



**Simulation Interoperability  
Standards Organization  
(SISO)  
Conference Committee (CC)  
Speaker Subcommittee Guidelines**

**SISO-ADM-006-2005**

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**Prepared by:**

**Simulation Interoperability Standards Organization  
Conference Committee (CC)**

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CC Speaker Subcommittee Guidelines

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# 1 Introduction

The Simulation Interoperability Standards Organization (SISO) Conference Committee (CC) forms a Subcommittee to perform duties related to the plenary session Speakers. This subcommittee is chaired by the Vice Chair of the CC and includes other CC and SISO member volunteers. The Speaker Subcommittee works closely with the Theme Committee Chair in obtaining a list of recommended Speakers for the Workshop/Conference.

## 1.1 Purpose

The purpose of this document is to provide the CC Speaker Subcommittee guidelines concerning SISO plenary Speaker operations such as recommendations, invitations, coordination, welcome and luncheon for the workshops/conferences.

## 1.2 Scope

This document provides guidelines for the SISO Conference Committee (CC) Speaker Subcommittee. These guidelines are intended for use in obtaining Plenary Speakers for SISO events.

## 1.3 Objectives

Following are the primary objectives of the CC Speaker Subcommittee:

1. To receive recommendations for Speakers including complete contact information from the Theme Committee.
2. To receive CC approval for the Speaker list.
3. To receive EXCOM approval for the Speaker list submitted.
4. To invite approved Speakers to the workshop/conference and to the Speaker luncheon.
5. To follow-up on Speaker confirmations and obtain Speaker biographies.
6. To extend SISO's appreciation to Speakers following the workshop/conference.

## 1.4 Intended Audience

This Guide is intended for all those who are involved in the plenary Speaker process for SIW. This includes CC Speaker Subcommittee, Theme Coordinator, EXCOM Chair, CC and EXCOM members, and the Executive Director.

## 1.5 Timelines

The major milestones for SIW Plenary Speaker Process are shown in the table below. It is crucial to obtain Speaker bios as soon as possible in order to reach the agenda publication deadline. Table 1 provides a recommended guideline for the Speaker subcommittee's timeline of tasks.

**Table 1 SIW Speaker Subcommittee Milestones**

<b>Milestone</b>	<b>Weeks to (-) or after (+) SIW</b>
Location Selection	-52
Theme / Theme Committee Selection	-33
Receive Speaker nominations	-25
Receive CC/EXCOM approvals	-23
Send Speaker Invitations to EXCOM Chair	-20
Submit Speaker Bios to Executive Director	-19
Preliminary Agenda Posted	-9
Agenda Finalized	-5
E-mail Speakers notification/luncheon invite	-4
Presentations Due	-2
SIW Held	0
Speaker Thank you letters	+1 to +2

SIW: Currently conducted in **March** and **September** annually; however, subject to change.

Recommend sending letters by **November** and **May** respectively.  
 Need Speaker recommendations by the first of **October** and **April** respectively.

EURO: Currently conducted once a year primarily in the month of **June**; however, subject to change.

Recommend sending letters by **January**.  
 Need Speaker recommendations by the first of **December**.

BRIMS: Currently conducted once a year primarily in the month of **May**; however, subject to change.

Recommend sending letters by **January**.  
 Need Speaker recommendations by the first of **December**.

## 2 References

	Document Number	Title
1	SISO-ADM-xxx-2005	Conference Committee Guidelines

## 3 Definitions

Definitions for this document are addressed by the list of acronyms and abbreviations in Section 4.

## 4 Acronyms and Abbreviations

CC	Conference Committee. The element of SISO responsible for developing and presenting Simulation Interoperability Workshops throughout the year.
BRIMS EXCOM	Behavior Representation in Modeling and Simulation Executive Committee. The element of SISO responsible for policy and control of the CC and the SAC.
SAC SISO	Standards Activity Committee Simulation Interoperability Standards Organization. SISO is a public, charitable organization (IRS 503(c)) that encourages the development of interoperable simulations through discussion of technology standards. SISO has three elements: the EXCOM, the CC, and the SAC.
SIW	Simulation Interoperability Workshop.

## 5 Procedure

1. Receive from the Theme Committee Chair the recommended plenary Speaker list, to include Speaker back-ups and complete Speaker contact information for all Speakers listed.
2. Submit the recommended Speaker list to the CC for approval. Determine at this time if there will be a Keynote Speaker and Featured Speakers.
3. Submit the Plenary Speaker list to the EXCOM for approval.
4. Establish a preliminary agenda of the Speaker line-up.
5. Upon receiving EXCOM approval, generate the Speaker invitation letters.
6. Start the process of obtaining the Speaker biographies.
7. Send the Speaker invitation letters to EXCOM Chair for signature. EXCOM Chair sends the invitations to the Speakers.
8. EXCOM Chair sends CC Vice Chair status of Speaker confirmations.
9. If in receipt of a decline, revert to a back-up Speaker; notify CC and EXCOM.
10. Follow-up for confirmation of the Speakers' planned attendance and Speaker time via e-mail. Be sure the Speaker is available for the time selected during the plenary.
11. Ensure the Speaker biographies have been submitted to Executive Director for publication.
12. Submit Speaker names to registration.
13. Provide meeting instructions for Speakers attending Workshop/Conference. This includes the invitation to the Speakers' luncheon and instructions on sending their presentations to ICF in addition to bringing their presentation along with them as a backup.
14. Confirm Speaker luncheon plans and all attendee confirmations.
15. Send a *thank-you* letter for speaking at Workshop/Conference at the conclusion of the Workshop/Conference.

Figure 1 provides a diagram of the plenary Speaker process involving the Theme Committee Chair, CC Vice Chair, EXCOM Chair, Executive Director, ICF Staff, CC and EXCOM members and recommended Speakers.

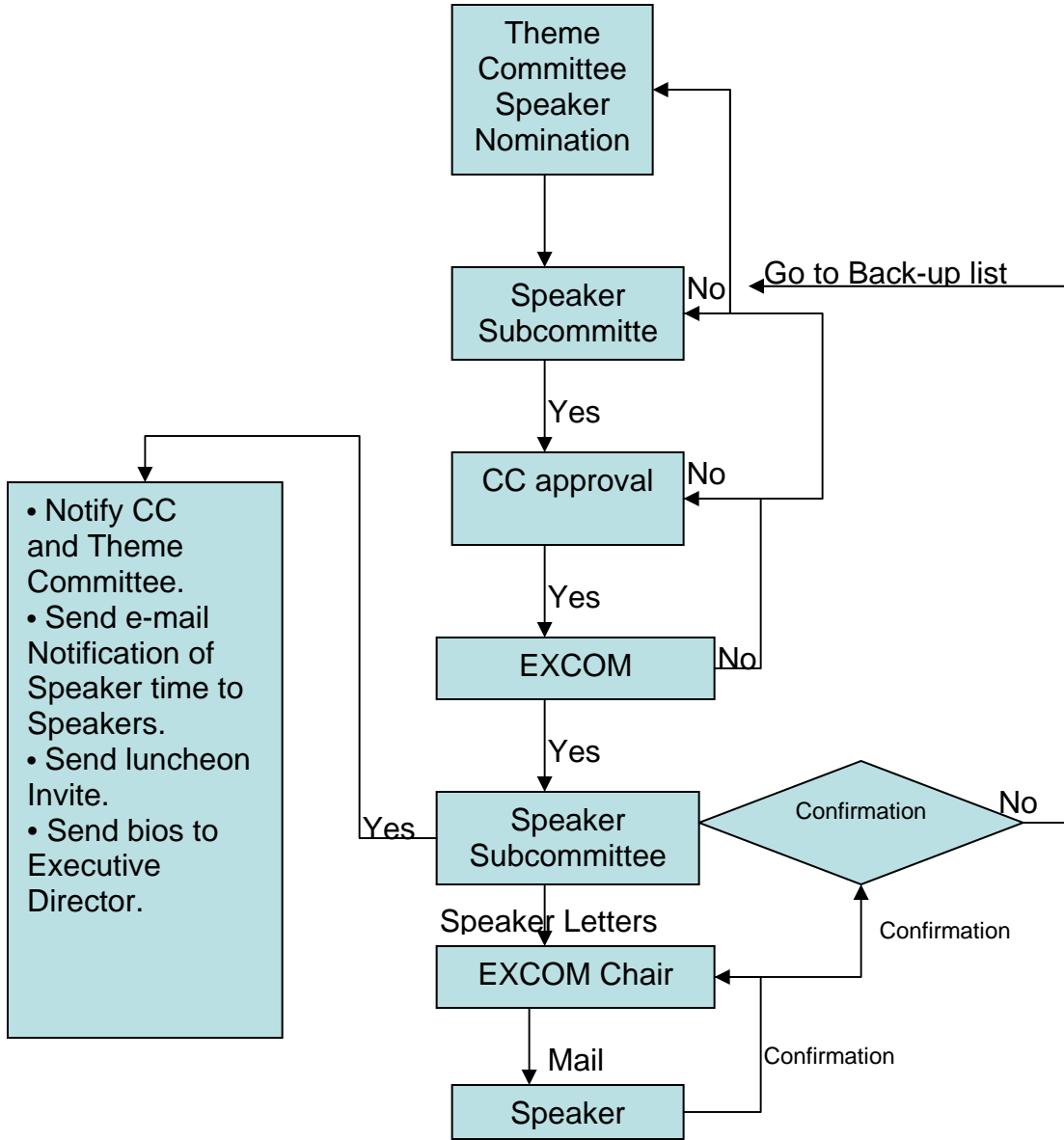


Figure 1 CC Subcommittee Plenary Speaker Process



## 6 Templates

Each letter contains the SISO logo for the letterhead.



Figure 2 Letterhead

The Speaker Invitation and Thank-you letters are generated by the CC Speaker Subcommittee and sent via e-mail to the EXCOM Chair for signature and delivery. The Speaker luncheon invitation is generated and sent by the CC Speaker Subcommittee via e-mail to the invited plenary Speakers. Below are the templates for each of these letters. Figure 2 is the logo used for the letterhead within each of the Speaker letters.

### 6.1 Speaker Invitation Letter

dd month yyyy

**Speaker name**  
**Command or Title**  
**Address**  
**Address**

Subject: Speaker at Simulation Interoperability Workshop

**Sir or Madam,**

Please accept this invitation from the Simulation Interoperability Standards Organization (SISO) Conference Committee (CC), to you as a plenary session Speaker at our **Event**, which will be held **dd-dd Month, yyyy**, in **Location**. The keynote and plenary sessions will take place on **day, dd Month** and will have an overall theme of **????**. The workshop will focus on the challenges and opportunities associated with **????**.

SISO is dedicated to the promotion and development of standards for Modeling and Simulation (M&S), system interoperability, and reuse for the benefit of diverse M&S communities, including developers, procurers, and users, in the world-wide simulation communities. SISO also provides educational services via its workshop tutorials and its association with the University of Central Florida. Through its workshops, SISO provides a forum for the interchange of new ideas and concepts across a broad M&S community, supporting the international military communities and laying the groundwork for subsequent standards development, by SISO supported Study Groups (SGs) and Product Development Groups (PDGs), in coordination with other U. S. and international standards organizations.

SISO is a primarily volunteer run, not-for-profit organization, partially supported by the U. S. Defense Modeling and Simulation Office (DMSO). Therefore, we typically do not compensate honorariums or cover their travel and living expenses. However, we do believe that there is significant benefit to our Speakers in the exposure of themselves and their programs to a broad audience.

The **Event** is unclassified. While, we do not have a detailed agenda at this time, information on previous conferences and workshops can be found on our website at [www.sisostds.org](http://www.sisostds.org).

We look forward to hearing from you and hope that you can accept our invitation.

Best Regards,

**Name**

Chair, SISO Executive Committee

Contacts:

**Name of SISO Executive Committee**

**Phone Number**

**E-mail address**

**Name**

Conference Committee Chair

**Phone Number**

**E-mail address**

**Name**

Executive Director for Conference Activities

**Phone Number**

**E-mail address**

## 6.2 Speaker Luncheon Invitation



[Speaker Name],

First, *thank you* for accepting our invitation to speak at the Simulation Interoperability Standards Organization's Simulation Interoperability Workshop (SIW) on **[day]**, **[date]**, **[location]**, **[City]**, **[STATE]**.

**Please forward your presentations to Pat Burgess** [pburgess@ist.ucf.edu](mailto:pburgess@ist.ucf.edu).  
She will see that your presentations are on the laptop used for the plenary.

You are invited to a **Speaker luncheon on Monday, [date]**  
**at the [location] at 1200 - 1300.**

The plenary will begin at [Military Time].

Currently, the times for Speakers are:

1400 First Speaker name  
1430 Second Speaker name  
1530 Third Speaker name

If you have any further questions, please do not hesitate to ask.  
We look forward to your presentations!

Sincerely,

[Name]

*[Full Name]*

*SISO CC Vice Chair -Speaker Subcommittee Chairperson*

POC: [Name – remove this line if not applicable]

=====

### 6.3 Speaker Thank-you Letter

dd month yyyy

**Speaker name**  
**Command or Title**  
**Address**  
**Address**

**Sir or Madam,**

Please accept from the Simulation Interoperability Standards Organization (SISO) Conference Committee (CC) our appreciation to you as a plenary session Speaker at our **Event**, held **dd-dd Month, yyyy**, in **location**.

SISO is dedicated to the promotion and development of standards for Modeling and Simulation (M&S), system interoperability, and reuse for the benefit of diverse M&S communities, including developers, procurers, and users, in the world-wide simulation communities. Thank you for speaking at **Event yyyy** with our focus on **theme**.

Best Regards,

**Name**  
Chair, SISO Executive Committee

CC Speaker Subcommittee **Event**  
**Name**, Conference Committee Chair  
**Name**, Conference Committee Vice Chair  
**Name**, Executive Director for Conference Activities