
DECISION SCIENCES INSTITUTE 

PROGRAM COMMITTEE PLANNING MANUAL

Revised 2007
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INTRODUCTION

Thank you for serving on the Decision Sciences Institute Annual Meeting Program Committee!

The purpose of this Program Committee Planning Manual is to describe the basic structure and process of the Annual Meeting and to outline the roles and responsibilities of the Planning Committee team.

Planning for the meeting begins at the meeting two years prior to “your” meeting, where you will have an opportunity to recruit colleagues to submit papers, review papers and develop special sessions (workshops, panels, tutorials, and symposia).

The Master Schedule in this Manual provides some guidance on the responsibilities of the Track Chairs and Coordinators.

DSI BOARD OF DIRECTORS CHARGES

Each year the DSI Board of Directors presents the Program Committee with a number of charges that reflect the Institute’s goals and strategic plan. Some of these are directly related to recommendations by the Programs and Meetings Committee at the prior year’s meeting, others relate to the program structure itself. After the meeting, various members of the Program Committee are charged with submitting reports to both the Program Chair and the Board outlining special program features, attendance and any other issues about which the Board should be informed.

PROGRAM COMMITTEE

The DSI Annual Meeting Program Committee comprises the following roles. Most are appointed by the Program Chair. These positions should be finalized in early summer of the calendar year before the meeting (Exhibit 1).

Role	Appointed By
Program Chair	President Elect
Associate Program Chair	Program Chair
Local Arrangements Coordinator	Program Chair
Special Events Coordinator	Program Chair
Special Events Co-Coordinator	Program Chair
Proceedings Coordinator	Program Chair
Curricular Issues Mini-Conference Coordinator	Program Chair
Successful Grantsmanship Mini-Conference Coordinator	Program Chair
Technology in the Classroom Mini-Conference Coordinator	Program Chair
Professional and Faculty Development Program Coordinator	Program Chair
Elwood S. Buffa Doctoral Dissertation Award Competition Coordinator	Program Chair
Doctoral Consortium Coordinator	Program Chair
Best Paper Award Coordinator	Program Chair
Best Student Paper Award Coordinator	Program Chair
New Faculty Consortium Coordinator	Program Chair
Track Chairs	Program Chair
Instructional Innovation Award Competition Coordinator	President
Best Paper Awards Competition Coordinator	Program Chair
Best Case Studies Award Competition Coordinator	President
CIS Manager	Home Office
Job Placement Coordinator	Board

PROGRAM STRUCTURE AND KEY ROLES

The Annual Meeting is organized into tracks, competitions, consortia and miniconferences.

Tracks

The role of the Track Chair to the success of the Annual Meeting is critical. Along with encouraging authors to submit papers to their tracks, Track Chairs solicit, develop, and promote special events and high-profile sessions in their tracks. Track Chairs also organize special sessions.

The Program Announcement/Call for Papers instructs authors to submit competitive paper submissions and proposals for workshops, tutorials, panels and symposia to a specific track via the online Conference Management System (CMS). Track Chairs and Coordinators access the CMS to assign reviewers, who can download papers from the CMS and submit reviews directly. Track chairs then organize accepted papers into sessions and assign Session Chairs. Special/invited sessions are handled the same way.

Each Annual Meeting incorporates standard tracks, tracks that are focused on the theme of the meeting, and, if desired, "experimental" new tracks.

Standard Tracks

- Accounting: Theory, Applications, and Practice
- Case Studies
- DSS / AI / Expert Systems
- Finance / Financial Management
- Information Systems
- Innovative Education
- International Business
- Manufacturing Management and Practice
- Marketing: Theory, Models, and Applications
- MS/OR: Techniques, Models, and Applications
- New Product Development and Project Management
- Organizational Behavior / Organizational Theory
- Quality and Productivity
- Service Management
- Statistics and Decision Analysis
- Strategy and Policy
- Supply Chain Management

Focused/Invited/Experimental Tracks: (vary from meeting to meeting).

Sessions

Papers within tracks are organized into a variety of types of sessions.

Regular Sessions consist of three or four competitive papers accepted through the review process. They are presented in a standard format of presentation by an author and general audience discussion. Regular Sessions are managed by Session chairs.

Invited Sessions consist of non-competitive paper submissions directly solicited by Track Chairs and the Program Chair. These sessions normally use a format similar to a Regular Session.

Roundtable Sessions consist of a host and interested participants gathering to share ideas and discuss topics of mutual interest such as research or curriculum in a specific area.

Workshops are brief, intensive educational programs that emphasize participation in problem-solving efforts for a small group of people in a given field. The key phrase is "emphasize participation."

Tutorials are classes conducted by a tutor for a small number of student-participants.

Panels are groups who discuss a topic of interest before an audience. Note that a panel is a group and not an individual or single panelist; the panelists discuss a topic, they do not make formal, titled presentations.

Symposia are meetings at which several specialists deliver short addresses on a topic or on related topics. Note that this session requires more than one presenter.

These definitions may not fit every possible session, but efforts should be made to identify sessions as accurately as possible

Role of the Track Chair

Track Chairs are responsible for:

- Encouraging paper submissions to the track.
- Soliciting special sessions.
- Assigning reviewers for competitive papers.
- Making final accept/reject decisions based on reviewer input and number of sessions allocated to the Track.
- Assigning papers to sessions.
- Assigning and confirming session chairs.
- Providing brief descriptions of special sessions to the Program Chair, who coordinates the promotion for the meeting.
- Thanking reviewers and session chairs for their contribution to the meeting.

Much of the work of the Track Chair is done electronically through the Conference Management System.

Competitions

At each Annual Meeting, three major competitions are held.

The *Case Studies Award Competition* is held parallel to the Case Studies Track, which may also incorporate a Case Studies Workshop. The Best Case Award selection process is administered by the Case Studies Committee, which has the responsibility for defining and implementing the award solicitation and evaluation process.

The Case Studies Award Competition Coordinator is responsible for:

- Updating the standard write-up about the competition for inclusion in *Decision Line*.
- Distributing papers to the Case Studies Committee, which reviews submissions and coordinates the review process.
- Determining the finalists, using input from the Committee.
- Informing authors of the status of their submissions after finalists have been determined.
- Coordinating with the chair of the Case Studies Track to re-assigning competition submissions that are not finalists if their authors wish to present them in Case Studies Track sessions.
- Chairing the Case Competition session at the Annual Meeting.
- Chairing the review session to determine the winner of the competition.
- Announcing the finalists and award winner at the Annual Meeting closing luncheon (the Coordinator is seated at the Head Table).

The *Instructional Innovation Award Competition* recognizes contributions that advance instructional approaches within the decision sciences. The focus of this award is innovation in college- or university-level teaching. The award selection process is administered by the Innovative Education Committee, which has the responsibility for defining and implementing the award solicitation and evaluation process.

The Instructional Innovation Award Competition Coordinator is responsible for:

- Updating the standard write-up about the competition for inclusion in *Decision Line*.
- Distributing papers to the Instructional Innovation Committee, who act as reviewers for the competition, and coordinating the review process.
- Determining the finalists, using input from the Committee.
- Informing authors of the status of their submissions after finalists have been determined.
- Chairing the Instructional Innovation Competition session at the Annual Meeting.
- Chairing the review session to determine the winner of the competition.
- Announcing the finalists and award winner at the Annual Meeting closing luncheon (the Coordinator is seated at the Head Table).

The *Elwood S. Buffa Doctoral Dissertation Competition* encourages and publicizes outstanding dissertation research completed in the past year in the decision sciences.

The Doctoral Dissertation Award Competition Coordinator is responsible for:

- Updating the standard write-up about the competition for inclusion in *Decision Line*.
- Identifying reviewers for the competition.
- Distributing papers to the reviewers and coordinating the review process.
- Determining the finalists and winner, using input from the Committee.
- Announcing the finalists and award winner at the Annual Meeting closing luncheon (the Coordinator is seated at the Head Table).

Consortia

Two major Consortia are held at the Annual Meeting each year:

The *Doctoral Student Consortium* provides an opportunity for doctoral students from around the world to interact with each other and with distinguished scholars in a one-day program devoted to career development. Attendance is by invitation based on an application.

The Doctoral Student Consortium Coordinators are responsible for:

- Updating the standard write-up about the Consortium for inclusion in *Decision Line*.
- Obtaining an updated database from the prior year's Coordinators and updating as appropriate.
- Soliciting applications for the Consortium.
- Reviewing applications and selecting participants.
- Planning Consortium activities.
- Soliciting participants for panels and activities.
- Soliciting feedback from participants.
- Planning a reception, usually held in conjunction with the New Faculty Development Consortium.

The *New Faculty Development Consortium* deals with research, teaching, publishing, and other professional development issues for faculty who are in the first several years of their academic careers. Attendance is by application.

The New Faculty Development Consortium Coordinators are responsible for:

- Obtaining an updated database from the prior year's Doctoral Consortium Coordinators.
- Soliciting applications for the Consortium.
- Planning Consortium activities.
- Soliciting participants for panels and activities.
- Soliciting feedback from participants.
- Planning a reception, usually held in conjunction with the Doctoral Consortium.

Professional Development Program

The Professional and Faculty Development Program helps Institute members in all stages of their careers keep current in their fields. Sessions are designed to provide insight into the challenges and opportunities in today's rapidly changing environment. Topics have included but are not limited to:

- New instructional and research methodologies.
- Professional service and counseling.
- Balancing the needs of different stakeholders (students, corporations, alumni, etc.) In the educational process.
- Globalization of business education.
- Grading and assessment.
- Obtaining research funding.
- Career path strategies.
- Meeting increasing demands in teaching, service, and research.
- The challenge and opportunities of new technologies.

The program typically also includes sessions related to research, teaching, publishing and other professional development issues for faculty who are beginning their academic careers.

Technology in the Classroom Miniconference

The Technology in the Classroom Miniconference provides a forum for participants to share novel or innovative applications of technology in the classroom that enhance the student's learning experience. Submissions should be limited to creative approaches and best practices for using course support software, multimedia, spreadsheet software, simulation software, online tutorials, or other applications of technology, and be capable of being demonstrated and discussed within a 20-30 minute timeframe. Submissions are competitively reviewed and selected for their creativity, novelty, and contribution to pedagogy, and should not be duplications of material found in existing textbooks.

Curricular Issues Miniconferences

The Curricular Issues Miniconferences provides a forum for exchanging ideas and discussing curricular challenges and opportunities in degree-granting business institutions. Separate sessions explore issues of interest to those who design, run, and contribute to programs at the undergraduate, MBA, and Ph.D. levels.

THE BASIC CONFERENCE SCHEDULE

The DSI Annual Meeting is a four-day meeting that begins the Saturday before the US Thanksgiving each year. When held on the US East Coast, Tuesday afternoons are scheduled; on the US West Coast, Tuesday afternoons are typically not scheduled so that participants can travel home for the holidays. Track sessions are scheduled throughout the meeting (Saturday morning through the final session).

The Doctoral Student and New Faculty Development Consortia are traditionally held all day Saturday. The Consortia typically share breaks and a final reception.

The number of concurrent sessions is determined primarily by the number of meeting rooms available at the hotel. Rooms typically range in size from a seating capacity of 20 to 200, excluding ballrooms. Larger rooms should be scheduled for the award competitions, consortia, and sessions that are expected to be particularly well-attended (such as the Fellows Session).

Sessions are allocated to tracks based on the proportion of total papers each track accepts. Initial allocations are based on historical track size and are adjusted by the Program Chair when Track Chairs group papers into sessions.

Because the number of track sessions is related to the number of meeting rooms, the number of papers that can be accepted is also constrained by the number of meeting rooms. Track Chairs should communicate with the Program Chair if the number of submissions to the track is significantly higher or lower than anticipated (based on historical submissions). Although room number is an upper constraint on the number of papers that can be accepted, the quality of the meeting is important, so Track Chairs should not accept substandard papers in order to fill session slots.

Each meeting room is set up in a standard manner:

Rows of chairs facing a head table or lectern.
LCD and overhead projectors

Track chairs notify the Program Chair if there is a need for a special set-up for a session.

PROCESSING SUBMISSIONS

Competitive paper submissions, proposals for special sessions (such as workshops, tutorials, panels or symposia), Case Studies Award Competition submissions, Instructional Innovation Award Competition submissions and Doctoral Dissertation Competition submissions are all submitted online via the Conference Management System (CMS). Regular papers are submitted to particular tracks.

Track Chairs and Competition Coordinators assign reviewers for each submission through the CMS, which has a database of members from which reviewers can be assigned. In turn, reviewers access the papers and submit their reviews online. The CMS enables Track Chairs to monitor their tracks and to remind reviewers to complete their reviews.

When reviews are complete authors are notified through the CMS about the acceptance decision. Track Chairs then organize papers into sessions and the Program Chair can begin to schedule sessions into time slots and rooms.

SCHEDULING THE PROGRAM

Scheduling is done using the Conference Management System (CMS). Ideally, papers in a particular track will be scheduled in the same room or rooms that are in the same general location in the conference center. A reasonable approach is:

- Identify how many sessions there are in each track/miniconference.
- Divide the number of sessions by the number of time slots available for a room (days X sessions/day); this determines how many rooms are needed for each track/miniconference.
- Assign tracks/miniconferences to particular rooms. Start with assigning largest tracks; some small tracks may be able to be combined and assigned to a room/area.

The most efficient way to create the preliminary schedule is to first manually schedule any sessions that are highly constrained (Exhibit 2 lists meetings/special sessions, events). For example, the Doctoral and New Faculty Development Consortia are always held on Saturday, the Instructional Innovation Award Competition is traditionally scheduled during the second Sunday session and the Case Competition session is traditionally scheduled for the second Monday session. Fellows sessions, which are generally high-profile, should be scheduled during “popular” time slots, such as Sunday and Monday afternoons. Special requests may severely constrain some sessions. For example, “must be Sunday morning” or “Tuesday only.” There are not too many of these, but if they don’t go into the schedule first, the available tightly-constrained slots may already be taken.

It’s very useful to schedule administrative/committee meetings at the same time the constrained sessions are scheduled to avoid conflicts. Some of these are also highly constrained (for example, the Board of Directors traditionally meets during the second Sunday morning session). The prior year’s administrative schedule provides a good starting point along with input from the Home Office.

After manually scheduling these highly-constrained sessions, the CMS can create the schedule by assigning the less-constrained sessions to rooms around the already-scheduled highly-constrained sessions. Some sessions will not schedule automatically, either because assigned rooms are already used up or because slots have been assigned and/or remaining sessions have presenter conflicts. These sessions must be manually assigned, evaluating potential presenter conflicts with each addition.

After the preliminary schedule is created and debugged, the schedule should be sent to the Program Committee to verify that special requests and other needs are met. After their review, the schedule is posted online for members to view. Some number of changes may be expected.

PROCEEDINGS SUBMISSIONS

Proceedings papers are also submitted electronically and cannot be more than 500K in size. Refereed research papers are submitted in PDF format for publication in the Decision Sciences Institute’s *CD Conference Proceedings*. Detailed instructions for preparation of *Proceedings* papers are posted on the DSI Annual Meeting Website.

EXHIBIT 1: DECISION SCIENCES INSTITUTE ANNUAL MEETING MASTER SCHEDULE

Person Responsible	Due date	Activity
Two Calendar Years before Meeting		
Program Chair	June	Begin to fill key roles. Invite Program Committee to Visionary Meeting to be held at Annual Meeting.
All; (with current year's Program Committee)	November Annual meeting	Attend Visionary Meeting
Calendar Year before Meeting		
Program Chair	April 1	Propose changes to Tracks to Board of Directors for approval at April Board meeting.
Program Chair	April 1	Prepare preliminary "looking ahead" article for <i>Decision Line</i> .
Program Chair	June 30	Finalize appointments for all key roles and notify Board of Directors. Note: Coordinators for the Case Studies Award Competition and the Instructional Innovation Award Competition are selected through the committee-appointment process.
Program Chair	September 1	Obtain template for Call for Papers from Home Office; update and return to Home Office and <i>Decision Line</i> editor.
Coordinators (Doctoral Student Consortium, New Faculty Development Consortium, Professional Development) Competition Coordinators (Case Study, Doctoral Dissertation, Innovative Education)	September 1	Coordinate with Executive Director to promote programs and awards in <i>Decision Line</i> .
All	November Annual meeting	Attend Program Committee Planning Meeting
Calendar Year of Meeting		
Home Office	January 15	Letter to Board members and Fellows (copy to Program Chair) inviting their assistance to the Track Chairs in identifying potential participants for high-profile sessions.
All	January 15	Encourage participation Annual Meeting.
Home Office	February 15	Communicate Board and Fellow responses regarding participation to Program Chair.
Program Chair	February 15	Communicate Fellow and Board participation to Track Chairs and Coordinators.
Award competition coordinators	February 15	Identify reviewers.
Program Chair	February 15	Discuss budget with Home Office.
Program Chair	March 1	Send "Program Chair's Message" to Home Office
Program Chair	March	Inform Track Chairs of submission status and remind them to use Conference Information System to assign reviewers.

Person Responsible	Due date	Activity
<i>Authors</i>	<i>March</i>	<i>Submit papers and proposals for regular and special sessions.</i>
Track Chairs	April 1	Send submissions to regular tracks and special sessions (as appropriate) to reviewers.
Competition Coordinators	April 1	Receive submissions; send to reviewers for first round of reviews.
Track Chairs	April 1	Contact high-profile members for special sessions.
Professional Development Program Coordinator	April 1	Process proposals for professional development workshops, tutorials, and other special sessions.
Program Chair	April 1	Submit preliminary statistics by track to Home Office.
Reviewers	April - May	Review papers and process through Conference Information System
Competition Coordinators	May 15	Complete initial stage of reviewer process.
Home Office	May 15	Send information about hotel layout and rooms to Program Chair.
Home Office	June 1	Prepare artwork for Program and <i>Proceedings</i> .
Program Chair	June 1	Determine number of sessions for each Track; inform Track Chairs.
Program Chair	June 15	Identify 15 or more Fellows to serve as Best Paper Award reviewers.
Track Chairs	June 15	Finalize paper review and accept/reject decisions; finalize special sessions. Inform authors.
Track Chairs	June 15	Assign papers to sessions, assign session chairs; enter high profile sessions and special events.
Curricular Issues Miniconference Coordinator	June 15	Send program write-ups to Program Chair, Home Office, <i>Decision Line</i> Editor, and Member Services Coordinator.
Track Chairs	June 15	Inform Program Chair of high-profile sessions and special events.
Program Chair	June 20	Send write-ups on high-profile sessions and special events to Home Office and <i>Decision Line</i> editor.
Consortium, Professional Development and Miniconference Coordinators	June 20	Finalize program; send schedule to Program Chair
Program Chair	June 20	Send papers to Best Paper Award reviewers.
Home Office	June 1	Prepare artwork for Program and <i>Proceedings</i> .
<i>Proceedings</i> Coordinator	July 1	Obtain artwork from Home Office.
Track Chairs	July 1	Review best paper nominations for your track; screen and forward your recommendations to Program Chair.
Track Chairs	July 1	Send thank yous through CMS to reviewers.
Best Paper Award Coordinator	July 1	Contact DSI Fellows to identify reviewers for best paper awards.
Program Chair	July 15	Forward best paper nominations to Best Paper Award Coordinator
Program Chair	July 15	Develop preliminary schedule.
Best Paper Award Coordinator	July 30	Send best paper nominations to reviewers.
Doctoral Student Consortium Coordinator	July 30	Notify Doctoral Student Consortium candidates of selection or rejection of their submissions.

Person Responsible	Due date	Activity
Authors	July 30	Send submission to <i>Proceedings</i> Coordinator.
Home Office	July 30	Prepare Program Committee Certificates and send to signatories.
Instructional Innovation Award and Best Case Competition Coordinators	July 30	Identify award finalists; Coordinate with appropriate Track Chair regarding non-finalist participation in the Track; notify Program Chair; notify authors of status of their submissions.
Doctoral Dissertation Award Competition Coordinator	July 30	Inform Program Chair of Finalists. Inform all submitters of status of their submissions. Send Home Office and <i>Decision Line</i> Editor information about the finalists.
Program Chair	July 30	Inform Home Office and <i>Decision Line</i> Editor of competition winners.
Program Chair	August 15	Send preliminary schedule to Home Office, Track Chairs, and Coordinators.
Best Paper Award Coordinator	August 20	Submit Best Paper reviews to Program Chair.
Program Chair	August 31	Determine Best Paper awards. Send Best Paper Award decisions to Home Office.
Program Chair	September 1	Post preliminary schedule online.
Program Chair	September 15	Finalize program.
Home Office	September 15	Prepare award certificates and send to signatories.
Program Chair	September 15	Submit preliminary report about annual meeting to Home Office.
<i>Proceedings</i> Coordinator	September 1	Work with CMS Manager to develop <i>Proceedings</i> CD
Home Office	September 20	Send final program to printer.
All	Annual Meeting	Attend next year's Program Committee Planning and following year's visionary meeting
Program Chair	Within 2 weeks after meeting	Send thank yous through CMS.
Track Chairs	Within 2 weeks after meeting	Send thank yous to session chairs, discussants, and presenters.
Coordinators	Within 2 weeks after meeting	Submit one-page summary and evaluation of program to Program Chair.
Program Chair	2 weeks after meeting	Submit to the Board of Directors (through the Home Office) a final report on the Annual Meeting. Contact No Shows to inquire about their failure to attend session. Document reasons and summarize in report to Board.
Year After Meeting		
Program Chair	January	Attend Board of Directors Meeting; present final report.
All	Annual Meeting	Attend Next Year's Program Planning meeting

EXHIBIT 2: STANDARD MEETING TIMES

Count	Type	Meeting	Day	From	To	Notes
1	Session	Doctoral Student Consortium (DSC)	Saturday	All day		
2	Session	DSC breakout sessions	Saturday	7:30 AM	5:00 PM	
3	Session	New Faculty Development Consortium (NFDC)	Saturday	All day		May also run half-day Sunday
4	Session	DSC & NFDC Co-joint Luncheon	Saturday	12:30 PM	1:15 PM	
5	Session	Reception for DSC and NFD Consortia	Saturday	5:00 PM	6:00 PM	
6	Session	Successful Grantsmanship Miniconference	Sunday	All day		
7	Session	Technology in the Classroom Miniconference	Sunday	All day		
8	Session	Instructional Innovation Award Competition Finalists	Sunday	10:00 AM	12:00 PM	
9	Session	Best Case Studies Award Finalists Presentations	Monday	10:00 AM	12:00 PM	
10	Committee	Executive Committee	Friday	2:00 PM	4:30 PM	
11	Committee	Board of Directors	Saturday	10:00 AM	12:00 PM	
12	Committee	Investment Advisory Committee	Saturday	3:00 PM	4:30 PM	
13	Committee	Regional Activities Committee	Sunday	10:00 AM	11:30 AM	
14	Committee	Information Technology Committee	Sunday	10:00 AM	11:30 AM	
15	Committee	Innovative Education Committee	Sunday	12:00 PM	1:00 PM	Follows competition
16	Committee	Nominating Committee	Sunday	1:00 PM	2:30 PM	
17	Committee	Programs and Meetings Committee	Sunday	1:00 PM	3:00 PM	
18	Committee	Publications Committee	Sunday	1:00 PM	3:00 PM	
19	Committee	Strategic Planning for International Affairs Committee	Sunday	3:00 PM	4:30 PM	
20	Committee	Member Services Committee	Sunday	3:00 PM	4:30 PM	
21	Committee	DS Editor, Associate Editors and Editorial Review Board	Sunday	3:00 PM	4:30 PM	
22	Committee	Fellows Committee	Monday	8:00 AM	9:30 AM	
23	Committee	Alpha Iota Delta Business Meeting	Monday	8:00 AM	9:30 AM	
24	Committee	Current and Next Annual Meeting Coordinators	Monday	8:00 AM	9:30 AM	
25	Committee	Next+ Annual Meeting Visionary Meeting	Monday	10:00 AM	12:00 PM	
26	Committee	Decision Line Editor and Feature Editors	Monday	10:00 AM	12:00 PM	
27	Committee	Best Case Studies Committee	Monday	12:00 PM	1:00 PM	Follows competition
28	Committee	DS/JIE Editor and Editorial Review Board	Monday	1:00 PM	2:30 PM	
29	Committee	Doctoral Student Affairs Committee	Monday	1:00 PM	2:30 PM	
30	Committee	Next Annual Meeting Program Planning Committee	Monday	3:00 PM	4:30 PM	
31	Committee	Development Committee ...	Monday	3:00 PM	4:30 PM	
32	Event	Welcome Reception	Saturday	6:00 PM	8:00 PM	
33	Event	Non-Denominational Christian Service	Sunday	7:15 AM	8:00 AM	
34	Event	Annual Business Meeting/Town Hall Meeting	Sunday	4:30 PM	5:30 PM	May vary in length
35	Event	DS Associate Editors and Editorial Review Board Reception	Sunday	5:30 PM	6:30 PM	
36	Event	Current Annual Meeting Program Committee Reception	Sunday	5:30 PM	6:30 PM	
37	Event	Beta Gamma Sigma Information Session	Monday	8:00 AM	9:30 AM	
38	Event	Fellows Reception	Monday	5:00 PM	6:00 PM	
39	Event	President's Reception	Monday	6:00 PM	8:00 PM	
40	Event	DS and DS/JIE Meet the Editors Continental Breakfast	Tuesday	7:30 AM	8:30 AM	

Count	Type	Meeting	Day	From	To	Notes
41	Event	President's Luncheon	Tuesday	11:30 AM	1:00 PM	
42	Region	Asia-Pacific Regional Officers				
43	Region	Indian Subcontinent Regional Officers				
44	Region	Mexico Regional Officers				
45	Region	Midwest Regional Officers				
46	Region	Northeast Regional Officers				
47	Region	Southwest Regional Officers				
48	Region	Western Regional Officers Meeting				
49	Region	Southeast Regional Officers				