

ICEM'09 / DECOM'09

12th International Conference on Environmental Remediation and Radioactive Waste Management

www.icemconf.com

TECHNICAL PROGRAM HANDBOOK

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INTRODUCTION

Thank you for your time and commitment to organize a Track or Session for the 12th International Conference on Environmental Remediation and Radioactive Waste Management. Your expertise and professionalism are vital to the success of this conference and we Thank You!

Our technical program is divided into 5 Tracks:

- (1) Low/Intermediate-Level Waste Management
- (2) Spent Fuel, Fissile, Transuranic, High-Level Waste Management
- (3) Facility Decontamination and Decommissioning
- (4) Environmental Remediation
- (5) Environmental Management /Public Involvement

Each Track consists of a number of sessions. A detailed list of proposed sessions can be found in the Call for Papers or on our web site at www.ICEMConf.com. Depending on the number of papers received and/or solicited, there can be multiple half-day or quarter-day sessions for any particular track.

To develop our technical program, we rely on dual volunteers to support each of the three levels of session organization: Technical Program Co-Chairs; Track Co-Chairs, and Session Co-Organizers. During the conference, we also rely on two (2) Session Co-Chairs to moderate each session. The responsibilities of the Track Co-Chairs, Session Co-Organizers and Session Co-Chairs are described in more detail on the following pages.

The purpose of the 12th International Conference on Environmental Remediation and Radioactive Waste Management is to bring scientists and professionals together so that the experience that has been gained in one country can be shared by those in other countries. We have written this handbook to assist you in organizing your track or session.

We welcome your comments and suggestions on how to improve this set of instructions to better assist you.

IMPORTANT DATES

Listed below are several important dates for the 2009 Conference that need to be observed.

Action	Deadline	Responsible
List of Session Co-Organizers to Technical Program Co-Chairs	December 1, 2008	Track Co-Chair(s)
Abstracts Due	December 31, 2008 EXTENDED 1/23/09	Authors/Session Co-Organizers
Draft Track/Session Organization	January 19, 2009	Track Co-Chairs(s)
Notification to Authors	March 06, 2009	Technical Support
Draft Papers Due	May 29, 2009	Author
Draft Paper Reviews Complete	June 26, 2009	Session Co-Organizers
Final Electronic Papers Due	July 24, 2009	Authors
Final Track/Session Organization	August 14, 2009	Track Co-Chairs
Conference and Exhibition Final Program	August 14, 2009	All
CD ROM mailed	December 15, 2009	Technical Support

CONTACT INFORMATION

If you have any questions, please contact one of the following committee members. A complete list of Organizing Committee members can be found on our website at www.icemconf.com

Conference Organization, Sponsorship or International Liaisons contact:

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THERE ARE A FEW DOs AND DON'Ts THAT WILL HELP MAKE YOUR JOB EASIER:

DOs	DON'Ts
Read this booklet.	Don't rely on just the Call for Papers to organize your Track/Session. There is great value in soliciting papers.
Consider finding a Track/Session Co-Organizer to make your job easier	Don't miss the dates for submission of Track/Session organization, author notifications and paper reviews.
START EARLY! Avoid the last minute rush. This makes your job easier and lowers the anxiety levels for the Technical Program Co-Chairs and Track/Session Co-Chairs.	Don't wait until the last minute to request any special requirements at the meeting for your session (DVD, special speaker needs, etc.).
Consider having both oral and poster sessions.	Don't wait until the deadline to take actions.

TRACK CO-CHAIR RESPONSIBILITIES

The Track Co-Chair(s) schedules the sessions in their track. They add or reduce sessions and solicit Session Co-Organizers and Co-Chairs, as needed. The Track Co-Chairs and Session Co-Organizers work together to place the accepted papers into oral and poster sessions, as needed. The Track Co-Chairs assist in resolving any issues that arise during the organization/review process. The Track Co-Chair is ultimately responsible for the Track and the encompassed sessions. The Track Co-Chairs report to the Technical Program Co-Chairs.

If at any time the assigned Track Co-Chair is unable to perform their duties, they are to inform one or more of the Technical Program Co-Chair(s) at their earliest opportunity.

Track Organization

- Send a list of the Session Co-Organizers to the Technical Program Co-Chairs and the Technical Support Team, by December 1, 2008.
- Forward any changes ASAP, to this list as they arise to the Technical Program Co-Chairs and the Technical Support Team.
- Communicate frequently with your Session Co-Organizers and provide support as requested.
- Prior to January 19, 2009, decide if additional Sessions are required. If so, you must contact potential Session Co-Organizers and perhaps authors/presenter to develop this new course of action. Please remember, this will need to be presented to the Technical Program Co-Chair(s) upon conception for approval.
- Notify the Technical Program Co-Chairs and the Technical Support Team of any changes or additions to the current outline (approved) sessions.

Abstract and Draft Paper Review

You will be provided full access to all of the papers that are submitted to your track for review and to status the progress of submissions.

It is IMPORTANT to inform your Session Co-Organizers and their reviewers of any abstracts from developing countries so that reviews are handled appropriately. Prior to notifying any author of rejection of their abstract/paper, the review with specific comments is to be sent to the Technical Program Co-Chairs for review and action.

Authors with approved abstracts will be notified by email of acceptance and how to upload their draft paper. Upon receipt of the draft paper, an e-mail will be sent to the assigned reviewer from the Session Organizer. It will be up to the Track Chair(s) and the Session Organizer(s) to make sure that the reviews are completed in a timely fashion.

At the Conference

Confirm attendance of your assigned Session Co-Chairs and make sure that they have checked on the location of their session room assignment and room setup requirements.

CO-ORGANIZER RESPONSIBILITIES

The Co-Organizers work in teams that typically consist of one person from the US and one from outside the US. Primary responsibilities include soliciting the participation of key individuals to assure that we have a sufficient number of acceptable presentations for a given session, organizing the session, recruiting reviewers, recommending the Session Co-Chairs, and suggesting topics for future ICEM meetings.

Session Organization

Here is a list of items to begin working on now:

- Tentative number of half-day and quarter-day sessions – outcome is based on the actual number of abstracts submitted /accepted.
- Invited abstracts – you may need to invite most or all your abstracts if the session is very specific.
- Oral and poster session abstracts – often this depends on the number of submissions.
- Number of oral presentations per half-day session – 7 to 8 recommended, 8 preferred.
- Communication with prospective authors should begin early and continue, as needed, throughout the process.
- Send the names of the authors who will be submitting abstracts and papers to your Track Co-Chairs.
- There may be additional abstracts submitted from authors unknown to you who respond to the Call for Papers. There may also be abstracts transferred to your Session from other Sessions because the subject matter appears better suited to your Session. The final Session layout will be available on the website for your review.

Abstract and Draft Paper Review

The review process begins with an e-mail notification to the Session Co-Organizers of an author's uploaded abstract to the ICEM website. We encourage you to obtain several volunteers to help with the review of abstracts and draft papers. Paper reviews tend to be more objective if there is more than one review of each paper. Make sure that each reviewer has a set of Reviewer's Instructions. Abstracts require one (1) review; Draft Paper require one (1) review and for any rejection, two (2) reviews are required.

The abstracts and draft papers will be reviewed on-line. Comments will be e-mailed directly to the authors. If you feel the draft abstract should be rejected, please check the Reject box on the reviewer's page. An e-mail will be sent to the Track Co-Chairs and Technical Program Co-Chairs for review. Communicate any information on delinquent papers to the Technical Support Team at CISScorporation@yahoo.com.

The Technical Program will be formed through interaction on the web site. There will NOT be a meeting at which the papers are reviewed, but a meeting MAY be held at which the reviewed accepted papers will be assembled into a Technical Program.

Communication with Authors

Communicate with your authors to make sure that they are on schedule and that there are no unanswered questions. The Final Program will contain only those papers that have been reviewed and accepted for presentation.

Approximately three weeks prior to the Conference, ~September 23, 2009, confirm your authors attendance at the Conference. Ask the author if he/she has any questions that either you, the Technical Program Co-Chairs or the Technical Support Team might answer.

PAPER REVIEWER RESPONSIBILITIES

Paper reviewer positions are assigned by the session co-organizer(s). The paper review process happens over several months with draft papers being accepted at the beginning of May and reviewer comments due back to the author at the end of June. If changes are requested on the draft paper by the reviewer, another check will again need to be placed by the reviewer when the final paper is submitted, as a final check.

Once the paper reviewer has been selected, the session co-organizer(s) then informs the technical support team **Stacey or Shari**, they in turn add the appointed reviewer into the system. **Please Note:** Each reviewer is assigned to specific papers (by paper number) to review. This is helpful when assigning reviewers to a poster session, when you may need several different reviewers or to avoid a reviewer reviewing their own paper.

Once this information is received and entered into the system, the appointed paper reviewer will receive an email that will contain their username and password. At this point we ask that the paper reviewer log onto the system to activate their account. When a paper is uploaded to the ICEM website, the selected reviewer will be notified by email stating the paper title and ID #.

Please Note: Papers recommended for publication should be of high quality and be of current technical interest and meet all ICEM criteria. If rejection is recommended, state reasons in a professional and appropriate manner. Reviewing technical papers is an intellectual process that includes both subjective and objective elements. The reviewer must eliminate any personal bias toward the author or the subject matter. At the same time, the paper must be evaluated in terms of the reviewer's own experience and knowledge in a specialized technical field.

If you are assigned as a Paper Reviewer, we welcome you and thank you for your support as this role plays a very important part in the success of this conference.

SESSION CO-CHAIR RESPONSIBILITIES

The Session Co-Chair attends each session for which he/she is responsible. Session Co-Organizers attending the Conference may be Session Co-Chairs. However, the session you chair may not be the session you organized. Session Co-Chairs will be decided upon after abstracts are submitted and final sessions are decided.

Session Co-Chair(s)

Onsite each Co-Chair will receive a packet of information pertaining to his/her session. This packet will consist of author biographies, confirmed speakers, and session evaluation forms. Your attendance is also required at the speaker's breakfast on the day of your session.

At the Conference

- Arrange for speakers that have not submitted a brief biography to do so. This will assist you and others in their introduction.

- Arrange for a meeting of the speakers; this is usually done at the Conference-sponsored Speakers Breakfast on the morning of the Session (this is required).
- Confirm session room location and equipment.
- Facilitate session, introduce speakers, moderate audience questions, and close session by thanking the speakers and audience
- Return your session evaluation form(s) to the Speaker's Check-in room after your session.

PANEL SESSION GUIDELINES

A Panel Session is different from Oral Sessions and additional guidelines are necessary. As a Session Organizer for a panel session you are responsible for selecting and inviting the panelists (with concurrence from TPC and final approval from the Conference Manager), ensuring that the panel is conducted appropriately at the allocated time slot, and providing a Session Summary to the conference for publication (if required). Note that panel session presentations (or remarks) do not go through the regular review process. Thus, you as a Session Organizer/Chair, have additional responsibilities to ensure the technical quality of the session, its relevance, and its successful outcome.

Please follow the guidelines below as much as possible:

1. Define the subject and scope of the panel early.
2. Determine the appropriate panel size based on the subject and the allocated time slot. Typically, it should be 6 or 7 persons, including the Session Chair (s) or Moderator.
3. Initiate communication with panelists early and ensure their commitment to the panel and get approval from conference. Let the panelists know what you expect from them regarding this session.
4. Have the panelist provide you their draft remarks or presentation slides in advance so that you have some idea of where the panel discussion will be going.
5. Have the panelist provide you with their biography for introduction in advance.
6. Attend the speakers breakfast meeting with your panelists on the day of your session.
7. If you have two co- chairs, divide the responsibilities in advance (Introductions, Moderator's role, Session Summary).
8. Confirm session room location and equipment in advance of the session.
9. At the session, introduce yourself (and your co- chair) and the session scope. The chair (or co-chairs) should then introduce all the panelists at the podium at the start of the session.
10. Start and end the session on time.
11. As a Moderator or Chair, you are expected to be an expert in the subject area. Thus, it is crucial that you move the discussion along during the session (especially to avoid dead

- silence zones). Prepare talking points or key items for discussion in advance, if necessary.
12. Each panelist should be limited to no more than 15 minutes of presentation or remarks ; recommended is 10 minutes with 5 minutes for direct questions (with main discussion to follow later on). Typically, the panelists are senior people and as opposed to written material; brief remarks on the subject are acceptable. [If a panelist has written material, it can be distributed; however, if their expectation is to publish it as a paper, it must go through the regular review process].
 13. Avoid turning the panel session into a paper presentation session. In a panel session, at least half of the allocated time should be devoted to panel discussion and interaction with the audience. Allow the audience to have their say.
 14. Avoid video or movie presentations if possible.
 15. Stay on the subject (panel topic).
 16. Maintain order in the session.
 17. Enjoy the discussion, keep it productive, and keep it civil.
 18. Near the end of the session, summarize the key points in a few minutes, thank the panelists and the audience and then close the session.
 19. Provide Session Summary comments to the conference organizers (if required).

We thank you for your time and commitment to organize a Track or Session and we look forward to a very successful conference. Again, if you have any questions, please do not hesitate to contact us.

Sincerely,

Kenneth Kok (URS Washington Division) - General Co-Chair
Fred Sheil (Sellafield Ltd.) - General Co-Chair
Gary Benda (ICEM Conferences) - 09 Conference Manager