IMAC CONFERENCE CHARTER  
July 2018

I. BACKGROUND
The IMAC Conference was created by Dick DeMichele and Peter Juhl. The first conference was held in 1982. Until 1986 the conference was sponsored by Union College. From 1987 to 1991 the conference was co-sponsored by Union College and SEM. In 1991 SEM assumed total responsibility for the organization and management of IMAC and Union College agreed to the role of consulting partner. In 1996 Union College ceased any participation with IMAC.

During the initial planning for IMAC, the organizers quite understandably sought the support and advice of the leading United States and international individuals working in the field of modal testing and analysis. These selected individuals then became the IMAC Advisory Board in 1982. Their function was to provide to the IMAC staff advice, suggestions and support in the planning, promotion and administration of the technical program for the annual IMAC Conference. The prestige and recognition of the IMAC Advisory Board by the modal community has been a major factor in the continued success of IMAC.

In 1995 Dick DeMichele resigned as IMAC Technical Director and Professor Al Wicks, Virginia Polytechnic Institute and State University, who had worked closely with Dick for a number of years assumed the position. Al Wicks, current Technical Director works closely with Raj Singhal, David Taylor Laboratory of the Canadian Space Agency, in planning the IMAC Conference. SEM provides the financial backing and administrative staff for organizing and promoting the IMAC conferences. Staff is directly responsible to the SEM Executive Board for the prudent financial management of IMAC.

II. PURPOSE OF THIS DOCUMENT
The purpose of this document is to establish a framework for the overall planning and execution of IMAC into the future. This documentation will allow everyone to more readily understand the process with the goal of increasing participation in the planning and organization of the conference as well as to insure the continuity of IMAC.

III. ROLE OF THE EXECUTIVE BOARD OF THE SOCIETY FOR EXPERIMENTAL MECHANICS, INC.
As the sponsoring organization, SEM assumes all financial responsibility for the conference. In addition, the SEM Staff is responsible for executing the plans devised and administering all matters related to the conference. Therefore, the ultimate authority for all matters affecting the IMAC Conference rests with the SEM Executive Board which is the legal governing body of SEM.

The general policy of the SEM Executive Board is to remain in an oversight position for all Society activities and to delegate the planning and execution of the activity to appropriate committees of interested parties.
IV. IMAC CONFERENCE PLANNING AND ORGANIZATION
The IMAC Conference planning and organization has been delegated to the groups listed below. The duties and responsibilities of each group are discussed in the following sections.

a. IMAC Conference Director
b. IMAC Advisory Board (SEM Executive Director is a standing member)
c. SEM/IMAC Technical Divisions
d. IMAC Focus Groups

V. IMAC CONFERENCE DIRECTOR
The IMAC Conference Director reports to the IMAC Advisory Board and is in charge of the technical program for IMAC conferences.

a. Selection
The IMAC Conference Director is selected by majority vote of the SEM Executive Board based upon nomination by the IMAC Advisory Board.

b. Term
The term of appointment is three years.

c. Duties
i. Offer strategic oversight for the IMAC Program Planning Committee
ii. Solicit papers and sessions for IMAC by providing the Technical Division support and oversight
iii. Identify and facilitate appointment of focus groups
iv. Finalize keynote speakers and send letters of invitation
v. Chair the awards luncheon as the speaker
vi. Approve program layout as determined by the IMAC Program Planning Committee
vii. Work with the IMAC Advisory Board and SEM staff to identify and solicit new companies for the IMAC exhibition
viii. Work with SEM staff to send after conference thank you emails to the participants (first timers, attendees, exhibitors, organizers, session chairs)

d. Initial Appointment of the IMAC Conference Director
This position was held by Professor Alfred Wicks since 1995.

e. Future Appointment of the IMAC Conference Director
Future appointment of IMAC Conference Director will begin in 2021 and will be filled by the immediate past Chair of the IMAC Advisory Board.

f. Future Role for Initial IMAC Conference Director
Upon appointing a future IMAC Conference Director, Al Wicks, will remain a standing member of the IMAC Advisory Board to offer oversight, advice and continuity. Future focus and direction from the Conference Director: In Al’s words...
My promise to Dick was to keep the conference open to everybody, not reviewed content, and open to academic, professional/government and industrial presenters. Therefore, it is incumbent that the oversight and direction offered by the IMAC Conference Director and implemented by the IMAC Advisory Board keep front and center the following:

i. Maintain the concept of value-added to participant’s careers and social well-being (friendly, warm, responsive etc.)

ii. Ensure relevant education, technical sessions, exhibitors

iii. Continue to embrace and enable the TDs to continue organizing and contributing to the technical program. The technical program is key to the strength of IMAC’s foundation, purpose and both current and future success.

iv. Ensure the balance between participants (academic/government /industry) as well as our balance between education/exhibitors/technical sessions

VI. IMAC ADVISORY BOARD
The IMAC Advisory Board has two roles. The primary role is to plan and oversee future IMAC conferences. Another important role is as the official voice of the IMAC community to the SEM Executive Board.

a. Organization
The group consists of the IMAC Conference Director, the Executive Director of the Society (SEM), and ten members-at-large, one of whom shall be elected as Chair. The Chair will serve for a three-year term. In addition, Al Wicks shall be a standing member of the group after he steps down as the Conference Director. The members of the IMAC Board shall elect the members-at-large. Nominations to the Board will consist of a letter of nomination endorsed by at least three people. The nominator must be a current or past IMAC Advisory Board member. Both the nominator and the nominee must have attended two of the prior three IMAC conferences at the time nominations are made. The members-at-large will serve staggered, three-year terms. Members-at-large may serve up to two consecutive terms. Prior members who have been off the IMAC Advisory Board for at least one year are eligible for re-election. A member of the SEM staff shall serve as permanent secretary with no voting rights. The IMAC Advisory Board should strive for a balance of members representing academic, industry, government and, exhibitor backgrounds.

b. Meetings
The Board shall meet at least once per year during the IMAC Conference. Attendance by six members shall constitute a quorum.

c. Duties
i. Per the progression succession defined above, the IMAC Advisory Board will present to the SEM Executive Board the selection of IMAC Conference Director
when required. Note: The SEM Executive Board always maintains a Member At-Large position that provides the voice of the IMAC Advisory Board.

ii. Nominate two people each year to serve on the SEM Executive Board as At-Large Members.

iii. Select the members of the IMAC Committees.

iv. Recommend to the SEM Executive Board and/or the IMAC Conference Director any actions needed to insure the health and success of the IMAC Conference.

v. Identify new Focus Groups areas and possible new Technical Divisions. Encourage IMAC Focus Groups to become Technical Divisions (TDs).

vi. Assist the IMAC Conference Director as required in the solicitation of conference participants, keynote and luncheon speakers, IMAC Conference themes, etc.

d. **IMAC Advisory Board Chair**

   i. **Selection**

      The IMAC Advisory Board Chair is selected by majority vote of the Advisory Board members-at-large.

   ii. **Term**

      The term of appointment is the remainder of their term as member-at-large.

   iii. **Duties**

      1. Chair IMAC Program Planning Committee Meetings
      2. Solicit papers and sessions for IMAC by providing Technical Division support and oversight

e. **Committees of the IMAC Advisory Board**

   i. **IMAC PROGRAM PLANNING COMMITTEE**

      The IMAC Program Planning Committee is responsible for the IMAC technical program. The committee consists of 3 (three) at-large IMAC Advisory Board members, the IMAC Advisory Board Chair and the IMAC Conference Director as a non-voting member. The members serve staggered, three-year terms and are appointed by the IMAC Advisory Board. For continuity purposes, the IMAC Advisory Board should appoint one member each year. Initially the Board should appoint three members for one-two- and three-year terms.

      **Duties**

      1. Determine and Implement the theme of the meeting.
      2. Chair two meetings at IMAC to which the Chairs of the Technical Divisions (TDs) and Chairs of any current Focus Groups are invited. The first meeting is held during lunch on Tuesday of the conference week (a.k.a. the TD pizza lunch and meeting). The meeting is used to
create awareness of the IMAC TD’s for the conference first timers, explain how the TDs create the program for the following year’s conference, and request that the TD and Focus Group Chairs take meeting minutes, collect email lists of the attendees present and return the TD Report to the SEM staff by the end of the IMAC Conference. The TD Chairs are to be present at the second meeting of the Program Planning Committee to share highlights from their TD meeting and any specific requests to the Committee. The Program Planning Committee is held on the last day of the IMAC Conference to collect the input from the TD’s and Focus Groups.

3. Review any abstracts not assigned for review to TDs or Focus Groups and arrange such abstracts in sessions.
4. Schedule all sessions and other conference activities
5. Review all tutorials
6. Solicit sessions and papers
7. Work with SEM staff as required on changes to the program
8. Serve as selection board for DJ DeMichele Scholarship
9. The Committee is required to meet one other time each year for the purpose of preparing the preliminary program. This meeting will be held with SEM Headquarters Staff (either in person or via conference call) after abstracts have been submitted – generally mid to late July.

ii. Future Conference Committee
The IMAC Future Conference Committee is responsible for the site, Theme and speakers for future IMAC Conferences. The Committee will focus on IMAC Conferences two or more years ahead of time. The goal is for the Theme and general structure of the IMAC Conference to be ready for the Program Planning Committee prior to next year’s IMAC Conference. The Committee consists of 3 (three) IMAC Advisory Board members, the IMAC Conference Director and the Executive Director of SEM. The members will select a chair from among their group. The members serve staggered, three-year terms and are appointed by the IMAC Advisory Board. For continuity purposes, the IMAC Advisory Board should appoint one member each year. Initially the Board should appoint three members for one-, two- and three- year terms.

Duties
1. Determine the theme of the meeting
2. Identify keynote speakers
3. Identify a luncheon speaker
4. Work with the IMAC Program Planning Committee on any general program planning structure that needs to be improved.
5. Identify, appoint and approve new Focus Groups
6. Identify new exhibitors for the IMAC Exhibition

iii. Exhibitor Planning Committee
The IMAC Exhibitor Planning Committee is responsible for assisting SEM in the development of the IMAC Exposition. The Committee consists of three IMAC Board members and the SEM Executive Director. The members will select a chair from among their group. The members serve staggered, three-year terms and are appointed by the IMAC Advisory Board. For continuity purposes, the IMAC Advisory Board should appoint one member each year. Initially the Board should appoint three members for one-, two- and three-year terms.

Duties
1. Meet one time each year at the IMAC Conference to plan for growth of the exhibition.
2. Talk to each exhibitor to thank them for their participation and solicit ideas for future growth and/or concerns about current operation.
3. Identify new exhibitors
4. Identify methods for increasing traffic in the exhibit area.
5. Identify sponsorship opportunities and associated costs.
6. Meet (in person or by phone) at least one other time during the year to develop additional strategies for future development of the exhibition.

VII. SEM TECHNICAL DIVISIONS AT IMAC AND IMAC FOCUS GROUPS
The TDs and Focus Groups are considered together since their functions with regard to IMAC and the IMAC Program Planning Committee are identical. The IMAC Program Planning Committee will depend upon the TDs and Focus Groups to provide session organization.

a. Organization
SEM Technical Divisions (TDs) are organized based upon published SEM procedures. IMAC Focus Groups are organized by individuals selected by the IMAC Conference Director and/or the IMAC Program Planning Committee.

b. Meetings
Groups meet each year at the IMAC conference.

c. Duties
The Chairs of the TD’s and Focus Groups are expected to supply information to be used
by the IMAC Program Planning Committee in the development of the technical program for the next year’s IMAC Conference. With regard to IMAC programming, at their meeting every year, each group is expected to complete the following activities:

i. Develop a plan for any organized sessions or other activities (tutorials, workshops, short courses, etc.) the group wishes to incorporate at the next meeting.

ii. Approve short courses in their areas of expertise and work with the IMAC Program Planning Committee on the implementation.

iii. Assign an individual who will be responsible for seeing that all abstracts submitted relating to their area of expertise that are not part of organized sessions are reviewed and grouped in logical sessions.

iv. Make recommendations regarding future IMAC conference themes, tracks and sessions.

v. Complete the documentation supplied by SEM staff so that information is available for action by the IMAC Program Planning Committee and their follow up.