

NASCC:
THE STEEL CONFERENCE
Planning Committee Guidelines

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1 | THE STEEL CONFERENCE PLANNING COMMITTEE

1.1 | PURPOSE

The primary purpose of the NASCC Planning Committee is to conceptualize and implement the technical program at the Conference. In other words, the committee members are primarily responsible for determining what sessions will be held and who the speakers at these sessions will be. In addition, the committee members provide feedback on potential locations, suggest overall changes, and provide feedback and suggestions on the overall direction of the conference.

1.2 | WHEN DOES THE COMMITTEE MEET?

The committee typically meets in person twice a year (once at the conference and once four-to-six months prior to the conference, usually in January). In addition, the committee utilizes social networking tools to communicate (these include, but are not limited to, a Google Docs spreadsheet to track sessions).

1.3 | ROLES AND RESPONSIBILITIES

1.3.1 | How long does a committee member serve on the committee?

All AISC committee appointments are for two years (corresponding with the term of the AISC Board Chair). In an effort to achieve a balance between continuity and fresh ideas, as well as between the design and construction side of the business, we strive for a 15-20% churn rate.

1.3.2 | What are the specific duties of a committee member?

1. Attend NASCC: The Steel Conference
2. Attend the committee meetings
3. Suggest topics for sessions
4. Shepherd a minimum of three sessions

1.3.3 | What does shepherding a session entail?

1. Find speakers and moderators.
2. Verify that the speaker is not involved in too many sessions (we try not to have any individual speak at more than two sessions).
3. Submit a [course plan form](#) for each session. *See Section 2, Course Plan, for more information.*
4. Provide each speaker with the [Speaker Guidelines Packet](#) which includes reimbursement information, presentation tips, and more.
5. Monitor program development – contact the speakers periodically to make sure they're on track with their paper and presentation. Remind them about deadlines, make sure they register using the speaker registration site, and make sure they book a hotel room through the official housing bureau early. Let speakers and moderators know about the speaker/moderator luncheon. When the conference schedule is given to the committee, check your speakers to make sure there are no conflicts.
6. Communicate session changes to AISC, see *Section 4.1, Session Changes*.
7. Make sure the moderator has contacted the speakers; help the moderators with anything they need.

2 | SESSION COURSE PLAN FORM

2.1 | COURSE PLAN OVERVIEW

Each session is required to have a course plan. Submission deadlines are provided in *Section 2.5 / Milestone Schedule for Sessions*. Shepherds should complete the [course plan form](#) themselves; please do not send it to speakers. The course plan form will collect:

- Session Title, Description, Format and Duration
- Intended Audience & Track
- Shepherd, Moderator, & Speaker Information
- Session Outline
- Learning Objectives and Assessment Questions

A sample course plan checklist is provided within the [Speaker Guidelines packet](#), or you can download a pdf version [here](#). This can be sent to your speaker to collect course plan information. This is only a tool to assist in gathering the information from a speaker. IMPORTANT NOTE: you must still enter the required information into the online [course plan form](#).

2.2 | SESSION OUTLINE

Your session outline should include outline of topics that will be covered including the estimated time allotted for each topic. Please include "Question and Answer" as a topic with an estimated time. An example course outline is below:

EXAMPLE:

1. Specifications for Steel Erection (15 minutes)
2. Safety (7 minutes)
3. Erector and Fabricator Friendly Connections (15 minutes)
4. Field Welding guidelines (8 minutes)
5. BIM for erectors and examples of the use of BIM in erection planning (5 minutes)
6. Question and Answer (10 minutes)

2.3 | LEARNING OBJECTIVE & ASSESSMENT GUIDELINES

60-minute session | must provide 1 learning objective and 1 assessment question.*

90-minute session | must provide 2 learning objectives and 2 assessment questions.*

*If your session has been selected for AIA, AIA requires four learning objectives.

2.3.1 | What are learning objectives?

Learning Objectives are actions that participants should be able to perform after the course is over. They should be simple, specific actions that the presenter can verify.

EXAMPLE:

May be appropriate for a Seminar:

- *Describe* a process
- *Explain* the difference
- *Define* a term
- *List* Steps in a process
- *Name* components
- *Identify* problems
- *Select* best options
- *Calculate* a value

Too complex to verify during the session:

- *Design* a connection
- *Analyze* a structure

Too vague or difficult to verify:

- *Understand* a concept
- *Learn* about something
- *Become familiar* with a topic
- *Gain appreciation* for something

2.3.2 | What are assessment questions?

The presenter needs to verify that the participants have met each of learning objectives by asking assessment questions. One assessment question should be asked for each learning objective. Possible methods include: ask a multiple choice questions and take a show of hands; ask a question and call on participants. Assessment questions can be done throughout the presentation or at the end. Presenters should note if attendees are not meeting the learning objectives and provide additional explanation during the presentation. The presenter DOES NOT need to document the outcome of each assessment.

EXAMPLE:

Learning Objective: Select erector and fabricator friendly connections when available.

Question and Answer for Learning Objective: Slots in beam-to-column connections should be used:

- a. Always and everywhere possible
- b. Never
- c. To manage accumulating tolerances

Correct Answer is C.

Example course plans (engineering session and fabricator session) can be found [here](#).

2.2.3 | How do I know if my session has been chosen for AIA/ the architects track?

Please reference the [proposed 2019 sessions spreadsheet](#) (also known as pre-george). In columns P and Q, it will indicate if this session will be submitted for AIA Continuing Education Systems approval.

2.2.4 | What are the requirements for an AIA session?

If your session has been selected for AIA Continuing Education Systems, your session will require:

- Four (4) learning objectives regardless of length of the session. NOTE: there are no additional assessment question requirements for AIA (see assessment question requirements at the top of Section 2.3).
- A signed AIA speaker agreement found [here](#).
- Specific slides to be presented during the lecture. The speaker will be given information on required slides prior to the conference.

2.4 | NEW IN 2019: REVIEW OF SESSIONS FOR CONTINUING EDUCATION CRITERIA

New this year, AISC Continuing Education will review all sessions and determine which sessions are appropriate for professional development hours (PDHs) according to the engineering licensure requirements of most states. These PDH sessions should focus on the advancement of engineering skills or focus on ethics, management, and business as related to the practice of engineering, and will be called Engineering PDHs. Some industry and business sessions may not fall into this category. Instead, they will fall under the Participation PDH category.

Attendees will receive a continuing education certificate showing all session participation hours and the certificate will reflect designations for Engineering PDH, Participation PDH, and AIA sessions. Sessions meeting the criteria for PDHs will be determined during the review of the course plans. For non-engineering PDH sessions, the information will be communicated back to the shepherds who will notify their speakers. Regardless of the designation decided upon for each session, all sessions require the complete course plan described above in order to maintain a consistent educational program. This change is being made in an effort to set expectations for professional engineers attending the conference for state licensure continuing education requirements.

2.5 | MILESTONE SCHEDULE FOR SESSIONS

Course plan submitted:	Due July 31, 2018
Course plan reviewed by AISC:	Due August 31, 2018
PDH criteria reviewed by AISC:	Due August 31, 2018
Course plan required updates communicated to Shepherds:	Due September 30, 2018
Session updates finalized and submitted back to AISC:	Due October 31, 2018
AIA sessions submitted for approval (by AISC):	Due November 30, 2018
AIA required presentation slides and presentation guidelines distributed to shepherds:	Due January 31, 2019

3 | CONFIRMING SPEAKERS & MODERATORS

3.1 | WHEN DO SPEAKERS NEED TO BE CONFIRMED?

The deadline to complete the course plan form with speaker information is provided in *Section 2.5 | Milestone Schedule for Sessions*. Any speaker changes after the deadline will need to be submitted via the session change request form, see *Section 4.1 | Session Changes*. When you confirm a speaker, please give them the [Speaker Guidelines Packet](#).

3.2 | PREVENT SCHEDULING CONFLICTS

Please identify with your speakers whether they are presenting at more than one session at the Conference. If your speaker is presenting at more than one session, when you're given the preliminary schedule please check for conflicts. Speakers are permitted to present at no more than two sessions. Please contact Scott Melnick if you have any scheduling concerns.

3.3 | COURSE PLAN APPROVAL

AISC will email shepherds whose course plan requires any changes. The deadline to receive feedback from AISC is found in *Section 2.5 | Milestone Schedule for Sessions*. Shepherds are responsible for communicating any changes to the course plan to their speakers. It is extremely important that speakers know their approved learning objectives and assessment questions.

3.4 | MONITOR PROGRAM DEVELOPMENT

It is the responsibility of the Shepherd to contact the speakers periodically to make sure they're on track with their paper and presentation. Remind them about deadlines, make sure they register using the speaker registration site, and make sure they book a hotel room through the official housing bureau early.

3.5 | WHAT DOES THE SHEPHERD NEED TO COMMUNICATE TO SPEAKERS?

3.5.1 | [Speaker Guidelines](#)

We have created speaker guidelines for you to share with your speakers. These guidelines include everything from a course plan checklist, reimbursement policies, speaker portal, registration & housing information and more. The guidelines are available at www.aisc.org/nascc/speakerguidelines.

3.5.2 | [Learning Objectives and Assessment Questions](#)

Shepherds are responsible for ensuring their speakers know their learning objectives and assessment questions. AISC requires that each speaker present the learning assessment question(s) to the audience.

3.5.3 | [Speaker Website & E-Blasts](#)

Please direct your speakers to www.aisc.org/nascc/speakers. This speaker site will include a link to the speaker form, registration information, powerpoint slides, reimbursement policies, speaker tips, and more. Speakers will also receive e-blasts from Lisette Miller (miller@aisc.org) with important deadlines and information. Shepherds are also included in this blast. Please review each email, and be sure to follow up with your speakers and confirm they are in fact receiving our emails (sometimes they go to spam!)

3.5.4 | Reimbursement policies

All speakers and moderators receive complimentary registration. While most speakers are eligible for reimbursement, speakers who work for companies which are eligible for full membership (or companies that would be eligible were they domestic companies) do not receive additional reimbursement. Please provide speakers with [the reimbursement guidelines and form](#).

3.5.5 | Audio Visual Standards

While this is included in the [Speaker Guidelines](#), please remind speakers of the audio visual standards. (See Section 5.4 for what is included in a standard session room.) If a speaker needs additional AV, they must email Lisette Miller (miller@aisc.org) at least 30 days before the conference. Requests are not guaranteed

3.6 | ROLE OF THE MODERATOR

The role of the Moderator in Technical Sessions at The Steel Conference is very important both to attendees and speakers. The Moderator sets the tone for the presentation, introduces the session and speakers, and keeps the seminar running smoothly—and on time (which means both starting on time and keeping each speaker to their allotted time). Moderator guidelines will be available in early 2019 at www.aisc.org/nascc/speakers.

4 | SESSION CHANGES

4.1 | HOW DO I SUBMIT SESSIONS CHANGES?

Before Course Plan Deadline (Refer to [Section 2.5 / Milestone Schedule for Sessions](#))

To make changes to your session before the course plan deadline, please edit your course plan submission directly. You will find an edit link in your submission confirmation email.

After Course Plan Deadline (Refer to [Section 2.5 / Milestone Schedule for Sessions](#))

Please complete our [Session Change Request Form](#) to submit any session, speaker or moderator changes after the course plan deadline. This includes: Speaker and Moderator Changes, Session Title, Description, Track, Date/ Time request changes, etc.

5 | SESSION FAQs

5.1 | WHERE CAN I FIND THE MOST UP TO DATE SESSION INFORMATION?

You can find current session information in our [Master Session spreadsheet](#). We call this document 'George'. [George](#) is a live document and is updated weekly. Shepherds have viewing access only. If you need any information on this spreadsheet changed or updated, please fill out our [Session Change Request Form](#). See *Section 4.1, Session Changes*.

5.2 | HOW LONG IS A SESSION?

Sessions at the Steel Conference are either one-hour or 1.5-hours. It is the responsibility of the shepherd to report on the desired time.

5.3 | DO ALL SESSIONS REPEAT?

No. Often sessions with a primary audience of engineers are repeated and occasionally other sessions are. The rationale is that while engineers make up slightly more than one-third of the attendees at the conference, they represent more than half the attendees at technical sessions. As a result, we try to provide additional flexibility of scheduling by repeating many sessions. It is the responsibility of the shepherd to report whether a session should be repeated (though the final decision rests with the conference administrator).

5.4 | WILL SESSIONS BE RECORDED?

Yes. We will record most sessions and stream some. It's critical that you let your speakers know they'll be recorded and that these recordings will be available on the AISC website after the conference. If anyone objects to being recorded, please let Scott Melnick know immediately. Each speaker should be provided with a release form.

5.5 | WHAT IS THE STANDARD AV IN A SESSION ROOM?

The standard AV set in a session room is (1) Riser (1) Podium (1) Lectern Mic (1) Screen/ projector (1) Computer with Microsoft Office. This standard set does not have an audio hookup to the computer. If a speaker needs additional AV, they must email Lisette Miller (miller@aisc.org) at least 30 days before the conference. Requests are not guaranteed