

## CMG Conference **Subject Area Chair** Job Description

### Pre-conference:

- February-March:
  - If you want particular speakers, now is the time to call them..
- May (about 8 hours, depending on the area and number of referees):
  - Get a list of Referee volunteers from the Program Chair or Volunteer Coordinator.
  - Call them (e-mail the ones outside North America) and confirm:
    - They are still available
    - How many papers they can handle
    - What their current e-mail addresses are
    - What their areas of expertise are.
  - Set up referee IDs and passwords. E-mail referees with the information. (NOTE: keep a master list for yourself!)
- June (About 8 hours, plus however long you spend reading papers yourself):
  - Assign referees to papers. Try to get at least 3 referees per paper (4-5 is better). If possible, try to get an additional referee who is NOT an expert in the field, so you have some idea how useful the paper might be to a novice.
  - E-mail the assignments to the referees.
  - Read all of the papers – if you have a co-chair, you can divide them up or both read everything. (If you fill out Referee Evaluations yourself, which is recommended, you will be able to remember what you thought and why.)
- Mid-July (About 2 hours, plus time spent reading papers):
  - Nag those referees who haven't sent in their evaluations yet.
  - Read any paper which got "Award" or "Reject" ratings; if you have already read it, review your own Referee report.
- End July (Thursday evening thru Sunday morning, plus travel time):
  - Attend annual Scheduling Weekend (ASW) in New Jersey at CMG HQ.
  - Sort papers by length and average rating.
  - Note the ones you insist on rejecting or keeping. You may have rated a paper very differently from the average rating. Remember, the ratings are a *recommendation* to you – you can either select based on the rating or overrule it.
  - Start filling in the schedule (elbowing the other SACs)
    - Best speakers should go early in the week and early in the day (to suck in the attendees).
    - Potential Mullen Award papers (any who got even one "Award" evaluation and haven't won before) should go Tuesday or Wednesday so that their presentation can be evaluated for the Thursday lunch Award.
    - For papers "on the bubble" (i.e. close to the cutoff), be ready to exercise some SAC discretion.

At the Conference:

- Take a shift as Booth Boss at Session Control.
- Chair one or more sessions.
- Be available for one shift (morning or afternoon) as a Session Monitor
- Schedule your flight home for Saturday, so you can attend the President's Dinner Friday evening. (The hotel should comp the room for Friday night, so there is no additional expense there.)