

# TMMIS

Annual Meeting & Exhibition

# ORGANIZER GUIDE

*The content in this guide has  
been updated for TMS2026.*

# ABOUT THE GUIDE

This guide has been prepared to aid incoming symposium organizers to:

- Understand the duties that are required in the role
- Document best practices so that the standards of the TMS Annual Meeting & Exhibition can improve continually

***Thank you for agreeing to be a symposium organizer for the TMS Annual Meeting & Exhibition. We hope you find it to be a rewarding role!***

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# RESPONSIBILITIES FOR SYMPOSIUM ORGANIZERS

It is the responsibility of the Symposium Organizer to:

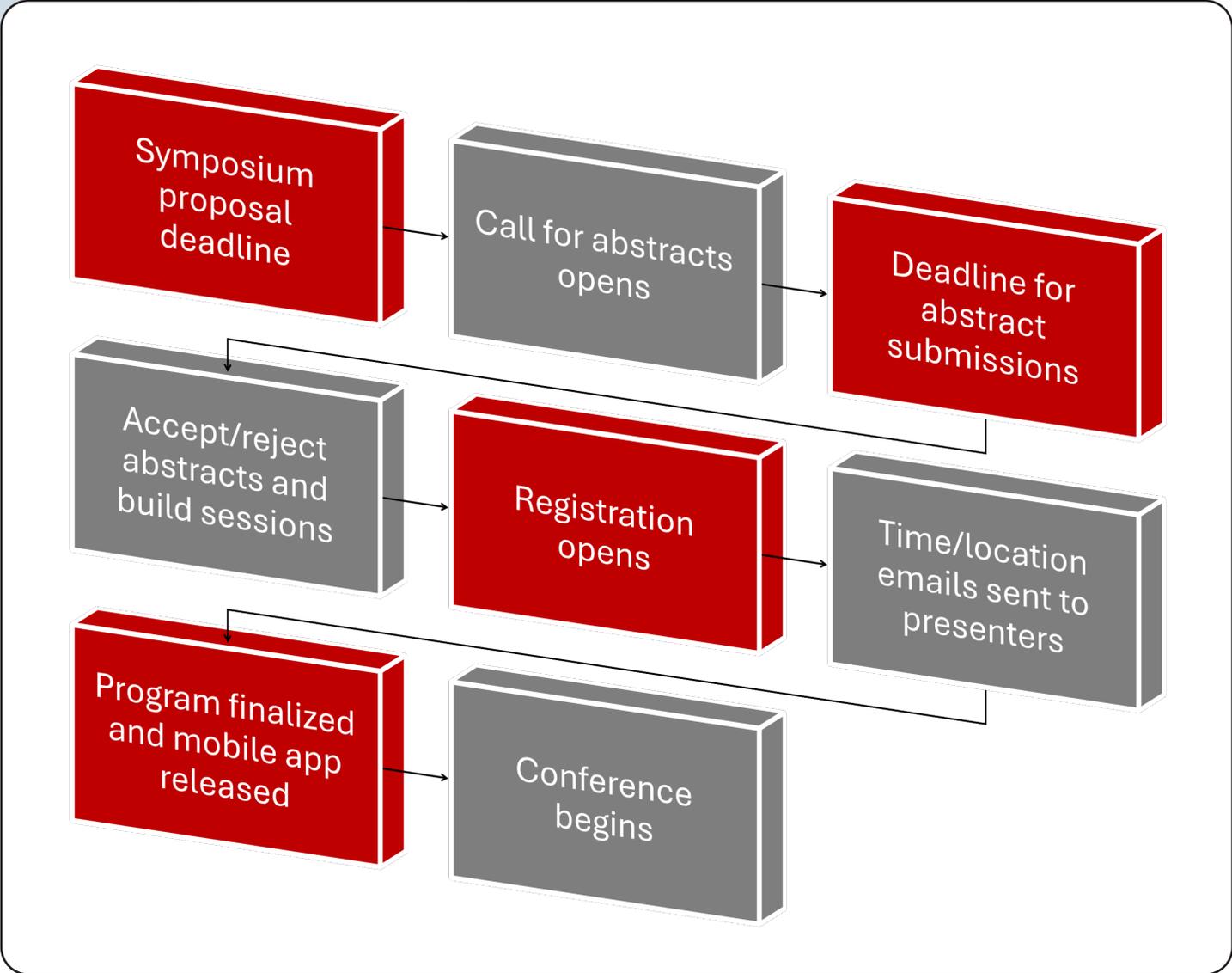
- Serve as primary contact with presenters and TMS programming staff
- Become familiar with the ProgramMaster system
- Solicit abstracts for your symposium
- Review abstracts and accept or reject
- Create and organize sessions
- Recruit and manage session chairs
- Follow up with presenters to confirm their participation at the Annual Meeting
- Attend sessions at the Annual Meeting

We appreciate you sharing your time and talents with the TMS community!

# SUMMARY OF ACTIONS FOR SYMPOSIUM ORGANIZERS

This content provides timelines for responsibilities.

Timing	Action
January 31	Submit symposium proposal for Annual Meeting to the Program Committee via the ProgramMaster system
Mid February	Look for symposium proposal approval and additional feedback from the Program Committee Send your proposed symposium detail to the appropriate TMS technical committee for review and approval
TMS Annual Meeting	Attend the relevant technical committee meeting(s) at the Annual Meeting to confirm approval, to discuss details, and to recruit co-organizers to help you
TMS Annual Meeting	Begin recruitment of session chairs via networking at related symposia
Early May	Call for abstracts opens; presenters can submit abstracts to your symposium.
Early May	Familiarize yourself with ProgramMaster in organizer tools and functions
Early May	Invite presenters to submit abstracts
June	Review abstracts as they are submitted
July 1	Deadline for abstract submissions
July 15	Deadline extension if needed to finish collecting abstracts
August 1	Deadline to accept/reject abstracts
August 30	Deadline to complete session building, including poster session and panel discussions
September 9	If organizing a proceedings publication, manuscript submissions due
September 23	If organizing a proceedings publication, manuscript reviews due
October 7	If organizing a proceedings publication, revised manuscripts due
October 14	If organizing a proceedings publication, final editor review of manuscripts complete. (Please note this is the final deadline and cannot be extended.)
Early January	Verify attendance with speakers and finalize details with session chairs
January and Early February	If cancellations occur, contact poster presenters to see if they would provide an oral presentation
TMS Annual Meeting	All organizers should attend the Annual Meeting to participate in their sessions



# SYMPOSIUM PROPOSALS

## ORGANIZE A SYMPOSIUM

Symposium organizers work with TMS technical committees to plan symposia for TMS conferences. Symposium organizers are responsible for proposing symposia, reviewing abstracts, selecting oral and poster presentations to be given at the symposium, scheduling presentations, and coordinating on-site activities.

Symposium plans are typically determined by TMS technical committees. The best way to get involved in organizing a symposium is to join the TMS technical committee that best suits your interests and volunteer to help with technical programming activities.

***PLEASE DO NOT SUBMIT A SYMPOSIUM PROPOSAL UNLESS YOU HAVE BEGUN DISCUSSIONS WITH A TECHNICAL COMMITTEE TO OBTAIN THEIR APPROVAL TO PROPOSE A SYMPOSIUM.***

## HOW TO GET STARTED

It is strongly encouraged, although not required, that you join the technical committee that aligns with your symposium topic. Once you have identified the appropriate technical committee, please fill out the Technical Committee Interest Form, providing basic information such as your name, affiliation, and the name of the technical committee you wish to join. A TMS representative will then follow up with additional information for you.

[https://www.tms.org/portal/portal/Divisions\\_\\_\\_Committees/Divisions\\_\\_\\_Committees1.aspx](https://www.tms.org/portal/portal/Divisions___Committees/Divisions___Committees1.aspx)

## TIME COMMITMENT

Organizers devote approximately 40 hours to advance planning over the course of a year and 3 to 4 days of on-site management of the symposium. (Time commitments vary based on the size and scope of the symposium.)

# CALL FOR ABSTRACTS

The TMS website provides an Organizer Toolkit to help you manage the call for abstracts. It includes a speaker invitation letter, tip sheet, sample social media announcements, and symposium flyers. This content is typically available by mid-May.

[https://www.tms.org/tms2025/downloads/Tip\\_Sheet\\_TMS2025.docx](https://www.tms.org/tms2025/downloads/Tip_Sheet_TMS2025.docx)

(example content from TMS2025 found here)

Why are abstracts collected so early? The July deadline date is due to the production of the conference proceedings and completion of various tasks required in the planning for the Annual Meeting.

Does TMS cover the registration or travel support for all invited speakers? – No, however, registration waivers are available on a limited basis.

## REGISTRATION WAIVERS

The TMS Technical Divisions can be a source for meeting registration fee waivers when individuals are lacking the financial resources to participate in the conference. Aid may also be available when an incentive to secure an invited speaker is necessary to assure the success of a symposium. Assistance is available on a limited basis and requires submission of the request from a symposium organizer.

### ***THE INFORMATION ABOUT THIS PROCESS IS SENT TO ORGANIZERS IN EARLY SEPTEMBER.***

The deadline for registration waiver applications is September 30. Applicants are notified of registration waiver decisions by October 30.

(Please note that assistance is limited to registration fees only. No funds are available through TMS to support travel, housing, or other speaker expenses.) No commitment should be made to a speaker before final decisions are made by the divisions.

# SESSION CHAIRS

The selection of session chairs is an extremely important task. The participation of the session chair allows the symposium to proceed smoothly.

We suggest selecting at least two session chairs per session.

Session chairs should be selected early (mid-June) since they can help in for the following areas:

- Review of abstract submissions
- Build sessions for the symposium (arrange abstracts on related topics in the same session)
- If your symposium has a stand-alone conference proceeding, they can review manuscript submissions
- The session chair can follow-up with authors to obtain revised manuscripts for final review
- Contact speakers prior to the Annual Meeting to confirm their travel plans have not changed
- The session chair must be able to attend the Annual Meeting and be present in the session room to manage the session

# SESSION CHAIR TIPS

## BEFORE YOU ARRIVE AT THE ANNUAL MEETING

Contact your speakers to confirm their participation in your session

## IN THE SESSION ROOM:

### Plan to arrive to your session room 30 minutes early.

- Check via the TMS app for any late-breaking changes to your session and on the session sign posted outside the room. If you need to mark a sign, please write on the paper under the plastic cover, not on the plastic cover.
- Check A/V equipment and connections. If you see a problem, contact staff immediately.
- Help speakers to load their presentations onto the laptop.

### At the beginning of the session:

- Welcome the attendees and provide short introductory comments if you wish.
  - In the unlikely event of an emergency, attendees should follow facility staff instructions. Emergency exits are marked
  - Let speakers know they are to keep their talks within their allotted time frame
- Note any changes to the program schedule
- **IMPORTANT:** Announce that taking photos or audio/video recording during a presentation is not permitted without prior consent of TMS and the speaker. Those violating this policy may be asked to leave the session.

### During the session:

- Introduce each speaker
  - NOTE:** Speakers should give you completed introduction forms to help with these comments.
    - Please keep the session on schedule
    - Politely ask the presenter to wrap up within one minute if their talk runs over
- If there is a cancellation or no-show do not skip to the next speaker. Instead, make the announcement and break or initiate topical discussion until the next scheduled talk.

### At the end of the session:

- Thank the speakers
- Thank the attendees for coming
- Make announcements about other important meeting events

# PROGRAMMASTER SYMPOSIUM MANAGEMENT SYSTEM

The ProgramMaster system is used to manage the following for each symposium:

**TMS2026 PROGRAMMASTER PAGE** - <http://www.programmaster.org/TMS2026>

## LOGIN

Each symposium organizer must have a username and password. Use the **“forgot password”** feature if needed. If you do not have an account – Register as a New User.

If you are having trouble accessing due to an affiliation change, please kindly contact TMS at [programming@tms.org](mailto:programming@tms.org) for support. **Do not create a duplicate account as this can cause access issues.**

## PROPOSE A SYMPOSIUM

To propose a symposium, it is first necessary to log into ProgramMaster.

### Steps to Propose a Symposium:

1. Click the “Propose a Symposium” link from the Main Menu.
2. You will see a list of conferences for which symposia proposals are currently being accepted. Click on the conference to which you plan to submit a symposium proposal.
3. You will be presented with the Symposium Proposal Form. Complete this form in full.
4. If you are unsure as to how to complete a field, you may save the form and return at a later time to complete the remaining fields. You do this by clicking the “Save But Do Not Submit” button at the bottom of the Symposium Proposal Form. Saving the form in this way will help conference organizers know that a symposium is being planned on a particular subject, although a formal submission is still to come.
5. Once you have completed all of the form fields and are satisfied with the content, click on the **“Submit This Symposium”** button. This will formally initiate the symposium proposal review process.
6. If you have further changes after you've clicked on “Submit This Symposium” please contact the TMS Programming Staff at [Programming@tms.org](mailto:Programming@tms.org).

### Symposium Proposal Form

Meeting	<a href="#">TMS Annual Meeting &amp; Exhibition - ProgramMaster</a>
Conference Chair	<a href="#">TMS Administration</a>
Publication Opportunity	Proposals for Proceedings Publication Are Not Being Accepted
Your Symposium Status	<b>Unsubmitted</b>

#### SYMPOSIUM INFORMATION

- Enter the full, formal name of the symposium that you are proposing. Avoid abbreviations and jargon.
- In writing the scope statement, do not state the conference, symposium, organizer names, and contact details. This information will be pulled from different fields of the database as needed.
- DO NOT use all upper case.
- DO NOT employ hard returns; the lines should be allowed to wrap naturally.
- To add formatting or special characters, it is necessary to embed special codes within the text. These codes can be viewed in the [Formatting and Special Character Window](#).

Symposium Name:

Scope:

#### ORGANIZER/CO-ORGANIZER INFORMATION

- As a default, the system assumes that you are the lead organizer.
- If your contact details are incorrect, please use the "View Your Profile" menu option to update your record in our database.
- To add one or more organizers, use the "Add Co-organizer" button.

[Click to Add Co-organizer](#)

Credit Sequence	Address	Status
1 ▾	<Name> <Affiliation> <Title> <Address> <Telephone> <Email Address>	<b>Originator/Lead Organizer</b>

## SPONSORSHIP

### Organizational Sponsorship

Indicate each organization that should be designated as a sponsor of the symposium. If you wish to credit an organization that does not appear in this list, please define it in the "General Comments" section below. To select multiple organizations, hold down the "Ctrl" key as you click (Mac users employ the "Command" key).

### TMS Divisional Sponsorship

Indicate the sponsoring division(s) of The Minerals, Metals & Materials Society if this symposium is being presented under the auspices of one or more divisions. To select multiple organizations, hold down the "Ctrl" key as you click (Mac users employ the "Command" key).

### Committee Sponsorship

Indicate the sponsoring committee(s) of the participating organization(s). To select multiple committees, hold down the "Ctrl" key as you click (Mac users employ the "Command" key).

### Additional Sponsors

Use this space to identify any other organizations (i.e., those that are not available from the lists above) that you would like to see listed as a sponsor of this symposium.

## ADMINISTRATIVE DETAILS

### Anticipated Number of Oral Sessions

A session is a unit of programming equivalent to a half day of an event, e.g., one morning or afternoon session. Please see the event description above to confirm the number of sessions that may be planned.

### Anticipated Average Number of Attendees per Presentation

This number will be used to determine room size, location, and seating configuration.

### Maximum Abstract Length

150 words

This word limit has been established by conference organizers as the default maximum length for all abstracts to be submitted for this meeting. As such, CMS-Plus will programmatically enforce the abstract length limitation. If you believe that this symposium requires an expanded or reduced word limit, please indicate such (along with your rationale) in the "General Comments" box below.

### Abstract Submission Deadline

00/00/000 (Date will change based on your meeting.)

This is the baseline deadline that is being employed for all abstracts to be submitted to this meeting. Maintenance of this deadline is critical to enable the on-time preparation of room assignments, programming grid, site arrangements, etc. In certain rare instances, it may be possible to extend the deadline for a limited period. If you must request such an extension, please articulate the delay requested and the explicit reasons for the request in the "General Comments" section.

### Recommended Presentation Duration

20 minutes

This value is what will appear on the abstract submission form as a recommended length. If the author requires additional time (or a lesser amount of time) to make his or her presentation, he or she may note such in the comments field of the abstract submission form. The actual amount of time dedicated to any individual presentation can be adjusted during the session creation process.

### Session Arrangement Deadline

00/00/000 (Date will change based on your meeting.)

This is the rigid date by which you must select which abstracts to include in your symposium program and determine in what order they are to appear on a session-by-session basis.

### Can a Short Course, Workshop, or Tutorial Luncheon Lecture Be Held in Conjunction with this Symposium?

 Yes  
 No

These functions provide avenues to strengthen both the symposium and the meeting by providing value-enhancement opportunities to likely participants.

### Whom Should We Contact to Explore these Opportunities?

Please include names, affiliations, and contact details (i.e., telephone number or e-mail; both, if possible).

### General Comments

## SYMPOSIUM PROCEEDINGS

### Do You Plan to Publish a Proceedings?

- Yes  
 No

**IMPORTANT:** It must be underscored that approval of a symposium for presentation at a meeting neither guarantees nor implies approval of proceedings publication. TMS reserves the right to approve or deny any publication proposal and to determine what form(s) of publication will be employed. The forms of publication include, but are not limited to, print book, CD-ROM, and journal publication. For more detail on the TMS publications process, review the [Publication Guidelines](#) web site.

### What Form of Proceedings Do You Propose?

None Selected

1. If you propose publication as a stand-alone proceedings volume, you will also be asked to complete the Proceedings Proposal Form, which will be sent to you around the time of the abstract deadline.
2. If you request publication in a journal (i.e., *Integrating Materials and Manufacturing Innovation, JOM, Journal of Electronic Materials, Metallurgical and Materials Transactions*), your information will be passed along to the appropriate journal editor. Note that *Metallurgical and Materials Transactions* and *JOM* typically do not undertake publication of a complete symposium but rather publish a collection of selected articles.

### Should Participation in the Proceedings Be Required to Participate in the Symposium?

- Yes  
 No

If you select "Yes," any individual who submits an abstract will be required to agree to submit a paper for the proceedings publication. If he or she does not agree with this constraint, the system will not accept his or her abstract for review.

### Can You Provide Additional Proceedings Information?

Please articulate any plans, requirements, opportunities, etc. that may have a bearing on both the symposium and subsequent publication review processes.

## REVIEW ABSTRACTS

All abstracts are submitted to ProgramMaster for review. After the abstract submission deadline, the system will no longer accept new abstracts.

The lead organizer has reviewing rights to accept/reject abstracts. Co-organizers only have viewing rights, but the lead organizer can contact programming staff to permit reviewing rights.

The review of abstracts is a screening process to ensure the topic of the abstract is within the scope of the symposium.

Submitted abstracts will have the status 'Submitted,' and you can change it to one of the following:

- Accepted
- Rejected

If an abstract is to be accepted, then you must determine if it should be an oral or poster presentation.

If an abstract does not fit within your scope, we can transfer abstracts from one symposium to another if appropriate. (You will not be able to move an abstract to another symposium in ProgramMaster, but TMS staff can move the requested abstracts on your behalf.)

### Poster Sessions:

- Abstracts can be designated for poster presentation.
- TMS offers poster sessions on two separate evenings divided by topic areas, typically Monday or Tuesday from 5:30 – 6:30 p.m. TMS staff determines the date/time for each symposium poster session.
- Please note an abstract can only be presented once during the Annual Meeting either for oral or poster presentation (not both).
- If there are multiple abstracts from the same presenter, please select only two abstracts for the poster session.

Consider a "Poster Preview" slot during the oral presentations. Ask each poster presenter to give a 5-minute talk with a maximum of 5 slides to discuss their poster research.

ProgramMaster will automatically email any status change (accepted or rejected) that you make to the author. The email message will go out the next business day.

### Steps to Review Abstracts in ProgramMaster:

1. Click the "Organizer/Editor Tools" link.
2. Find your symposium in the list presented and click the "Review Abstracts" link.
3. Click on the abstract that you wish to review; note that the column headings are alphabetically sortable by clicking on the blue triangles of the "Abstract No.," "Abstract Title," "Submitter," "Type of Paper" and "Status" headings.
4. Review the abstract and mark the abstract as either "Accepted" or "Rejected" based on the results of your review. Please note that you should provide the author constructive feedback if rejected. The author and co-authors will receive an e-mail notification of your decision.
5. Assign a paper type (e.g., "oral", "invited", "keynote", "poster")
6. Formalize the new status by clicking "Set New Status." This will trigger an e-mail notification to the author. The email message will go out the next business day.

## ABSTRACT REVIEW MECHANISM

### Current Status of the Abstract

Submitted

In terms of session building, you may schedule any paper having the status of "Submitted" or "Accepted". Once the deadline for session-building passes (07/29/2024) passes, any abstract with the status of "Submitted" that you have placed into a session will be automatically be redesignated as "Accepted" and any abstract with the status of "Submitted" that you have not placed into a session will be automatically be redesignated as "Rejected".

### Review the Abstract and Update Its Status

- Accepted  
 Rejected

1

- "Accepted" means that you find the abstract to be technically and contextually compatible with the symposium as submitted and you absolutely plan to schedule it in a session.
- "Rejected" means that the abstract is not appropriate for your symposium. The abstract submitter will not be able to modify and resubmit the abstract.

### Modify the Paper Type

Oral

2

As a default, authors can only submit papers with the designation of "contributed" or "student." Use this pull-down list to assign the paper a different type in the symposium program.

### Modify the Topic Area

▼

Use this pull-down list to assign the paper a different topical area in the symposium program.

### Special Message to Submitter

3

Once you change the status of this abstract, an e-mail announcing the change in status will automatically be sent to the abstract submitter (as well as all coauthors). This message can be embedded with additional comments from you that will appear under the heading "Additional Message from the Organizer". Supplying these additional comments is strictly optional.

### Organizer Note

For Organizer Use Only

## FINISH YOUR SUBMISSION

Reset this Form

Delete all of the information that you have entered and start again.

Set New Status

4

the status of this abstract and trigger the automatic e-mail notification.

Questions about ProgramMaster? Contact [programming@programmester.org](mailto:programming@programmester.org)

1

Accept or reject the abstract.

2

Select Paper Type from drop down list (Keynote, Invited, Oral, StudentOral, Poster, or StudentPoster).

3

Add any comments to the abstract submitter, reason for rejection, etc.

4

Select "Set New Status" to finalize the review. Once you select this option, a message will automatically be sent to the author.

## SESSION BUILDING

The session design will be provided by the programming staff to help build your sessions. It is recommended you wait to build sessions until the sessions are allocated by the TMS staff.

Session building comprises the following activities:

- a. Creating sessions to accommodate the accepted presentations.
- b. Arrange abstracts on related topics in the same session.
- c. Assign a duration to each presentation. Presentations must be at least 20 minutes in duration. However, invited and keynote speaker can be assigned 20-, 30-, or 40-minute durations.
- d. Giving each session a title.
- e. Assigning session chairs to each session.
- f. Scheduling additional session elements (e.g., breaks, introductory comments, panel discussions).
- g. Please Note: The Program Committee has eliminated parallel sessions within symposia. Abstracts beyond what will fit into your designated number of sessions should be assigned to your poster session.

**Conference Tools for TMS Annual Meeting & Exhibition - ProgramMaster**

User Robert Demmler | [Logout](#) | [View Your Profile](#) | [Help](#) | [Submit An Abstract](#) | [Propose A Symposium](#) | [Presenter/Author Tools](#) | [Organizer/Editor Tools](#)

### Session-Building Interface

Sessions to be included in your symposium, **TMS Annual Meeting Symposium**, must be arranged into sessions not later than **00/00/0000 (Dates will change based on your meeting.)** Session building entails

1. Grouping the presentations into half-day programming blocks.
2. Arranging the presentations within a session into a logical flow.
3. Assigning a duration to each presentation within a session.
4. Scheduling breaks and other session items (e.g., introductory comments, a period for a panel discussion, and question-and-answer periods).
5. Designating a chair (or chairs) for each session.
6. Naming the session.

Once you save a session, you will return to this page. From here, you may begin to create a new session or edit an existing session.

[CREATE A NEW SESSION](#)

[EDIT SESSION 1: Session I](#)  
[EDIT SESSION 2: Poster Session](#)

# Conference Tools for TMS Annual Meeting & Exhibition - ProgramMaster

User <Name of Symposium Organizer> | [Logout](#) | [View Your Profile](#) | [Help](#) | [Submit An Abstract](#) | [Propose A Symposium](#) | [Presenter/Author Tools](#) | [Organizer/Editor Tools](#)

## Arrange the Available Presentations into Sessions

To begin, select a presentation or general session element and click the "Add Item to Session" button (by clicking the check boxes, you may move multiple items at one time). The sequence of events will then display the items that you have selected (the items will simultaneously disappear from the Available Presentations list).

The screenshot displays the 'SESSION ORGANIZATION' section of the ProgramMaster interface. It is divided into several panels:

- SESSION MATERIALS:** Contains a list of 'General Session Elements' with durations: Break (5), Introductory Comments (10), Concluding Comments (15), Panel Discussion (20), Question and Answer Period (25), and Demonstration (30). A red circle '2' highlights the 'Break' element.
- SESSION ORGANIZATION:**
  - Session 1: Name:** A text input field containing 'Alloy Development', circled with a red circle '1'.
  - Session Type:** Radio buttons for 'Oral' (selected) and 'Poster'.
  - Session 1: Chair Selection:** A section with an 'Add Chair' link, circled with a red circle '3'. Below it, it says 'No Chair Assigned'.
  - Session 1: Session Building:** A section with a 'REMOVE Item(s) from Session' button.
- Presentations Available for Scheduling:** A table with columns 'TITLE/AUTHOR(S)' and 'MINUTES'. It lists two items: '198670 - "Invited Presentation" (Invited)' (30 minutes) and '198671 - "Oral Presentation" (Oral)' (20 minutes). A red circle '4' highlights the 'ADD Item(s) into Session' button and the '20' minute dropdown for the second item.
- RECOMMENDED DURATION OF SESSION 1 (MINUTES):** A table showing the session's composition:

Item	Duration (min)
1 INTRODUCTORY COMMENTS [details]	5
2 198674 - "Keynote Presentation" (Keynote)	40
3 198672 - "Oral Presentation" (Oral)	20
4 198673 - "Oral Presentation" (Oral)	20
5 BREAK [details]	20
6 198669 - "Invited Presentation" (Invited)	30
7 198675 - "Oral Presentation" (Oral)	20
<b>TOTAL TIME REMAINING IN SESSION 1:</b>	<b>85 m</b>

A red circle '5' highlights the dropdown menu for item #4, which is currently set to 20. A red circle '6' highlights the 'Save & Exit' and 'Refresh Calculations' buttons at the bottom.

1 Enter session name here.

2 To add a break to your session, select "Break" and duration (e.g., 15 or 20 minutes) and select "Add Items(s) into Session". The break will appear in the session listing on the right.

3 Add your session chair(s) here. You will need to include their name, affiliation, and email address.

4 To add a presentation to your session, select it by clicking the checkbox to the left and duration (e.g., 20 minutes) and select "Add Items(s) into Session." The presentation will appear in the session listing on the right.

5 Presentations appear in the order listed. To change the order, select a new sequence number from the dropdown menu for that item. To move item #4 above to the #3 space, select 3 from the dropdown menu for the item currently numbered 4. Click "Refresh Calculations" to see the new order.

6 When complete, select "Save & Exit"

## Steps to Build Poster Sessions in ProgramMaster:

1. Click the "Organizer/Editor Tools" link.
2. Find your symposium in the list presented and click the "Assemble Sessions" link.
3. From the resulting page, click "Create a New Session" to begin development of a new session.
4. Build a session titled Poster Session for accepted posters

**Conference Tools for TMS Annual Meeting & Exhibition - ProgramMaster**

User <Name of Symposium Organizer> | [Logout](#) | [View Your Profile](#) | [Help](#) | [Submit An Abstract](#) | [Propose A Symposium](#) | [Presenter/Author Tools](#) | [Organizer/Editor Tools](#)

**Arrange the Available Presentations into Sessions**

To begin, select a presentation or general session element and click the "Add Item to Session" button (by clicking the check boxes, you may move multiple items at one time). The sequence of events will then display the items that you have selected (the items will simultaneously disappear from the Available Presentations list).

SESSION MATERIALS	SESSION ORGANIZATION																																
<p><b>General Session Elements</b></p> <p>Add these elements as necessary to complete a session. If you select "Introductory Comments" or "Concluding Comments", you will have the opportunity to identify a speaker. If you select "Panel Discussion", "Question and Answer Period", or "Demonstration" you will have the opportunity to identify the scheduled participants as well as provide a brief abstract to describe the activity.</p> <div style="border: 1px solid gray; padding: 5px;"> <table style="width: 100%; border-collapse: collapse;"> <tr><td>Break</td><td style="text-align: right;">5</td></tr> <tr><td>Introductory Comments</td><td style="text-align: right;">10</td></tr> <tr><td>Concluding Comments</td><td style="text-align: right;">15</td></tr> <tr><td>Panel Discussion</td><td style="text-align: right;">20</td></tr> <tr><td>Question and Answer Period</td><td style="text-align: right;">25</td></tr> <tr><td>Demonstration</td><td style="text-align: right;">30</td></tr> </table> </div>	Break	5	Introductory Comments	10	Concluding Comments	15	Panel Discussion	20	Question and Answer Period	25	Demonstration	30	<p><b>Session 2: Name</b></p> <div style="border: 1px solid gray; padding: 5px; min-height: 20px;">Poster Session</div> <p>Session Type: <input type="radio"/> Oral <input checked="" type="radio"/> Poster</p> <p><b>Session 2: Chair Selection</b></p> <p><a href="#">Add Chair</a></p> <p>No Chair Assigned</p>																				
Break	5																																
Introductory Comments	10																																
Concluding Comments	15																																
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Question and Answer Period	25																																
Demonstration	30																																
<p><b>Presentations Available for Scheduling</b> <span style="float: right;">ADD Item(s) into Session</span></p> <table border="1" style="width: 100%; border-collapse: collapse; background-color: #0056b3; color: white;"> <thead> <tr> <th style="width: 80%;">TITLE/AUTHOR(S)</th> <th style="width: 20%;">MINUTES</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> 198670 - "Invited Presentation" (Invited) TMS Administration,</td> <td style="text-align: right;">5</td> </tr> <tr> <td><input type="checkbox"/> 198671 - "Oral Presentation" (Oral) TMS Administration,</td> <td style="text-align: right;">5</td> </tr> <tr> <td colspan="2" style="text-align: right;"><b>DURATION OF UNASSIGNED PRESENTATIONS: 0 m</b></td> </tr> </tbody> </table>	TITLE/AUTHOR(S)	MINUTES	<input type="checkbox"/> 198670 - "Invited Presentation" (Invited) TMS Administration,	5	<input type="checkbox"/> 198671 - "Oral Presentation" (Oral) TMS Administration,	5	<b>DURATION OF UNASSIGNED PRESENTATIONS: 0 m</b>		<p><b>Session 2: Session Building</b> <span style="float: right;">REMOVE Item(s) from Session</span></p> <table border="1" style="width: 100%; border-collapse: collapse; background-color: #f00; color: white;"> <thead> <tr> <th colspan="3" style="text-align: right;">RECOMMENDED DURATION OF SESSION 2 (MINUTES):</th> <th style="text-align: right;">240</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> 1</td> <td>198676 - "ABC Poster Presentation" (Poster) TMS Administration,</td> <td style="text-align: right;">5</td> <td></td> </tr> <tr> <td><input type="checkbox"/> 2</td> <td>198678 - "EFG Poster Presentation" (StudentPoster) TMS Administration,</td> <td style="text-align: right;">5</td> <td></td> </tr> <tr> <td><input type="checkbox"/> 3</td> <td>198677 - "HIJ Poster Presentation" (StudentPoster) TMS Administration,</td> <td style="text-align: right;">5</td> <td></td> </tr> <tr> <td colspan="3" style="text-align: right;"><b>TIME REMAINING IN SESSION 2:</b></td> <td style="text-align: right;"><b>225 m</b></td> </tr> <tr> <td colspan="3" style="text-align: right;"><a href="#">Save &amp; Exit</a></td> <td style="text-align: right;"><a href="#">Refresh Calculations</a></td> </tr> </tbody> </table>	RECOMMENDED DURATION OF SESSION 2 (MINUTES):			240	<input type="checkbox"/> 1	198676 - "ABC Poster Presentation" (Poster) TMS Administration,	5		<input type="checkbox"/> 2	198678 - "EFG Poster Presentation" (StudentPoster) TMS Administration,	5		<input type="checkbox"/> 3	198677 - "HIJ Poster Presentation" (StudentPoster) TMS Administration,	5		<b>TIME REMAINING IN SESSION 2:</b>			<b>225 m</b>	<a href="#">Save &amp; Exit</a>			<a href="#">Refresh Calculations</a>
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- 1 For poster sessions, no breaks or introductory/concluding comments are required.
- 2 Session chairs are not required for poster sessions.
- 3 Abstracts submitted for oral presentation that you are assigning to the poster session should be placed in the poster session marked as 5 minute presentations. Staff will change the abstract type to "Poster" or "Student Poster" after the session is built. Poster presentations do not need to be minutes in length. This is a placeholder time in our system. Poster sessions are typically 1 hour or more in duration.
- 4 When complete, select "Save & Exit"

## CONTACT AUTHORS TOOL

The system also allows organizers to engage in self-initiated contact with authors and co-authors on an as-required basis. To do this:

**Conference Tools for TMS Annual Meeting & Exhibition - ProgramMaster**

User <Name of Symposium Organizer> | [Logout](#) | [View Your Profile](#) | [Help](#) | [Submit An Abstract](#) | [Propose A Symposium](#) | [Presenter/Author](#) | **1** | [Organizer/Editor Tools](#)

### Organizer and Editor Tools

The login process for ProgramMaster has recently been upgraded so that users will only need one username and password to access TMS.org features and ProgramMaster tools. If you do not see an abstract or manuscript here that you submitted for this symposium, please contact us at [programming@ProgramMaster.org](mailto:programming@ProgramMaster.org).

You have administrative authority over the following components of a meeting. The included information encompasses only upcoming and recently held conferences.

CONFERENCE	FUNCTION	STATUS	ACTIVITY
TMS Annual Meeting & Exhibition - ProgramMaster	SYMPOSIUM: TMS Annual Meeting Symposium	IN REVIEW	<a href="#">VIEW SYMPOSIUM DETAIL</a> <a href="#">REVIEW ABSTRACTS</a> <a href="#">ASSEMBLE SESSIONS</a> <a href="#">VIEW SESSION SHEETS</a> <b>2</b>   <a href="#">CONTACT AUTHORS</a> <a href="#">EXPORT SPREADSHEET</a> <a href="#">CONFERENCE POWERPOINT TEMPLATE</a>

- 1 Click the "Organizer/Editor Tools" link.
- 2 Find your symposium in the list presented and click the "Contact Authors" link.
- 3 Complete the form presented. It will allow you to compose a plain-text message that can be directed to individual authors, all authors in a session (if the session has been built) or all authors in the symposium. (See next pages for form screenshots)

## Contact the Authors for the Symposium TMS Annual Meeting Symposium

You may use this interface to contact authors who are participating in this symposium, either individually or in groups that you define. Generally, this tool is more effective for making announcements than for serving as a mailing list (e.g., the recipients may not "reply to all" and have their response relay to a original recipients of the message; they will, however, be provided with your e-mail address in case a reply is appropriate).

Simply complete the form (choose only those recipients that you wish to receive the message) and click the "Send Message" button. All designated recipients will receive an e-mail from ProgramMaster containing your message, and you will receive a bcc: copy of the message for your records as well. If you have a question about using this tool, contact [programming@programmaster.org](mailto:programming@programmaster.org). Please note that all messages sent using this interface will be copied to the programming staff.

### SELECT YOUR RECIPIENTS (Be sure to click the radio button for the type of mailing that you are performing)

#### Send the Message to an Individual Author or a Few Individual Authors

Select the Individual Author or Authors

Administration TMS [programming@tms.org]

Shown here are all abstract authors and co-authors who have submitted an abstract proposal for this symposium and who do not have an abstract status of "Rejected" or "Canceled". Indicate each individual to whom you wish this message to be sent. To select multiple individuals, hold down the "Ctrl" key as you click (Mac users employ the "Command" key).

#### Send the Message to a Definable Group of Authors

**FILTER #1: Select the Status of the Recipients**

All Statuses

Using this filter, it is possible to narrow receipt of your message to only individuals affiliated with abstracts that have a specific review status within the symposium.

**FILTER #2: Select the Author Role of the Recipients**

Abstract Submitters Only

Using this filter, it is possible to narrow receipt of your message to only individuals that have specific author roles within the symposium. In using this filter, recall that the abstract submitter is the administrative contact for the abstract and not necessarily either the primary author or the speaker.

**FILTER #3: Select the Session of the Recipients**

All Sessions  
Session 1: Session I  
Session 2: Poster Session

**Send the Message to an Administrative Contact**

Select the Administrative Contact

Symposium Session Chairs ▼

Use this option to initiate discussion of administrative detail concerning the conference.

**CREATE YOUR MESSAGE**

**Subject Line**

This line will appear as the subject of the message in the recipient's e-mail box.

**Additional Recipients**

These individuals will also receive copies of the message. Separate the e-mail addresses with either a comma or a line return.

**Respond to Address**

This is the e-mail address that the recipients will be directed to send a reply. Your e-mail address is used as the default.

**Body Text**

The substance of your message goes here.

**SEND YOUR MESSAGE**

- 
- 
- 

Delete all of the information that you have entered and start again.

Discard the information entered and return to the "Organizer/Editors Tools" view.

Send the e-mail to the recipients that you have selected.

Questions about ProgramMaster? Contact [programming@programmester.org](mailto:programming@programmester.org)

# PROCEEDINGS PUBLICATIONS

## PROCESS

If your symposium has elected to pursue a stand-alone book, it is especially important that authors submit a manuscript by the deadline date. The system will close for manuscript submission after this date.

When organizers choose to pursue a stand-alone book they should not rely solely on manuscript invitations sent by TMS staff. Personal outreach is important. Organizers should correspond directly with symposium participants to help encourage manuscript submissions.

Once a manuscript is submitted, review must occur promptly to assign a next status. Manuscripts should be reviewed as soon as they are submitted, as there is a short time frame between the submission deadline and the final acceptance deadline. The status is automatically updated as the manuscript progresses through the various steps of the approval process.

Submitted papers will have the status 'Submitted' and your symposium's manuscript editors should change it to one of the following:

- Accepted
- Accepted if Modified
- Rejected

## MANUSCRIPT STATUS:

- **ACCEPTED:** The editor accepts the manuscript as submitted and the paper will be included in the proceedings. An e-mail message will be sent to the author and co-authors to alert them as to the acceptance of the manuscript.  
*PLEASE DO NOT MARK A MANUSCRIPT AS ACCEPTED IF ANY EDITS ARE REQUIRED. "ACCEPTED" STATUS DOES NOT PERMIT AN AUTHOR TO UPLOAD A REVISED FILE.*
- **ACCEPTED IF MODIFIED:** The editor accepts the manuscript on the contingency of changes being made. The required changes will be communicated to the author via an e-mail message. In this message, the author will be given a date by which they must make the required changes and submit a revised manuscript
- **REJECTED:** The editor has reviewed the manuscript and found it unacceptable for inclusion in the publication. An e-mail message will be sent to you and the author(s) of the original abstract to alert you as to the rejection of the manuscript. Reasons for the rejection, if any have been provided by the editor, will be contained within the e-mail message. You can view a submission with this status but you can no longer edit it.

The editor will receive a notice when a revised manuscript has been submitted. The editor must contact the reviewers to complete their final read of the paper to accept or reject.

## Steps to Review a Manuscript in ProgramMaster:

1. Click the "Organizer/Editor Tools" link.
2. Click "Review Manuscripts"
3. Select a Paper Title to review
4. Click on "Current Uploaded Manuscript" to review the manuscript

### Conference Tools for TMS Annual Meeting & Exhibition - ProgramMaster

User | [Logout](#) | [View Your Profile](#) | [Help](#) | [Submit An Abstract](#) | [Propose A Symposium](#) | [Presenter/Author Tools](#) | [Organizer/Editor Tools](#)

#### Manuscript Review Form

Meeting	<a href="#">TMS Annual Meeting &amp; Exhibition - ProgramMaster</a>
Proceedings Title	TMS Annual Meeting & Exhibition
Included Symposia	TMS Annual Meeting Symposium
Manuscript Submission Deadline	00/00/000 (Date will change based on your meeting.)

#### ABOUT THIS MANUSCRIPT

Manuscript Title	Oral Presentation
Author(s)	<a href="#">TMS Administration</a>
Source Symposium	TMS Annual Meeting Symposium
Source Session	Session 1: Session I
Original Abstract	<a href="#">Oral Presentation</a>
Number of Pages in Manuscript	8
Comments from Author	
Current Uploaded Manuscript	
Message from Editor	

#### REVIEWER ASSIGNMENT

Enter the name or initials of up to two reviewers assigned to this submission:

Reviewer 1	<input type="text"/>
Reviewer 2	<input type="text"/>

#### MANUSCRIPT REVIEW MECHANISM

Current Status of the Manuscript	Submitted
Reviewer 1 Score	<input type="text"/>
Reviewer 2 Score	<input type="text"/>

Note: Authors will not receive a report of their scores.

Review the Manuscript and Update Its Status	<input type="radio"/> Rejected <input type="radio"/> Accepted if Modified <input type="radio"/> Accepted
---	--

- "Rejected" means that the manuscript is not appropriate for the proceedings volume. The author will not be able to modify and resubmit the manuscript.
- "Accepted if Modified" means that the manuscript shows promise for inclusion, but must be altered in some way that you define to be considered acceptable for publication. The author will be able to return to this site to make modifications until 00/00/0000 (Date will change based on your meeting.)
- "Accepted" means that you find the manuscript to be technically and contextually compatible with the proceedings as submitted.

Special Message to Author	<input type="text"/>
---------------------------	----------------------

Once you change the status of this abstract, an e-mail announcing the change in status will automatically be sent to the author. This message can be embedded with additional comments from you that will appear under the heading "Additional Message from the Editor." If you are assigning either the status of "Accepted" or "Rejected", supplying these additional comments is strictly optional. However, if you assign the manuscript the status of "Accepted if Modified", you must provide the submitter feedback sufficient to implement the modifications that you are requiring.

6

Attach an optional file containing comments or edits (30Mb Maximum)

Choose File | No file chosen

Reviewers may provide a Word or PDF file of comments or edits to be read by authors. To have this file available to authors, select "Accepted if Modified".

#### FINISH YOUR SUBMISSION

2

Reset this Form

Delete all of the information that you have entered and start again.

Set Reviewers

Set or change the reviewer assignment for this submission.

Set Review Score

Set or change the score for this submission.

7

Set New Status

Change the status of this manuscript and trigger the automatic e-mail notification.

Questions about ProgramMaster? Contact [programming@programmester.org](mailto:programming@programmester.org)

1 Add the names for the reviewers here. Please note reviewers can view all the manuscripts. This allows reviewers to see their manuscript assignments in ProgramMaster.

2 Click on Set Reviewers to add the assigned reviewer names. The editor/organizer must contact the reviewers about their manuscript assignments. The system does not generate an email notification.

3 Please disregard this section. Scores are not used for the annual meeting reviews.

4 Please select a review status. PLEASE DO NOT MARK A MANUSCRIPT AS ACCEPTED IF ANY EDITS ARE REQUIRED. "ACCEPTED" STATUS DOES NOT PERMIT AN AUTHOR TO UPLOAD A REVISED FILE.

5 Please include a message for the author especially if the file is marked as accepted if modified (to notify the author about requested changes) or rejected (inform the author why the manuscript was rejected)

6 Please upload the edited manuscript file with comments for manuscripts marked as accepted if modified.

7 Set New Status – This button sends the review comments to the author. It triggers an automatic email notification.

## BOOK COVER AND FRONTMATTER

Proceedings editors will be contacted by TMS staff regarding the following items:

- **COVER:** The lead editor will be asked to review and approve the cover design.
- **COPYRIGHT PAGE:** The lead editor will be asked to review the editor and co-editor names and affiliations listed on the copyright page for accuracy.
- **PREFACE:** The lead editor will be asked to write a preface to publish in the frontmatter section. While a preface is not required, it is strongly encouraged.
- **EDITOR BIOS AND PHOTOS:** Editors and co-editors will be asked to provide updated bios and photos to publish in the frontmatter section.

All items should be handled promptly to ensure there are no delays in the publication process.

# PREPARATION FOR TMS ANNUAL MEETING

## TIME/LOCATION EMAILS:

TMS staff sends an email to organizers prior to sending the time and location emails to presenters about their scheduled presentation. It is important you review the session sheets (a link will be provided) and make necessary corrections by the requested date. As you are reviewing these sheets, please feel free to make adjustments in the order of talks and confirm if talks are Keynote or Invited as appropriate.

## POWERPOINT PRESENTATION TEMPLATE:

TMS staff provides a PowerPoint template for the Annual Meeting. In most cases, using the PowerPoint template is not required, but some organizers may ask you to use the template. Please confirm with your speakers if you have a preference regarding the PowerPoint template.

### INSTRUCTIONS

- This PowerPoint Presentation Template has been formatted to provide font size and color combinations that will ensure maximum readability in an online format. Use of this template is strongly encouraged.
- Sample slides are provided. Text and graphics may be arranged differently on the slide, but at a minimum please maintain the pre-formatted font size and color combinations. Background format and graphic at the bottom should not be modified.
- The title and "About the Presenter" slides should be customized for your presentation.
- **Delete the instruction slides prior to submitting your presentation.**

### Recording and Photography Policy

- Any recording of session presentations, posters, and exhibitor booth displays and/or products (audio, video, still photography, etc.) without express consent by TMS as well as the presenter or the exhibitor is strictly prohibited.
- This prohibition includes the taking photos of slides during presentations or demonstrations unless express consent is given by the presenter.
- As a presenter, you may give permission to the audience at the start of your presentation or by adding a note on slides that you allow to be photographed.
- Attendees violating this policy may be asked to leave the session, the conference, or the TMS membership.
- Outside of presentation and exhibitor settings, conference attendees may record or photograph other attendees provided that the individual(s) being recorded or photographed provide explicit permission to be recorded or photographed and the specific event venue is not otherwise specified as a recording-/photography-free zone.

### PRESENTATION TITLE

Presenter's Name  
Company/Organization Name

### About the Presenter

- Full name and affiliation; logos are permitted
  - List titles, degrees, etc.
  - Include a profile photo (optional)
- Include CV highlights and research interests
- List co-authors or others in your research group
- Acknowledge funding sources, if required
- Indicate conflicts of interest, if applicable
- Include contact information (optional)

## REGISTRATION:

All presenters (invited, contributed, and poster) must register to be admitted to the conference.

## AT THE ANNUAL MEETING

### Speaker Introduction Forms:

Speaker introduction forms are distributed to presenters by TMS staff prior to the start of the Annual Meeting. Speakers are asked to bring the form to the room and give it to the session chair to help with introductions.

# TMS20XX

**Speaker Introduction Form**

Name \_\_\_\_\_

Affiliation \_\_\_\_\_

What is your highest degree? (Degree name and field) \_\_\_\_\_

Where did you earn this degree? (Give institution and year) \_\_\_\_\_

What is your current position? \_\_\_\_\_

Please add any other information for the session chair's use in your introduction (Optional):  
\_\_\_\_\_  
\_\_\_\_\_

### Start in the Session Room:

Presenters and session chairs are asked to report to their session rooms 30 minutes prior to the start of their sessions in order to confirm attendance, to load presentations onto the session room laptop computer, and to network. For example, if your session starts at 8:30 a.m., please arrive by 8:00 a.m.

### Session Room Equipment:

Each session room will be equipped with the following: High-resolution LCD projector, laptop computer with Windows operating system, and a laser pointer. Please note that session room laptops do not have internet capability.

If presenters prefer to use their own laptops or devices for their presentations, they should bring any needed adapters to ensure they can use the HDMI-connected projector in the room.

### No Shows:

Please let us know if any presenters should be listed as "no show" from your sessions by sending their names to [programming@tms.org](mailto:programming@tms.org) during the Annual Meeting.

## IMPORTANT DATES FOR THE ANNUAL MEETING

Timing	Action
January 31	Submit symposium proposal for Annual Meeting to ProgramMaster system.
February 3	Send the symposium proposal submitted to the ProgramMaster system to the appropriate committee sponsor to review and approve.
May 1	Call for abstracts opens.
July 1	Deadline for abstract submissions.
July 15	Deadline extension if needed to finish collecting abstracts.
August 1	Deadline to accept/reject abstracts.
August 30	Deadline to complete session building.
<b>Proceedings Publications (for presenters/authors participating in publication)</b>	
September 9	Manuscript submission due
September 23	Manuscript reviews due
October 7	Revised manuscripts due
October 14	Final editor review of manuscripts complete. (This deadline cannot be extended.)