



**NACE INTERNATIONAL
ANNUAL CONFERENCE PROGRAM COMMITTEE
OPERATING MANUAL**

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The Annual Conference Program Committee (ACPC) is a committee of the NACE Conferences and Expositions Activities Committee (CEAC). The ACPC has been charged with the responsibility of planning, administering and scheduling the NACE Annual Conference technical program. Accordingly, the ACPC sets the policies, which govern all aspects of the Annual Conference technical program.

The Committee will support the mission and goals of the Association as defined by the Strategic Plan.

1 GENERAL

1.1 Terms and Abbreviations Used in this Manual

1.1.1 *ACPC* refers to the Annual Conference Program Committee, a committee that coordinates the NACE Annual Conference technical program.

1.1.2 *Headquarters* refers to the Association's Technical Activities Division.

1.1.3 *Specific Technology Group (STG)* refers to a group of technical committees organized within three general groups, Industry-Specific Technology (N1), Cross-Industry Technology (C), and Science (S). A Specific Technology Group is organized to provide a structure for technical activities within a segment of its scope of activity.

1.1.4 *TEG* refers to a Technology Exchange Group, a subgroup of a Specific Technology Group charged with sponsoring technical information exchanges and/or symposia.

1.1.5 *TCC* refers to the Technical Coordination Committee, the governing body for all Association technical committees.

1.1.6 *TIE* refers to a Technical Information Exchange. A TIE is a preplanned forum for the informal exchange of technical information. It may be a part of an STG or TEG meeting, or a stand-alone session.

1.1.7 *TMG* refers to the Technology Management Group, a group that facilitates communication between the TCC and the various Specific Technology Groups. It is composed of its officers and the chairs of all STGs organized under it.

1.1.8 *Program Coordinator* refers to a representative from each TMG who is responsible for symposia sponsored by Specific Technology Groups and for working with TEGs to promote and produce Technical Information Exchanges.

1.1.9 *Sponsoring Committee* refers to the STG or TEG that is sponsoring a technical program at the Annual Conference.

1.2 ACPC Membership

1.2.1 The voting members of the ACPC shall be the ACPC chair, ACPC vice chair, all Program Coordinators, the TCC vice chair.

1.2.2 The Associate Program Coordinators are alternate voting members.

1.2.3 The vice chair of the Research Committee shall be a full voting member of the ACPC.

1.2.4 Membership in NACE International is required to be a member of ACPC.

1.2.5 The chair and vice chair of (CEAC) shall be ex officio members without vote.

1.2.6 The staff liaison to ACPC shall serve as secretary to the committee.

1.3 Responsibilities

The responsibilities of the ACPC representatives shall include the following:

1.3.1 Representation of the interests of his/her TMG, as well as the larger interests of ACPC and the entire TCC, in setting policy with regard to the operation of the Annual Conference technical program.

1.3.2 Interpretation of ACPC policy for the STGs and TEGs that comprise his/her TMG.

1.3.3 Supervision of the activities of all the symposium chairs who are acting as agents of sponsoring STGs or TEGs, which are elements of his/her TMG.

1.3.4 Function as arbiter in the review of papers submitted by elements within the TMG.

1.3.5 Contribute to a continuing review of the ACPC Operating Manual and the Technical Program Manual for Symposium Chairs, Reviewers, and Authors.

1.3.6 Make recommendations for Associate Program Coordinators.

1.4 ACPC Chair and Vice Chair

1.4.1 The chair and vice chair of the ACPC shall be selected by the CEAC for a two-year term of office (or to complete an unexpired term of office).

1.4.2 The term of office shall begin the day following the close of the Annual Conference and shall end the day following the close of the Annual Conference two years later.

1.4.3 Candidates for chair and vice chair must have been a member of the ACPC. Nominations may be made by members of the ACPC or the CEAC.

1.4.4 The chair is responsible for the functioning of the committee. The chair presides over committee meetings, arranges for meeting times, dates, and places in coordination with Headquarters, reviews meeting agendas and minutes, and keeps the vice chair apprised of committee activities. The chair is the final arbiter in matters pertaining to conference technical program symposia and will normally speak at the Annual Conference Speakers' Breakfasts. The ACPC chair may not serve as a symposium chair during his/her term of office.

1.4.5 The ACPC vice chair shall be knowledgeable about the ACPC's activities in order to assume the duties of the chair if required. The vice chair is responsible for the oversight of Late Developing Issues symposia and will normally facilitate the Workshop for Symposium Officers and Reviewers held at Annual Conference.

1.4.5.1 The purpose of the Late Developing Issues symposia is to provide a rapid response to a pressing public corrosion-related issue and develop a well-structured program in a short time so that it may be presented at the earliest opportunity. Late Developing Issues are those that apply to a technically oriented program (outside of a technical committee meeting) that are not encompassed by the Annual Conference Technical Symposia and have one or more of the following characteristics: (a) an urgent need for timely action, discussion, and/or response, (b) new technological breakthrough, (c) new development of significant impact, or (d) crisis.

1.4.6 The ACPC chair and vice chair are members of the CEAC and are responsible to attend meetings of that committee. In addition, the chair is an ex officio member without vote of the TCC and is responsible for liaison with TCC and reporting on matters of mutual interest.

1.5 Program Coordinators

1.5.1 Program Coordinators shall be appointed by the TCC chair in consultation with the ACPC officers for a two-year term of office or to complete an unexpired portion thereof. The term of office of the Program

Coordinators shall commence the day following the close of the Association's annual conference and terminate the day following the close of annual conference two years later.

1.5.1.1 The terms of office of the Program Coordinators shall commence on odd-numbered years for approximately one-half the Program Coordinators and on even-numbered years for the remaining Program Coordinators.

1.5.1.2 Associate Program Coordinators shall be appointed by the TCC chair in consultation with the TCC vice chair, the ACPC chair, and each current Program Coordinator for a one-year term of office or to complete an unexpired portion thereof. The Associate Coordinator shall be copied on all correspondence sent to the Program Coordinator, and the Associate Coordinator should make an effort to attend all meetings in which the Program Coordinator is involved.

1.5.1.3 Eligibility

1.5.1.3.1 To be eligible for the office of Program Coordinator, a candidate must be a member in good standing of NACE and have served as a TEG chair, STG chair, or as a symposium chair.

1.5.1.3.1.1 The Program Coordinator does not automatically move to the office of Technology Coordinator.

1.5.1.3.1.2 An Associate Program Coordinator should be appointed at least one year ahead so he/she can become acclimated to the ACPC duties and procedures.

1.5.1.3.1.3 Program Coordinators shall provide the names of candidates for their successors to the TCC officers 18 months before their terms end.

1.5.1.3.1.4 The candidate should have the support of his/her employer to hold office, to attend all appropriate meetings, and to perform all necessary functions of the office.

1.6 Responsibilities of Program Coordinators

1.6.1 The Program Coordinator is responsible for symposia sponsored by Specific Technology Groups.

1.6.2 The Program Coordinator shall coordinate with TEGs to promote and produce Technical Information Exchanges.

1.6.3 The Program Coordinator shall verify the need for and facilitate the formation of new TEGs (see also *Technical Coordination Committee and Technical Committees Operating Manual*, section on formation of new TEGs, and form **TEG-1**).

1.6.4 The Program Coordinator shall ensure that there is no duplication of assignments among TEGs by investigating the assignments of all existing TEGs before approving the formation of new TEGs.

1.6.5 The Program Coordinator shall serve on ACPC and coordinate activities of the technical symposia under his or her Technology Management Group.

1.6.6 The Program Coordinator shall serve as the alternate to the Technology Coordinator as chair of the Technology Management Group.

1.6.7 The Associate Program Coordinator shall be responsible for attending ACPC meetings and assisting the Program Coordinator with the Program Coordinator functions.

1.7 Removal of Program Coordinators

1.7.1 The removal of a Program Coordinator shall be done when the TCC chair believes the Technology Management Group is not receiving adequate leadership. The TCC Managing Committee shall approve this action upon recommendation by the TCC chair. The staff liaison to TCC must be notified in writing of this action.

1.7.2 If such a removal becomes necessary, the TCC chair will instruct the departing Coordinator to forward all committee files to the newly appointed Coordinator.

2 ORGANIZATION OF SYMPOSIA

2.1 Sponsoring Committee

2.1.1 A symposium that is presented as part of the technical program at an NACE Annual Conference shall be sponsored by some committee element or elements within the TCC structure. This element may be an STG or a TEG. The sponsoring committee bears the prime administrative responsibility for a symposium. A formal commitment must be made by a prospective sponsor one year prior to the conference at which a symposium is planned. This commitment shall include the following:

2.1.1.1 Selection of the subject area to be dealt with in the symposium.

2.1.1.2 Appointment of a symposium chair and a symposium vice chair. The symposium chair and vice chair should not be from the same company/organization.

2.1.1.3 Appointment of at least one reviewer for the technical papers in its symposium. For large symposia, the sponsoring committee may appoint more than one reviewer.

2.1.1.4 In any situation in which a current ACPC representative or his/her alternate becomes a symposium chair, vice chair, or reviewer, his/her role as arbiter must be passed to the ACPC chair.

2.1.1.5 If a Program Coordinator wishes to present a paper in a symposium, any arbitration is required to be passed to the ACPC chair.

2.1.2 The sponsoring committee is expected to provide the symposium chair and vice chair with whatever support they may require during their tenure(s) in office.

2.1.3 The vice chair of the STG sponsoring the symposium, or whose TEG is sponsoring the symposium, shall assist the symposium chair in resolving issues relating to the content, quality, and organization of all symposia sponsored within that STG.

2.2 Symposium Chair

2.2.1 The symposium chair is responsible for the actual organization of the symposium and functions as the agent of the sponsoring committee.

2.2.2 The chair is the principal reviewer of all papers.

2.2.3 The chair shall keep the symposium vice chair completely informed of the planning and development of the symposium.

2.2.4 The symposium chair must be a member in good standing of NACE International.

2.2.5 The detailed responsibilities of this office are given in the Technical Program Manual for Symposium Chairs, Reviewers, and Authors.

2.3 Symposium Vice Chair

2.3.1 The symposium vice chair functions as the assistant to the symposium chair and must be prepared to assume the duties of the symposium chair if the chair is unable to fulfill his/her obligations.

2.3.2 The vice chair is responsible for completing the symposium evaluation form and submitting it to the conference office at the conclusion of the symposium.

2.3.3 The symposium vice chair is responsible for the review of all visual presentations.

2.3.4 The symposium vice chair must be a member in good standing of NACE International.

2.3.5 The specific responsibilities of the symposium vice chair are given in the Technical Program Manual for Symposium Chairs, Reviewers, and Authors.

2.4 Reviewer

2.4.1 The reviewer provides an independent review of papers submitted for a symposium to ensure they meet NACE guidelines, are relevant to the subject of the symposium, etc.

2.4.1.1 The symposium chair and the reviewer may not be part of the same corporation/organization.

2.4.2 The reviewer must be a member in good standing of NACE International.

2.4.3 The specific responsibilities and qualifications of the symposium reviewer are given in the Technical Program Manual for Symposium Chairs, Reviewers, and Authors.

2.5 Author

2.5.1 The policies that govern the preparation and presentation of papers at an NACE Annual Conference have been established by the ACPC. These policies, which include the mandatory observance of specified deadlines, are presented in detail in the Technical Program Manual for Symposium Chairs, Reviewers, and Authors.

2.5.2 It is NACE policy that authors be granted a complimentary one-day conference registration for the day on which they are to present a paper, if they plan to attend only on that day. They will receive the same rights and privileges for that day as are extended to one-day paid registrants. The request for the complimentary one-day registration must be submitted to NACE by the author by the close of Advance Registration published in the conference Advance Program. Headquarters shall inform authors about the availability of this registration option. Authors attending the conference for more than one day shall be required to pay regular registration fees.

2.5.3 Authors may request up to three complimentary copies of their papers.

3 APPEALS POLICY FOR REJECTED ABSTRACTS

3.1 General

3.1.1 Acceptance or rejection of an abstract is the sole responsibility of the symposium chair. Disagreements about the rejection of an abstract shall be resolved by the Program Coordinator.

3.1.2 The individual who is asking for reconsideration must be the author whose abstract was rejected. Requests from third parties will not be considered.

3.1.3 The author must request reconsideration of his or her abstract no later than two weeks after he or she has been notified of its rejection.

3.1.4 If the author's abstract is ultimately accepted, no extension will be granted for the submission of his or her paper.

4 REVIEW OF PAPERS

4.1 Reviewer

4.1.1 The chair of the sponsoring committee shall appoint a reviewer to act as the second reviewer of the symposium's technical papers. The committee vice chair may be considered for this position; however, an additional reviewer will be required if the symposium chair or vice chair is an author of a paper for the symposium.

4.1.2 This reviewer should not be the chair of the symposium since the symposium chair already acts as the first reviewer.

4.1.3 For large symposia, the sponsoring committee may appoint more than one reviewer. In this case, the symposium chair shall equitably define the reviewer responsibilities.

4.1.4 If an author or co-author of a paper is employed by the same corporation as either of the reviewers, an alternate reviewer from a different company shall be appointed to review this paper.

4.2 Procedure

4.2.1 Authors shall upload their papers to the online submission and review system. The paper is then reviewed by the designated reviewer for the symposium and the symposium chair.

4.2.2 The detailed procedures and deadlines for the review of papers that are under consideration for inclusion in a symposium at a NACE Annual Conference are given in the Technical Program Manual for Symposium Chairs, Reviewers, and Authors.

4.3 Acceptance/Rejection

4.3.1 Acceptance or rejection of a paper is the sole responsibility of the symposium chair.

4.3.2 Payment shall not be made for the review of any paper.

4.3.3 Additional information on the acceptance and rejection of papers is given in the Technical Program Manual for Symposium Chairs, Reviewers, and Authors.

5 PRINTED PROGRAM DEADLINES

5.1 General

5.1.1 Deadlines as described below are outlined and explained in detail in the Technical Program Manual for Symposium Chairs, Reviewers, and Authors.

5.2 Advance Program Deadline

5.2.1 Because conference attendance is determined in large part by the content of the Advance Program, it is imperative that it be made as accurate as possible. Therefore, any author who fails to confirm acceptance through the online system by the specified deadline will be informed by this same system that his/her paper is no longer under consideration. Conversely, the symposium chair must, in his acceptance of papers, strive to minimize the probability that a paper will be cancelled after its inclusion in

the advance program.

5.3 Final Program Deadline

5.3.1 For a paper to be listed in the final program, a paper suitable for publication (see procedures in the Technical Program Manual for Symposium Chairs, Reviewers, and Authors) must be received through the online system by the final paper deadline.

6 SYMPOSIUM PRESENTATIONS

6.1 Symposium Introduction

6.1.1 The ACPC recommends that the chair of the sponsoring committee introduce the symposium chair at the start of each symposium. A brief expository statement concerning the activities of the sponsoring committee is suggested to promote the committee's technical projects.

6.1.2 Symposium chairs may wish to begin their symposium with a concise state-of-the-art review on the subject of the symposium in order to provide more basic corrosion information for attendees.

6.2 Handouts

6.2.1 No printed material may be distributed at a symposium.

6.3 Visual Aids

6.3.1 Visual aids must have been reviewed and approved by the symposium vice chair for readability, commercial content, etc. If they have not been reviewed and approved, the presentation should not be made.

6.3.2 Presentations should be stopped by the symposium chair if the visual aids being presented have not been reviewed or if they do not comply with the guidelines published in the Technical Program Manual for Symposium Chairs, Reviewers, and Authors.

6.4 Scheduling of Papers

6.4.1 The symposium chair shall adhere to the time schedule that appears in the Final Program.

6.4.2 If it is not possible for a paper listed in the Final Program to be presented, the time allocated for that paper must be left open or, at the discretion of the symposium chair, may be used to conduct an informal discussion period. In such an event, the symposium chair must formally announce that any presentation made during this period is "not an official NACE presentation."

6.4.3 ACPC recommends that ample discussion time be scheduled following each paper.

6.5 Conflicts

6.5.1 In the event of a dispute arising between the presenting/primary author and his/her sponsoring company, or among authors, the paper's verbal presentation and/or written paper at Conference may be withdrawn. Dispute resolution is the sole responsibility of the authors and their employers. The resolution shall meet with the approval of the ACPC representative.

6.6 Attendance

6.6.1 Individual attendance information shall not be taken at technical program events (symposia, poster sessions, panel discussions, etc.). ACPC requests that only a count of attendees be recorded at

various times during the program.

7 POLICY FOR PRINTED TECHNICAL PAPERS

7.1 General

7.1.1 For a paper to be listed in the Final Program, the paper must be received as a PDF file in the online submission system by the deadline.

7.1.2 Technical paper deadlines may be extended by no later than two weeks after the published final paper deadline. The symposium chair and his/her ACPC representative must determine the validity of an author's request for a deadline extension.

7.1.3 In exceptional cases, the requirement for submission of a written paper may be waived by the ACPC chair, who will so advise the author in writing. The ACPC chair must receive such a recommendation from both the symposium chair and the ACPC representative prior to the deadline for the reviewers' receipt of the paper. The decision of the ACPC chair shall be final.

7.1.4 Upon request to the NACE Publications Division, permission may be granted to other journals to publish reviews, condensations, or abstracts of the conference papers prior to publication of the complete paper in Corrosion or Materials Performance.

8 PUBLICATION POLICY

8.1 General

8.1.1 NACE has the first option to publish any technical material presented at NACE meetings. NACE may consider release of an author's material upon written request of the author.

8.1.2 The NACE publication policy is to appear in the Technical Program Manual for Symposium Chairs, Authors, and Reviewers.

8.1.3 NACE requires a valid Copyright Assignment Form.

9 SYMPOSIA EVALUATION

9.1 General

9.1.1 Symposium evaluation forms will be made available on site at the Speakers' Breakfast. The purpose of the forms is to capture the highest number of people in the symposium at any given time. Symposium vice chairs are asked to take this tally and report on any commercialism violations in presentations. Symposium vice chairs are asked to return the form to the NACE office at the conference before departing.

10 ACPC OPERATING MANUAL REVIEW AND REVISION

10.1 General

10.1.1 This manual shall be reviewed for revision every five years. Revisions shall be submitted through CEAC and the Policy Committee for approval prior to ratification by the Board of Directors.

11 NACE POLICIES AND PROCEDURES

11.1 General

11.1.1 See Section 2 of NACE Operating Manuals Handbook for NACE Policies and Procedures.

12.0 RESPONSIBILITIES

12.1 The ACPC Chair is responsible for conducting the affairs of ACPC at, and between meetings, for scheduling meetings, for developing agenda and approving minutes of meetings. The Chair shall comply with strategic and tactical planning practices of the Association.

12.2 The Vice Chair shall assume the duties of the Chair in the event of the absence of the Chair or his/her inability to serve.

12.4 Committee members have the following general responsibilities: provide oversight, review and approval consistent with the activities and responsibilities contained in the operating manual; form and implement strategies to support the committee's objectives, make provide input to organizational policy decisions as they directly relate to NACE's mission with respect to publications, provide advice to enhance publication quality, and provide ethical accountability.

12.5 NACE Staff are responsible for the following functions: operations and resource management, tactical support, business and financial procedure management, operational policy decisions as they relate to the organization's internal functioning, internal communications, implementation plans and program budgets, agenda and administrative support, advice, and counsel to committees, and implement program improvements.

12.6 Committee and Staff Member Shared Responsibilities - Committee members and staff work together on such functions as prioritizing and vetting ideas, interpreting policy within guidelines, planning and implementing the plans, develop agendas, and providing committee management.

12.7 Conflict Resolution - Where conflict in responsibility arises between Committee and Staff Members and the guidance and intent of responsibility is not adequately provided in this operation manual:

- The Chair and/or Vice-Chair shall first work with Staff to resolve or clarify the issue using the requirements of this operating manual and the guidance and intent it conveys.
- Where unresolved or conflicts of interest exist, the Chair and/or Vice-Chair will appoint a task group made up of committee and staff members in order to provide a recommendation to resolve the conflict.

In the absence of a successful resolution, the Committee shall forward the conflict to the Executive Director for appropriate action (pertaining to staff) or to the parent committee and/or the Executive Committee (pertaining to committees).