

## What is Your Role as a Forum Series Steering Committee Member?

Develop the technical program for the Forum, and implement it onsite at the Forum with a goal to achieve the objectives of the Forum Series. These goals include stimulating thought, innovation, and discussion. Actively participate in a week-long, joint exploration of the future of the Forum topic.

## How Do You Prepare for Your Steering Committee Member Role?

- Review Forum Series Guidelines.
- Attend the milestone Steering Committee (SC) meetings that are required before the Forum. Meet between these milestone meetings to reach your technical program goals.
- Use your connections within the field to invite other Steering Committee members (as needed), discussion leaders, and participants.
- Help choose the best discussion leaders and participants to generate new ideas and innovation during the week-long joint exploration of the future of the Forum topic.
- Contribute before, during, and after the Forum toward the goal of achieving the objectives of the Forum Series to stimulate thought, innovation, and discussion.

## How is Your Role as a Steering Committee Member Successfully Achieved?

- Fine tune the abstract and title if necessary.
- Develop an outline for a Technical Program with specific titles and a 2-3 sentence session description for each of the 9 sessions.
- Divide the responsibility for the 9 sessions among the Steering Committee members. Steering Committee members will function as Session Managers/Co-Managers.
- Finalize the tentative Technical Program and session descriptions. Submit to FSIC Liaison for approval and to SPE staff for publicity.
- Agree on the discussion leader selection. Avoid using same person more than twice. Determine preferred participants.
- Determine if an optional Forum Summary will be created for possible distribution. Distribution is dependent on unanimous approval by the participants at the forum.
- Discuss facility needs such as room setup, audiovisual equipment, and breakout rooms with SPE staff.
- Market the Forum to key colleagues. Explain the Forum goals and the Forum Series guidelines clearly so that they are prepared to contribute and so that they objectives are aligned with Forum expectations.
- Be an advocate for the Forum and the Forum Series now and in the future.

**Enjoy your role in the forum!**

The networking opportunities and stimulating discussion will be unparalleled!

