October 2016 – Program-in-a-Box Leader Guide

Thank you for hosting “The Chemists Code for Success: 3 Essential Skill Sets for Your Career” on October 11, at 7pm ET. We hope you and your group enjoy the event.

CONTACT INFORMATION

- For Shipment - Tanya Fogg (t_fogg@acs.org) or 202-872-6191
- For Technical Issues - Michael David (acswebinars@acs.org)

IN THE BOX

- Leader Guide (details of what’s in the box)

- Leader Resources
  - How to Host Checklist
  - Eureka Moments ANSWER Sheet
  - “Ion You” card (use this card to take group pixs and post to #ACSPIB)
  - Using ACS Webinars in Classroom (white paper)
  - Flyer announcing the February Event

- Promotional Items – Please display and present to attendees at the beginning/end of the program.
  - c&en article: “ACS Members – Then and Now” – page 30
  - InChemistry undergraduate magazine
  - Chem IDP postcard
  - ACS Career Navigator
  - ACS Member-Get-a-Member recruitment card: Win a Periodic Table blanket
  - ACS Graduate Member recruitment card

- Content Related Activities/Handouts
  Activities pertaining to the topic are included in your box. If you are on the west coast, you may want to start the activity after the Q&A session has ended, while those on the east coast would probably like to start the activity at 6 pm.
  - Eureka Moments Activity Quiz – distribute and allow groups to discuss/share answers
  - Activity Handout – Handshake/Networking (During the presentation you will be prompted on when to start these activities)
  - What Chemists Do
  - Your Top Resources

- Raffle Items (tickets included)- varies

- Program Materials
  - Index Cards for attendee questions during presentation
  - Surveys:
    - Groups with <40 attendees, please return surveys by email to multimedia@acs.org
    - Groups with 40+ attendees, please use the U.S. postal pre-paid envelope
    - Leader's Evaluation Survey (Your Group Count is Important) – Please return
    - Attendee Evaluation Survey
  - Ink Pens

www.acs.org/pib