

SIOP Conference & Program Charter Conference Years 2023-2027

Table of Contents

1. Background and Charter History
2. Conference Committee
 - 2.1. Executive Board Operational Policy
 - 2.2. Committee and Subcommittee Structure
 - 2.3. Committee Operational Policy
3. Program Committee
 - 3.1. Executive Board Operational Policy
 - 3.2. Committee and Subcommittee Structure
 - 3.3. Committee Operational Policy
4. Operational Policies Affecting Both Conference and Program
5. Considered Changes Left for 2023-2027
6. Summary of Conference and Program Research to Date
 - 6.1. Research for 2017-2021 Charter
 - 6.2. Research for 2022 Charter
7. Summary of Changes Since Last Charter

Section 1 - Background and Charter History

The present charter was created to reflect and supplement official SIOP Annual Conference parameters and policies, to provide greater consistency for the Conference Committee and Program Committee each year in practice areas that official policies do not address. These policies are available in SIOP's [library of governance documents](#).

1. **2006:** The 2006 Program Advance Taskforce drafted an initial 5-year plan, to take effect Conference Year 2007-2012, to codify and improve SIOP conference content.
 - A. Steven Rogelberg (Chair)
 - B. Tammy Allen
 - C. Ben Dowell
 - D. Julie Olson-Buchanan
 - E. Luis Parra
 - F. Doug Pugh
 - G. John Scott
 - H. Lois Tetrick
 - I. Janine Waclawski
 - J. Dave Nershi
2. **2012:** Revision of the 2007 5-year plan, to take effect Conference Year 2013-2017, with members:
 - a. Lisa Finkelstein, Co-Chair
 - b. Julie Olson-Buchanan, Co-Chair
 - c. Mariangela Battista
 - d. Talya Bauer
 - e. Mark Poteet
 - f. Suzanne Tsacoumis

3. **2016:** Revision by SIOP Conference & Program Charter (CPC) Taskforce, to take effect Conference Year 2017-2021, with members:
 - a. Evan Sinar, Chair
 - b. Eden King
 - c. Daisy Chang
 - d. Scott Tonidandel
 - e. Zack Horn
 - f. Tracy Kantrowitz
 - g. Dave Nershi

4. **2021:** Revision by a new SIOP CPC Working Group, for use in Conference Year 2022, with a shortened period in effect in response to the COVID-19 pandemic, with members:
 - a. Scott Tonidandel, Conferences Portfolio Officer and 2021 CPC Working Group Chair
 - b. Whitney Botsford Morgan, Conference Chair 2021-2022
 - c. Winny Shen, Conference Chair 2023-2024
 - d. Elizabeth McCune, Program Chair 2020
 - e. Emily Solberg, Program Chair 2021
 - f. Richard Landers, Program Chair 2022
 - g. Enrica Ruggs, Program Chair 2023
 - h. Tracy Vanneman, SIOP Executive Director

5. **2023-2027:** The SIOP Conference & Program Charter (CPC) Taskforce's charge was to review the 5-year plan created by the previous iteration of this taskforce in 2016 and intended to be in place through 2022. Because of COVID, the conference charter was suspended for 2020 and 2021. A temporary charter was adopted for 2022. With the planned resumption of an in-person conference, a new 5-year charter needs to be adopted. Once approved, this document will serve as the foundational document for the Conference Committee and Program Committee activities during the applicable timeframe.

To update the Charter for the next five-year period, we considered conference attendee satisfaction data, conference data trends (e.g., attendance and session format figures over time), emerging priorities of the Society, and input from those who have recently served in leadership positions related to the conference.

In 2020, the Conference Committee established Guiding Principles that support the mission of SIOP and Strategic Goal 3 (Use and strengthen our ability to gather, energize, and align all those invested in understanding and improving work and workplace issues in ways that inspire action and inclusive dialogue.)

<p>HONOR</p>	<ul style="list-style-type: none"> · The cutting-edge intellectual contributions related to the science, practice, and teaching of I-O to enhance human well-being and performance in organizations. · Inclusiveness with respect to diversity of attendee needs, preferences, and modes of participation. · The vital role of that the Annual Conference’s planned, organic, and innovative community-building fulfills for SIOP.
<p>DISPLAY</p>	<ul style="list-style-type: none"> · Fairness and transparency in decision-making. · Regular two-way communication allowing for co-creation leading up to, and during, the Annual Conference.
<p>PRESERVE</p>	<ul style="list-style-type: none"> · The capacity of our volunteers and staff to plan and implement a multi-platform event. · The conference revenue on which the whole of SIOP’s services and operations so critically relies.

Core Task Force Members

Whitney Botsford-Morgan
Eden King
Enrica Ruggs
Emily Solberg
Scott Tonidandel (Chair)

Advisory Group

Jeff McHenry
Julie Olson-Buchanan
Winnie Shen
Evan Sinar
Tracy Vanneman

Section 2 - Conference Committee

Section 2.1 - Executive Board Operational Policy

The structure of the Conference Committee is specified in the Conference Committee Operational Procedure on the [Governance page](#), which reflects binding policy unless changed by a vote of the Executive Board.

Section 2.2 - Committee and Subcommittee Structure

The Conference Committee consists of the Chair, President, Conferences and Programs Portfolio Officer, Conference Chair-in-Training (every other year), all conference subcommittee chairs (e.g. Ambassador Program, Engagement, Evaluation, Inclusion, Volunteers), and the chairs of the Conference Career Center, Consortia, Program,

Program Chair-in-Training, Site Selection, and Workshops, and the Executive Director. On-site attendance at committee meetings will be determined by the Conference Chair in consultation with the Executive Director– if budgetary circumstances dictate, not all committee members will attend the on-site meetings.

Conference Chair. The Conference Chair has oversight and responsibility for all aspects of the conference including any in-person and virtual events related to the annual conference. The Conference Chair works closely with the Administrative Office on the logistics of the conference. Primary duties include developing the conference budget, working with the Executive Director and conference facilities on logistical issues (e.g., space requirements, AV, catering, exhibit hall), and organizing conference activities that fall under the conference budget (e.g. the fun run). The Conference Chair is appointed by the President-Elect for a 3-year term (including year 1 as chair-in-training), with recommendations from and consultation with the previous Conference Chair and the current Conferences & Programs Officer.

Conference Ambassador Program Subcommittee Chair. The Conference Ambassador Program Subcommittee Chair(s) plans and coordinates the Ambassador Program that pairs newcomers with previous, often seasoned, conference goers willing to provide advice and insight throughout the conference. The Conference Ambassador Program Subcommittee Chair is appointed by the Conference Chair and serves a 2-year term.

Conference Engagement Subcommittee Chair. The Conference Engagement Subcommittee Chair supports the Conference Chair in the planning, organizing, and execution of Official Events and Receptions. The Conference Engagement Subcommittee Chair also liaises with SIOP committees to support SIOP-hosted Events (i.e., Internal) that enhance community-building. In addition, this position is responsible for any local arrangements (e.g., tour) needed on-site and should therefore appropriately staff the subcommittee. The Conference Engagement Subcommittee Chair is appointed by the Conference Chair and serves a 2-year term.

Conference Evaluation Subcommittee Chair. The Conference Evaluation Subcommittee Chair plans and coordinates the Conference Evaluation Survey and any additional ad-hoc attendee feedback mechanisms, and reports on progress at the conference committee meeting. The Conference Evaluation Subcommittee Chair is appointed by the Conference Chair and serves a 2-year term.

Conference Inclusion Subcommittee Chair. The Conference Inclusion Chair supports the Conference Committee in all conference activities including reviewing and improving the Call for Proposals and Presenter Toolkit, liaising with committee chairs under the D&I Portfolio to enhance inclusion during the conference, and partnering with the Conference Chair and Executive Director to ensure conference logistics (e.g., breaks, receptions, space, and technology) enhance inclusion. The Conference Inclusion Subcommittee Chair is appointed by the Conference Chair and serves a 2-year term.

Conference Volunteer Subcommittee Chair. The position works with all of the volunteers (e.g., onsite student volunteers, virtual technical facilitators, onsite tours). This position recruits, organizes, schedules, and helps train volunteers, and works with them and with the Administrative Office throughout the conference. The Conference Volunteer Subcommittee Chair is selected by the Conference Chair and serves a 2-year term.

Conference Career Center Chair. The Conference Career Center is managed by the Career Services Committee Chair who coordinates with the Executive Director and the Conference Chair on all activities related to running the career center at the conference. The Career Services Committee Chair is appointed by the President-Elect, with recommendations from and consultation with the previous Chair(s). *SIOP has established operational policy specific to the Conference Career Center; see the Career Services Committee operational procedures in the SIOP [library of governance documents](#).*

Consortia Chair. The Consortia Chair will coordinate with the coordinators of the various consortia (currently, Masters, Doctoral, Early Career Faculty, and Early Career Practitioner Consortia). The Consortia Chair is selected by the President-Elect. *SIOP has established operational policy specific to consortia; see the Consortia Committee operational procedures in the SIOP [library of governance documents](#).*

Program Chair. The Program Chair has responsibility for the formal educational program within the annual conference (that is, all concurrent educational sessions in the program Thursday-Saturday). The Program Chair-in-Training is appointed by the President-Elect, with recommendations from and consultation with the previous Program Chair and the Conferences & Programs Officer. During their in-training year, the Program Chair oversees the Call for Proposals development. *SIOP has established operational policy specific to the Program Committee; see the SIOP-Program operational procedures in the SIOP [library of governance documents](#) as well as Section 3 of this charter. The Program Chair serves a 3 year term including one year in-training, one year as chair, and one year as past-chair.*

Site Selection Advisory Group Chair. The Site Selection Chair works with the site selection vendor and the Executive Director to vet proposals for future sites, and reports on progress at the conference committee meeting. The Site Selection Chair is appointed by the President-Elect. *SIOP has established operational policy specific to site selection; see the Site Selection Advisory Group operational procedures in the SIOP [library of governance documents](#).*

Workshop Chair. The Workshop Chair manages the workshop committee that develops in-depth educational programming during the conference (e.g., Preconference Workshops, Friday Seminars) as well as outside of the conference (e.g., LEC Workshops, Work Smart Series). The Workshop Chair-in-Training is appointed by the President-Elect, with recommendations from and consultation with the previous Workshop Chair. *SIOP has established operational policy specific to workshops; see the Workshop Committee operational procedures in the SIOP [library of governance documents](#).*

Section 2.3 - Committee Operational Policy

Affiliate Events. Affiliate events are *not* sponsored by SIOP (non-SIOP entities, such as companies and alumni groups) but are held in connection to the annual conference. Titles may vary, however, generally affiliate events are receptions. In 2019, there were 38 affiliate events and 16 such events in 2022.

For every affiliate event that intends to take place in SIOP's contracted space, an Affiliate Event Request Form must be completed. Requests will be reviewed as they are

received and within the context of the broader SIOF Annual Conference and all SIOF-hosted activities. All requests are subject to space and time slot availability and approval by the Conference Chair and/or Executive Director. Approval must be received in order to schedule and advertise the event. Once approved, the affiliate organization will be handed off by SIOF to the conference venue contacts and all logistics, expenses, and arrangements will be between the venue and affiliate organization directly. In-person affiliate events may not occur during the program block, but could occur during scheduled breaks, space-permitting.

Conference Evaluation. An effort shall be made to obtain actionable data for the conference committee and other stakeholders to enable continuous conference improvements. Additionally, efforts will be made to maximize response rates. In 2019, the question total was 59 questions over approximately 11 minutes with a drop rate of 10%. In 2021, it was 37 questions with a drop rate of 9%. In 2022, it was 61 questions for the in-person registrants and 51 questions for virtual registrants with a total drop rate of 6%.

Conference Event Locations. Conference events shall generally be held either within a SIOF-designated conference location or in locations that require only a brief walk from that location, door-to-door. When selecting the cities for the conference to be held, locations should be prioritized that encourage inclusion, including international attendance, especially prominent international destinations and major airport hubs.

Meeting Frequency. The Conference Committee will generally try to maintain the following meeting schedule, if possible:

1. On-site or virtual summer meeting, preferably in June or July
2. On-site or virtual winter meeting, usually in conjunction with the winter Executive Board meeting, likely in January
3. Ad hoc, virtual meetings may be called throughout the year as needed

Official Events and Receptions. There are several events and receptions, listed below, which shall be managed by the Conference Chair and/or the Executive Director. These events and receptions must adhere to the following Guiding Principles and/or align with SIOF's Strategic Goals:

1. Opening Plenary and/or related event - This is a conference kick-off event, preferably Wednesday evening, and may include Conference Chair welcome, Presidential Address, and/or acknowledgement of SIOF and the SIOF Foundation's highest award winners and new class of Fellows, or other special entertainment.
2. Welcome Reception - The Welcome Reception preferably follows the Opening Plenary and includes Top Posters or other award winners.
3. Closing Plenary and/or related event - May include a closing by the President, an address by the incoming President, and/or a keynote speaker or other special entertainment.

Prohibition of Commercial Content. Presenters for presentations, sessions, webinars, and workshops that have been reviewed and selected by the Conference or Program Committee for the educational portion of the program are not permitted to promote a product, brand, or company. However, this does not preclude the inclusion of sponsored content, including presentations, sessions, webinars, and workshops, as managed directly by the Administrative Office, in coordination with the Conference Chair, as long as such content is explicitly marked, announced as sponsored, and it is

conducted according to the rules provided to the commercial partner. These rules should be created in consultation with the Conference and Program Committee Chairs.

SIOP-hosted Events. SIOP-hosted SIOP events otherwise known as “Internal Events” (e.g., organized by SIOP committees, task forces) are held virtually or in-person in connection to the annual conference. Titles may vary, however, generally SIOP hosted events may take the form of meetings, memorial events, or receptions (detailed below).

For every SIOP hosted event, an Internal Event Request Form must be completed. Requests will be reviewed as they are received and within the context of the broader SIOP Annual Conference and Strategic Goals. All requests are considered in light of space and time slot availability, and in relation to other events to provide offerings that are complementary and meet the needs of attendees. Approval by the Portfolio Officer, Conference Chair, and/or Executive Director must be received in order to schedule and advertise the event.

Alternate schedules can be considered on an as-needed basis. Other interest-based events may be considered and implemented by the Conference Chair as space and budget allow.

Meetings. Associated groups can use the time for whatever purposes they desire except to present content that would otherwise qualify as an educational program session (e.g., symposium, debate, panel). Meetings may compete with the educational program, though it could occur during the mid-day break, as long as reasonably small in number of attendees and purpose is distinct from the educational program. The contact person for a meeting must be present and serve as the representative for the hotel or virtual “room”. SIOP Administrative Office employees or conference volunteers will not be available to serve in this capacity.

Memorial Events. All requests for memorial events to be held during the conference will be made through the Conference Chair and Executive Director. With approval, a 60 minute time slot will be allocated, organized by the SIOP Administrative Office along with representatives of the deceased, which can include family who are not otherwise SIOP-affiliated. The memorial event should not compete with the educational program, though it could occur during the mid-day break. Individuals do not need to be conference registrants to attend a memorial event.

Receptions. Receptions are open to all conference registrants (unless otherwise noted as by invitation only), may appear on the conference schedule, are generally for 1 hour in length, and cannot conflict with program content, though it could occur during the mid-day break. The contact person for a reception must be present and serve as the representative for the hotel or virtual “room”. SIOP Administrative Office employees or conference volunteers will not be available to serve in this capacity.

Inclusive Conference Practices. The Executive Director, Conference Chair, and onsite meeting planner(s) should make every effort to provide physical spaces such as, Reflection/Recharge Room, Quiet Meditation and Prayer Room, Gender Neutral Bathroom, and Lactation Room, with appropriate signage at on-site locations. The Administrative Office will offer an opt-in when individuals register for the conference to discuss accommodations (e.g., live captioning) with the Conference Inclusion

Subcommittee Chair. Reasonable efforts will be made by the Executive Director, Conference Chair, and Conference Inclusion Subcommittee Chair to accommodate requests. Similarly, dietary preferences will be captured during registration to aid in planning, however, not all individual requests may be accommodated. The Executive Director will partner with the on-site meeting planner(s), Conference Chair, and Conference Inclusion Subcommittee Chair to provide reasonable dietary accommodations, prioritizing health and safety of attendees. Finally, all individuals engaging in the Annual Conference must abide by and are subject to [SIOP's Anti-Harassment Policy](#).

Section 3 - Program Committee

Section 3.1 - Executive Board Operational Policy

The structure of the Program Committee is specified within [SIOP Committee Operational Procedures](#) and is recommended to be worded as follows:

The Program-SIOP Committee shall be responsible for planning the educational program for the Society's Annual Conference.

The Program-SIOP Committee consists of a Chair, Chair-in-Training, Past Chair, and subcommittee chairs responsible for the Society's Annual Conference program. The chair works together with the chair of the Program-APA Committee and chair of the Program-APS Committee to coordinate their activities as appropriate.

The Program Committee meets virtually or in-person as required and as budget allows.

Section 3.2 - Committee and Subcommittee Structure

The Program-SIOP Committee consists of a Chair, Chair-in-Training, Past Chair, and several subcommittee chairs responsible for the Society's Annual Conference program. These subcommittee chairs are staffed at will by the Program Chair although generally drawn from existing members of existing subcommittees. The Program Chair should be aware of SIOP's 3-year term limit for service when identifying future subcommittee chairs among existing subcommittee members.

The Program Chair also serves as a member of the SIOP Conference Committee. As such, the chair is expected to attend planning meetings. Because of the wide range of topics that make up a successful program, committee members are selected to represent a diverse range of perspectives from a variety of SIOP membership types, careers (i.e., academics and practitioners), experience levels, and areas of expertise across topics within industrial and organizational psychology.

A summary of sessions managed by the program committee appears in the following table. Details are provided in the remainder of this section and the section following. Any unused hours from the table below shall be returned to the program chair to be used for peer reviewed submissions or repurposed as needed.

Type: Subtype	Schedule Allocation
<i>Submitted (Competitive / Peer-Reviewed) Sessions</i>	
Submitted: In-person Non-posters	Enough hours to fill all conference rooms designated for in-person session content at all designated session times within the conference schedule after accounting for time used by invited sessions
Submitted: In-person Posters	Enough hours to maintain a similar quality standard among accepted posters as accepted non-posters, within space constraints
Submitted: Virtual Posters and Non-posters	Sufficient content to create a meaningful conference experience for virtual attendees, while maintaining a similar standard as accepted in-person content.
<i>Invited (Not Peer-Reviewed) Sessions</i>	
Invited: Alliance for Organizational Psychology	Maximum 4 hours (in-person or virtual, at the discretion of the Program Chair in consultation with the Alliance liaison)
Invited: Awards	Maximum 6 hours (in-person or virtual, at the discretion of the Program Chair in consultation with the Awards Co-Chairs)
Invited: Communities of Interest	Maximum 12 hours (in-person or virtual, at the discretion of the Program Chair)
Invited: Competitions	Maximum 2 sessions (in-person or virtual, at the discretion of the Program Chair)
Invited: Executive Board	Maximum 6 hours (in-person or virtual, at the discretion of the Conferences and Programs Portfolio Officer)
Invited: Special Sessions	Maximum 5 hours (in-person or virtual, at the discretion of the Program Chair in consultation with the Special Sessions Subcommittee chair)

Subcommittees are likely organized as follows.

Call for Proposals & Flanagan Award Subcommittee. There are two goals of this subcommittee. First, the Call for Proposals needs to be reviewed for clarity and

possibly modified or streamlined (e.g., detailing any new areas of emphasis for the upcoming conference), which generally occurs in the summer. Second, the Flanagan Award is the award for the best poster at the conference that is authored by a student as a first author. This subcommittee is responsible for determining the winner of this award, which generally occurs in the winter.

Communities of Interest Subcommittee. The goal of this subcommittee is to determine and coordinate Communities of Interest. In-person COIs will generally all fall in a single room with seating arranged to best support this session format.

Competitions and Awards Subcommittee. There are two goals of this subcommittee. First, this committee manages Award Sessions, which pair together award winners from the previous year in sessions that are themed to highlight the expertise of the award winners. The focus here is to use the accomplishments and expertise of Award winners to provide valuable tips and strategies in topics of broad interest to SIOOP attendees. Some awards may not be offered in a given year. Second, this subcommittee will manage Competitions, which invite the SIOOP membership, especially students, to participate in competitions. Competitions may take one of two formats: a) the competition can occur before the conference, in which case the winners will be recognized and potentially present at an Invited Session or b) the competition can occur during the conference, in which case the Invited Session may contain competition content. There may be one or more designated winners of each Competition each year, and these winners can be recognized alongside other conference award winners, such as on the SIOOP website. Competitions can be on any theme or topic within these guidelines; however, past competition themes and topics will be prioritized to increase year-to-year continuity. Machine Learning Competition and Student Consulting Competition are examples of Competitions that, if offered during the conference year, would be managed by this subcommittee. Sessions coordinated by this committee are related to the following awards, competitions, and grants. The Conference Chair and Program Chair in consultation with the Executive Director shall be responsible for reviewing any new award and deciding whether there is a session opportunity at the conference.

1. Premiere Awards (5 separate sessions)
 - a. Dunnette Prize
 - b. Visionary Grant
 - c. Distinguished Professional Contributions
 - d. Distinguished Scientific Contributions
 - e. Distinguished Teaching Contributions
2. Achievement in Practice Awards (examples below; grouped together as a single session)
 - a. Distinguished Early Career Contributions - Practice
 - b. Humanitarian Award
 - c. Joel Lefkowitz Early Career Award for Humanistic I-O Psychology
 - d. Joyce & Robert Hogan Award for Personality & Work Performance
 - e. M. Scott Myers Award for Applied Research in the Workplace
 - f. Raymond A. Katzell Award
 - g. Wiley Award for Excellence in Survey Research
3. Achievement in Science Awards (examples below; groups together as a single session)
 - a. Distinguished Early Career Contributions - Science
 - b. Jeanneret Award for Excellence in the Study of Individual or Group Assessment
 - c. S. Rains Wallace Dissertation Award
 - d. Schmidt-Hunter Meta-Analysis Award

- e. William A. Owens Scholarly Achievement Award
- 4. Small Grants (examples below; groups together as a single session)
 - a. IRC
 - b. Outtz
 - c. Hebl
 - d. Graen
 - e. Fine
- 5. Competitions
 - a. Competition 1 Award or Meeting
 - b. Competition 2 Award or Meeting

Special Sessions Subcommittee. The goal of this subcommittee is to identify and coordinate three types of Special Sessions which fall outside the standard program submission/acceptance process but are presented during the Program Block: Invited Sessions organized by the Special Sessions Subcommittee, Alliance Sessions, and Executive Board Sessions. For Invited Sessions, the goal of Special Sessions is to develop content that is either of broad interest but unlikely to be submitted or possibly succeed in peer review, such as testing a new session format or bringing in external speakers. The Special Sessions Subcommittee takes the lead on producing these Invited Sessions, generally assigning one committee member to produce each of its assigned sessions. For Alliance Sessions and Executive Board Sessions, Special Sessions obtains and summarizes key details (titles, names and affiliations of presenters, abstracts, etc.) for representation in program materials.

Section 3.3 - Committee Operational Policy

Alliance Sessions. The Alliance organizers will develop, specify, and monitor the success of Alliance session content. Because Alliance presenters are not necessarily SIOP members, it is important to ensure that all Alliance presenters are aware they must register for the SIOP conference to present unless they qualify for a waiver as indicated in the Registration Fee Waiver policy below.

Call for Proposals. The Call for Proposals shall have the following non-exhaustive list of characteristics:

1. A clear deadline for proposal submission and a link to or instructions on how to submit.
2. Information on types of sessions one may propose along with information on time limits for proposed sessions (e.g., 50 and 80 minute blocks).
3. Minimum and maximum recommended speakers per session by type shall be provided.
4. Guidance shall be provided on writing successful conference proposals for each component of the submission.
5. Clear information on registration requirements for all participants who present under the submitted program.

Content Overlap. It is advisable to minimize content area overlap, when feasible, to avoid too many sessions on the same topic being scheduled at during the same time slot. A process shall be implemented to minimize content area overlap as much as is feasible given other constraints on the program.

Executive Board Sessions. The content of Executive Board sessions will be voted on through a process coordinated by the Conferences & Programs Officer. The EB block

is to be used for sessions that fulfill the strategic goals of SIOP. One Executive Board session will be at the discretion of the SIOP President. Historically, this has been a Town Hall involving the SIOP President, Past-President, and President-Elect, but other formats may be entertained at the discretion of the President. This block should not be used to present new research (new research sessions should go through the peer review process). Also, this block should be used judiciously, as any unused time can go back to the Program Committee to use for peer-reviewed content.

Program Development. Program development shall generally follow this process:

1. Prepare and release the Call for Proposals for the SIOP Conference program.
2. Produce a variety of program sessions with invited presenters, including topic and format selection, presenter recruitment, and program scheduling.
3. Manage the submission process and all related notifications.
4. Manage the submission peer-review process, including reviewer recruitment, reviewer assignment, and all related notifications.
5. Manage the decision process for all submissions, the scheduling of all accepted submissions, and all related notifications.
6. Prepare various updates for the Executive Board, produce articles (e.g., TIP) and other publications related to the Program, and document process changes for subsequent Program Chairs.

Recognition of Reproducible Research. Presenters who share analytic code and/or data shall be able to opt their submission into recognition of “reproducible research” status, to be indicated in conference materials.

Response to Feedback. The Program Committee shall explore and extend attendee and presenter feedback mechanisms to solicit input on quality/impact of presentations. In addition to the Post-Conference Survey, this could include but is not limited to the Experience Sampling Survey and session feedback within Whova. A concerted focus will be placed on data-gathering for new program and conference features to inform decision-making about whether these should be continued or revised.

Registration Fee Waivers. All presenters, both in-person and virtual, are required to pay for registration for the conference. A limited number of registration fee waivers shall be made available to presenters invited by any Program subcommittee, with required approval from both the Program Chair and Executive Director before offering. Waivers shall only be made available to official invited session presenters (i.e., not presenters invited by a session organizer who submitted something through the peer review process) who are not currently and have neither been members of SIOP nor attended any paid SIOP event since and including the dates of the annual conference two years prior. Waivers are primarily intended to encourage participation by people outside of the I-O psychology community. A maximum of twelve such waivers will be available across all Program Committee invited sessions.

Reviewer Quality Management. The Program Chair will aggressively pursue the goal of a sufficient number of high-quality reviewers through a combination of experimentation, the use of submitter/reviewer feedback, active recruiting strategies, and other creative approaches year-to-year. This should also include high quality guidance provided to reviewers at the point of review.

Session Length. To maximize interchangeability of content and flexibility in scheduling for attendees, all sessions shall be 50 or 80 minutes in length, with the exception of Friday Seminars.

Session Types. Sessions types shall generally be: (a) symposium, (b) panel discussion, (c) poster, (d) alternative session type, (e) IGNITE, (f) master tutorial and (g) debate. The Program Chair is encouraged to explore other innovative session types.

Special Interest Tracks. Special interest tracks, like an HR track or Data Science track, are designated at the discretion of the Program Chair, given goals and submission patterns in each conference year. Special tracks comprise sessions already scheduled for the conference, whether invited or submitted, that can be organized into a coherent grouping.

Submitted Sessions. The Program Chair shall endeavor to ensure that all submissions are treated fairly and equitably. In short, submitted sessions should compete with each other for program inclusion only in terms of their merit.

Section 4 - Operational Policies Affecting Both Conference and Program

Conference Week Structure. The annual conference will take place Wednesday through Saturday. In-person pre-conference events (e.g., workshops) may take place on Wednesday along with the conference Opening Plenary and Welcome Reception on Wednesday evening. Across the three days, there should be between 22.5 and 24.5 hours of program content (historical average is 23.5). In-person and virtual program content generally takes place between 8-6 local time on Thursday and Friday, and 9-4 local time on Saturday, including Conference Breaks (see below), followed by a Closing Event. A limited number of Add-On Events (i.e., additional fee beyond conference registration) may be held virtually in advance of Conference Week, specifically Workshops and Consortia. The Conference Chair and Executive Director must approve of the schedule before events are advertised.

Conference Breaks. Breaks are scheduled during the conference to optimize attendee experience and scheduling logistics. There will be one 90 minute “mid-day break” each day on Thursday and Friday (recommended from 11:00-12:30) with no educational, “on the grid” program content being offered to allow for a variety of activities (e.g., lunch, networking, business meetings, affiliate events, health and wellness, etc.) and an afternoon coffee break (recommended 3:30-4:00). In lieu of a morning coffee break, we encourage continuing the recent practice of providing attendee breakfast and/or coffee prior to the start of program sessions. On Saturday there will be a single coffee break (recommended 11:00-11:30).

Concurrent Session Count. The Conference and Program Chairs will work with the Executive Director to determine the number of concurrent sessions – based on the number of sessions, historical acceptance rate, room availability, and anticipated attendees (for 2013-2019, concurrent sessions including use of the exhibit hall have totaled 21, 22, 21, 22, 21, 21, and 24 respectively. In 2022, there were 15 in-person and 6 virtual concurrent sessions).

Conference Program and App Support. Conference and Program Chairs will make an effort to ensure all activities are represented fully on the official SIOP conference app

(currently, the Whova platform). The conference program will be delivered electronically, both through this app and on the SIOP website.

Recognition of Conference Awards. Conference Awards, such as the Flanagan and Conference Competition winners, will be recognized in official SIOP materials, such as through e-mail announcements, on social media, or during formal conference activities, such as plenaries or receptions. The decision about which awards will be recognized and how will be made by the Conference Chair and Program Chair in consultation with the Executive Director.

Virtual Conference Content. Some session content will be provided virtually to improve inclusion in the conference among those who are unable to attend in-person. All submitters will specify if their submissions should be considered *in-person* or *virtual-only*. Session presenters must be either all in-person or all virtual. Remote presentations will not be permitted for in-person submissions. If attending in-person but part of a virtual session, SIOP may provide a limited amount of space to use for that purpose for locations where such space is available.

A limited number of live non-poster sessions and/or events will also be included in the virtual content (e.g., live streamed). The number of live streamed offerings should be aligned with the demand for virtual content while balancing budgetary constraints. The decision regarding the exact number will be made collaboratively by the Program Chair, Conference Chair, and Executive Director. Conference participants will have the option to register to attend the virtual only conference or the in-person conference.

Virtual-only registration will include access to all virtual events including virtual sessions, online workshops and consortia (for an additional fee), any live-broadcast content from the in-person conference, and all asynchronous content stored on the conference digital platform, currently Whova. In-person registration will include all virtual-only content plus access to in-person content at the conference site.