



# **Program Chair**

# **Handbook**

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# **The American Chemical Society**

## **About ACS**

The American Chemical Society is a self-governed individual membership organization that consists of nearly 157,000 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.

## **The ACS Mission**

This vision — developed and adopted by the ACS Board of Directors after broad consultation with the membership — fully complements the ACS Mission statement, which is “to advance the broader chemistry enterprise and its practitioners for the benefit of Earth and its people.” Together, these two statements represent our ultimate reason for being and provide a strategic framework for our efforts.

## **The ACS Vision**

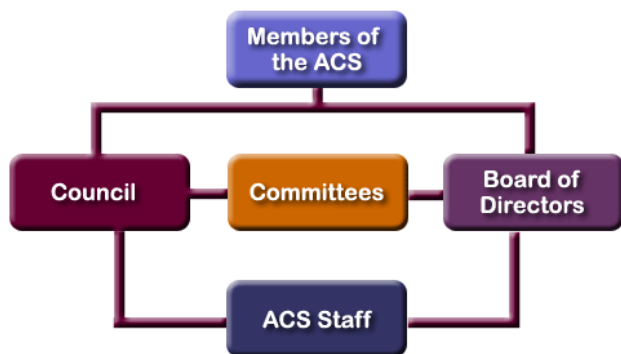
Improving people's lives through the transforming power of chemistry

## **The ACS Tagline**

Chemistry for Life

## **The 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 (all *ex officios*), 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

<b>ACRONYM</b>	<b>Division Name</b>
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:

- 1) oversee and coordinate activities of Divisions of the Society;
- 2) ensure that the fields of interest, as they evolve, are served;
- 3) 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
- 4) 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 National Meeting & MAPS Support

E-mail: [abstracts@acs.org](mailto:abstracts@acs.org)

### Membership Division

Name	Position	Ext*	E-mail
Kate Fryer	Executive Vice President, Membership Division	6379	<a href="mailto:k_fryer@acs.org">k_fryer@acs.org</a>
John Katz	Director, Department of Member Communities	8070	<a href="mailto:j_katz@acs.org">j_katz@acs.org</a>
Robin Preston	Director, Meetings & Exposition Services	6266	<a href="mailto:r_preston@acs.org">r_preston@acs.org</a>

### Abstracts Team (Society Business Solution Department)

Name	Position	Ext*	E-mail
Farai Tsokodayi	Portfolio Manager	6991	<a href="mailto:f_tsokodayi@acs.org">f_tsokodayi@acs.org</a>
Staff Contact for Program Chairs and Symposium Organizers			<a href="mailto:abstracts@acs.org">abstracts@acs.org</a>
Staff Contact for Abstract Submitters			<a href="mailto:maps@acs.org">maps@acs.org</a>

### Meetings Logistics

Name	Position	Ext*	E-mail
Bethany Kashawlic	Asst. Director, Conferences & Meetings	6009	<a href="mailto:b_kashawlic@acs.org">b_kashawlic@acs.org</a>
Beverly Johnson	Conference & Meeting Coordinator	6264	<a href="mailto:b_johnson@acs.org">b_johnson@acs.org</a>
Starleetah Gaddis- Parker	Manager of Regional Meetings	2138	<a href="mailto:s_gaddis-parker@acs.org">s_gaddis-parker@acs.org</a>
Dianne Ruddy	Conference & Meeting Coordinator	4402	<a href="mailto:d_ruddy@acs.org">d_ruddy@acs.org</a>
Nicole (Nikki) Fisher	Conference & Meeting Coordinator	6129	<a href="mailto:n_fisher@acs.org">n_fisher@acs.org</a>
Kimberly Savage	Conference & Meeting Coordinator	4443	<a href="mailto:k_savage@acs.org">k_savage@acs.org</a>
Amanda Frederick	Conference & Meeting Coordinator	8176	<a href="mailto:a_frederick@acs.org">a_frederick@acs.org</a>
Brenda Philpot	Project Coordinator (National Meeting Registration contact)	6111	<a href="mailto:b_philpot@acs.org">b_philpot@acs.org</a>
Vernar Beatty	Conference & Meeting Coordinator	4398	<a href="mailto:v_beatty@acs.org">v_beatty@acs.org</a>
Stephen Fanning	Budget Analyst	6272	<a href="mailto:s_fanning@acs.org">s_fanning@acs.org</a>

\* Dial 202-872 +Ext

## General Meeting Timelines

### Spring Meeting

	<b>JUL</b>	<b>AUG</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>
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	Prelim Program in C&EN; housing and registration opens; Final program on Web	Final Program prints 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		

### Fall Meeting

	<b>DEC</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>
MAPS	Call for Papers due to ACS	MAPS opens to authors; Call for Papers in C&EN		Abstract deadlines	Prelim and Final Programs due	Prelim Program in C&EN; housing and registration opens; Final program on Web	Final Program prints 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		

## Program Chair Information

### Core Responsibilities of Program Chairs

#### Call for Papers

1. Develops the technical program with symposium organizers using the MS Excel template provided by ACS staff.
2. Designates the symposia as either accepting contributed papers or only invited papers.

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

1. Reviews abstracts and accepts or rejects them.
2. Selects 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. Works with ACS Staff to create new sessions as needed to accommodate the submitted abstracts.
4. Arranges accepted abstracts into sessions.
5. Assigns each abstract an order within the session.
6. Assigns each presentation a duration. Oral presentations are assigned specific durations; for poster presentations, the time span is the duration of the poster session.
7. Inserts non-paper events (e.g., introductory or concluding remarks) in sessions.
8. Ensure that all oral sessions are assigned presiders. (Staff recommends two presiders per oral session.)

#### Finalize Technical Program

1. Arranges sessions into AM, PM, or EVE and assigns the appropriate section letter (A, B, C ...) to each session, consistent with Even Programming Rules.
2. Submits preliminary program to ACS.
3. Submits final program to ACS.

#### Other Responsibilities

1. Arranges 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. Registers sponsored speakers—if the division wishes to pay for the sponsored speaker registration fees. Early and regular registration fees apply to division registrations.

- a. At the time registration opens, ACS MAPS Staff Administrator sends the current program chairs and treasurers password access to the Division Guest Registration site.
- b. Using the password they can register *non-member* sponsored speakers at a special one-day-only registration rate or member/non-member sponsored speakers at the prevailing member/non-member registration rate.
- c. Symposium organizers must always ask the program chair to make these special registrations.
- d. The division treasurer is also sent the password and may register the invited speakers instead of the program chair.

## **Sci-Mix and AEI Presentations**

### **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. During the Fall meeting, Sci-Mix also includes the Academic Employment Initiative (AEI) and the candidates for the ACS annual election. Free beer is normally available to help stimulate discussion.

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.

### **AEI (Academic Employment Initiative)**

AEI is an ACS Education administered program designed to support the academic hiring process by making it easier for academic employers to meet and interact informally with potential candidates. It also gives the candidates the opportunity to convey their teaching and research goals to a wider audience. AEI is held at the Fall national meeting during Sci-Mix.

Candidates may submit their abstracts to Sci-Mix in two ways.

1. **Submitting Directly to AEI**

Candidates wishing to participate only in AEI submit their abstract directly to the AEI section.

2. **Submitting an Abstract to a Division and AEI**

Candidates wishing to participate in AEI and a division submit their abstract into the division and AEI

## Guidelines for Even Programming

### Summary of Even Programming Rules

Number of Sessions	Scheduling guidelines
8 or LESS	One section any half-days, Sunday morning through Thursday afternoon
9	One section starting either Sunday morning or Sunday afternoon ( <i>i.e. Sunday must be used</i> )
10	One section (A) may be filled to ten (10) half-day sessions, Sunday morning through Thursday afternoon; <i>or</i> a second section (B) may be started on any half-day
11-18	Two sections (A&B) starting either Sunday morning or Sunday afternoon (However, if section A has ten (10) half days, Sunday does not have to be used for section B until the 19th half-day)
19	This half-day session must be scheduled for Sunday morning if Sunday morning has not been used previously
20	This half day session must be scheduled to fill two sections (A&B) of ten (10) half-days Sunday morning through Thursday afternoon for an even program before 3rd section (C) can be added on any half-day.
MORE than 20	The ten (10) half-days even program schedule, Sunday morning through Thursday afternoon must continue for <i>each</i> additional section beyond two ( <i>i.e. section C, then section D, etc.</i> )

### SAMPLE PROGRAM FOR ORAL HALF-DAY SESSIONS

<b>OK</b>	Section	Sunday		Monday		Tuesday		Wednesday		Thursday	
		AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
	1 <sup>st</sup>		A	A	A	A	A	A	A	A	A
	2 <sup>nd</sup>		B	B	B	B	B	B	B	B	B
<b>OK</b>	Section	Sunday		Monday		Tuesday		Wednesday		Thursday	
		AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
	1 <sup>st</sup>	A	A	A	A	A	A	A	A	A	A
	2 <sup>nd</sup>		B	B	B	B	B	B	B	B	

<b>X</b>	Section	Sunday		Monday		Tuesday		Wednesday		Thursday	
		AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
	1 <sup>st</sup>		A	A	A	A	A	A	A		
	2 <sup>nd</sup>		B	B	B	B	B	B	B		
<b>X</b>	Section	Sunday		Monday		Tuesday		Wednesday		Thursday	
		AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
	1 <sup>st</sup>	A	A	A	A	A	A	A	A	A	A
	2 <sup>nd</sup>		B	B	B	B	B	B	B		
	3 <sup>rd</sup>					C	C				

### Even Programming Exceptions

Only one exception can be used per program, either the Thursday Afternoon or National Award exception.

#### Thursday Afternoon Programming Exception

The Technical Programming subcommittee of the Meetings and Expositions committee has approved a temporary exception to the even programming rule requiring divisions to program Sunday Morning through Thursday afternoon.

- A division can choose not to program on Thursday afternoon (or have reduced programming on Thursday afternoon) with specific stipulations.
- The division may not exceed their historical room usage for Monday or Tuesday programming to relocate sessions that would otherwise be held on Thursday PM.

#### National Award Exception

- A single instance of uneven programming on one half-day from Sunday through Thursday will be permitted for the purpose of enhancing the quality of symposia honoring [National ACS award](#) recipients
- The greater-than-peak scheduling must NOT occur on Monday or Tuesday

#### Other Exceptions

Even programming exceptions can be requested at the time the preliminary program is due to ACS.



## **Room Assignment Factors for Divisional Property/Room Assignments at the National Meeting**

1. Oral sessions of each division are accommodated in one physical location/property and as close to each other as possible.
2. Each division may specify their own days, times, room sizes (estimated attendance), and number of sessions in accordance with even programming policies from M&E.
3. Each division is located as close to the Convention Center as possible to encourage convenient access to Registration, Exposition, Career resources, and Membership resources.
4. Each division can specify their first and second preferences for co-location with other divisions and committees.
5. ACS logistics staff accommodates preferences as much as possible given space constraints.
6. Division technical sessions are scheduled first, with special events, committees, and other meeting events using the remaining space.
7. Specialty events of divisions, committees, board of directors, ACS staff offices, and other special programming must also be accommodated near division symposia (social events, receptions/meals, poster sessions, business meetings, governance meetings).
8. Poster sessions are located based on space availability/floor plans.
9. Presidential Events are scheduled according to the requests of the president and/or within the appropriate division or committee program.

## **No Shows**

Procedures were implemented for the 2009 Salt Lake City National Meeting for no shows, 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 National 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 national meetings.

## Division Allocations

### 2015 CALCULATION OF DIVISION ALLOCATIONS

#### *Distribution of Divisional Allocations*

<i>Allotment Category</i>	<i>Percentage of Allocations</i>	<i>Reference</i>
<b>Base Allotment</b>	12.5%	<b>A</b>
<b>Per Member Allotment</b>	12.5%	<b>B</b>
<b>Innovative Projects Allotment</b>	10%	<b>C</b>
<b>Total Programming Allotment*</b>	65%	<b>D</b>

#### *\*Distribution of Programming Allotment*

<i>Category</i>	<i>Percentage of Programming Allotment</i>	<i>Reference</i>
<b># attendees at oral sessions</b>	50%	<b>E</b>
<b># members at meeting</b>	25%	<b>F</b>
<b># posters presented</b>	25%	<b>G</b>

Each Division receives a base allotment, plus a dollar value per each dues paying member and national affiliate as of December 31 of the second preceding year. The total Divisional Allotment is divided into four parts. The total base allotment fraction is 12.5% of the Divisional Allotment, and is shared equally among the Divisions. The total per-Member allotment is also 12.5% of the Divisional Allotment. This amount is divided by the total number of Division Members (counting every Division to which a Member belongs), and then each Division is given a share for each of its Members. The Innovative Grant Allotment is set at 10% of the Divisional Allotment. Finally, 65% of the Divisional Allotment is set aside for the Divisional Programming Allotment.

**(A)** The base allotment is calculated as follows: The total number of Divisions is determined, and divided into the total funds available for distribution for the base allotment. The result is the base allotment (base allotment =  $(0.125 \times \text{Divisional Allotment}) / (\text{Number of divisions})$ ).

**(B)** The per-Member allotment is calculated as follows: The total number of Members who can be identified as Members of Divisions is determined, and divided into the total funds available for distribution as per-Member allotment. The result is the per-Member allotment (per-Member Allotment =  $(0.125 \times \text{Divisional Allotment}) / (\text{total number of division members})$ ). Members belonging to multiple Divisions are counted for each Division to which they belong.

**(C)** The Innovative Grants moneys are distributed by the Divisional Activities Committee, based on proposals from the Divisions for innovative programs. The procedures for soliciting and selecting proposals are decided upon by the committee.

(D) The *total* Programming Allotment is distributed to each Division according to the following formula:

Attendance at oral sessions of the Division	50%
Division members registered at the meeting	25%
Number of posters presented	25%

(E) The distribution of the attendance money is determined as follows:

Class I Division (less than 2000 members)  
Full credit for the attendance at the oral session with the highest reported attendance for the Division for each half-day of the national meeting; no credit for subsequent concurrent sessions.

Class II Division (2000 to 3499 members)  
Full credit for the attendance at the two oral sessions with the highest reported attendance for the Division for each half-day of the national meeting; no credit for subsequent concurrent sessions.

Class III Division (3500 or more members)  
Full credit for the attendance at the three oral sessions with the highest reported attendance for the Division for each half-day of the national meeting; no credit for subsequent concurrent sessions.

For all Divisions, counts for all off-peak programming (Sunday, Wednesday, Thursday, and all evenings) are doubled.

Cooperatively cosponsored sessions – not nominally cosponsored sessions – are considered to be sessions of the cooperatively cosponsoring division programs. Therefore, those divisions participating in cooperatively cosponsored sessions receive full credit for each cooperatively cosponsored session and nominally cosponsored sessions are not included.

The total number of “attendance units” is divided into the total funds available for distribution based on attendance, and the attendance payouts are calculated for each Division based on its number of “attendance units”.

(F) The distribution of the moneys based on the number of Division Members registered at the two national meetings is determined as follows.

The total number of registrants who can be identified as Members of Divisions is determined, and divided into the total funds available for distribution based on the number of members registered. The division members registered payout is then calculated. Members belonging to multiple Divisions are counted for each Division to which they belong.

(G) The distribution of the poster paper money is determined as follows: The total number of poster papers presented by the Divisions at the two national meetings is

determined, and divided into the total funds available for distribution based on the number of poster papers. The poster paper payout for each Division is calculated. Posters presented more than once are to be counted only once. For this reason and to simplify the tasks of counting and calculation, posters presented at events such as Sci-Mix and AEI are excluded from the calculation. Cooperatively cosponsored poster sessions – not nominally cosponsored poster sessions – are considered to be poster sessions of the cooperatively cosponsored division programs. Therefore, those divisions participating in cooperatively cosponsored poster sessions receive full credit for each cooperatively cosponsored poster session and nominally cosponsored poster sessions are not included.

## Program Chair Toolbox

<b>Abstracts</b>	
Abstracts on USB	Abstracts on USB are sold through the meeting registration system and on-site during the national meeting. Orders may be placed for past ACS National Meetings. Contact ACS Office of Society Services at (800) 227-5558.
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.
Abstracts	Abstracts are submitted through the MAPS system by authors who want to present at a national 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.
Bylaw VI, Section 6(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 chairman of such Division or of the host Section has certified to the Executive Director of the SOCIETY prior to the publication of the program that presentation by the author of such paper is important to the success of the symposium. (1- 1-82)
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 a national meeting. It is up to the division to sponsor the speaker's registration fee or not.
MAPS – Meeting Abstracts Programming System	<a href="#">See the MAPS abstract system</a> for abstract submission.
Submit an Abstract	<a href="#">Submit an abstract</a> for national meetings.
Withdrawn Papers	Authors may withdraw their paper prior to the national meeting by logging into MAPS before the abstract deadline or sending the request to <a href="mailto:maps@acs.org">maps@acs.org</a> after the abstract deadline. Papers withdrawn from MAPS prior

	to the final program deadline will not appear in the printed technical program. Papers withdrawn after the final program deadline will appear in the online version of the technical program as withdrawn and will retain original final paper numbers. Withdrawn papers will not be included in the Chemical Abstracts Service (CAS) database.																		
<b>Events</b>																			
Event Management System (Attendee Interactive)	The National Meetings department uses the Event Management System, EMS, to manage all national meeting events. EMS has an online component, Attendee Interactive, 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 pre-conference registration, the remaining tickets are given to the event coordinator, who has the option of selling them at the door.																		
<b>Funding</b>																			
Allocations	<p>The current method of calculating a return to the divisions for programming at the national meeting is:</p> <table border="1"> <thead> <tr> <th>Allotment</th> <th>Percentage of Allocations</th> </tr> </thead> <tbody> <tr> <td>Base</td> <td>12.5%</td> </tr> <tr> <td>Per Member</td> <td>12.5%</td> </tr> <tr> <td>Innovative Projects</td> <td>10%</td> </tr> <tr> <td>Total Programming*</td> <td>65%</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th>*Distribution of Programming Allotment</th> <th>Percentage of Total Programming</th> </tr> </thead> <tbody> <tr> <td># attendees at oral sessions</td> <td>50%</td> </tr> <tr> <td># members at meeting</td> <td>25%</td> </tr> <tr> <td># posters presented</td> <td>25%</td> </tr> </tbody> </table>	Allotment	Percentage of Allocations	Base	12.5%	Per Member	12.5%	Innovative Projects	10%	Total Programming*	65%	*Distribution of Programming Allotment	Percentage of Total Programming	# attendees at oral sessions	50%	# members at meeting	25%	# posters presented	25%
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Check Cashing for Speaker Reimbursements	Arrangements can be made for speakers to cash a division's travel check with the ACS Finance Office during the meeting. A request for the names of the speakers and dollar amounts should be sent to the division Treasurer before each meeting. The Treasurer should then let the ACS Finance Office (Fe Andaya, <a href="mailto:f_andaya@acs.org">f_andaya@acs.org</a> ) know the approximate total in order to have the cash on hand during the meeting. For each national meeting, the																		

	Finance Office is located in the registration area at the convention center.
<b>Governance</b>	
Business Meetings	Most divisions hold one or more business meetings during ACS National 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 <a href="#">meetings site</a> ; Event Coordinator Resources for ACS National Meetings to find out how to make a meeting room request.
Caucus	The Division Officers' and Councilors' Caucuses are informal gatherings of past and present division officers and councilors on the Tuesday afternoon at each national 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 Activities (DAC)	The Committee on Divisional Activities (DAC) is a 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 & Expositions (M&E)	Committee on Meetings and Expositions (M&E) is a standing committee of the ACS Council. M&E studies policies and problems relating to meetings and expositions and makes recommendations to Council for discussion and approval.
Committee on Science (COMSCI)	The Committee on Science (COMSCI) is a Joint Board-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 National Meetings.
Secretariat	A Secretariat is an informal association of ACS divisions formed to coordinate long-range programming at ACS National 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 <a href="#">ACS Strategic Plan</a> .



<b>Programming</b>	
Audio Visual Equipment	The standard tech set for oral sessions includes an LCD projector (with a VGA connector), screen, laser pointer, and microphone. HDMI connectors are provided upon request (you can go to the speaker ready room to request or ask an AV Tech). Mac users: please bring your adaptor; there are a limited supply onsite. ACS does not currently provide a computer in each room. Laptops are normally provided by the speakers themselves or the session organizer. Special equipment requests must be approved by the Program Chair or division officer in order to be billed back to the division.
Awards, Divisions	Many divisions have their own awards that are distinct from the ACS National Awards. <a href="#">See a list of the current awards</a> offered by each division.
Awards, National	The <a href="#">ACS National Awards</a> 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 Symposium Organizers	All Symposium Organizers should have a valid email address. The Program Chairs, ACS staff, and abstract authors regularly communicate with the Symposium Organizers via email.
Cosponsorships	<p>Cosponsorships occur at national meetings in three ways.</p> <ol style="list-style-type: none"> <li>1. Cosponsorships 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 cosponsorship. 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.</li> <li>2. Cosponsorships may also occur with other national and international scientific and technical societies. This type of cosponsorship 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 <a href="#">nominal</a> cosponsorships.</li> </ol>

	3. Programming committees are required to have a division sponsor their symposia.
Cosponsorships, Cooperative	A cosponsorship between two divisions that involve money or in-kind work.
Cosponsorships, Nominal	A cosponsorship between two divisions in which the symposium is of interest to the cosponsoring division or committee, but no money or in kind work is involved.
Even Programming	The Even Programming Policy optimizes the use of meeting room space at national meetings while minimizing the number of parallel-programmed sessions.
Guidelines for Symposium Organizers	<a href="#">Find the guidelines and procedures for using MAPS.</a>
Location Preference Request	Program Chairs are requested to fill out a Location Preference Request form to indicate which divisions they prefer to be near during the national meeting.
Technical Session Locator	The official listing that announces the venue where each division or committee's technical sessions will be located during the national meeting. This information is posted online approximately three months prior to the occurrence of a national meeting.
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 <a href="mailto:abstracts@acs.org">abstracts@acs.org</a> 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 Attendance Report Forms	Session Attendance forms are distributed to each technical session at the national meeting. Presiders should complete the forms and turn them in to the nearest ballot box, ACS Operations Office, or ACS Operations Staff. ACS staff then enters attendance data into MAPS after the meeting. Program Chairs are asked to review/edit the report. ACS uses session attendance information to calculate the yearly division allocation.
Session Presider	One or more individual assigned to moderate an oral session. Responsible for recording attendance and keeping the session on schedule.
Symposium	The technical program is composed of symposia, which 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.
<b>Program Publications</b>	
Chemical & Engineering News (C&EN)	<a href="#">The weekly magazine</a> is distributed to all ACS members.
Call for Papers	Call for Papers for national meetings are normally published in the January and August issues of C&EN, approximately nine months prior to each national meeting. The Call for Papers lists the Program Chairs, symposia titles, Symposium Organizers, and the deadlines set by each division for abstract submission.
Crosslisted Symposia	Crosslisted symposia are select symposia in other programs that a division or committee wishes to highlight for its members. The highlighted symposia are entered into the grey box material in the final program.
Locating a Past Meeting Paper	Visit <a href="#">the technical programming archive</a> to view past national meetings from 2004 to present.
Online Technical Program	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. The online version is made available at the same time as the preliminary program publishes in C&EN.
Preliminary Program	The preliminary program, published in C&EN, and onsite program 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.
Technical Program of National Meetings	The technical program available online or onsite contains the complete listing of all technical papers organized by divisions and committees.
<b>Presenters</b>	
Poster Presentations	Each horizontal poster board measures 4 feet high x 6 feet wide (hotels) and 4 feet high x 8 feet wide (convention center). 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 <a href="#">Meetings web page</a> .
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 to the Division Guest Registration site where they may register their sponsored speakers. There is a special one-day registration rate available to non-chemical scientist speakers. ACS members who are sponsored must pay the regular member rate.
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## Schedule of National Meetings

<b>MEETING</b>	<b>YEAR</b>	<b>LOCATION</b>	<b>DATES</b>	<b>THEME</b>
255 <sup>th</sup>	Spring 2018	New Orleans, LA	March 18-22	Nexus of Food, Energy and Water
256 <sup>th</sup>	Fall 2018	Boston, MA	August 19-23	Nanoscience, Nanotechnology & Beyond
257 <sup>th</sup>	Spring 2019	Orlando, FL	March 31-April 4	
258 <sup>th</sup>	Fall 2019	San Diego, CA	August 25-29	
259 <sup>th</sup>	Spring 2020	Philadelphia, PA	March 22-26	
260 <sup>th</sup>	Fall 2020	San Francisco, CA	August 23-27	
261 <sup>st</sup>	Spring 2021	San Antonio, TX	March 21-25	
262 <sup>nd</sup>	Fall 2021	Boston, MA	August 22-26	

## MAPS Assistance

### MAPS Support

MAPS Resource Page

- [www.acs.org/maps\\_resources](http://www.acs.org/maps_resources)

Need Help?

- If you have questions about working with MAPS:
  - E-mail: [abstracts@acs.org](mailto:abstracts@acs.org)

### Online Resources

#### MAPS Log In

[maps.acs.org](http://maps.acs.org)

#### Training Resources

[www.acs.org/maps\\_resources](http://www.acs.org/maps_resources)

#### National Meeting Resources

[www.acs.org/meetings](http://www.acs.org/meetings)

#### Get Involved, Stay Involved

[www.acs.org/getinvolved](http://www.acs.org/getinvolved)

#### Technical Divisions

[www.acs.org/divisions](http://www.acs.org/divisions)

#### Technical Program Archive

<http://www.acs.org/content/acs/en/meetings/nationalmeetings/programarchive.html>