American Chemical Society

ACS
Chemistry for Life®

Roles and

Responsibilities of a

Program Chair

Who is Involved in a National Meeting Program?

Program Chair

- Appointed to manage the division's program for the national meeting

Program Administrator (optional)

- Duties similar to the program chair and is appointed by the division to assist the program chair build the program, not listed in the final program

Symposium Organizer

- Assigned by the division to organize symposia for the divisions

Session Presider

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

ACS Staff

- Abstracts Team (Society Business Solutions Department)

- Department of Meetings and Exposition Services (DMES)

Core Responsibilities of Program Chairs

- Call for Papers

- Symposium/Session Management

- Preliminary Program

- 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?

- ACS Staff will request a symposium list, one month prior to opening of abstract submissions

- Program chairs develop the technical program with symposium organizers and submit to staff for input into MAPS

- Symposia entered into MAPS are published in C&EN and posted online, coinciding with the abstract submission opening date

Can Symposia be added, removed or changed after submissions open?

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

Symposium/Session Management (with Symposium Organizers)

- Assign abstracts to sessions

- Set presentation order for abstracts in sessions

- Assign presentation durations

- Add non-technical events to sessions (e.g., intermission, introductory remarks, etc.) with duruations

- Assign presiders for oral sessions

- Sci-Mix (optional): Schedule high-quality abstracts for division Sci-Mix session. ACS Staff will provide a list of abstracts that opted for sci-mix consideration. You may select up to 20 presentations, or 10% of total number of accepted papers for your 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 Room Assignment

- Session Type (Oral/Poster/Sci-Mix)

ACS staff will pre-assign the number of meeting rooms for each division before the opening of abstract submissions. All sessions must be scheduled within your division's room allotment. Oral abstracts that do not fit in the assigned space may be moved to poster sessions.

Preliminary Program

The preliminary program grid will be published in C&EN

Division of Agrochemicals AGRO					
S. Duke, Program Chair					
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 MOTION	D				
Herbicide-Resistant Crops & Weeds: Current Status	P				
ADME: Motion of Veterinary Drugs & Xenobiotics** MOTION	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** MOTION		D			

Division of Analytical Chemistry ANYL					
T. Rossi, Program Chair					
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

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:

- Arrange abstracts in desired presentation order

- Assign desired presentation times for presenters

- Remove duplicate abstract submissions

- Respond to ACS Staff quickly to resolve presenter conflicts

- Ensure cosponsors are correctly assigned

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.

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 division sponsored registration for invited speakers as needed.

Withdrawals

- Email withdrawals 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 the 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 chose to contact submitters of rejected abstracts.

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

1. Don't be afraid to cancel a symposium that doesn't look like it will be successful or to replace organizers who look like they aren't going to be successful, responsible, and engaged.

2. Be prepared for 90% of abstracts to be submitted in the last 2 weeks of the submission period.

3. 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.

4. Document everything! Keep records, templates for emails and calls for papers. This will help you and future program chairs.

5. 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

6. Get familiar with MAPS.

7. 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.

8. 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

9. 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

10. Set deadlines for organizers ahead of the absolute deadlines; adhere to deadlines as much as possible.

Additional Resources

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

- Access MAPS at https://maps.acs.org

- Access Box at www.box.com

- Additional online help: www.acs.org/maps_resources