Job Description: **Session Chair – Conference Committee**     April 10, 2024

The Tire Society
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**Who**:

- Tire Society member
    - An industry or academic expert, ideally in the field of a specific conference session topic
    - Can also be a young scientist, interested in contributing new ideas to the Society
- Appointed by: Conference Committee Chair
- Reports to: Conference Committee Chair
- Length of Term: 1-3 years

**Mission**

Assist the Tire Society in producing compelling Tire Society conferences, providing value to all members and conference participants, with high quality presentations and sufficient papers to support the Journal of Tire Science and Technology. Suggest ways of advancing the Conference and improving its value to attendees.

**The main responsibilities of a Session Chair include:**

**Before the Conference:**

- Regularly attend and participate in monthly Conference Committee meetings.
- Help the Conference Committee identify and develop ideas to improve future conferences.
- Identify and initiate contact with potential authors working within session subject field, and in adjacent areas.
    - Identify and contact "non-traditional" authors who might not consider publishing their work and encourage them to publish.
    - Encourage researchers in their field to consider selecting Tire Science and Technology to publish their work and to present their work at the Tire Society Conference.
- Assist the Program Chair in selecting abstracts to be presented at the conference.

**During the Conference:**

- Attend coordination dinner with the Program Chair and other Session Chairs the evening preceding the Conference.
- Meet with each speaker prior to their session to review their biographical information.
- Serve as Master of Ceremonies for their assigned session:
    - Introduce each speaker.
    - Assist the Program chairs in keeping speakers on time.
    - Run the Q/A session for each speaker after their presentation.