

DRAFT OUTLINE FOR 2010 ISM WORKSHOP PANEL DISCUSSION

HOSTING A DOE ISM WORKSHOP AT YOUR SITE

Tuesday, September 14, 2010 – Walsh Room

1. Gathering Requirements (Renee)
 - a. Customer Expectations
 - b. Overall Timeline
 - c. Approvals
 - d. Communications
2. Planning and Steering Committee Charter (Paul)
 - a. Purpose, Scope, and Applicability
 - b. Composition of the Committee
 - c. Responsibilities and Deliverables
 - d. Member Responsibilities
 - e. Theme Development and Approval
3. Critical Path Schedule Development and Use (Renee)
 - a. Critical Conference Milestones
 - b. Project Schedule
 - c. Role of Scheduler
4. Venue selection and Considerations (Paul)
 - a. Space Requirements
 - b. Food and Beverage Considerations
 - c. Audio Visual and Internet Requirements
5. Funding and Budget (Paul)
 - a. Federal and Contractor Sources
 - b. The Conference Registration Fee
 - c. The use of Vendor Display Booths
6. Typical Workshop schedule (Matt)
 - a. Committee and Board Meetings
 - b. Champions Dinner
 - c. Training Opportunities
 - d. Plenary Sessions
 - e. Presentation of Technical Papers
 - f. Use of Panels
 - g. Tours

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- 7. Development of Topical Areas (Matt)
 - a. Selection of Track Leads
 - b. Request for Abstracts
 - c. Paper Selection and Presentation

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- 8. Conference Logistics (Renee)
 - a. Website development and use
 - b. Registration process and payment

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- 9. Use of Outside Speakers (Renee)

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- 10. Workshop Close-Out (Theron)
 - a. Reporting
 - b. Materials
 - c. Presentation and the 2011 Workshop

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