

PIC CHAIR KIT

OVERALL

- The PICs have overall responsibility for the content of the Annual Conference, these include
- Decisions on schedules
- Content issues or concerns (including plagiarism)
- Process issues or concerns
- Absent or unavailable Program Chairs

TIMEFRAMES

July

- You will also be contacted by me in regards to any schedule changes for the annual that are being suggested. Once an updated schedule is agreed upon, the VP of PICs will send an email to the board for review and consent. This does not require a full board motion.
- Any suggestions you received from your divisions about the system or process should be send to me in July as well

August

- Call for Papers are being collected
- Any modifications possible being made to Monolith
- Pick the date for the November PIC meeting

September

- Abstract Submissions open
- Workshop Applications open
- Distinguished Lecture applications open

October

- Abstract Reviews in process
- Session Requests open
- Draft Paper submissions open

November

- Review and Evaluate Workshop applications
- Review and Evaluate Distinguished Lecture applications
- PIC Chair meeting
- Panel Session Reviews

December

- Ticket prices established

January

- Registration Opens

February

- Draft Paper Deadline
- Reviews in process

March

- Draft reviews due
- Draft revision submissions due
- Draft accept/reject notifications
- Create and distribute Best Paper process and deadlines

April

- Author registration due

May

- Final Papers due
- Best Overall Paper nominations due
- Best PIC Paper Nominations due

June

- Best Paper announcements
- Attend the annual
- Send updated PIC contact info to Conferences

GETTING STARTED

- The first order of business will be to select a conference theme. You will be contacted by the Director of Communications at ASEE to discuss and select a theme for the upcoming conference.
- You will also be contacted by Patti Greenawalt in regards to any schedule changes for the annual that are being suggested. Once an updated schedule is agreed upon, the VP of PICs will send an email to the board for review and consent. This does not require a full board motion.
- Any suggestions you received from your divisions about the system or process should be send to me in July as well

Logging In:

- Everything begins with logging into www.asee.org
- From there you will see your "home page"
- You will click on upcoming conferences and then click on the current year's annual conference

You will see links for different activities

- Session Management
- Paper management
- Contact Program Chairs
- Conference Home Page, etc.
- Division Statistics

SESSION EVALUATION

- The PIC Chairs are responsible for evaluating all Workshop and Distinguished Lecture applications. You will want to particularly look for any workshops that have similar topics or incomplete or scant applications.
- Log into www.asee.org
- Go to the 2020 Annual Conference link in Upcoming Conferences
- Click on Manage Sessions
- Click on Workshops
- Review and then rate the workshops 1-3 (1 being definite Yes, 2 maybe, 3 definite no)

PIC MEETING

- This meeting takes place at ASEE HQ at 1818 N Street, NW, suite 600, Washington, DC
- At this meeting, you will review and approve all session requests from Program Chairs. You will also discuss and approve any Workshop Applications and discuss and approve any Distinguished Lecture applications.
- The ASEE conferences staff will contact you in September regarding the travel arrangements for this meeting. We will set up a hotel for you and will reimburse you for your travel expenses.
- A reimbursement form will be provided for you. The meeting starts at 8:30 in the morning with breakfast and generally concludes by 3:00 pm in the afternoon. Lunch is also provided.
- Typically the PICs like to get together for Dinner the night before at a restaurant of your choice. The receipt for dinner can be submitted for reimbursement after the meeting.

PROGRAM CHAIR BACK UP

- One of the primary responsibilities of the PICs is to act as back up for a program chair in the event they are unable to process their papers or sessions by the deadlines.
- In the Columbus section under manage papers and manage sessions, you will have access to all of your division's session and all of your division's papers. The Program Chair Kit ([link here](#)) has detailed instructions on the paper and session process for your reference.

PROGRAM CHAIR PAPERS

- In order to maintain the integrity of the double blind process, papers submitted by the program chair to their own division must be managed by the PIC Chair.
- You will see these paper links in your Manage Papers section in Columbus on your home page.

BEST PAPERS

- The PIC Chairs are also responsible for the review, evaluation and selection of the annual Best Papers as well as the overall Best Papers.
- You will discuss and agree upon a specific timeframe
- Once this timeframe is announced, each Division will submit 1 nomination through monolith

- The PICs will collect the nominations and distribute them to a selected committee for evaluation
- Once the evaluations are complete, a single Best Paper per PIC will be selected

- Once each of the Best PIC papers are selected the PICs will review, evaluate and select the Best Overall PIC Paper - to be showcased in the following year's Tuesday Plenary (9:45 am to 11:15 am) along with Most Outstanding Teaching Award Winner, Best Overall Zone Paper Author/s and Best Diversity Paper Author/s
- The PIC Chair for the best overall paper winner will introduce the authors at the Plenary and will need to be at the rehearsal on Monday at 3:00 pm
- The other Best PIC papers will be showcased in a Distinguished Lecture slot the following year (along with the best Zone Paper Winners) on Wednesday from 9:45 am to 11:15 am
- The VP of PICS typically moderates this Distinguished Lecture on site.
- The PIC of the winning paper will let the winner know.

DEADLINES

Below for your reference are the Program Chair and Author Deadlines

2020 DEADLINE DATES

All deadlines occur at 23:59 EST on the days listed.

Tues. September 3, 2019

- Abstract Submission Open
- Workshop Application Open
- Distinguished Lecture Application Open
- Panel Session Application Open
- Session Requests Open
- Abstract Reviewer Assignment Open

Mon. October 14, 2019

- Author Deadline: Abstract Submission Closed
 - *Please Note*: Draft Papers can be submitted as soon as Abstracts are Accepted

Mon. October 28, 2019

- Abstract Review Deadline
- Session Request Deadline
- Workshop Request Deadline
- Distinguished Lecture Deadline
- Panel Session Request Deadline

Mon. November 4, 2018

- Abstract Accept or Reject Notification to Author Deadline

TBD November, 2019

- PIC Meeting

Mon. November 18, 2019

- PROGRAM CHAIRS: Session request approvals by PICs

Mon. December 16, 2019

- PROGRAM CHAIRS: Ticket Information Deadline for Session

Mon. January 6, 2020

- ALL ATTENDEES: Housing and Registration Open

Mon. February 3, 2020

- AUTHOR DEADLINE: Draft Paper Submission Deadline

Mon. February 24, 2020

- REVIEWER DEADLINE: Blind Draft Paper Reviews to Program Chair

Mon. March 2, 2020

- PROGRAM CHAIR DEADLINE: Consolidate reviewer comments and send revision requests to Author

Mon. March 16, 2020

- AUTHORS: Blind Paper with applicable requested revisions: upload deadline

Mon. March 23, 2020

- PROGRAM CHAIR DEADLINE: Accept/Reject Paper deadline

Mon. April 6, 2020

- AUTHOR DEADLINES:
 - o Author Registration Deadline
- PROGRAM CHAIRS:
 - o Final paper transfer deadline

Mon. April 27, 2020

- PROGRAM CHAIR DEADLINE:
 - o Divisions and Constituent Committees submit their Best Paper (one per group) to their respective PIC Chair

Mon. April 27, 2020

- AUTHOR DEADLINE:
 - o Upload final paper – all blind indicators removed
 - o Accept the copyright transfer
 - o Add all co-authors
 - o Update all author bios
 - o Select who is “presenting” in Monolith

- NO CHANGES of any kind for any papers will be accepted after this date

Mon. May 11, 2020

- PROGRAM CHAIR DEADLINE:
 - o Deadline for details for all sessions
 - o All finalized papers assigned to sessions
 - o Session and workshop cancellation deadline
 - Sessions not cancelled by this date are final
 - o Participation in Division Mixer deadline
 - o F&B and AV request deadline
 - o "Session DONE" Deadline

Mon. May 11, 2020

- PIC CHAIR DEADLINE:
 - o Each PIC Chair selects the Best Paper from their PIC

Mon. May 24, 2020

- PIC CHAIR DEADLINE:
 - o From the five Best Papers selected from each PIC, the Best Conference Paper is selected by the PIC chairs and provided to ASEE Headquarters

June, 2020

- DEADLINE FOR ALL
 - o Attend Annual Conference
 - o Complete Conference Survey

July, 2020

- 2020 Division Offer List due

August, 2020

- 2020 Call for Papers are due

All deadlines occur at Midnight, Eastern Standard Time on the days listed