



EARTHQUAKE ENGINEERING RESEARCH INSTITUTE

499 14th Street, Suite 220, Oakland, California USA 94612-1934

Phone: (510) 451-0905 Fax: (510) 451-5411

E-mail: eeri@eeri.org Website: www.eeri.org

12NCEE Volunteer Positions and Committee Structure

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12NCEE Overview

The Twelfth U.S. National Conference on Earthquake Engineering (12NCEE) will provide an opportunity for researchers and practitioners to share the latest knowledge and techniques to better understand and mitigate the damaging effects of earthquakes and tsunamis.

The conference is being planned for a fully in-person experience in summer 2022 to allow the earthquake community to reconnect as recovery from the COVID-19 health pandemic begins.

Professionals from the full spectrum of the earthquake community will gather to discuss and debate new research, advancements in practice, and a multitude of new and ongoing issues related to seismic hazard, risk, mitigation and public policy that have emerged in the last four years. Timely and relevant learnings from the COVID-19 health pandemic are also expected.

The Earthquake Engineering Research Institute (EERI) is organizing this conference in Salt Lake City, Utah – a region with significant hazard from the Wasatch Front. Utah policy makers and residents were reminded of this hazard during the M5.7. earthquake in Magna that occurred during at the very start of the health pandemic, showcasing the complexity of response to and recovery from simultaneous disasters. Learn about this experience and recent local efforts to advance mitigation through policy at this conference, while talking with locals and many others from regions around the US and beyond.

Extensive sessions on structural engineering and geotechnical engineering, will be supplemented by synergistic sessions on seismology, geology, geophysics, business, public policy, social sciences, regional planning, emergency response, public health, and regulation to allow cross disciplinary learning for engineers and others from the earthquake community.

The 12NCEE will provide a unique environment and comprehensive program designed to facilitate synergy between earthquake scientists, engineers and policy professionals from the United States and around the world.

12NCEE Committee Structure

12NCEE Organizing Committee (OC)

Co-Chairs (2), Chairs of subcommittees (7), Utah Chapter Liaison (2), Staff (4)

12NCEE Subcommittees with leadership roles:

1. **Technical Program** (~30)
 - a. Co-Chairs (2)
 - b. Technical Topic Leads (6-10)
 - c. Lead Poster Session Organizer (2)
 - d. Lead Special Session Organizer (2)
 - e. Lead Lightning Session Organizer (2)
 - f. Technical Track/Session Organizer & Moderator (20)
 - g. Abstract Reviewer (unlimited)
2. **Special Events** (~15)
 - a. Co-Chairs (2)
 - b. Lead Tour Organizer (2)
 - c. Lead Committee/Chapter Meeting Organizer (2)
 - d. Younger Members Committee Liaison
 - e. Student Leadership Council (for Seismic Design Competition) Liaison
 - f. Workshop Liaison(s)
 - g. DEI Event Liaison
 - h. Donor Event Liaison
3. **Publicity** (~10)
4. **Sponsors and Exhibits** (~12)
 - a. Co-Chairs (2)
 - b. Fundraising Committee Liaison

12NCEE Committees Volunteer Expectations

Serving on the 12NCEE planning committees (OC and subcommittees) is a volunteer leadership position that is greatly appreciated by the Institute, its Board, and its members. Members will have exposure and recognition throughout the meeting planning process.

It is expected that members attend and actively participate in recurring planning and coordination calls from June 2021 through August 2022, as described below for each subcommittee. Additional assignments and activities are expected to take several additional hours per month, depending on the specific committee and each member's role and tasks.

The 12NCEE planning committees (OC and subcommittees) should have balanced and diverse representation of members in terms of employment sector (e.g. academia, practice, government), geographic location, and demographics (e.g. age, gender and racial diversity). The balance amongst technical disciplines will be designed to match the anticipated attendance composition and needs for abstract review in each discipline.

12NCEE Organizing Committee

Role and Responsibilities:

The members of the 12NCEE Organizing committee will be responsible for the timely accomplishment of the conference goals and planning activities by providing oversight and coordination between the various subcommittees. They will set the conference theme and help to achieve EERI's vision for the conference.

Time Commitment:

- Meetings every month from June 2021 - August 2022, or more frequently if needed

Organizing Committee Co-Chairs

The conference will be led by two 12NCEE Organizing Committee Co-Chairs that are appointed and approved by the Board of Directors. The Co-Chairs will:

- Ensure that all positions & roles get assigned, or coordinate with staff how these tasks will get accomplished otherwise.
- Ensure that the meeting milestones are being completed on time, and that there are not significant delays to the timeline. Intervene and offer support, both before and after any delays occur.
- Review and approve committee deliverables to ensure alignment with conference goals and vision, and compatibility of various conference components.
- Coordinate with staff and EERI's Annual Meeting Advisory Committee (AMAC). Prepare brief updates to the AMAC and Board in early September 2021, December 2021 and in March 2022.
- Lead OC discussion to identify the conference theme.
- Review the print program/conference website/apps for accuracy
- Host all OC Calls.
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12NCEE Technical Program Committee (TPC)

Role and Responsibilities:

The Technical Program Committee is expected to take the lead on the technical program development, abstract + paper review, and finalization of a technical program that will achieve the meeting goals. Activities include, but are not limited to, establish a rubric for reviewing proposals, review and selection of presentation abstracts/papers; speaker invitations and confirmation; etc. Each member is expected to organize and serve as moderator for at least one or two conference sessions.

Time Commitment:

- Meetings every two weeks from June 2021 - August 2022
- ~40 extended abstract/paper reviews Fall 2021
- Serve as Technical Track/Session Organizer & Moderator for one full day track and/or multiple sessions by conducting advance coordination with speakers and sponsors, and serving as the in-person session moderator at the conference.

Technical Program Committee Co-Chair

Two volunteers will serve as Co-Chairs for the Technical Program Committee. They will be responsible for ensuring that the Technical Program Committee meets its goals by the conference milestones and deadlines. To achieve this broad aim they will: (1) design and host all committee meetings and discussions, (2) ensure that all positions & roles get assigned – recruiting as necessary, or coordinate with staff how these tasks will get accomplished otherwise, (3) delegate, review and coordinate work amongst the other committee leaders including the Technical Topic Leads, Lead Poster Session Organizer, Lead Special Session Organizer, and Lead Lightning Session Organizer to ensure timely creation of an engaging and informative meeting program, (4) identify technical topic areas for abstract submission, (5) utilize conference abstract management software to monitor submission review and selection process, (6) lead and oversee program design for all sessions/tracks to meet conference goals, (7) review the final print program/conference website/apps for accuracy, and more. They will also sit on the 12NCEE Organizing Committee, attending all calls to report progress and coordinate activities with the other conference committees.

The time commitment is anticipated to be 2-4 hours per week, with the heaviest workload during abstract/paper review in fall 2021, and final session design in early 2022.

Technical Topic Leads

Six to ten volunteers will serve as Technical Topic Leads for the Technical Program Committee. Within their designated technical topic area, they will be responsible for encouraging abstract submissions, assigning abstract reviewers, making final decisions on acceptance and presentation type, designing sessions/tracks, reviewing the print program/conference website/apps for accuracy, and managing their Technical Track/Session Organizers & Moderators.

The time commitment is anticipated to be 2 hours per week, with the heaviest workload and some additional hours during abstract/paper review in fall 2021, and final session design in early 2022. During these heavy periods, a few additional calls with the Technical Program Committee Co-Chairs and other Technical Topic Leads may be needed.

Lead Special Session Organizers

Two volunteers will serve as Lead Special Session Organizers for the Technical Program Committee. In this role they will lead the development of the initial special session abstract review form and scoring rubric, coordinate review and selection of special session abstract proposals with the Technical Program Committee Co-Chairs, notify special session abstract proposers and invite speakers to submit abstracts/papers, ensure that selected special sessions have confirmed speakers, assign Technical Track/Session Organizers & Moderators from within Technical Program Committee or utilize abstract proposer for this role, review the print program/conference website/apps for accuracy, and ensure that a practice or coordination session is scheduled prior to the conference with participation by all speakers/moderators/sponsors. They will provide a brief progress report and update at all TPC meetings.

The time commitment is anticipated to be 2 hours per week, with the heaviest workload during initial special session abstract review and selection during late summer 2021.

Lead Lightning Session Organizers

Two volunteers will serve as Lead Lightning Session Organizers for the Technical Program Committee. Lightning sessions are anticipated to be themed groupings of ~1-3 minute oral presentations by several presenters. In this role, they will design the lightning session format based upon lessons learned from past EERI meetings, assign speakers to the lightning sessions once the abstracts have been assigned to this category utilizing the abstract management system, identify lightning session moderators, provide instructions to all lightning session presenters, review the print program/conference website/apps for accuracy, and answer all presenter questions prior to the conference. They will provide a brief progress report and update at all TPC meetings.

The time commitment is anticipated to be 1 hour per week, with the heaviest workload during final lightning session assignment and design in early 2022.

Lead Poster Session Organizers

Two volunteers will serve as Lead Poster Session Organizers for the Technical Program Committee. In this role, they will assign and cluster abstracts accepted for poster presentation into topic areas and different days utilizing the abstract management system, assign all posters a unique number and location on the poster hall map, consider and implement a process for best poster award, consider the advantages and disadvantages of a companion virtual poster session and make a recommendation to the Organizing Committee and staff, provide instructions to all poster session presenters, review the print program/conference website/apps for accuracy, and answer all presenter questions prior to the conference.

The time commitment is anticipated to be 1 hour per week, with the heaviest workload during final poster session assignment and design in early 2022.

Technical Track/Session Organizers & Moderators

At least twenty committee members will be assigned to the role of Technical Track/Session Organizer & Moderator for one full day track and/or multiple oral presentation sessions. Committee members will be able to volunteer for tracks or sessions of their interest. In this role, they will be responsible for conducting advance coordination with assigned speakers and sponsors, and serving as the in-person session moderator at the conference.

The time commitment is anticipated to be 3-6 hours per session, that will take place once sessions have been designed in early to mid 2022.

Abstract Reviewers

Many additional volunteers will be needed to review submitted conference abstracts/papers. Volunteers willing to review abstracts do not need to be full members of the Technical Program Committee, but are welcome to contribute as an active committee member.

12NCEE Special Events Committee

Role and Responsibilities:

The Special Events Committee is responsible for planning and coordinating all conference events and activities that supplement the technical program and provide vehicles for various EERI activities to

showcase or conduct their work. In this role they will identify appropriate times and locations for special events and resolve scheduling conflicts, ensure all special events details and pricing are ready in advance of the registration launch, coordinate logistics and details for each event (room layout, AV needs, food, transportation needs, etc. with input from staff on pricing and contracting), invite and correspond with planners/organizers for each event, design communications to event attendees, and ensure any sponsorship needs are aligned and coordinated with the Sponsors and Exhibits Committee.

The committee is led by a set of Co-Chairs, and will contain Lead Tour Organizers and Lead Committee/Chapter Meeting Organizers, along with liaisons to the planning groups for various EERI special events. These liaisons will include:

1. EERI Younger Members Committee (YMC) Liaison for the Meet The Leaders Event, liaison(s) assigned by the YMC
2. Student Leadership Council (SLC) Liaison for the Undergraduate Seismic Design Competition, liaison(s) assigned by the SLC
3. Workshop Liaison(s) for any EERI hosted workshops
4. DEI Event Liaison for an event focused on enhancing EERI's diversity, equity and inclusion
5. Donor Event Liaison for EERI's Subscribing Member and Major Donor Reception

Additional committee members without a Lead or liaison role may be asked to provide additional support for one or more special events, especially tours, workshops, or committee/chapter events.

Time Commitment:

- Meetings every month from June 2021 - August 2022

Special Events Committee Co-Chairs

Two volunteers will serve as Co-Chairs for the Special Events Committee. They will be responsible for ensuring that the Special Event Committee meets its goals by the conference milestones and deadlines. To achieve this broad aim they will: (1) design and host all committee meetings and discussions, (2) ensure that all positions & roles get assigned – recruiting as necessary, or coordinate with staff how these tasks will get accomplished otherwise, (3) delegate, review and coordinate work amongst the other committee leaders and liaisons to ensure timely finalization and planning for all special events, (4) review the final print program/conference website/apps for accuracy, and other activities, as needed. They will also sit on the 12NCEE Organizing Committee, attending all calls to report progress and coordinate activities with the other conference committees.

The time commitment is anticipated to be 2-4 hours per month, including attendance at monthly meetings.

Lead Tour Organizers

Two volunteers will serve as Lead Tour Organizers for the Special Events Committee. In this role, they will be responsible for considering various options for local tours to sites of interest to 12NCEE attendees, proposing 1-3 local tours to the Organizing Committee, planning the selected tours, and reporting progress during Special Events Committee calls.

For each tour, the Lead Tour Organizers will (1) coordinate logistics and details for each tour, including any room layout, AV needs, food, transportation needs, etc. with input from staff on pricing and contracting, (2) invite and correspond with speakers and partner organizations for each tour, (3) prepare all tour

descriptions and communications to tour attendees, (4) ensure any sponsorship needs are aligned and coordinated with the Sponsors and Exhibits Committee, and (5) identify volunteers to serve as tour host and provide day-of tour logistical support.

The time commitment is anticipated to be 1-4 hours per month, including attendance at monthly meetings.

Lead Committee/Chapter Meeting Organizers

Two volunteers will serve as Lead Committee/Chapter Meeting Organizers for the Special Events Committee. In this role, they will be responsible for identifying which EERI Committees and Chapters are interested in hosting meetings at the 12NCEE, propose a schedule of these meetings to the Organizing Committee and EERI staff that avoids overlap and fits within 12NCEE venue and timing constraints, communicate with EERI Committee and Chapter Leaders to finalize logistical details for confirmed meetings (room layout, AV needs, etc.), attend Committee and Chapter meetings during the 12NCEE to troubleshoot any last minute problems, and report progress during Special Events Committee calls.

The time commitment is anticipated to be 1-2 hours per month, including attendance at monthly meetings.

12NCEE Publicity Committee

Role and Responsibilities:

The Publicity Committee will be responsible for creating and sustaining an energetic and broad reaching advertising and marketing campaign for the conference utilizing a suite of virtual communication tools. The committee and its members will seek and leverage partnerships with many aligned organizations to help promote and share news of the conference at critical milestones, such as the call for abstracts announcement and deadline, registration launch and subsequent deadlines, etc.

Time Commitment:

- Meetings every month from June 2021 - August 2022
- Personal outreach to ~3 partner organizations and various contacts between meetings
- Utilize personal social media posts to increase visibility and reach of EERI's official channels

Publicity Committee Co-Chair

Two volunteers will serve as Co-Chairs for the Publicity Committee working alongside EERI's staff Communications and Program Coordinator. They will be responsible for ensuring that the Publicity Committee meets its goals by the conference milestones and deadlines. To achieve this broad aim they will: (1) ensure that the committee reaches its ideal size of ~8-10 members – recruiting as necessary, or coordinate with staff how committee tasks will get accomplished otherwise, (2) work with staff to refine and finalize a role for Cooperating Organizations that provides them exposure in return for marketing support, (3) brainstorm and leverage personal contacts/network to contact and secure marketing partners and distribute a marketing toolkit, (4) coordinate publicity needs and timelines from other 12NCEE committees, (5) help the staff to consider and evaluate new virtual tools to increase awareness for the 12NCEE call for abstracts and registration then assess their effectiveness once deployed, (6) utilize personal social media posts to increase visibility and reach of EERI's official

channels and seek similar support from others on 12NCEE planning committees, and (7) support marketing efforts in other ways, as needed. They will also sit on the 12NCEE Organizing Committee, attending all calls to report progress and coordinate activities with the other conference committees.

The time commitment is anticipated to be 2-8 hours per month, including attendance at monthly meetings.

12NCEE Sponsors and Exhibits Committee

Role and Responsibilities:

The Sponsors and Exhibits Committee will conduct fundraising and outreach efforts to secure a rich collection of meeting sponsors and exhibitors that will enhance the attendee experience and provide a solid financial base to cover meeting expenses and reduce attendee registration rates.

EERI's Executive Director and a liaison from EERI's Fundraising Committee will also serve on this committee. EERI staff will support the committee by providing research on potential sponsors and exhibitors, preparing outreach tools, scripts, and templates, and conducting sponsor follow-up work (payment, logistics, benefit fulfillment, etc.), and potentially other items at the request of the committee.

Time Commitment:

- Meetings every month from June 2021 - August 2022
- Personal outreach to ~3 potential sponsors or exhibitors between meetings, especially in Summer and Fall 2021

Sponsors and Exhibits Committee Co-Chairs

Two volunteers will serve as Co-Chairs for the Sponsors and Exhibits Committee – one focused on Exhibits and one focused on Sponsors. They will be responsible for ensuring that the Sponsors and Exhibits Committee meets its goals by the conference milestones and deadlines. To achieve this broad aim they will: (1) design and host all committee meetings and discussions, (2) ensure that the committee reaches its ideal size of ~8-12 members – recruiting as necessary, or coordinate with staff how committee tasks will get accomplished otherwise, (3) work with staff to refine and finalize a sponsorship and exhibitor prospectus and pricing structure, (4) work with staff to finalize outreach tools, scripts, and templates, (5) coordinate sponsor or fundraising needs from other 12NCEE committees to ensure aligned outreach without duplication, (6) brainstorm and leverage their personal contacts and network to generate leads for potential sponsors and exhibitors, (7) contact various potential sponsors and exhibitors, and (8) thank and check-in with sponsors and exhibitors during the conference. The Co-Chairs will also sit on the 12NCEE Organizing Committee, attending all calls to report progress and coordinate activities with the other conference committees.

The time commitment is anticipated to be 2-8 hours per month, including attendance at monthly meetings, with the biggest effort anticipated in Summer and Fall 2021.