



# AMERICAN SOCIETY OF ANIMAL SCIENCE

## Outline of Annual Meeting Program Committee Duties

### Programming Committee Members

- Serve a three-year term on the committee and rotate up to become chair in the third year.
- Work together to draft symposia proposals. Each programming committee is encouraged to submit multiple proposals for consideration.
- Be asked to act as session chairs at the meeting.

### Programming Committee Chair

- Serve a one-year term as chair. Committee members rotate up to become chair in the third year on the committee.
- Coordinate meetings between committee members.
- Submit symposia proposals on behalf of the programming committee.
- Contact invited speakers for accepted symposia proposals.
- Submit a finalized symposia title, description, list of confirmed speakers and symposia schedule.
- Follow up with invited speakers for presentation titles and abstract submissions.
- Organizing final reviewed abstracts into sessions.
- Assign session chairs to all the symposia and general sessions the programming committee is responsible for.

### Session Chairs/Moderators

Session chairs are responsible for managing individual sessions on-site and are typically chosen from among programming committee members. Responsibilities include:

- Introduce the session.
- Announce addendums to the schedule.
- Keep speakers on schedule.
- Session troubleshooting. All Session Chairs will be given a staff member's phone number on-site. Any schedule changes or equipment malfunction should be reported to that staff member.