

## Guiding Policies and Procedures of AAAR

1.	MEETINGS OF OFFICERS AND BOARD MEMBERS .....	2
2.	POSITIONS WITHIN AAAR .....	3
2.1.	President 1 year (see Bylaws ARTICLE VI, Section 2).....	3
2.2.	Vice President 1 year (see Bylaws ARTICLE VI, Section 3) .....	3
2.3.	Vice President-Elect 1 year (see Bylaws ARTICLE VI, Section 4).....	3
2.4.	Treasurer 2 years (see Bylaws ARTICLE VI, Section 5).....	3
2.5.	Treasurer-Elect 1 year (see Bylaws ARTICLE VI, Section 6).....	3
2.6.	Secretary 2 years (see Bylaws ARTICLE VI, Section 7) .....	3
2.7.	Secretary-Elect 1 year (see Bylaws ARTICLE VI, Section 8) .....	3
2.8.	Immediate Past-President 1 year (see Bylaws ARTICLE VI, Section .....	3
2.9.	At-Large Member of the Board of Directors 3 years (see Bylaws ARTICLE IV).....	3
3.	THE COMMITTEES OF AAAR .....	3
3.1.	Awards Committee .....	4
3.2.	Bylaws Committee (see Bylaws ARTICLE V, Section 3) .....	4
3.3.	Conference Committee .....	4
3.4.	Development Committee .....	5
3.5.	Education Committee.....	5
3.6.	Finance Committee .....	5
3.7.	Internet Communications Committee .....	6
3.8.	Long-Range Planning Committee.....	6
3.9.	Membership Committee.....	6
3.10.	Newsletter Committee .....	6
3.11.	Nominating Committee (see Bylaws ARTICLE IV, Section 4, Paragraphs a and b) .....	7
3.12.	Program Committee .....	7
3.13.	Publications Committee .....	7
3.14.	Student Liaison Committee.....	8
4.	INTERNATIONAL COMMITTEES WITH AAAR DELEGATES .....	8
4.1.	Fuchs Memorial Awards Committee .....	8
4.2.	International Aerosol Research Assembly (IARA) .....	8
5.	POLICIES AND PROCEDURES FOR FUNDING SPECIAL INITIATIVES.....	9
6.	POLICIES AND PROCEDURES FOR SPONSORING SPECIALTY CONFERENCES AND SYMPOSIA AT THE AAAR ANNUAL CONFERENCE <b>Error! Bookmark not defined.</b>	
7.	AAAR PUBLICATIONS POLICIES.....	10
7.1.	Policies regarding Aerosol Science and Technology (AS&T) .....	11
7.1.1.	Editor-in-Chief of Aerosol Science and Technology.....	12
7.1.2.	Selection Process for an Editor-in-Chief .....	13
7.1.3.	Editorial Advisory Board of Aerosol Science and Technology.....	13
7.2.	Policies Regarding the Newsletter .....	14
7.2.1.	Editor and Assistant Editor(s) of the Newsletter .....	14
7.3.	Policies Regarding the Membership Directory .....	15
8.	AAAR ADMINISTRATIVE POLICIES .....	15
8.1.	Membership Administration .....	15
8.2.	Management Hours Control Policy .....	16
9.	AAAR ANNUAL CONFERENCE TRADITIONS .....	16

9.1.	Tutorial Program.....	18
9.1.1.	Guidelines for Organizing the Tutorial Program.....	18
9.1.2.	Guidelines for Tutorial Speakers Regarding Use of Copyrighted Material .....	19
9.2.	Technical Program .....	20
9.3.	Travel Reimbursement Policy.....	20
9.4.	Exhibition.....	21
9.5.	Student Assistants Program .....	21
9.5.1.	Guidelines for Organizing the Student Program.....	21
9.5.2.	General Instructions for Student Assistants.....	21
9.5.3.	Special Instructions for Tutorial Assistants .....	22
9.5.4.	Special Instructions for Poster Assistants .....	22
9.6.	Awards Presentation .....	23
9.7.	Annual Business Meeting .....	23
9.8.	Board, Working Group, and Committee Meetings.....	23
9.9.	Organizational Members.....	23
9.10.	Conference Fees.....	23

The Guiding Policies and Procedures document summarizes established practices for AAAR activities. It is intended to supplement the Bylaws, which provide a minimal set of essential rules but few specifics regarding routine operations. Topics in this document include the responsibilities of officers, committees, and working groups; traditions that are pertinent to conferences; and sections on publications policies and other special information. In the past, AAAR operated largely through an oral tradition that became increasingly difficult to maintain as the founders of the association were replaced by a younger generation less familiar with our customs. We anticipate that this will be a living document which will continuously evolve as our organization matures and grows and as fresh ideas emerge with new leadership.

## 1. MEETINGS OF OFFICERS AND BOARD MEMBERS

There are several meetings held each year for conducting the business of the Association. There is an Executive Committee meeting, generally in the winter, which is usually held on a Friday afternoon. A full-day meeting of the Board of Directors is held the next day. This timing permits attendees to take advantage of inexpensive airfares by staying over Saturday night. The Executive Committee consists of the President, Vice President, Vice President-Elect, Secretary, and Treasurer. In addition, there is a Secretary-Elect or a Treasurer-Elect, depending on the rotation of officers that year. The Executive Director of the Association attends both the Executive Committee meeting and the Board meeting.

There are also several meetings for conducting business at the Association's Annual Conference. These meetings include:

- an Executive Committee meeting held on Monday afternoon, one day prior to the opening of the Conference
- a Board meeting on Tuesday
- an Annual Business meeting on Tuesday
- a Board meeting on Friday

Although these times and days have been consistent for many years, they can be changed at the discretion of the Conference Chair in consultation with the President and the Management Staff. The Tuesday Board meeting is attended by newly elected Officers and Board members as well as outgoing Officers and Board members of the Association. The Annual Business meeting is open to all members of the Association. The official rotation of the Officers and Board members occurs following the Friday morning plenary session. The outgoing Officers and Board members do not attend the Friday Board meeting, except for the outgoing President. This individual delivers the President's Address to the Board at the beginning of the meeting and then has the option to stay or leave the meeting.

## **2. POSITIONS WITHIN AAAR**

This section outlines the elected positions and the associated responsibilities not set forth in the Bylaws.

### **2.1. President 1 year (see Bylaws ARTICLE VI, Section 2)**

The President traditionally notifies new Officers and Board members of their election, which meetings they are to attend, and when their terms expire. The President is the primary contact with the AAAR Executive Director at the AAAR Management Office and also works closely with other Management Office personnel as required. The President reviews all AAAR general mailings to the membership and represents AAAR to other aerosol societies.

### **2.2. Vice President 1 year (see Bylaws ARTICLE VI, Section 3)**

The Vice President meets with the Working Group Chairs to see that the technical expertise in the Working Groups is utilized to benefit the organization. The Vice President also works with the President to assure a smooth transition at the end of his/her term.

### **2.3. Vice President-Elect 1 year (see Bylaws ARTICLE VI, Section 4)**

By tradition the Vice President-Elect chairs the Long-Range Planning Committee meeting at the end of his or her term, having prepared a written report for presentation at the meeting summarizing his/her vision and goals for the Association. This document is included in the agenda book for the second Board meeting at the Annual Conference when he/she assumes the Vice Presidency.

### **2.4. Treasurer 2 years (see Bylaws ARTICLE VI, Section 5)**

The Treasurer submits an annual Treasurer's report for inclusion in the agenda book for the Fall Board meetings and also prepares a summary report for the Winter Board meeting. The Treasurer reviews invoices and budgets prepared by the AAAR Management Office and serves as the key contact for all financial matters.

### **2.5. Treasurer-Elect 1 year (see Bylaws ARTICLE VI, Section 6)**

### **2.6. Secretary 2 years (see Bylaws ARTICLE VI, Section 7)**

The Secretary works with the AAAR Management Office as necessary to ensure that a current directory is maintained. The Secretary also ensures that a list of Action Items based on Board decisions is prepared and disseminated for Board members in a timely manner. Once the Action Item List is disseminated, the Secretary reviews the status of progress on these items throughout the year. Minutes of Board Meetings are prepared under the signature of the Secretary aided by the Management Office. The Secretary may review the Membership Directory prior to publication. Publication Policies with respect to the Membership Directory are on file at the AAAR Management Office.

### **2.7. Secretary-Elect 1 year (see Bylaws ARTICLE VI, Section 8)**

### **2.8. Immediate Past-President 1 year (see Bylaws ARTICLE VI, Section 9)**

The Immediate Past President and all Past Presidents are traditionally ex officio members of the Long-Range Planning Committee.

### **2.9. At-Large Member of the Board of Directors 3 years (see Bylaws ARTICLE IV)**

Traditionally, At-Large Board Members also serve on at least one committee.

## **3. THE COMMITTEES OF AAAR**

Continuity from one year to the next in a Committee is desirable and the Association has tried to establish practices to promote continuity. As a general rule, the Association has, when possible, had the Vice Chair of a Committee assume the Chair the following year. When there is no Vice Chair or when the Vice Chair is unable to assume the

Chair, the Chair is usually selected from the committee membership of the previous year. Of course, for some Committees, a two (2)-year term for the Chair may be more appropriate and Committee Chairs and members may certainly be reappointed. Generally, Committee membership is for three (3) years with terms staggered where possible to assure continuity.

All Committee Chairs are requested to submit reports to both the winter Board meeting and the second Board of Directors meeting at the Annual Conference. These reports are submitted to the AAAR Management Office in time for inclusion in the agenda book for the Board meetings. In one of these reports, the Committee Chairs should include suggestions for revision or addition to this Guiding Policies and Procedures document, particularly in the area dealing with his or her Committee.

### **3.1. Awards Committee**

*Chair:* Appointed by the incoming President from among the members of the Committee.

*Membership:* The Awards Committee consists of nine (9) members serving staggered three (3)-year terms. Each year, the incoming President appoints three (3) new members.

*Function:* The principal function and responsibility of the Awards Committee is to solicit nominations, review the nominations submitted, and select the recipients for the AAAR awards including the Kenneth T. Whitby, David Sinclair, Sheldon K. Friedlander, and the Benjamin Y.H. Liu Awards, as well as the Thomas T. Mercer Joint Prize (granted jointly with the International Society for Aerosols in Medicine [ISAM]). Awards Committee members may nominate one (1) candidate for an award, but must refrain from discussing or voting on any of the candidates for this award during Committee deliberations.

At least six months prior to the Annual Conference, nominations are solicited for the awards by announcements in Aerosol Science and Technology, the Journal of Aerosol Science, the AAAR Newsletter Particulars, and by direct mail or e-mail. After nominations and necessary support letters have been received, the Awards Committee Chair works with the AAAR Management Office to prepare an information packet for each candidate. These packets are sent to each of the Committee members several months prior to the Annual Conference. The selections are made before the next Annual Conference. Awards are presented during the AAAR Annual Conference after each plenary session.

Presentation of the Thomas T. Mercer Joint Prize is shared between AAAR and ISAM on alternating years. Nomination packets for this particular award must be sent to both the AAAR Awards Committee members and the Chair of the ISAM Awards Committee. AAAR will order the plaque every year, despite who is presenting it.

### **3.2. Bylaws Committee (see Bylaws ARTICLE V, Section 3)**

*Chair:* Appointed by the incoming President

*Membership:* The Bylaws Committee consists of three (3) members each serving a three (3)-year term staggered so that one (1) new member is appointed each year by the incoming President.

*Function:* The Bylaws Committee shall be responsible for amending the Bylaws of the Association as described in Article VII of the Bylaws of the AAAR. Other responsibilities include preparation and maintenance of the Guiding Policies and Procedures document.

### **3.3. Conference Committee**

*Chair:* The Conference Chair is chosen by the President and approved by the Board of Directors. The Conference Chair is also the Chair of the Program Committee and an ex officio member of the Membership Committee.

*Membership:* Tutorial Chair, Exhibits Chair, Student Liaison Chair

*Function:* The Conference Committee works closely with the AAAR Management Office in planning and carrying out AAAR's Annual Conference. The Conference Committee also works with the Program Committee to organize

and carry out the technical sessions at the Conference. The Tutorial Chair organizes the Tutorial Program as described in the Education Committee section, while the Student Liaison Chair works with the Management Office in recruiting students and organizing student activities as described in the Student Liaison Committee section.

The Exhibits Chair has responsibility for identifying potential new exhibitors as well as retaining past exhibitors. This task includes developing a functional database, in conjunction with the AAAR Management Office, of past and potential exhibitors. Other duties include interacting with exhibitors at the Annual Conference to determine policies and procedures which are effective as well as those that need improvement. The Exhibits Chair is also an ex officio member of the Membership Committee.

### **3.4. Development Committee**

*Chair:* Vice President

*Membership:* The Development Committees consists of at least six (6) members, each serving a three (3)-year term staggered so that at least two (2) new members are appointed each year by the incoming President. The Vice President-Elect shall also be an ex-officio member of the committee.

*Function:* The Development Committee shall be responsible for development of broader support for the aims and objectives of AAAR. As part of this effort, it will have the responsibility for the suggestion of policies and procedures for the solicitation of funds in support of the objectives of the Association as well as leading the effort to secure additional funds. Such funds could include endowments for the awards that are presented by the Association or other functions as designated by the Board of Directors. The Development Committee should work to identify and solicit participation by appropriate businesses and institutions as sponsors for the Annual Conference.

### **3.5. Education Committee**

*Chair:* Appointed by the incoming President from among the members of the Committee. It has been the practice of the Association to appoint the past year's Tutorial Chair to the Chair of the Education Committee.

*Membership:* There are six (6) members, each serving a three (3)-year term staggered so that two (2) new members are appointed by the President each year. One of these new members is appointed to be Tutorial Chair for the Annual Conference two years from the appointment.

*Function:* The primary functions of the Education Committee are to oversee the Student Travel Grant program and to organize the Tutorial Program at the AAAR Annual Conference. The Chair of this Committee has primary responsibility for overseeing the Student Travel Grant program. The Vice Chair has responsibility for organizing the Tutorial Program and providing a written report to the Board summarizing the Tutorial Program. The report is submitted for inclusion in the agenda book for the Winter Board meeting. A preliminary report is made at the second Board meeting at the Association's Annual Conference. The report should include a summary statement on details of the tutorials, any problems that developed, recommendations for future programs, copies of correspondence from the Tutorial Chair, a copy of the final program, and numerical data (registration for each tutorial, income and expenses, and the results of the evaluations for each tutorial). These reports will be maintained by the AAAR Management Office. Guidelines for organizing the Tutorial Program and related information are given in the Section on Special Information and in the Tutorial Manual, a copy of which is maintained by the Management Office.

### **3.6. Finance Committee**

*Chair:* Treasurer

*Membership:* The Finance Committee shall consist of the President, the Treasurer-Elect in the years in which the office is filled, and at least three (3) members of the Association. The three (3) members drawn from the Association shall serve staggered three (3)-year terms with the incoming President appointing one (1) Finance Committee member. The President may appoint additional ad hoc members to serve for the year of their appointment. The Committee has traditionally included someone knowledgeable about the finances of the past, present, and next AAAR Conferences.

*Function:* The Finance Committee shall be responsible for the financial affairs of the Association and shall advise the Treasurer.

### **3.7. Internet Communications Committee**

*Chair:* Appointed by incoming President

*Membership:* The Internet Communications Committee consists of three (3) members each serving a three (3)-year term staggered so that one (1) new member is appointed each year by the incoming President. The AAAR representative to the IARA Internet Committee is an ex officio member.

*Function:* The Internet Communications Committee is responsible for the oversight and for formulating and maintaining policy regarding AAAR-sponsored communications through the Internet. The responsibilities may include the development and maintenance of the AAAR home page, list-serves, and electronic publications. The Committee will advise the AAAR Board and Management Office on the selection of an Internet service provider (ISP), and the purchase and use of hardware and software programs.

### **3.8. Long-Range Planning Committee**

*Chair:* Vice President-Elect

*Membership:* All Past Presidents and the current President and Vice President are members of the Long-Range Planning Committee. In addition, the Chair may invite other individuals to attend the meeting of the Long-Range Planning Committee.

*Function:* The Vice President-Elect chairs the Long-Range Planning Committee meeting at the Annual Conference at the end of his/her term, having prepared a written report for presentation at this meeting summarizing his/her vision and goals for the Association during the period he/she serves on the Board. The goals will be submitted in writing to the Board of Directors in the agenda book for discussion at the fall Board meeting when the Vice President-Elect becomes Vice President.

### **3.9. Membership Committee**

*Chair:* Appointed by the incoming President

*Membership:* The Membership Committee consists of three (3) members, each serving a three (3)-year term staggered so that one new member is appointed each year by the incoming President. The Conference Chair and the Exhibits Chair are ex officio members of this Committee.

*Function:* The Membership Committee shall undertake to increase the membership of the Association. It is responsible for preparation and maintenance of the membership brochure and distribution of information to prospective members.

Another function of the Membership Committee is to identify and solicit participation by appropriate businesses and institutions as exhibitors and organizational members. The Committee is responsible for developing a strategy for identifying potential organizational members and a means for maintaining a strong foundation of organizational membership.

### **3.10. Newsletter Committee**

*Chair:* The Editor of the Newsletter is nominated by the President and appointed by the Board.

*Membership:* Besides the Editor, there are two Assistant Editors, a Senior and a Junior Assistant Editor. The Senior Assistant becomes the Editor at the end of his/her one (1) year term. The Junior Assistant Editor then rotates into the Senior Assistant Editor position and the President selects a new Junior Assistant Editor who will begin the three (3) year process.

*Function:* The responsibilities of the Editor and Assistant Editor(s) are to solicit and select material for publication in the newsletter, arrange for the publication of the newsletter by the AAAR Management Office, and work with other AAAR groups to enhance the benefits of the newsletter to the AAAR membership. Publications policies appear in a later section of this document.

### **3.11. Nominating Committee (see Bylaws ARTICLE IV, Section 4, Paragraphs a and b)**

*Chair:* Past President

*Membership:* Members are selected by the Chair in consultation with the President and are appointed by the Board of Directors. The term of appointment is one (1) year. As stipulated in the Bylaws, the Nominating Committee consists of at least three (3) members, all of whom must have been members of the Association for at least one (1) year at the time of their appointment. The policy is to select as members those who represent the breadth of the Association in their fields of discipline (e.g., aerosol fundamentals, atmospheric aerosols, health-related aerosols) and the types of their organizational affiliation (e.g., academic, national laboratory, industry). Further, it is policy to include some members with Board experience.

*Function:* The Nominating Committee prepares the slate of candidates for Officers and Directors. In doing so, it considers the written suggestions from any member of the Association in good standing. It takes into account the various interests and types of organizational affiliations of Board members in order to retain, to the extent practical, a Board that is representative of the current membership. The Nominating Committee submits a report to the Board by March (as stipulated in the Bylaws). It is responsible for preparing information for balloting, including assembling the biographies of candidates, in time for the AAAR Management Office to mail official ballots to the membership no later than 90 days before the next Annual Business Meeting of the Association.

### **3.12. Program Committee**

*Chair:* The Conference Chair serves as Chair of the Program Committee.

*Membership:* The Program Committee consists of the Vice Chair, the Vice Chair-elect, the Immediate Past Chair, and the Chairs of all of the Working Groups. The Vice Chair of the Program Committee becomes the Conference Chair at the next AAAR Annual Conference. The Vice Chair is nominated by the President and approved by the Board of Directors. The Tutorial Chair for the Annual Conference serves as an ex officio member of the Program Committee. Ad hoc members of the Program Committee may be appointed by the Conference Chair to serve for the year of their appointment.

*Function:* The Program Committee is responsible for developing the technical program for the Annual Conference of the Association. This includes solicitation of papers to be presented at the Conference; selection of papers, scheduling of presentations, and notification of the authors; selection, invitation, and scheduling of the plenary speakers; and coordination of schedules and space requirements with the Exhibits Chair, the Student Liaison Chair, and others involved with the planning of the Conference. Details of scheduling presentations requires close interaction with both the AAAR Management Office and the Working Group Chairs. It is the responsibility of the Conference Chair to manage these interactions with the help of the rest of the Program Committee. Additional information on the Program Committee is in the section on Special Information. Following the Conference, the retiring Conference Chair is responsible for drafting a letter to the primary authors of manuscripts presented at the Conference encouraging submission of papers to Aerosol Science and Technology journal.

### **3.13. Publications Committee**

*Chair:* Appointed by the incoming President

*Membership:* The Publications Committee consists of six (6) members, each serving a three (3)-year term staggered so that two (2) new members are appointed each year by the incoming President.

*Function:* The Publications Committee shall be responsible for oversight and for formulating and maintaining AAAR policy with regard to the journal of the Association, Aerosol Science and Technology (AS&T), subject to approval by the Board of Directors. The Publications Committee nominates the Editor-in-Chief of the journal and, in collaboration with him/her, nominates the Associate Editors and members of the Editorial Advisory Board. All nominations are subject to the approval of the Board of Directors. The Publications Committee is also responsible for any other publications of the Association not explicitly assigned elsewhere.

### **3.14. Student Liaison Committee**

*Chair:* Appointed by the President to serve a one (1)-year term.

*Membership:* Besides the Student Liaison Chair, there are two (2) members, a Senior member and a Junior member. The Senior member becomes the Student Liaison Chair at the end of his/her one (1) year term. The Junior member becomes the Senior member at this time and the President selects a new Junior member who will begin the three (3) year process.

*Function:* The primary function of the Student Liaison Committee is to recruit and organize students attending the AAAR Annual Conference to serve as student assistants. Student assistants help with various tasks including:

- operating audio-visual equipment for the tutorials and the technical program
- helping to set up and take down posters
- taking photographs of those presenting posters if this is done for the conference
- assisting AAAR Management Office Staff with registration-related and general administrative tasks

The Student Liaison Committee Chair oversees the AAAR Management Office Staff in coordinating the student assistants.

## **4. INTERNATIONAL COMMITTEES WITH AAAR DELEGATES**

### **4.1. Fuchs Memorial Awards Committee**

*Function:* The Fuchs Memorial Award is the major international prize in aerosol science and is given every four (4) years at the international meeting of the major aerosol societies. The Committee addresses the following tasks: reviewing and updating the award regulations and procedures; scheduling the events in the award cycle; preparing and issuing the call for nominations; determining if individual nominations meet the stated minimum requirements; selecting from among the nominees; and designing the award certificate and ceremony. Typically there are four (4) meetings during each award cycle.

*Membership:* The current membership is composed of two (2) representatives each from the three (3) charter aerosol societies which provide funds for the award. These societies are the AAAR, Gesellschaft für Aerosolforschung (GAeF) and the Japan Association of Aerosol Science and Technology (JAAST).

*AAAR Representatives:* The two (2) AAAR members to the Committee are appointed by the President of AAAR, who may seek the advice and consent of the AAAR Board of Directors. The minimum term is through the end of the award cycle in progress. Members are appointed for one (1) four (4)- year term. If the member is willing to continue for a second four(4)-year term, this should be done in such a way that the terms of the two (2) AAAR members are staggered to provide 'institutional memory.' Appointees should agree in advance to decline nomination for the award and not to participate in any nominating activity. Although the Fuchs Committee is an autonomous entity, the AAAR members should briefly report Committee activities to the AAAR Board of Directors. At the appropriate time, the report should include a reminder to the AAAR Board to budget the funds necessary for the award.

### **4.2. International Aerosol Research Assembly (IARA)**

*Function:* IARA is an association of regional and national aerosol research associations whose purpose is to promote aerosol research and science internationally. It sponsors an international aerosol conference once every four (4) years and honors individual scientists through the International Aerosol Fellow Award.

*Membership:* The member organizations of IARA are AAAR, Comité Français d'Etudes et de Recherches sur les Aérosols, Finnish Association for Aerosol Research, Gesellschaft für Aerosolforschung, Indian Aerosol Science and Technology Association, Israeli Association for Aerosol Research, Japan Association of Aerosol Science and Technology, Nordic Association for Aerosol Research, United Kingdom Aerosol Society, International Society for Aerosols in Medicine, and Chinese Association for Aerosol Research in Taiwan. Each society has representatives to IARA.

*AAAR Representatives:* The Bylaws of IARA stipulate that AAAR has two (2) delegates. Under current policy, the delegates are selected by the President of AAAR and approved by the Board of Directors. Generally, delegates to IARA are former (or current) Officers or Directors of AAAR. It is preferred that at least one of the delegates be someone with experience in organizing an international meeting. Delegates are appointed to a four (4)-year term, beginning at the International Meeting. The AAAR delegates should report briefly to the Board on the activities of the Assembly.

## **5. POLICIES AND PROCEDURES FOR FUNDING SPECIAL INITIATIVES**

In order to promote the development of the Association and to ensure that full and reasoned consideration be given to all proposals for new initiatives, the AAAR Board of Directors has agreed to consider for possible funding by AAAR proposals submitted by standing Committees and Working Groups. The total support for such proposals in any year will not exceed one-half of the increase in AAAR net assets for the previous fiscal year (excluding special initiative expenses for that year), unless approved by the Board. This support may be used to cover expenses associated with the development of special symposia, educational and outreach activities, new member services, and such other proposals as will arise from the Committees and Working Groups. In most cases, it is expected that the proposed new initiatives would be at least revenue neutral. In cases where sufficient revenues to cover the costs are not expected, an explanation of the anticipated benefits to AAAR and a justification of the expenses should be provided. Support will be provided to initiate the activity by covering additional AAAR management costs, materials preparation, etc., but should be reimbursed from revenues received.

A member of AAAR can submit the proposal after obtaining written approval from a Committee or Working Group, or he/she may submit the proposal with a request that the President designate a specific Committee or Working Group to approve it. The proposal must be submitted electronically.

After the President designates a Committee or Working Group, the AAAR Management Office will send the proposal to the Chair of that Committee or Working Group. The Chair will then forward the proposal to the members for their comments. The Chair should ask for a vote of approval or disapproval, along with comments. It is acceptable for the Chair to recommend funding for a proposal subject to certain conditions, such as reduced funding, changes in scope of work, etc. The Chair is expected to submit a brief evaluation with the result of the voting (including number of votes for and against funding) along with specific comments about the strengths and weaknesses of the proposal. The evaluation must be prepared whether the proposal is recommended for funding or rejection. The proposals and evaluations will be sent to Board members with the meeting agenda.

Prior to the Board of Directors meeting, the Executive Committee will review all proposals along with the evaluations, with respect to their fiscal impacts on AAAR, and the extent to which this initiative would serve the needs and objectives of AAAR. Based on this review, the Executive Committee will recommend actions by the Board of Directors, bearing in mind the limited funds available for support of new initiatives. The following annual schedule has been adopted for these special initiatives:

April	Request for Proposals published in Particulars with details of policies and procedures for applications
July 1	Proposals due; sent to Working Groups and Committees for review
September 1	Submittal of evaluations by Committees and Working Groups
Fall AAAR meeting	Decision by Executive Committee; formal approval at Friday Board meeting
November	Request for Proposals published in Particulars
December 31	Proposals due; sent to Committees and Working Groups for review
February 1	Submittal of evaluations by Committees and Working Groups

The proposal should describe the new initiative and its benefits to AAAR and provide a budget showing the needs for initiative funds and the anticipated revenues from the initiative. If available, the proposal should include written endorsement of a Committee or Working Group. Proposals written to invite speakers for special symposia, special sessions, plenary lectures, and other events at a AAAR Annual Conference should apply the following guidelines. The individual submitting the proposal should obtain a form from the AAAR Management Office covering details of the proposed symposium or sessions; this form must be completed and attached to the proposal. Invited speakers may be reimbursed for travel expenses in compliance with the Travel Reimbursement Policy. The speakers will also receive free registration and a maximum of two nights hotel paid by AAAR. Exceeding these amounts requires exceptional circumstances and justification. Each invited speaker is expected to give a full-length talk (at least 30-45 minutes), and the proposed sessions and speakers must be approved by the Conference Chair. Where appropriate, the individual submitting the proposal is encouraged to consider a special issue of Aerosol Science and Technology as an outcome of the event. If a special issue of a journal is arranged, Aerosol Science and Technology must be given the right of first refusal.

The Committee or Working Group endorsing the proposal will be responsible for accounting for the use of the funds provided to the satisfaction of the Board of Directors and the Auditors, and will provide reports on the progress and outcome of the initiative.

Proposals that do not satisfy the criteria of the special initiatives program, for example proposals that are for aerosol research rather than for special symposia, educational or outreach activities, or new member services, will be returned to the principal investigator without further consideration.

## **6. POLICIES AND PROCEDURES FOR SPONSORING SPECIALTY CONFERENCES**

In order to promote the development of the Association and to ensure that full and reasonable consideration be given to all proposals for specialty meetings, the AAAR Board of Directors has agreed to consider for possible sponsorship by AAAR proposals submitted by members of AAAR, standing committees and working groups.

The intent of such specialty meetings is to cover topics of broad interest to the aerosol science community that will attract both members and non-members of AAAR. Thus outreach should be a component of the meeting. The specialty meeting should not conflict with or detract from AAAR's annual meeting in either timing or topic. As such, it is expected that the meeting structure will not be identical to that of the Annual meeting (e.g., it may emphasize workshops or roundtable discussions).

Sponsorship of such meetings by AAAR may take several forms:

- (1) AAAR may publicize the meeting in its newsletter, via mailings to the membership, or at AAAR's Annual meeting.
- (2) AAAR may agree to share meeting planning, expenses and revenue with another organization.
- (3) AAAR members and staff may be the sole organizers of the meeting.

Proposals falling into categories (2) or (3) above should be submitted a minimum of 24 months before the meeting date; other proposals may be submitted up to 12 months before the meeting date. A proposal for AAAR participation in a specialty meeting can be submitted by a member of AAAR after obtaining written approval from a member of the Board. The proposal must be submitted electronically to the AAAR office. The proposal must explain the rationale for the meeting, including potential benefits to AAAR; describe the desired level of involvement of AAAR; propose date(s) and venue(s); and outline the meeting financial plan. A budget showing the need for funds and the anticipated revenues from the initiative must be included.

In most cases, it is expected that the proposed new initiatives would be at least revenue neutral under conservative budget estimates. Support may be provided from AAAR to initiate the activity by covering additional AAAR management costs, materials preparation, etc., but should be reimbursed from revenues received. It is expected that the proposer will obtain funding outside of AAAR for the meeting, and that the budget contain a description of fund-raising plans and ideally initial commitments for such funding.

The individual submitting the proposal should obtain a form from the AAAR Management Office covering details of the proposed meeting; this form must be completed and attached to the proposal. The AAAR Management Office will send the proposal to the Executive Committee for their comments. The President should ask for a vote of approval or disapproval, along with comments. It is acceptable for the President to recommend funding for a proposal subject to certain conditions, such as reduced funding, changes in scope of work, etc. The President is expected to submit a brief evaluation with the result of the voting along with specific comments about the strengths and weaknesses of the proposal. The evaluation must be prepared whether the proposal is recommended for funding or rejection. The proposals and evaluations will be sent to Board members with the meeting agenda.

The initial evaluation will be sent to the proposer at the same time that it is sent to the full Board. If the proposal has received initial approval from the Executive committee, the individual submitting the proposal will be invited to attend the Board meeting at which the proposal will be discussed, or to participate in the discussion remotely. The Editor of AS&T should also be invited to attend the discussion.

The following annual schedule has been adopted for these proposals:

3 months prior to a Board meeting, typically July 1: Proposals due in AAAR office

6 weeks prior to a Board meeting, typically September 1: Submittal of evaluations by Executive Committee

Fall AAAR meeting: Presentation of proposal (if necessary)

Formal approval at Friday Board meeting

If the Board grants approval subject to modifications, a revised proposal should be submitted in accordance with a timetable specified by the Board.

Where appropriate, the individual submitting the proposal is encouraged to consider a special issue of *Aerosol Science and Technology* as an outcome of the event. If a special issue of a journal is arranged, *Aerosol Science and Technology* must be given the right of first refusal.

If approved, the organizers will be asked to sign a letter of agreement outlining their obligations to the Association.

## **7. AAAR PUBLICATIONS POLICIES**

### **7.1. Policies regarding Aerosol Science and Technology (AS&T)**

Aerosol Science and Technology, established in 1982 as the official journal of AAAR, publishes the results of theoretical and experimental investigations into aerosol phenomena and closely related topics. High quality reports on fundamental and applied topics are suitable. AS&T is published monthly and sent to all members of AAAR.

1. The name of the research journal of AAAR is Aerosol Science and Technology.
2. AAAR owns Aerosol Science and Technology.
3. Taylor & Francis is the publisher of Aerosol Science and Technology for the period 1999-2008.
4. The Editor-in-Chief of Aerosol Science and Technology is nominated by the Publications Committee and approved by the AAAR Board of Directors to manage the review and selection of manuscripts for publication in Aerosol Science and Technology.
5. The masthead of the journal will list the Editor-in-Chief, Associate Editor(s), The Editorial Advisory Board, and the listing: "Founding Editors: Benjamin Y. H. Liu, David T. Shaw and David S. Ensor."
6. The journal is published twelve (12) times within each year.
7. Changes in the publication format, including cover design and page format, must be approved by the AAAR Board of Directors
8. The number of pages per volume is established by contract between AAAR and the publisher.

9. The financial issues and contracts are negotiated by the President of AAAR and the publisher, in consultation with the Publications Committee, the Editor-in-Chief, and the Management Office. All matters related to financial issues and contracts are approved by the AAAR Board of Directors.
10. Revisions and additions to the AAAR Policies regarding AS&T require approval of the AAAR Board of Directors.

### **7.1.1. Editor-in-Chief of Aerosol Science and Technology**

#### *Appointment*

1. The Editor-in-Chief is appointed by the AAAR Board of Directors acting on a nomination from the AAAR Publications Committee.
2. The Editor (or Editors) of AS&T is appointed by the board of directors for a term of 5 years, commencing at the beginning of the calendar year in order to coincide with the start of a new volume. The appointment of the Editor-in-Chief may be renewed for additional term(s) of 3 years.
3. The Editor-in-Chief serves at the pleasure of the AAAR Board of Directors:
  - a. Prior to each Annual Conference, the Editor-in-Chief shall deliver an annual report to the Publications Committee and the Board of Directors, documenting the operation of the journal and its standing in the field. The Editor-in-Chief will meet with the Publications Committee and provide an oral summary of the annual report.
  - b. The Publication Committee is charged with reviewing the performance of the Journal and the Editor-in-Chief and making recommendations to the Board at the Annual Conference regarding continuation or renewal of the Editor-in-Chief, or seeking a replacement.
  - c. The appointment of the Editor-in-Chief can be terminated within a term of service by a 2/3 vote of the AAAR Board of Directors.
  - d. Associate Editor(s) may be appointed by the AAAR Board of Directors acting on a nomination from the AAAR Publications Committee for a term of service concurrent with that of the Editor-in-Chief.

#### *Responsibilities*

1. Formulate a vision for Aerosol Science and Technology, in conjunction with the AAAR Board of Directors, and articulate that vision.
2. Manage Aerosol Science and Technology administration of manuscripts to include: recording the receipt of manuscripts; obtaining qualified peer reviews; overseeing the quality of manuscript revisions; transmitting manuscripts to the publisher; communicating with authors; and adjudicating disputes between authors and reviewers.
3. Serve as the primary contact between AAAR and the publisher on all matters except the negotiation of contracts and financial issues.
4. Manage the budget for editorial responsibilities.
5. The Editor-in-Chief will have responsibility for the organization and management of the Editorial office, including decisions of whether or not to seek additional Editors or Associate Editors, the structure and make-up of the Editorial Advisory Board, and division of responsibilities between the Editor-in-Chief and the Associate Editors. The Editor-in-Chief may suggest candidates for these positions or seek recommendations from the Publications Committee. The Publications Committee will submit recommended candidates for these positions to the Board of Directors which will make the final decisions. The term of an Associate Editor-in-Chief can be terminated by a 2/3 vote of the members of the AAAR Board of Directors.
6. Plan the editorial calendar with the publisher and Associate Editor(s).
7. Delegate authority and responsibility to Associate Editor(s) for manuscript administration and editorial development.
8. Work with the Publications Committee and other AAAR groups to enhance the benefits of Aerosol Science and Technology to the AAAR membership and other subscribers.
9. Prepare and submit a written annual report 30 days prior to the Annual Business Meeting of AAAR. This report should include (at least) a summary of the financial issues and statistics on manuscript volume, backlog, subject area, pages per issue, and interactions with the publisher; recommendations for changes or

- additions to AAAR policies regarding the journal may also be included. The annual report should be provided to the Publications Committee, the AS&T Editorial Advisory Board, and the AAAR President as well as the AAAR Management Office for inclusion in the agenda book for the Fall Board meeting.
10. Actively promote the solicitation of papers for publication in Aerosol Science and Technology.

### **7.1.2. Selection Process for an Editor-in-Chief**

Upon a decision by the Board to seek a new Editor-in-Chief, the Publications Committee shall be responsible for identifying and evaluating candidates and making recommendations to the Board.

The timetable and procedures for making this appointment are outlined below:

- Annual Conference during calendar year three years prior to change of editorship: Publications Committee reviews the performance of the journal and the Editor-in-Chief and recommends to the Board of Directors either:
  - 1) renewal of the appointment of the Editor-in-Chief for a 3-year term or,
  - 2) appointment of a new Editor-in-Chief.
- Winter Board meeting prior to Annual Conference that occurs in the calendar year, two years prior to the year in which the new editor begins service: In the event of a decision to seek a new Editor-in-Chief, the Board of Directors charges the Publications Committee with identifying candidates and making recommendations for a new Editor-in-Chief for Aerosol Science and Technology.
- Between Annual Conferences: The Publications Committee shall announce the search for a new Editor-in-Chief and solicit applications, nominations, and suggestions. Candidates will be asked to provide a statement of their vision for the journal and proposed structure of the editorial office. The institutional support anticipated by the applicant should also be described. A deadline for submissions will be set in advance of the Annual Conference to allow review of applications by the Publications Committee. Selected candidates will be invited by the chair of the Publications Committee to be interviewed at the next Annual Conference of the AAAR.
- Annual Conference during calendar year two years prior to change of editorship: Candidates for the position as Editor-in-Chief of Aerosol Science and Technology are interviewed by the Publications Committee, AAAR President and Vice President with possible additions by the Board. To allow adequate time, the interviews will be conducted prior to the start of the Actual Conference on the day of the Tutorials.
- Board Meeting at Annual Conference two years prior to change of editorship: Board of Directors reviews short list and recommendations provided by the Publications Committee during the Conference. The Board of Directors makes final selection of the individual who will be Editor-in-Chief. This new individual and the existing Editor-in-Chief are notified of the Board of Directors' decision as soon as possible after the Board Meeting.
- Between Annual Conferences: The existing Editor-in-Chief, the new Editor-in-Chief and the Publications Committee will develop an understanding on the steps required for a smooth transition. The new Editor-in-Chief shall begin developing the editorial office and make recommendations for appointments to the Editorial staff. Those recommendations will be reviewed and acted upon in a timely manner by the Publications Committee and the Board of Directors to ensure a smooth and timely transition.
- Annual Conference immediately prior to change of editorship: The new Editor-in-Chief is announced and the formal transition is initiated.

If time or scheduling do not allow this schedule to be followed: The Executive Committee may substitute alternate procedures for selection of the Editor-in-Chief.

### **7.1.3. Editorial Advisory Board of Aerosol Science and Technology**

#### *Appointment*

1. The members of the Editorial Advisory Board are nominated by the Publications Committee, in consultation with the Editor-in-Chief, and approved by the Board of Directors.
2. Members of the Editorial Advisory Board are appointed to serve for three (3)-year renewable terms.

3. The members of the Editorial Advisory Board serve at the pleasure of the AAAR Board of Directors. The term of an Editorial Advisory Board member can be terminated by a 2/3 vote of the members of the AAAR Board of Directors.

#### *Responsibilities*

1. Review manuscripts for publication in Aerosol Science and Technology as requested by the Editor-in-Chief or Associate Editor(s).
2. Encourage publication of research in Aerosol Science and Technology.
3. Provide the Editor-in-Chief with recommendations for reaching a wider readership and for stimulating the professional growth of the AAAR membership.
4. Represent the professional needs of the readership of Aerosol Science and Technology to the Editor-in-Chief.
5. Review editorial policies and the quality of Aerosol Science and Technology with the Editor-in-Chief, Associate Editor(s), and Publications Committee at the Annual Conference of AAAR.

### **7.2. Policies Regarding the Newsletter**

1. The name of the newsletter of AAAR is Particulars.
2. AAAR owns Particulars.
3. The Editor and Assistant Editor(s) of the newsletter are appointed by the AAAR Board of Directors.
4. The Editor and Assistant Editor(s) arrange for the on-line publication of the newsletter in coordination with the AAAR Management Office.
5. Each issue of the newsletter is approved for on-line publication by the Editor and Executive Director of AAAR.
6. The newsletter will list the Editor and Assistant Editor of the newsletter (including address, telephone, fax, and e-mail), and the Officers and Board of Directors.
7. The newsletter is published on-line three times within each calendar year: in spring, summer, and winter.
8. Changes in publication format, including design and page format, must be approved by the Newsletter Committee.
9. The final budget for the newsletter is established by the AAAR Board of Directors.
10. Full-page "Call for Papers" or Announcements may appear in the newsletter only if AAAR is a sponsor or co-sponsor.
11. Particulars accepts advertisements from individuals and organizations. Display advertising rates are as follows:  
Full Page- \$400; Half Page - \$200; Quarter Page - \$100; Eighth Page - \$50.  
On-line classified advertisements are accepted for job openings and second-hand equipment. On-line classified advertising rates are as follows: <20 words - \$20; <40 words - \$40.  
All advertisements must be relevant to some aspect of aerosol science.
12. Revisions and additions to the AAAR Policies Regarding the Newsletter require approval of the AAAR Board of Directors.

#### **7.2.1. Editor and Assistant Editor(s) of the Newsletter**

##### *Appointment*

1. The Editor of the newsletter is nominated by the President and appointed by the Board of Directors and serves a one (1)-year term.
2. The Assistant Editor(s) are appointed for two (2)-year terms.
3. The Assistant Editor is nominated to become Editor at the completion of the two (2)-year term if available to serve.
4. The Editor and Assistant Editor(s) of the newsletter serve at the pleasure of the AAAR Board of Directors. The term of Editor or Assistant Editor can be terminated by a 2/3 vote of the members of the AAAR Board of Directors.

##### *Responsibilities*

1. Identify and articulate a vision for the newsletter.
2. Solicit and select material for publication in the newsletter.
3. Obtain review and approval of the newsletter from the Editor and Executive Director prior to its publication.
4. Arrange for publication of the newsletter in coordination with the AAAR Management Office.
5. The Editor chairs the Newsletter Committee.
6. Work with the AAAR Working Groups, the Conference Chairs of upcoming AAAR Annual Conference, the AAAR Newsletter Committee, and other AAAR groups to enhance the benefits of the newsletter to the AAAR membership.

### **7.3. Policies Regarding the Membership Directory**

1. The title of the membership directory is The American Association for Aerosol Research (year) Membership Directory.
2. AAAR owns its membership directory.
3. The Secretary of AAAR arranges for the on-line publication of the membership directory and is responsible for its content.
4. The cover design, page format, contents, and masthead of the membership directory are established as those of the 1999 edition. Changes in design, contents, and format must be approved by the AAAR Secretary.
5. The membership directory is published on-line once within each calendar year in PDF format
6. The membership directory will alphabetically list all regular and student members of AAAR without titles, and include mailing address, telephone, fax, and e-mail. The Directory should also include current addresses and telephone, fax, and e-mail listings for Officers, Board members, Committee Chairs and members, Working Group Chairs and members, and AAAR representatives to international committees.
7. Members whose membership is associated with Organizational Members will be listed in the membership directory.
8. The Secretary of AAAR and the AAAR Management Office are responsible for obtaining information for the membership directory and verifying to the best of their abilities, the accuracy and completeness of the content.
9. Financial issues associated with the on-line publication of the membership directory are negotiated by the AAAR Management Office Staff and reviewed by the Secretary and President of AAAR and are subject to approval by the AAAR Board of Directors.
10. Revisions and additions to AAAR Policies Regarding the Membership Directory require approval of the AAAR Board of Directors.
11. AAAR provides a password protected, searchable membership directory on-line. The searchable membership directory is updated on a regular basis as changes of address or affiliation are received. The searchable directory is to be up to date at all times. Members may search the directory in any one of the following ways: by the first letter of a member's last name and geographically by country, state/providence and city

## **8. AAAR ADMINISTRATIVE POLICIES**

### **8.1. Membership Administration**

*Membership Validation Period:* Memberships are valid for a full calendar year. There are no partial -year memberships. New members joining in mid-year pay a full year membership for the calendar year in which they join and are entitled to back issues of the journal for the year. Membership renewals are included in the annual conference registration fee mailed in the fall of each year. Following the annual conference, a renewal form is sent to every member who does not renew his or her membership by attending the annual conference. Members who do not renew their membership upon receipt of the first renewal notice following the annual conference (usually November of each year) may experience delays in the receipt of their journal subscription in the first quarter of the year for which they are renewing. Memberships are not transferable.

*Membership Cancellation Policy:* Memberships not renewed by March 1 of each year will be cancelled. Members will be notified of pending cancellation at least 30 days before cancellation is initiated. Cancellation results in the immediate discontinuation of all member benefits and services including receipt of AS&T.

*Membership Mailing List Distribution:* Mailing labels can be rented upon request for one-time use at a cost of \$300 for non-profit organizations and \$1,000 for for-profit organizations. The AAAR president must approve the appropriateness of all mailings. All requests must be in writing and accompanied by a copy of the mailing to be sent to AAAR members. Recipients are granted permission in writing with clarification the labels are for one-time use only.

## **8.2. Management Hours Control Policy**

### **Background**

From 2002 through 2004, AAAR faced significant overages in the management hours used by staff, and has subsequently faced an overage in fees. The Board of Directors, in particular the Executive Committee, was concerned about the impact these overages had on AAAR's budget. Likewise, Association Headquarters was concerned because it wanted to maintain a strong client partnership with AAAR but could not continue reducing the overage fees that were incurred.

AAAR could not afford to increase the contracted management hours and fees to the level at which the organization had been operating for the past several years. At the 2004 Annual Conference, the Executive Committee asked staff to develop a plan to address the overages without significantly increasing the management hours currently contracted.

In developing the management hour control plan, the Executive Director received input from AAAR's Management Advisor, as well as staff assigned to the AAAR team.

The management hour control plan focuses on three areas:

1. Determining & Explaining Volunteer Responsibilities
2. Tracking & Reporting Hours
3. Improving Internal & External Communications

We are confident that with the support of the Board and AAAR's committee leaders, this plan will be an effective means to control management hours.

### **Determining Volunteer Responsibilities**

There were numerous activities undertaken by staff that could or should be done by volunteers if we are to sufficiently control management hours.

As a first step, the staff was asked to develop a list of tasks that they had completed in the past year which they feel could/should be handled by a volunteer. The list included an estimated number of hours spent on each task. In addition to the list of tasks, staff prepared a guide and a timeline for the project that can be used by the volunteer charged with the responsibility.

The staff also identified projects/responsibilities that could be streamlined to be more time efficient. These projects were not be handed over to volunteers, but could be done more efficiently if changes are implemented. This could include not only internal projects managed by staff, but projects involving volunteers as well.

The list of proposed tasks to be managed by volunteers was reviewed by the Executive Director and Executive Committee. When the list was agreed upon, the Executive Director, working in conjunction with the staff members involved, developed detailed committee chair, member and staff liaison position descriptions for each of the committees, including the Executive Committee. The descriptions delineate specifically who does what with regard to that committee's program of work.

The position descriptions will be distributed to the incoming committee chairs and members each year. An orientation meeting with the committee chairs will take place at the annual conference each year.

Once staff responsibilities had been clearly identified, the management contract was amended to include an updated scope of work.

If a committee or member asks staff to work on a project or responsibility that is outside the scope of what has been agreed to as a staff project/responsibility, staff will immediately notify the Executive Director. The Executive Director will address the request in the manner explained below under Communications.

### **Tracking & Reporting Hours**

In order to control hours, we need to do a better job of tracking and reporting management hours, both internally and to the Board of Directors.

Starting after the first pay period submission of 2005, the Executive Director will receive bi-weekly management hour reports for each staff member on the AAAR team. The Executive Director will closely monitor the hours to make sure that they are in line with the hours allowed in the contract. Per the contract, the percentage of total management hours used each month should not exceed the following:

<b><u>Month</u></b>	<b><u>% through Contract Hours/Fees</u></b>
January	8%
February	16%
March	23%
April	30%
May	37%
June	44%
July	51%
August	59%
September	70%
October	86%
November	93%
December	100%

The Executive Director will send the bi-weekly reports to staff. At monthly staff meetings, the Executive Director will review the management hour reports and address any areas of overage with the team. If upon review of the bi-weekly hours report, the Executive Director identifies an immediate area of concern, she will address the overage with the team member prior to the staff meeting.

In order to better track where hours are being spent, the time tracking system will be updated to include the following:

- ⇒ A category for each of the major programs/projects
- ⇒ An “outside of scope” category for each of the major programs/projects (e.g. conference planning, exhibit management, awards, etc.)

Monthly, the Executive Director will submit the management hours to the Executive Committee for their review. The report will include the following information:

- ⇒ Breakdown of areas of responsibility for each staff member
- ⇒ Hours/Fees per month per department and total
- ⇒ YTD total hours/fees used
- ⇒ Total hours/fees budgeted per the contract
- ⇒ YTD percentage of hours/fees used
- ⇒ Targeted percentage of hours/fees per the contract
- ⇒ Total hours/fees remaining

The Executive Director will bring to the Executive Committee's attention any areas of concern (i.e. overages) and seek immediate solution.

### **Improving Internal & External Communications**

Open communication and a clear understanding of roles will go a long way in preventing the unexpected overages that have occurred in recent years. While excellent customer service is critical, staff needs to understand that the AAAR Executive Committee has directed us to control management hours. As a result, we can not take on every project/responsibility that is requested of us and we need to get approval before undertaking any project outside the approved scope of work.

The staff will undoubtedly be asked to take on projects/assignments that are outside their approved scope of responsibility. When that happens, they are to immediately notify the Executive Director before beginning work on the project (staff should not tell the individual or committee requesting the assistance no). The Executive Director will call or email the individual to explain the board's position that management hours need to be controlled and determine if a volunteer can manage the project. If the individual has a compelling reason why the project should be staff managed, and the Executive Director agrees, the Executive Director will present the issue to the Executive Committee for consideration. If the Executive Director determines that the project could be volunteer managed, but the individual making the request disagrees, the President or Vice President will intervene.

The staff is willing and able to take on additional responsibilities outside the scope of work. However, the Executive Committee must be aware of and give written approval prior to work being undertaken. The Executive Director will maintain copies of all written approvals in order to explain any overages at year end. The Executive Committee understands that hours spent on approved projects outside the scope of work will be tracked apart from the contracted management hours and may result in overage charges at the end of the year.

## **9. AAAR ANNUAL CONFERENCE TRADITIONS**

Traditionally, AAAR holds an Annual Conference during the month of October for the purpose of providing a forum for the exchange of technical information and recent advances in the field of aerosol science and technology.

The Conference has three major components: Tutorial Program, Technical Program, and Exhibition. Other activities are the Student Assistants Program, Annual Business meeting of the general membership, and meetings of the AAAR Board, the AS&T Board, Working Groups and Committees. Other activities include social events before, during, or after the Conference.

### **9.1. Tutorial Program**

Tutorials are designed to cover a wide variety of current topics in the field of aerosol science. Some are of an introductory nature, while others provide an in-depth treatment on an advanced topic. Introductory topics include aerosol mechanics and instrumentation. Advanced topics include areas such as nucleation theory, electrospays or pharmaceutical aerosols.

Tutorials are organized by the Education Committee; the Vice Chair of that Committee serves as Tutorial Chair. Tutorials are held on Monday, one day in advance of the start of the Technical Program. Approximately 16 tutorial sessions are offered in four (4) sets of parallel sessions. Individual tutorials are 75 minutes long. There is a fee for the tutorials which is separate from the Conference registration fee. Tutorial notes prepared by the instructors are distributed to paid attendees. Instructors are offered a modest honorarium and are given free registration to two (2) other tutorials.

#### **9.1.1. Guidelines for Organizing the Tutorial Program**

The process begins with the Vice Chair of the Education Committee roughly one and one half years prior to the Annual Conference at which he/she will run the Tutorial Program. This lead time is necessary so that activities for recruiting tutorial speakers and possible tutorial topics can be selected prior to the Annual Conference at which the speakers will be recruited.

The bulk of the work in selecting and recruiting tutorial speakers should take place at the Annual Conference one year before the planned tutorials. Prior to this meeting, the Vice Chair should have access to written reports summarizing past Tutorial Programs and be in contact with past Tutorial Chairs to help in identifying previously successful lecturers and topics and to obtain information on organization of the program. Suggestions for lecturers and tutorial topics are solicited at the Annual Conferences from the Working Groups and each Working Group Chair is asked to provide suggestions. Members of the Education Committee should circulate among the Working Group meetings to obtain suggestions.

Suggested criteria for choosing tutorial speakers include the following:

1. The lecturer has presented one or more previous AAAR tutorials that were highly rated and well attended.
2. At least 2 to 3 years has elapsed between identical AAAR tutorial lectures, unless there is a very high demand and the record shows that a satisfactory turnout can be expected on a more frequent schedule.
3. The lecturer has not given a previous AAAR tutorial lecture, but is well known by the Tutorial Chair to have expertise in an appropriate topic, is reliable, and is an outstanding speaker.
4. The lecturer has not given a previous AAAR tutorial lecture, but comes highly recommended by at least two or three individuals whom the tutorial organizer knows well.
5. The tutorials should cover the range of current interests of the membership.

Traditionally, 16 tutorial sessions are scheduled, although as AAAR grows and Conference attendance increases, this number may also increase. The Tutorial Chair should come to the Annual Conference with a short list of tutorial topics and speakers and should be prepared to invite these individuals to be tutorial lecturers at the following Annual Conference. An abstract of the lecture and a biographical sketch should be obtained from each speaker for use in the Annual Conference program. The format for this material is to be determined by the Conference organizers. The Tutorial Chair is responsible for coordinating this with the Conference Chair.

Tutorial notes are prepared by each lecturer and should be submitted to the Tutorial Chair and the Management Office by the due date specified. The notes are copied by the Management Office, based on the number of registrants two (2) weeks prior to the Conference and with an allowance for late and on-site registrants. The Tutorial Chair must develop the schedule for the lectures, provide written instructions to each lecturer, see that the Management Staff provides each attendee with an evaluation form, and ensure that Management Staff collects and tabulates the evaluations. The details of running the tutorials should be worked out with the Annual Conference Chair. The use of tickets has been effective in minimizing unregistered attendance; tutorial notes are given in exchange for a ticket.

### **9.1.2. Guidelines for Tutorial Speakers Regarding Use of Copyrighted Material**

Tutorial speakers must strictly adhere to the laws regarding use of copyrighted material. This includes figures, tables, and portions of published articles as well as entire reprints that are reproduced. In general, figures and tables from published material may be used in oral presentations (overhead transparencies or slides) without obtaining written permission from the publisher, providing the material is properly cited in the visual. However, material that is reproduced in the tutorial notes requires explicit written permission. Tutorial speakers are required to obtain this permission before copies of the material are made. A written statement "reprinted with permission from ..." should be included in the tutorial notes. Speakers must allow sufficient lead time so that permission in writing will have been received by the time the tutorial notes are sent to AAAR for duplication. This typically requires up to 60 days.

To enable publishers to make a decision about whether permission can be granted, and whether a fee will be assessed, the speakers must provide detailed information. This information includes the title of the publication (e.g. title of journal, book, or report), volume number, year, title of the article, names of authors, and page numbers, as well as a description of the specific material to be copied (figure numbers, etc.). Speakers must explain that the material will be used in duplicated notes for a tutorial lecture at the AAAR and must indicate the approximate number of copies that will be made. The speaker should also indicate that the tutorial will be attended mainly by individuals engaged in professional work with aerosols or by students in the aerosol field. Give the date by which the response is needed.

A sample letter follows:

Dear (Publisher or Contract Name):

I would like to obtain permission to reproduce two figures that appeared in *Aerosol Science and Technology*. These are Figure 3 and 4 from the article "Evaluation of the Effectiveness of Several Air Cleaners for Reducing the Hazard from Indoor Radon Progeny" by P.K. Hopke, N. Montassier, and P. Wasiolek, Volume 19, Number 3, pages 268-278, 1993.

The figures will be used in a set of notes for a tutorial presentation the Annual Conference of the American Association for Aerosol Research. The tutorial will be attended by professionals in the aerosol field, as well as by students. A total of about 20 copies of the notes will be made. Permission is needed by early September.

Thank you very much for your consideration of this request.

Sincerely,

Your Name

Title

Organization/University Affiliation

## **9.2. Technical Program**

The technical program is the heart of the Conference and covers a wide range of topics in aerosol physics and chemistry, aerosol instrumentation, and technical applications including atmospheric aerosols, climatic effects, pharmaceutical aerosols, and industrial aerosols. The program consists of plenary sessions, parallel platform sessions, and poster sessions. Many Conferences feature Special Symposia, which are comprised of a featured plenary lecture followed by organized platform or poster sessions.

The technical program is organized by the Program Committee. Working Group Chairs serve on the Program Committee. The Working Groups play a critical role in soliciting papers and suggesting topics for symposia, plenary speakers, and tutorial lectures. They also assist in the organization of sessions. The Conference Chair extends the invitations to plenary lecturers and makes the final decisions regarding scheduling. Often, the Conference Chair must handle the special situations which arise for foreign speakers, including assistance in seeking financial support. The conference chair shall be allotted \$2500 in discretionary funds to facilitate organization of the conference and to pay expenses related to the conference potentially including expenses and honoraria for plenary speakers. As part of this \$2500, the conference chair may offer plenary speakers up to 2 days of lodging at the conference room rate, and transportation expenses limited according to AAAR Travel Reimbursement Policies. (See Travel Reimbursement Policy.) In addition, the conference chair may waive conference registration fees and membership for plenary speakers. Papers for the Conference are solicited in a general "Call for Papers." The Management Staff prepares the "Call for Papers" for approval by the Conference Chair. Staff then arranges for printing and distribution. One page abstracts are submitted to an office selected by the Board (in the past this has included the management office, an outside abstract processing company, and the editorial office of *AS&T*). To aid in program organization, the abstract form contains a place to indicate the Working Group or special session organizer through which the paper may have been solicited. However, unsolicited papers of good quality are welcome. Abstracts are collected in a book available to attendees at the Conference.

## **9.3. Travel Reimbursement Policy**

The maximum travel reimbursement for invited speakers will be \$500 for domestic travel or \$1000 for international travel. Reimbursable travel expenses include airfare, ground transportation, parking and tolls. Speakers may also receive free registration and a maximum of two nights hotel at the conference rate paid by the AAAR. Exceeding these amounts requires exceptional circumstances and justification.

## **9.4. Exhibition**

Companies offering aerosol instrumentation and services are invited to exhibit at the Annual Conference for a fee. Exhibits are on display Tuesday through Thursday and generally open following the plenary session. In addition, the Exhibits are open Monday evening if there is a Welcome Reception (which is traditional). The Conference also includes an "Exhibitors Reception", which is held on Tuesday, following the Technical Sessions and the Annual Business Meeting. Exhibits are the responsibility of the Exhibits Chair of the Conference Committee working in concert with the AAAR Management Office. The AAAR Management Office, operating under the oversight of the Exhibits Chair and Conference Chair, handles solicitations, instructions, receipts, and facilities arrangements.

## **9.5. Student Assistants Program**

Students participating in the Student Assistants Program provide support to platform and poster sessions throughout the Conference. Student Assistants are also allowed to attend two (2) tutorials of their choice without charge. While providing a valuable service to the Conference, it is hoped that this program increases student participation in the Conference.

The Student Assistants Program is organized by the Management Staff operating under the direction and approval of the Student Liaison Committee Chair.

### **9.5.1. Guidelines for Organizing the Student Program**

1. The process begins with the AAAR Management Staff about 4-5 months before the meeting, as soon as the technical program outline is available. The Staff, on behalf of the Student Liaison Chair, sends a letter requesting participation in the Student Assistants Program and an application to students who participated at the previous meeting as well as to professors who have helped recruit students in previous years. A notice is also e-mailed to all AAAR student members. A short advertisement about the Student Assistants Program is prepared and provided to the Editor of Particulars for publication along with the application form. Student assistants must work a minimum of 4 sessions and may attend two tutorials free of charge.
2. A month before the meeting, Staff prepares the work schedules and distributes them to the student assistants. Students are asked to sign and return these agreements to the AAAR Management Office.
3. The Management Staff prepares binders for the student assistants. The binders contain instruction sheets for the Student Assistants and floor plans of the conference facility.
4. An orientation session is held at 8:30 p.m. on Sunday of the meeting week. The Student Liaison Chair and AAAR Staff acquaint the students with their duties.
5. Daily sign-in sheets for student assistants are kept at the AAAR Registration Desk; Management Staff handles signing in and out.
6. At the end of the Conference, the Management Staff reviews and verifies the hours worked as noted on the sign-in sheets.
7. Thank you letters are mailed to the students by Management Staff on behalf of the Student Liaison Committee Chair.

### **9.5.2. General Instructions for Student Assistants**

1. You must attend the orientation meeting for Student Assistants on Sunday at 8:30 p.m. in the AAAR Office at the Conference site.
2. Sign in at the AAAR registration desk, 15-20 minutes before each session at which you will work.
3. Double-check the room location for your assignment. Pick up your session sign at the AAAR Registration Desk and place it on the easel outside the door of your session.
4. Collect laser pointers from the AAAR registration desk and return them to the registration desk at the end of each session. Make sure you give them to the designated staff person so he/she can check off that they have been returned.
5. Before your assignment starts, introduce yourself to the session chair or tutorial speaker. Ask if the person has any special instructions or requests. Show the session chair how to operate the timer for the speakers.
6. Check the location of light switches and dimmers in the meeting room; be sure you know how to operate these switches.
7. Review each piece of audio-visual equipment in your meeting room. Make sure you know the location of spare bulbs, trays, and installation procedures.

8. It is your responsibility to ensure smooth operation of slide/viewgraph projectors and the audio system. Be aware that you may be requested to help speakers load slides or change viewgraphs.
9. If there is a problem with the slide/viewgraph projector or a hum (feedback) in the audio system, go to the registration desk for staff assistance.
10. If you use a substitute or switch sessions with another assistant, you must tell the AAAR staff person and, make the change on the sign-up sheet at the AAAR registration desk. This must be done at least 12 hours in advance.
11. If you are assigned as a “floater,” you will be requested to perform various tasks. Check at the AAAR registration desk prior to the assigned time slot for you assignment on where assistance is needed.
12. If you have any difficulties or questions, contact the AAAR staff on site.

### **9.5.3. Special Instructions for Tutorial Assistants**

Two assistants have been assigned to each tutorial. Tasks to be carried out during a tutorial are divided into two sets, A and B. Introduce yourself to your tutorial co-assistant 15 minutes before the tutorial. Be ready to perform tasks A and/or B, as assigned.

#### *TASK SET A*

1. Pick up the laser pointer, the list of tutorial attendees, the sign, and the ticket envelope at the AAAR registration desk.
2. At least 15 minutes before the tutorial session, make contact with the instructor. If you cannot locate the instructor, speak to someone at the registration desk.
3. Introduce yourself to the instructor and give him/her the laser pointer. Ask if the person has any special instructions or requests.
4. When the instructors indicate, open the door to the tutorial room and station yourself near the door. Collect one tutorial ticket from each attendee. Note the person’s name and check him/her off the list. Count the number of tickets and write the number of attendees on the envelope. If anyone does not have a ticket, send him/her to the AAAR Registration desk.
5. Once the tutorial is in progress, you will assist the instructor with the slide/viewgraph projector.
6. After the tutorial, return the laser pointer and the ticket envelope to AAAR Staff at the AAAR registration desk.

#### *TASK SET B*

1. Pick up the tutorial handout materials and the course evaluation forms at the AAAR registration desk.
2. Check the list of registered attendees and make sure there are sufficient copies of course handouts. If you run out of course materials, determine the number of extra copies needed and convey this information to AAAR Staff. No one receives a copy of the handouts unless they are registered for the course.
3. When the tutorial attendees enter the room, and each has been checked off the list, give each person a copy of the course materials and the tutorial evaluation form. Be sure to request that the evaluation forms are completed and returned to you at the end of the tutorial.
4. Once the tutorial is in progress, you are in charge of working the lights; check the location of the light switches/dimmer before the tutorial begins.
5. Collect completed course evaluation forms and return to the AAAR Registration Desk.

### **9.5.4. Special Instructions for Poster Assistants**

Posters to be presented on a specific day of the Conference will be put up during designated hours. All posters must be removed by the designated time after the poster session.

1. Students assigned to the poster sessions should report to the AAAR registration desk 30 minutes before the session.
2. Poster assistants have 3 major responsibilities:
  - a. Helping presenters mount posters during the specified set-up period (traditionally on Monday)
  - b. Promptly taking down posters that remain after the deadline for removal
  - c. Taking a picture of each presenter with his/her poster if this is done for the conference (cameras are provided)

## **9.6. Awards Presentation**

AAAR gives several annual awards, including the Whitby Award which is for excellence by a young researcher; the Sinclair Award, which honors excellence by established researchers; the Friedlander Award which recognizes an outstanding dissertation by an individual who has earned a doctoral degree, the Mercer Award which recognizes excellence in the areas of pharmaceutical aerosols and inhalable materials and the Liu Award which recognizes outstanding contributions to aerosol instrumentation and experimental aerosol research that has significantly advanced the science and technology of aerosols. Awards are presented after each plenary session during the AAAR Annual Conference. The agenda for the Awards presentation is set by the Conference Chair and the Awards Committee Chair.

## **9.7. Annual Business Meeting**

An Annual Business Meeting of the general membership of AAAR is required by the Bylaws, and is held at the Annual Conference. Generally, it is scheduled for Tuesday afternoon, following the last sessions. The Annual Business Meeting is used to announce election results; present reports from the officers, including a financial report; and to announce future meetings. This occasion is also used to pass the gavel from the outgoing to the incoming President of AAAR and to recognize the efforts of those who organized the Conference and who have served AAAR within the preceding year. Organizational members are also recognized at this meeting.

## **9.8. Board, Working Group, and Committee Meetings**

Traditionally, the AAAR Board meets twice during the Conference, Tuesday and Friday. The Aerosol Science and Technology Editor-in-Chief, Associate Editors, and Editorial Advisory Board meet with representatives from the publisher on Wednesday or Thursday at noon. Time is also scheduled in the Technical Program for Working Group meetings and for planning the next year's Conference program. Other Committee meetings are scheduled by the Committee Chairs throughout the week.

All written statements from the Board of Directors, Committees, and Working Groups to the AAAR Management Office should be communicated electronically so that these documents can be included in the Agenda Books for Board meetings. The Agenda Book will then be posted electronically to all board Members and Officers.

## **9.9. Organizational Members**

The Conference allows organizational members to exercise some of their privileges, including receiving two free Conference registrations and a 25% discount on any number of tutorials. They also receive a substantial (25%) discount on Exhibition Fees. Organizational Members are recognized for their support of AAAR in the Conference Program and at the Annual Business Meeting.

## **9.10. Conference Fees**

Regular registration covers the Conference, a one-year membership in AAAR, and a one-year subscription to Aerosol Science and Technology (AS&T), both beginning the following January. Tutorial fees are separate. Student Conference registration fees are no more than 25% of the full registration fee. Tutorial fees for students and retired members are approximately one-half that for full registrants. Conference fees are graduated based on specific registration deadline dates published on the registration form and in various conference-related materials. One-day registrations are available at a rate specified for each Conference. Organizational Members receive free registrations for their designated individual members and a 25% discount on tutorials attended by any number of their employees. A non-member conference registration rate is available to those who do not wish to join AAAR, but it is the same as Conference rate that includes membership.