



## **POMS Annual Conference No-Show Policy**

### **POMS Conference Presenter No-Show Statement**

Please do not be a "no-show" at the conference/session as this inaction inconveniences everyone. While we understand that last-minute circumstances may prevent speakers from attending, we urge you to inform us in advance so we can alert attendees. Presenters who do not notify us that they are not attending the conference/ session are being unfair to their colleagues, the Program Committee, and everyone else attending the conference.

### **Definition: POMS Conference No-show**

POMS defines "no-show" as the author (or one of the authors) not being present at his or her allocated conference/workshop session for presentation of their paper.

POMS categorizes no-shows and takes the identified actions as below:

1. Withdrawal, before proceedings are finalized. If none of the authors register for the conference/workshop before the required deadline, prior to the proceedings being finalized, the paper will be deemed as being withdrawn from the conference and will not be included in the proceedings or the conference program.
2. Good faith no-show, after final program is published. When none of the authors can attend the conference for their paper presentation, due to unforeseen circumstances, the authors **MUST** inform the Program Chair immediately after the situation arises. The author(s) should try to arrange for another delegate, attending the conference, to present the paper at the conference/workshop; and the authors must identify the surrogate presenter to the Program Chair prior to the conference.

### **Session Chairs**

The session chairs should find a substitute to act as chair in their place if they are not able to attend the conference/session and inform the program chair.

### **Full Length Paper Withdrawal**

A paper withdrawal notification must be sent to the Conference Program Editor in writing.

### **Special Session Presenters**

Invited and sponsored presenters should inform the Program Chair and Session Chair if they are not able to attend the conference to make their presentation(s).

### **POMS Actions Related to No Shows:**

At the conclusion of the conference, POMS will publish a list of papers that were included in the program but were not presented.

**POMS Program Committee Notes:**

The POMS Conference Program Committee will make every effort to update either the addendum or the session schedules posted outside each session room.