Guidelines for Officers, Council, and Committee Chairs
(updated on 8/28/2014)

President

Activities/responsibilities for the President include:

1. See to the well-being of the organization, including the effective functioning of the I-Sim committees. Guard and help maintain the I-Sim culture of mutual respect, kindness, energy/activity, welcoming newcomers and supporting diversity.
2. Articulate and remind members of the Society's mission, proper names (in addition to the full name, I-Sim and INFORMS-Sim are names, but not ISS), and institutional affiliations.
3. Act as the contact point, ombudsman/conflict resolver, and facilitator for I-Sim related issues.

Calendar:

June-July

- First year: establish committees (except for awards committees), determine Communications Editor and Associate Communications Editor. Get new committees posted to I-Sim web site.
- Update guidelines on website as needed (via Communications Editor).

August

- Work on the president's message for the fall Newsletter.
- First year: appoint (with I-Sim Council input) an INFORMS Subdivisions Council representative.
- Appoint (with I-Sim Council input, and if needed), a WSC Board representative. The term (informally) is for 8 years.
- Both years: make sure the past president has established a nominating committee and will have council nominations for two spots in time for the fall Newsletter.
- Nominations: Ask past president to establish nominating committee for the fall newsletter. First year: two of the council positions are up for election. Second year: all officers and two council positions are up for election.

September

- Complete president's message for the fall Newsletter. For first year, include details on new officers and committee members. For the second year, make sure that the candidates for officers are discussed and recognize the nominating committee.
- Check on award committee progress.
- Help INFORMS office and vice-president to resolve any issues with the fall meeting.

October - December

- Plan and conduct the I-Sim business meetings at the fall INFORMS meeting and WSC.
- Make sure awards are set and that appropriate communications are done with INFORMS conference organizers and I-Sim officers. For example, some awards are announced at the WSC plenary session (LPAA, DSA, OPA, Best WSC Ph.D. papers - Comp. Sci. and O.R.); with full citations and presentations at the business meeting. Make sure that plaques are being prepared where appropriate (Bruce Schmeiser has volunteered to handle this for many years).
- With the vice-president and treasurer, define and coordinate any special events (e.g. receptions following business meetings) at the conferences.
- Take advantage of the conference venue to meet with the committee chairs and council members.
- If the secretary is not attending a conference, appoint someone else (preferably the Communications Editor or another officer) who will be present to take minutes and record attendance (and take photos/video for the Newsletter).

January-February
• Constitute award committees based in part on new awardees from the fall. Have the
updated committee membership posted to the I-Sim web site.
• Work on the president's message for the spring Newsletter.
• Prepare and submit the Simulation Society Activity Report (with help of other I-Sim
officers) for the INFORMS Office. You will be sent a form.

March
• Submit the president's message for the Newsletter.
• Report dues rates to INFORMS office.
• Make sure that candidate and ballots are in the Newsletter and posted separately on the
web (not just in the Newsletter) and emailed to membership.

April-May
• Second year: monitor election returns and communicate with membership to insure
sufficient participation.

May-June
• Check on the progress of award committees, including getting informal information on
any planned INFORMS fellow nominations.
• Announce election winners.
• Second year: pass on your files, advice, outstanding issues and best wishes to your vice
president/president-elect - and enjoy retirement! Only for a year - the following year you
will be active as the nominating committee chair (ex officio from your role as past
president).

Vice President/President-Elect

Activities for the Vice President/President-Elect include:

1. INFORMS Fall Conference.
   a. Organize the invited sessions (for the last couple of years we have had 8-12
      sessions). 12 sessions are best because all sessions can be scheduled before
      Wednesday. If more than 12, some sessions may be scheduled on Wednesday.
      Start the push for session chairs in February. An email strategy that works well
      is to send a general call for session chairs to the I-Sim listserv at the outset.
      Several weeks later, send individual request to (a) people who are known to be
      willing to sponsor sessions (look at last year’s list, typically via thank-you’s in
      newsletter or from last year’s online schedule, usually available through at least
      August), (b) people who are in the roughly the same geographical region as the
      conference city (look at the I-Sim member list), (c) people who work in areas
      related to main conference themes. Personal contact at meetings is also a very
      good way to identify session organizers.
   b. Publicize the conference. Invite people to volunteer to organize sessions (and be
      session chairs) in the two Newsletters prior to the conference, and at I-Sim
      meetings. Each session should have 4 speakers if possible to help insure a good
      consistent block for the track (rather than scattered throughout the conference).
      Special sessions (e.g., tutorials) with one speaker for the whole time are
      reasonable exceptions.
   c. Newsletter ads should be written, to summarize the conference and to request
      that people volunteer for sessions.
   d. Make requests at the business meetings (e.g. WSC) to find volunteers for
      upcoming meetings.
   e. Set up sessions via the WWW site interface (e.g. for fall meeting sessions need
      to be entered by Feb/March, and session chair's abstracts should be in by
      May/June). Go to logins for track coordinator area, where you can enter session
      chairs, send standard form emails, see dates for names of speakers-titles-
      abstracts. Ellen Tralongo (ellen.tralongo@informs.org) is the contact at the
INFORMS office that works with track coordinators for the INFORMS conferences. If Ellen Tralongo is not available, Paulette Bronis (paulette.bronis@informs.org) is another contact.

f. Present report on conference activity at each meeting of the membership.

2. WSC:
   a. Report at general session, including information about past and upcoming conferences (including INFORMS Practice Conference in Spring, INFORMS Fall Conference, etc.) Coordinate with I-Sim research workshop organizers when presenting this event.
   b. Organize Council meeting prior to general meeting (work with treasurer).

3. Other Conferences:
   a. There are periodically other conferences. The VP/President-Elect should work to organize invited session tracks at those conferences as well. In general, start the push for session chairs 9 months before the conference date.
   b. Those conferences include, but are not limited to, (i) INFORMS International conference, (ii) EuroINFORMS, (iii) IFORS, and (iv) the Simulation Society Research Workshop.
   c. If there are volunteers that wish to co-organize the invited track that is also possible and enjoyable.
   d. The tasks for the other conferences of INFORMS and related societies is much the same as for INFORMS Fall conference, except for the time frame. Start thinking about inviting session chairs about 8 months in advance of the conference.

4. Serve the President in an advisory role as requested, e.g. by serving as ex officio member of committees (such as Awards committee, Membership Committee), as well as the INFORMS Simulation Society Council. Sounding board for committee structure and nomination. Participate in the Officer/Council meetings (a lot of this is done by email, but also at INFORMS Fall Meeting and at WSC).

5. Be point person for a new initiative or two. Take lead on making it happen. There are a variety of ways that this can happen. Some examples might include:
   a. Identify up and coming individuals in the simulation community to enlist their help with organizing sessions and find new ways to innovate at conferences.
   b. Membership drives. Sponsorships.
   c. Work on joint sessions with other groups (e.g. Quality-Statistics-Reliability, or Risk, or Health, or Military tracks). For joint sessions, make sure they are flagged out in WWW system so that schedule doesn't conflict. After a while, WWW locks down - email Paulette for changes if needed.

6. Help successor with transition (e.g., questions, file templates for forms/letterhead/etc.)

7. Comments: For invited and contributed sessions at conferences, the contact person at INFORMS for meetings is Ellen Tralongo (ellen.tralongo@informs.org).

Secretary

Activities for the Secretary include:

1. Secretary’s corner in the newsletter. Mostly just membership numbers. There’s not usually much to say.
2. Record the minutes of the meetings for the main meetings (including INFORMS Fall meeting and WSC). Minutes are then for approval at the following meeting. If you can't make it to the meeting, then ask someone else to take the minutes. After you've written them up, they usually appear in the next newsletter. This last year was an exception: We handed the minutes of the INFORMS meeting out at the WSC business meeting, and they were approved there. That measure is probably a good idea, because it means the minutes don't need to appear in the Spring newsletter, which is usually packed.
3. Give secretary’s report at meetings.
4. Make sure the website URL is paid up: The old www.informs-cs.org is listed under Jim Wilson's name. The site www.informs-sim.org is listed under Shane Henderson's name. Both of these are paid up for the next 4 years or so, so you shouldn't have to do anything. But Shane and/or Jim will contact you when the sites need renewal.

5. Generate certificates for PhD colloquium participants.

6. Handle communication with the membership for ad hoc polling, ballots, informational emails, etc. in coordination with the newsletter team and communication committee.

7. Participate in the Officer/Council meetings and take minutes. (We normally do things by email, so this hasn't been an issue.)

8. Maintain the monthly Ecel membership database from INFORMS (request from/sent by Christy Kline), monitor and characterize the membership (student/non-student, industry/government/academic, delinquent/up-to-date with dues), keep officers and Newsletter Editors aware of the updates. A minimum target is to keep 500+ members active. This may mean developing reminder letters, etc. The membership usually dips early each year because memberships expire Dec 31. That is usually ok, since it lifts again once you remind people to renew.

9. Attendance sheet at the meetings (names and emails), with follow-up email for nonmembers to join, and a followup email to the Vice President about people willing to organize conference sessions.

10. Publicity information (e.g. pictures at meetings… in the past Keebom Kang and Loo Hay Lee have been very helpful with providing pictures from the meetings).

11. Fill out/gather information for/assemble the annual report of activities that INFORMS requires (that summarizes officer information, summary of how the college spent it's money, list of activities of the college like PhD student sponsorship, number of sessions organized at various conferences - NB all sessions of WSC can come under this heading). INFORMS will send you a worksheet.

12. Help successor with transition (e.g., questions, file templates for forms/letterhead/etc.)

**Calendar**:  
Jan: Reminders to newly expired members to renew.  
            Get email addresses from spreadsheet sent by INFORMS.  
Mar: Send Secretary's Corner, minutes for INFORMS and WSC business meetings to  
            Newsletter Editor  
May: Assemble report for INFORMS.  
July: Update guidelines on website as needed (via Communications Editor).  
Aug: Secretary's Corner to Newsletter Editor  
Nov: INFORMS business meeting; Give secretary's report, take minutes. Invite nonmembers  
            (from sign up sheets) to join. Generate certificates for PhD colloquium participants at the  
            forthcoming WSC.  
Dec: WSC business meeting: Give secretary's report, take minutes. Invite nonmembers (from  
            sign up sheets) to join.

*Monthly: Look at monthly file to monitor membership numbers.*

Ancillary documents:  
Sign up sheet for INFORMS-Sim business meetings (Word file) [Link goes here]  
Template for certificate for PhD Colloquium participant (ppt file) [Link goes here]

**Treasurer**

Activities for the Treasurer include:

1. Maintain financial record for the society, and handle income and expenses.  
2. Two bank accounts exist: the INFORMS main account, and the "Local" account with  
   Bank of America, which has checks that can be used to pay expenses (e.g., awards at  
   WSC, below).
3. For the INFORMS main account, a quarterly statement is e-mailed from INFORMS (via Tracy Cahall). It is recommended to review the items in this statement carefully. Several mistakes were observed (and corrected) recently (e.g., a debit listed in the credit column, incorrect charges for meeting-room expenses).

4. For the Bank of America account, you need to obtain signature authority to write checks. Contact Tracy Cahall (Tracy.Cahall@informs.org) to initiate this process. You also need to obtain on-line access to the account. Coordinate with Tracy Cahall and/or the previous treasurer for this hand-off. Statements for the local bank account can be obtained and archived by logging into the online account.

5. Expenses to be done in consultation with the President and Vice President.

6. Generate a financial status report for each newsletter.

7. Present a financial status report for each official meeting of the society.

8. Organize meeting rooms and receptions for the main meetings: INFORMS Fall Conference, WSC, and INFORMS international conference. Coordinate with Tracy Cahall (Tracy.Cahall@informs.org) for the room reservation and reception order.

9. For INFORMS Annual Meeting (Fall):
   a. Insure that a meeting room is available, which traditionally has been on Sunday evening. Pass times to other officers and Newsletter staff for proper advertising. A room for 60 people insures that there will be sufficient space.
   b. Arrange beverages/snacks. According to the official attendance sheet, there were 46 attendees in 2013 and 42 in 2012 (actual attendance was probably a little bit higher). Beverages/snacks can be targeted accordingly.

10. For International conference:
    a. Similar to Fall conference, though there might be somewhat fewer attendees. Not enough history to predict well.

11. For WSC, this is a busy time.
    a. Insure a large meeting room for the society business meeting is available, which traditionally has been on Tuesday evening of WSC after last pm session. A room for 120 people is wise, with snacks/beverages for 80-100 people (according to the sign-in sheet, attendance has been in the range of 60-80, 2010-2012 data, actual attendance is probably a little bit higher). More food is needed if the LPAA is given. This can be expensive, as service and taxes can add 20-30% onto the price-it might be possible to negotiate a price break, or check if a tax exempt ID for nonprofit organizations helps.
    b. Awards may be given: Awards checks for Distinguished Service Award ($500), Outstanding Publication ($500 shared among authors), and potentially LPAA ($1,000 + possibly WSC registration fee and travel expenses) may need to be cut.
    c. The PhD Colloquium on Sunday. Interact with PhD colloquium organizers, cut honoraria checks for each PhD student (e.g., $150 registration fee). Only students who attend and present are given checks. I-Sim also gives an award for the best student paper ($200). Coordinate with colloquium organizers to award checks (can be at the business meeting).
    d. Cut check for reimbursement of purchase of award plaques (Bruce Schmeiser has done this in the past).
    e. CUM/W: Coordinate with CUM/W organizer to arrange for honoraria/registration fees/ and/or lunch, depending on how it is organized, and preparing certificates. Typically 3 awards for $500 each.
    f. NOTE: There are a lot of expenses at WSC, and all the names for awardees comes too late to have the checks done through the INFORMS main account... so this needs to be done by writing checks on the Bank of America Local account. For this to be successful, a month or month and a half before WSC, some amount (e.g. $7,000) may need to be wired from the INFORMS main account to the local account. Tracy Cahall has helped with this in the past.

12. There may be other expenses,
13. Help successor with transition (e.g., account signatures, check book, questions, file
templates for forms/letterhead/etc.)

Calendar*:
Mar: Send treasurer report to Newsletter Editor. Reserve room and order reception for the
business meeting in the Informs international conference if there is one.
July: Update guidelines on website as needed (via Communications Editor).
Sep: Send treasurer report to Newsletter Editor. Reserve room and order reception for the
business meeting in Informs Annual Meeting.
Oct: Transfer fund from Informs main account to local account
Nov: Reserve room and order reception for the business meeting in WSC.
Dec: Cut checks for awardees and Ph.D. colloquium presenters.

* Monthly: Download / archive bank statement for the local checking account.
* Quarterly: Receive bank statement for the INFORMS main account.

Communications Editor

Activities for the Communications Editor include:

1. Maintain I-Sim web site
   a. Post meeting minutes and newsletters
   b. Maintain current calls for nominations
   c. After WSC, update awards pages, Colloquium keynotes, other conference-related
      items
   d. Post any relevant items, e.g., announcements to news section
2. Moderate I-Sim listserv
   a. Approve subscription requests for new members
   b. Approve pending posts on calls for papers or nominations, upcoming simulation-
      related deadlines, or INFORMS/I-Sim announcements
3. Serve as Corresponding Member of Communications Committee
4. Prepare and edit 2 issues of newsletter per year (Fall and Spring issue)
   Time to aim to send it out:
   1. Fall 2 weeks before INFORMS annual conference
   2. Spring 2 weeks before WSC submission.

Editor and Asst Editor divide work as appropriate to put together a draft, proofread,
assemble calendar of events, maintain and sending to email list.

Critical Path

- Newsletter email by Asst Newsletter Editor: few days
- Editing takes around 40 hours. Allow 2 week buffer for editing. Give officers a few
days to look at draft before posting.
- Email 6 weeks before 2 week buffer. Bug contributors 2 weeks later. Give
  contributors a SPECIFIC DEADLINE to be sure of getting something. Need to
  chase them up as people have other things on their minds!
- Post newsletter to I-Sim web site

Contents and Contributors:

1. President's message - President
2. Treasurer's Report - Treasurer
Communications Committee

The committee seeks to maintain and improve communications of the INFORMS Simulation Society. Methods of communication include the INFORMS Simulation Society web site, newsletter, INFORMS publications, and list-serve e-mail. The committee interacts with the executive committee to post and transmit communications of the society, the Communication Editors, the INFORMS list-serve to manage postings and list-serve subscribers, and INFORMS publication staff for content of INFORMS Simulation Society information in INFORMS publications. The committee also seeks ways to improve communication and the content of information sent out to members to enhance the benefit of membership in the society. The committee meets as necessary during the INFORMS and/or WSC. The Chair organizes the meeting.

Membership Committee

The committee seeks and responds to opportunities to recruit new members for the Simulation Society. Typical activities include preparing and distributing informational materials about the Society; representing the Society at new member events (such as INFORMS’ new member breakfast or, more recently, the Sunday evening communities meet-and-greet event); and encouraging Society colleagues to invite potential new members to our business meetings and other activities.

The committee also looks for ways to add value to being a member of the Simulation Society, and therefore help to retain members, and brings these ideas to the Executive Committee.

I-Sim Representative to INFORMS Subdivision Council

1. The I-Sim rep acts as liaison between I-Sim and INFORMS on general issues relating to the INFORMS subdivisions.
2. This position is particularly appropriate for those interested in eventually assuming leadership roles in INFORMS.
3. Besides the occasional ad-hoc telecon, there are two required meetings per year, at the INFORMS annual meeting and in mid-winter. The first of these meetings is face-to-face.
The midwinter meeting used to be face-to-face (with INFORMS paying travel expenses), but has recently become a telecon. INFORMS does not pay travel expenses for the INFORMS annual meeting; I-Sim will pay travel expenses for the meeting if other funding sources are not available.

I-Sim Representative to WSC

1. There are two representatives to WSC.
2. The (informal) term of each representative is 8 years.

LPAA Chair

1. In January prepare a Call for Nominations with a due date of September 1st deadline. Have this Call for Nominations (1) put on the Simulation Society's website, (2) put into the Simulation Society's Spring Newsletter, and (3) put into INFORMS' OR/MS Today.
2. In September put together the set of nominations including carryover nominations and give to the committee members along with the LPAA Rules. Have the committee evaluate, discuss, and if appropriate select a person to award the LPAA. The most important question to answer is 'the best nominee worthy of the LPAA'. Emphasize to the committee that all aspects of the LPAA is confidential.
3. If a candidate has been selected to receive the LPAA, notify that person that he/she is to receive the award at WSC, that reasonable travel expenses to attend WSC will be paid, and that the fact that this person is receiving the LPAA is to remain confidential until the award is presented.
4. Notifying all nominators either that their candidate will or will not receive the LPAA. This is to be done after the candidate who will receive the LPAA has been notified, if the award is to be given. Furthermore, if a candidate has been selected for the LPAA, emphasize to that nominator that the fact that his/her nomination has been selected for the LPAA is to remain confidential until the LPAA has been presented.
5. Inform the President of the Simulation Society whether the LPAA is or is to be awarded. If the LPAA is to be given, remind the President that according to current policy that reasonable travel expenses are to be paid for the awardee to attend the WSC to receive the award. Also discuss with the President if the LPAA is to be presented again at the Society's WSC meeting and if they want to have the awardee to make a short talk (usually about ten - thirty minutes). Furthermore, ask if there is going to have a special reception for the awardee. (If a special reception is to be had, it is up to the Society to arrange for this and not the Chair of the LPAA Committee.) If the award is to be given again at the Society's meeting, the Chair (or a committee member) needs to prepare his/her remarks about the awardee and inform the awardee about their talk, if one is to be given.
6. If the LPAA is to be given, it is given at the opening session of the WSC. The LPAA Chair needs to ask the General Chair of the WSC to make the award during the opening session of WSC. (If necessary, remind the WSC General Chair that this award has been presented at the WSC opening session in past years.) The time to present this award is generally 3-5 minutes with two overheads/slides. The first slide says the LPAA award and the name of the person (the Chair or a committee member) presenting the award. The second slide gives the name of the awardee. A short set of remarks need to be prepared by the presenter of the award. (It is best to keep the name of the awardee unmentioned until the end of the remarks and not show the second overhead/slide until that time because the audience will clap and take away from the presentation time.) Furthermore, whoever is presenting the LPAA needs to arrange to meet the awardee prior to the opening WSC session.
7. If the LPAA is given, a plaque needs to be obtained to give at the WSC. First determine from the awardee their precise name desired on the plaque. Then contact Bruce Schemiser about 3-4 weeks ahead of time, as he is the person who obtains the Societies' plaques. He brings them to the WSC.
8. If the LPAA is to be awarded, arrangements need to be made for photos. It is best to arrange for two people to take photos in case one person has difficulty. Two types of photos are needed. One showing the presenter with the awardee for the Society's website of LPAA awardees. (See the Website for past awardees to see what this type of photo is like.) The second photo is a head shot of the awardee, which is used for announcements of the LPAA. (This photo can also be obtained from the other photo using digital photo software to obtain a photo of only the head of the awardee.)

9. If the LPAA is given, then an article should be prepared for publicity of the LPAA awardee, which includes the head photo of the awardee. This article should be submitted to the Simulation Society's Newsletter, INFORMS' OR/MS Today, and other appropriate outlets (such as Professional Society Publications for IIE, ACM, IEEE, ASA, etc.), which will depend on the awardee. Furthermore, a write-up with a photo should be prepared for the Society's website with joint photo of the awardee and presenter. (In the past the write-up has been prepared jointly with Jim Wilson as he has taken care of this on the website.)

10. Assist next year's Chair and keep a copy of carryover nominations.

11. Update guidelines on website as needed (via Communications Editor).

DSA Chair

1. In January prepare a Call for Nominations with the nomination due date of September 1. Have this Call for Nominations (1) put on the ISS website, www.informs-cs.org; (2) published in the ISS Spring Newsletter; and (3) published in OR/MS Today (in multiple issues, if possible). Other appropriate avenues to publicize the Call can also be taken.

2. In September put together the set of nominations including carryover nominations from the previous year, and give to the DSA Committee members along with any relevant DSA selection criteria. Have the Committee evaluate, discuss, and if appropriate, select a person to award the DSA. It is sometimes the case that no DSA is awarded for a particular year if the Committee feels that the nominations are not worthy. Note that all aspects of the DSA are confidential.

3. If a candidate has been selected to receive the DSA, notify that person that he/she is to receive the award at the WSC, that reasonable travel expenses to attend WSC will be paid, and that the fact that this person is receiving the DSA is to remain confidential until the award is presented.

4. Notify all nominators whether or not their candidate will receive the DSA. This is to be done after the "winning" candidate (if any) has been notified. Furthermore, remind the "winning" nominator to keep all information confidential until the DSA has been presented.

5. Inform the President of the ISS whether the DSA will be awarded. If the DSA is to be given, remind the President that according to current policy, reasonable travel expenses are to be paid for the awardee to attend the WSC to receive the award. Also remind the President that the DSA is to be presented again at the ISS WSC Business meeting.

6. If the DSA is to be given, it is given at the opening session of the WSC. The DSA Chair needs to ask the General Chair of the WSC to make the award during the opening session of WSC. (If necessary, remind the WSC General Chair that this award has been presented at the WSC opening session in past years.) The time to present this award is generally a couple of minutes with perhaps two overheads/slides. The first slide announces the DSA award and the name of the person (the Chair or a committee member) presenting the award. The second gives the name of the awardee. A (very) short set of remarks needs to be prepared by the presenter of the award. In addition, whoever is presenting the DSA needs to arrange to meet the awardee prior to the opening WSC session.

7. If the DSA is given, a plaque needs to be obtained to give at the WSC. First determine from the awardee his/her precise name desired on the plaque. Then contact Bruce Schmeiser about 3-4 weeks ahead of time, since he is the person who obtains and brings to the WSC the ISS plaques.
8. If the DSA is to be awarded, arrangements need to be made for photos. It is best to arrange for two people to take photos “just in case”. The photos can go on the ISS website and can be used for publicity in other outlets (see below).

9. If the DSA is given, then an article should be prepared publicizing the award. The article should include a photo (e.g., a head shot of the awardee or a picture of the awardee and presenter). This article should be submitted to the ISS Newsletter, OR/MS Today, and other appropriate outlets (such as Professional Society Publications for IIE, ACM, IEEE, ASA, etc.), which will depend on the awardee.

10. Assist next year’s Chair and keep a copy of carryover nominations.

11. Update guidelines on website as needed (via Communications Editor).

OPA Chair

General notes:

1. The commitment to the Committee is generally a three year commitment, with the member finishing the third year rotating off subsequent to the WSC in that year. If no prize is awarded in a given year, then each committee member serves an additional year.

2. The Chair is normally the committee member who is in the second year of their three year commitment.

3. The call for nominations generally closes on September 1.

4. The Award is publicly announced and awarded at the WSC in that year. The award is first announced briefly by the Chair at the Monday morning plenary meeting and a photo is taken. The full citation is read, and the plaque and prize money are given out, at the I-Sim business meeting, which is generally held on Tuesday night.

5. Committee members are ineligible for the Award.

Calendar:

By January 1:
- Contact I-Sim President to confirm the identity of incoming committee member. (I-Sim President is responsible for appointing the incoming committee member.)

By February 1:
- Prepare the call for nominations, circulate to other committee members for their approval, and make sure it is posted on both the I-Sim website (on the Prize pages) and on the INFORMS website. For the former, contact the I-Sim Communications Editor; for the latter, contact the INFORMS Subdivision Coordinator.

By March 1:

By July 1:
- Contact key members of the simulation community, regarding their thoughts re the best simulation publication of the last three years. Collect this information over the next month and send to the other committee members by August 1.

By August 1:
- Take the top half dozen journals that publish simulation-related papers, and split the six journals three ways across the committee with the goal of having a committee member peruse each journal for the best simulation papers in each journal over the three year period.

Through September 1:
- Collect outside nominations and acknowledge receipt. If the nomination involves a book, ask the nominator to provide either hard copies or access to a pdf version of the book. Send the nominations to the other committee members.

By September 5:
- Collect all the nominations, info provided by key members of the simulation community,
and info provided by the committee itself (re best simulation publications from the top half dozen journals) and distribute to the rest of the committee.

By September 15:
- Ask each committee member to provide their thoughts about their top nomination for consideration by the rest of the committee. (At this point, there should be at most three nominations under consideration.)

By September 30:
- By this time, each committee member will have carefully given full consideration to all three finalists. The final decision re best publication should involve a consensus reached by September 30th. Note that the I-Sim President can arrange the use of an INFORMS conference call line. Prepare a citation. (See the I-Sim website for previous such citations.)

By October 1:
- Inform the I-Sim President of the decision of the committee, and provide the I-Sim President with the citation.

By October 10:
- Inform the winner(s) of the decision, making clear that the public announcement will not occur until WSC. Let the winner(s) know that the Award is announced at both the Opening Session of WSC (generally on the Monday AM of the meeting) and the I-Sim Business Meeting (generally on Tuesday evening).

By December 1:
- Provide any advice requested by the I-Sim President regarding the incoming committee member for the next year.

At WSC:
- Make the announcement of the winner (and prepare appropriate slides) at both the Opening Session and the I-Sim Business meeting.

By December 15:
- Provide the incoming committee Chair with an updated version of this document, and also post to the I-Sim website (ask the Communications Editor).

After WSC
- Update guidelines on website as needed (via Communications Editor).

PhD Colloquium Committee

General notes:

1. This committee is responsible for organizing the PhD colloquium at WSC.
2. The committee currently contains 4 members, and the commitment is for 4 years.
3. New committee members are elected from I-Sim and SIGSIM in an alternating manner, so that in any year there are two members from each society on the committee.
4. The committee member in the 3rd year typically serves as Chair.

Calendar:
At prior WSC
- Arrange for a luncheon speaker for the next year
- Elect a new member to the committee to replace the outgoing senior member (also compare Late Sept-Oct).
- Get funding commitments from sponsoring committees (I-Sim and ACM/SIGSIM) re money they can spare for colloquium. Funding is needed for 1) luncheon 2) conf fee reimbursement checks 3) awards. Ensure that adequate funding is available for all. Email President of societies and CC the treasurer on it.
- Note: Ideally you initiate these activities somewhat before the conference. This allows you to consider details at the conference.

Early Jan
- Optionally, do a quick email survey of past attendees (students) to see if any big concerns need be addressed.

**Mid Jan**
- Update WSC website for the PhD Colloquium, also see Early March. So far the website was launched in March. However, it may be helpful to students to do it earlier.

**Late Jan**
- Ensure chair (and possibly other members) have access to the WSC paper submission processing tool. Contact the WSC program chair for this. Also consider the way the keynote speaker has to submit his paper.
- Contact program chair for checking abstract submission date (mid September). This date should be early enough so abstracts can be being included in the WSC program (after being reviewed by the committee).
- Discuss contents of acceptance letters with the program chair. Make sure that they can be distinguished from those for the general poster session. (In some years, acceptance letters were automatically generated by the system; however they contained no specific reference to the PhD colloquium.) Apart from general information, include information on the need for supervisors to state that their student is final years.

**Early Feb**
- Provide I-Sim newsletter an update on participation in earlier years etc. Usually done by past year's chair.

**Early March**
- Update WSC website for the PhD Colloquium. Contact WSC webmaster for this. In principle you only have to update these pages. Updating is important as students will be thinking of contributed submissions now, which are due early April. Be especially clear on requirements for giving an oral presentation (final years + letter from supervisor before abstract deadline), and eligibility for the awards (final years, paper in main conf - being first author, and making oral + poster presentation, abstract = abstract paper in main conference).
- Send out an initial mailing on the colloquium, including information on the requirements of the Best Paper Award (usually handled by the colloquium committee). The chief requirement is that a paper be accepted within the regular conf sessions. Contact the program chair for this. Furthermore use mailing lists (ISIM, SIGSIM, IE faculty list). Contacts are given in a worksheet.

**Mid March**
- Arrange for luncheon speaker by now. If already arranged, check with person to finalize plans to announce him/her as next speaker. Remind her/him that a paper needs to be submitted re the presentation planned. Submission is due by the invited deadline (start of June).

**Mid June**
- Send out next mailing via WSC system and mailing lists; also see early March. (I'm not sure how useful it is to send out numerous emails. (Historically, 95% of submissions happen within 2 weeks of deadline, so sending emails for months may not have much effect other than to help folks think about finding funding)

**Mid June**
- Light editing of speaker's submission, then accept into final form (sometime in Mid July)

**Late June**
- Work with INFORMS meeting director (currently Laura Payne - Laura.Payne@informs.org) on the advert that is mailed out early fall. Director needs a write up on both colloquium and best paper awards including criteria, timing, location etc. INFORMS meeting planner (currently Tracy Cahall - tracy.cahall@informs.org) will provide location info.

**Mid Aug**
- Another round of emails to mailing lists when deadline is within 15 days may be a useful reminder to students.

**Mid Sept**
• Usual abstract submission deadline. May need tailoring according to program chair's deadline for abstract inclusion in proceedings CD.

Sept
• Some quick light editing of abstracts, ensure they don’t contain mistakes in spelling and formatting etc. and are all in English. Delete duplicate records, reject faulty ones (or send back to authors for resubmission).
• Finalize list of all colloquium attendees, both poster and presentation. Once accepted within system, an acceptance letter should be sent automatically to everyone (also see Late January). This should be sufficient for students to prepare for trip, but some may need extra help for visa etc..
• Send a separate email to all accepted congratulating them, and refer to the program chair for help with visa etc.
• Eligibility for awards - for final year students: check whether they have a paper in the main conference. If they have, check whether the respective abstract matches the abstract for the colloquium. Otherwise contact them on this.

Late Sept-Oct
• Think of a review procedure for deciding on the awards. If many students are eligible this may imply the need for a first screening to reduce numbers. Reviewing is up to Chair’s discretion; can do within committee or pull in additional external judges.
• Contact president of appropriate society for a new member of the committee. An early mail gives them some time to find a suitable candidate (for example at the INFORMS general meeting - see Early-Mid Oct). Note the committee may also suggest suitable candidates.

Early-Mid Oct
• I-Sim needs update on activities for presentation at INFORMS General Meeting (late Oct). I-Sim President will send template.
• Check with SIGSIM if they need an update.
• Talk to both group’s presidents to figure out how the colloquium presentations will be handled at the WSC. Recently, both societies have asked for reports at their business meetings, with one best paper award presented at each meeting. Beware that the meetings often overlap. Where should the conference-registration reimbursement checks be handed out? Attendance certificates?

Late Oct-Early Nov
• Send out email to participants explaining detailed requirements for poster session/presentation etc. Include deadline for submitting presentation sheets. Preferably one week before the conference start. This allows for smooth operations at the conference, e.g. avoid uploading of many presentations, lengthy presentations, and no shows.

Early Nov
• Check with INFORMS meeting planner (currently Tracy Cahall) about logistics of room/speaker aid etc. and food orders (make sure there are enough to cover all attendees: students, committee and speaker) and some to spare. History tells that 1/3 vegetarian may be a good guess. Confirm with planner that rooms have projectors, that signs will exist to point students towards correct room, and that registration can open early to accommodate the PhD students and committee.
• Give the I-Sim and ACM SIGSIM treasurers details on the students who get their conf registration fees refunded that year. Ask I-Sim to prepare these checks. Also ask them to prepare checks for the best paper award winners. Names will be blank till colloquium. ACM, which will re-imburse I-Sim for half of the costs, has a problem with this, so expect to have to send them the winner's info after the conf. Follow up on that.
• Make sure that WSC website has the most current info about timing, rooms etc..
• Remind the lunch speaker of the presentation; ask to prepare a 40-50 min talk. Also inform him on the final details for the colloquium program.
• Prepare for producing the awards, and attendance certificates.
• Think of a luncheon speaker for next year (in principle this handled by the chair for next year)
• Send email to both presidents asking if they will support next years conference in a similar way as far as funding is concerned.

Week before WSC
• Remind students again of instructions - final mailing.
• The conference general chair (different from the program chair) will need a couple of slides announcing the best paper awards at the opening ceremony, which is first thing Monday morning AFTER the colloquium on Sunday. Promise to send him/her the slides by Sunday evening.
• The colloquium chair will have to go up to the dais and announce the two awards, so be prepared to be at the opening ceremony 15 mins in advance.
• Print out all the certificates to be handed out. Use 15 lb resume paper (high cotton content) and use a color laser.
• Bring (blank name) award certificates to print out at the conf after result is determined.

Day of colloquium (Sunday)
• Lunch: allow final year students to mingle in their tables, after 15 mins introduce the speaker. Allow for some Q&A at the end. Whole thing should be an hour.
• Keynote: Make colloquium program & logistics known to the students. Introduce the speaker.
• Oral presentations: Enforce the time limit strictly, warning students if their time's close to being up.
• Poster session: gather your judges and attack the award finalists either singly or in a pack. Also distribute the attendance certificates to all participants here; Awkward to do it at business meetings, given group size; also hand out reimbursement checks here.
• Meet after session to decide the winner. Make sure that the winners appear at the business meetings. Send off slides to general chair for next day's opening session. Slides can be the same as the cert's being presented on Tuesday.

Monday
• Show up at opening session to announce the two awards

Tuesday
• Report on the colloquium and present awards at both business meetings (I-Sim; SIGSIM)

Right after the conference
• Send attendee list to Dave Goldsman so that students who present at the colloquium can receive complimentary copy of George Fishman Festschrift.
• Arrange for ACM to reimburse I-Sim for one half of expenses
• Update guidelines on I-Sim website as needed (via Communications Editor).