



## Conference Session Chair Job Description (for 2019+)

2/16/2018

The Tire Society

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**Who:** An industry or academic expert in the field of the Conference session topic; may, or may not yet, be a Tire Society Member.

**Length of Term:** 1 to 3 years, or even longer.

### **Mission**

Produce annual Tire Society conferences that provide good value to all participants, with high quality presentations, with the objective of producing sufficient papers for the Journal of Tire Science and Technology.

**Responsibility:** Support the Program Chair in the production of the conference by developing a pipeline of potential papers in their field for future Tire Society Conferences based on their professional contacts and knowledge of the work being done within the industry and academia related to the Session topic.

The main activities of the Session Chair include:

- Identify and initiate contact with potential authors working within their subject field, and in areas adjacent or related to the Session topic.
- Identify and contact “non-traditional” authors working in these areas who might not typically consider publishing their work and encourage them to plan and structure their work with eventual publication in mind.
- Solicit presentations based not only on recent work, but also related to ongoing work that might not be ready for presentation for a year or two.
- Encourage researchers in their field to consider Tire Science and Technology as their first choice to publish their work and to present their work at one of the annual Tire Society Conferences once their work is at the stage where it’s ready to be published.
- Obtain abstracts for the annual conferences according to the deadlines established by the Program Chair in the Call for Papers.
- Handle abstract acceptance for the papers to be presented in their topic Session at the annual conference.
- Attend a dinner with the Program Chair and other Session Chairs the evening preceding the Conference.
- Meet with each speaker prior the scheduled session to review the biographical information they’ve supplied.
- Chair and serve as Master of Ceremonies for the individual Session, including presenting an introduction for each speaker.