



Research Interest Group Chair Orientation Resource

This resource serves as an orientation for new Research Interest Group (RIG) Chairs. For more details, review the resources listed below. Also, please note, Chairs and RIG members may choose to pursue additional activities in line with the goals of MNRS and the respective RIG.

Major Responsibilities & Timelines for Completion

1. Getting Started

- a. Review [website](#), including your RIG's page, [RIG Handbook](#) (RIG policies), [RIG Forms](#), [RIG F.A.Q.](#), RIG Chair Orientation PowerPoint
- b. Gather RIG documents from Past Chair (Tip: create templates for abstract/application requests/reviews/scoring and update as needed)

2. Communication

- a. RIG members can be reached through: LinkedIn, Listserv (addresses found [here](#)), your RIG's web page, MNRS Matters
- b. RIG Chairs are responsible for RIG communication (e.g., inform members of RIG goals, request for symposium abstracts, request for award applications, the RIG meeting at the annual conference, any additional RIG activities such as RIG member highlights)
- c. For assistance, please refer to the [RIG Handbook](#) (RIG policies), which includes appropriate contacts

3. Guaranteed/Competitive Research Symposia

- a. RIGs may submit a guaranteed symposium on their designated year or a competitive symposium during a non-designated year
- b. RIG Chairs: set symposium title/subject/focus, release request for abstracts, assemble review panel, collect abstracts via chair email, facilitate blinded review (select 4-5 abstracts), inform applicants of chosen symposium abstracts, submit symposium to MNRS, inform chosen abstract authors regarding MNRS decision (timeline below)

Release Request (Jun) → Assemble Review Panel (Jul) → Abstracts Due (Mid-Jul) → Inform Applicants/Submit to MNRS (Early Aug)

4. RIG Awards

- a. RIGs may offer awards for their members (types/numbers at the discretion of the Chair/members)
- b. RIG Chairs: finalize awards offered, release request for applications, assemble review panel, MNRS collects applications online and sends to chair, facilitate review (select recipient for each award), inform applicants, notify MNRS of award recipients (timeline below)

Release Request (Mid-Aug) → Assemble Review Panel (Oct) → Applications Due (Mid-Nov) → Inform Applicants/Submit to MNRS (Mid-Dec)

5. RIG Chairs Meeting at the Annual Conference

- a. RIG Chair and Chair-Elect: attend RIG Chairs Meeting, report updates to RIG members

6. RIG Meeting at the Annual Conference

- a. RIG Chairs: plan agenda, inform MNRS of audiovisual (AV) needs, conduct meeting, submit meeting summary to MNRS (timeline below; Tip: ask attendees to sign in and also indicate willingness to serve on review panel as starting point for new Chair)

Plan Agenda (Jan) → AV needs to MNRS (Early Feb) → Meeting (Mar/Apr) → Submit Summary to MNRS (within 2 weeks)