

AIAA Forum Organization Structure

July 2013



Forum Organization Structure: Roles

Executive Steering Committee

- Focus, themes, and high-level topics aligned with Institute priorities
- Evolution or expansion over time in terms of program and constituencies
- · Date windows and cities of Forum
- · Speakers for high-level plenary sessions (keynotes, panels)
- · Promotion of Forum within his/her organization

AIAA Appointed Members (5-6 total; 2-year term)

- 1 AIAA Corporate Member representative (CMAC chair)
- 3 recognized technical experts in the Forum domain
 - o1 government representative
 - o1 industry representative
 - o1 academic representative
- 1 individual recognized in operations
- 1 Individual with knowledge of Institute and AIAA events to serve as Forum General Chair

Corporate Sponsor Members (no limit, 1-year term)

- 1 representative from each premier sponsor for the Forum
- Focus on identifying:
 - o"Customers" (high-level government and industry executives) to invite to Forum
 - oPotential speakers and panelists from his/her organizations to participate in high-level program
 - Other Forum activities that might be of interest to industry (e.g., Executive Roundtables)

Organizing Committee

- Organization of overall forum program aligned to ESC vision
- Integration of program and non-program aspects into overall structure and schedule
- Inclusion of systems-level topics in program
- Organization of plenary sessions and Institute-level activities
- · Outreach to non-traditional audiences

Technical Program Committee

- Identification of technical program topics aligned to highlevel topics
- Organization of technical paper session, technical panels, poster sessions
- Identification of technical track chairs, session chairs, reviewers
- Input for activities to serve technical audiences



Forum Organization Structure: Composition

Executive Steering Committee								
High-level program development								
ESC Chair as needed	Product Developer	CMAC Chair	ESC Members	Forum General Chair	Corporate Sponsor Reps			

Organizing Committee								
Integration/Execution of Forum activities								
Forum General Chair	Forum Project Manager	Integration Chair	Forum Technical Chair	Public Policy Chair	International Chair			
Education Chair	Member Engagement Chair	Young Professional Chair	Recognition Chair	Exposition Chair	Social Media Chair			

- Organizing Committee members supported by staff liaisons to Institute program areas.
- Forum General Chair can add other positions as needed.
- Forum Project Manager leads staff Integrated Event Project Team.

Technical Program Committee Organization of Technical Program							
Forum Technical Chair	Conference Chair (for 2014 only)	"XXX" Technical Chair	Forum Project Manager	Tech Papers Coordinator	Others as needed		
•XXX refers to individual Technical Committee or Program Committee.							

