RMPC provides organizers the information needed to plan regional meeting in partnership with ACS's Department of Meetings & Expositions (DMES).

Renaissance Waverly Hotel & Convention Center
January 24-24, 2020
Atlanta, GA
Welcome to the 2020 Regional Meeting Planning Conference!

Since its founding, members have looked to the American Chemical Society to be a leader in bringing chemical information not only to chemists but also to all members of our global society in our increasingly complex, scientific world.

Regional Meetings are part of that mission, offering our members the opportunity to hear about innovative research from both academic and industrial chemists, network with colleagues, meet and mentor undergraduate and graduate students, welcome younger chemists and high school teachers, and recognize and celebrate the accomplishments of chemists in their region.

This weekend we come together to look into the future and prepare for the challenging but rewarding experience of planning and carrying out a regional meeting.

It is an awesome responsibility, and we thank you for your willingness to volunteer your time and services to this extraordinary project. You will create a meeting unique to the interests of scientists in your region. The staff of the Department of Meetings & Expositions Services in the ACS Membership Division is available to assist you in carrying out your duties.

We will be with you as you choose and negotiate a site, develop a budget, plan the technical program and special events, and publicize the meeting. Staff from other ACS offices is also ready to help with activities, programs, and events that can enhance the overall program.

*The ACS Regional Meeting Planning Guide* is designed as a reference for you and all of your committee members to use in planning and implementing your meeting. Please feel free to copy pertinent sections and distribute them to members of corresponding committees.

If at any time you have questions regarding material in the manual, your ACS meeting planners are ready to help you find the answers.
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2020 Regional Meeting Planning Conference Participants by Regions

Central Region
Central Region Board Chair
*Edith Kippenhan*
Local Section: Toledo

Jeff Trent
Local Section: Columbus
Committee Position: **2020 General Chair/Program Chair**

Great Lakes Region
Great Lakes Region Board Chair
*Lydia Hines*
Local Section: Kalamazoo

Ramesh Kumar
Local Section: Minnesota
Committee Position: **2021 General Co-Chair**

Middle Atlantic Region
Middle Atlantic Board Chair
*John Freeman*
Local Section: Lehigh Valley

Benny Chan
Local Section: Trenton
Committee Position:

Matthew Crowe
Local Section: Trenton
Committee Position: **Chair-Elect**

Danielle Jacobs
Local Section: Trenton
Committee Position: Treasurer

Midwest Region
Midwest Region Board Chair
Khamis Siam
Local Section: Mo-Kan-Ok, The Tri-State

Northeast Region
Northeast Region Board Chair
*Julianne Smist*
Local Section: Connecticut Valley

Alison Hyslop
Local Section: New York
Committee Position: **General Chair/Program Chair**

Joseph Serafin
Local Section: New York
Committee Position: **General Chair/Program Chair**

Northwest Region
Northwest Region Board Chair
*Lisa Hoferkamp*
Local Section: Alaska

Rocky Mountain Region
Rocky Mountain Region Board Chair
*Donivan Porterfield*
Local Section: Central New Mexico

Debbie Crans
Local Section: Colorado
Committee Position: **2020 Program Chair**

John Jewett
Local Section: Southern Arizona
Committee Position: **2021 RMRM Program Chair**

Southeast Region
Xinyu Zhang
Local Section: Auburn
Committee Position: **SERMACS 2021 Event Chair**

Kari Basso
Local Section: Florida
Committee Position: **Chair-Elect**

Katherine Glasgow
Local Section: North Carolina
Committee Position: **2021 General Chair/Program Chair**

Anne Gorden
Local Section: Auburn
Committee Position: **2021 General Chair/Program Chair**

Tracy Hamilton
Local Section: Alabama
Committee Position: **2021 General Chair/Program Chair**
20202 Regional Meeting Planning Conference Participants by Regions

Southwest Region
Southwest Region Board Chair
Ruth Hathaway
Local Section: East Texas

Alvin Bopp
Local Section: Louisiana Section
Committee Position: 2020 SWRM/SERMACS Joint Meeting General Co-Chair

Margaret Connor
Local Section: Central Texas
Committee Position: General Chair/Program Chair

Sara Hubbard
Local Section: Central Arkansas
Committee Position: Chair-Elect

Amanda Riojas Brown
Local Section: Central Texas
Committee Position:
<table>
<thead>
<tr>
<th>Division</th>
<th>First Name</th>
<th>Last Name</th>
<th>E-mail Address</th>
<th>Business Phone</th>
<th>Division Interest</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agricultural &amp; Food Chemistry</td>
<td>Navindra</td>
<td>Seeram</td>
<td><a href="mailto:nseeram@uri.edu">nseeram@uri.edu</a></td>
<td>401-874-9367</td>
<td></td>
</tr>
<tr>
<td>Agricultural &amp; Food Chemistry</td>
<td>Bosoon</td>
<td>Park</td>
<td><a href="mailto:bosoon.park@ars.usda.gov">bosoon.park@ars.usda.gov</a></td>
<td>706-546-3396</td>
<td></td>
</tr>
<tr>
<td>Agrochemicals</td>
<td>Cheryl</td>
<td>Cleveland</td>
<td><a href="mailto:cheryl.cleveland@basf.com">cheryl.cleveland@basf.com</a></td>
<td>484.431.6978</td>
<td><a href="https://www.agrodiv.org/">https://www.agrodiv.org/</a></td>
</tr>
<tr>
<td>Analytical Chemistry</td>
<td>Adam</td>
<td>Woolley</td>
<td><a href="mailto:awoolley@chem.byu.edu">awoolley@chem.byu.edu</a></td>
<td>505-820-0443</td>
<td><a href="https://acsanalytical.org/meetings/regional-acs-meetings/">https://acsanalytical.org/meetings/regional-acs-meetings/</a></td>
</tr>
<tr>
<td>Biochemical Technology</td>
<td>Ranjan</td>
<td>Srivastava</td>
<td><a href="mailto:ranjan.srivastava@uconn.edu">ranjan.srivastava@uconn.edu</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Biochemical Technology</td>
<td>Glen</td>
<td>Bolton</td>
<td><a href="mailto:gbolton@amgen.com">gbolton@amgen.com</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Biological Chemistry</td>
<td>Christine</td>
<td>Chow</td>
<td><a href="mailto:cchow@wayne.edu">cchow@wayne.edu</a></td>
<td>313-577-2594</td>
<td></td>
</tr>
<tr>
<td>Business Development and Management</td>
<td>Janet</td>
<td>Bryant</td>
<td><a href="mailto:janetsbliss@hotmail.com">janetsbliss@hotmail.com</a></td>
<td>509-430-1730</td>
<td>The business and management of chemistry; Chemistry Innovation: BMGT is interested in content regarding business trends and topics, connecting members with like-minded professionals, and helping members advance their professional lives.</td>
</tr>
<tr>
<td>Business Development and Management</td>
<td>Kara</td>
<td>Allen</td>
<td><a href="mailto:kara.allen@aegislabs.com">kara.allen@aegislabs.com</a></td>
<td>615-425-4633</td>
<td></td>
</tr>
<tr>
<td>Carbohydrate Chemistry</td>
<td>Eriks</td>
<td>Rozners</td>
<td><a href="mailto:erozners@binghamton.edu">erozners@binghamton.edu</a></td>
<td>607-777-2441</td>
<td></td>
</tr>
<tr>
<td>Catalysis Science &amp; Technology</td>
<td>Michael</td>
<td>Wong</td>
<td><a href="mailto:mswong@rice.edu">mswong@rice.edu</a></td>
<td>713-348-3511</td>
<td></td>
</tr>
<tr>
<td>Catalysis Science &amp; Technology</td>
<td>Daniel</td>
<td>Resasco</td>
<td><a href="mailto:resasco@ou.edu">resasco@ou.edu</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Catalysis Science &amp; Technology</td>
<td>Aditya</td>
<td>Bhan</td>
<td><a href="mailto:abhan@umn.edu">abhan@umn.edu</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cellulose and Renewable Materials</td>
<td>Wim</td>
<td>Thielemans</td>
<td><a href="mailto:wim.thielemans@kuleuven.be">wim.thielemans@kuleuven.be</a></td>
<td></td>
<td>Leading and supporting innovation in cellulose &amp; renewable materials by providing a forum for our members to excel in the chemical sciences and technology</td>
</tr>
<tr>
<td>(Program Chair)</td>
<td>Glenn</td>
<td>Larkin</td>
<td><a href="mailto:gmlarkin@mtu.edu">gmlarkin@mtu.edu</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Division</td>
<td>First Name</td>
<td>Last Name</td>
<td>E-mail Address</td>
<td>Business Phone</td>
<td>Division Interest</td>
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<td>-----------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Chemical Education</td>
<td>Marty</td>
<td>Perry</td>
<td><a href="mailto:marty.perry@stlcop.edu">marty.perry@stlcop.edu</a></td>
<td>314-446-8176</td>
<td></td>
</tr>
<tr>
<td>Chemical Information</td>
<td>Antony</td>
<td>Williams</td>
<td><a href="mailto:tony27587@gmail.com">tony27587@gmail.com</a></td>
<td>919-201-1516</td>
<td></td>
</tr>
<tr>
<td>Chemical Toxicology</td>
<td>Paul</td>
<td>Hollenberg</td>
<td><a href="mailto:phollen@umich.edu">phollen@umich.edu</a></td>
<td>734-764-8166</td>
<td></td>
</tr>
<tr>
<td>Chemical Toxicology</td>
<td>Nicholas</td>
<td>Geacintov</td>
<td><a href="mailto:nicholas.geacintov@nyu.edu">nicholas.geacintov@nyu.edu</a></td>
<td>212-998-8407</td>
<td></td>
</tr>
<tr>
<td>Chemistry &amp; the Law</td>
<td>Justin</td>
<td>McShane</td>
<td><a href="mailto:justin@themcshanefirm.com">justin@themcshanefirm.com</a></td>
<td>717-657-3900</td>
<td></td>
</tr>
<tr>
<td>Chemistry &amp; the Law</td>
<td>Jennifer</td>
<td>Blount</td>
<td><a href="mailto:jblount@foleyhoag.com">jblount@foleyhoag.com</a></td>
<td>617-832-1216</td>
<td></td>
</tr>
<tr>
<td>Colloid &amp; Surface Chemistry</td>
<td>Tianbo</td>
<td>Liu</td>
<td><a href="mailto:tliu@uakron.edu">tliu@uakron.edu</a></td>
<td>330-972-3496</td>
<td>Requests that organizer or an invited speaker must be a COLL member.</td>
</tr>
<tr>
<td>Computers in Chemistry</td>
<td>Kenneth</td>
<td>Merz</td>
<td><a href="mailto:kmerz1@gmail.com">kmerz1@gmail.com</a></td>
<td>814-360-0376</td>
<td>Computational chemistry/biology</td>
</tr>
<tr>
<td>Chemical Health and Safety</td>
<td>Mark</td>
<td>Lassiter</td>
<td><a href="mailto:mlassiter@montreat.edu">mlassiter@montreat.edu</a></td>
<td>828-231-5224</td>
<td>Invite DCHAS safety workshops and other safety programming</td>
</tr>
<tr>
<td>Energy &amp; Fuels</td>
<td>Houston</td>
<td>Lisa</td>
<td><a href="mailto:lisa.houston@paclp.com">lisa.houston@paclp.com</a></td>
<td>281-940-1356</td>
<td>Contact is ENFL Councilor: Support programs in our scope including compositions, properties and behaviors of solid, liquid, and gaseous carbon-based fuels as well as the next generation of energy alternatives.</td>
</tr>
<tr>
<td>Environmental Chemistry</td>
<td>Jiafan</td>
<td>Wang</td>
<td><a href="mailto:jiafan.wang@basf.com">jiafan.wang@basf.com</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fluorine Chemistry</td>
<td>Chris</td>
<td>Junk</td>
<td><a href="mailto:Christopher.p.junk@dupont.com">Christopher.p.junk@dupont.com</a></td>
<td>302-695-4550</td>
<td></td>
</tr>
<tr>
<td>Geochemistry</td>
<td>Sebastien</td>
<td>Kerisit</td>
<td><a href="mailto:sebastien.kerisit@pnnl.gov">sebastien.kerisit@pnnl.gov</a></td>
<td>509-371-6382</td>
<td></td>
</tr>
<tr>
<td>History of Chemistry</td>
<td>Mihaela</td>
<td>Stefan</td>
<td><a href="mailto:mihaela@utdallas.edu">mihaela@utdallas.edu</a></td>
<td>972-883-6581</td>
<td>Would only support regional meeting programming</td>
</tr>
<tr>
<td>Industrial &amp; Engineering Chemistry</td>
<td>Glenn</td>
<td>Fugate</td>
<td><a href="mailto:fugatega@ornl.gov">fugatega@ornl.gov</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Inorganic Chemistry</td>
<td>Jeff</td>
<td>Rack</td>
<td><a href="mailto:jrack@unm.edu">jrack@unm.edu</a></td>
<td></td>
<td><a href="http://acsdic.org/wordpress/funding-requests/">http://acsdic.org/wordpress/funding-requests/</a></td>
</tr>
<tr>
<td>Medicinal Chemistry</td>
<td>Patrick</td>
<td>Woster</td>
<td><a href="mailto:woster@musc.edu">woster@musc.edu</a></td>
<td>843-876-2453</td>
<td></td>
</tr>
<tr>
<td>Nuclear Chemistry and Technology</td>
<td>Donivan</td>
<td>Porterfield</td>
<td><a href="mailto:dporterfield@lanl.gov">dporterfield@lanl.gov</a></td>
<td>505-667-4710</td>
<td>Symposium programming of interest to NUCL members at a Regional Meeting typically near a concentration of NUCL members.</td>
</tr>
<tr>
<td>Division</td>
<td>First Name</td>
<td>Last Name</td>
<td>E-mail Address</td>
<td>Business Phone</td>
<td>Division Interest</td>
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</tr>
<tr>
<td>Organic Chemistry</td>
<td>Franklin</td>
<td>Davis</td>
<td><a href="mailto:fdavis@temple.edu">fdavis@temple.edu</a></td>
<td>215-204-0477</td>
<td>Support of organic symposia at regional meetings. Up to $2000 is provided per symposia. See organic Division website for details.</td>
</tr>
<tr>
<td>Physical Chemistry</td>
<td>Qiang</td>
<td>Cui</td>
<td><a href="mailto:qiangcui@bu.edu">qiangcui@bu.edu</a></td>
<td></td>
<td><a href="http://phys-acs.org/officers/2018.html">http://phys-acs.org/officers/2018.html</a> Physical chemistry, spectroscopy, nanomaterials, biophysics, dynamics, electronic structure, microscopy, quantum dynamics, materials design, energy, astrochemistry and thermodynamics.</td>
</tr>
<tr>
<td>Polymer Chemistry</td>
<td>Mark</td>
<td>Dadmun</td>
<td><a href="mailto:dad@utk.edu">dad@utk.edu</a></td>
<td>865-974-6582</td>
<td></td>
</tr>
<tr>
<td>Polymeric Materials:</td>
<td>Chris</td>
<td>Soles</td>
<td><a href="mailto:christopher.soles@nist.gov">christopher.soles@nist.gov</a></td>
<td>(301) 975 – 8087</td>
<td>Polymer Chemistry, Biopolymers, Synthesis, Materials, Energy, Healthcare, Physics, Characterization, Structure, Modelling and simulation, Theory</td>
</tr>
<tr>
<td>Professional Relations</td>
<td>Chris</td>
<td>Bannochie</td>
<td><a href="mailto:cj.bannochie@srnl.doe.gov">cj.bannochie@srnl.doe.gov</a></td>
<td>803-725-8088/ 1-803-645-3945</td>
<td>Soft skills, diversity &amp; inclusion</td>
</tr>
<tr>
<td>Rubber</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Division organizes its own separate topical meetings that are listed on its web site: rubber.org</td>
</tr>
<tr>
<td>Small Chemical Businesses</td>
<td>Joseph</td>
<td>Sabol</td>
<td><a href="mailto:program@acs-schb.org">program@acs-schb.org</a> / <a href="mailto:jsabol@chem-consult.com">jsabol@chem-consult.com</a></td>
<td>906-228-4010</td>
<td>Strong supporter of regional meetings.</td>
</tr>
<tr>
<td>Small Chemical Businesses</td>
<td>Peter</td>
<td>Lauro</td>
<td><a href="mailto:chair@acs-schb.org">chair@acs-schb.org</a></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Local Section Roster by Regions

Central
Akron
Central Ohio Valley
Cincinnati
Cleveland
Columbus
Dayton
Detroit
Erie
Huron Valley
Indiana
Indiana-Kentucky Border
Kanawha Valley
Michigan State University
Midland
Northeastern Indiana
Northeastern Ohio
Northern West Virginia
Northwest Central Ohio
Penn-Ohio Border
Pittsburgh
Southern Indiana
Toledo
Upper Ohio Valley
Western Michigan
Wooster

Great Lakes
Central Wisconsin
Chicago
Decatur-Springfield
East Central Illinois
Illinois Heartland
Illinois-Iowa
Joliet
Kalamazoo
LaCrosse-Winona
Lake Superior
Mark Twain
Milwaukee
Minnesota
Northeast Wisconsin

Great Lakes Cont.
Purdue
Red River Valley
Rock River
St. Joseph Valley
Upper Peninsula
Wabash Valley
Wisconsin

Midwest
Ames
Iowa
Kansas City
Kansas State University
Mark Twain
Mo-Kan-Ok, The Tri-State
Nebraska
Omaha
Ozark
St. Louis
Sioux Valley
South Central Missouri
Southern Illinois

Midwest Cont.
University of Arkansas
University of Missouri
Wakarusa Valley
Wichita

Northeast
Binghamton
Central Massachusetts
Connecticut Valley
Cornell
Corning
Eastern New York
Green Mountain
Maine
Mid-Hudson
New Haven
Northeastern
Northern New York
Penn-York
Rhode Island
Rochester
Syracuse
Western Connecticut
Western New York

Middle Atlantic
Central Pennsylvania
Chemical Society of
Washington
Delaware
Lehigh Valley
Maryland
Monmouth County
New York
North Jersey
Ocean County
Philadelphia
Princeton
South Jersey
Southeastern Pennsylvania
Susquehanna Valley
Trenton
Western Maryland

Northwest
Alaska
Central Utah
Hawaii
Idaho
Inland Northwest
Montana
Oregon
Portland
Puget Sound
Richland
Salt Lake
Sierra Nevada
Snake River
Washington-Idaho Border
Wyoming
### Rocky Mountain
- Central Arizona
- Central New Mexico
- Central Utah
- Colorado
- Salt Lake
- Southern Arizona
- Wyoming

### Southeast
- Alabama
- Auburn
- Carolina-Piedmont
- Central North Carolina
- Chattanooga
- Coastal Georgia
- East Tennessee
- Eastern North Carolina
- Florida
- Georgia
- Hampton Roads
- Jacksonville
- Kentucky Lake
- Lexington
- Louisiana
- Louisville
- Memphis
- Middle Georgia
- Mississippi
- Mobile
- Nashville
- North Alabama
- North Carolina

### Southeast Cont.
- Northeast Georgia
- Northeast Tennessee
- Ole Miss
- Orlando
- Pensacola
- Puerto Rico
- Savannah River
- South Carolina
- South Florida
- South Plains
- Southwest Georgia
- Tampa Bay
- Virginia
- Virginia Blue Ridge
- Western Carolinas
- Wilson Dam

### Southwest
- Baton Rouge
- Brazosport
- Central Arkansas
- Central Texas
- Dallas-Fort Worth
- East Texas
- Greater Houston
- Heart O’ Texas
- Louisiana
- Northeast Oklahoma
- Northwest Louisiana

### Southwest Cont.
- Oklahoma
- Ouachita Valley
- Panhandle Plains
- Permian Basin
- Rio Grande Valley
- Sabine-Neches
- San Antonio
- South Plains
- South Texas
- Southwest Louisiana
- Texas A&M
- Tulsa
- University of Arkansas
- Wichita Falls-Duncan

### Western
- California
- California Los Padres
- Central Arizona
- Mojave Desert
- Orange County
- Sacramento
- San Diego
- San Gorgonio
- San Joaquin Valley
- Santa Clara Valley
- Southern Arizona
- Southern California
- Southern Nevada
## 2020-2021 Regional Meetings Dates

<table>
<thead>
<tr>
<th>Meeting</th>
<th>Date</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>2020 Dates</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>GLRM</td>
<td>Programing in SPR 2021</td>
<td></td>
</tr>
<tr>
<td>CERM</td>
<td>May 27 – 29</td>
<td>Columbus, OH</td>
</tr>
<tr>
<td>MARM</td>
<td>June 12&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Manhattan, NY</td>
</tr>
<tr>
<td>NORM</td>
<td>June 28 – July 19</td>
<td>Bellingham, WA</td>
</tr>
<tr>
<td>SWRM/SERMACS Joint Meeting</td>
<td>October 14 - 17</td>
<td>New Orleans, LA</td>
</tr>
<tr>
<td>NERM</td>
<td>October 18-21</td>
<td>Rochester, NY</td>
</tr>
<tr>
<td>MWRM</td>
<td>October 21 - 23</td>
<td>Springfield, MO</td>
</tr>
<tr>
<td>RMRM</td>
<td>October 30&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Fort Collins, CO</td>
</tr>
<tr>
<td>WRM</td>
<td>Programing in FALL 2022</td>
<td></td>
</tr>
<tr>
<td><strong>2021 Dates</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>GLRM</td>
<td>June 6–9th</td>
<td>Minneapolis, MN.</td>
</tr>
<tr>
<td>MARM</td>
<td>June 9-11</td>
<td>Dover, DE</td>
</tr>
<tr>
<td>CERM</td>
<td>June 16 – June 19</td>
<td>Ann Arbor, MI</td>
</tr>
<tr>
<td>NERM</td>
<td>June 16 – June 19</td>
<td>Boston, MA</td>
</tr>
<tr>
<td>NORM</td>
<td>TBC</td>
<td>TBC</td>
</tr>
<tr>
<td>MWRM</td>
<td>October 13 – 16</td>
<td>Pittsburg, KS</td>
</tr>
<tr>
<td>RMRM</td>
<td>October 20 – 23</td>
<td>Tucson, AZ</td>
</tr>
<tr>
<td>SWRM</td>
<td>October 30 – Nov 3</td>
<td>Austin, TX</td>
</tr>
<tr>
<td>SERMACS</td>
<td>November 10-13</td>
<td>Birmingham, AL</td>
</tr>
</tbody>
</table>
Regional Meeting Planning Conference

January 23 - 24, 2020
Renaissance Atlanta Waverly Hotel & Convention Center
Atlanta, GA
WELCOME
RMPC Meeting Itinerary

Thursday, January 23

• Welcome & Introductions
• Collaborating for Success
• ROI on Planning a Successful EXPO
• Group Activity I
• Break
• Sourcing & Contracting for Your Event Venue
• Envisioning Your Regional Meeting I – Getting from Point A to Point Z
• Insights Discussion: Northwest Regional Expo Chair
Friday, January 24

- **Debunking the Myth – What Does the Data Show**
  - Understanding Your Regional Meeting History

- **Envisioning Your Regional Meeting**
  - Curating a Member Centric Experience with ACS
  - Meeting Abstracts Programming System (MAPS)
  - Marketing Your Regional Meeting
RMPC Meeting Itinerary Cont.

Friday, January 24

- Break
- So, You’re Planning a Regional Meeting – Insights Discussion & Q&A
- Programming Your High School Teacher Program
- Region Board Chairs Discussion (11:30 a.m. – 1:30 p.m.)
- Lunch
- Managing Your Region Awards Process
RMPC Meeting Itinerary Cont.

• **ACS Resource Partners – Programming Support**
  » ACS Career Navigator
  » Senior Chemist Programming
  » Undergraduate Programming

• Break

• **Envisioning Your Meeting Regional Meeting: Putting Things into Action**
  » Pre-Event & Onsite Registration
  » Onsite Logistics
RMPC Meeting Itinerary

• Envisioning Your Meeting Regional Meeting: Putting Things into Action
  » Post Event Report
  » Evaluation Tools
• Closing Remarks/ Evaluation
• Meet with Your Meeting Planning Partners (optional)
• Dinner
• Welcome Reception
COLLABORATING FOR SUCCESS

Starleetah Gaddis-Parker

American Chemical Society
Overview of the Office of Regional Meetings

Bethany Kashawlic
Assistant Director, Meeting Logistics

Starleetah Gaddis-Parker, CMP
Manager, Regional Meetings

Brianne Blevins
ACS Meeting Planner

Kimberly Savage
ACS Meeting Planner

Shantesse Dortch
ACS Meeting Planner
Meeting Management Agreement –
Scope of Services

- Site Selection Consultation
- Proposal & Contract Negotiations
- Meeting Logistics Management
- Registration Management
- Meeting Marketing
- Abstract & Mobile App Management
ORGANIZING A REGIONAL MEETING

Local Organizing Committee (LOC)
- Submits Bid
- Organizes committee
- Works the ORM

Region Board
- Approves Bid
- Executes MOU between Region Board & Local Section
- Guides LOC

Office of Regional Meeting (ORM)
- Informed of Bid acceptance
- Send Meeting Management Agreement to Local Section Hosting Meeting
- Provides Support & Coordinate ACS Services for the LOC

American Chemical Society
ROI on Planning a Successful EXPO

Karen Miller, CEM
Assistant Director of Exhibits & Sponsorships, Department of Meetings & Expositions
“Most people never pick up the phone and call. Most people never ask. And that’s what separates sometimes the people that do things from the people that just dream about them.”

• Steve Jobs
Planning Your Expo – There are Several Things to Consider

- Reasons for having an exposition:
  - Generate revenues
  - Service to attendees
  - Provide sales opportunity to local vendors

- Reasons not to:
  - May not make financial sense
  - Site/location may not be conducive to exhibiting
  - One day or Nano Meeting
Planning Your Expo – There are Several Things to Consider

- Review last 3-5 years of sales revenues
- Review last 3-5 years of expo expenses
- Project each for your meeting
- Advice: underestimate and over-deliver!
Key Factors in Attracting & Retaining Exhibitors

- Decide who are the Key Potential Sponsors and Exhibitors
  - Past exhibitors/sponsors
  - Local companies/local branches of larger companies
  - YOUR contacts...this is your business, you can talk to them in same “language”
  - Companies you have met at the ACS National Meeting & Expo
  - Companies you have met at any other event, meeting, symposium
  - Social Media (LinkedIn, Facebook, Instagram, Twitter)
Key Factors in Attracting & Retaining Exhibitors

Tools to reach prospects:

− Prospectus
− Postcards – easy to mail and distribute
− Follow-up emails: personalized is best
− In person meetings: Regional Meetings is a great platform to accomplish this
− “Warm” calls: follow up phone calls to your hottest prospectus
Key Factors in Attracting & Retaining Exhibitors

• Important to demonstrate what potential exhibitors/sponsors are looking for:
  – Qualified leads---who is coming? What are their titles? What’s their role in the purchasing decision?

• 3 factors to increase retention
  – Fit – are there more than enough of the right attendees?
  – Value – manage exhibitor/sponsor expectations; help them calculate OI
  – Relationship – customer service; build a relationship with them vs transaction only; exhibitor education

• Add visible value to the exhibiting package
  – Additional complimentary meeting registrations
    • Allow exhibitors/sponsors to attend technical sessions with attendees
  – Company logos on exhibitor listings
Generating Sponsorship Opportunities

- Don’t automatically expect or ask for the world...every sponsorship opportunity counts and can help your revenue goals.
- Be flexible and open to opportunities beyond what’s in your prospectus...find out what the company WANTS to do.
- Studies show that prospects like both packages and a la carte items...be prepared to offer both.
- Add as many benefits as possible to the various levels...make the company feel as if they are getting much more than what they are paying for.
Generating Sponsorship Opportunities

• Look for venue or city opportunities
• Digital options (mobile app, signage, website ads) offer easy metrics to report and are appealing to millennial decision makers
• Consider categorizing opportunities (thought leadership, brand awareness, networking, etc) or grouping opportunities by pre-show, at-show, and post-show
• Sponsor satisfaction with the sales process is linked to the likelihood to purchase in the next two years
• For your higher level sponsors, consider creating a post-show ROI report
Exhibitor Education

KEY to exhibiting success … (and therefore returning exhibitors)

• Urge exhibitors to set objectives for the event
• Promote pre and at-show marketing opportunities (sponsorships/advertising)
• Encourage lead follow up
• Inquire how exhibitors measure their success at a show
• Offer tools and resources to help exhibitors have a successful show
How can ACS Help With Your Expo

- Provide advice on expo locations and layouts
- Assist with developing a prospectus (template)
- Offer ideas on sponsorship opportunities
- Help with exhibitor education
- Potential leads for your part of the country
ROI on Planning a Successful EXPO

“Every worthwhile accomplishment, big or little, has its stages of drudgery and triumph: a beginning, a struggle and a victory.”

• *Mahatma Gandhi, Political and Spiritual Leader*
Questions?

E-mail me with questions: k_miller@acs.org
Group Activity
Sourcing & Contracting for Your Event Venue

Sydney Vranna, CMP
Manager, Global Events and Specialty Conferences
Department of Meetings & Expositions Services
Options for Sourcing and Contracting

1. **Yourself**
   - Search for a location
   - Find a venue
   - Contract the venue and sign contract

2. **Yourself with ACS Staff**
   - Search for a location
   - Finalize venue with ACS
   - Staff contracts the venue and signs contract

3. **ACS Staff**
   - Staff searches for the venue and reports back
   - Staff finalizes a venue with you
   - Staff contracts with the venue and signs contract
Completing Process on Your Own: Venue Sourcing

- If an organizer completes venue sourcing (searching) on their own:
  - This process works best for universities or venues where organizers already have a relationship in place
  - They can use only their own history from the meeting to show the value of the meeting to get bids from venues
  - They cannot use the sourcing software from ACS
  - If any terms are agreed upon between the venue and the organizer during the request for proposal (RFP) process ACS will not be able to change them (even if ACS takes over the contracting process)
Completing Process on Your Own: Venue Contracting

• If an organizer completes *venue contracting* on their own:
  – The organizer signs the contract and commits personally to all obligations in the contract
  – ACS will follow the contract to plan the event but **cannot assist with negotiating** the contract terms
  – They commit to **all financial obligations** in the contract through **their own bank accounts**:
    • Deposits must be paid through organizer or local section account
    • Credit checks are performed on the organizer or local section account (this is how venues approve events for direct bill)
    • Post-payments can be made through ACS (if direct bill was approved)
ACS Staff: Venue Sourcing

• If ACS staff completes venue sourcing (searching):
  – This process works best for hotel and convention center venues
  – Staff works with organizer to confirm goals, timeline, and needs for the venue.
  – Organizer makes final decision on venue
  – Staff uses sourcing software for searching for venues
  – Staff leverages relationships and global sales representatives
  – ACS meetings history overall is used to show value of meeting
ACS Staff: Venue Contracting

• If an ACS staff completes **venue contracting**:
  – The agenda and hotel rates in the contract are agreed upon by organizer before contract is finalized
  – ACS contract terms are used (which protect against many liabilities)
  – ACS negotiates terms, rates, and concessions
  – ACS staff signs the contract
  – Financial obligations are paid by organizer but:
    • Credit checks are performed on the ACS account using all financial background of ACS (which usually means minimal or no deposits get paid at hotels)
    • Post-payments can be made through ACS (if direct bill was approved)
OVERALL

• This is our area of expertise, let us focus on contracts and you can focus on content and making your meeting the best for your attendees

• We are here to help ensure your meeting goes well from the beginning of logistics

• We don’t want undo liability for any party

• We are your partners
ENVISIONING YOUR REGIONAL MEETING
GETTING FROM POINT A TO Z

ACS Staff

American Chemical Society
SMART Goals

**S**pecific
Knowing What You Will Do and How

**M**easurable
Having Precise Way To Measure

**A**ttainable
Being Able To Visualize Path

**R**ealistic
Being Able To Visualize Results

**T**ime based
Having Timeline for Achievement
SAMPLE Meeting Agenda

ACS Regional Meeting

January 19, 2020

- Introductions & committee assignments
- Meeting philosophy, objectives, theme
- Committee charge
- Organizational Policies
- Meeting site requirements
- Review previous program/statistics
- Program format
- Program schedule
- Summarize next steps
- Date of next meeting
- Other business
- Adjourn
**SAMPLE Regional Meeting Planning Form**

**DATE:** January 19, 2020

**GOAL/VISION:** Provide RMPC members with information to assist with RM Planning

**OBJECTIVE:** Provide a tool to assist with RM kick-off calls or initial planning meeting

**ORGANIZING COMMITTEE MEMBERS:** ACS RM Planner, General Chair, etc..

<table>
<thead>
<tr>
<th>Strategy/Action To be Taken</th>
<th>Persons Responsible, Resources Needed, Timeline</th>
<th>Indicators of Success</th>
<th>Status, Date Completed</th>
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ORGANIZING YOUR COMMITTEE

Kimberly Savage, ACS Meeting Planner

American Chemical Society
## Organizing Your Committee

<table>
<thead>
<tr>
<th>General Chair</th>
<th>(Appointed by Local Section)</th>
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<tbody>
<tr>
<td>- Selects Program Chair</td>
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<tr>
<td>- Selects and guides the other members of the Committee</td>
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</tr>
<tr>
<td>- Overall responsibility for committee follow through and operations</td>
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</table>

<table>
<thead>
<tr>
<th>Program Chair</th>
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<tbody>
<tr>
<td>- With General Chair and outlines the meeting technical program</td>
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<tr>
<td>- Solicits and confirms Symposium Chairs</td>
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<tr>
<td>- Works with Symposium Chairs to identify and select Invited Speakers</td>
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<tr>
<td>- Primary responsibility and oversight with the Program Abstracts Collection System (MAPS)</td>
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</table>
Organizing Your Committee

Treasurer

• Develops a working budget
• Establishes a meeting bank account
• Tracks and reports meeting income and expenditures
• Revise and update budget as necessary to maintain a positive balance

Other Organizing Members

• Exhibits/Sponsorship Chair
• Awards Chair
• Webmaster
Determining Your Budget
### Determining Your Budget

<table>
<thead>
<tr>
<th>Income Items</th>
<th>Expense Items</th>
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</thead>
<tbody>
<tr>
<td>• Registration Fees</td>
<td>• Meeting Space Rental</td>
</tr>
<tr>
<td>• Exhibit Booth Sales</td>
<td>• Audio Visual</td>
</tr>
<tr>
<td>• Sponsorships</td>
<td>• Food &amp; Beverage</td>
</tr>
<tr>
<td></td>
<td>• Speaker Expense (honoraria, travel)</td>
</tr>
<tr>
<td></td>
<td>• Marketing &amp; Design</td>
</tr>
</tbody>
</table>
What Is It Going to Cost?

**Indirect Cost**
- Costs that are not tied specifically to the meeting are indirect costs. They can be fixed or variable
- (i.e. office equipment, insurance)

**Fixed Cost**
- As the name implies, these costs are fixed. They do not change based on the number of attendees. Fixed costs are not calculated on a per person basis, but rather as a total amount.
- (i.e. meeting room rental, audio visual)

**Variable**
- Your budget will include costs that change or vary directly with the number of attendees at your meeting.
- (i.e. Food & Beverage, Program Books)
Making the Numbers Work!

Break Even to establish Registration Fee

• Break Even Price = Total Fixed Cost (÷) Number of Attendee (+) Variable Cost Per Person

Break Even to establish # of Attendees

• Breakeven Point = Total Fixed Cost (÷) Contribution Margin (Registration Fee – Variable cost Per Person)
ESTABLISHING YOUR BANK ACCOUNT

Brianne Blevins

American Chemical Society
ACS Basic Organization Information

- Type of exempt organization: Charitable non-profit scientific and educational organization
- Exempt under IRC Section 501(c)(3)

ACS affiliated organizations include:

- Local Sections, Divisions, Subdivisions, and Regions
- Type of exempt organization: Charitable non-profit scientific and educational organizations
- Exempt under IRC Section 501(c)(3) through ACS Group Exemption Letter (if election is made by the affiliated organization)
- Exempt from federal income tax (generally)
- Non-private foundation under IRC Section 509(a)(2) Public Charity
Sales and Use Tax Exemption

• Generally, tax-exempt organizations must independently apply for the exemption from state sales and use taxes on purchases.

• To qualify for exemption on purchases a valid Exemption Certificate or other State issued document must be given to vendors.

• State sales and use tax exemption might not apply to local sales tax collected local cities and jurisdictions.

• The ACS’ sales and use tax exemption does not extend to the ACS Affiliates.

• The Federal Identification Number (FEIN/EIN) is generally NOT the State sales and use tax exemption number.
Bank Account
General Meeting Timeline
SAMPLE Planning Schedule

2 Years Out
• Contact University, Hotels and Convention Center in the area for information and available dates

2 Years Out
• Section officers and/or planning committee should select facilities and date

2 Years Out
• Set Up Website for Meeting
• Prepare Tentative Budget
Sample continued

18-12 Months
• Prepare signs and flyer to announce meeting at proceeding year’s site

12 Months Out
• Develop marketing timelines, budget and incorporate in to meeting budget and master timeline

10 Months
• Prepare Call for Papers
Sample continued

8 Months
- Regularly hold conference call with committee
- Telephone potential exhibitors

6 Months Out
- Arrange audio visual equipment

6-4 Months Out
- Abstract Deadline
- Determine meeting rooms and technical session assignments
INSIGHTS DISCUSSION – NORTHWEST REGION EXPO CHAIR

Bernie Carlson

American Chemical Society
RECAP & Q&A

Starleetah Gaddis-Parker, CMP

American Chemical Society
DEBUNKING THE MYTH – WHAT DOES THE DATA SHOW

Starleetah Gaddis-Parker, CMP

American Chemical Society
ENVISIONING YOUR REGIONAL MEETING PART – BUILDING YOUR PROGRAM

ACS Staff
Onsite Engagement
Onsite Engagement

The ACS onsite engagement program is designed to provide regional meetings with special “customized opportunities” - that foster membership and ongoing awareness. We’re bringing to you ACS programs that supplement regional meeting programming.

Onsite Programs:

1. The ACS Member Lounge & Café
2. ACS Member Services (includes the ACS Knowledge Bar)
3. ACS On Campus
4. ACS Career Day
In 2020

Look forward to:

<table>
<thead>
<tr>
<th>Meeting</th>
<th>Lounge</th>
<th>Member Services</th>
<th>Career Day</th>
<th>ACS on Campus</th>
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<tbody>
<tr>
<td>CERM</td>
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<td>X</td>
<td>X</td>
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<tr>
<td>MARM</td>
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<td>X</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>NORM</td>
<td>X</td>
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<td>X</td>
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<td>SWRM/SERMACS</td>
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<td></td>
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<tr>
<td>NERM</td>
<td>X</td>
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<td></td>
</tr>
<tr>
<td>MWRM</td>
<td>X</td>
<td></td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>
ACS Member Lounge & Cafe

An interactive lounge designed for attendees to network and engage with ACS program product & services.

Plus, simply recharge.

**Features:**

- Member Services
- Membership Spotlights
- Lightening Talks
- Networking
- Charging Stations

*Plus, Games/Giveaways/Snacks*
## Member Lounge & Café Example

<table>
<thead>
<tr>
<th>Date &amp; Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>(5:00 pm-8:00 pm)</td>
<td></td>
</tr>
<tr>
<td>5:00 pm</td>
<td></td>
</tr>
<tr>
<td>5:30 pm</td>
<td><strong>Student Membership, Spotlight Local Section</strong> - membership talk by Student Leader</td>
</tr>
<tr>
<td></td>
<td>Highlight: <strong>Career Services</strong>, ACS MGM, Member Get a Member incentive and Career Navigator benefits.</td>
</tr>
<tr>
<td></td>
<td>Membership Trivia</td>
</tr>
<tr>
<td>6 pm, 7 pm Raffles!</td>
<td>New Member Only Raffle “pick your item”</td>
</tr>
<tr>
<td>(9:30 am-4:30 pm)</td>
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</tr>
<tr>
<td>11 am</td>
<td><strong>AM Member Only</strong> Raffle – “pick your item” – Highlight: <strong>Membership Renewal information</strong>, what’s new discussion <strong>w/Industry Leader</strong></td>
</tr>
<tr>
<td>3:30 pm</td>
<td><strong>Proud Chemist Social (open raffle)</strong></td>
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<tr>
<td></td>
<td>• Meet the committee</td>
</tr>
<tr>
<td></td>
<td>• Membership Benefits Exchange</td>
</tr>
</tbody>
</table>
ACS Member Services

Member Services provides “personalized membership assistance” onsite.

*ACS Member Services is always a part of the lounge.

Special membership offers:

• 50% off new memberships
• 20% off re-enrollments
• Students are provided a free membership during registration
Career Navigator LIVE!
ACS Career Day

A free 8-hour career day program designed to help mid-level chemists advance their career and network with local chemists who are ACS members and non-members.

We bring in career consultants, recruiters and guest speakers to share advancement resources with chemists.
ACS On Campus

A global, cross-divisional program for undergraduates, graduates and post-docs to support their research, learning and career development efforts.

Features:

• Lectures, panel discussions, and activities focused on
  o Scientific writing, communication, safety and ethics.
  o Careers & professional development
  o Use of Informatics in the scientific learning process and a career development tool.

American Chemical Society
Success Factors

✓ Early planning and collaboration
✓ Visible and open placement
✓ Program awareness
✓ Marketing
✓ Visible onsite signage
✓ Onsite, share the membership offer
✓ Dare to try something different
Thank you!

Michelle Williams
M_Williams@acs.org
Technical Programming

Alexis Shepherd
Society Business Solutions
A_shepherd@acs.org
202-776-8176
Program Roles

Program Chair
• A program chair is a person appointed to manage the meeting program.

Program Administrator (optional)
• Similar duties as a program chair and is appointed to assist the program chair build the program.

Symposium Organizer
• Assigned by the program chair to organize symposia for the meeting.

Session Presider
• Are assigned by the program chair to moderate sessions.

ACS Staff
• Society Business Solutions- Business Systems Administration
What does it mean to be a Program Chair?

- Appointed to plan, organize, and execute the technical program for the meeting
- Responsible for making sure agreed upon deadlines are met
- Decides how the program will be organized and who will be responsible for its set up
- Responsible for ensuring Symposium Organizers are completing their tasks
- Responsible for scheduling the sessions, resolving speaker conflicts and duplicates
- Final sign off on the program
How can staff help?

• Answering questions and providing advise and expertise
• Providing data for you to complete your program
• Leading trainings
• Providing draft and final programs
• Sending out notices to submitters (acceptance, rejection, incomplete abstract, etc.)
• Assists with mobile app production
  – Our mobile app and online planner are integrated into MAPS
Programming Process

• Call For Papers
• Abstract Submission & Review
• Sessioning
• Scheduling
• Final Program Review
# Timeline

<table>
<thead>
<tr>
<th>DEADLINES</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Call for Papers Due to ACS</td>
<td>26 weeks out</td>
</tr>
<tr>
<td>C&amp;EN Call for Papers Due to ACS</td>
<td>26 weeks out</td>
</tr>
<tr>
<td>MAPS Opens for Abstract Submitters</td>
<td>19 weeks out</td>
</tr>
<tr>
<td>* Incomplete Abstract Notice Sent to Submitters</td>
<td>14 weeks out</td>
</tr>
<tr>
<td>MAPS Soft Close for Abstract Submitters (optional)</td>
<td>13 weeks out</td>
</tr>
<tr>
<td><strong>MAPS Closes for Abstract Submitters</strong></td>
<td>12 weeks out</td>
</tr>
<tr>
<td>Symposium Organizer Workbooks Available in Box</td>
<td>12 weeks out</td>
</tr>
<tr>
<td>Symposium Organizer Workbooks Due in Box</td>
<td>10 weeks out</td>
</tr>
<tr>
<td>C&amp;EN Final Program Summary Due to ACS</td>
<td>10 weeks out</td>
</tr>
<tr>
<td>Venue and Room Information Due to ACS</td>
<td>10 weeks out</td>
</tr>
<tr>
<td><strong>MAPS Opens for Program Chair</strong></td>
<td>9 weeks out</td>
</tr>
<tr>
<td><strong>MAPS Closes for Program Chair</strong></td>
<td>8 weeks out</td>
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<tr>
<td>* Acceptance Notice Sent to Presenters</td>
<td>8 weeks out</td>
</tr>
<tr>
<td>Program Chair/Staff Final Program Review Completed</td>
<td>8 weeks out</td>
</tr>
<tr>
<td>Final Program Due to Program Chair for Printing</td>
<td>7 weeks out</td>
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<tr>
<td>* 1st Scheduling Notice Sent to Presenters</td>
<td>7 weeks out</td>
</tr>
<tr>
<td>* 2nd Scheduling Notice Sent to Presenters</td>
<td>2 weeks out</td>
</tr>
<tr>
<td>Meeting Begins</td>
<td>Target Date</td>
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Call for Papers

Call for Papers is the period when authors submit abstracts to MAPS to present at the meeting. To prepare for call for papers:

- Staff will send the Call for Papers workbook (MS Excel file) and C&EN article template (MS Word file) to Program Chairs.

- Program Chair complete the Call for Papers workbook:
  - Symposium Name
  - Symposium Type (Oral/Poster)
  - Symposium Organizer(s)
  - Invited/Contributed
  - Symposium Description
  - Symposium Organizer Email(s)

- Program Chairs will send completed workbook and C&EN article to Staff to upload to MAPS.

- Staff will send Call for Papers to C&EN to be published in the C&EN article which coincides with the abstract submission opening date.
# SAMPLE COMPLETED CALL FOR PAPERS

<table>
<thead>
<tr>
<th>Symposium Title</th>
<th>Symposium Type</th>
<th>Invited?(Y/N)</th>
<th>Symposium Description</th>
<th>Symposium Organizer 1</th>
<th>Email 1</th>
<th>Symposium Organizer 2</th>
<th>Email 2</th>
<th>ACS Cosponsor</th>
<th>Non-ACS Cosponsor</th>
<th>Newsworthy Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advances in Computational Chemistry</td>
<td>Oral</td>
<td>N</td>
<td>Invited and open call</td>
<td>Jon Doe</td>
<td><a href="mailto:jdoe@email.com">jdoe@email.com</a></td>
<td>Joe Smith</td>
<td><a href="mailto:jsmith@email.com">jsmith@email.com</a></td>
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<tr>
<td>Advances in Drug Delivery</td>
<td>Oral</td>
<td>N</td>
<td>Jane Doe</td>
<td><a href="mailto:jane@email.com">jane@email.com</a></td>
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<tr>
<td>Analytical Chemistry</td>
<td>Oral</td>
<td>N</td>
<td>General Call for oral</td>
<td>Joe Smith</td>
<td><a href="mailto:jsmith@email.com">jsmith@email.com</a></td>
<td>ORGN</td>
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<tr>
<td>Analytical Chemistry</td>
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<td>N</td>
<td>Joe Smith</td>
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<tr>
<td>Biochemical Structure and Function</td>
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<td>N</td>
<td>Ben Smith</td>
<td><a href="mailto:bsmith@email.com">bsmith@email.com</a></td>
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<td>Ben Smith</td>
<td><a href="mailto:bsmith@email.com">bsmith@email.com</a></td>
<td>Jessica Smith</td>
<td><a href="mailto:jsmith@email.com">jsmith@email.com</a></td>
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<td>Biochemistry</td>
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<td>Steven Smith</td>
<td><a href="mailto:ssmith@email.com">ssmith@email.com</a></td>
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<tr>
<td>Food Fraud and Agriculture Safety</td>
<td>Oral</td>
<td>Y</td>
<td>Pat Smith</td>
<td><a href="mailto:psmith@email.com">psmith@email.com</a></td>
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<td><a href="mailto:pdoe@email.com">pdoe@email.com</a></td>
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<td>Karen Smith</td>
<td><a href="mailto:ksmith@email.com">ksmith@email.com</a></td>
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<td>Jessica Smith</td>
<td><a href="mailto:jsmith@email.com">jsmith@email.com</a></td>
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<td>Undergraduate Research</td>
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<td>N</td>
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<td>Jessica Smith</td>
<td><a href="mailto:jsmith@email.com">jsmith@email.com</a></td>
<td>National Science Foundation</td>
<td></td>
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</tbody>
</table>
Abstract Submission & Review

- During the submission period Program Chairs and Symposium Organizers can log into MAPS to view and monitor abstract submission.

- In the event that abstracts need to be reviewed for early acceptance for travel approvals, visa letters etc...:
  - Program Chair or Symposium Organizer may contact SBS Staff to accept abstract in MAPS.

Once abstract is accepted in MAPS a personalized visa letter is available for the presenter to download.
TRUE OR FALSE?

Longer Submission periods get more submissions
FALSE

There is no correlation between abstracts numbers and the length of time submissions are open.
TRUE OR FALSE?

Most abstracts will be submitted at the last minute
On average, over 40% of abstracts will be submitted during the last 24hrs of the advertised deadline. 75% of submissions occur in the last 10 days of the total submission period, no matter how long submissions were open.
TRUE OR FALSE?

Delaying finalizing the program to accept more abstracts will mean higher attendance
Though not always disadvantageous, delaying the final program and acceptance notices does create a slightly higher rate of withdrawals. Delaying notices means presenters have less time plan their presentations, travel, funding, etc. This often means the few abstracts gained through late submissions are lost to withdrawals from previous submissions.
TRUE OR FALSE?

You cannot review abstracts until submissions close
We encourage you to check on your submission as the process is going to get a good feel for your program and its progress. It is also a good way to make sure invited speakers have submitted.
### Sessioning

<table>
<thead>
<tr>
<th></th>
<th>Option 1</th>
<th>Option 2</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Program Chair</strong></td>
<td>Full MAPS Access</td>
<td>Full MAPS Access</td>
</tr>
<tr>
<td><strong>Symposium Organizer</strong></td>
<td>Offline (Workbooks)</td>
<td>View Only Access</td>
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</tbody>
</table>
Sessioning

• Option 1
  – Delegates workload to Symposium Organizers
  – More autonomy to Symposium Organizers
  – Requires oversight to ensure the work is being completed
  – Times and locations of sessions still left to Program Chair in MAPS

• Option 2
  – Program Chair takes on majority of the organizing workload
  – Directly makes all abstract order, duration, and scheduling decisions in MAPS
  – Provides complete control over the programs progress and organization
WORKBOOKS

SAMPLE COMPLETED WORKBOOK

**Symposium Title:** Asymmetric Reactions and Syntheses
**Symposium Abbreviation:** BMGT001
**Organizer Name:** John Smith, Ted Smith
**Organizer Email:** jsmith@email.com, t_smith@email.com

**Required Fields**

<table>
<thead>
<tr>
<th>Symposium Title:</th>
<th>Session BMGT001a</th>
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</thead>
<tbody>
<tr>
<td>Subtitle:</td>
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<tr>
<td>Session Type:</td>
<td>Oral</td>
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<tr>
<td><em>Expected Attendance:</em></td>
<td>50</td>
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<tr>
<td><em>Presenter Name:</em></td>
<td>John Smith, Ted Smith, Jane Smith</td>
</tr>
<tr>
<td><em>Presenter Email:</em></td>
<td><a href="mailto:jsmith@email.com">jsmith@email.com</a>, <a href="mailto:t_smith@email.com">t_smith@email.com</a>, <a href="mailto:jane.smith@email.com">jane.smith@email.com</a></td>
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<td>Cooperative Cosponsor:</td>
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<tr>
<td>Financial Cosponsor:</td>
<td>Pfizer</td>
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<tr>
<td>Newsworthy Reason:</td>
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<table>
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<tr>
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<th>Abstract Title</th>
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<tr>
<td>1</td>
<td>2260971</td>
<td>Origins of Life, the activities of type II intran</td>
<td>Ashay Patel, Kendall N. Houk</td>
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<tr>
<td>2</td>
<td>2275862</td>
<td>Brenner's Acylated Intramolecular Nuclei</td>
<td>Anon Buntritt, Christian Dahlsstrand, Sar</td>
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<td>3</td>
<td>2272764</td>
<td>Development of a Catalytic Enantioselective Michael Adduct</td>
<td>Jonathan Shikora, Sherry R. Chemler</td>
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<td>4</td>
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<td>5</td>
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<td>Cu-Catalyzed Asymmetric Alkylation with Sureshbabu Guduguntla</td>
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<td>2264953</td>
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### Sessioning in MAPS

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<td>Statistical sampling of solvation effects</td>
<td>Clark, Aurora</td>
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<td>Investigating the effect of mutatio...</td>
<td>Houndonough...</td>
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<td>9:25 AM</td>
<td>Monday 6/25/...</td>
<td>Oral Only</td>
<td>25</td>
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<tr>
<td>Comparative analysis of surface...</td>
<td>Collinge, Greg...</td>
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<td>9:50 AM</td>
<td>Monday 6/25/...</td>
<td>Oral Only</td>
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<tr>
<td>Intermisson</td>
<td></td>
<td>5</td>
<td>9:50 AM</td>
<td>10:05 AM</td>
<td>Monday 6/25/...</td>
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<td>Zhang, Renqin</td>
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<td>10:30 AM</td>
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<td>10:55 AM</td>
<td>Monday 6/25/...</td>
<td>Oral Preferred</td>
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Scheduling

- **Newsworthy:**
  - **ACS Cosponsors:**
    - PRES: Presidential Event
    - MPPG: Multidisciplinary Program
    - AEI: Academic Employment Initiative
    - AGFD: Division of Agricultural Food & Chemistry
    - AGRO: Division of Agrochemicals
  - **Non-ACS Cosponsors:**
    - null
  - **Newsworthy Reason:**
    - null
  - **Symposium Submission Type:**
    - Contributed
  - **Session Half-Day:**
    - PM

- **Include in IP?**
  - **Display Individual Presentation Times?**

- **Program:**
  - 2017 Great Lakes Regional Meeting

- **Venue/Room:**
  - Frontier Room

- **Session Date:**
  - Tue, Jun 27, 2017

- **Start Time:**
  - 1:30 PM
Final Program Review

• Program Chairs are responsible for reviewing and confirming the program

• For the program to be final it must:
  – Have all abstracts assigned or rejected
  – Have all sessions with time and location
  – Have eliminated all duplicates and presenter conflicts
Tips for a Successful Meeting Program (From Past Program Chairs)

• Be prepared for 90% of the program to come together at the last minute.
• Make sure you get organizers willing to do the work required.
• 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.
• Document everything! Keep records, templates for emails and calls for papers. This will help you and future Program Chairs.
• MAPS Staff are there to help—use them and heed their advice. Don't be shy about asking questions.
• Set deadlines for organizers ahead of the absolute deadlines; adhere to deadlines as much as possible.
“What can I get started on now?”

• Thinking about what are your program’s goals (target numbers, audience, etc.)
• Planning what topic areas you would like represented at your program
• Start communicating with people who may be interested in organizing symposia
• Talk to past program chairs from your region (or other regions!)
Questions?
Prepare Regional Meeting Attendees with the Outreach Training Program

David C. Horwitz
January 24, 2020
About ACS Outreach

1. National Chemistry Week (NCW)
2. Chemists Celebrate Earth Week (CCEW)
3. International Chemistry Festivals
4. U.S. National Chemistry Olympiad (USNCO)
5. Kids & Chemistry
6. Volunteers of the Year Awards (VOTY)
7. Salutes to Excellence
8. Outreach Training Program (OTP)
Outreach Training Program

Overview

• In-person workshops
• On-demand course via ACS Learning Center

• Topics
  – Introduction and History of ACS Outreach
  – Event Planning and Fundraising
  – Safety in Outreach Settings
  – Communicating through Hands-On Activities
  – Leading Volunteers
  – Marketing and Partnerships
  – Monitoring and Sustaining Success
Outreach Training Program

In-Person Workshops

• All-day training
• Breakfast and lunch catered
• Learning materials provided
• Certificates mailed after completed
Outreach Training Program

Free On-Demand Course
Outreach Training Program

Recordings, Quizzes, Surveys
Outreach Training Program

Certificate

YOUR NAME HERE
Certificate of Completion
For successful completion of the ACS Outreach Training Program.
DATE OF COMPLETION

Lori Ana Valentin • 1st
Now I feel even better prepared to do the outreach work that I’m passionate about! Thank you David Horwitz and Patti Galvan for providing us with outstanding training on outreach at NERM 2019. I learned so many great strategies that I look forward to implementing in my own programs.

#acsnerm2019 #forthe loveofchemistry #outreach # professional development
See less
Outreach Training Program

Reviews

- 89 people certified in 2019
- 93% overall satisfied
- 96% confident to apply
- 94% gained specific ideas
- 88% would recommend
Outreach Training Program

Reviews

• *It was a great day of meeting and talking with others who are passionate about reaching out to share their excitement and knowledge of chemistry! The workshop leaders did an excellent job conveying information about resources and best practices for holding a successful outreach event.*

  – Melanie DiLorenzo, Maine Local Section NCW/CCEW Coordinator

• *I have been doing outreach for more than 25 years and have a very good handle on what and how to present to children and adults, but the training made me realize that I was just about totally ignorant about how marketing and partnering could improve outcomes of programs into which I invest significant time and effort. I was also unaware of some of the wonderful resources that ACS makes available to folks doing outreach.*

  – Rose Pesce-Rodriguez, Maryland Local Section CCEW Coordinator
Outreach Training Program

Contact
www.acs.org/otp
outreach@acs.org

thank you
Marketing Your Meeting

Elizabeth Perry
Sr. Marketing Manager, Marketing & Sales

Regional Meetings Planning Conference
January 24, 2020
Marketing & Sales

- Marketing Plan Collaboration
- Website & Social Media Consultation
- ACS Brand Guidance
Marketing Plan Collaboration

• Review your goals and deadlines to design a comprehensive marketing plan

• Leverage ACS channels to increase marketing efforts

• Incorporate tracking on efforts
Website & Social Media Consultation

- Recommendations designers, site builder, site admin, and hosting recommendations
- Structure/Site map template
- Best practices – SEO
- Social Media hashtags and events
ACS Brand Guidance

- ACS brand/logo use guidelines
- New Meetings & Events logo
Questions?

Contact Us

Elizabeth Perry  E Perry@acs.org

Shalia Watts  S Watts@acs.org
SO, YOU’RE PLANNING A REGIONAL MEETING – OPEN DISCUSSION
ACS RESOURCE PARTNERS – HIGH SCHOOL TEACHER PROGRAMMING
High School Teacher Programming at ACS Regional Meetings

Terri Chambers
January 24, 2020
Pick a date for a High School Day that works for teachers

- Investigate the calendars of schools in the area to see when they have semester exams, state testing, and holiday breaks.
- Programming outside of, but affiliated with the Regional Meeting; consider creative programming (Mon/Tues PM)
- Consider programming that aligns with district teacher professional development days
PROMOTION & MARKETING

- Enlist assistance of local high chemistry teachers with access to networks of area high school chemistry teachers

Promote through state science teacher organization web sites and/or listservs

Promote through local teacher affiliate groups (these are local groups of high school chemistry teachers that exist in some areas of the country)

Purchase an email list (usually $300 - $500) of area high school chemistry teachers from a company such as Market Data Retrieval (MDR)

- Promote the event as a professional development program and provide those who attend a certificate of participation.
PROGRAMMING

- Consider programming that aligns with local, state, or national standards.
- Leverage teachers as presenters and organizers!
- Consider “share-a-thons” or “make and takes”, which provide attendees with the opportunity to share their favorite activity and/or to take something practical away.
- Distribute door prizes and/or provide goodie bags.
- Provide stipends and/or reduced/no registration fees.
GOOD NEWS!

We Can Help
ASSISTANCE FROM ACS EDUCATION

- Depending on the region, we can often assist in making connections to local teachers (particularly members of AACT). In the past, some of these local teachers have helped to promote the ACS Regional Meeting’s High School Day Teacher program; in other cases, they have given presentations.

- ACS Education can provide:
  - Promotional material featuring ACS programs, products, and services (includes safety resources!);
  - Copies of ChemMatters magazine;
  - Door prizes (as available)

- We can share information about your program through our various networks of teachers.
FOR MORE INFORMATION…

Kimberly Duncan
k_duncan@acs.org
ACS K-12 Professional Learning Associate
TIME FOR A BREAK
REGION AWARD PROCESS (DIVCHED)

Marty Perry

American Chemical Society
The ACS Division of Chemical Education (DivCHED) and ACS Regional Meetings Connection

2020 Regional Meeting Planning Conference
Atlanta, GA

Marty Perry, Chair: DivCHED-RMC
January 24, 2020
Overview

Purpose and Background

- Chemistry Education Programming
- Regional Awards for Excellence in High School Teaching
  - Eligibility
  - Nomination and Selection Processes
  - Awards and Next Steps
- Self Promotion
Support for Chemical Education Programming

- Grant of $500
- Can’t be used for honoraria or stipends
- Can be used to underwrite travel expenses for Chemical Education Symposium(ia) speakers
- Can be used to support High School Program
- DivCHED Representative can serve as a resource for programming
DivCHED Regional Representatives

- Marty Perry, St. Louis College of Pharmacy (Chair)
- Alyssa Thomas, Utica College (NERM)
- Andrea Martin, Widener University (MARM)
- Sara Johnson, University of North Alabama (SERMACS)
- Ted Clark, The Ohio State University (CERM)
- Susan Shih, College of DuPage (GLRM)
- Janelle Torres y Torres, Western Governors University (MWRM)
- Stephen Prilliman, Oklahoma City University (SWRM)
- Matthew Horn, Utah Valley University (RMRM)
- Dave Boucher, College of Charleston (SERMACS)
- Jerry Sarquis, Miami University, retired (NORM & WRM)
These teachers would be willing to work with you on planning a pre-college teacher program at your regional meeting. [https://teachchemistry.org/about-us/regional-representatives](https://teachchemistry.org/about-us/regional-representatives)
Purpose and Background of the ACS-DivCHED Region Awards for Excellence in High School Teaching

• Established in 2006 through a DivCHED endowment.

• Designed to recognize, encourage, and stimulate outstanding teachers of high school chemistry in the ten ACS Regions.

• The Regional Award consists of a $1,000 cash Award and a plaque. Reasonable travel expenses to the Regional Meeting at which the award will be presented will be reimbursed. The awardee may be asked to give a keynote address and/or participate in a symposium, usually at a future meeting.
Eligibility

Nominator (Shepherd)

Any individual or section, except a member of the Award Selection Committee or currently enrolled student of the nominee, may submit one nomination or support form per year.

Nominee

• The nominee must be actively engaged in the teaching of chemistry in a high school on at least a half-time basis.

• The nomination should address:
  – The quality of the nominee’s teaching; unusually effective methods of presentation should be emphasized;
  – The nominee’s ability to challenge and inspire students;
  – Extracurricular work in chemistry;
  – A willingness to keep up-to-date in the field;
  – Evidence of leadership within the profession.
The Process

- **Nomination period:**
  - Determined by each Regional Organizing Committee

- **Required Nomination Portfolio:**
  - A completed nomination form with a recommendation of not more than 750 words evaluating the nominee’s accomplishments
  - A current Curriculum Vitae or resume (*limited to two pages*)
  - Statement of teaching philosophy (*maximum of 500 words*)
  - Letter of support from teacher’s current principal or supervisor (*maximum of 400 words*)
  - Up to two additional letters of support may be sent by colleagues, members of the ACS who are familiar with the nominee’s achievements, or former students and parents of former students. (*maximum of 400 words*)

- **Submission**
  - Electronic submission to Awards Chair along with cover checklist.
The Process

Nominees ➔ Awardee

• A minimum of three complete portfolios required for a Region Award to be given.

• The Region Awards Committee reviews nominee portfolios, submits ballots, and reaches consensus on winner.

• The awardee attends the Awards Banquet (and meeting).
Awardee Recognition

- News/Press Release
- Program Book
- CHED Newsletter
  - Story about Winner
  - Listing of Runners up (Finalists)
- Awardee nominated for James Bryant Conant Award.
The Process

What if a nomination is unsuccessful?

• Board Award Chairs or Board Chairs * are responsible for maintaining and archiving the Nomination Portfolios.

• Award candidates who are not selected will automatically be considered for two additional award cycles as part of the re-nomination process.

• The nominator, with the assistance of the nominee, may submit new, updated information during this time.

• At the end of three years, the nomination may be resubmitted or removed.

* Not all Boards have a Board Award Chair. In these cases the responsibility of archivist falls to the Board Chair.
Promoting DivCHED at Regional Meetings

• Poster Presentation by DivCHED Representative
  – Located in the Expo, Registration, and/or Poster Session area.

• Distribution of FAQ postcards
American Chemical Society
Division of Chemical Education

A Focus on Education In the ACS

American Chemical Society

Division of Chemical Education (DivCHED)

One of the 52 technical divisions of the ACS. DivCHED provides a common ground for teachers and students of chemistry to examine chemical education in a broad sense. The Division serves as a means of focusing and enhancing the interest and efforts of all constituencies involved in the teaching and learning of chemistry at every level.

American Association of Chemistry Teachers

The American Association of Chemistry Teachers (AACT) is a professional community and goes to K-12 teachers of chemistry.

Governance Committees

Society Committee on Education (SCEd)

The Society Committee on Education (SCEd) ensures that the American Chemical Society’s educational activities focus on critical chemical education issues across all levels of instruction.

Overseas ACS Chem Clubs, Student Chapters, ChaptersMasters, National Chemistry Week, etc.

Technical Divisions

American Association of Chemistry Teachers

AACT

American Chemical Society

ACS

Resource Committee

American Chemical Society

Aging

American Chemical Society

Chem Ed DL

American Chemical Society

Chem Ed DL

American Chemical Society

DivCHED Board of Publications

This Board oversees the publication of the Journal of Chemical Education and management of Chemical Education Exchange.

Division of Chemical Education Committees

Executive Committees - serves as the Senior Management Team responsible for ensuring the overall growth and financial health of the Division.

Biennial Conference on Chemical Education (BCCED) - oversees all decisions the selection of the sites for the BCCED and provides support and communication between those conducting previous BCCED and those developing future conferences.

Chemical Education Research - informs chemical education, focuses scholarship, and encourages improvement of the quality of chemical education research.

Chemistry in the Two-Year College - furthers the development and awareness of the contribution of chemistry in two-year colleges.

Computers in Chemical Education - encourages and supports the development, implementation, and assessment of computing technologies in chemical education.

Finance - develops sustainable funding strategies, oversees investments portfolio, advises the Managing Director, and provides financial concious to the Editorial Committee.

Gifts and Awards - administers awards offered by the Divisions to the extent authorized by the Division Executive Committee.

High School - supports activities and programs for the high school teachers and encourages high school teacher participation in the Division by highlighting membership benefits.

Long Range Planning - develops plans that will allow the Division to adapt to changes in technology, science, and the expectations of members.

New Member - The goal of the New Member Committee is to perform functions to improve quality and internal policies, programs, and activities that welcome and meet the needs of new members.

Passer Portfolio - This fund was established by a generous donation of Dorothy and Homer Reaser, as the Passer Foundation.

Personnel and Nominations - Develops and oversees a selection of candidates for the Division.

Professional Development - Supports programs that are developed and implemented by the Division’s technical programs.

Recognition - Identifies worthy individuals who have dedicated years of valuable service to CHED.

Regional Meetings - Promotes chemical education programming at ACS regional meetings.

Safety - To provide resources and strategies to chemical and science educators in order to prepare students and others to function safely when using chemicals.

Young Chemistry Education Scholars - supports graduate students, postdoctoral fellows, and early-career (first 5 years) faculty engaged in pursuing chemistry education research.

Get Involved with DivCHED

You may become a member of the DivCHED as a member, for those who are also a member of ACS, or an Affiliate, for those who are non-ACS members. Affiliates have all membership privileges except voting for CHED Councilors or holding an elected office.

Why are the benefits of being a member of the DivCHED?

As a member of the DivCHED you are eligible to apply for Travel Awards to attend meetings, access the DivCHED newsletter, make professional connections, and see your involvement making a difference.

Why is the best way to get involved with the DivCHED?

Attend national meetings (ACS and BCCED) to a talk, organize a symposium, or attend DivCHED social events. You may also consider providing service to the Division by participating in a committee.

How to Get Involved in a DivCHED Committee

Are any of the committee positions affected?

All committee positions are appointed by the Committee for Personnel and Nominations (CPN).

How does someone get appointed to a committee?

You may self-nominate yourself for a committee by completing the online forms on the DivCHED webpage. To access this click on “Membership” and then “Get Involved.” CPN will allocate appointments by looking at all of the people who have expressed interest in a committee and considering the committee chair recommendations as well as the current composition of the committee membership. Most of the people recommended by the chair are appointed; however, CPN must also try to ensure diversity of committee membership in their appointments.

How are people appointed to the Division Board?

Members of the Board of Publications and Board of Trustees are appointed based on a vote by the Executive Committee (ExCom) from a slate developed by the CPN.

Meetings of Interest

Biennial Conference on Chemical Education
University of Notre Dame, July 29-August 2, 2018

ACS National Meetings
Washington, DC, August 20-24, 2017

ACS Regional Meetings (2017)
Central, June 6-10, Detroit, MI
Middle Atlantic, June 9-11, Hershey, PA
Northwest, June 25-28, Corvallis, OR
Southeastern, November 7-11, Charlotte, NC
Southwest, Oct. 20-Nov. 1, Lubbock, TX

ChemEd Online Conference – Fall 2017
Mathematics in Third-Grade Classroom Instruction
September 5- October 30

DivCHED Resources

Journal of Chemical Education is the official journal of the Division of Chemical Education of the American Chemical Society, co-published with the American Chemical Society Publications Division.

ACS Exams Institute produces nationally normed exams for most chemistry courses, ranging from high school through the entire undergraduate chemistry curriculum in the United States.

JCE Chemical Education Exchange serves precollege and two-year college audiences for whom JCE and the Journal may not be a central resource to their teaching and learning of chemistry and the chemical sciences.

Chemical Education Digital Library is a collaborative, community-driven effort. ChemEd DL is the place for sharing your work and benefiting from what others have done.

Younger Chemistry Scholars Blog helps younger scholars in the chemical education community support one another, share ideas, and exchange advice.

DivCHED Awards

ACS Division of Chemical Education Travel Award grants financial support for travel to BCCED or ACS National Meetings.

ACS Division of Chemical Education International Travel Award funds travel of a division member who presents and fully participates in an international chemical education conference held outside the U.S.

The Dorothy and Moses Passer Education Fund supports continuing education activities for teachers at two- and four-year colleges or universities that do not have any advanced degree programs in the chemical sciences.

Division of Chemical Education Teaching Excellence Endowment supports awards for high school science teachers in every region of the ACS.

Outstanding Service to the Division Award recognizes members of DivCHED who have contributed outstanding service to CHED.

Explore, Follow, Connect.
For more information

Regional Awards for Excellence in High School Teaching, including
Awards Guidelines (downloadable in Word and PDF formats)
www.divched.org/award/HSRegional

James Bryant Conant Awards:
www.acs.org/awards
awards@acs.org or 202-872-4408
ACS Career Navigator™ at Regional Meetings

Regional Meeting Planners Conference (Atlanta)
January 24, 2020
Exploring Career Options | ACS Career Pathways™ Workshops

Career Pathways Workshops
Explore career opportunities available in each of the four Pathways. Find advice on how best to position yourself to enter these fields, as well as tips for assembling job applications tailored to each individual field.

Finding Your Pathway
- Get an overview of the pathways, plus networking tips

Working in Industry
- Special attention to jobs outside traditional lab setting

Working in Higher Education
- Focus on tertiary education, but includes all types of institutions

Working in Government
- Focus on jobs with the federal government, along with non-for-profit sector

Working for Yourself
- For chemists interested in starting their own companies

Acing the Interview
- Learn tips on mastering the interview process
Exploring Career Options | ChemIDP™

ChemIDP™
American Chemical Society’s Career Planning Tool

A tool for graduate students and postdoctoral scholars in the chemical sciences.

• Immersive activities help users identify career goals and determine their skills set
• Users then develop a plan to achieve these goals and track their progress with ChemIDP™
• Workshops (Two Versions)
  • Two-hour interactive
  • 30 min overview

Assess Yourself
Identify your skills and values.

Strengthen Your Skills
Increase your marketability.

Set Goals
Chart a path forward.

Explore Careers
Scope out your career options.
ACS Career Events are offered throughout the year, in-person and virtually.

**ACS Career Days**

ACS Career Days are one-day events filled with workshops and networking opportunities for mid-career professionals. At these FREE events:

- Network with local chemists
- Participate in career workshops
- Get advice from ACS Career Consultants
- Have your LinkedIn profile reviewed

**Attend an ACS Career Day**

Explore job opportunities and get career advice.

- June 28, 2019
  ACS Career Day Detroit
  Dearborn, MI

- September 12, 2019
  ACS Career Day Minnesota
  St. Paul, MN

- September 16, 2019
  ACS Career Day Denver
  Details coming soon

American Chemical Society
Finding & Landing a Job | ACS Career Consultants

ACS experts offer personalized consulting to help you out wherever in your career you may be.

Mock Interviews
- Practice answering difficult questions
- Receive presentation feedback

Résumé Review
- Get advice on catering your résumé to the position you are seeking

Networking
- Develop relationships or contacts with individuals that can further your career
Developing & Growing in Your Career | ACS Leadership Development

ACS Leader Development System®

- Leadership courses designed to give you a competitive edge
- Competency-based curriculum of online and in-person courses
- ACS members can take these courses for free

Leadership Institute

- Annual invite-only conference
- ACS leaders come together to learn management and leadership skills

ACS Leadership Development System ® Facilitators

- ACS volunteer members that are certified to facilitate courses within the ACS Leadership curriculum skills
Developing & Growing in Your Career | ACS Professional Education

**ACS Professional Education**

Courses taught by ACS expert instructors to learn about new technology, trends, and skills that can help you advance your career

- ACS members get a **$200 discount**
- Courses can be:
  - In-person
  - Lab component courses
  - Online live courses
  - On-demand, pre-recorded courses
  - Onsite training
Available Programs
• Career Pathways, Career Days, Career Consulting,
• Leadership Development, Professional Education

How to Schedule
• Contact your ACS meeting organizer

Marketing
• ACS Marketing staff can assist with recruiting attendees.
For program information

- **ACS Career Navigator™**—www.acs.org/careernavigator
- ACSCareer Pathways™—www.acs.org/careerpathways
- ChemIDP—chemidp.acs.org
- ACS Career Days
- ACS Career Consulting
- Leadership Development
- Professional Education—proed.acs.org
For program information

- **ACS Career Navigator™**—www.acs.org/careernavigator
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- ChemIDP—chemidp.acs.org
- ACS Career Days
- ACS Career Consulting
- Leadership Development
- Professional Education—proed.acs.org
Regional Meetings and ACS Senior Chemist Members

ACS LEADERSHIP CONFERENCE
FRIDAY, JANUARY 24, 2019
ARLENE A. GARRISON, SENIOR CHEMISTS COMMITTEE CHAIR
Value of Senior Chemists to Regional Meetings

- Seniors (50 and older) make up nearly 1/3 of ACS membership
- Many are professionally active and remain active beyond “retirement”
- Regional meetings may be more attractive than national meetings because of distance, time, cost are inhibitors
- Provide content of interest and they are more able to attend your meeting
- Help boost your meeting attendance, contribute to F&B contract minimum
- They are more likely presenters, participants, etc..
Regional Meeting Activities That Work!

- A social event (e.g., breakfast, lunch or special tour)
- Networking event (with undergraduates and younger chemists)
- Technical event featuring them (share their careers and accomplishments)
- 50-, 60-, and 70- year service award event (with or without networking)
- Other events tailored to meet the needs of your specific Region
TIPS FOR A SUCCESSFUL EVENT

• Have a fee for attending the event – not free!
• Engage the ACS Presidential Succession and Board members who will be attending the regional meeting
• Talk to local Student Member Chapters to get their ideas for interaction with seniors
• Include the Senior Chemists Committee contact for organizing committee emails, conference call, and in-person meeting invitations
• The Senior Chemists Committee contact can work with Committee to provide resources
• The Senior Chemists Committee contact can network with Division partners
Senior Chemists Committee Contacts

Midwest Regional Meeting – E. Gerald Meyer
Northeast Regional Meeting – Roger Bartholomew
Northwest Regional Meeting – Warren Ford
Mid-Atlantic Regional Meeting – John Freeman
Southeastern Regional Meeting – James Chao
Central Regional Meeting – To Be Determined
Southwest Regional Meeting – Joint with SE in 2020
Rocky Mountain Regional Meeting – E. Gerald Meyer (no 2020 meeting)
Great Lakes Regional Meeting – Herbert Golinkin (no 2020 meeting)
Western Region – To Be Determined (no 2020 meeting)
ABSTRACT CHEMISTS COMMITTEE

• Newest of ACS national committees (since 2013)
• 27 Members and Associate Member (17 ACS Fellows)
• Our constituents – more than 40,000 ACS members over age 50
• We communicate both ways (us to you, you to us) through:
  – The Newsletter for Senior Chemists
  – SCC Website via acs.org and ACS Network Group
  – SCC Mailbox
  – At National Meetings
  – At Regional Meetings
REGIONAL MEETINGS IN 2020

- Six (6) regional meetings scheduled
- SCC wants to work with you at each one
- SCC can help develop event(s) for senior members
- Only you know what can work for your region
- Together we can make a choice that works!
Any questions???

Send an email to
seniorchemists@acs.org
UNDERGRADUATE PROGRAMMING

ACS Staff
ENVISIONING YOUR REGIONAL MEETING PART – PUTTING THINGS INTO ACTION

ACS Staff
Registration Management –
Pre-Registration and Onsite Registration
Registration Management – Registration Form

<table>
<thead>
<tr>
<th>Name:</th>
<th>Company/University:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Street Address:</td>
<td>City, State, Zip:</td>
</tr>
<tr>
<td>Phone:</td>
<td>Email:</td>
</tr>
<tr>
<td>Local Section:</td>
<td>ACS Division(s):</td>
</tr>
<tr>
<td>ACS Member #:</td>
<td>Select if you are a member of: ❑ AISES ❑ NOBCChE ❑ NOGLSTP ❑ SACNAS</td>
</tr>
</tbody>
</table>

❑ I would NOT like to receive promotional emails from exhibitors and sponsors. ❑ I would NOT like to receive emails from ACS regarding important meeting information such as program releases, mobile app availability, and travel discounts.

### ACS Member Registration Fees

<table>
<thead>
<tr>
<th>Member Type</th>
<th>Early Advance on/before 4/3</th>
<th>Late Advance/On-Site on/after 4/4</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACS Member</td>
<td>$135</td>
<td>$175</td>
</tr>
<tr>
<td>50 Year Member</td>
<td>No Charge</td>
<td>No Charge</td>
</tr>
<tr>
<td>Emeritus/Retired/Unemployed Member</td>
<td>$25</td>
<td>$40</td>
</tr>
<tr>
<td>Post-Doctoral Fellow</td>
<td>$60</td>
<td>$75</td>
</tr>
<tr>
<td>Graduate Student</td>
<td>$25</td>
<td>$50</td>
</tr>
<tr>
<td>Undergraduate Student</td>
<td>$15</td>
<td>$50</td>
</tr>
<tr>
<td>Pre-College Teacher</td>
<td>$25</td>
<td>$50</td>
</tr>
</tbody>
</table>

### Non Member Registration Fees

<table>
<thead>
<tr>
<th>Member Type</th>
<th>Early Advance on/before 4/3</th>
<th>Late Advance/On-Site on/after 4/4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non Member</td>
<td>$200</td>
<td>$250</td>
</tr>
<tr>
<td>Post-Doctoral Fellow</td>
<td>$80</td>
<td>$100</td>
</tr>
<tr>
<td>Graduate Student</td>
<td>$35</td>
<td>$60</td>
</tr>
<tr>
<td>Undergraduate Student</td>
<td>$25</td>
<td>$60</td>
</tr>
<tr>
<td>Pre-College Teacher</td>
<td>$35</td>
<td>$60</td>
</tr>
<tr>
<td>High School Student</td>
<td>$10</td>
<td>$20</td>
</tr>
<tr>
<td>High School Student-Project SEED</td>
<td>No Charge</td>
<td>No Charge</td>
</tr>
</tbody>
</table>

❑ Spouse, relative or person who would not typically attend an ACS meeting/event - $25 on/before 4/3 and $40 on/after 4/4

### Social Events

<table>
<thead>
<tr>
<th>Event Description</th>
<th>Date</th>
<th>Time</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Keynote Reception</td>
<td>Wednesday, May 1</td>
<td>8:00 PM – 10:00 PM</td>
<td>Complimentary, registration required</td>
</tr>
<tr>
<td>Project SEED Fundraising 5K</td>
<td>Thursday, May 2</td>
<td>7:00 AM – 8:00 AM</td>
<td>$10.00</td>
</tr>
<tr>
<td>Women in Science Luncheon</td>
<td>Thursday, May 2</td>
<td>12:00 PM – 2:00 PM</td>
<td>$15.00</td>
</tr>
<tr>
<td>GLRM Ice Cream Social</td>
<td>Thursday, May 2</td>
<td>7:00 PM – 8:00 PM</td>
<td>$5.00</td>
</tr>
<tr>
<td>Wine &amp; Whiskey Reception w/ DJ</td>
<td>Thursday, May 2</td>
<td>8:00 PM – 10:00 PM</td>
<td>$30.00 (State issued ID will be required onsite)</td>
</tr>
<tr>
<td>ACS Governance Breakfast- Meet &amp; Greet</td>
<td>Friday, May 3</td>
<td>8:00 AM – 9:30 AM</td>
<td>Complimentary, registration required</td>
</tr>
<tr>
<td>Senior Chemists Lunch with Undergraduates</td>
<td>Friday, May 3</td>
<td>12:00 PM – 2:00 PM</td>
<td>Complimentary, registration required</td>
</tr>
<tr>
<td>GLRM Awards Banquet (including Gibbs and other awards)</td>
<td>Friday, May 3</td>
<td>6:00 PM – 9:30 PM</td>
<td>$60.00</td>
</tr>
<tr>
<td>Young Chemists Tweet UP</td>
<td>Friday, May 3</td>
<td>9:00 PM – 10:00 PM</td>
<td>Complimentary, registration required</td>
</tr>
</tbody>
</table>

### Courses & Workshops

<table>
<thead>
<tr>
<th>Event Description</th>
<th>Date</th>
<th>Time</th>
<th>Price</th>
</tr>
</thead>
</table>

(***ACS Leadership Course & Career Pathways fees are refundable at completion of course for ACS Members only)
ONSITE LOGISTICS

Shantesse Dortch

American Chemical Society
Onsite Registration

The Onsite Meeting Registration team led by two ACS staff members.

ACS Provides:

- Onsite registration forms
- Printers & computers for onsite badge preparation
- Point of Sale machines for credit cards
POST EVENT REPORTS – MEETING CLOSE OUT
What is Included in a Post Event Report – Final Report

- Final Registration Numbers
- Attendee Demographics
- Final Breakdown of Revenue
Evaluation Tools

- Excellent!
- Very good
- Average
- Satisfactory
- Poor
CLOSING REMARKS

Starleetah Gaddis-Parker, CMP

American Chemical Society
what's
Your Next
Step?
Next Steps

Future Regional Meeting Organizers should:

- Establish and Sign MOU with Region Board
- Sign the Meeting Management Agreement
- Establish Committee Roles
- Develop Meeting Goals and Targets
- Hold Introductory Call with ACS
- Begin Website Development
Regional Meeting
Planning Conference

Organizer Resources
&
Templates
# REGIONAL MEETING STATISTICS 2015 – 2019

<table>
<thead>
<tr>
<th>Meeting</th>
<th>Dates</th>
<th>Locations</th>
<th>mem/non mem</th>
<th>students</th>
<th># of Attendees</th>
<th># of Papers</th>
<th>Attendee/Paper Ratio**</th>
<th># of Exhibiting Companies</th>
</tr>
</thead>
<tbody>
<tr>
<td>Great Lakes</td>
<td>May 1 - 4</td>
<td>Sheraton Naperville - Lisle, IL</td>
<td>$135/$200</td>
<td>$35/$25</td>
<td>616</td>
<td>374</td>
<td>1.6</td>
<td>24</td>
</tr>
<tr>
<td>Middle Atlantic</td>
<td>May 30 - June 1</td>
<td>UMBC, Baltimore MD</td>
<td>$150/$190</td>
<td>$60/$30</td>
<td>580</td>
<td>297</td>
<td>2</td>
<td>12</td>
</tr>
<tr>
<td>Central</td>
<td>June 4-8</td>
<td>The H Hotel - Midland, MI</td>
<td>$159/$259</td>
<td>$89/$89</td>
<td>828</td>
<td>422</td>
<td>2</td>
<td>39</td>
</tr>
<tr>
<td>Northwest</td>
<td>June 16 - 19</td>
<td>Portland State University, Portland, WA</td>
<td>$140/$160</td>
<td>$70/$40</td>
<td>639</td>
<td>343</td>
<td>1.9</td>
<td>27</td>
</tr>
<tr>
<td>Northeast</td>
<td>June 23-26</td>
<td>Hilton, Saratoga Springs</td>
<td>$175/$225</td>
<td>$80/$45</td>
<td>621</td>
<td>376</td>
<td>1.7</td>
<td>20</td>
</tr>
<tr>
<td>Midwest</td>
<td>Oct 16 - 18</td>
<td>Wichita, KS</td>
<td>$75/$100</td>
<td>$25/$25</td>
<td>747</td>
<td>480</td>
<td>1.5</td>
<td>36</td>
</tr>
<tr>
<td>Southeastern</td>
<td>Oct 20 - 23</td>
<td>Savannah, GA</td>
<td>$180/$200</td>
<td>$100/$60</td>
<td>1693</td>
<td>1400</td>
<td>1.2</td>
<td>75</td>
</tr>
<tr>
<td>Southwest/RM RM M</td>
<td>Nov 13 - 16</td>
<td>El Paso, TX</td>
<td>$160/$185</td>
<td>$50/$40</td>
<td>609</td>
<td>430</td>
<td>1.4</td>
<td>39</td>
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<tr>
<td><strong>2019 Totals</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>6333</td>
<td>4122</td>
<td>1.5</td>
<td>272</td>
</tr>
<tr>
<td>Meeting</td>
<td>Dates</td>
<td>Locations</td>
<td>mem/non mem</td>
<td>students (grad/undergrad)</td>
<td># of Attendees</td>
<td># of Papers</td>
<td>Attendee/Paper Ratio**</td>
<td># of Exhibiting Companies</td>
</tr>
<tr>
<td>---------</td>
<td>-------------</td>
<td>------------------------------------------</td>
<td>-------------</td>
<td>---------------------------</td>
<td>----------------</td>
<td>-------------</td>
<td>------------------------</td>
<td>-----------------------------</td>
</tr>
<tr>
<td>NERM</td>
<td>June 1 – 3</td>
<td>Crown Plaza - Lake Placid, NY</td>
<td>$600/$650</td>
<td>$370/$355</td>
<td>79</td>
<td>54</td>
<td>1.4</td>
<td>5</td>
</tr>
<tr>
<td>MARM</td>
<td>3-Jun</td>
<td>Lehigh University - Bethlehem, PA</td>
<td>$20/$25</td>
<td>$50/$50</td>
<td>96</td>
<td>150</td>
<td>1.6</td>
<td>0</td>
</tr>
<tr>
<td>CERM</td>
<td>June 13 - 16</td>
<td>University of Toledo - Toledo, OH</td>
<td>$65/$100</td>
<td>$20/$10</td>
<td>242</td>
<td>163</td>
<td>1.6</td>
<td>2</td>
</tr>
<tr>
<td>NORM</td>
<td>June 24 - 27</td>
<td>PNNL Campus - Richland, WA</td>
<td>$140/$160</td>
<td>$70/$40</td>
<td>612</td>
<td>391</td>
<td>1.5</td>
<td>25</td>
</tr>
<tr>
<td>MWRM</td>
<td>October 21 - 23</td>
<td>Iowa State University, Ames, IA</td>
<td>$85/$110</td>
<td>$35/$30</td>
<td>890</td>
<td>608</td>
<td>1.3</td>
<td>27</td>
</tr>
<tr>
<td>RMRM</td>
<td>26-Oct</td>
<td>Sheraton, Albuquerque NM</td>
<td>$35/$50</td>
<td>$25/$25</td>
<td>91</td>
<td>54</td>
<td>1.5</td>
<td>0</td>
</tr>
<tr>
<td>WRM</td>
<td>27-Oct</td>
<td>California Institute of Technology, Pasadena, CA</td>
<td>$40/$50</td>
<td>$20/$25</td>
<td>244</td>
<td>54</td>
<td>1.6</td>
<td>0</td>
</tr>
<tr>
<td>SERMACS</td>
<td>October 31 - Nov 3</td>
<td>Augusta Marriott - Augusta, GA</td>
<td>$200/$275</td>
<td>$90/$70</td>
<td>1455</td>
<td>1148</td>
<td>1.7</td>
<td>85</td>
</tr>
<tr>
<td>SWRM</td>
<td>November 7 - 10</td>
<td>Little Rock Marriott - Little Rock, AK</td>
<td>$150/$175</td>
<td>$50/$20</td>
<td>609</td>
<td>429</td>
<td>1.5</td>
<td>48</td>
</tr>
</tbody>
</table>

2018 Totals 4318 3051 1.5 192
## 2017 Meeting Stats

<table>
<thead>
<tr>
<th>Meeting</th>
<th>Dates</th>
<th>Locations</th>
<th>mem/non mem</th>
<th>students</th>
<th># of Attendees</th>
<th># of Papers</th>
<th>Attendee/Paper Ratio**</th>
<th># of Exhibiting Companies</th>
</tr>
</thead>
<tbody>
<tr>
<td>MARM</td>
<td>June 4 - 6</td>
<td>Hersey Lodge - Hersey, PA</td>
<td>$180/$230</td>
<td>$90/$50</td>
<td>871</td>
<td>613</td>
<td>1.4</td>
<td>34</td>
</tr>
<tr>
<td>CERM</td>
<td>June 6 - 10</td>
<td>The Henry Hotel - Dearborn, MI</td>
<td>$160/$230</td>
<td>$50/$50</td>
<td>390</td>
<td>239</td>
<td>1.6</td>
<td>22</td>
</tr>
<tr>
<td>NORM</td>
<td>June 25 - 28</td>
<td>LaSells Stewart Center (OSU) - Corvallis, OR</td>
<td>$140/$160</td>
<td>$70/$40</td>
<td>439</td>
<td>265</td>
<td>1.7</td>
<td>30</td>
</tr>
<tr>
<td>GLRM</td>
<td>June 27 - 30</td>
<td>Holiday Inn &amp; Convention Center - Fargo, ND</td>
<td>$165/$225</td>
<td>$75/$50</td>
<td>265</td>
<td>198</td>
<td>1.3</td>
<td>12</td>
</tr>
<tr>
<td>MWRM</td>
<td>October 18 - 20</td>
<td>University of Kansas Union Memorial, Lawrence, KS</td>
<td>$85/$110</td>
<td>$35/$35</td>
<td>769</td>
<td>527</td>
<td>1.5</td>
<td>32</td>
</tr>
<tr>
<td>RMRM</td>
<td>October 25 - 28</td>
<td>Embassy Suites - Loveland, CO</td>
<td>$160/$200</td>
<td>$100/$40</td>
<td>371</td>
<td>236</td>
<td>1.6</td>
<td>21</td>
</tr>
<tr>
<td>SWRM</td>
<td>October 29 - Nov 1</td>
<td>Overton Center - Lubbock, TX</td>
<td>$200/$225</td>
<td>$50/$40</td>
<td>608</td>
<td>359</td>
<td>1.7</td>
<td>33</td>
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<td>SERMACS</td>
<td>November 8 - 11</td>
<td>Sheraton Charlotte - Charlotte, NC</td>
<td>$200/$275</td>
<td>$100/$50</td>
<td>2168</td>
<td>1458</td>
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### 2017 Totals

|          | 5881 | 3895 | 1.5  | 229 |

Numbers for 2017 Fall Meetings are unaudited. NERM registration prices were all inclusive in 2018 (meals and housing cost)
<table>
<thead>
<tr>
<th>Meeting</th>
<th>Dates</th>
<th>Locations</th>
<th>mem/non mem</th>
<th>students</th>
<th># of Attendees</th>
<th># of Papers</th>
<th>Attendee/Paper Ratio**</th>
<th># of Exhibiting Companies</th>
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</thead>
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<tr>
<td><strong>2016 Meeting Stats</strong></td>
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<td>Northern Kentucky Convention Center - Covington, KY</td>
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<td>983</td>
<td>626</td>
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<td>College of Mount St. Vincent - Riverdale, NY</td>
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<td>$60/$40</td>
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<td>Doubletree - Binghamton, NY</td>
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<td>6227</td>
<td>4183</td>
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<td>mem/non mem</td>
<td>students</td>
<td># of Attendees</td>
<td># of Papers</td>
<td>Attendee/Paper Ratio**</td>
<td># of Exhibiting Companies</td>
</tr>
<tr>
<td>--------------------------</td>
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<td>Joint GLRM/CERM</td>
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<td>$25/$25</td>
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<td>360</td>
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<td></td>
<td>4428</td>
<td>2785</td>
<td>AV 1.8</td>
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</table>
THE ORGANIZING COMMITTEE

The regional meeting organizing committee should include the following:

A **General Chair**, appointed approximately three years prior to the meeting, will have strong organizational skills and will select and direct the other members of the Committee. S/He must have the ability to maintain organizational control, and must be confident enough to delegate responsibilities. S/He will be invited to attend the ACS Regional Meeting Planning Conference (RMPC) two to three years prior to the meeting.

A **Program Chair**, appointed by the General Chair, generally has contacts throughout the region in many areas of chemistry. The Program Chair needs to be familiar with all aspects of the meeting plans and represents the committee in communications with speakers and session chairs. A General Chair may want to appoint additional chairs who would specialize in a given topical area, e.g., educational/teacher program, industry, and academia.

The **Treasurer/Finance Chair/Fundraising Chair** assists in developing the proposed budget, maintain and track income and expenditures, and solicit funds for the meeting. These responsibilities can be assigned to one person or several. It is recommended that the Fundraising Chair be a separate position, to alleviate the burden of responsibility.

An **Exhibits Chair** important to the financial success of the meeting, should already be acquainted with many of the instrument, book, and service companies in the area, and could be, an experienced exhibitor. The Exposition often generates up to half the meeting’s revenue.

A **Printing & Publicity Chair** submits information to ORM for the Call for Papers and advertisements in *C&EN*. The chair also prepares the final announcement, press releases, meeting notices in local section and division publications, and arranges for the publication and printing of the abstract book. Because past experience has shown that publicity through a variety of sources will result in higher attendance, the Publicity Chair must have time to devote to this project. Some local sections have PR chairs who have received training from the ACS Office of Communications. Check with Sharon Worthy in the Office of Communications to find out if your section has a PR chair.

An **Arrangements Chair** coordinates lodging, set-up of meeting rooms and registration area, audio-visual equipment, projectionists, signage, and arrangements for banquets, meals, mixers or other special events.

Other positions you may wish to assign include **Special Events Chair, Awards Chair, and General and Program Co-chairs** to more equitably share responsibility.
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 ORM meeting planner.

Design an agenda for the initial meetings to include the following:

- Introduction of committee members
- Descriptions/clarification of responsibilities of committee chairs
- Suggestions for recruiting volunteers to work with committee chairs
- Recommendations of local section members whose skills are needed
- Determination of the theme and goals of the meeting
- Identification of meeting site requirements
- Review of history of previous meetings
- Identification of technical program topics
- Identification of potential workshops and special events
- Suggestions on which Divisions would enhance programming
- Review of suggested timeline provided by ACS
- Development of an “Action Item List” for the next meeting
- Setting the date of the next meeting
- Other Business

Each member of the organizing committee should request the following information from your meeting-planning partner:

1. Past statistics
2. Timeline
3. Samples of the previous year’s promotional materials
4. Organizational policies
5. Local section chairs contact information for the region
6. Community Resources, e.g., the local Convention and Visitors Bureau
SAMPLE - Organizing Committee Meeting Agenda

ACS Regional Meeting
January 19, 2019

- Introductions & committee assignments
- Meeting philosophy, objectives, theme
- Committee charge
- Organizational Policies
- Meeting site requirements
- Review previous program/statistics
- Program format
- Program schedule
- Summarize next steps
- Date of next meeting
- Other business
- Adjourn
## BASIC BUDGET

### REVENUE

<table>
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<th></th>
<th>#</th>
<th>Unit Price</th>
<th>Totals</th>
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<td>$30.00</td>
<td>$150,000.00</td>
</tr>
<tr>
<td>Sponsorship</td>
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<td>$50,000.00</td>
<td>$50,000.00</td>
</tr>
<tr>
<td><strong>TOTAL REVENUE</strong></td>
<td></td>
<td></td>
<td><strong>$502,800.00</strong></td>
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</table>

### FIXED EXPENSES

<p>| | | | |</p>
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<thead>
<tr>
<th></th>
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<tbody>
<tr>
<td>AudioVisual</td>
<td></td>
<td>$62,000.00</td>
<td></td>
</tr>
<tr>
<td>Shuttle Service</td>
<td></td>
<td>$7,500.00</td>
<td></td>
</tr>
<tr>
<td>Temp Staff</td>
<td></td>
<td>$8,000.00</td>
<td></td>
</tr>
<tr>
<td>Decorations</td>
<td></td>
<td>$6,000.00</td>
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<tr>
<td>Decorator</td>
<td></td>
<td>$15,000.00</td>
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<tr>
<td>Entertainment</td>
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<td>$6,000.00</td>
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<tr>
<td>Flowers/Plants</td>
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<td>Internet &amp; Networking</td>
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<td>$8,000.00</td>
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</tr>
<tr>
<td>Mobile App</td>
<td></td>
<td>$5,000.00</td>
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</tr>
<tr>
<td>Meeting Room Rental</td>
<td></td>
<td>$10,000.00</td>
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<tr>
<td>Security</td>
<td></td>
<td>$4,500.00</td>
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<tr>
<td>Miscellaneous</td>
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<tr>
<td>Signage</td>
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<tr>
<td>Poster Board Rental</td>
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<tr>
<td>Telephone</td>
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<td>$5,500.00</td>
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<tr>
<td>Award Plaques</td>
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<td>$2,000.00</td>
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<tr>
<td><strong>TOTAL FIXED EXPENSES</strong></td>
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### VARIABLE EXPENSES

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<th></th>
<th>Attn</th>
<th>Cost/Pp</th>
<th>Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sunday Reception</td>
<td>800</td>
<td>$55.00</td>
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<td>Monday Continental Bkfst</td>
<td>800</td>
<td>$20.00</td>
<td>$16,000.00</td>
</tr>
<tr>
<td>Monday AM Break</td>
<td>800</td>
<td>$14.00</td>
<td>$11,200.00</td>
</tr>
<tr>
<td>Monday Lunch</td>
<td>800</td>
<td>$45.00</td>
<td>$36,000.00</td>
</tr>
<tr>
<td>Monday PM Break</td>
<td>800</td>
<td>$12.00</td>
<td>$9,600.00</td>
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<tr>
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<td>800</td>
<td>$20.00</td>
<td>$16,000.00</td>
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<tr>
<td>Tuesday AM Break</td>
<td>800</td>
<td>$14.00</td>
<td>$11,200.00</td>
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<tr>
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<td>$36,000.00</td>
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</table>

### VARIABLE COSTS/PERSON

|                                |      | $425.00 |

### TOTAL EXPENSES

|                   |      | $502,800.00 |

### TOTAL REVENUE

|                   |      | $502,800.00 |

### PROFIT - LOSS

|                   |      | $0.00       |

---

**Basic Budget**

This workbook is designed to provide the meeting professional the ability to calculate registration revenues, based on the Break Even Analysis model. 

This is the Basic Budget, from which all calculations are derived. The second worksheet, Break Even Analysis, will discuss how these formulas work, as well as provide information about the four budget worksheets that follow.

The last worksheet, Quick Calculator, is designed to provide a quick calculation for those who know their budget numbers.

Notice that the key cells from each spreadsheet are highlighted, so that the organizer can clearly see from where the data is taken.

Critical budget information on each worksheet is identified with text formatting similar to this text box. Blue text, yellow background and bold are used to indicate the formula components that need to be used.
Break Even Analysis

which point revenue covers expenses. There are a number of ways that a planner can use this tool. They can use it to:

- Determine registration fees required to break even
- Determine registration fees required to produce a desired profit margin

The Break Even Price formula is given below. In order to use the formula, three pieces of information are required to be able to establish a registration fee:

Total Fixed Expenses
Anticipated Number of Attendees

Break Even Price = \frac{\text{Total Fixed Expenses}}{\text{Number of Attendees}} + \text{Variable Costs}

The most critical part of working with this formula on any budget is to separate fixed from variable expenses. Simply stated, variable expenses are those which fluctuate with the changing number of attendees. For most meetings, variable meeting. Four additional worksheets are contained, each one showing how the Break Even Analysis works. The four models shown are:

- Registration Fee Only
- Adding Extra Revenue
- Budgeting for Desired Profit Margin
- Working with Varied Guarantee Numbers

Additional Tool - QuickCalc Worksheet - This sheet provides a quick calculation
## Registration Fee Only

No other sources of revenue (e.g. exhibit fees, sponsorship) are added to the budget. The three elements for this budget are:

- **Total Fixed Expenses** - $162,800
- **Number of Attendees** - 800
- **Total Variable Cost/Pp** - $425

### The Formula

\[
\text{B.E.P.} = \frac{\text{Total Fixed Expenses}}{\text{Number of Attendees}} + \text{Variable Costs}
\]

\[
\text{B.E.P.} = \frac{162,800}{800} + 425 = 628.50
\]

Enter this amount into cell C4 (Registration Fee). It will completely balance the Profit Loss cell (D48).
### EXTRA REVENUE MODEL

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<td>AudioVisual</td>
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<td>Decorations</td>
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<td>Flowers/Plants</td>
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<td>Internet &amp; Networking</td>
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<td>$8,000.00</td>
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<td>Mobile App</td>
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<td>$4,500.00</td>
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<td>Photographer</td>
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<td>Award Plaques</td>
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<td><strong>TOTAL FIXED EXPENSES</strong></td>
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<th>Cost/Pp</th>
<th>Totals</th>
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</thead>
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<tr>
<td>Monday Continental Bkfst</td>
<td>800</td>
<td>$20.00</td>
<td>$16,000.00</td>
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<tr>
<td>Monday AM Break</td>
<td>800</td>
<td>$14.00</td>
<td>$11,200.00</td>
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<tr>
<td>Monday Lunch</td>
<td>800</td>
<td>$45.00</td>
<td>$36,000.00</td>
</tr>
<tr>
<td>Monday PM Break</td>
<td>800</td>
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<td>$9,600.00</td>
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<tr>
<td>Monday Reception</td>
<td>800</td>
<td>$40.00</td>
<td>$32,000.00</td>
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<tr>
<td>Tuesday Continental Bkfst</td>
<td>800</td>
<td>$20.00</td>
<td>$16,000.00</td>
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<td>Tuesday AM Break</td>
<td>800</td>
<td>$14.00</td>
<td>$11,200.00</td>
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<tr>
<td>Tuesday Lunch</td>
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<td>$45.00</td>
<td>$36,000.00</td>
</tr>
<tr>
<td>Tuesday PM Break</td>
<td>800</td>
<td>$12.00</td>
<td>$9,600.00</td>
</tr>
<tr>
<td>Tuesday Banquet</td>
<td>800</td>
<td>$100.00</td>
<td>$80,000.00</td>
</tr>
<tr>
<td>Wednesday Continental Bkfst</td>
<td>800</td>
<td>$20.00</td>
<td>$16,000.00</td>
</tr>
<tr>
<td>Wednesday Brunch</td>
<td>800</td>
<td>$28.00</td>
<td>$22,400.00</td>
</tr>
<tr>
<td><strong>TOTAL VARIABLE EXPENSES</strong></td>
<td></td>
<td></td>
<td>$340,000.00</td>
</tr>
<tr>
<td><strong>VARIABLE COSTS/PERSON</strong></td>
<td></td>
<td></td>
<td>$425.00</td>
</tr>
</tbody>
</table>

| TOTAL EXPENSES          |      | $502,800.00 |
|**TOTAL REVENUE**        |      | $200,000.00 |
|**PROFIT - LOSS**        |      | -$302,800.00 |

---

**Extra Revenue Model**

In this variation, the organizer needs to integrate anticipated sponsorship revenue and exhibit square footage revenue in order to establish the registration fee. One more component is required in this calculation, the total additional revenue.

- **Total Fixed Expenses (TFE)**: $162,800
- **Number of Attendees**: 800
- **Total Variable Cost/Pp**: $425
- **Total Additional Revenue (TAR)**: $200,000

In order to make this work, the planner must subtract the total additional revenue from the Total Fixed Expenses. This may result in a negative number in the numerator, which is OK.

\[
\text{B.E.P.} = \frac{\text{TFE} - \text{TAR}}{\text{Number of Attendees}} + \text{Variable Costs}
\]

\[
\text{B.E.P.} = \frac{162,800 - 200,000}{800} + 425
\]

\[
\text{B.E.P.} = \frac{-37,200}{800} + 425
\]

\[
\text{B.E.P.} = -46.50 + 425
\]

\[
\text{B.E.P.} = 378.50
\]

Note that in this budget there are 2 lines of additional revenue (exhibit square feet and sponsorship). Any/all additional revenues must be tallied here in order to allow this formula to work properly.
## PROFIT MARGIN

### REVENUE

<table>
<thead>
<tr>
<th>Description</th>
<th>#</th>
<th>Unit Price</th>
<th>Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration</td>
<td>800</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Exhibit Sq. Feet</td>
<td>5000</td>
<td>$30.00</td>
<td>$150,000.00</td>
</tr>
<tr>
<td>Sponsorship</td>
<td></td>
<td>$50,000.00</td>
<td>$50,000.00</td>
</tr>
</tbody>
</table>

**TOTAL REVENUE**

<table>
<thead>
<tr>
<th>Description</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>AudioVisual</td>
<td>$62,000.00</td>
<td></td>
</tr>
<tr>
<td>Shuttle Service</td>
<td>$7,500.00</td>
<td></td>
</tr>
<tr>
<td>Temp Staff</td>
<td>$8,000.00</td>
<td></td>
</tr>
<tr>
<td>Decorations</td>
<td>$6,000.00</td>
<td></td>
</tr>
<tr>
<td>Decorator</td>
<td>$15,000.00</td>
<td></td>
</tr>
<tr>
<td>Entertainment</td>
<td>$6,000.00</td>
<td></td>
</tr>
<tr>
<td>Flowers/Plants</td>
<td>$800.00</td>
<td></td>
</tr>
<tr>
<td>Internet &amp; Networking</td>
<td>$8,000.00</td>
<td></td>
</tr>
<tr>
<td>Mobile App</td>
<td>$5,000.00</td>
<td></td>
</tr>
<tr>
<td>Meeting Room Rental</td>
<td>$10,000.00</td>
<td></td>
</tr>
<tr>
<td>Security</td>
<td>$4,500.00</td>
<td></td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>$1,000.00</td>
<td></td>
</tr>
<tr>
<td>Program Guide</td>
<td>$1,000.00</td>
<td></td>
</tr>
<tr>
<td>Photographer</td>
<td>$2,000.00</td>
<td></td>
</tr>
<tr>
<td>Security</td>
<td>$2,500.00</td>
<td></td>
</tr>
<tr>
<td>Signage</td>
<td>$6,000.00</td>
<td></td>
</tr>
<tr>
<td>Poster Board Rental</td>
<td>$10,000.00</td>
<td></td>
</tr>
<tr>
<td>Telephone</td>
<td>$5,500.00</td>
<td></td>
</tr>
<tr>
<td>Award Plaques</td>
<td>$2,000.00</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL FIXED EXPENSES**

<table>
<thead>
<tr>
<th>Description</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Sunday Reception</td>
<td>$44,000.00</td>
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<tr>
<td>Monday Continental Bkfst</td>
<td>$16,000.00</td>
</tr>
<tr>
<td>Monday AM Break</td>
<td>$11,200.00</td>
</tr>
<tr>
<td>Monday Lunch</td>
<td>$36,000.00</td>
</tr>
<tr>
<td>Monday PM Break</td>
<td>$9,600.00</td>
</tr>
<tr>
<td>Monday Reception</td>
<td>$32,000.00</td>
</tr>
<tr>
<td>Tuesday Continental Bkfst</td>
<td>$16,000.00</td>
</tr>
<tr>
<td>Tuesday AM Break</td>
<td>$11,200.00</td>
</tr>
<tr>
<td>Tuesday Lunch</td>
<td>$36,000.00</td>
</tr>
<tr>
<td>Tuesday PM Break</td>
<td>$9,600.00</td>
</tr>
<tr>
<td>Tuesday Banquet</td>
<td>$80,000.00</td>
</tr>
<tr>
<td>Wednesday Continental Bkfst</td>
<td>$16,000.00</td>
</tr>
<tr>
<td>Wednesday Brunch</td>
<td>$22,400.00</td>
</tr>
</tbody>
</table>

**TOTAL VARIABLE EXPENSES**

<table>
<thead>
<tr>
<th>Description</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>$340,000.00</td>
<td></td>
</tr>
</tbody>
</table>

**VARIABLE COSTS/PERSON**

<table>
<thead>
<tr>
<th>Description</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>$425.00</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL EXPENSES**

<table>
<thead>
<tr>
<th>Description</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>$502,800.00</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL REVENUE**

<table>
<thead>
<tr>
<th>Description</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>$200,000.00</td>
<td></td>
</tr>
</tbody>
</table>

**PROFIT - LOSS**

<table>
<thead>
<tr>
<th>Description</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>$302,800.00</td>
<td></td>
</tr>
</tbody>
</table>

### Profit Margin Model

In addition to the TAR from the previous example, this budget requires a profit to be made from the meeting.

- Total Fixed Expenses (TFE) - $162,800
- Number of Attendees - 800
- Total Variable Cost/Pp - $425
- Total Additional Revenue (TAR) - $200,000
- Desired Profit (Prof) - $250,000

In order to make this work, once again the planner must factor in this information as part of the TFE-TAR numerator.

\[
\text{Break Even Price} = \frac{\text{TFE} - \text{TAR} + \text{Prof}}{\text{Number of Attendees}} + \text{Variable Costs}
\]

\[
\text{B.E.P.} = \frac{162,800 - 200,000 + 250,000}{800} + 425
\]

\[
\text{B.E.P.} = \frac{212,800}{800} + 425
\]

\[
\text{B.E.P.} = 266 + 425
\]

$250,000 Profit Registration Fee = $691

Once you add the Registration Fee of $691 into cell C4, the Profit/Loss cell (D49) will now reflect a $250,000 profit, which is what we desired.
## Revenue

<table>
<thead>
<tr>
<th></th>
<th>#</th>
<th>Unit Price</th>
<th>Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration</td>
<td>800</td>
<td>$562.38</td>
<td>$449,904.00</td>
</tr>
</tbody>
</table>

**TOTAL REVENUE** $449,904.00

## Fixed Expenses

<p>| | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>AudioVisual</td>
<td></td>
<td>$62,000.00</td>
<td></td>
</tr>
<tr>
<td>Shuttle Service</td>
<td></td>
<td>$7,500.00</td>
<td></td>
</tr>
<tr>
<td>Temp Staff</td>
<td></td>
<td>$8,000.00</td>
<td></td>
</tr>
<tr>
<td>Decorations</td>
<td></td>
<td>$15,000.00</td>
<td></td>
</tr>
<tr>
<td>Entertainment</td>
<td></td>
<td>$6,000.00</td>
<td></td>
</tr>
<tr>
<td>Flowers/Plants</td>
<td></td>
<td>$800.00</td>
<td></td>
</tr>
<tr>
<td>Internet &amp; Networking</td>
<td></td>
<td>$8,000.00</td>
<td></td>
</tr>
<tr>
<td>Mobile App</td>
<td></td>
<td>$5,000.00</td>
<td></td>
</tr>
<tr>
<td>Meeting Room Rental</td>
<td></td>
<td>$16,000.00</td>
<td></td>
</tr>
<tr>
<td>Security</td>
<td></td>
<td>$4,500.00</td>
<td></td>
</tr>
<tr>
<td>Miscellaneous</td>
<td></td>
<td>$1,000.00</td>
<td></td>
</tr>
<tr>
<td>Program Guide</td>
<td></td>
<td>$1,000.00</td>
<td></td>
</tr>
<tr>
<td>Photographer</td>
<td></td>
<td>$2,000.00</td>
<td></td>
</tr>
<tr>
<td>Security</td>
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<tr>
<td>Signage</td>
<td></td>
<td>$6,000.00</td>
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</tr>
<tr>
<td>Poster Board Rental</td>
<td></td>
<td>$10,000.00</td>
<td></td>
</tr>
<tr>
<td>Telephone</td>
<td></td>
<td>$5,500.00</td>
<td></td>
</tr>
<tr>
<td>Award Plaques</td>
<td></td>
<td>$2,000.00</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL FIXED EXPENSES** $162,800.00

## Variable Expenses

<table>
<thead>
<tr>
<th></th>
<th>Attn.</th>
<th>Cost/Pp</th>
<th>Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sunday Reception</td>
<td>650</td>
<td>$55.00</td>
<td>$35,750.00</td>
</tr>
<tr>
<td>Monday Continental Bkfst</td>
<td>750</td>
<td>$45.00</td>
<td>$33,750.00</td>
</tr>
<tr>
<td>Monday AM Break</td>
<td>700</td>
<td>$12.00</td>
<td>$8,400.00</td>
</tr>
<tr>
<td>Monday Lunch</td>
<td>700</td>
<td>$45.00</td>
<td>$31,500.00</td>
</tr>
<tr>
<td>Monday PM Break</td>
<td>800</td>
<td>$14.00</td>
<td>$11,200.00</td>
</tr>
<tr>
<td>Monday Reception</td>
<td>800</td>
<td>$20.00</td>
<td>$16,000.00</td>
</tr>
<tr>
<td>Tuesday Continental Bkfst</td>
<td>500</td>
<td>$20.00</td>
<td>$10,000.00</td>
</tr>
<tr>
<td>Tuesday AM Break</td>
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<td>$33,750.00</td>
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<tr>
<td>Tuesday PM Break</td>
<td>500</td>
<td>$12.00</td>
<td>$6,000.00</td>
</tr>
<tr>
<td>Tuesday Banquet</td>
<td>600</td>
<td>$100.00</td>
<td>$60,000.00</td>
</tr>
<tr>
<td>Wednesday Continental Bkfst</td>
<td>650</td>
<td>$20.00</td>
<td>$13,000.00</td>
</tr>
<tr>
<td>Wednesday Brunch</td>
<td>600</td>
<td>$28.00</td>
<td>$16,800.00</td>
</tr>
</tbody>
</table>

**TOTAL VARIABLE EXPENSES (PrVE)** $267,100.00

**VARIABLE COSTS/PERS** $425.00

**TOTAL EXPENSES** $449,900.00

**TOTAL REVENUE** $449,904.00

**PROFIT - LOSS** $4.00

---

### Steps to Calculate Revised Variable Costs

1. **Determine Variable Expenses for each event, based on the projected event attendance.** These numbers go directly into the budget. In this situation, each event may have a different number of participants. Sum the total of this column (PrVE).

2. **Determine Variable Expenses estimate.** This is the total as this column (FuVE). This combination of steps 2 and 3 into a single Excel formula.

3. **Subtract FuVE – PrVE.** This gives you the difference between the projected and full attendance (DiffVE). Note that shortcut column H combines steps 2 and 3 into a single Excel formula.

4. **Divide DiffVE/FuVE.** This gives you a percentage that you are shaving off of your guarantees by not using the full attendance as your base (PctVE). This number replaces the Variable Cost Per Person in the Varied Guarantees Calculation.
# Break Even Budget Calculator

Just fill in the blanks, and let the calculators determine your break even (or profit-desired) registration fee. Only the cells with Yellow background can be edited.

## STANDARD CALCULATOR

<table>
<thead>
<tr>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Fixed Expenses</td>
<td>$162,800.00</td>
</tr>
<tr>
<td>Anticipated Attendees</td>
<td>800</td>
</tr>
<tr>
<td>Total Variable Cost/Pp</td>
<td>$425.00</td>
</tr>
<tr>
<td>Total Additional Revenue</td>
<td>$200,000.00</td>
</tr>
<tr>
<td>Desired Profit</td>
<td>$250,000.00</td>
</tr>
</tbody>
</table>

**YOUR TARGET REGISTRATION FEE IS:** $691.00  
WITH A PROFIT MARGIN OF: $250,000.00

## VARIED GUARANTEES CALCULATOR

<table>
<thead>
<tr>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Fixed Expenses</td>
<td>$162,800.00</td>
</tr>
<tr>
<td>Anticipated Attendees</td>
<td>800</td>
</tr>
<tr>
<td>Revised Variable Costs</td>
<td>$358.88</td>
</tr>
<tr>
<td>Total Additional Revenue</td>
<td>$200,000.00</td>
</tr>
<tr>
<td>Desired Profit</td>
<td>$250,000.00</td>
</tr>
</tbody>
</table>

**YOUR TARGET REGISTRATION FEE IS:** $624.88  
WITH A PROFIT MARGIN OF: $250,000.00
### SAMPLE – General Meeting Timeline

**Production Schedule for ACS Regional Meeting**  
*Regional Meeting 2019 June 4, 2019| Anywhere, USA*  
*Meetings Contact: Leader Planner: Jane Doe | Onsite Planner: Jane Doe | MAPS Contact: John Doe*

<table>
<thead>
<tr>
<th>Meeting Date</th>
<th>Tuesday, June 4, 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Dept./Group</strong></td>
<td><strong>Key Dates</strong></td>
</tr>
<tr>
<td>1 DMES</td>
<td>Signed Partnership Agreement</td>
</tr>
<tr>
<td>2 DMES</td>
<td>Kick off meetings</td>
</tr>
<tr>
<td>3 Mktg</td>
<td>Save the Date</td>
</tr>
<tr>
<td>4 Region</td>
<td>Call for Papers - C&amp;EN Info due to Regional Meeting Planner</td>
</tr>
<tr>
<td>5 MAPS</td>
<td>Abstract Submission Opening</td>
</tr>
<tr>
<td>6 DMES</td>
<td>Advance Registration Opens</td>
</tr>
<tr>
<td>7 MAPS</td>
<td>Abstract Submission Closing</td>
</tr>
<tr>
<td>8 Region</td>
<td>Final Program in C&amp;EN</td>
</tr>
<tr>
<td>9 DMES</td>
<td>Housing Cut Off Date</td>
</tr>
</tbody>
</table>
Sample – Regional Meeting Final Report Template

I  **Introduction and General**

Name of General Chair

I (a)  **Executive Summary**

Include references to the ACS Strategic Plan that illustrate how the meeting and its program fulfill the mission and vision of the Society e.g. membership diversity. Cite examples from the areas listed below that address:

1. The three core strategies: providing state-of-the-art chemical information; serving as a premier professional organization for practitioners of chemistry; and enhancing public appreciation of the chemical sciences and technologies; and
2. The three developmental strategies: transform the definition of chemistry to encompass its true multidisciplinary nature; create a leading, dynamic, and integrated portfolio of products and services; and promote inclusiveness throughout the chemical enterprise.

I (b)  **Site Selection**

Summarize the process and parameters used to decide on the final location and include criteria that were considered.

I (c)  **Meeting Organizing Committee Selection**

List all of the members, being as inclusive as possible of all those who made a contribution. Include contact information and a description of how they were chosen.

I (d)  **Meeting Organizing Committee Operations**

Provide a calendar of the dates and number of times that the organizing committee met and discuss how business was conducted, e.g., phone, email, actual meetings.

Describe strengths and weaknesses of the committee:
- e.g. Did the committee work as a team or was the work concentrated in the hands of a few members?

Include comments about how the committee operation could be improved and describe any additional training that would be useful.

I (e) **Budget Development**

Describe how cost decisions were made for major income/expenses such as Registration, Exhibit Booths, A/V costs, social events, etc.

What were the drivers?

Do not include budget pages here.

I (f) **Other/Lessons Learned**

II **Meeting Program***

List the names of the Program Chair and committee members. Be inclusive as possible of all contributors.

II (a) **Data**

Report the information using an Excel Spreadsheet format with the following headings: Name of symposia and general sessions, names of organizers for various symposia with contact info, undergraduate program info, social events, and include the number of attendees at each presentation/social event.

Provide a copy of the abstract book for official Region Board files, but do not submit a copy of the program book electronically for this portion of the report.

II (b) **Plenary/Keynote Speakers**

If any, provide all information available.
II (c) **Workshops**

List the sponsors, topics and number of attendees.

II (d) **Award Presentations**

Provide a list of all awards and honorees, with descriptions of any presentations by awardees.

II (e) **A/V Arrangements**

List the type of media that were used and give approximate percentage use (PowerPoint/LCD, transparency, etc.) and cost estimates.

II (f) **Electronic Abstract Service**

Provide commentary on the usefulness of the electronic abstract service. Identify its most useful aspects as well as those that caused difficulty. Make suggestions about how the service can be improved. Also include other electronic services that you used or you feel could have been of benefit to your meeting.

II (g) **Co-sponsorships and Affiliated Meetings**

Identify any divisions, committees, and non-ACS societies that sponsored symposia or meetings that were held in conjunction with the regional meeting along with the role they played.

Describe how this opportunity was recognized and pursued.

Comment on the effectiveness of the collaboration.

II (h) **Additional Comments/ Lessons Learned**
III  Meeting Finances*

List the names of the Finance Chair or Treasurer and members of the committee.

III (a)  Budget

Use the Excel spreadsheet template provided. Include the worksheet on registrations and income from various categories of registrants.

III (b)  Financial Accounts Used by Meeting

Provide data on all accounts that were opened/closed for the meeting (checking, saving, etc, dates opened, credit card accounts, number of checks written for expenses, number of checks written for refunds, etc.)

List all those who had authority for financial transactions.

III (c)  Grant Funding for Meeting

Summarize the sources of all grants received along with the specific purpose of each grant. Include copies of any reconciliation forms required by the grantor.

III (d)  Additional Comments/ Lessons Learned

IV  Fundraising*

List the names of the Fundraising Chair and members of the committee.

IV (a)  Data

Provide information about the sources of fundraising, amounts solicited and received, contact info, etc.

IV (b)  Exhibits

Include examples of fundraising letters, flyers, etc.
IV (c) **Additional Comments/ Lessons Learned**

V **Exposition***

List the names of the Exhibits Chair and members of the committee.

V (a) **Data**

List the vendors’ names, addresses, primary contacts, sponsoring action [booth or coffee break], cost of booths, coffee breaks, etc.

V (b) **Vendor Feedback**

Include reports of feedback or questionnaires that vendors have provided including comments about future participation at regional meetings.

V (c) **Approaches Used to Attract Vendors to Meeting**

Describe how many attempts were made to contact vendors and the rate of success.

How was the list of potential vendors generated?

V (d) **Exhibits**

Include examples of vendor information packets, layout for booths, expo duration and times when held.

V (e) **Additional Comments/ Lessons Learned**

VI **Publicity/Web Site***

List the names of the Publicity Chair/Web Master and members of the committee

VI (a) **Data**
Identify all sources of publicity that were used to market the meeting including Call for Papers, C&E News Ads, Special Flyers, Email, Websites and links, etc.

Name other meetings (locations and dates) at which your meeting was marketed and the method used to market.

VI (b) **Publicity Methods**

Estimate the cost effectiveness of the methods used (Email, Regular Mail, Web Pages) and comment on how you determined the measure of

Identify any “markets” that should been used to publicize the meeting.

VI (c) **Web Page Design**

Include any data related to the effectiveness of the web page in marketing the meeting.

Provide an outline of information found on your meeting web site, e.g. site map, directions.

Comment on how the Web can be used more effectively for future regional meetings.

VI (d) **Meeting Logo**

Include a copy of a special meeting logo that was developed for the meeting, name the designer, and describe where/when it was used.

How useful do you feel it was to give the meeting “brand recognition? 

VI (e) **News Media**

Summarize all coverage of the meeting that was present in the general news media? [newspapers, TV, radio, C&E News]. Include sample of press releases.

VI (f) **Exhibits**
Include any examples of publicity that was used for the meeting.

VI (g)  **Additional Comments/ Lessons Learned**

VII  **Arrangements**

List the names of the Arrangements Chair and members of the committee.

VII (a)  **Data**

Comment on any special arrangements/considerations made for the meeting and associated costs.

VII (b)  **Special Needs**

Name any special needs for attendees with disabilities, and other items such as special meals, you were required to provide.

Describe any important considerations that had to be made in order to meet these needs.

VII (c)  **Additional Comments/ Lessons Learned**

* For each major section please include in the final report content information on the author, e.g. “Submitted by_______”
Regional Meeting FAQ’s

1. **Is there a monetary award associated with the E. Ann Nalley Award?**
   No, awardee will be presented with the E. Ann Nalley plaque only

2. **Who prepares the plaques for each of the regional meeting awards?**
   ACS will prepare and ship awards for E. Ann Nalley, High School Teacher, Stan Israel, and the P3. Checks for the High School Teacher and Stan Israel will be requested and delivered to the meeting by ACS staff.

3. **How are credit cards charges handled for exhibitors and sponsors?**
   ACS will process all charges associated with the meeting. Specifically for registration, exhibits and sponsorship.

4. **How is registration handled on-site?**
   ACS staff will work with the organizing chair and the hotel representative for internet, electricity and layout of the registration area. On site monetary transactions will be handled by an ACS representative and all cash and checks turned over to the Treasurer prior to departure of the meeting.

5. **Who should sign contracts?**
   Organizing Chair and/or Treasurer will sign all contracts on behalf of the meeting. However, it is highly recommended that you to have ALL contracts reviewed by an ACS Meeting Planner Partner (MPP).

6. **What credit cards are accepted by ACS?**
   ACS accepts the standard credit cards such as Visa, MasterCard, Discover, Diners and American Express.

7. **Who and Where do we go for printing meeting room signs and poster numbers?**
   ACS MPP will prepare and deliver meeting room signs and poster numbers for the regional meeting.

8. **How do we receive our registration income?**
   ACS MPP will have funds electronically submitted to the meeting in an agreed upon payment schedule.
9. How long does it take for ACS to provide a final financial report of registration/exhibit revenue?
   Approximately three months

10. Who is responsible for the organizing and planning of the ACS Governance events?
    ACS MPP will coordinate and pay for the event held at each regional meeting. ACS Governance event has had great success as an Ice Cream Social, Chips & Chat or other networking forum gathering.

11. Is it required that all regional meetings have an Exhibit and/or a Graduate Fair?
    No, it is not required for regional meetings to have an exhibit NOR a Graduate Fair. However an Exhibit is a GREAT revenue source and a Grad Fair is a GREAT attraction for undergrad students.

12. What is the ACS Regional Meeting Mobile App? Is there a cost?
    $5,000

13. Is there a fee associated with ACS Conference Management?
    Cost sharing of $4 per attendee deducted from registration revenue.