



## Summary of Tasks for the Symposium Chairs & Editors

### Timeline

### Task

Symposium Chairs SOLICIT ABSTRACTS **February 28th**.

**January**

Symposium Chairs submit an update on their technical program to the Technical Program Chair (eg. Projected # of abstracts, # of keynote and invited speakers).

**January 1 to Feb 15**

Symposium Chair approve abstracts as needed.

**March**

CIM of MetSoc Headquarters send letter of acceptance or regret to all authors; as well as distributes the Author Instructions-Publication Rights Form and Presenter Guidelines.

Symposium Chairs submit an update on their technical program to the Technical Program Chair (eg. Projected # of abstracts, # of keynote and invited speakers).

**April**

**30th** Symposium Chairs submit preliminary technical program to CIM of MetSoc to post on the Web. (Documentation required: [\\*How to organize sessions.DOC](#)). Please send your updates to: [rsaunders@CIM of MetSoc.org](mailto:rsaunders@CIM of MetSoc.org). ► **Keynote or Invited speakers funding requests should be addressed to Brigiitte Farah.**

**30th** Authors submit manuscripts online; no more uploads of manuscript post April 30, 2011.

**30th** Manuscripts are transferred from current online system (TPMS) to Share Files Server. The online system will no longer accept manuscript files. New submissions post April 30 will be coordinated by Symposium chair and Author via email.

**May**

**1st** Editors receive access codes for Share Files Server to view & edit manuscripts. [\\*Editor's Guidelines](#) posted on Share Files Server.

**15th** CIM of MetSoc sends letter to all authors with preliminary presentation details (eg.: paper no., date, time of presentation and the [\\*Guidelines to Presenters](#))

Editors review & edit manuscripts. As well as prepare the front and back of the book: Table of Content, Editor's Bio, Session Headers, Keyword Index, etc.

**June to August**

**1st** Editors submit final camera-ready and electronic manuscripts to CIM of MetSoc.

TYPESETTING OF PROCEEDINGS by CIM of MetSoc - Electronic paste-up of camera-ready.

Editors must proof the final copy of their proceeding.

**July**

**1st** CIM of MetSoc sends Symposium Chairs the [\\*Guidelines for Session Chairs](#) (Sent via email and [\\*posted on the web](#)). NOTE: Authors Biographies submitted during the abstract submission stage will be printed and available in all Technical Rooms.

**15th** CIM of MetSoc sends letter to all authors with final presentation details. Eg.: paper no., date, time of presentation.



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<b>August</b>	<b>1st</b>	Symposium Chairs submit final technical program revisions to the CIM of MetSoc. ALL UPDATES AND REVISIONS MUST BE RECEIVED AT CIM of MetSoc BY August 1, 2011. (Added Documentation being distributed: List of authors registered and list of hi-risk no shows still within program).
<b>October</b>	<b>2nd</b>	Mandatory - Technical Program Meeting Onsite at Hilton Hotel (16:00 to 17:00).

- ▶ Note that CIM of MetSoc will continue to send email reminders to authors regarding delinquent manuscript and authors deadline to register which is June 1, 2011.
- ▶ Letter of Invitation request should be directed to CIM of MetSoc.
- ▶ Symposium Chairs are requested to register. Registration funding requests should be addressed to Brigitte Farah bfarah@cim.org