

2. THE ORGANIZING COMMITTEE

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The regional meeting organizing committee are volunteers from the host local section and should include the following positions:

General Chair

- selects and guides the other members of the Committee
- delegates responsibilities
- will be invited to attend the ACS Regional Meeting Planning Conference (RMPC)

Program Chair(s)

- appointed by the General Chair
- represents the committee in communications with speakers and session chairs
- creates a team of Co-Chairs representing the areas of programming, i.e., industry, precollege educational/teacher, and academia.

Treasurer

- monitors the proposed budget
- maintains and tracks income and expenditures.
- sets up a separate bank account for the meeting to better monitor finances
- ideally, the local section treasurer will serve as meeting treasurer

Exhibits Chair

- invaluable to the financial success of the meeting
- could be an experienced exhibitor
- exposition can generate half the meeting's revenue or more

Fundraising Chair

- should work in tandem with the Exhibits Chair, as many companies will either sponsor an event or symposium or choose to exhibit.

Publicity Chair

- submits information to DMES for the Call for Papers and advertisements in *C&EN*
- prepares the final announcement for *C&EN*
- writes press releases
- submits articles to local section and division publications
- sends information to scientific journals whose topics are related to the meeting program oversee mail and/or email promotions
- generates flyers
- works in tandem with the local section newsletter and PR chairs
- Drafts presentation introductions for awards banquet

Department of Meetings & Expositions Services (DMSE) Support for Regional Meetings

The ACS Department of Meetings and Expositions Services (DMSE) offers the following services to regional meeting committees at no charge.

- Assistance in site selection
- Contract review and negotiation
- Assistance with budget preparation
- Contact lists and leads for fund raising, exhibitors, and local section chairs/members
- Assistance in obtaining programming grants
- Publicity and Marketing services
 - Free promotion of your event on the ACS web
 - Free promotion of your event at ACS national meetings
 - Free promotion of your event in *Chemical & Engineering News*
 - Deep discounts on advertising in *C&EN* and other ACS publications
- Graphics and printing support
- Online abstract services
- Assistance with expositions
 - Vendor contacts
 - Sample contracts
 - List of ACS national exhibitors in your region
- Onsite meetings with your organizing committee
- Liaison to other ACS offices and Divisions
- Assistance with food and beverage orders
- Assistance with meeting room setups
- Audiovisual recommendations
- Preparation of registration form
- Online Registration
- Responsibility for all advance/onsite registration
- Sending of confirmation notices to advance registrants
- Preparation of badges, badge cases, and tickets to events
- Preparation of all receipts for attendees
- Assistance to organizing committee with onsite meeting logistics
- Preparation of all internal signage for meeting
- Training of volunteers onsite to assist with registration and meeting functions
- Capture of important meeting data for present and future reference
- Identification of registrants with special needs
- Preparation of detailed financial reports on attendance and finances

SUGGESTED REGIONAL MEETING PLANNING SCHEDULE

MEETING NAME: Middle Atlantic Regional Meeting
 MEETING DATE: 5/18/2008 to 5/21/2008

IMPORTANT DEADLINES	
Abstract Deadline	3/24/2008
Advance Registration & Abstracts open on the Web	1/7/2008
C&EN Info due to RMP	2/29/2008
Final Program in C&EN	3/31/2008
Hotel Cut Off Date	4/26/2008
Advance Registration Closes	4/26/2008
Meeting Starts	5/18/2008

Approximate Planning Time
 Prior to Meeting

Three To Five Years out

5/20/2003 to 5/19/2005

Contact Regional Board of Directors (BOD) regarding their criteria for selecting a host section and bid requirements.
 Contact ACS Regional Meeting Planner (RMP) for background information, e.g., history of past meetings, budget templates, suggestions to include in bid.
 Contact local Convention & Visitors Bureau
 Submit bid information for consideration by deadline established by BOD.
 Make presentation to Regional BOD at the next regional meeting

Two to Three Years out

5/19/2005 to 5/19/2006

Local Section should appoint General Chair, who should appoint Program Chair(s). General Chair should appoint remaining committee chairs and hold planning committee meeting to include:
 Agenda,
 Schedule of session/events,
 Resource materials/contracts,
 Educational program direction/emphasis and
 Deadlines/time frames.

Contact your ACS RMP to assist you in preparing your request for meeting site proposals (RFP), and to arrange for site inspections, and contract negotiations
 Your ACS RMP will contact the local Convention and Visitors Bureau for assistance in finding a suitable location and to meet with your planning committee.

Your RMP should review all contracts and/or written agreements with conventions centers, hotels, and/or universities prior to your review and signing. The contract is between the facility and the Host Section and should be signed by the general chair and an officer of the local section (usually the treasurer).

General and Program Chairs should attend the ACS Regional Meeting Planning Conference, preferably two to three years before the regional meeting.
 Establish a timeline to include any deadlines in your contracts.

18 months to Two years out

5/19/2006 to

11/25/2006 Exposition Chair should select tabletops or pipe & drape for exposition and prepare an RFP for decorating companies. (NOTE: If you select tabletop exhibits, request an estimate from the hotel for providing draped tables, chairs, and waste receptacles also.)
 Obtain bids from local decorating companies for both options.

Submit meeting information to journals other than ACS journals so they will publish the date and location, and perhaps some details about the meeting.

8 months

Begin finalizing the programming for your meeting in anticipation of establishing the contents for the online abstract system, which will open approximately 6 months before the meeting.

9/21/2007

Hold committee meeting to check progress.

Refine budget, if necessary.

Four to six weeks before the online abstract program is scheduled to open, your RMP will arrange for a training session in using the system with selected committee members.

6 Months out

Once the technical program has been decided, prepare a Call for Papers to be published in C&EN around the time the abstracts open. Your RMP will assist you in preparing your article

11/20/2007

Set closing deadline for abstracts. Deadlines for abstracts are usually 8 weeks prior to the meeting.

Contract for AV support.

Hold committee meeting to check progress.

Generate an advance registration form with the assistance of your RMP. When Registration opens your RMP will send you an advance on proposed income of \$5,000.00.

4 to 6 Months out

11/20/2007

to

1/19/2008

Contact company research directors and university department chairs and ask them to encourage paper submission and attendance.

2. Abstract Deadline; Program Committee should review symposia organization and begin actively recruiting in any areas where papers are needed to fill out general sessions.

Notify regional members that Abstracts and advance registration are open.
Notify regional members of date your Call for Papers publishes in C&EN.

Contact potential exhibitors to remind them of the deadlines for registering to exhibit.

Review your site contract to determine if enough rooms have been contracted for.
Meet with meeting site personnel to verify all arrangements and prices

4 Months to 13 Weeks out

1/19/2008

to

2/17/2008

Your RMP will post Advance Registration Form on the Regional Meetings website and link your Web page to it. We will also develop an online registration form.

The Program Committee should review symposia organization and begin actively recruiting in any areas where papers are needed to fill out general sessions. Send email bulletins asking for contributors from the region.

Get printing bids. Your RMP can assist you.

Hold committee meeting to make sure all assignments are underway.

12 Weeks out

2/24/2008

Submit Final Program Summary to your RMP for submittal to C&EN.

Send an email blast reminding members of closing dates for abstracts and registration.

9 to 12 Weeks out

2/24/2008

to

3/16/2008

Second training session on abstracts program scheduled to show you how to organize the papers. Request an ad from next year's meeting to place in your program.
Abstracts close and work begins on organizing the technical program for publication.

4 to 6 Weeks out

3/23/2008

to

4/6/2008

Final Program Summary appears in C&EN.

Submit Program to printer with complete instructions for printing & delivery of abstract book.