

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

Arrangements Chair

- coordinates lodging
- set-ups for meeting rooms and registration area
- orders audio-visual equipment
- arranges for signage, and
- places orders for banquets, meals, mixers or other special events

Awards Chair

Works with general chair and regional board to solicit nominations and select winners of regional awards.

MEETINGS OF THE ORGANIZING COMMITTEE

As soon as the committee has been formed, the General Chair should forward the names, titles, and contact information for the committee members to the your ACS meeting planner.

A recommended agenda for the initial meetings to include the following:

1. Descriptions/clarification of responsibilities of committee chairs
2. Suggestions for recruiting volunteers to work with committee chairs
3. Selection of the theme and goals of the meeting
4. Review history of previous meetings
5. Suggestions on which Divisions would enhance programming
6. Review timeline provided by ACS and establish a schedule
7. Development of an "Action Item List" for the next meeting
8. Setting the date of the next meeting

Each member of the organizing committee should be given a resource workbook containing the following information.

1. List of committee members, their addresses, phone numbers, and e-mail addresses
2. Contact information for last year's committee
3. Address and phone numbers of ACS staff involved in your meeting
4. Past statistics
5. Timeline
6. Samples of the previous year's promotional materials
7. Organizational policies
8. Site information, floor plans, and contact persons at the meeting location
9. Meeting dates
10. Meeting budget
11. Local section chairs contact information for the region
12. Community Resources, e.g., the local Convention and Visitors Bureau

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

tips for working with **VOLUNTEERS**

ACS

Never ask a volunteer to do something you would not volunteer to do.

Every conversation with a member is a golden opportunity to build enthusiastic support for the Society and to invite their involvement.

Share the vision. Clarify the purpose of project and group. Define success measurements.

Don't be a know it all.

Really listen to what the volunteers are asking and not just rush them off the phone.

Ask! Many members don't volunteer because no one has ever asked them what their interest/talents were nor were they asked to do a specific task or play a specific role.

Be sure that your volunteers feel recognized and appreciated for their contributions. Volunteers want to help. That's why they volunteer. Let them and give them the training and resources they need to succeed.

Remember the importance of motivating and rewarding volunteers.

Chemists love to share their enthusiasm for chemistry—let them know that the "job" you have to offer will let them do this.

We need to always be mindful that our volunteers are professionals. They hold and perform jobs with major corporations and academia. Further, our communications with them via phone and email are usually at their job. Thus, we must be mindful of our approach, as well as the timeliness of such.

Don't take a hostile volunteer to heart. Just understand that it's a big job and this person is willing to help!

Know what the volunteer is experiencing and work to improve their environment.

The attitude of the staff person in relation to the volunteer is integral to the environment that is set for that person. People respond to the degree of respect and kindness with which they are treated.

Volunteers always respond positively to a positive attitude. I think everyone knows this but sometimes we forget to practice it. Become a volunteer yourself, thereby gaining insights/experiences to work with ACS volunteers.

Clarify the duties and responsibilities of your volunteers, as well as your role as staff. Establish a working relationship with volunteers, if possible. Communication with volunteers is vital to ensure their requested task is understood.

Strive to make the volunteer leader look good. Never surprise or embarrass the leader. Help plan events in advance—clarify roles, reiterate expectations, identify strategies, list desired outcomes (volunteer leader and staff member).

Affirm volunteers not only for what they do for ACS but by showing an interest in volunteers as people.

Communicate on a regular basis—often just to touch base—to build a relationship. That way you're not always calling with work, deadlines, etc.

Don't assume your volunteers completely understand the goals of the group they've joined.

Make sure when you offer advice to a volunteer that you always are willing to listen.

Develop a friendly working relationship so they will enjoy working with you and they'll feel confident coming to you when they have questions.

SUGGESTED REGIONAL MEETING PLANNING SCHEDULE

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

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

Review the contract to determine if meeting specifications are still valid.

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.

Request a price for poster boards as well.

Send proposal/contract to your RMP to review before signing.

Your RMP is able to assist you with locating companies and contract negotiations. He or she should review all bids and contracts prior to your signing.

Expo Chair should develop an order form for vendors. NOTE: ACS can process any credit card transactions for booth space. Ask your RMP for details.

Revise budget based upon current and anticipated expenses. Include travel support for speakers and any estimated complimentary registrations for speakers, exhibitors, and committee, et al.

Develop marketing timeline and budget and incorporate into meeting budget and master timeline.

Program Chair should select symposia and general session organizers.

Invite keynote speakers.

Set up meeting web site.

Send articles to local sections in your area requesting them to include the information in their newsletters.

Your RMP will send you contact information for the local section officers in your region so you can send them articles for their newsletters and ask them to participate.

One year to 18 Months out

11/25/2006

to

5/19/2007

Marketing begins in earnest. Decide if you want to participate in a joint ad with the other regionals being held in the spring or fall. Your RMP will contact you and make the arrangements.

Prepare signs and fliers to announce your meeting at the current year's meeting and at the two ACS national meetings prior to yours.

Encourage committee members to attend the current year's meeting to see what they are doing and to talk with their counterparts to get tips.

Contact Divisions to garner their support via programming or funding.

Generate an ad to submit to the current year's program book.

Determine components of marketing plan i.e.; websites, e-mail, mailings, fliers and ads in C&EN. Publicity/promotional efforts are available in Local Section and Division publications as well. Develop marketing timeline and budget and incorporate into meeting budget and master timeline.

Contact company research directors and university department chairs & university PR offices and ask them to promote the meeting, encourage paper submission, and attendance.

Begin exposition promotion. Your RMP will send you contact information on national ACS exhibitors in your region to assist in selling booths and/or sponsorships.

Request to be placed on agendas of several divisions to request their participation in the meeting.

Distribute fliers around national meetings and at regional meetings booth. Plan to spend time in the booth and solicit vendors for your exposition.

10 Months out

7/23/2007

Hold committee meeting to review progress.

Refine budget estimates.

Request publicity in newsletters of other Local Sections in region, in nearby regions and/or Divisions for registration and housing. Include registration estimates in budget.

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.

3 Weeks out
4/27/2008

Advance registration closes.

Begin finalizing menus for events. Your RMP can give you estimates on the number of people who have purchased tickets.

Hold committee meeting to review last-minute details & resolve any problems.

Finalize volunteer, student, and/or convention bureau personnel schedules.

Confirm all arrangements with facilities personnel and other contractors.

2 Weeks out
5/4/2008

Hold committee meeting to assure that committee members are aware of all arrangements and persons to contact in case of on-site problems.

Review budget to date.

Finalize food and beverage orders and notify your hotel/meeting site contact. NOTE: You have up to 3 business days to amend your order. Once the numbers are set, you can increase but not decrease food and beverage orders.

1 Week out
5/11/2008

ACS requests a check for 80 - 90% of your registration income to be transferred to your bank.

One day out

5/17/2008

Your RMP arrives on-site to prepare registration area and materials.

Hold Pre-con meeting with our RMP and facility staff.

During Meeting

1. With the assistance of your RMP, conduct /manage the Meeting including educational sessions, special events, social functions and business meetings. Bill reconciliation, invoice review and gratuities paid

1 month after Meeting

ACS will send you a check for the expenses we have incurred on the master account as soon as we receive the facility invoice.

ACS will send another check for the bulk of the onsite income collected. Final report will be available @ 6 months after the meeting. General Chair should prepare a final report, using the template developed for regional meetings. This information will be submitted to the Regional BOD with a copy to your Regional Meeting Planner.

2 Months after Meeting

Hold committee meeting and review all committee reports.

4 to 6 Months after Meeting

After receiving all finalized financial and statistical information from your ACS RMP, edit and finalize the Meeting report. This information will be submitted to the Regional BOD with a copy to your Regional Meeting Planner.