



Regional Meeting/ Specialty Conference

Program Chair Technical Program Handbook

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Regional/Specialty Meeting Program

Program Roles

There are 5 main roles involved in programming for a regional meeting:

- **Program Chair**

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

- **Program Administrator (optional role)**

A program administrator has similar duties as a Program Chair and is appointed to assist the Program Chair build the program but is not named in any publications.

- **Symposium Organizer**

A Symposium Organizer is assigned by the Program Chair to organize a symposium or symposia for the meeting.

- **Session Presider**

A session presider is assigned by the Program Chair or Symposium Organizer to moderate oral sessions at the meeting. They typically do not have an active role with organizing the meeting.

- **ACS Staff**

Two departments at ACS assist with developing your program:

- **MAPS (Meeting Abstracts Programming System)** staff assists with submission, abstract and program organizing, and final publications.
- **Department of Meetings and Exposition Services (DMES)** staff assists with meeting logistics and registration needs.

Program Systems

MAPS

The Meeting Abstracts Programming System (MAPS) is used by authors, Program Chairs, and Symposium Organizers to view, edit, and prepare abstracts for Meetings. To access MAPS, log in at <http://maps.acs.org>.

Program Organizing Preference Options

Program Chairs will have the option to select their program organizing preference to match their program size and needs. **Once you have selected a format you may not change it.**

	Option 1	Option 2
Program Chair	Full MAPS Access	Full MAPS Access
Symposium Organizer	Abstract Sessioning Access	No Access

Option 1
Program Chairs will have full access to MAPS. Program Chairs will be able to log in to MAPS and monitor submissions. Once abstracts have been assigned to sessions by Symposium Organizers, Program Chairs will have access to schedule sessions, review abstract assignments and make changes to the program in MAPS.
Symposium Organizers will have access to MAPS following the submission deadline to assign abstracts to their assigned sessions.

Option 2
Program Chairs will have full access to MAPS to organize their program.
Symposium Organizers will not have access to organize symposia. All organizing will be done by the Program Chair.

Program Chair Responsibilities

The Program Chair is responsible for developing the technical program with the aid of Symposium Organizers. For each meeting, the Program Chair may choose to assign responsibilities differently, but the core responsibilities stay the same.

Setting up Call for Papers

Call for Papers is the period when authors submit abstracts to present at the meeting. Approximately 9 months before your meeting date, MAPS Staff will send an email to Program Chairs requesting a list of symposia for the meeting. For this process, MAPS Staff will provide a production timeline that outlines the important dates associated with creating the program for your meeting

C&EN Call for Papers Article

Program Chairs have the option to submit a Call for Papers article for publication in *C&EN*. The article should list the symposia titles, the submission deadline, and brief information about the meeting. A template will be provided to the Program Chair by MAPS Staff. The *C&EN* article publishes the day of the abstract submission opening date but is subject to change according to *C&EN* deadlines.

Sessioning Abstracts

In most cases, Symposium Organizers will be responsible for sessioning abstracts. Program Chairs may choose to session abstracts in cooperation with, or in place of Symposium Organizers particularly with smaller programs.

When sessioning abstracts you will be required to:

- Complete any required session details
- Assign abstracts to sessions and assign the order they are to be presented
- Assign presentation durations
- Add non-technical events if necessary (e.g. Introductory Remarks, Intermissions etc.)

Scheduling Sessions

Once all abstracts have been appropriately assigned to their sessions, the Program Chair will schedule the sessions.

When scheduling sessions you will be required to:

- Assign half-days (AM, PM, or EVE) to sessions as appropriate
- Assign dates and start times for all sessions
- Assign session durations for poster sessions
- Assign rooms to the sessions

C&EN Final Program Summary Article

Program Chairs have the option to submit a Final Program Summary article for publication in *C&EN*. The article includes meeting highlights and brief information about registration, housing, and special events. MAPS Staff will provide a template for this article to Program Chairs. The *C&EN* article publishes the day the online program goes live but is subject to change according to *C&EN* deadlines.

Symposium Organizer Responsibilities

Symposium Organizers are generally responsible for sessioning and organizing abstracts submitted to their assigned symposia. Once abstract submission has closed, Program Chairs work cooperatively with Symposium Organizers to session abstracts submitted to the meeting.

Sessioning Abstracts

Symposium Organizers will session abstracts within the MAPS platform. Program Chairs may choose to session abstracts in cooperation with, or in place of Symposium Organizers particularly with smaller programs.

When sessioning abstracts Symposium Organizers will be required to:

- Complete any required session details
- Assign abstracts to sessions and assign the order they are to be presented
- Assign presentation durations
- Add non-technical events if necessary (e.g. Introductory Remarks, Intermissions etc.)

Assign Presiders

Oral sessions must be assigned one or more session presiders within the MAPS system. Staff recommends assigning two presiders to ensure coverage for the duration of the

session. Session presiders are responsible for introducing the session, timekeeping and ensuring the session schedule stays on track.

Withdrawals

Submitters will be able to withdraw abstracts directly from MAPS until the submission deadline. After the submission deadline, withdrawal requests should be sent to maps@acs.org. MAPS Staff will record and process requests, and abstracts will be withdrawn from the online program. Program Chairs will receive updates on withdrawn abstracts. Withdrawn abstracts will not be imported to the CAS database.

Messaging (Notifications)

Authors

Incomplete Abstracts

Approximately 5 days before abstract submission deadline, MAPS Staff will send a message to authors regarding abstracts that are incomplete. The message will remind them to submit their abstract before the deadline.

Accepted Abstracts

Abstract presenters will be notified by MAPS Staff of their acceptance. Acceptance notices will be sent once all abstracts have been sessioned. This notification allows submitters to withdraw their abstract, if necessary, and allow MAPS Staff to remove these abstracts from the program in order to limit the number of gaps before the program is finalized.

Rejected Abstracts

Program Chairs will be asked to formally notify the authors of rejected abstracts. If a Program Chair opts not to send this notification, a rejection notice will be sent by MAPS Staff to the authors.

Scheduling Notices

Scheduling notices are sent once the program has been finalized and all program conflicts have been resolved.

Symposium Organizers

Please use email for daily communications with Symposium Organizers. If you would like to send other program-related information to organizers, please contact MAPS Staff.

Session Presiders

If you would like to send other program-related information to presiders, please contact MAPS Staff.

Visa Letters

Contact MAPS Staff if you would like to make a personalized visa letter available for a presenter to download before abstract submission is closed.

Tips for a Successful Meeting Program (From Past Program Chairs)

1. Be prepared for 90% of the program to come together at the last minute.

2. Make sure you get organizers willing to do the work required.
3. Limit competition for the audience when scheduling. Organize your program as a series of topic-themed tracks so the speakers of one symposium can become the audience of related symposia.
4. Document everything! Keep records, templates for emails and calls for papers. This will help you and future Program Chairs.
5. MAPS Staff are there to help—use them and heed their advice. Don't be shy about asking questions.
6. Set deadlines for organizers ahead of the absolute deadlines; adhere to deadlines as much as possible.

Meeting Timeline Template

<p>Meeting Name Meeting Acronym Meeting Location Meeting Dates</p> <p>Program Chair Name(s) Program Chair(s)</p>
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MAPS Staff Contact:
Meetings Contact:

DEADLINES	Due Date
Call for Papers Due to ACS	
C&EN Call for Papers Due to ACS	
MAPS Opens for Abstract Submitters	
* Incomplete Abstract Notice Sent to Submitters	
MAPS Soft Close for Abstract Submitters (optional)	
MAPS Closes for Abstract Submitters	
Symposium Organizer Sessioning Due in MAPS	
C&EN Final Program Summary Due to ACS	
Venue and Room Information Due to ACS	
MAPS Opens for Program Chair	
MAPS Closes for Program Chair	
* Acceptance Notice Sent to Presenters	
Program Chair/Staff Final Program Review Completed	
Final Program Due to Program Chair for Printing	
* 1 st Scheduling Notice Sent to Presenters	
* 2 nd Scheduling Notice Sent to Presenters	
Meeting Begins	

PUBLICATIONS	Date
**C&EN Publishes Call for Papers	
**C&EN Publishes Final Program Summary	
Online Program Publishes	
Mobile App Publishes	

***Messages to submitters**

****Subject to change according to C&EN deadlines**

NOTE: It is the Program Chair's responsibility to make sure the program is finalized by the final program deadline. Once the final program deadline has passed, no edits will be allowed except for abstract withdrawals.

Program Chair Help

Technical Program Support

MAPS Staff will assist with managing the following tasks for the meeting:

- Provide assistance to submitters, organizers, and Program Chairs
- Send messages to submitters reminding them to submit incomplete abstracts
- Send acceptance and scheduling messages to presenters
- Edit symposium and abstracts titles as needed (spelling and format)
- Run data integrity checks on the program to ensure that:
 - Scheduling conflicts are resolved
 - Session times are correct
 - Organizers/presiders are listed for sessions
 - Duplicate abstract submissions are rejected
- Schedule program reviews via GoToMeeting as needed

Logistical Support

You will be contacted by a DMES staff member within a year of your meeting. They will serve as your Meeting Planning Partner (MPP) and are there to assist with registration, housing, special events, and other logistical support for your meeting.

Abstract Submitter Help

Abstract submitters can contact MAPS Support:

- E-mail: maps@acs.org
- Call MAPS Support: 8:30 a.m. to 5:00 p.m. EST
 - 1-800-333-9511 (US only)
 - 1-614-447-3776 (outside the US)

ACS Divisions

ACRONYM	Division Name
AGFD	Division of Agricultural and Food Chemistry
AGRO	Division of Agrochemicals
ANYL	Division of Analytical Chemistry
BIOL	Division of Biological Chemistry
BIOT	Division of Biochemical Technology
BMGT	Division of Business Development and Management
CARB	Division of Carbohydrate Chemistry
CATL	Division of Catalysis Science and Technology
CELL	Division of Cellulose and Renewable Materials
CHAL	Division of Chemistry and the Law
CHAS	Division of Chemical Health and Safety
CHED	Division of Chemical Education
CINF	Division of Chemical Information
COLL	Division of Colloid and Surface Chemistry
COMP	Division of Computers in Chemistry
ENFL	Division of Energy and Fuels
ENVR	Division of Environmental Chemistry
FLUO	Division of Fluorine Chemistry
GEOC	Division of Geochemistry
HIST	Division of the History of Chemistry
I&EC	Division of Industrial and Engineering Chemistry
INOR	Division of Inorganic Chemistry
MEDI	Division of Medicinal Chemistry
NUCL	Division of Nuclear Chemistry and Technology
ORGN	Division of Organic Chemistry
PHYS	Division of Physical Chemistry
PMSE	Division of Polymeric Materials: Science and Engineering
POLY	Division of Polymer Chemistry
PROF	Division of Professional Relations
RUBB	Rubber Division
SCHB	Division of Small Chemical Businesses
TOXI	Division of Chemical Toxicology

ACS Committees

ACRONYM **Committee Name**

BOT	Board of Trustees, Group Insurance Plans
C&B	Constitution and Bylaws
CCA	Community Activities
CCAS	Chemical Abstracts Service
CCPA	Chemistry and Public Affairs
CCS	Chemical Safety
CEI	Environmental Improvement
CEPA	Economic and Professional Affairs
CMA	Minority Affairs
COMSCI	Science
CONC	Committee on Committees
CP&RM	Patents and Related Matters
CPC	Council Policy
CPRC	Public Relations and Communications
CPT	Professional Training
CTA	Technician Affairs
CWD	Chemists with Disabilities
DAC	Divisional Activities
G&A	Grants and Awards
IAC	International Activities
LSAC	Local Section Activities
M&E	Meetings and Expositions
MAC	Membership Affairs
N&E	Nominations and Elections
P&I	Pensions and Investments
P&MR	Professional and Member Relations
PA&PR	Public Affairs and Public Relations
PUBS	Publications
SEED	Project SEED
SOCED	Society Committee on Education
WCC	Women Chemists

Glossary

Abstract Separates	Meetings organizers may prepare abstract books separately for distribution to their attendees. Some meetings choose to post
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	abstract separates on their websites. MAPS Staff can provide abstract separates upon request.
Abstracts	Abstracts are submitted through MAPS by authors who want to present at a meeting. Abstracts should be approximately 300 words in length.
ACS Governing documents Standing Rule VI, Section 8(c)	No paper by a chemical scientist residing in the United States who is not a member of the SOCIETY shall appear on the program of a national, regional, divisional, or other major meeting of the SOCIETY unless it be a joint paper with one or more SOCIETY members, or unless for a national, regional, or national-divisional meeting the author has been invited to present the paper at a symposium organized by a Division of the SOCIETY or by Sections of the SOCIETY, and the Chair of such Division or of the host Section has certified to the Executive Director of the SOCIETY prior to publication of the program that presentation by the author of such paper is important to the success of the symposium.
<i>Chemical & Engineering News (C&EN)</i>	The weekly magazine distributed to all ACS members. https://cen.acs.org
Call for Papers	Call for Papers for meetings normally publishes in <i>C&EN</i> approximately 6 months prior to each meeting. The Call for Papers lists the symposia titles, the submission deadline, and brief information about the meeting.
Committee on Meetings and Expositions (M&E)	The Committee on Meetings and Expositions (M&E) is a standing committee of the ACS Council. M&E studies policies and problems relating to meetings and expositions and makes recommendations to Council for discussion and approval.
Contributed Papers	Contributed papers are non-solicited abstracts submitted to a symposium in response to the Call for Papers.
Invited Papers	Invited papers are explicitly invited by the Program Chair or Symposium Organizer to be submitted for a meeting. It is up to the meeting organizers to sponsor the speaker's registration fee or not.
MAPS – Meeting and Abstracts Programming System	MAPS is used by ACS authors, Program Chairs, and Symposium Organizers to view, edit, and prepare abstracts for ACS Meetings. To access MAPS, log in at http://maps.acs.org
Poster Presentations	All presentations must be confined to the poster board itself. Computer display equipment, sound or projection equipment, freestanding or three-dimensional displays, demonstrations, experiments, or tables for handout materials are not permitted in the poster session.
Social Events	Social Events are breakfasts, luncheons, dinners, receptions, and receptions with poster session. Social events may be publicized, un-publicized, ticketed, or free.
Submit an Abstract	For general abstract submission for a meeting, log in at: http://maps.acs.org
Symposium	The technical program is composed of symposia, which have brief titles indicating the nature of the presentations to be given in the symposia. Depending on the number of speakers, each symposium has one or more sessions. Each session contains the presenters for each AM, PM, or EVE period.
Symposium Organizer	One or more people who are responsible for reviewing and scheduling the abstracts submitted to the symposium.
Technical Program	The technical program contains the complete listing of all technical papers to be presented.
Withdrawn Papers	Authors may withdraw their paper prior to the national meeting by sending the request to maps@acs.org . Papers withdrawn from MAPS prior to the final program deadline will not appear in the

	printed technical program. Papers withdrawn after the final program deadline will appear in the Web version of the technical program as withdrawn and will retain its original final paper number. Withdrawn papers are not to be included in the Chemical Abstracts Service (CAS) database.
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