



Conference Technical Program Chair Job Description

7/25/2017

The Tire Society

810 E. 10th Street, Lawrence, KS 66044

www.tiresociety.org Phone: 785-865-9403, Email: tst@allenpress.com

Who: Tire Society Member – Not the Conference Planning Committee Chair

Length of Term: One year as co-chair, One year as chair and One year as past-chair

Mission

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

Responsibility: Produce the technical program content of the annual conference.

Chair is responsible for the annual conference program.

Co-chair assists the chair in production of the conference as hands-on learning for subsequent year as chair.

Past-chair assists the chair as coach and mentor.

The main activities of the chair are:

- Obtain abstracts for the annual conferences.
- Handle abstract acceptance for the annual conference.
- Set deadlines for conference paper submissions.
- Manage the student papers at the conference.
- Obtain session chairs as needed to facilitate the conference.
- Organize the sessions and the session topics.
- Facilitate the conference program on the days of the conference.
 - Master of Ceremonies for the conference
 - Prepare presentations onto computers for presenters
 - Manage conference schedule
- Communicate the venue, AV or other program operational needs to the conference planning committee chair or meeting manager so they can fill the need.
- Work with promotion and publicity committee
 - Arrange calls for papers
 - Provide program content to advertise for registrants