

SCAR/IASC 2008 Open Science Conference
"Polar Research - Arctic and Antarctic Perspectives in the
International Polar Year"

Instructions to Session Chairs

The SCAR/IASC OSC International Scientific Organizing Committee (ISOC) thanks you for agreeing to (co-) Chair a Science Session at the SCAR/IASC 2008 Open Science Conference (OSC) to be held from 8-11 July 2008, in St. Petersburg, Russia. The 2008 OSC science program has been organized around the IPY themes: (1) Status and Change, (2) Polar/Global Linkages, (3) A Sense of Discovery, (4) The Poles as a Vantage Point for Observations and (5) Peoples and Resources at the Poles.

INFORMATIONAL DOCUMENTS - The following documents are provided for your information:

- 1) Conference Organization Timeline.** In particular, please review the time line for abstract submission and review.
- 2) OSC Science Sessions and (co-)Chairs List** - Please confirm if there is a co-Chair for your session and who it is. In some instances invitees declined to serve and alternatives were solicited. In the case of co-Chairs, the first Chair listed is the lead and is expected to make the first contact with their co-Chairs to determine how the co-Chairs will work together to assemble the Session Program. **IF YOU DO NOT HAVE A co-CHAIR AND BELIEVE YOU NEED ASSISTANCE IN PLANNING THE SESSION PLEASE NOMINATE A co-CHAIR TO THE SOC co-CHAIRS (C. Kennicutt and L. Hacquebord) AND THEY WILL EXTEND AN INVITATION.** Please take into consideration north/south, country of origin, and gender balance in considering a co-Chair. *The SOC reserves the right to continue to solicit co-Chairs to ensure balance and inclusion in the program.*
- 3)OSC International Scientific Organizing Committee (SOC) Membership** - Each SOC member is assigned to multiple Science Sessions and will assist in abstract review and final assembly of the Science Session Program. Session Chairs should include the assigned SOC members in all communications related to organizing the Science Program. In cases where problems arise or additional advice is needed please contact the SOC co-Chairs for guidance (C. Kennicutt and L. Hacquebord).
- 4) Suggested Invited Speakers List** - Session chairs are to invite a limited number of speakers to ensure the quality and depth of your Science Session. These invitations should include the latest and highest quality research results under each topic. The number of invited speakers is up to you, but we want to preserve the "OPEN" nature of the conference so do not fill your entire session with invited speakers (2 to 4 invited talks would be appropriate as a single session is expected to contain 8 presentations, it is expected that popular topics may have multiple oral sessions and there will be poster sessions as well). Oral presentations will be twenty (20) minutes in duration including a five (5) minute discussion period.

There was wide solicitation of names for Session Chairs and invited speakers. THESE LISTS ARE PROVIDED AS INFORMATION AND ARE NOT INTENDED TO PREJUDGE YOUR SELECTION OF INVITED SPEAKERS. The intent of inviting speakers is to assure that the best people in the field attend the OSC and present their research. THERE ARE NO CONFERENCE FUNDS TO SUPPORT THE ATTENDANCE OF INVITED SPEAKERS (see below).

- 5) **OSC First Circular** – The OSC First Circular has been issued and includes a list of plenary presentations and a summary of the Science Sessions. Please assist us in widely distributing this and future circulars to advertise the conference. Session Chairs should use this information to understand how their session fits into to the overall conference framework. The Conference website is now available at <http://www.scar-iasc-ipy2008.org/> and the second circular will be issued soon.

SCIENCE SESSION CHAIR RESPONSIBILITIES - The responsibilities of a Session Chair include:

- 1) Advertise and promote the session among your colleagues and peers. We need your assistance in “getting the word” out to the community and assuring that we have a successful and well attended Conference.
- 2) Ensure that the session has adequate abstract submissions to justify a dedicated session. **In cases where few abstracts are submitted for a particular topic, the SOC reserves the right to combine sessions or move submissions to the general sessions that have been scheduled within each major IPY theme or convert the session to posters only.**
- 3) Assist in the review of abstracts for quality, relevance, and topical balance (review will be anonymous). The local organizers have engaged a professional conference staging company and abstract review and acceptance will be managed on-line. The SOC and other volunteers will assist Session Chairs in reviewing abstracts. The details of the on-line review will be provided once the system is available. Once the abstracts have been reviewed the SOC will consider proposals for renaming sessions and requests to combine or cancel sessions.
- 4) Select and invite on behalf of the ISOC presentations to ensure a high quality and comprehensive slate of speakers (see above).
- 5) Assign accepted submissions to oral or poster sessions or rejecting submissions to assemble the Session Program.
- 6) Manage the session in St. Petersburg including introducing the session and speakers and facilitating discussions.

SPECIAL NOTE FOR GENERAL SESSIONS CHAIRS: General Session Chairs are not expected to invite speakers unless you believe that the other Sessions have overlooked an important aspect of the organizing Theme. The general session is intended to allow people to submit abstracts that they feel do not fit into the designated Sessions allowing for the Conference to be inclusive and “Open”.

TRAVEL GRANT FUNDING: The Conference itself does not provide funds for attending the meeting. However, it is expected that various organizations will be offering travel grant programs. For example, IASC is close to agreeing on a travel grant program for young scientists and students to attend the Conference. It is also likely that various national programs will provide opportunities to apply for travel grants to attend the meeting (i.e., in the US the National Science Foundation has historically provided funds for travel based on an application and selection process). While these programs will be managed independent of the Conference, these opportunities will be communicated to the Session Chairs and conference organizers as they become available. Session Chairs should in-turn make these opportunities know to their communities. However, the availability of travel funds can not and should not be guaranteed during the organizing of your session.

MISCELLANEOUS ITEMS - Agreement to serve as a session Chair does not preclude you from presenting paper(s) elsewhere in the conference on a non-interference basis or submitting abstracts for your own session (others will be assigned to review your submission).

On behalf of the International Scientific Organizing Committee and the SCAR and IASC Secretariats, Chuck Kennicutt, and Louwrens Hacquebord co-Chairs of the SCAR/IASC 2008 OSC International Science Organizing Committee