

## PhD Colloquium

The PhD Colloquium is sponsored by ACM SIGSIM and INFORMS-Sim. The Committee is made up of two members of each society. Joining the committee is a four year commitment with different roles. All committee members help with reviewing the contributions, chairing sessions, and contributing to the evaluation for the selection of the best PhD paper. The chair of the committee is responsible for the overall organization of the PhD Colloquium. He is supported by the Vice Chair, who is going to be the chair in the following year. He is also advised by the outgoing chair from the previous year. The rotation ensures that organizational knowledge is passed on and that both societies are engaged actively in all processes. The following table shows the rotation:

	<i><b>New Member</b></i>	<i><b>Vice Chair</b></i>	<i><b>Chair</b></i>	<i><b>Outgoing Chair</b></i>
<i><b>Year 1</b></i>	ACM-1	INFORMS-1	ACM-2	INFORMS-2
<i><b>Year 2</b></i>	INFORMS-3	ACM-1	INFORMS-1	ACM-2
<i><b>Year 3</b></i>	ACM-3	INFORMS-3	ACM-1	INFORMS-1
<i><b>Year 4</b></i>	INFORMS-4	ACM-3	INFORMS-3	ACM-1
<i><b>Year 1 (new cycle)</b></i>	ACM-4	INFORMS-4	ACM-3	INFORMS-3

The Colloquium is conducted in four phases, all usually schedule on the Sunday before the main conference events:

1. A PhD lunch, sponsored by the societies, with committee members, the plenary speaker, and PhD Colloquium participants.
2. A plenary presentation on a topic of interest to the PhD students.
3. A set of four sessions conducted in two tracks and chaired by the committee members. PhD candidates have a chance to present their main ideas and discuss them (“elevator” speech).
4. A poster session conducted in the early evening. Committee members can use this presentations to discuss in depth challenges with candidates for the award before making the final decision.

All events beside the lunch are open to the public. PhD Colloquium participants have to be present at all events in order to be eligible for all benefits. The Chair is responsible to invite a plenary speaker who has the option to submit an invited paper, which is usually reviewed by the chair and the vice chair. The PhD Colloquium participants get the following benefits from their participation

1. All participants get their conference fee reimbursed.
2. All participants get a free membership for one year in one of the two societies.

The Chair is responsible to invite a plenary speaker who has the option to submit an invited paper, which is usually reviewed by the chair and the vice chair. Chair and Vice Chair are responsible to contact their societies to initiate the reimbursement and the new memberships. For this purpose, the PhD Colloquium participants are divided by the committee into two equally sized groups, preferably reflecting the focus of their presented work.

In addition, PhD Colloquium participants that also submitted a regular paper are eligible to receive the best PhD paper award. The following constraints must be met:

1. The PhD Colloquium participant is in his final year of the PhD process, i.e., as a rule will graduate in the year following the Winter Simulation Conference. A letter from the main advisor confirming this is needed.
2. The PhD Colloquium participant is the main author of the paper. Academic advisors can be co-authors, but it should be clear that the paper focuses on the contributions of the PhD. As a rule, the number of authors for the paper shall be limited to maximal four.

The PhD Colloquium selects the two best papers based on the presentation in the PhD Colloquium, the presentation of the poster, and the quality of the paper. The best ACM SIGSIM paper focuses on computational challenges. The best INFORMS-Sim paper focuses on using simulation within an Operations Research application domain. If the committee cannot reach an agreement, the chair and vice-chair are tie-breakers for their societal contributions.

It is highly recommended to work closely with the track chairs to invite PhD candidates who submitted a paper to participate in the PhD Colloquium, as many of them are not aware of these opportunities.

<b>Task</b>	<b>Date</b>	<b>Responsibility</b>
Identify and invite plenary speaker	15 April	Chair
Coordinate with Track Coordinators to identify eligible PhD Candidate authors and invite them to the Colloquium	15 July	Chair
Follow the submission process	15 August	Chair
Divide the number of eligible participants into two categories for the ACM and INFORMS membership and reimbursement	1 October	Committee
Identify four categories to present and discuss the papers in	15 October	Committee
Provide sessions and session chairs to the WSC program chair	15 October	Chair
Identify successor for the PhD Committee (it is good practice to introduce the new PhD Committee member at the society evening).	15 November	Outgoing chair
At the Winter Simulation Conference <ul style="list-style-type: none"> <li>• Ensure all participants are present at all events</li> <li>• Select the best ACM and INFORMS paper</li> <li>• Provide names and titles to the WSC general chair</li> <li>• Make sure winners are at the plenary session</li> <li>• Invite winners to the society evening</li> </ul>	1 <sup>st</sup> Day of WSC	Committee
Submit list of eligible participants to the society	15 December	Chair
Submit names, affiliation, and photo of the best paper to the society knowledge base	15 December	Chair