neither complete nor exclusive. These criteria were composed to support track chairs and evaluators to identify relevant criteria for the papers to be evaluated. It is recommended to start with this list and extend it in order to reflect the special needs of the track or conference.

- **Abstract**
 - Is this an academic abstract, or an introduction?
 - Does the abstract summarize the research topic, the method, and the results?
- **Relevant Work**
 - Is the body of knowledge relevant to this work addressed giving credit to other authors?
 - Is the former work from SCS and other Academic societies properly referenced?
- **Contribution**
 - Is the gap to be closed by the contribution well motivated?
 - Will an interested educated reader understand what the problem is and why it is a problem?
 - Is the research method described?
 - Are the results clearly stated and connect to the original problem?
 - Is the innovative contribution clearly stated?
 - Is the result applicable to other domains?
- **Relevance**
 - Are modeling/conceptualization challenges addressed and solved?
 - Are simulation/execution challenges addressed and solved?
 - Is the contribution unique/innovative, or are there several other papers addressing the same problem?
 - Is the paper outstanding in comparison with other papers dealing with the same topic?
 - Is the connection to M&S well established (i.e., M&S as a clear solution to addressing the problem)?
 - Is the topic – as presented in the paper – of general interest to the community attending the Conference?
- **Readability and Grammar**
 - Are the sentences grammatically, correct?
 - Are the sentences understandable?
 - Does the author use paragraphs and figures to enhance the understandability?
 - Is the paper formatted by the SCS Authors Kit requirements?

In order to allow the archival of papers in online databases like ACM DL, SCOPUS or SCI detailed reviews are needed. Work in Progress papers, tutorials, and panel papers will not be submitted to any digital libraries (DL).

Submission Categories

The following contributions are welcome. See Authors Kit for paper length unless otherwise noted below. In the paper category

- **Regular Papers:** They will be reviewed by at least three peers that have to agree to accept the paper for the conference. A fourth review may be requested if needed. Program Chair must decide and check the reviews.
- **Invited Papers:** Track chairs invite papers (that follow the format rules of regular papers, but that are not eligible for best paper awards) or invited presentations (which do not have to submit anything). Invited papers will be reviewed by at least two peers that ensure that the paper does not support special commercial solutions and fulfills the academic standards of the SCS conference (use of references, following the format, etc.).
- **Short papers:** can be industrial focus, government/military applications for discussions and work-in-progress work. Also, border-line rejected papers (i.e., papers with average reviews). Peer reviewed but less thoroughly. Not accepted for best paper award, journal publication, or for inclusion in any DL.
- **Work-In-Progress Papers:** Peer reviewed but less thoroughly. Not accepted for best paper award, or journal publication. Must include the acronym WIP in the title). Summarized in a special section of the proceedings. Reviewed by at least two peers (the WIP or poster chair + 1 external reviewer) that have to agree to accept the paper for the conference. Not accepted for best paper award, journal publication, or for inclusion in any DL.
- **Posters, Abstracts:** 2 pages, peer reviewed. Not accepted for best paper award, journal publication, or for inclusion in any DL.
- **Invited Industrial Case Studies:** 4 pages, only checked for style and commercial messages. Published in the proceedings but not in any DL.

In the presentation category

- **Invited Presentation** (no paper, just happening during workshop)
- **Expert Panels** (no paper, just happening during workshop): Panel proposals (where panelists contribute position statements that the panel chair composes into a position paper for the proceedings).
 - **Expert Panel with Position** (panel plus invited paper): The panel papers are optional, but when the panel chair decides to utilize the option, the paper will be reviewed with the same diligence as invited papers are.
 - **Tutorial on the track topic:** Tutorial proposals are encouraged to also submit a paper that follows the formats of a regular paper. The panel papers are optional, but if the tutorial chair decides to utilize the option, the paper will be reviewed with the same diligence as invited papers are.
- **Keynote** (with or without paper)
- **Plenary** (with or without paper)

General Policies

Policies for peer-reviewed symposia

- Abstract-based symposia should be clearly identified. If no review is done for the papers, the audience of the conference should be informed.
- Neither the GC, the PC, nor members of the Awards committee may be candidates for a best paper award.

Rules and metrics for organizing SCS conferences

- Workshop: 1 full day of sessions/presentations.
- Track: 3 days of sessions/presentations (e.g., Monday through Wednesday).

Please note authors can not register for more than one paper.

Conference Roles

Vice President of Conference (VP)

Oversees the planning of the SCS conferences and leads the execution of all activities supporting the conference. Duties involve planning and scheduling conference meetings and assigning tasks and responsibilities. They shall preside at all conference planning meetings and keep track of all conference progress along with the conference planning committee. The Vice President's primary responsibilities along with oversight of the event, is enforcing policy and procedure compliance for SCS events. The VP of Conferences does not receive a free registration to conferences.

Program Committee Selection

The Program Committee (PC) are the primary group in charge of an event. The committee is different for each event. They will need to make sure a full range of research topics, and a variety of M&S topics are covered for each event. A qualified group of professionals should be assembled who are dedicated to the subject of M&S and the group should have a wide range of interests and backgrounds – academic/industrial research, theory/applications, experienced/new blood. It is recommended that at least 20-25 members, if possible, representing all major geographic areas are assembled. Having the same people serve year to year and on too many conference committees should be avoided. Each year the previous topics and organizers should be reviewed as to make sure the conference is attractive to new and old attendees and represents cutting edge M&S topics.

Past experience has shown that some committee members tend to work much less than others and/or do not submit their report on time. Recommendations from the General Chair, from previous Program Chairs and from the SCS Office are therefore very helpful.

It is recommended that you ask the Program Chairs of the same conference in the previous year and in the future year's to be advisory members of the PC. Advisory members have full access to the information exchanged during the refereeing process but are not expected to referee papers nor to vote on the acceptance or rejection of papers.

PC members must conduct thorough reviews of the submitted papers and/or submit articles to the conference and/or publicize the event in numerous venues. PC members not fulfilling their duties need to address the issue with their PC Chair and will not be invited to future events unless the PC decides otherwise.

At this time, Program Committee members are not entitled to free registrations, but this is something that is reviewed each year.

General Chair (GC)

The General Chair is responsible for organizing and providing overall management and direction for the particular conference they are in charge. The GC is responsible for selecting the key leaders for their conference. It is suggested that the previous year Vice-General Chair becomes the GC for the following year. The General Chair receives a free registration to the conference for their year as general chair only.

If you wish to adopt new procedures other than what is listed in this manual or conflicts with these guidelines, a GC must consult with & obtain approval for the new procedure from the SCS ExComm and at times the Board of Directors.

SCS relies on the ANNSIM program committee to work with the Special Issue Editor of the SCS journal *Simulation: Transactions of the SCS*, to develop a Special Issue from the conference.

It is relied on that the Guest Editors for the ANNSIM special issue will include the General Chair for that year, the Program Chair and the Awards Chair. Other members of the ANNSIM conference committee who contribute to the special issue in terms of workflow management, inviting reviewers, processing of the special issue and other activities can also be considered as Co-Guest Editors for the ANNSIM special issue. Additionally, on the discretion of the conference committee, the SCS VP for Publications can be invited to join as a Guest Editor, who would provide continuity in SI processing and experience.

General guidelines for the GC

1. Select potential Program Chair(s) and discuss with the SCS VP of Conferences for approval. Get approval before asking the person to serve.
2. The date of the conference has probably been established by the time you agree to serve as chair.
3. Schedule a meeting to develop a conference plan with key organizers, and submit this plan to the VP of Conferences for the SCS Executive Committee (ExComm) to approve.
4. Develop a conference time line in advance; timeline should be based on when the conference dates.
5. Provide details regarding the conference such as deadlines the conference committee members to the SCS Office for the conference website. A preliminary Call for Papers should also be submitted and will be listed on the website and used to begin marketing the conference. Not all committee information is needed for the website and will not be listed on the website. Only key information and the main conference committee will be listed. Other organizers for the conference may be listed in the all-printed materials, program book, USB and printed proceedings. Detailed committees can be listed on all outgoing marketing materials if these materials are used. Other details for the conference may be included on the conference website by the SCS Office as they see fit.
6. Select other members of the organizational team (local arrangements chair, publicity chair, publications chair, tutorial chair, workshop chair, etc. See descriptions for each position below.
7. The GC should help the Program Chair in the selection of members of the program committee.
8. The GC should consider appointing a Workshop chair to coordinate and look for possible topics for educational workshops. Establish a deadline for submission of workshop proposals. Workshop topics should be relevant to the conference theme and be "hot" topics as to attract attendees to the conference.
9. The GC should appoint a Demo chair and Student Colloquium chair as well if these sessions will be apart of the conference. Their deadlines should align with the main conference deadlines.
10. Any potential Keynote Speakers for the conference should be submitted to the ExComm for review and approval. (See the Keynote Speaker section for requirements).

11. Once a preliminary conference program is set, an advance program should be posted on the conference's web page. An advance program is also used to attract attendees to the event and generate interest in the conference events.

Sample Timetable for General Chair (GC)

The following timetable shows when key tasks should be completed. All times are in months from the time T- of the conference and are estimated and should be prepared after the date and location of the conference is established

T-13 Propose organizing committee to the VP Conferences. Create presentations describing the conference and present these to the SCS Board of Directors at the Board of Directors meetings. Recruit and recommend your Program Chair and conference committee at these meetings.

T-13 Recruit a keynote speaker and look to recruit from industry or other key areas of Modeling and Simulation or from within the community. The keynote speaker should be someone who will excite and draw attendance to your event and not a SCS familiar (see Keynote Speaker section for requirements)

T-12 Coordinate with the Program Chair about the conference deadlines, program committee meetings, and invited speakers. Select a local organizing committee and approach potential sponsors for your event. Define a conference theme, special features, and track structure.

T-13 With the Program Chair, recruit Proceedings/Editorial Chair, Track Chairs, Session Chairs, Awards Chair, Local Arrangements Chair, Tutorial Chair and Publicity Chairs. Note: The Proceedings/Editorial Chair is responsible for a significant amount of work post-conference so you should make your selection aware of their responsibilities. Contact the SCS office for a copy of the Conference Proceedings Chairs Kit, which covers everything from applying for co-sponsorship to submission to digital libraries.

T-12 Lead regular meetings and communication with the Conference Committee and the SCS Office, email frequently to stay on track and solve urgent issues. Report monthly to the SCS ExComm on the progress of the conference.

T-12 Help the Publicity Chair develop a Publicity Plan. Plan to reach out to potential attendee contacts.

T-12 Work with the Program Chair to create a Call for Papers (CFP) for distribution at all current SCS Conferences & for posting on the SCS Website. Request any other printed advertisements from the SCS Office if needed.

T-12 Organize a meeting with all the conference committee, conference organizers such as the Track Chairs and Session Chairs.

T-12 Present briefly summarizing the conference, theme and keynote speakers, and a summary of the overall conference structure.

T-6 Coordinate with the Program Chair to prepare a conference schedule

T-3 Work with the Program Chair and the Proceedings team for coordination of final paper deadlines in in order to make sure they are ready for the first day of the event. Prepare the Plenary presentation with conference organizers and coordinator with SCS Board member for plenary topics

T-0 Present and thank the conference organizers, committee members and sponsors during the Plenary Session. Introduce your Keynote speakers and thank them.

T-0 Work with the Program Chair and Proceedings Chair to maintain a no-show list of papers to be removed from the final proceedings and send the list to SCS office and the Proceedings/Editorial Chair.

Vice-General Chair (VGC)

The Vice-General Chair takes direction from the General Chair and assists with the planning of an event.

Program Chair (PC)

The Program Chair is responsible for creating the conference program. The Program Chair is responsible for organizing all accepted papers into sessions. The Program Chair receives a free registration to the conference for their year as program chair only.

General guidelines for Program Chair (PC)

1. It is suggested that the PC not submit papers to the conference unless the GC decides otherwise. If the PC does submit papers to the conference, then those paper(s) must be handled by the GC separately and the paper(s) cannot be considered for a best paper award or journal publication (unless the principal author is a student in which case the paper(s) may be considered). As the PC, you should make all Program Committee members and reviewers aware of the policies on the reviewing of conference paper submissions.
2. The GC/Conference Committee should be consulted for any suggested changes, other than the what is presented in the current organizing and running the Conference described in the conference procedure manual.
3. The previous year's Program Chair for the same conference is a good resource. You should contact this person for suggestions.
4. With help from the GC, develop a list of potential program committee members.
5. Ask the people on the list to serve. Please explain what is expected of them and get a commitment to volunteer and abide by the SCS conference governing policies. Expect some people to decline to serve so have a list of possible alternates.
6. Decide in conjunction with the GC on the conference theme and a keynote speaker.
7. Help develop a Call for Papers (CFP) and get the approval of the GC and the SCS ExComm. Once approved the CFP should be prepared and given to the SCS Office so that it can be added to the conference website. It should also be marketed by all volunteers for the conference.

8. The PC should upload the Call for Papers to as many online technical websites as possible for publicity (i.e., Wiki CFP). See the attached list of standard websites in that section. PCs may create & maintain their own web page with their own resources if they would like. However, this must be coordinated with the SCS Office so a link to that page is included on the SCS conference page.

9. Organize a meeting with the program committee members, the general chair and the conference committee.
During the meeting:

- **decide on any policies that should be in effect such as**
 - **what happens if there is a conflict of interest?**
 - **what defines a conflict of interest?**
 - **how to deal with plagiarism problems?**
 - **what are the rules of confidentiality?**
 - **do you want to have a best paper/s award/s?**
- **decide how many papers you want to accept**
- **decide what papers should be accepted**
- **plan the sessions and the session chairs**

10. The paper submission website will be set up by the SCS Office and must be updated by the PC. There will be only one paper submission site. Papers will be sorted by topic when the accepted paper deadline has ended. Any communications with authors should be done through the papers submittal system, called START.

11. Before papers begin to be received, the PC should develop an evaluation procedure that the conference organizers should use so that authors of received papers receive timely notifications of acceptances and requested paper corrections during the review process. A description of the evaluation procedures should be communicated to the program committee members.

12. Oversee paper reviews of contributed papers, invited papers and extended abstracts with chairs.

13. Coordinate with Proceedings/Editorial Chair regarding paper formatting to make sure all received final papers comply. This is critical as it is easier to obtain formatting corrections for papers before the conference rather than afterwards.

14. Coordinate with chairs about grouping papers into sessions.

15. Allocate sessions to standard session time slots. Coordinate with the SCS office as to the expected room sizes required for each session. The SCS office will assign rooms to the sessions.

16. Proofread the Program Book and work with main organizing committee members for corrections and updates.

Sample Timetable for the Program Chair

The following timetable shows when key tasks should be completed. All times are in months from time T of conference.

T-24 After having been appointed Program Chair, starts talking to various experienced people in the community that have been on a program committee. Design a detailed plan and time table of your job and the program committee's work.

T-23 Make suggestions for possible ways to organize papers and look for organizers for sessions. Coordinate suggestions for Keynote Speaker with the General Chair.

T-22 Select the Program Committee and decide on the review process, guidelines and overall plan for the conference and communicate this to the General Chair, the SCS ExComm and board if necessary.

T-20 Inform the conference coordinators in detail of what you expect from them, the three-reviewer minimum requirement, and what invited talks and papers are expected.

T-19 Decide on the invited speakers after consulting with your committee and notify the General Chair of the speakers and topics.

T-19-18 Send a draft of the CFP to the GC, the VP of Conferences and the SCS ExComm. Decide on Keynote/Plenary Speakers. Decide on a Work in Progress (WIP) papers, poster papers, student demo and PhD. colloquium deadlines.

T-18 Complete the setup of the paper submission site and assign reviewers.

T-17 Organize a meeting with the GC and the organizing committee chairs to discuss the process and open issues.

T-12 Check with Chairs to see if they have contacted invited authors.

T-12 Notify members of the review team about the refereeing process and its different phases and ask them to allocate a sufficient amount of time to this process.

T-12 Ask Chairs to compile lists of abstracts of invited papers and check whether contributed papers have been assigned at least 3 reviewers and that deadlines have been established.

T-11 Send reminders of the deadline for invited papers.

T-9 Check the system and evaluate how many submissions have been received. Check according to your desired policies on number of submissions. Begin to start thinking about how sessions will be organized based on the type of papers being received.

T-8 You should have the submitted papers by now and the refereeing process begins. Make the papers available to the Program Committee members for review.

T-7 Work with chairs to Inform authors about decisions, so that they can make adequate travel arrangements.

T-6 Final decisions- Notify authors of acceptance or rejection. Send instructions to authors to prepare final papers and their deadlines along with instructions on their presentation. For useful tips on giving a great presentation, see "How to Give a Great Presentation" on the SCS web site under "Conferences" -> "Author's Kit Instructions and Forms". Appoint Session Chairs, selected preferably from the Program Committee. Otherwise, check the list of authors with accepted

papers and invite potential candidates. Determine the final program schedule in coordination with the GC in order to coordinate the technical program.

T-5 The above papers should already be ready for final submission.

T-4 Prepare the first draft of the Preliminary Program, get feedback from the Organizing Committee chairs, the VP of Conferences and the SCS ExComm before advertising it. Check with the Proceedings/Editor Chair to see if they are on track for the next set of deadlines, which is final paper acceptance.

T-4 Contact the keynote speakers and ask them about changes to their abstracts and retrieve any missing documentation from them with help from the SCS office.

T-4 Have Chairs contact authors of rejected papers and let them know about Poster session or Work in Progress (WIP) options.

T-3 Check with Chairs about Posters, student demo, PhD Colloquium (if it is apart of the program) regarding acceptance recommendations and have chair responsible for these areas to inform authors about the decisions.

T-2.5 Work with the General Chair for coordination of the proceedings and final paper submissions.

T-2 Due date for final papers. Write a foreword for the proceedings, including acknowledgements of all those who helped, in particular all the external referees and the Program Committee. Notify the Proceedings chair that the papers are ready to be pulled for USB preparation.

T-1 Notify the Program Committee and the Chairs of the preliminary program.

T You remain responsible for the program during the conference. You might need to find replacements for missing session chairs and no-shows. You must resolve any problems concerning the program and notify the SCS administration, so changes can be provided to attendees on a daily basis.

Call for Papers and Schedule for Submissions

The Program Chair is responsible for drafting the CFP and sending it to the General Chair. The CFP should include the topics of interest and what types of submissions are desired.

The CFP should also state when authors will be notified of whether their paper is accepted, and the expectations of authors whose papers are accepted (e.g., date for returning final papers for the proceedings, presentation of the paper at the conference). Any special requirements for the submissions should be clearly stated. See the section on Call for Papers under Publicity on page 22 for more details.

Program Chair and the Refereeing Process

Before the papers are assigned to the individual Program Committee members, you will need to review the papers and remove any that have been submitted to other conferences in the case that any of these are identified. You should also check papers for plagiarism. Also, remove any papers from authors banned from the conference. At this point, also check for paper submitted by no-shows in the previous year and contact the authors to ensure they plan to attend. You should get

an overview of which areas are covered with how many papers and get a feeling for the average quality of the papers. It is advised that you spend at least 1-2 days glancing through the set of submissions.

When a potential conflict of interest is detected (e.g., papers authored by students or close collaborators of a given Program Committee member), consider assigning the responsibility for handling that paper to another committee member.

Each submitted paper should be assigned to at least three members of the Program Committee who have a good level of expertise in the particular area that the paper addresses.

It is recommended that you run the refereeing process in the following phases

Phase 1: First evaluation period by Program Committee Members. Each referee should grade (1) the quality of a paper and (2) his or her confidence in the grade and should give detailed comments about the paper.

It is the responsibility of each Program Committee Member to referee the papers assigned to them and to return the reports as soon as possible before the deadline. Papers at this stage can still be given back to authors to work on the recommendations and can resubmit. A Program Committee member to external referees can delegate refereeing, but the reporting responsibility remains with the Program Committee member.

The comments in the reports should be divided into two sections: comments for the committee and comments intended to be sent to the authors (duplication can be avoided). As the refereeing process progresses, these comments should be revised. For instance, a referee who dislikes a paper, but is convinced later by the other Program Committee members that the paper is good, should revise the report before it is sent to the authors.

Phase 2: Second evaluation period. Ask the committee members to carefully check the preliminary decisions you proposed and to oppose if they do not agree. Ask all committee members to look at borderline papers. For controversial papers (those that received both high and low grades), ask the involved referees to sort out their conflicting opinions, and possibly assign further referees. For papers with low overall confidence values, you should assign the paper to further referees. During this phase, the committee should use the review administration software to communicate.

It is necessary that you take an active role during this second round and force referees to respond to other referees' comments, to be precise as to why they support or dislike a paper, etc. Many referees tend to be quite passive unless asked explicitly to make a statement regarding a paper. Sometimes it is necessary to insist numerous times with slow referees.

Phase 3: Final decisions. Compile a summary of all grades and reports received and enlarge the list of papers to be accepted and rejected, shrinking the list of borderline papers. If a borderline paper is rejected because the research is not mature enough, suggest it to be accepted for the Work in Progress (WIP) workshop. If a borderline paper contains some basic research results of interest to the conference, consider sending it to the Poster Workshop.

Program Chair and the Selection Criteria for Papers

The most important criterion for accepting a paper is its overall quality. The various paper acceptance criteria will also depend on the number of papers to be accepted, whether there is a desire to try to balance the number of papers in different areas, and the number of submissions on any given topic.

Whatever the criteria used, it should be understood that the content and the presentation of the material in a paper should be at an advanced level.

You should communicate to the Program Committee a policy about how the total number of accepted papers will be determined.

Criteria for selecting a paper include the following:

- **Novelty:** Does the paper contain scientific contributions that have not previously been published and which are novel to an expert in the field? Does the paper lead to new directions, for instance by proposing new concepts?
- **Interest to the experts:** A paper should be of interest to the experts in the field. There are papers, for example, with mathematical results, which are completely novel and correct but are simply of not enough interest for an oral presentation or discussion.
- **Correctness:** The technical part of a paper must be correct. However, a few minor correctable errors are not sufficient reason to reject a paper if the rest of it is correct and interesting.
- **Quality of the presentation:** Is there reason to expect the final version and the presentation to be of high quality? Will the paper be the basis for an interesting talk?

Program Chair and the Communication with Authors

It is recommended that you let the Track Chairs know about communicating with the corresponding author for the confirmation of receipt, start of the review process, acceptance/rejection letter and camera-ready paper formatting. Authors need to be reminded that at least one author must purchase a registration. An author cannot register for more than four papers. Authors do not receive free registrations.

It is strongly suggested that the authors be sent as much information obtained from the referees as possible, especially for rejected papers.

If the paper has been accepted, you should send the authors the instructions for authors/speakers. This will include at least the following

- Time, date and length of the talk, possibly the identity of the session chair, and instructions on where and when to meet the session chair prior to the session in which the paper will be given;
- Instructions on the presentation of material for the USB productions, when and where to send this material; and
- Instructions on the presentation material. For useful tips on giving a great presentation, see “How to Give a Great Presentation” on the SCS web site under “Conferences” -> “Author’s Kit Instructions and Forms”. You may instruct the speakers to use sufficiently large fonts and to make appropriate use of colors. If there will be a practice room, indicate it in the letter. Let the authors know that SCS does *not* provide laptops for presentation.

Program Chair and the Recommendations for the presentation

You as the program chair remain responsible for the program during the conference. Therefore, you should be available when problems arise (e.g., if speakers do not show up or if sessions must be moved because of technical problems). This responsibility is shared with the GC.

It is recommended that the session chairs meet with each author and check the equipment for that session in the session room. The session chair should explain it is important to keep on schedule. The session chair has the responsibility to keep the speaker within the time limit. The session chair will also direct the question-and-answer time after each author's presentation. The session chair may promote questions and ask relevant questions if there are not any from the floor. It is very important to meet the allotted time. Track chairs or a member from the organizing committee must take over the session chair if they are not present at their session.

The following committee positions are to be selected by the General Chair with assistance from the Program Chair.

Track Chair

1. Send your desired contact email to your Program Chair.
2. Set up your review committee early and notify the members.
3. Recruit potential session chairs before the program is prepared. Check with the authors of accepted papers if needed.
 - a. Each paper needs at least three reviews. If the reviewers do not agree on accept/reject, a fourth review is needed.
 - b. Numerical scores are not sufficient. Written comments (recommendation to improve the paper, enumeration of shortcomings with recommended changes) are mandatory. These should be as detailed as possible. If a review is incomplete, contact the reviewer to extend it.
 - c. If needed, edit the reviews before they are sent to the authors.
4. Organize the papers into sessions and invite session chairs. Session Chairs or track chairs must purchase a registration.
5. Notify authors of accepted papers as soon as you know the paper will be accepted, but no later than the deadline posted online, so those authors can make travel plans. Also notify those authors of their:
 - a. Session chair (including email).
6. A session should have 1 or 2 chairs.
7. The accepted papers may be full papers and short papers. Both will be fully reviewed. The short papers can be in abstract form, see the authors kit for page length. Full paper page lengths & formatting requirements are described in the Authors Kit.
8. A new track should have at least 15 attendees and should cover one full day of activities. If the requirement is not met, they will be grouped with another track.
9. Track papers will be reviewed by at least 2 of the track Program Committee members.
10. It may be necessary that the track organizers submit and present one paper each in the conference.
11. We encourage each track to invite 1-2 papers from prominent colleagues in the field.
12. The track chair and the Session chair should help in the publicity of the track.

13. Track Chairs must register to the conference.

Session Chair (SC)

1. Send your desired contact email to your Track Chair (who will forward it to the PC, GC and the SCS office if needed).
2. On the day of the event, contact the registration area to ensure that all your presenters have arrived. Contact the PC if that is not the case.
3. Meet with the presenters of your session before your session (in particular during the speaker's breakfast).
4. Make sure that presenters stay within their allotted timeslots and that these are not exceeded.
5. Do not move presentations around but fill open spots with discussions on topics of interest. Other attendees may show up to listen to a presentation, so they should be given when they are scheduled. If you know a presentation has been cancelled, you can announce it in advance through the Conference Bulletin Board or via the addendum to the program. In those cases, you can modify the schedule, provided that all the attendees are notified. Social Media can be used for these purposes.
6. After the session, report no-shows to the conference desk.
7. Report special observations (outstanding good presentations, insufficiently prepared presentations) to the PC and Track Chair.
8. Report observation on nominated papers to the Track Chair if needed.
9. Session Chairs must register to the conference.

If you are unable to attend the conference as planned (e.g., due to family emergencies, visa constraints, illness, or other unforeseen problems), notify the SCS office, the Vice President of Conferences, the GC, the PC, and your track chair ASAP.

Tutorial Chair

Responsible for deciding on Tutorial topics, planning the Tutorial program. Selects speakers and coordinate speakers and provide abstracts to market as part of the Conference publicity. Topics should be relevant to the program and relevant to Modeling and Simulation. Topics can be tailored to the local industry to possibly get local attendees.

If you are unable to attend the conference as planned (e.g., due to family emergencies, visa constraints, illness, or other unforeseen problems), notify the SCS office, the Vice President of Conferences, the GC, and the PC ASAP.

Publicity Chair

The main purpose of this position is to attract new attendees for the upcoming conference and motivate prior attendees who attended the conference in prior years to return. The following advertising channels should be used on a regular basis. Publicity Chair must register for the conference.

- **Email blasts from the SCS office.**
 - Schedule for Distributing E-mail Announcements
 - Call for paper: As soon as conference dates and location are established
 - Call for paper deadline reminder: 9-6 months prior to the conference
 - Call for paper extension: Deadline reminder/extension-8-4 months prior to the conference

- Call for PhD/poster and Student Demo presentation 5 months prior to the conference
- On-line registration availability
- Deadline for PhD/poster presentation 4 months before the conference
- Early registration reminder (with social events): 3 months prior to event
- Last week to register at regular registration rate: 1 month prior to event
- On-line prelim program availability: 1 month prior to event
- **Postcard or Flyer.** Flyer for conference was distributed at and after current conference
- **Social Media.** Use SCS groups in social media (LinkedIn, Facebook) to provide similar information as in email blasts. Wiki CFP or other advertising websites (see section on social media) can also be used to publicize the call for paper.
- **Magazine.** Various societies (e.g., OR/MS, ACM-SIGSIM, I-SIM, WSC, IEEE) can be contacted to make the call for paper information available.
- **Face-to-face marketing.** Meet colleagues at simulation events (society meetings, workshops, conferences, ...) and provide information about SCS (e.g., postcard if available). Foster relationship to colleagues who were already at SCS conferences because they will spread the word about us. Motivate colleagues to bring in new (younger) colleagues/students. Talk to local representatives of simulation tool vendors and simulation consultants because they usually have a large network of people interested in simulation. Try to motivate the whole group of academics, and consultants to bring project partners from industry to SCS. Attract them with software shows, simulation hands-on, Face-to-face discussions require some effort, but they will result in a very good return on investment. Individuals in Europe have helped distributing the call for paper information via their professional networks.
- **Give-away at current SCS event for next year's event.** Make people remember the location of the next year's event.
- **Watch for problems/issues that should be communicated.** Examples include room blocks being full, or phony conferences being advertised as if they are sponsored by SCS.

Local Arrangements Chair

Responsible for all aspects of local arrangements

- Helps create directions for hotel, university, and off-site events.
- Helps advertise conference to local organizations.
- Helps coordinate outside activities.
- Must register to the conference.

Awards Chair

Responsible for all aspects of awards.

- Helps coordinate when to distribute awards for best papers and BOD awards.
- Helps gather all awards needed from the session chairs.
- Helps develop award criteria if needed.
- Must register to the conference.

Sponsorship Chair

Responsible for all aspects of raising funds to support the event.

Proceedings/Editorial Chair

Timetable for Proceedings/Editorial Chair

The following timetable shows when key tasks should be completed. All times are in months from time **T** of conference. The proceeding chair must register for the conference.

T-12-9 Have the Proceedings/Editorial team established, including electronic means for communications.

T-11-8 Submit ACM request for co-sponsorship with contact information for the General Chair and Program Chair. Also submit IEEE request for co-sponsorship with the help of the previous proceedings chair.

T-4 Proceedings/Editorial team ensures that all titles in the system are in the right font, all paper authors are in the system, and the abstracts in the system and in the paper are identical. Papers are reviewed for compliance to Authors kit.

T-3 Authors electronically provide a final draft for the review process. This is the beginning of the review cycle for the proceedings/editorial team.

T-2 Invited paper authors electronically provide a final draft.

T-1 Authors electronically provide a final manuscript meeting all technical and format requirements and the final papers are uploaded into the paper submittal system.

T-1 Invited paper authors provide a final manuscript meeting all technical and format requirements to the and the final papers are uploaded into the paper submittal system.

T-1 All papers are now in the system; all information is verified. Papers are now ready to be handed over to the Program Chair.

T+ Complete the post-conference proceedings process (i.e., Phases 3-6 in the *Conference Proceedings Process* document in the *Conference Proceedings Chairs kit* on the SCS web site).

Tasks of the Proceedings/Editorial Team

- Provide the authors kit templates to the authors in time and insure they are available on the SCS website.
- Proofread ALL papers regarding copyright notice, format, references, and typos. and to ensure compliance with all Author Kit guidelines. Ensuring compliance with Author Kit guidelines is a **critical** step. It is far easier to have an author make changes to make their paper compliant with the Author Kit guidelines before the conference than after the conference. For additional information/details, see *KeyPaperIssues.pdf* & *ProcChairsChecklist-v1-4-fillable.pdf* in the *Conference Proceedings Chairs Kit* on the SCS web site.

- Obtain the ISBNs for each symposium/track as well as the simulation series volume# & book# for each symposium/track in the conference from the SCS Executive Director or the SCS Executive Technical Assistant.
- Ensure the smooth transition between the phases of the submission process (i.e., make sure that the correct papers are uploaded in the current phase).
- Ensure that the metadata (e.g., paper title, primary author's email, list of authors) in the system are consistent with the paper data and correctly formatted (i.e., consistent with Authors kit requirements).
- For additional details see Phases 1 & 2 in the *Conference Proceedings Process* document in the *Conference Proceedings Chairs kit* on the SCS web site.
- Complete the post-conference proceedings process (i.e., Phases 3-6 in the *Conference Proceedings Process* document in the *Conference Proceedings Chairs kit* on the SCS web site).

The Proceedings/Editorial Chair works hand-in-hand with the PC to ensure that all papers and contributions are delivered, copyrights are signed, reviews are conducted, and format requirements are followed, as well as ensuring the completion of all post-conference work (i.e., Phases 3-6 in the *Conference Proceedings Process* document in the *Conference Proceedings Chairs kit* on the SCS web site).

Keynotes and Speakers

Keynote

Each year recommendations for conference keynote can be submitted by the planning committee or anyone to the Conference Organizing Committee to be presented to SCS ExComm. Keynotes should not be a normal member of the Society; they should be someone from the Modeling and Simulation Community who is at an extremely high level as to be a draw to attendees. Potential keynote candidates should meet the following criteria:

- **Relevant:** Content must align with a major problem or opportunity facing the simulation profession.
- **Current:** Speakers' expertise must be fresh, and not be based on what they did 5-plus years ago.
- **Customized:** Canned presentations and stories do not move audiences. Ask potential speakers how much time they will spend researching your audience and the industry in order to deliver a relevant presentation.
- **Polished:** A speakers' delivery skills and stage presence matter a great deal. Look for authenticity plus charisma. Search for any past presentations/talks to get idea of their presence.
- **Engaging:** If speakers don't have a plan for chunking content and making their presentation interactive, then they should not be chosen.

Once a keynote speaker is approved by the SCS ExComm, a formal invitation letter will be prepared with details such as date, time, venue, topic, honorarium and speaker requirements. In return, the speaker's bio and presentation summary must be received in order to promote them in marketing materials.

A speaker's travel arrangements will be the responsibility of the speaker. Accommodations at the conference hotel, if there is one, will be made for up to 2 nights and be paid for by SCS. Complimentary conference registration will be provided. The speaker will receive a \$1,000 honorarium. The check can be picked up on the first day of the conference at the registration desk.

Session or Track Speakers

Session speakers can be invited and are allowed and encouraged. Session speakers will take place as part of a specific track or session and speakers do not qualify for free registrations or honorariums. These presentations will not be apart of the Plenary session. Session and Track speakers do not need to be approved since they are apart of sessions.

All other speakers

At times other speakers may be invited to participate in the conference, however this should be done with no cost to SCS. These presentations will not be apart of the Plenary session and do not qualify for any benefits such as free registration or honorariums. Presentations from this category will be scheduled during sessions of the conference as an option to attendees.

It should be noted that presentations by speakers including keynote presentations will not be included in any digital libraries or referenced.

Proceedings

The Society for Modeling and Simulation (SCS) makes every effort to have its proceedings published in as many digital libraries as possible as well as making hard copies available upon request for its events. Conference proceedings are valued and often referenced and sold to companies which provides revenue for SCS. Some of the smaller conferences will be combined with a larger conference for that event.

Proceedings Copyright

SCS requires original papers in the proceedings be copyrighted for the protection of the authors and their organizations. Assignment by the authors is made to SCS on a standard copyright form provided by SCS. The form must accompany the initial paper submission.

In cases where the copyright may be held by another entity other than SCS, the holding entity should agree in writing that there will be free and unencumbered access and reuse rights to those papers published in the SCS proceedings.

Digital Libraries

Only papers that are peer reviewed and not Work in Progress (WIP) papers, tutorials, Demo or Keynote presentations will be submitted for inclusion in digital libraries such as ACM Digital Library and IEEE Explore. SCS remains the copyright holder and only gives permission for the papers to be published by these entities.

Papers are submitted and will be submitted to the Digital Libraries in a timely manner after the conference has been completed and sometimes before the event begins. It should be noted that although papers may be submitted to the Digital Library prior to the start of the event. Papers will be withdrawn from the Digital Library for no-show or any conference violations.

Hardcopy Proceedings Publication

Curran and Associates in Red Hook, New York prepare Hardcopies of SCS proceedings as Print on Demand. Softcopies of the SCS proceedings may be available on USB and are prepared by Omni press Inc. Each paid conference attendee may receive a USB copy of the proceedings with a full price paid registration.

It is the responsibility of the Proceedings Chair along with the Program Chair to coordinate the final camera-ready papers to be uploaded in the online paper submission system and made available for the preparation of the USBs by the designated deadline. All final papers must be reviewed before they can be submitted for USB production and submitted to any digital library. Each paper must meet the paper submission guidelines and be prepared according to the SCS Paper Templates. The Proceedings team is responsible for submitting all appropriate papers to the Digital Libraries.

SCS Office Administration

The SCS office administration staff can be utilized for information and will participate in the planning meetings throughout the year. The office plays a key role and can help in any part of the conference process. However, the SCS office does have specific responsibilities such as the following:

Conference Website

The SCS Office is in charge of all conference information that is placed in the conference website. All conference information should be provided to the SCS office and the presentation of all conference information is the sole responsibility of the SCS office. The office will decide when and how the information will be displayed. Conference updates should be provided as timely as possible and should be submitted by email request. Once the conference website has been announced and is online, information will not be re-worked or re-organized as it will be displayed in such a manner as to have the most impact for viewers.

Letters of invitation

The SCS office will provide participants invitation letter in order to obtain a visa, depending on their citizenship.

Marketing

The SCS office will market the Call for Papers (CFP) and make all appropriate announcements regarding the Conference. However, this is not the only marketing that is needed as each person, or volunteer involved in an SCS event, has some level of responsibility to market the conference.

Registration

The SCS office is responsible for setting up the conference registration and all conference administrative task such as managing the registration desk and on sight conference setup. Any requires for room set up must be received by the SCS office, a couple of weeks prior to the event.

Conference Location Setup

The SCS office is responsible of coordinating whether with the hotel or University the room setup up, meals and AV setup requirements for the event.

The SCS office is responsible for setting up all breaks and meals, reception and conference planning meetings.

The SCS office will open up the conference and provide links through the START system.

The SCS office applies for the ACM co-sponsorship.

Example A **Conference Planning Timetables**

The following timetable shows when key tasks should be completed. All times are in months from time **T** of conference.

Location

- T-30-12 VP of Conferences and the SCS office solicit location suggestions from conference committee.
- T-29-12 VP of Conferences and the SCS office provide staff list of locations to research and recommend best location.
- T-28-12 ExComm decides on conference location and announce.
-

Finances

- T-28-11 Executive Director and the Treasurer produce planning budget.
-

Leadership

- T-24-12 VP of Conferences selects General Chair (GC).
- T-24-12 GC selects key subordinate chairs (e.g., Program Chair, Proceeding/Editorial Chair).
- T-22-12 GC holds Initial Leadership meeting.

Call For Paper (CFP)

- T-19-12 Chairs build Call for Papers and finalize.
- T-18-12 Call for Papers is posted to SCS website by SCS office.
- T-12 Conference website is built by SCS office.
- T-11-10 Conference website is launched.
-

Publicity

- T-12 SCS office and conference organizers announce event.
- T-12 SCS office announcement that submission site is open.
- T-Monthly SCS sends submission reminders.
- T-8-3 SCS announces the opening of registration.
- T-1 SCS announces the closing of regular registration.
- T-Monthly SCS announces reminder to book hotel rooms.
- T-1 SCS announce program is available.

Program/Agenda

- T-19-12 Program Chair and General Chair work on determining technical program.
- T-6 SCS office and Program Chair draft room assignments.
- T-2 Program Chair builds preliminary program.
- T-2-1 SCS office posts preliminary program to website.
- T-1 Program Chair works on program.
- T-1 SCS office posts program online.
- T-4 weeks SCS office sends final program to printer.

Paper Submission

- T-19 SCS office configure initial portion of submission site in START.
- T-18 Chairs complete setup of submission sites in START, assigns rights, reviewers.
- T-3 Notices are sent from submission site for acceptances.
- T-2 Submission site closes, and final papers are due.
- T-1 SCS office received final papers from Program Chair.

Proceedings

- T-11-8 Proceedings/Editorial Chair completes paperwork for In-coop agreements.
- T-2 SCS collects all front matter and welcome letters for proceedings.
- T-1 SCS sends information to USB producers.

Registration

- T-6 SCS Office builds conference registration page.
- T-5 SCS Office opens Registration.
- T-2-5D SCS Office closes online Registration.
- T-2-5D SCS Office prints badges and onsite forms for registration.
- T-2-5D SCS staff travels to conference location.

Example B

Letter to Committee Volunteers (Required)

THE SOCIETY FOR MODELING AND SIMULATION

DATE

Dear (Name)

On behalf of the Executive Committee of SCS and the SCS Board of Directors, we are pleased to follow-up on your proposal to organize a new SCS Conference in which you are to serve as General Chair of the XYZ Conference planned for (future date). (Two-One years in advance)

As General Chair you will be responsible for the overall management direction and control of the Conference to insure the conference's professional and financial success.

As with any successful project, the XYZ Conference necessitates the development of an objective plan of action that covers all aspects of Conference activities. This plan should include the following elements

- A. Conference name, location and date
- B. Theme and topical areas
- C. Organization
- D. Critical Milestones
- E. Marketing plan including ads, direct mail and special promotions
- F. Understanding of the Financial plan and budget

An initial abbreviated plan should be submitted to the Executive Committee at least 1- 2 years before the proposed Conference date. Once approved, the plan should be updated on a monthly basis and discussed with the SCS ExComm.

The SCS office will provide data that will be of assistance in preparing your plan. If in the development of the plan your committee feels that you would like to deviate from then current policy, identify the change that you desire and the rational for your recommendation.

Please acknowledge receipt of this letter and your acceptance of the Position as General Chair and your agreement to abide by all policy and procedures including attending all monthly ExComm and Board meetings.

Sincerely,

V-P Conferences

S/ General Chair. _____

Example C

Sample Conference Schedule

Sunday

8:00 am - 5:00 pm Tutorials, Student Colloquium and Posters
(Can be on a weekday depending on location)

Monday

07:30 am - 08:15 am	Speakers' Breakfast
08:30 am - 10:00 am	Plenary Session with Keynotes
10:00 am - 10:30 am	Coffee Break
10:30 am - 12:00 pm	Paper Sessions
12:00 pm - 01:30 pm	Lunch
01:30 pm - 03:00 pm	Paper Sessions
03:00 pm - 03:30 pm	Coffee Break
03:30 pm - 05:00 pm	Paper Sessions
05:30 pm - 07:30 pm	Reception Monday Only

Subsequent Days (Tuesday-Wednesday) Daily Schedule

07:30 am - 08:15 am	Speakers' Breakfast
08:30 am - 10:00 am	Paper Sessions
10:00 am - 10:30 am	Coffee Break
10:30 am - 12:00 pm	Paper Sessions
12:00 pm - 01:30 pm	Lunch
01:30 pm - 03:00 pm	Paper Sessions
03:00 pm - 03:30 pm	Coffee Break
03:30 pm - 05:00 pm	Paper Sessions

Example D Call for Papers

CALL FOR PAPERS



SPRINGSIM'20

Spring Simulation Conference 2020

May 19 – 21, 2020

George Mason University, VA, USA

The [2020 Spring Simulation Conference \(Springsim'20\)](#) is an annual conference sponsored by The Society for Modeling and Simulation International (SCS), which covers state-of-the-art developments in Modeling & Simulation (M&S). Springsim'20 invites original contributions to the theory and practice of modeling and simulation in any scientific or engineering discipline including but are not limited to:

- AI and Simulation
- Communications and Network Simulation
- Complex, Intelligent, Adaptive and Autonomous Systems
- Cyber Physical Systems
- Cyber Security Engineering
- High Performance Computing
- Humans, Societies and Artificial Agents
- Model-driven Approaches for Simulation Engineering
- M&S in Medicine
- M&S for Smart Energy Systems
- Theory and Foundations for Modeling and Simulation

The conference includes keynote speeches presented by technology and industry leaders, technical sessions, professional development tutorials, as well as vendor exhibits. Scientists, engineers, managers, educators, and business professionals who develop or use M&S methodologies and tools are invited to participate and present original contributions.

IMPORTANT DATES

Papers submission	December 16, 2019
Author notification	February 17, 2020
Camera-ready	March 4, 2020
Tutorial proposals	December 16, 2019
Extended abstract submission	February 20, 2020
Demo proposals	February 20, 2020

Authors of accepted papers are expected to attend the conference, present their work to their peers, transfer copyright, and pay a conference registration fee at the time their camera-ready paper is submitted. All accepted research papers will be included in the conference proceedings, and may be archived in the [ACM](#) and [IEEE](#) Digital Libraries (approval pending), and indexed in DBLP and SCOPUS. (See website for examples.) Best papers will also be considered for a special issue of *SIMULATION: Transactions of the SCS*.

Submission of the following types of contributions and/or proposals are also welcome:

- *tutorials* (1.5 hours)
- *extended abstracts* (max. 2 pages)
- *live demonstrations* to be given during the conference

Visit the conference website at scs.org/springsim to get the list of Springsim'20 tracks, and to get full details about the submission procedure.



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Example E Budget**Summersim****CONFERENCE SUMMARY****** DO NOT TYPE IN BOXES BELOW -- USE ATTACHED WORKSHEETS ****

BUDGET SUMMARY	BUDGET	ACTUAL
Attendees	87	61
Revenue	47,130.00	60,320.00
Expenses	(44,248.70)	(44,726.21)
Net Gain	\$2,968.30	\$15,593.79
Margin	6.11%	25.85%

REVENUE SUMMARY	BUDGET	ACTUAL
Registration	46,800.00	60,320.00
Paper Fees	330.00	0.00
Sponsorship		
Miscellaneous		
TOTAL REVENUE	\$47,130.00	\$60,320.00

EXPENSE SUMMARY	BUDGET	ACTUAL
Meeting Room Space	-	-
Food and Beverage	8,205.30	9,682.81
Conference Overhead	20,640.00	20,640.00
Conference Management	14,403.40	14,403.40
Speaker Expenses	1,000.00	-
TOTAL EXPENSES	\$44,248.70	\$44,726.21

	Revenue	-	Expenses	=	Net Profit/Loss
Budgeted	\$47,130.00		\$44,248.70		\$2,881.30
Actual	\$60,320.00		\$44,726.21		\$15,593.79

Acknowledgement of Receipt of Conference Manual and Acceptance of Volunteer Assignment

By signing this document, I have read and hereby agree to follow the guidelines and processes of the conference-planning document for all of the conferences that I am volunteering for. I also agree to register to the conference that I have a role in unless stated otherwise.

Conference(s)

Role(s)

Printed Name

Signature

Date