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
- Visa 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 Presider/Moderator

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

ACS Staff

- ACS Abstracts Team
- Department of Meetings and Exposition Services (DMES)
Core Responsibilities of Program Chairs

• Call for Papers
• Symposium/Session Management
• Preliminary Program
• Even Programming
• Other Responsibilities
  – Scheduling non-technical events
• Cosponsorships
• Online Planner
• 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 emails 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 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-paper events (e.g., introductory or concluding remarks)
- Assign 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 into MAPS:

• Session Date
• Session Time
• Session Half-Day (AM/PM/EVE)
• Session Type (Oral/Poster/Sci-Mix)
• Session Duration (Oral 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

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

### Division of Analytical Chemistry

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<thead>
<tr>
<th>Event</th>
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<tbody>
<tr>
<td><strong>T. Rossi, Program Chair</strong></td>
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<tr>
<td>Indiana Convention Center</td>
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<tr>
<td>Pharmaceutical Analysis</td>
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<tr>
<td>Analytical Challenges &amp; Applications of Nanomaterials</td>
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<tr>
<td>General Posters</td>
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<tr>
<td>Analytical Methods in Chemical Forensics</td>
<td>A</td>
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<tr>
<td>Optical Spectroscopy of Proteins</td>
<td>A</td>
</tr>
<tr>
<td>Electroanalytical Measurements</td>
<td>D</td>
</tr>
<tr>
<td>Advances in Analytical Techniques for Chemical Forensics</td>
<td>P</td>
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</tbody>
</table>

*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
M&E’s Even Programming Policy

• 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 Even Programming Works

- 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 of 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.

* Section or track = room
## Summary of Even Programming Rules

<table>
<thead>
<tr>
<th>Number of Sessions</th>
<th>Scheduling Guidelines</th>
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<tbody>
<tr>
<td><strong>8 or LESS</strong></td>
<td>One section any half-days, Sunday morning through Thursday afternoon</td>
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<tr>
<td>9</td>
<td>One section starting either Sunday morning or Sunday afternoon <em>(i.e. Sunday must be used)</em></td>
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<tr>
<td>10</td>
<td>One section (A) may be filled to ten (10) half-day sessions, Sunday morning through Thursday afternoon; <em>or</em> a second section (B) may be started on any half-day</td>
</tr>
<tr>
<td>11-18</td>
<td>Two sections (A&amp;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)</td>
</tr>
<tr>
<td>19</td>
<td>This half-day session must be scheduled for Sunday morning if Sunday morning has not been used previously</td>
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<tr>
<td>20</td>
<td>This half day session must be scheduled to fill two sections (A&amp;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.</td>
</tr>
<tr>
<td><strong>MORE than 20</strong></td>
<td>The ten (10) half-days even program schedule, Sunday morning through Thursday afternoon must continue for <em>each</em> additional section beyond two <em>(i.e. section C, then section D, etc.)</em></td>
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</table>
# Red Division Oral ½-Day

<table>
<thead>
<tr>
<th>OK</th>
<th>Section</th>
<th>Sunday</th>
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<th>Tuesday</th>
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Satisfies even programming rules
## Green Division Oral ½-Day

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<tr>
<th>OK</th>
<th>Section</th>
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Satisfies even programming rules
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<tr>
<th>Section</th>
<th>Sunday</th>
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<th>Tuesday</th>
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Does not satisfy even programming rules because there are no sessions scheduled on Thursday.
<table>
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<tr>
<th>Section</th>
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<td>3rd</td>
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</table>

Does not satisfy even programming because sessions scheduled in 3\textsuperscript{rd} Section (room) need to move to the available empty spaces in the 2\textsuperscript{nd} Section.
# Orange Division Oral 1/2-Day

<table>
<thead>
<tr>
<th>X</th>
<th>Section</th>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
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</table>

Does not satisfy even programming 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
Programming Considerations

• 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 (location preference survey)
  – 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 (coffee breaks, social receptions, etc.) 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
Finalize Program  
(for Online Planner/Mobile App)

The final program is your complete technical program that lists all of your division sessions and abstracts to be presented. 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
• Indicate all cosponsors

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.
Online Planner Sample
Withdrawals

- Email withdrawals requests to maps@acs.org. Your request should include:
  - Program Area
  - Control ID
  - Title
  - Meeting 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 MAPS “Submission” dashboard.

**Accepted Abstracts**
- ACS Staff will notify abstract submitters of their acceptance. Acceptance and scheduling notices are sent after the program chair deadline has passed and all conflicts have been resolved.

**Rejected Abstracts**
- Program Chairs will be asked to formally notify the submitters of rejected abstracts. If a Program Chair opts not to send this notification, a generic rejection notice will be sent by ACS Staff to submitters.
Top 10 Tips (from Program Chairs) for a Successful National Meeting Program
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 through Division-Sponsored Registration)
Key Takeaways

• E-mail to contact staff for help: abstracts@acs.org

• Program Chairs* and Symposium Organizers have read-only MAPS access.
  – *Program Chairs’ access opens to schedule sessions directly in MAPS after symposium organizer deadline. Scheduling must be completed by the preliminary program deadline.

• Symposium Organizers use BOX for the offline process

• Training videos and recorded webinars are available on www.acs.org/maps_resources

• Continue to provide your feedback to assist us with managing future meetings

• Stay in contact with one another