

American Chemical Society



Role of Program Chair: Review of Duties/Timeline

Topics for Discussion

- Who is Involved in a National Meeting Program
- Core Responsibilities
- Division Sponsored Registration
- Half-day Session Attendance
- Visas Letters

Who is Involved in a National Meeting Program?



Program Chair

- A program chair is a person appointed to manage the division's program for the national meeting

Program Administrator (optional)

- Similar duties as a program chair and is appointed by the division to assist the program chair build the program

Symposium Organizer

- Are assigned by the division to organize symposia for the divisions

Session President/Moderator

- Are assigned by the division to moderate and record attendance at oral sessions

ACS Staff

- Administrative and Programmatic Technologies (APT)
- Department of Meetings and Exposition Services (DMES)

Core Responsibilities of Program Chairs



- Call for Papers
- Symposium/Session Management
- Preliminary Program
- Even Programming
- Other Responsibilities
- Cosponsorships
- Final Program
- Withdrawals
- Notifications

Call for Papers



What is Call for Papers?

The period when authors submit abstracts to divisions/committees to present at the national meeting

How does a division/committee participate in Call for Papers?

- Staff sends instructions and deadline information on the meeting production
- Program chairs develop the technical program with symposium organizers and submit to staff for input into MAPS
- Symposia entered into MAPS are published in the C&EN article which coincides with the abstract submission opening date

Can You Still Add or Remove a Symposium?

Yes, you can add or remove symposium from your program up until the preliminary program deadline

Symposium/Session Management (with Symposium Organizers)



- Review and session abstracts
- Create sessions as needed to accommodate abstracts
- Arrange/assign presentation order for abstracts in sessions
- Assign each presentation a duration
- Assign session duration for poster sessions
- Add non-technical events (e.g., introductory or closing remarks)
- Assign moderators/presiders for oral sessions
- Create a Sci-Mix (optional): Schedule high-quality abstracts into Sci-Mix in accordance with the restrictions (a maximum of 20 or 10% of total number of accepted papers for the division, whichever is larger)

Preliminary Program



The preliminary program shows the symposia titles and their scheduled days. Your finalized preliminary program will require the following session information to be entered in to MAPS:

- Session Date
- Session Time
- Session Half-Day (AM/PM/EVE)
- Session Type (Oral/Poster/Sci-Mix)
- Session Duration (Poster Sessions Only)
- Session Track (Room Assignments)
- Estimated Attendance

Your sessions must be arranged in compliance with Even Programming Rules. Once your preliminary program is submitted you will not be able to add more sessions to your program.

Preliminary Program



Division of Agrochemicals		AGRO				
<i>S. Duke, Program Chair</i>						
Crowne Plaza	S	M	Tu	W	Th	
Accurate Mass Analyses in Support of Agricultural Chemical Research & Development	A					
Advanced Bioanalytical Technologies for GM Detection**	D					
Spray Application Technology <i>MOTION</i>	D					
Herbicide-Resistant Crops & Weeds: Current Status	P					
ADME: Motion of Veterinary Drugs & Xenobiotics** <i>MOTION</i>	P					
21st-Century Vision for Testing & Risk Assessment: Implications for Agrochemicals		A				
AGRO International Research Award**		D				
Biopesticides: State of the Art & Future Opportunities**		D	D	A		
Environmental Fate, Transport & Modeling of Agriculturally Related Chemicals** <i>MOTION</i>		D				

Division of Analytical Chemistry		ANYL				
<i>T. Rossi, Program Chair</i>						
Indiana Convention Center	S	M	Tu	W	Th	
Pharmaceutical Analysis	A					
Analytical Challenges & Applications of Nanomaterials	D					
General Posters	P					
Analytical Methods in Chemical Forensics		A				
Optical Spectroscopy of Proteins		A				
Electroanalytical Measurements		D				
Advances in Analytical Techniques for Chemical Forensics		P				

*Cosponsored symposium with primary organizer shown in parentheses; located with primary organizer.

**Primary organizer of a cosponsored symposium.

MOTION: Chemistry in Motion.

A = AM AE = AM/EVE P = PM D = AM/PM

E = EVE DE = AM/PM/EVE PE = PM/EVE

C&EN Publication Sample

Even Programming Policy and M&E



- Committee on Meeting and Exposition (M&E) Even Programming Policy: **Each division must spread its program out as evenly as possible over the entire week**
- M&E oversees the allocation of space/resources for National Meeting events including technical programming
- Since there are not enough rooms available to let everyone program at the times they would prefer, M&E tries to allocate the resources fairly to all divisions

How the Even Programming Works



Definition:

Section = Room

- A division program of up to 9 half-day oral sessions may be scheduled Monday through Thursday plus either Sunday morning or Sunday afternoon.
 - Additional half-day sessions up to 18 may be scheduled in a concurrent section (Section B) of up to 9 half-days during the same time period.
 - At the option of the program chair, a 10th half-day session may be added to the first section (Section A) for any oral session between 10 and 18.
-

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>)

Red Division Oral 1/2-Day

OK	Section	Sunday		Monday		Tuesday		Wednesday		Thursday	
		AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
	1 st		A	A	A	A	A	A	A	A	A
2 nd		B	B	B	B	B	B	B	B	B	B

Satisfies even programming rules

Green Division Oral ½-Day

OK	Section	Sunday		Monday		Tuesday		Wednesday		Thursday	
		AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
	1st	A	A	A	A	A	A	A	A	A	A
	2nd		B	B	B	B	B	B	B	B	

Satisfies even programming rules

Purple Division Oral ½-Day

X	Section	Sunday		Monday		Tuesday		Wednesday		Thursday	
		AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
	1st		A	A	A	A	A	A	A	A	
2nd		B	B	B	B	B	B	B	B		

Does not satisfy even programming rules because there are no sessions scheduled on Thursday

Yellow Division Oral 1/2-Day

	Section	Sunday		Monday		Tuesday		Wednesday		Thursday	
		AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
X	1st	A	A	A	A	A	A	A	A	A	A
	2nd		B	B	B	B	B	B	B		
	3rd					C	C				

Does not satisfy even programming rules because there are no sessions scheduled on Thursday

Orange Division Oral 1/2-Day

	Section	Sunday		Monday		Tuesday		Wednesday		Thursday	
		AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
X	1st	A	A	A	A	A		A	A	A	A
	2nd		B	B	B	B		B	B		
	3rd					C	C				

Does not satisfy even programming rules because there are no sessions scheduled on Tuesday PM

Even Programming Exceptions



- Special Program
 - If a division or committee can convince the M&E Technical Programming Subcommittee that a variance would result in improving the overall technical program an exception can be made
- 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
- How can I “cheat”?
 - Work with another division or a committee
 - Have them be the primary sponsor of one or more sessions using *their* even programming grid

Other Programming Issue



- Noncompliant Program
 - If program is not within rules, M&E will try to work with program chair to make necessary adjustments. If program chair is unable or unwilling to make adjustments then M&E will make the necessary adjustments - every effort will be made to minimize the impact on the program
- Co-location
 - You can request that your Division's programming be located near another Division's or near Thematic Programming. If both Divisions list the each other first you will be most likely to get your request. It is unfortunately impossible to satisfy all requests

Other Responsibilities



- Arrange for non-technical events such as coffee breaks, social receptions associated with award presentations or poster sessions, and committee rooms.
 - Any member of the division executive committee has the authority to make non-technical event requests. 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.
 - Symposium organizers must always ask the program chair to make event requests pertaining to the technical sessions.
- Complete location preference survey
 - Choose which division you want to be co-located with

Final Program



The final program is your complete technical program that lists all of your division sessions and abstracts to be presented. In order to finalize your program you must complete the following:

- Identify any abstracts assigned to sessions of a type that conflict with author's preferred presentation format
- Arrange abstracts in desired presentation order
- Assign desired presentation times for presenters
- Remove duplicate abstract submissions
- Resolve any presenter conflicts
- Note all cosponsors
- Optional: Submit Grey box information

It is your responsibility to make sure your program is finalized by the deadline. Once the final program deadline has passed no edits will be allowed with the exception of abstract withdrawals.

Final Program

AGFD

Division of Agricultural and Food Chemistry

L. Jackson, Program Chair

SOCIAL EVENTS:

AGFD Chair's Reception, 6 PM: Tue

BUSINESS MEETINGS:

Executive Committee Meeting, 5 PM: Sun

Future Programs Meeting, 11:45 AM: Mon

AGFD Business Meeting, 12 PM: Tue

SUNDAY MORNING

Section A

DoubleTree by Hilton New Orleans
Madewood B

Undergraduate Symposium

C. Brine, Organizer, Presiding

8:30 Introductory Remarks.

8:35 AGFD 1. Corn resistant starch nanoparticles as encapsulation material for micro-

9:55 AGFD 9. Environmental monitoring of the WIPP: A deep geological repository for transuranic waste. P. Thakur

10:35 Intermission.

10:50 AGFD 10. Water quality impacts of the 2008 Mississippi River flood. J. Schnoor, A. Gwinnup

11:30 AGFD 11. Science during disasters of national significance: Two recent case studies. J. H. Pardue

12:10 Concluding Remarks.

Section C

DoubleTree by Hilton New Orleans
Rosedown

Applied Nanotechnology for Food and Agriculture

Cosponsored by ENVR

M. Appell, B. Park, Organizers, Presiding

8:15 Introductory Remarks.

8:20 AGFD 12. Nanostructured starch powders shows promise in tablet manufacturing and coating. K. Kasemwong, K. Laohhasurayotin, I. Sramala, U. Ruktanonchai

8:45 AGFD 13. Okra seed phytochemicals: Application of 1- and 2D NMR studies and their antiviral activity. B. Dayal, N. Kaushik, I. Pelczer, M. Lea

9:10 AGFD 14. Antioxidant behavior of 1-feruloyl-sn-glycerol and 1,3-diferuloyl-sn-glycerol in phospholipid liposomes. K. O. Evans, D. L. Compton, J. A. Laszlo, M. Appell

9:35 AGFD 15. Withdrawn.

10:00 Intermission.

10:15 AGFD 16. Stability, plasticizing, and antioxidant effects of sucralose and trehalose for visualizing fruit ripeness.

J. M. Azzarelli, K. R. White, T. M. Swager

10:50 AGFD 26. Aflatoxigenicity detection by FT-IR. C. Atkinson, O. Pechanova, D. L. Sparks, A. Brown, J. Rodriguez

11:10 AGFD 27. Recent research findings on an emerging food product: Edible microgreens. Z. Xiao, G. Lester, Y. Luo, Q. Wang

11:30 Concluding Remarks.

Food and Its Environment: What Is In What We Eat? Sponsored by ENVR, Cosponsored by AGFD and CEI

Nexus of Food, Energy and Water Sponsored by ENVR, Cosponsored by AGFD, CEI

SUNDAY AFTERNOON

Section A

DoubleTree by Hilton New Orleans
Madewood B

Graduate Student Symposium

C. Brine, Organizer, Presiding

1:30 Introductory Remarks.

1:35 AGFD 28. Improvement tangeretin in vitro and in vivo bioavailability by optimized emulsion-based delivery system.

Y. Ting, C. Li, S. Li, C. Ho, Q. Huang
2:05 AGFD 29. Low density polyethylene modified with antimicrobial N-halamines: Kinetics of inactivation against *Listeria monocytogenes* and N-halamine regeneration. L. J. Bastarrachea, M. Peleg, L. A. McLandsborough, J. M. Goddard
2:35 AGFD 30. Beneficial vascular effects of



Section C

DoubleTree by Hilton New Orleans
Rosedown

Applied Nanotechnology for Food and Agriculture

Cosponsored by ENVR

M. Appell, B. Park, Organizers, Presiding

1:00 Introductory Remarks.

1:05 AGFD 39. Single-molecule detection of toxic protein ricin using atomic force microscopy. B. Wang, B. Park, C. Guo, B. Xu

1:30 AGFD 40. Multifunctional nanoparticle for targeted magnetic separation and enrichment, label-free SERS imaging, and photothermal destruction of multidrug resistance bacteria from food sample.

P. C. Ray

1:55 AGFD 41. Evaluation of phage-based magnetoelastic biosensor method with quantitative PCR for detection of *Salmonella* on fresh produce. M. Park, S. Li, Y. Chai, J. Oh, B. A. Chin

2:20 AGFD 42. Dielectrophoretic capture of bacteria and virus particles on carbon nanofiber nanoelectrode arrays. J. Li, F. R. Madiyar, L. U. Syed, C. Culbertson

2:45 Intermission.

3:00 AGFD 43. Enhancement of plant productivity by nanotechnology with the assessment of potential environmental risks. M. V. Khodakovskaya, B. Kim, J. Kim, M. Alimohammadi, E. Dervishi, T. Mustafa, M. Lahiani, C. Cernigla

3:25 AGFD 44. Withdrawn.

3:50 AGFD 45. Study on rophoblast derived cells behaviors on TiO₂ nanotube arrays coated with gold nanoparticles by Raman

On-site Program Sample

Withdrawals

- Email withdrawal requests to maps@acs.org. Include:
 - Program Area
 - Abstract ID number
 - Title
 - Presenting Author Name
- Abstract withdrawal requests received before the program is finalized by ACS Staff will be removed from the session to eliminate as many gaps as possible in the program.
- Requests received after the program is finalized will remain in the session and will be marked as “Withdrawn”.
- Presiders can use the time for extended Q&A or discussion

Notifying Presenters of Abstract Status



Submitters may check the status of abstracts on their submitter dashboard.

Accepted Abstracts

- Abstract submitters will be notified by ACS Staff of their acceptance. Acceptance and scheduling notices are sent after the program chair deadline has passed and all conflicts have been resolved.

Rejected Abstracts

- ACS Staff will NOT notify submitters if their abstracts have been rejected. It is up to the division to choose to contact submitters of rejected abstracts.

Top 10 Tips (from Program Chairs) for a Successful National Meeting Program



10. Don't be afraid to cancel a symposium that doesn't look like it will be successful or to (nicely) replace organizers who look like they aren't going to be successful, responsible, and engaged.
9. Be prepared for 90% of the program to come together at the last minute.
8. Limit competition for the audience when scheduling. Organize your program as a series of topic-themed tracks so the speakers of one symposium can become the audience of related symposia.
7. Document everything! Keep records, templates for emails and calls for papers. This will help you and future program chairs.
6. ACS staff are there to help—use them and heed their advice. Don't be shy about asking questions.

Top 10 Tips (from Program Chairs) for a Successful National Meeting Program

5. Get familiar with MAPS.
4. Get an overview of national and regional meetings 1-2 years out and talk with thematic and fellow division program chairs well in advance about opportunities to collaborate.
3. Broaden your network to make your job easier:
 - Develop group of organizers who don't need handholding and keep them in the loop
 - Always be on the lookout for active division members you can enlist
2. Broaden your network to make your program stronger:
 - Enlist your program committee
 - Use division or field mailing lists to generate ideas
 - Consider co-organizers to broaden your reach within the discipline
1. Set deadlines for organizers ahead of the absolute deadlines; adhere to deadlines as much as possible.

Collaborating on Programming

Cosponsorships



When you agree to cosponsor a symposium with another division or committee it is important to work out the details in writing:

- Invitations
- Scheduling
- Co-location
- Acceptance of contributed papers
- Payment of registration fees (only division program chairs/treasurers can register speakers directly)

Key Take-A-Ways

- E-mail to contact staff for help: abstracts@acs.org
- Program Chairs now have direct access to MAPS
- Moving the Symposium Organizers to BOX for the offline process
- Additional training for Program Chairs and Symposium Organizers will be held during the month of October and training videos and other resource materials will be made available on www.acs.org
- Continue to provide your feedback to assist us with managing future meetings
- Stay in contact with one another