ASM Microbe Track Leader Guidelines

Program Committee
The ASM Microbe Program Committee is comprised of eight scientific Tracks led by two Co-Chairs. ASM Microbe Program Committee members are invited to serve based on their expertise and knowledge. In this role, all members are required to act in the best interest of ASM in their efforts to produce the ASM Microbe scientific program. Individuals must be members of ASM to serve on the Program Committee.

Transparency and Scientific Rigor in all Presentations
Scientific presentations at ASM Microbe will be expected to transparently report a study's scientific rigor, including but not limited to the following: 1) experimental design; 2) methodology; 3) data collection; 4) analysis; and 5) interpretation and report of results. Other key components of scientific rigor include sample size, randomization, blinding, data handling plan, statistical analysis, and replication.

ASM Microbe Tracks
- Antimicrobial Agents and Resistance (AAR)
- Applied Environmental Science (AES)
- Clinical Infections and Vaccines (CIV)
- Clinical and Public Health Microbiology (CPHM)
- Ecology, Evolution, and Biodiversity (EEB)
- Host Microbe Biology (HMB)
- Molecular Biology and Physiology (MBP)
- Profession of Microbiology (POM)

Track Leaders
Track Leaders are assigned to Track area of expertise by the Co-Chairs and lead the effort to formulate the scientific program by guiding the assigned tasks and work product of the assigned Track. Track Leaders assign roles and responsibilities within their Track and ensure all established deadlines are met. The Track Leader appointment is for a two year term.

In addition to the duties outlined in the ASM Microbe Roles and Responsibilities, there are additional expectations for Track Leaders.
**Overall Expectations:**

- Serves as the overall thought leader/content experts for the Track while working closely with the Co-chairs to ensure all needed scientific areas of the track are represented by appointing appropriate members to the Track.
- Organizes and assigns work assignments to Track members according to scientific expertise to ensure adequate workload is disseminated evenly throughout the members.
- Monitors performance levels within the Track and addresses when members are not achieving expectations.
- Manages and meets all deadlines set by ASM staff, which ensures that meeting speakers and abstract presenters can prepare for the meeting in a timely manner. See ASM Microbe Roles and Responsibilities for a timeline with key deadlines.
- If needed, escalates important issues to the Co-chairs and ASM staff to be handled expediently.
- Ensures that all Track members act within a level of integrity when related to the scientific content of outside proposals, including involving outside proposal submitters in the session management if the proposal is accepted into the ASM Microbe meeting.
- Responds to questions and feedback from the Track community.

**Track Roles**

Track Leader will assign members to serve in additional capacities to assist with the completion the scientific program.

- **Incoming Track Leader:** During a Track leader’s final year, Track Leaders designate a successor within the Track to ensure a smooth transition when the current Track Leader rotates off the committee.
- **Junior Advisory Group (JAG):** The JAG role is to support and encourage the meeting participation of early career investigators (those about to complete, or within 3 years of completing their training), as well as the formation of early career-related sessions at the meeting.
- **Session Shepherds/Organizers:** Program Committee members serve as a primary point of contact for leading the effort to formally organize a session. Program Committee members may organize the session or support an outside session convener to develop content.
- **Abstract Reviewers:** Program Committee members and outside reviewers evaluate abstracts for accept/reject status while utilizing a specific set of criteria. The overall goal is to be inclusive of all science at ASM Microbe while keeping the rejection rate low. There are three abstract review periods:
  - Early
  - Regular
  - Emerging Science
- **Award/Grant Reviewers:** Representative from each Track designated to review and select recipients to receive awards and grants.
- **Social Media Influencer:** Representative from each Track designated to liaison with ASM Microbe Marketing Department to promote Track sessions and activities on social media outlets.
• **Virtual Program:** Subgroup of program committee members designate and organize ASM Microbe session content to be presented in a hybrid or digital format.

• **Industry and Science Representative:** Representative from each Track designated to review and approve Industry and Science symposia and workshops.

**Project Specific Expectations:**

**Session Content Development, including August Planning Meeting**

- Leads the overall session content management process as it relates to specific scientific areas to ensure the best science is presented at ASM Microbe.
- Attends all training, including webinars and conference calls, for the Track Leader to become proficient in the review and scheduling processes provided by ASM staff.
- Follows all policies and guidelines provided by ASM staff.
- Assigns topic areas to Track members so the reviewing of submitted session proposals and the creation of new session content for inclusion in the overall scientific program can be handled effectively.
- Determines final decisions in relation to content selected for presentation in the ASM Microbe scientific program.
- Trouble shoots potential issues and resolves disputes within the Track, and with outside speakers who are serving within an accepted session.
- Assign accepted sessions to specific Program Committee members within the Track to shepherd the session and serve as liaison to the organizer.
- Works closely with organizer of accepted outside session proposals so the session submitters are involved in the overall session creation process. Tracks may not utilize topics or descriptions from outside session proposals to create new sessions.
- Mentors the Junior Advisory Group member of assigned Track, especially as it relates to session content development.

**Early Abstract Review**

- Assists the Junior Advisory Group member with the review of assigned abstracts if there are questions regarding the process. Recruits additional Track members to review abstracts if needed.

**Regular Abstract Review**

- Attends all training webinars in the Abstract Review process set forth by ASM staff.
- Reviews abstracts and assigns Track members to review abstracts in their areas of expertise.
- Recruits a select set of outside reviewers to aid in the reviewing of abstracts.
- Monitors the review of abstracts to ensure deadlines are met.
- Responds to rejected abstract submitters if there are questions or feedback on the rejection.
Session Creation for Accepted Abstracts

- Attends all training webinars in the Abstract Session Creation process set forth by ASM staff.
- Divides and disseminates assignments of session creation for poster sessions, poster talks, and rapid fires amongst the Track members to ensure even work distribution.
- Monitors the creation of sessions to ensure deadlines are met.
- Additionally, if a serving as a Conveners of an assigned session, the Program Committee member will work to choose up to 3 abstracts for presentation in the session.

Emerging Science (formerly Late-Breakers) Abstract Review and Slide Session Creation

- Attends all trainings in the Emerging Science Session Creation Process set forth by ASM staff.
- Reviews abstracts for the Emerging Science Abstract process, and recruits Track members, if needed.
- Divides and disseminates assignments of session creation for Emerging Science Abstract Review Session amongst the Track members to ensure even work distribution.
- Monitors the creation of sessions to ensure deadlines are met.

ASM Microbe Meeting

- At the meeting, attends all sessions assigned as session organizer, and if deemed needed, serves as Convener of assigned sessions.
- Take notes of observations at the meeting and shares at the on-site Program Committee Debrief.
- Attend on-site Program Committee Debrief.