



OPTICAL SOCIETY

ROCHESTER SECTION

Optical Society of America, Rochester Section, Inc. PROGRAM CHAIR DUTIES

Last revision: November 9, 2011

1. Schedule speakers for upcoming year.
 - a. During June solicit recommendations for speakers from the Council and from OSA-RS members, and confer with Treasurer to determine travel budget for the year.
 - b. Contact U of Rochester Industrial Associates coordinator and ask whether The Institute would like to co-invite speakers for the evenings of the Industrial Associates' Conferences during the fall and spring semesters.
 - c. Select one speaker from the national OSA "Traveling Lecturer" program. (Any current member of the national OSA can be invited as a "Traveling Lecturer." See http://www.osa.org/Membership/student_services/student_chapter_benefits/traveling_lecturer_program/default.aspx)
 - d. Propose list of speakers at July Council meeting, including at least one "backup speaker" who can have a presentation on hand in case a scheduled speaker cancels unexpectedly.
 - e. Send a formal letter of invitation to speakers and check for conflicts.
 - f. Build schedule of speakers and confirm that there are no conflicts with major OSA and SPIE conferences or the Rochester City School District vacations.
 - g. Submit final schedule at the August council meeting for inclusion in the Annual Program.
2. Gather presentation information
 - a. Request and receive speaker's abstract, biography and audio-visual equipment requirements at least three weeks before presentation date.
 - b. Communicate abstract and biography information to Secretary three weeks before presentation date for preparation of notices.
 - c. Communicate audio-visual equipment requirements to House Chairmen three weeks before presentation date.
 - d. Prepare introduction for speaker or arrange for someone else to do this.
3. Aid visiting speakers in making travel arrangements.
 - a. Inquire whether speaker's employer or some other entity can provide all or part of the travel and lodging expenses.
 - b. Communicate reimbursement arrangement to President and Treasurer soon after commitment is made.
 - c. Aid speaker in obtaining promised reimbursement from local section through Treasurer.
 - d. Offer and arrange host to pick up speaker at airport
 - e. Arrange tour at local industry or university during the day of the presentation, if speaker is interested and will have time.

- f. Arrange host to bring speaker to pre-meeting dinner and return to hotel.
 - g. Aid speaker in making departure arrangements, if needed.
- 4. Send formal thank-you letter to speaker within one week of presentation.