

Program Chair Handbook

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About ACS

The American Chemical Society is a self-governed individual membership organization that consists of over 150,000 members at all degree levels and in all fields of chemistry and sciences that involve chemistry. The organization provides a broad range of opportunities for peer interaction and career development, regardless of professional or scientific interests. The programs and activities conducted by ACS today are the products of a tradition of excellence in meeting member needs that dates from the Society's founding in 1876.

ACS Mission

To advance the broader chemistry enterprise and its practitioners for the benefit of Earth and its people

ACS Vision

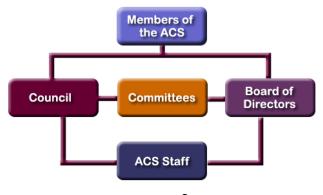
Improving people's lives through the transforming power of chemistry

ACS Tagline

Chemistry for Life

Governing Bodies of the American Chemical Society

The SOCIETY shall be composed of members who in turn may be members of its Divisions and/or its Local Sections. It shall have a Council which, in addition to such duties as may be prescribed in this Constitution and the Bylaws of the SOCIETY, shall act as an advisory body; a Board of Directors, which shall be the legal representative of the SOCIETY and establish its administrative policies; committees both of the Council and of the Board; and such officers and employees as are necessary to effectuate its purposes. [ACS Constitution, Article III]



ACS Members

As a member of the ACS, you are able to interact with governance by:

- Voting for the Local Section/Division Officers and Councilors
- Voting for the President of the ACS
- Voting on changes to the ACS Constitution

Board of Directors

A Board of Directors composed of the President, the President-Elect, the most recent Past President, six District Directors, one elected from each of six geographical Districts as provided in the Bylaws, and six Directors-at-Large, shall be the legal representative of the SOCIETY, and, as such, shall have, hold, and administer all the property, funds, and affairs of the SOCIETY pursuant to Public Act 358 "To Incorporate the AMERICAN CHEMICAL SOCIETY" passed by the 75th Congress, 1st Session, and approved August 25, 1937. The Executive Director shall be a nonvoting *ex officio* member of the Board of Directors." [ACS Constitution, Article VIII]

Committees

Both the Council and the Board of Directors call upon many committees to study and make recommendations on matters of basic and continuing importance to the Society. ACS committees serve as clearinghouses for comments and proposals regarding the conduct of present and future programs of the Society; all ACS members are urged to make their views known to committee members. The topic with which each committee deals is usually apparent from the name of the committee.

There are several different types of committees. Two "Society" committees report to both the Board and Council in the areas of Budget & Finance and Education. In addition, each body has several standing committees, each of which reports and makes recommendations to its parent body. Membership on standing committees of the Council and the Board are limited to Councilors and Board members, respectively. Committees reporting jointly to both the Board and Council are open to all ACS members. Both the Council and the Board of Directors also provide for special or other committees for short-term studies or for the execution of specific assignments. Membership on these committees is not limited to councilors or directors and terms of appointment are variable depending on the nature of the committee assignment.

Council

"The popular deliberative assembly of the SOCIETY shall be known as the Council, which shall be composed of the President, the President-Elect, the Directors, the Past Presidents, the Executive Director, the Secretary, and Councilors representing Local Sections and Divisions, all of whom shall be known as voting Councilors, if MEMBERS

of the SOCIETY. Twenty percent of elected Councilors shall be elected by Divisions and 80% shall be elected by Local Sections. Each Division and each Local Section shall elect Councilors and Alternate Councilors as provided in the Bylaws. In addition to performing such duties as may be prescribed by the Constitution and Bylaws of the SOCIETY, the Council shall act as an advisory body in matters pertaining to the general management of the SOCIETY.

"The Council also shall include as nonvoting Councilors persons whose SOCIETY positions enable them to contribute special knowledge and viewpoints to Council debate or to benefit in the discharge of their SOCIETY responsibilities from Council discussion, as specified in the Bylaws." [ACS Constitution, Article VII]

ACS Staff

The ACS headquarters staff, through the Office of the Executive Director, implements the policies and manages the programs of the Society. A member of the ACS staff is assigned by the ACS Secretary as liaison to each of the Board, Council, and Joint Board-Council Committees. The general function of the ACS staff is to provide advice and information, conduct special projects, and assist as necessary within the limitations imposed by budgets and staff availability.

ACS Divisions

ACRONYM	Division Name
AGFD	Division of Agricultural and Food Chemistry
AGRO	Division of Agrochemicals
ANYL	Division of Analytical Chemistry
BIOL	Division of Biological Chemistry
BIOT	Division of Biochemical Technology
BMGT	Division of Business Development and Management
CARB	Division of Carbohydrate Chemistry
CATL	Division of Catalysis Science and Technology
CELL	Division of Cellulose and Renewable Materials
CHAL	Division of Chemistry and the Law
CHAS	Division of Chemical Health and Safety
CHED	Division of Chemical Education
CINF	Division of Chemical Information
COLL	Division of Colloid and Surface Chemistry
COMP	Division of Computers in Chemistry
ENFL	Division of Energy and Fuels
ENVR	Division of Environmental Chemistry
FLUO	Division of Fluorine Chemistry
GEOC	Division of Geochemistry
HIST	Division of the History of Chemistry
I&EC	Division of Industrial and Engineering Chemistry
INOR	Division of Inorganic Chemistry
MEDI	Division of Medicinal Chemistry
NUCL	Division of Nuclear Chemistry and Technology
ORGN	Division of Organic Chemistry
PHYS	Division of Physical Chemistry
PMSE	Division of Polymeric Materials: Science and Engineering
POLY	Division of Polymer Chemistry
PROF	Division of Professional Relations
RUBB	Rubber Division
SCHB	Division of Small Chemical Businesses
TOXI	Division of Chemical Toxicology

ACS Committees

B&F Society Committee on Budget and Finance BOT Board of Trustees, Group Insurance Plans

C&B Constitution and Bylaws CCA Community Activities

CCAS Chemical Abstracts Service CCPA Chemistry and Public Affairs

CCS Chemical Safety

CEI Environmental Improvement

CEPA Economic and Professional Affairs

CMA Minority Affairs

COMSCI Science

CORP Corporation Associates
CONC Committee on Committees
CP&RM Patents and Related Matters

CPC Council Policy

CPRC Public Relations and Communications

CPT Professional Training

CPS Project SEED
CTA Technician Affairs

CWD Chemists with Disabilities

DAC Divisional Activities
D&I Diversity and Inclusion

ETHC Ethics

G&A Grants and Awards
IAC International Activities
LAB Leadership Advisory
LSAC Local Section Activities
M&E Meetings and Expositions

MAC Membership Affairs

N&E Nominations and Elections

NTS Nomenclature, Terminology and Symbols

P&I Pensions and Investments

P&MR Professional and Member Relations
PA&PR Public Affairs and Public Relations

PUBS Publications SCC Senior Chemists

SOCED Society Committee on Education

WCC Women Chemists YCC Younger Chemists

Divisional Activities and Meetings & Expositions Committees

Committee on Divisional Activities (DAC)

The mission of the Council Committee on Divisional Activities (DAC) is to:

- oversee and coordinate activities of Divisions of the Society;
- ensure that the fields of interest, as they evolve, are served;
- recommend to Council and the Board of Directors policies affecting the Divisions so as to enhance the total effectiveness of the Divisions and of the Society; and
- promote positive interactions within the Division structure and with other units of the Society to fulfill the mission and goals of the Society.

There are four subcommittees within DAC:

- Annual Reports and Division Status
- Constitution and Bylaws
- Divisional Enhancement
- Meetings

Committee on Meetings & Expositions (M&E)

The mission of the Committee on Meetings & Expositions (M&E) is to:

- 1. study and make recommendations to Council concerning policies and problems of the meetings and expositions organized and operated by the Society, its Divisions and groups of Local Sections:
- 2. study and make recommendations to the Council on dates and locations of meetings and expositions sponsored by the Society;
- 3. cooperate with the Committee on Divisional Activities (DAC) in areas of mutual interest.

There are four M&E subcommittees:

- Expositions
- Regional Meetings
- Sites
- Technical Programming

Staff Contacts ACS Meeting & MAPS Support

Abstracts Team

Name	Position	E-mail
Joshua Blair	Manager, Business Systems Administration	j_blair@acs.org
Robin Green	Abstracts Team Lead	r green@acs.org
Staff Contact for Program	Chairs and Symposium	abstracts@acs.org
Organizers		
Staff Contact for Abstract	Submitters	maps@acs.org

Meetings Logistics

Name	Position	E-mail
Liz Huh	Director of Meetings Operations	e_huh@acs.org
Bethany Kashawlic	Asst. Director, Conferences & Meetings	b kashawlic@acs.org
Sydney Vranna	Assistant Director, Specialty, Digital, and Global Events	s vranna@acs.org
Nicole Fisher	Manager of ACS Meeting Logistics	n_fisher@acs.org
Vernar Beatty	Conference & Meeting Coordinator	v beatty@acs.org
Shantesse Dortch	Conference & Meeting Coordinator	s_dortch@acs.org
Amanda Frederick	Conference & Meeting Coordinator	a frederick@acs.org
Kimberly Savage	Conference & Meeting Coordinator	k savage@acs.org
Brenda Philpot	Project Coordinator (ACS Mtg Registration)	b_philpot@acs.org

Example Meeting Timelines

Spring Meeting

	JUL	AUG	OCT	NOV	DEC	JAN	FEB	MAR
MAPS	Call for Papers due to ACS	MAPS opens to authors; Call for Papers in C&EN	Abstract deadlines	Preliminary Program due	Final Program due	Housing and registration open; Final program on Web	Schedulin g Notices; Launch of virtual platform/ mobile app	Meeting guide in C&EN Meeting occurs
Logistics/ Attendee Interactive (AI)			Space request forms made available; Attendee Interactive (AI) opens	Request forms due		Space assignments completed; menus due	арр	

Fall Meeting

	DEC	JAN	FEB	MAR	APR	JUN	JUL	AUG
MAPS	Call for	MAPS	Abstract	Preliminary	Final	Housing and	Scheduling	Meeting
	Papers due	opens to	deadlines	Program	Program	registration	Notices;	guide in
	to ACS	authors;		due	due	open; final	Launch of	C&EN
		Call for				program on	virtual	Meeting
		Papers in				Web	platform/m	occurs
		C&EN					obile app	
Logistics/			Space		Request	Space		
Attendee			request		forms due	assignments		
Interactive			forms			completed;		
(AI)			available;			menus due		
			Attendee					
			Interactive					
			(AI) opens					

Future ACS Meetings

View a list of future **ACS Meetings**

Core Responsibilities of Program Chairs

Call for Papers

- 1. Develop the technical program with symposium organizers using the Smartsheet worksheet provided by ACS staff.
- 2. Designate the symposia as either accepting contributed papers or only invited papers.

Session and Abstract Management (cooperatively with symposium organizers and ACS Staff)

- 1. Review abstracts and accepts or rejects them.
- 2. Select and schedules high-quality abstracts into Sci-Mix in accordance with the restrictions on the number of Sci-Mix presentations (a maximum of 20 or 10% of total number of accepted papers for the division, whichever is larger).
- 3. Work with ACS Staff to create new sessions as needed to accommodate the submitted abstracts.
- 4. Arrange accepted abstracts into sessions.
- 5. Assign each abstract an order within the session.
- 6. Assign each oral presentation a duration
- 7. Inserts non-paper events (e.g., introductory or concluding remarks) in sessions.

Finalize Technical Program

- 1. Assign Day, Time, and Room type (In-person, Hybrid, Virtual-only) to all technical sessions adhering to stated preliminary program deadline and division room allotment.
- 2. Ensure that all oral sessions have been assigned presiders. (Staff recommends two presiders per oral session.)
- 3. Ensure that session sponsors and themes are correctly assigned

Other Responsibilities

- 1. Arrange for non-technical events such as coffee breaks, social receptions associated with award presentations or poster sessions, and committee rooms.
 - a. Any member of the division executive committee has the authority to make non-technical event requests.
 - b. In most divisions, the program chair makes the arrangements associated with the technical program, and the division chair makes the committee room requests associated with governance functions.
 - c. Symposium organizers must always ask the acting program chair to make event requests pertaining to the technical sessions.
- 2. Share division sponsored registration promo codes with speakers if the division wishes to pay for the sponsored speaker registration fees.

- a. At the time registration opens, ACS MAPS Staff Administrator sends the current program chairs and treasurers password division sponsored registration promo codes to share with speakers as needed.
- b. Symposium organizers must always ask the program chair to make these special registrations.

Sci-Mix

Sci-Mix is designed to be a large meeting-wide event—traditionally held on Monday evening at 8:00 PM—that combines a social event with poster presentations contributed by each participating division. Limited free drinks are normally.

Participation in Sci-Mix is optional. Divisions participate in Sci-Mix by contributing posters (either selected posters from other poster presentations or posters derived from selected oral presentations). The number of posters may not exceed 20 posters or 10% of the total number of papers in a Division, whichever is larger. Presentation in Sci-Mix should be considered a distinction for the presenters as they represent the best of what the division has to offer in terms of the science and presentation.

Technical Session Room Assignment

The following guidelines apply to technical sessions at the ACS Spring and Fall Meeting:

- ACS staff will pre-assign the number of meeting rooms for each division before the opening of abstract submissions.
- All Oral sessions should be a maximum of 4 hours and occur within the established morning or afternoon session times.
- Oral abstracts that do not fit in the assigned space may be moved to poster sessions.
- Oral sessions of each division are accommodated in one physical location/property and as close to each other as possible.
- Division technical sessions are scheduled first, with special events, committees, and other meeting events using the remaining space.
- Poster sessions are located based on space availability/floor plans.
- Presidential Events are scheduled according to the requests of the president and/or within the appropriate division or committee program.

No Shows

No Show procedures were implemented for the 2009 Salt Lake City National Meeting for presenters who failed to appear to make their presentations and did not withdraw their papers prior to the meeting. The changes were made in an effort to create an accurate record of technical presentations at Meetings of the American Chemical Society.

Oral no-shows are collected through half day session reports completed by session presiders and poster no-shows are collected by ACS staff.

No-shows will be reviewed with program chairs, and then removed from the CAS database by ACS staff. This procedure assures the CAS database is an accurate representation of the technical presentations at ACS meetings.

Program Chair Toolbox

Abstracts	
Abstract Separates	Divisions may prepare abstract books separately for distribution to their division members. Some divisions choose to post separates on their websites. Divisions distribute separates to the division members as a benefit of membership. Abstract Separates are available by request for each ACS meeting. Please reach out to abstracts@acs.org to request abstract separates.
Abstracts	Abstracts are submitted through the MAPS system by authors who want to present at a ACS meeting. Abstracts should be limited to approximately 300 words in length. The ACS Bylaws require only that the title and author name(s) appear in the official program. However, most divisions require an abstract in order to be accepted into the program. POLY requires figures for abstract acceptance.
ACS Governing documents Standing Rule VI, Section 8(c)	"No paper by a chemical scientist residing in the United States who is not a member of the SOCIETY shall appear on the program of a national, regional, divisional, or other major meeting of the SOCIETY unless it be a joint paper with one or more SOCIETY members, or unless for a national, regional, or national-divisional meeting the author has been invited to present the paper at a symposium organized by a Division of the SOCIETY or by Sections of the SOCIETY, and the Chair of such Division or of the host Section has certified to the Executive Director of the SOCIETY prior to publication of the program that presentation by the author of such paper is important to the success of the symposium."

Contributed Papers	Contributed papers are non-solicited abstracts submitted to a symposium in response to the Call for Papers.
Invited Papers	Invited papers are explicitly invited by the Program Chair or Symposium Organizer to be submitted for an ACS meeting. It is up to the division to sponsor the speaker's registration fee or not.
MAPS – Meeting Abstracts Programming System	See the MAPS abstract system for abstract submission.
Submit an Abstract	Submit an abstract for ACS meetings.
Withdrawn Papers	Authors may withdraw their paper prior to the ACS meeting by logging into MAPS before the abstract deadline or sending the request to maps@acs.org after the abstract deadline. Papers withdrawn from MAPS prior to the final program deadline will not appear in the published technical program. Papers withdrawn after the final program deadline will appear in the technical program as withdrawn. Withdrawn papers will not be included in the Chemical Abstracts Service (CAS) database.
Events	
Attendee Interactive	The ACS Meetings department uses the Event Management System, Ai, to manage all ACS meeting events. Ai has an online component which division officers use to submit their meeting room requests for business and social events.
Social Events	Social Events include breakfasts, luncheons, dinners, receptions, and mixers with posters. Social events may be publicized, un-publicized, ticketed, or free. When food and beverage are part of the social event, the event coordinator must guarantee attendance up to 72 hours prior to the event.
Social Events, Ticketed	For ticketed events, tickets are sold through the registration system and onsite during registration. If the final event guarantee has not been met during preconference registration, the remaining tickets are given to the event coordinator, who has the option of selling them at the door.
Governance	
Business Meetings	Most divisions hold one or more business meetings during ACS Meetings. Divisions are encouraged, if feasible, to hold their business meetings at the beginning or end of one of their technical sessions to help lower the demand for meeting room space. If a separate meeting room is required, then the room request can be made to ACS meetings. See the meetings site; Event Coordinator

	Resources for ACS Meetings to find out how to make a
Caucus	meeting room request through Attendee Interactive. The Division Officers' and Councilors' Caucuses are
Caucus	informal gatherings of past and present division officers
	and councilors on the Tuesday afternoon at each ACS
	meeting. The purpose of the Caucus is to provide a forum
	for informal discussion of mutual concerns to the
	divisions, as contrasted with (and sometimes leading to)
	the opportunities for formal consideration and action
	within the governance structure of the Society. All division
	officers and councilors are encouraged to participate in
	these meetings.
Committee on Divisional	The Committee on Divisional Activities (DAC) is a
Activities (DAC)	standing committee of the ACS Council. DAC oversees
	and coordinates division activities, recommends policies
	affecting divisions, and promotes positive interactions
	among divisions with other ACS units.
Committee on Meetings &	Committee on Meetings and Expositions (M&E) is a
Expositions (M&E)	standing committee of the ACS Council. M&E studies
	policies and problems relating to meetings and
	expositions and makes recommendations to Council for
Committee on Coiones	discussion and approval.
COMPON	The Committee on Science (COMSCI) is a Joint Board-
(COMSCI)	Council Committee that provides an organizational framework to facilitate policy formation, action, and
	planning in several areas of ACS activity directly related
	to the science of chemistry. COMSCI regularly programs
	symposia at the ACS Meetings.
Secretariat	A Secretariat is an informal association of ACS divisions
	formed to coordinate long-range programming at ACS
	Meetings on a topic or group of topics of mutual interest.
	A Secretariat is dependent on its constituent divisions for
	programming support and finances. It does not have
	individual Members, receive member-based financial
	allocations from the Society, or participate in Society
	governance. It does not at any time interfere with or
	attempt to supplant the interests of any division of the
	Society.
Strategic Plan	See the ACS Strategic Plan.
Programming Audio Visual Equipment	The standard tech act for and accions includes and OD
Audio Visual Equipment	The standard tech set for oral sessions includes an LCD
	projector (HDM1), screen, laser pointer, and microphone. Laptops are provided by ACS in each technical session
	room. Special equipment requests must be approved by
	the Program Chair or division officer in order to be billed
	back to the division. A select group of rooms will be
	available for hybrid sessions and include equipment to
	available for hybrid 303310113 and include equipment to

	bus adapt the live accessor online, and for remate
	broadcast the live session online, and for remote
	attendees to participate in the session.
	Mac users: please bring your adaptor; there are a limited
	supply onsite.
Awards, Divisions	Many divisions have their own awards that are distinct
	from the ACS National Awards. See a list of the current
	awards offered by each division.
Awards, National	The ACS National Awards are administered by ACS. The
	national award winner may choose the division program
	in which the award address will be given unless the
	award itself specifies a specific division. Award
	addresses, with few exceptions, are given at the spring
	national meeting.
Communicating with	All Symposium Organizers should have a valid email
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Symposium Organizers	address. The Program Chairs, ACS staff, and abstract
	authors regularly communicate with the Symposium
<u> </u>	Organizers via email.
Co-sponsorships	Co-sponsorships occur at national meetings in three
	ways.
	Co-sponsorships frequently occur when two or
	more divisions, committees, or secretariats, share
	the organizational work and/or financial
	responsibility and benefits of planning a program.
	One of the groups is the primary sponsor, which
	has the full session listing in its program. ACS
	Divisions and committees are no longer required
	to have a formal written agreement among the
	parties for this type of co-sponsorship. However,
	all groups must agree before-hand who is the
	primary sponsor, and if there are any financial
	obligations. It is highly recommended that the
	cosponsoring parties draw up a written
	agreement, especially if there are any financial
	implications.
	Co-sponsorships may also occur with other
	national and international scientific and technical
	societies. This type of co-sponsorship must be
	carefully documented with the ACS Office of the
	Secretary in accordance with the ACS Bylaws.
	Find the proper procedures to follow with
	cooperative and nominal co-sponsorships.
	3. Programming committees are required to have a
	division sponsor their symposia.
Co-sponsorships,	A co-sponsorship between two divisions that involve
Cooperative	money or in-kind work.
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Co-sponsorships,	A co-sponsorship between two divisions in which the
Nominal	symposium is of interest to the cosponsoring division or
	committee, but no money or in-kind work is involved.
Guidelines for	Find the guidelines and procedures for using MAPS.
Symposium Organizers	
Transfer a Paper	Program Chairs may transfer papers from one
·	symposium to another within their division up until the
	final program deadline. Program Chairs may transfer
	papers from one division to another if the two divisions
	agree to the transfer and if both divisions are still open for
	abstract submission. Contact abstracts@acs.org to
	request this change.
Sci-Mix	Sci-Mix is a large meeting-wide event—traditionally held
	on Monday evening at 8:00 PM—that combines a social
	event with poster presentations. Program Chairs select
	the posters from their division that represent the best and
	most interesting that the division has to offer. The number
	of posters in Sci-Mix must conform to the following rule: a
	maximum of 20 posters per division or 10% of the total number of papers for the division, whichever is larger.
Session Presider	One or more individual assigned to moderate an oral
Jession resider	session, responsible for recording no-shows, leading
	Q&A, and keeping the session on schedule.
Symposium	The technical program is composed of symposia, which
- 7	have a brief title indicating the nature of the presentation.
	Depending on the number of speakers, each symposium
	has one or more sessions. Each session contains the
	presenters for each AM, PM, or EVE period.
Symposium Organizer	One or more people who are responsible for reviewing
	and scheduling the abstracts submitted to the
	symposium.
Program Publications	
Chemical & Engineering	The weekly magazine is distributed to all ACS members.
News (C&EN)	
Call for Abstracts	Call for Abstracts for national meetings are normally
	published in the January and August issues of C&EN,
	approximately nine months prior to each national
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Locating a Past Meeting	
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	papers are withdrawn.
Locating a Past Meeting Paper Online Technical Program	meeting. The Call for Abstracts lists the Program Chairs, symposia titles, Symposium Organizers, and the deadlines for abstract submission. Visit the Scimeetings technical programming archive to view past national meetings from 2004 to present. The online technical program is the official program of the national meeting. The online technical program is updated regularly before and throughout the meeting as papers are withdrawn.

ACS Meeting Guide	The ACS Meeting Guide, published in C&EN, contain two sections: a general section listing social events and committee meetings, and information on registration and housing. The technical summary portion is a grid summarizing the symposia dates and locations.
Presenters	
Poster Presentations	Each horizontal poster board measures 4 feet high x 8 feet wide. All presentations must be confined to poster board itself. Computer display equipment, sound or projection equipment, freestanding or three-dimensional displays, demonstrations, experiments, or tables for handout materials are not permitted in poster sessions.
Speaker Guidelines	See Speaker Information on the Meetings web page.
Sponsored Speaker	Sponsored speakers are presenters who have been invited by the division to speak at the national meeting and whose registration fee will be paid by the division.
Sponsored Speaker Registration	Divisions are given access registration promo codes for distribution to sponsored speakers. There is a special one-day registration rate available to division sponsored speakers. Division sponsored speakers who wish to attend more than a single day of the meeting must upgrade to full registration at their own expense.

MAPS Assistance

MAPS Support

MAPS Resource Page

• www.acs.org/maps resources

Need Help?

• If you have questions about working with MAPS:

- E-mail: abstracts@acs.org

Online Resources

MAPS Log In maps.acs.org

Training Resources www.acs.org/maps resources

ACS Meeting Resources www.acs.org/meetings

Get Involved, Stay Involved www.acs.org/getinvolved

Technical Divisions www.acs.org/divisions

SciMeetings Technical Program Archive https://scimeetings.acs.org