# TRUC Chair Duties in Preparation for the FDA Conference

1. **These duties are in addition to the duties outlined in the TRUC member duties on the TRUC.org website.**
2. **The Chair must be a User (non-vender) member of the TRUC.**
3. **Lead the current year members to organize the papers and presentations for the current FDA Conference held at Georgia Tech.** The council meets once a month in a conference call format. The Chair will arrange for and send out invitations to the call. Issues pertaining to the upcoming conference are discussed and agreed upon.
4. **Poll members to choose the 17 top and four additional alternate papers for the Conference.** The papers are collected from those submitted to the conference from industry and university professionals. Papers are submitted to a website starting in August of the year before the conference. These will be collected by Georgia Tech and composed into a single document with title, author names, synopsis and contact information. The chair will submit the papers to the council members to be ranked. Once ranked, the papers will be submitted to the council for approval. A final tally should be available by the end of November and approved by the members during the following meeting. These papers are then submitted to Georgia Tech so that the successful and unsuccessful authors can be contacted. Ideally the notifications to the authors should go out after the December meeting in mid-December. Janine Lyn is the contact for this (Janine.Lyn@ece.gatech.edu).
5. **Seek volunteers from the council to fill the various positions necessary to host the Conference.** The Conference requires four Chair and Co-Chair positions total for the morning and afternoon, first and second day sessions. Chairs and Co-Chairs will also be needed for the Alternate papers. Additional positions are Audio/ Visual, Photographer, Timing and Actual Faults Discussion moderator. All of these formerly listed positions can be filled by any council member. The position of User Forum Moderator must be filled with a User member.
6. **Create the agenda for the Conference from the chosen papers.** Add the chosen papers to a preexisting agenda format. This agenda includes the 17 papers and various other items. This agenda will be submitted to the council before the December or January meeting for approval. Work with the Georgia Tech Media organization to produce an agenda document that will be included in the Conference information packet. This agenda will likely change during the year due to changes in authors and papers etc. Ensure that Georgia Tech and TRUC members have the most up-to-date version of the agenda. Rolanda Powell is the contact for this (Rolanda.powell@pe.gatech.edu).
7. **FDA Conference In-House or Virtual Paper Presentations**
Circumstances created by the unexpected 2020 pandemic necessitated cancelling the FDA 2020 conference. The Chair should assure that each group of FDA Session Chairs and Vice-Chairs confirm from all future accepted paper authors whether they will be available for in-house and/or virtual paper presentations.

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8. **Ensure that the papers are created on time and according to the Conference bylaws.** Work with session Chairs to bring the papers and presentations to the Conference. Issues such as deadlines and content should be considered. Should an alternate paper be needed, notify Georgia Tech and the Alternate Paper Chair and arrange for an alternate author to be notified.

9. **Attend the PRC meetings.** The PRC hosts a meeting in early January at Georgia Tech to discuss their upcoming conference. A second meeting is held on Thursday morning during the conference at breakfast. The chair should attend or ask for volunteers to attend these meetings.

10. **Lead the final meeting at Georgia Tech.** A final meeting is held the day before the Conference at the hotel. Plans for this and next year's Conference are discussed. New Chair, Co-Chair and Secretary are chosen. The new Chair will be the rising Co-Chair from the previous year. A new Co-Chair is traditionally chosen from one of the newer User members.

11. **Start the Conference off.** At the beginning of the conference introduce the council members and announce the ground rules for the conference. Point out the information packet that each attendee should have, specifically ratings page, suggestions page and the call for papers. Give a short safety briefing with evacuation routes and safety equipment locations as well as the locations of the other facilities and services including restrooms and break areas. Point out the vender booths locations and operating times. Ensure that the sessions and various breaks start and end at the correct time. Work with Georgia Tech and the Conference Center to correct any problems that arise.

12. **End the Conference.** At the conclusion of the Conference, close the proceedings and reiterate the importance of the ratings page and the call for papers. Should council member positions become vacant provide information to the attendees that will allow anyone who expresses an interest to volunteer for applying to become a new TRUC member.