

IMAC CONFERENCE ORGANIZATION

I. BACKGROUND

The IMAC Conference was created by Dick DeMichele and Peter Juhl. The first conference was held in 1982. Until 1986 the conference was sponsored by Union College. From 1987 to 1991 the conference was co-sponsored by Union College and SEM. In 1991 SEM assumed total responsibility for the organization and management of IMAC and Union College agreed to the role of consulting partner. In 1996 Union College ceased any participation with IMAC.

During the initial planning for IMAC, the organizers quite understandably sought the support and advice of the leading United States and international individuals working in the field of modal testing and analysis.

These selected individuals then became the IMAC Advisory Board in 1982. Their function was to provide to the IMAC staff advice, suggestions and support in the planning, promotion and administration of the technical program for the annual IMAC Conference.

The prestige and recognition of the IMAC Advisory Board by the modal community has been a major factor in the continued success of IMAC.

Since 1982, the recognition and support given to IMAC by the universities, industry and government agencies as the foremost international Conference devoted to modal testing and analysis has also been tantamount to its success.

In 1995 Dick DeMichele resigned as IMAC Technical Director and Prof. Al Wicks, Virginia Polytechnic Institute and State University who had worked closely with Dick for a number of years assumed the position. Al Wicks, current Technical Director works closely with Raj Singhal, David Taylor Laboratory of the Canadian Space Agency in planning the IMAC Conference.

SEM provides the financial backing and administrative staff for organizing and promoting the IMAC conferences. Staff is directly responsible to the SEM Executive Board for the prudent financial management of IMAC.

II. PURPOSE OF THIS DOCUMENT

The purpose of this document is to establish a framework for the overall planning and execution of IMAC into the future. At the present time there is no formal documentation for this process and it is believed that such documentation will allow everyone to more readily understand the process with the goal of increasing participation in the planning and organization of the conference as well as to insure the continuity of IMAC.

III. **ROLE OF THE SOCIETY FOR EXPERIMENTAL MECHANICS, INC.**

As the sponsoring organization, SEM assumes all financial responsibility for the conference. In addition, the SEM Staff is responsible for executing the plans devised and administering all matters related to the conference. Therefore, the ultimate authority for all matters affecting the IMAC Conference rests with the SEM Executive Board which is the legal governing body of SEM.

The general policy of the SEM Executive Board is to remain in an oversight position for all Society activities but to delegate the planning and execution of the activity to appropriate committees of interested parties.

IV. **IMAC CONFERENCE PLANNING AND ORGANIZATION**

The IMAC Conference planning and organization is the responsibility of the groups listed below. The duties and responsibilities of each group are discussed in the following sections.

- a. **IMAC Conference Director**
- b. **IMAC Board**
- c. **SEM/IMAC Technical Divisions**
- d. **IMAC Focus Groups**

V. **IMAC CONFERENCE DIRECTOR**

The IMAC Conference Director reports to the IMAC Board and is the final authority for all matters relating to the technical program for IMAC conferences.

a. **Selection**

The IMAC Conference Director is selected by majority vote of the SEM Executive Board based upon nomination by the IMAC Board.

b. **Term**

The term of appointment is 5 (five) years. It is recommended that any individual serve no more than one term.

c. **Duties**

- i. Chair IMAC Program Planning Committee Meetings
- ii. Solicit papers and sessions for IMAC
- iii. Identify and appoint focus groups
- iv. Finalize keynote speakers
- v. Finalize luncheon speaker
- vi. Approve program layout as determined by the IMAC Program Planning Committee
- vii. Identify exhibitors for the IMAC exhibition

d. **Initial Appointment of IMAC Conference Director**

Upon approval of this document, Prof. Alfred Wicks, should he wish to continue, is appointed as IMAC Conference Director.

VI. IMAC BOARD

The IMAC Board has two roles. The primary role is to plan and oversee future IMAC conferences. Another important role is as the official voice of the IMAC community to the SEM Executive Board.

a. **Organization**

The group consists of the IMAC Conference Director, the Executive Director of the Society (SEM), and nine members-at-large, one of whom shall be elected as Chair. The Chair will serve for a three year term. The members of the IMAC Board shall elect the members-at-large. Nominations to the Board will consist of a letter of nomination endorsed by at least three people, one of which is a current or past IMAC Board member, who have attended 2 of the prior 3 IMAC conferences at the time nominations are made. The members-at-large will serve staggered, three-year terms. Members-at-large may serve up to two consecutive terms. Prior members who have been off the Board for at least one year are eligible for re-election. A member of the SEM staff shall serve as permanent secretary with no voting rights. The IMAC Board should strive for a balance of members representing academic, industry, government and, exhibitor backgrounds.

b. **Meetings**

The Board shall meet at least once per year during the IMAC Conference. Attendance by 6 members shall constitute a quorum.

c. **Duties**

- i. Recommend to the SEM Executive Board a nominee for IMAC Conference Director when required.
- ii. Nominate two people each year to serve on the SEM Executive Board as At-Large Members.
- iii. Select the members of the IMAC Committees.
- iv. Recommend to the SEM Executive Board and/or the IMAC Conference Director any actions needed to insure the health of the IMAC Conference.
- v. Identify new Focus Groups areas and possible new Technical Divisions. Encourage IMAC Focus Groups to become Technical Divisions (TDs).
- vi. Assist the IMAC Conference Director as required in the solicitation of conference participants, keynote and luncheon speakers, IMAC Conference themes, etc.

d. **Committees of the IMAC Board**

i. **IMAC PROGRAM PLANNING COMMITTEE**

The IMAC Program Planning Committee is responsible for the IMAC technical program. The committee consists of 3 IMAC Board members and the IMAC Conference Director who Chairs the Committee as a non-voting member. The members serve staggered, three year terms and are appointed by the IMAC Board. For continuity purposes, the IMAC Board should appoint one member

each year. Initially the Board should appoint three members for 1, 2 and 3 year terms.

Duties

1. Implement the theme of the meeting.
2. Chair two meetings at IMAC to which the Chairs of the Technical Divisions (TDs) and Chairs of any current Focus Groups are invited. The first meeting held early in the IMAC Conference schedule (Sunday or Monday) to explain to the TD and Focus Group Chairs the information needed to be developed and returned to the Committee by the end of the IMAC Conference. The second meeting should be held on the last day of the IMAC Conference to collect the input from the TD's and Focus Groups
3. Review any abstracts not assigned for review to TDs or Focus Groups and arrange such abstracts in sessions
4. Schedule all sessions and other conference activities
5. Approve all tutorials
6. Solicit sessions and papers
7. Work with SEM staff as required on changes to the program
8. Serve as selection board for DJ DeMichele Scholarship
9. The Committee is required to meet one other time each year for the purpose of preparing the preliminary program. This meeting will be held at SEM Headquarters (or another mutually agreeable location) after abstracts have been submitted – generally mid to late July.

ii. **Future Conference Committee**

The IMAC Future Conference Committee is responsible for the site, theme and speakers for future IMAC Conferences. The Committee will focus on IMAC Conferences two or more years ahead of time. The goal is for the Theme and general structure of the IMAC Conference to be ready for the Programming Planning Committee prior to next year's IMAC Conference. The Committee consists of 3 IMAC Board members, the IMAC Conference Director and the Executive Director of SEM. The members will select a chair from among their group. The members serve staggered, three year terms and are appointed by the IMAC Board. For continuity purposes, the IMAC Board should appoint one member each year. Initially the Board should appoint three members for 1, 2 and 3 year terms.

Duties

1. Determine the theme of the meeting
2. Identify keynote speakers
3. Identify a luncheon speaker
4. Work with the IMAC Program Planning Committee on any general program planning structure that needs to be improved.

5. Identify and appoint new Focus Groups
6. Identify new exhibitors for the IMAC Exhibition

iii. **Exhibitor Planning Committee**

The IMAC Exhibitor Planning Committee is responsible for assisting the SEM/IMAC Exhibit Manager in the development of the IMAC Exposition. The Committee consists of 3 IMAC Board members and the SEM/IMAC Exhibit Manager. The members will select a chair from among their group. The members serve staggered, three year terms and are appointed by the IMAC Board. For continuity purposes, the IMAC Board should appoint one member each year. Initially the Board should appoint three members for 1, 2 and 3 year terms.

Duties

1. Meet one time each year at the IMAC Conference to plan for growth of the exhibition.
2. Talk to each exhibitor to thank them for their participation and solicit ideas for future growth and/or concerns about current operation.
3. Identify new exhibitors
4. Identify methods for increasing traffic in the exhibit area.
5. Identify sponsorship opportunities and associated costs.
6. Meet at least one other time during the year to develop additional strategies for future development of the exhibition.

VII. **SEM TECHNICAL DIVISIONS AT IMAC AND IMAC FOCUS GROUPS**

The TDs and Focus Groups are considered together since their functions with regard to IMAC and the IMAC Program Planning Committee are identical. The IMAC Programming Planning Committee will depend upon the TDs and Focus Groups to provide session organization.

a. **Organization**

SEM Technical Divisions (TDs) are organized based upon published SEM procedures. IMAC Focus Groups are organized by individuals selected by the IMAC Conference Director and/or the IMAC Program Planning Committee.

b. **Meetings**

Groups meet each year at the IMAC conference.

c. **Duties**

The Chairs of the TD's and Focus Groups are expected to supply information to be used by the IMAC Program Planning Committee in the development of the technical program for the next year's IMAC Conference. With regard to IMAC programming, at their meeting every year, each group is expected to complete the following activities:

- i. Develop a plan for any organized sessions or other activities (tutorials, workshops, short courses, etc.) the group wishes to incorporate at the next meeting.

- ii. Approve short courses in their areas of expertise and work with the IMAC Program Planning Committee on the implementation.
- iii. Assign an individual who will be responsible for seeing that all abstracts submitted relating to their area of expertise that are not part of organized sessions are reviewed and grouped in logical sessions.
- iv. Make recommendations regarding future IMAC conferences themes, tracks and sessions.
- v. Complete the documentation supplied by SEM staff so that information is available for action by the IMAC Program Planning Committee and their follow up.