

## CRITERIA FOR ORGANIZERS OF SERMACS 2011 SYMPOSIA

SERMACS 2011 will be held at the Omni Hotel in Richmond Virginia between Wednesday, October 26 and Saturday, October 29, 2011. The theme of the meeting is Charting Chemical Connections. Chemistry is central to many of the leading edge technologies and theory that are prevalent in society including medicine, nanotechnology and sustainability. SERMACS 2011 will consider any symposium that considers the traditional connections within chemistry or the connection of chemistry to other disciplines. A symposium is a collection of talks centered around a common idea or topic. This document will provide some of the directions and contact information needed to help you develop your symposium.

### **Duties and Responsibilities of an Organizer of a Symposium**

If you would like to organize a symposium, you need to consider the following items:

- What topic will your symposium have?
- How many speakers do you need to invite?
- When will the symposium be scheduled?
- What support will the symposium get?

SERMACS 2011 is looking for symposia that are important to our constituency within Virginia but also within the Southeastern Region. We will organize general sessions in several of the traditional topics such as Organic, Physical, Polymers and Chemical Education. However, if you have a specific topic or a desire to bring together several speakers, you can submit a symposium.

Symposia are generally half-day or whole-day sessions. For a half-day symposium, you would need to contact 6-8 individuals who are willing to be a presenter for your symposium. If you have 12-14 presenters, the symposium may be scheduled as a whole-day symposium. After the "Call for Papers" is published in C&E News (~April 2011), the speakers will submit their abstracts on-line. You will have access (electronically) to the abstracts submitted to your symposium through the PACS system. Symposium organizers are responsible for getting speakers to submit their abstract and for providing the SERMACS Program Chair the time and order of presentation of each talk.

The half-day symposium should be organized with 3 – 4 speakers followed by a break and then the remaining speakers. A full-day symposium should be organized with two half-day symposium and a lunch break between the sessions. You should consider requests for room set up, equipment and materials needed by each speaker. If the session is a workshop, the room might need to be set up with tables rather than with just chairs. The Organizer serves as a middle person and negotiator for special requests. If the speaker does not make a request, it will be assumed that a computer and data projector is all that is needed for the speaker to present their talk. The symposia schedule will be set about 3 weeks before the meeting begins. Invited symposia will generally be completed before this deadline.

For more information about invited symposia contact:

Dr. Fred Hawkrige  
Virginia Commonwealth University

## **Funding Symposia**

SERMACS cannot pay speakers honoraria and will not fund symposia that pay honoraria. Symposium organizers should know that SERMACS 2011 budgets \$500.00 in support of a half-day symposium. This money can be used to assist with speaker housing, travel or registration. Organizers are free to fund-raise if they desire funding in excess of that provided by SERMACS 2011. Since funding from SERMACS is limited, it is important for symposium organizers to investigate sponsorships. It is best to contact companies or other professional societies that will derive some benefit from your symposium or ACS divisions that often sponsor talks by their members or with topics that fit their mission. Symposium organizers should mention sponsor names in printed announcements prepared for the symposium. Sponsor logos can appear on promotional literature and on a sponsor acknowledgement slide shown at the start of the sessions. Symposia cannot be named for a sponsor. No “Firestone Symposium on the Advances in Rubber Processing”.

There is no need for organizers to establish a bank account for symposia funds. SERMACS 2011 has well established procedures for collecting, recording and distributing symposia funds.

For more information about funding your symposium, contact the General Chair, the Program Chairs or the SERMACS 2011 treasurer (contact info below).

Dr. Will Lewis,  
SERMACS 2011 Treasurer,  
5919 Matoaca Road  
Petersburg, VA 23805-1545

## **Duties of the Presider of a Symposium**

The Presider of a symposium may also be the Organizer of the symposium or a person designated by the Organizer or SERMACS Program Chair. The presider of a symposium is responsible for the symposium on the day of the meeting. They will be responsible for welcoming the participants and speakers, making sure the equipment and room is set up properly, and keeping the symposium on time.

If a talk is withdrawn or cancelled, you must not deviate from the published schedule. Usually, the organizer or the presider presents a brief introduction and closing. As a presider you are responsible for keeping the speakers within their time limit, for having the speakers start their talk on time as published in the SERMACS program book, and for announcing any speakers who have cancelled at the last minute. You should not change the order of the presentation of speakers. At the end of each presentation, you moderate a short 2-4 minute discussion session (if there are 2-4 minutes until the next person talks). This involves, selecting individuals who wish to ask the speaker questions. As a presider, you may not start a paper early if the previous speaker finishes early or if the previous speaker has cancelled. The cancelled presentation time is taken as a short break or discussion. The presider is also responsible for counting the number of people who are attending the symposium and recording this information on the summary sheet provided by SERMACS. The head count should be completed two or three during a half-day symposium.

### **Arranging Symposia to Create the SERMACS Program**

- Do not promise any speaker a time or date for speaking prior to publication of the program in C&E News.
- Organizers should let the Program Chair know their preference for a particular day or days. Consider the rest of the program.
- If other symposia will compete for your audience, consider how you might avoid the competition.
- Explain to speakers that they may need to present anywhere from Wednesday to Friday.
- Only papers listed in the published program can be presented.
- Once a program schedule appears in C&EN it cannot be changed - if a speaker cancels the program slot must either remain blank, be replaced with a discussion period, or you can ask the previous speaker to run long. Replacing one paper for another or adding a paper is not permitted.
- SERMACS allocates rooms based on the audience size estimated by the symposium organizer. Switching to a larger room is generally not possible once the symposium is underway and will result in confusion for all attendees. The organizer cannot move rooms without permission.

Here is the basic information we need in a symposium proposal.

Title of the symposium:

Brief description of the purpose of the symposium:

Audience: Professional, College, High School, General Audience, or any combination

Time allowed for each presentation (20 or 25 minutes):

Organizer: Name, Institution, Address, phone number, e-mail address

If you have three or more organizers, please e-mail the name, institutional affiliation, full address, phone number, e-mail address, FAX of your other organizers to [fmhawkri@vcu.edu](mailto:fmhawkri@vcu.edu)

Presider: Name, Institution, Address, phone number, e-mail address

Presenters: Name, Institution, Address, phone number, e-mail address of at least one individual who has agreed to participate in your symposium (other than the organizer or presider).

Potential restrictions (if any): number of presenters, day, type of room, lecture demonstration facilities, multimedia needs, etc.

Potential problems (if any):