

Institute of Nuclear Materials Management



50 YEARS OF NUCLEAR MATERIALS MANAGEMENT

51th Annual Meeting

July 11-15, 2010

**Marriott Baltimore Waterfront Hotel
Baltimore, Maryland**

SESSION ORGANIZER'S GUIDE

INMM encourages participation of individuals who wish to organize special sessions for the Annual Meeting on topics of relevance to the nuclear safeguards community. The Institute appreciates the interest and efforts of these individuals and recognizes that the success of the Annual Meeting is based on full participation and cooperation among the attendees. Session organizers may be unaffiliated individuals interested in specific topics or members of the Technical Program Committee (TPC). To make this process work properly potential session organizers must adhere to the following:

- Organizers **MUST** consult with an INMM Technical Division Chair or the Chair of the INMM Technical Program Committee (cpietri@aol.com) before they take any action to set up a special session. This establishes a responsible INMM contact for this activity. Organizers must submit their proposals as soon as possible but before November 15, 2009. They should contact INMM HQ (inmm@inmm.org) if they need assistance in making these contacts.
- At this initial contact INMM will need to know who is the session organizer and that person, or a **knowledgeable** surrogate, will be required to attend the Technical Program Committee (TPC) Abstract Review Meeting. The Committee meets for one day usually during the first week of March each year to review the abstracts submitted for the Annual Meeting Program. For the 51st Annual Meeting the Review Meeting date is March 2, 2010.
- **When making the initial proposal organizers need to provide the exact title of the session to the Technical Program Committee Chair (cpietri@aol.com) and to INMM HQ (inmm@inmm.org).** This action allows INMM HQ to post the title in the Special Session section of the Abstract Submittal database. By doing so, those submitting abstracts for this special session will be able to direct them to this specific topic, thus preventing the abstracts from being commingled with the hundreds of other submitted abstracts. It is the responsibility of the session organizer to inform their speakers of this title for their abstract submittals.
- If the organizer's proposals are accepted, they are responsible for getting the abstracts in their session submitted by the February 1, 2010 deadline in accordance with all the Annual Meeting requirements. Organizers need to keep INMM HQ and their Technical Division Chair informed of progress, changes, and any issues to their session on a frequent basis.
- It is required that the special session organizer (or a **knowledgeable** surrogate) be present at the TPC Review Meeting to assist in the review deliberations and answer any inquiries regarding the session and the abstracts.
- A list of papers for each proposed session shall be provided to INMM HQ well in advance of the TPC Review Meeting. The TPC is responsible for approving and modifying the content of the session if such an action would improve the overall program quality.
- Presenters must submit their abstracts using the INMM Abstract Submittal Database.
- The best course of action is to have each author enter their own abstract into the system instead of one person entering all of them. The following instructions for abstract submittal are to be given to the speakers to make sure the abstract gets into the proper session:
 - Click on the [Abstract Submission](#) link or visit the INMM Annual Meeting home page

<http://www.abstractsonline.com/submit/login.asp?mkey=%7B169EF975%2D4524%2D4C83%2DB8AF%2D225F33792AD7%7D>) to get the link.

- If you are a returning user, enter your login information. If this is the first time you have used this system, create a record for yourself by clicking on “Click here to create a new user account”.
 - Click on “New Submission”
 - Follow the prompts to enter the abstract information.
 - For “Presentation Sub Topic” –
 - Click on the “Select” button.
 - Choose “Special Session” at the bottom
 - Click on the actual title of the session that was provided to you.
 - All other fields should be filled out accordingly.
 - If you have any questions, you may contact the INMM headquarters at inmm@inmm.org
- Panels and Discussions. If the organizer plans to include a panel or discussion as part of the session it will usually be limited to one-hour (the equivalent of three 20-minute paper presentations) but this time frame is negotiable; it usually takes place at the end of the session.
 - An abstract for the panel discussion shall be submitted by the organizer, or other person as designated by the organizer, as if it were a separate paper
 - Since panels and discussions are a very important part of the Annual Meeting, we capture such discussions in an extensive summary (not an abstract!) along with the submitted papers in the session for publication in the *Proceedings of the INMM Annual Meeting*. That summary, at a minimum, must provide the essential elements discussed in the panel. (Too often, the panel discussions are not recorded adequately, and do not provide important information to our readers, attendees, and others. The information, sometimes critical, is essentially shared only with the attendees in that session and lost to the public.)

For your further information:

- The **INMM Technical Division Chairs** are:

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Waste Management
TBD

- The **Technical Program Committee Chair** is:

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- The **INMM HQ Staff Members** are:

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