

CogSci Annual Meeting

Typical Task Timeline for Program Co-Chairs

2-3 Years Before Conference

- Program Co-Chairs (PCCs) submit bid to the CSS Governing Board

12-18 Months Before Conference (late summer year before conference)

- PCCs choose and get commitments from 2-3 plenary speakers
- PCCs arrange Invited Symposia
- PCCs create poster to advertise at previous year's conference
- PCCs Communicate any website changes to Podium Conferences
- PCCs work with consultant to familiarize themselves with Precision Conference Solutions (PCS), the software handling submissions and communication with Program Committee members, reviewers and authors; they also edit PCS forms as appropriate (this process continues throughout the next months)

October-November Before Conference

- PCCs recruit the Program Committee and List of Reviewers
- PCCs prepare Call for Submissions that is released via the Conference Committee

January-May Before Conference

- PCCs oversee submission and review process, make conference selections and issue decision letters, and see material through the final submission process
- Useful dates: Submissions due Feb 1 (or so); reviews due mid-March; notifications due beginning of April; final papers due beginning of May

May-June Before Conference

- PCCs organize conference materials into the final program and proceedings

At the Conference

- PCCs run the Opening Session at the Conference (together with Awards Committee)
- PCCs act as session chairs for Plenary speakers and invited symposia
- PCCs prepare a brief progress report and present it to the CSS Governing Board Annual Meeting
- PCCs attend CSS Chair's Reception and enjoy a job well done

After the Conference

- PCCs prepare a final report for CSS records
- PCCs communicate with next PCCs to pass on tips and answer questions