PROCEEDINGS EDITOR DUTIES

Pre-conference:

1. Developing the Proceedings requirements and updating documentation for placement on the website.
2. Determining the final Proceedings files submission dates.
3. Answering questions from members regarding the Proceedings format leading up to the Conference.
4. Accepting copyright forms from authors that print full papers.

Post conference:

5. Downloading and editing all submissions to ensure adherence to the requirements and contacting authors when there was a presentation but no Proceedings submission.
6. Developing and publishing the Proceedings by around February (this timeline was established in previous terms) for placement on the website.