**Check your group into the event at www.acs.org/PIB**

Consult the event timeline (included in the box) for a more detailed schedule. **You will need your confirmation # from your registration email or other communication. Email multimedia@acs.org if you have lost it.**

**Fill out your post-event leader report**

If you prefer pen and paper, it is included in the box to scan and email to multimedia@acs.org by 7 days after your event. We will also email you a link to fill it out online to save you time and effort!

**Help your group fill out the attendee survey**

We will show a QR code and URL on-screen at the end of the broadcast. The link is www.acs.org/PIBfeedback. If your attendees prefer pen and paper, please hand out the paper surveys included in the box and scan and email to multimedia@acs.org by 7 days after your event.

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**Contact Us**

Multimedia@acs.org

**Email the ACSPIB team** before and after the event with questions. We will monitor the inbox during the live event but response time may be delayed compared to the group chat.

www.acs.org/PIB

*Use the host group chat below the video player to interact with fellow hosts and the ACSPIB team during the live event.*

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**Change Your Registration**

**Change of plans?** Go to www.acs.org/PIB and click “change your registration” to cancel, reschedule for a later date using the archive recording, or merge with another group. You may also email multimedia@acs.org to update us on your plans.

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**Hello, PIB Host!**

Get ready to plan an easy and free event for your members! Unpack these exclusive ACS resources and reserve a room large enough for your group.

Not enough materials for your attendees? We’ve got you covered! Download and print additional handouts from www.acs.org/PIB.

Before emailing us with questions, check out this guide with important tips and information to help you plan the easiest event you’ll host all year, ACS Program-in-a-Box!
Get ready for the big day!

Have you reserved a big room (or two) with a big screen and a loud sound system?

Do you have a dedicated computer for the live video stream?

How fast is the internet?

We recommend ethernet to avoid WiFi dropouts, but wireless is okay. The ideal download speed is at least 10 mbps (speedtest.net), but sharing WiFi with your group may slow it down so aim for faster if possible.

Is there a large TV/projector in the room(s)

Do you have the right cables/adaptors? Are you going to mirror your computer on the TV or use extended desktop? Do you know how to change input settings on the TV and PC/Mac?

Will the speakers reach the back row?

Do you know how to plug into the sound system, and control your computer’s sound preferences so it is routing to the correct output? Do you know how to control the volume and unmute both the computer and sound system?

Check into the video!

Go to www.acs.org/PIB

Have your confirmation # and registration email address ready. The check-in button will appear the day of the event. Fill out the brief form, including your attendee count, to access the video page.

What if I close the video page? What if I need to share the video page with another room?

No problem! Check your inbox for a new thank you email with a link to the video page. If you do want to check in again, help us by selecting “checking in again” and using the same confirmation # and email address.

What if I can’t find my confirmation #?

We will send reminder emails the day of the event with your confirmation number, but you may also email multimedia@acs.org to request it.

If we are unable to verify your confirmation # at check-in, we will ask you for alternative verification (your email address, group name, city/state/country)

...For Big Groups

What if my event spills over into multiple rooms or multiple locations?

This is a great problem to have! You have two options that will help ACS keep track of your attendance and make sure everyone sees the show:

Option 1. Only check in at the main room/site

Report the combined attendance for all of your rooms/sites when you check in. If you don’t know the combined attendance yet, make your best guess and update your final combined attendance when you fill out your post-event leader report. Share your link to the video page from the thank you email with your satellite rooms/locations.

Option 2. Each room/site checks in separately

Share your confirmation # with each of your rooms. When they check in, whomever signs on should check the box next to “part of a multi-room/site event” so we know to combine their attendee counts with yours.

Email multimedia@acs.org with any questions about hosting larger events across multiple locations.