

Organizing Structure for AIAA Forums

FORUM-RELATED COMMITTEES

Executive Steering Committee (ESC)

- Scope/focus: Development of high-level program for forum
- Responsibilities
 - To identify the focus, themes, and high-level topics for the forum
 - To determine the evolution or expansion over time in terms of program and constituencies
 - To suggest date windows and cities for future forum placement
 - To identify topics and speakers for high-level plenary sessions (keynotes, panels)
 - To help promote the forum within his/her organization and the community at large
- Selection/Appointment
 - Core members identified by AIAA Executive Director with input from AIAA Board of Directors members and staff and appointed by AIAA President
 - Other members determined by premier sponsors for the forum
- Composition
 - Appointed Members (5-6 total; 2-year term)
 - 1 AIAA Corporate Member representative (chair of Corporate Member Advisory Committee)
 - 3 recognized technical experts in the Forum domain
 - 1 government representative
 - 1 industry representative
 - 1 academic representative
 - 1 individual recognized in operations aspect of forum domain
 - 1 Individual with knowledge of Institute and AIAA events to serve as Forum General Chair
 - Corporate Sponsor Members (no limit, 1-year term)
 - 1 representative from each premier sponsor for the Forum
 - AIAA Product Developer
- Leadership: Chair of ESC selected by ESC membership if desired or needed
- Timeframe for establishment: 18-24 months prior to forum
- Staff focal: AIAA Product Developer

Organizing Committee (OC)

- Scope/focus: Integration and execution of forum activities
- Responsibilities
 - To organize overall forum program aligned to Executive Steering Committee vision
 - To identify activities to include as part of the forum (e.g., technical tours, etc.)
 - To integrate program and non-program aspects into overall structure and schedule
- Selection/Appointment
 - Selection/appointment is noted under the specific positions in the “Individual Positions Involved in Forum Organization” section below.

- Composition
 - Forum General Chair
 - Forum Project Manager
 - Integration Chair
 - Forum Technical Chair(s)
 - Members representing other areas of the Institute (See list in “Individual Positions Involved in Forum Organization” section)
 - Staff liaisons supporting OC members that represent other areas of the Institute
 - Other positions as determined by the Forum General Chair
- Leadership: co-chaired by Forum General Chair and Forum Project Manager
- Timeframe for establishment: 18 months prior to forum
- Staff focal: Forum Project Manager

Technical Program Committee (TPC)

- Scope/focus: Organization of forum technical program
- Responsibilities
 - To identify technical program topics aligned to high-level topics
 - To organize technical paper sessions, technical panels, poster sessions
 - To identify of technical track chairs, session chairs, reviewers
 - To provide input to the Forum Organizing Committee about forum activities to serve technical audiences
- Selection/Appointment
 - Selection/appointment is noted under the specific positions in the “Individual Positions Involved in Forum Organization” section below.
- Composition
 - Forum Technical Chair(s)
 - “XXX” Technical Chairs (Note: XXX refers to individual Technical or Program Committee)
 - Conference Chairs (Note: This position will only be used for relevant 2014 forums only)
 - Forum Project Manager
 - Technical Papers Coordinator
- Leadership: chaired by Forum Technical Chair (s)
- Timeframe for establishment: 18 months prior to forum
- Staff focal(s): Forum Project Manager and Technical Papers Coordinator

INDIVIDUAL POSITIONS INVOLVED IN FORUM ORGANIZATION

NOTE: There is no Executive Chair position in the New Event Model. There can be a chair of the Executive Steering Committee but this role is primarily as a facilitator.

Forum General Chair

- Responsibilities
 - To serve as the connection between the Forum Organizing Committee and the Executive Steering Committee
 - To co-chair the Forum Organizing Committee with the Forum Project Manager

- To coordinate organization and planning for the overall forum aligned to the high-level themes and topics identified by the Executive Steering Committee
- To synergize/thread high-level themes and topics through all level and components of forum program
- To provide guidelines to the Forum Technical Chair to use for organizing the technical program
- To ensure cross-Institute participation and content
- To balance interests of sponsors, attendees, and the Institute
- To identify innovative content delivery, session types, and audience engagement
- **Qualifications:**
 - An AIAA member with knowledge of the Institute and AIAA events
 - Knowledge of domain on which the forum focuses
 - Familiarity with AIAA community that supports the forum
- **Selection/Appointment**
 - Selected by Vice President-Technical Activities with input from relevant Technical Group Directors
 - Appointed by AIAA President and Executive Director
- **Timeframe for selection/appointment: 18 months prior to forum**
- **Term: 1 forum planning cycle**

Forum Project Manager

- **Responsibilities**
 - To co-chair Forum Organizing Committee with Forum General Chair
 - To work with Forum General Chair to execute Executive Steering Committee's vision for event
 - To serve as primary staff focal to the Forum Organizing Committee
 - To lead staff Event Integrated Project Team, which is comprised of staff involved in forum planning and execution
 - To develop overarching project plan in coordination with Forum Organizing Committee as well as planning milestones and targets for event
 - To develop and manage the budget for the forum
 - To determine how to implement activities within event in terms of program, space allocation, etc.
 - To ensure adherence of Forum Organizing Committee and staff Event Integrated Project Team to planning milestones
- **Qualifications:**
 - AIAA staff member with knowledge of AIAA events, experience in project management, and an understanding of all AIAA programs

AIAA Product Developer

- **Responsibilities**
 - To serve as primary staff focal to the Executive Steering Committee (ESC)
 - To work with ESC across all forums to define vision, themes, and high-level topics for each event
 - To work with ESC to develop plenary program for the forum
 - To identify new content areas/topics and activities to include in the forums

- To interface with Forum Project Manager to ensure that Plenary, Integration, and Discipline levels are aligned within specific events
- Qualifications:
 - AIAA staff member with knowledge of the industry, experience in business development, and an understanding of all AIAA programs

Integration Chair

- Responsibilities
 - To facilitate and coordinate all aspects of the planning and execution of the integration tier program, in coordination with the Forum General Chair, Product Developer, Forum Project Manager, and Forum Organizing Committee
 - To identify cross-cutting topics (systems, programs, operations) to include in the forum
 - To develop concept for integration tier program in terms of proposed topics, objectives/ descriptions, speakers, and moderators, aligned to high-level themes and topics identified by the Executive Steering Committee
 - To organize integration tier sessions
- Qualifications
 - Knowledge of product development
 - Experience as technical leader (e.g., chief engineer, program manager, lab director, Institute head)
 - Extensive professional network to tap into for identifying/securing appropriate session organizers and qualified speakers
 - Experience with organizing conferences
 - Familiarity with AIAA
- Selection/Appointment
 - Selected by Forum General Chair in coordination with AIAA Executive Director
- Timeframe for selection/appointment: 18 months prior to forum
- Term: 1 forum planning cycle

Forum Technical Chair(s)

- Responsibilities
 - To facilitate and coordinate all aspects of the planning and execution of the technical program, in coordination with the Forum General Chair and Forum Organizing Committee
 - To serve on the Forum Organizing Committee
 - To provide input to Forum Organizing Committee for activities to serve technical audiences
 - To lead the Technical Program Committee to accomplish the following tasks:
 - Identification of technical program topics aligned to high-level topics
 - Organization of technical paper sessions, technical panels, poster sessions
 - Work with individual committees to identify technical track chairs, session chairs, reviewers
 - Assignment of technical sessions to available meeting rooms
- Qualifications
 - An AIAA member with knowledge of Institute and AIAA events
 - Past experience in technical program development

- Knowledge of technologies addressed within forum technical program
- Familiarity with AIAA technical communities that support the forum
- Selection/Appointment
 - Selected by relevant Technical Group Directors
 - Multiple Forum Technical Chairs may exist depending on the Forum
- Timeframe for selection/appointment: 18 months prior to forum
- Term: 1 forum planning cycle

Conference Chairs

This position will only be used for relevant 2014 forums only

- Responsibilities
 - To serve on the Technical Program Committee
 - To support the Forum Technical Chair in the development of the forum technical program
 - To provide input to the call for papers
 - To organize all the abstract reviews, organize the sessions, and select the session chairs for the discipline being represented
 - This role is similar to that of the previous Conference General Chair position
- Qualifications
 - An AIAA member with knowledge of Institute and AIAA events
 - Past experience in technical program development
 - Knowledge of discipline being represented
- Timeframe for establishment: 18 months prior to forum
- Term: 1 forum planning cycle

“XXX Technical Chair”

“XXX” stands for the name of Technical Committee (TC) or Program Committee (PC) being represented.

- Responsibilities
 - To serve on the Technical Program Committee
 - To serve as conduit between TC or PC and Technical Program Committee
 - To support the Forum Technical Chair in the development of the forum technical program
 - To provide input to the call for papers
 - To organize discipline-focused technical program associated with each individual Technical Committee and Program Committee
 - To organize all the abstract reviews, organize the sessions, and select the session chairs for the discipline being represented
- Selection/Appointment:
 - Identified by the Technical Committee or Program Committee being represented
 - This individual will be the lead representative from each Technical Committee and Program Committee participating in a given forum
- Qualifications
 - An AIAA member with knowledge of Institute and AIAA events
 - Current member of relevant Technical Committee or Program Committee
 - Past experience in technical program development
 - Knowledge of discipline being represented

- Timeframe for establishment: 18 months prior to forum
- Term: 1 forum planning cycle

Technical Papers Coordinator

- Responsibilities
 - To support Technical Program Committee managing process for submission, review, and decision of technical papers and posters
 - To provide training and assistance to the Technical Program Committee members, session chairs, and reviewers
 - To ensure adherence to TAC paper policies
 - To serve as primary interface to ScholarOne
- Qualifications
 - AIAA staff member with knowledge of AIAA events, expertise in abstract and paper management system, and experience in customer service

Forum Organizing Committee Members Representing Other Areas of the Institute

- General responsibilities:
 - To participate on Forum Organizing Committee
 - To represent program area of the Institute in forum organization
 - To provide input to the Forum General Chair on Executive Steering Committee-level topics (plenary topics, location, dates, themes, etc.)
 - To align program area activities to the overarching theme and focus of the forum
 - To coordinate and integrate program area activities within the overall forum
 - Roles for specific FOC representatives are listed below.
- Qualifications
 - AIAA member with knowledge of the program areas being represented
 - Member of relevant standing committee (as appropriate)
 - Willingness to engage in and support forum planning
- Selection/Appointment
 - Selected by the relevant AIAA Vice Presidents except where noted below
- Timeframe for establishment: 18 months prior to forum
- Term: 1 forum planning cycle

Public Policy Chair

- To serve as the conduit between the Public Policy Committee and the Forum Organizing Committee
- To identify policy and regulatory issues that should be addressed in the forum
- To communicate the high-level themes identified by the Forum Executive Steering Committee to the Public Policy Committee in an effort to align the Institute key issues and supporting policy papers to these themes
- To help promote the forum themes through other policy-related events targeting policy makers and aerospace leaders throughout the year

- To work with Forum General Chair to identify speakers who are policy experts for plenary sessions, panels, and other activities during the forum
- To organize panels and workshops at forum that result in formal report products that can be used to improve AIAA's advocacy programs

International Chair

- To serve as the conduit between the International Activities Committee and the Forum Organizing Committee
- To ensure international topics are integrated into program and coordinated with other affiliated groups such as Membership, Students, Young Professionals, etc., as appropriate
- To help identify speakers to address topics/issues from an international perspective in plenary and panel sessions
- To suggest and help facilitate new activities in the program that serve the international audience and strengthen international support of the event
- To help identify key non-U.S. markets, organizations, individuals that should participate in the forum and to facilitate marketing/promotion outreach to the international community

Education Chair

This chair will have a subcommittee that focuses on educational outreach and activities in the forum that provide educational opportunities for members and that is comprised of representatives from the areas below:

- STEM K-12
 - To serve as the conduit between the STEM K-12 Outreach Committee and the Forum Organizing Committee
 - To identify and organize community outreach activities during forum to tie STEM K-12 curricula to real world aerospace experiences
 - To identify opportunities for K-12 students to share work and get feedback from professionals
 - To create networking opportunities for K-12 students and teachers to learn from aerospace industry professionals
 - To train and deploy members into the local community to bring experiences from the conference into the classroom in conjunction with the forum
- Professional Member Education
 - To serve as the conduit between the Professional Member Education Committee and the Forum Organizing Committee
 - To work with Forum Organizing Committee to identify professional education programs/activities during forum
 - To identify topics appropriate for training activities during the forum
 - To recommend courses from current professional development portfolio for inclusion in the forum
- Student Activities
 - To serve as the conduit between the Student Activities Committee and the Forum Organizing Committee
 - To work with Forum Organizing Committee to identify events and activities during forum that serve the student participants

- To promote both Foundation- and TC-funded student paper competitions during the forum
- To encourage Student Branch participation in the forum
- To identify and organize opportunities for local students and universities to be recognized during the forum
- To identify ways to demonstrate the value of AIAA during the forum to retain students and encourage future professional membership and participation

Member Engagement Chair

This chair will have a subcommittee that focuses on activities within the forum that provide benefits to AIAA members and that is comprised of representatives from the areas below:

- Region and Sections
 - To serve as the conduit between the Region and Section Activities Committee and the Forum Organizing Committee
 - To develop a local engagement strategy in coordination with other members of the Forum Organizing Committee
 - To encourage more local participation in the forum to:
 - Highlight section activities
 - Publicize local aerospace sites
 - Attract more local participation in forums
- Membership
 - To serve as the conduit between the Membership Committee and the Forum Organizing Committee
 - To ensure that all member demographics/constituents (international, corporate, student, retired, etc.) are taken into consideration when planning the forum, with assistance from chairs representing other areas such as student activities, etc.
 - To identify events and activities to engage with members and to promote AIAA membership to non-member attendees
- Career & Workforce
 - To serve as the conduit between the Career and Workforce Development Committee and the Forum Organizing Committee
 - To work with Forum Organizing Committee to identify and organize programs/events during forum to help members and provide assistance on career planning and development

Young Professional Chair

Selected by Chair of the Young Professional Committee

- To serve as the conduit between the Young Professional Committee and the Forum Organizing Committee
- To provide a direct link to the Institute’s young professional members, and provide insights and feedback to help AIAA create comprehensive programs to attract and retain young professionals and members in general
- To identify and implement programs/events targeted to serve the young professional audience
- To identify activities during forum to encourage young professional engagement, learning, and networking

- To identify ways to demonstrate the value of AIAA during the forum to attract young professional members and encourage future participation in AIAA activities

Recognition Chair

Selected by Chair of the Honors and Awards Committee

- To serve as the conduit between the Honors and Awards Committee (and other appropriate stakeholders) and the Forum Organizing Committee
- To be aware of the different recognition elements at the forum, including:
 - AIAA National awards such as technical excellence awards that fall under the purview of the Honors and Awards Committee
 - Forum-related awards (both professional and student) and lectureships that fall under the purview of the Technical and Program Committees
 - Non-AIAA recognition activities held at the forum that fall under the purview of other organizations (e.g., Pickering Lecture at the SPACE Forum)
- To work with Forum Organizing Committee to integrate recognition activities into overall forum planning
- To identify ways to showcase recognition activities at forum by:
 - Interface with the appropriate groups to ensure the proper recognition protocol is being followed
 - Providing an appropriate gathering where recognition may take place
 - Publicizing accomplishments in forum program and to the aerospace community
- To identify ways and activities during which to recognize the forum organizers

Exposition Chair

Selected by Chair of the Exhibitor Advisory Committee

- To serve as the conduit between the Exhibitor Advisory Committee and the Forum Organizing Committee
- To identify forum activities and features that would provide value to exhibitors
- To identify exposition activities and features in forums that would provide value to attendees
- To work with the Forum Organizing Committee to ensure that the exposition is integrated with the overall forum in terms of focus, activities, schedule, etc.
- To help identify potential exhibitors
- To Identify exhibitor “customers” (high-level government and industry executives) to invite to forum

Social Media Chair

Selected by Forum General Chair and Forum Project Manager, with input from AIAA Marketing Team

- To represent the technical areas included in the forum via social media by posting relevant information on Twitter, Facebook, LinkedIn and other mediums
- To encourage social media engagement with members of the Executive Steering Committee, Forum Organizing Committee, and Technical Program Committee; sponsors, exhibitors, speakers, and high-level attendees
- To assist AIAA staff with monitoring social media conversations surrounding the forum

- To assist AIAA staff to create social media strategy for the forum by providing ideas and suggestions
- AIAA Social Media Guidelines will be provided to the Social Media Chair by the AIAA Marketing staff