

GUIDELINES FOR ORGANIZERS OF SERMACS 2011 SYMPOSIA

Dear (Symposium Chair),

Thank you for agreeing to organize the symposium on (Symposium topic) for the SERMACS 2011 to be held at the Omni Hotel in Richmond, Virginia from Oct. 26 to Oct 29, 2011.

Duties and Responsibilities of an Organizer and Presider of a Symposium

As the organizer of a symposium, you are responsible for contacting at least 6-8 individuals who are planning to attend SERMACS 2011 and who are willing to be a presenter at your symposium. A symposium that has 6-8 presenters will be scheduled as a half-day session. If you have 12-14 presenters, the symposium will be scheduled as a whole day symposium. After the "Call for Papers" is published in C&E News (~April 2011) and the participants begin to register and submit abstracts on-line, you will have access (electronically) to the abstracts submitted to your symposium. You will need to send reminders to all of the speakers who agreed to present to be certain their abstracts are submitted by the deadline. Symposium organizers are responsible for getting speakers to submit their abstract and for providing the Program Chair the time and order of presentation of each talk. They need to use the ACS web-based program, PACS, for registering abstracts. Let speakers know that the Program Chair reserves the right to reject any abstract or require editing of an abstract prior to acceptance. The Program Chair will e-mail the symposium organizer concerning potential rejections or edits. Symposium organizers serve as the main contact for information needed by speakers. Organizers that have not used on-line abstract submittal should try it so that they can advise speakers. If you enter a practice abstract just clearly label it as a test so that the Program Chair can delete from the final program. The ACS has a practice version available for speakers to learn the system. Speakers that enter their abstract on the practice version need to re-enter their abstract on the live version if they want to have their paper included in the program. About 2 weeks after abstract submittal opens symposium organizers get an e-mail from ACS with instructions and a password to permit review of abstracts. If you did not get a password from ACS, contact the SERMACS program chair. Putting a break in the middle of sessions provides an opportunity to recover time lost due to long-winded speakers. After the abstract deadline, you will know who has submitted abstracts to your symposium; you need to decide on the order of the presentations. You should review each presenter's request for equipment and materials and check with the program committee to see if we are capable of meeting these requests. You serve as a middle person and negotiator. As the SERMACS 2011 approaches, you should encourage your presenters to register for the meeting and for housing before the deadlines. Last, about a week before the meeting, e-mail your presenters and say you look forward to meeting them at the SERMACS in Richmond, VA. For being the organizer of a symposium, you have your name published in the SERMACS program book and you receive a thank you from us. You will receive thanks from the presenters and some of the participants.

Duties of the Presider of a Symposium

As the presider of a symposium, you are responsible for picking up your presider packet of information when you do your check-in registration at the Omni. You should visit the room the

symposium is scheduled to be in ahead of time and check it out to see that it has all of the equipment you requested for the symposium. You need to arrive early at this room on the day of the symposium and check all of the presentation equipment. Greet the presenters as they arrive. Introduce yourself and introduce the presenters to each other (if they do not already know each other). You are responsible for starting and ending the symposium on time. 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. Usually, there is a short 10 minute break scheduled every two hours or so.

The presider is responsible for counting the number of people who are attending the symposium. We do this head count two or three times during the morning and two or three times during the afternoon. If anything goes wrong that needs to be fixed, you can contact one of the SERMACS 2011 workers or technicians. If anything goes wrong that is not going to be fixed or if an immediate decision needs to be made - for example the power goes out, there is a tornado warning, there is a stampede, etc. you need to make a wise decision about what to do.

Funding Symposia

SERMACS does not pay speakers honoraria and will not fund symposia that pay honoraria. Symposium organizers should know that SERMACS 2011 budgets \$1000.00 in support of a half-day symposium. This money can be used to assist with speaker housing, travel or registration. The Program Chairs work with all symposium organizers to ensure that the entire program stays within the budget cap established by the Executive Committee. Organizers are free to fund-raise if they desire funding in excess of that provided by SERMACS 2011. 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. Make funding checks out to the SERMACS 2011. Send checks to the SERMACS 2011 treasurer (contact info below) with an explanation as to its intended use.

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

Symposium organizers should not automatically offer to pay registrations for speakers. Since funding from SERMACS is limited, it is important for symposium organizers to investigate sponsorships. It is best to try to tap on companies that will derive some benefit from your symposium. 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".

The Finance Committee approves the disposition of all funds derived from sponsors. Only speakers, organizers, and/or session chairs may receive reimbursement. Organizers should identify to the Program Chair and Treasurer those speakers for whom registration fees are to be paid. Total funding for registration fees, travel and per diem must not exceed that approved in advance by the Finance Committee. Reimbursements do not take place until at the meeting itself - so that only speakers that appear at the meeting receive funds. Reimbursements must take place soon after the meeting as SERMACS needs to 'close its books' on a meeting. Do not approach the treasurer months after a meeting with additional reimbursement requests. Bring your final and most detailed budget to the meeting to assist the division treasurer in properly documenting reimbursements.

Use the format below for organizing and submitting your budget.

SYMPOSIUM BUDGET

Symposium date:

Symposium title:

Fund Sources	Amount \$	Comments
Approved \$ from SERMACS 2011		
Sponsor 1		
Sponsor 2		
total anticipated inflows		

Expenses

Speaker	Speaker Name	Registration \$	T&E \$	Comments
1				
2				
3				
4				
5				
6				
7				
8				
total anticipated expenses				

Difference (Fund Sources - Expenses)

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 you may want to 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. Editing an abstract after the abstract final close deadline is not possible. The schedule of abstracts closes for edits months before the meeting and a month or so prior to publication in C&EN. If a speaker cannot make the meeting another person can present the work in their place - preferably a person with an excellent knowledge of the work. If the second to last paper of the day is cancelled the last paper of the day can be given in its place, if, and only if, the speaker agrees to re-present the paper at the correct time should someone new show up at the correct time and want to see the paper. SERMACS allocates rooms based on the audience size estimated by the symposium organizer. Switching to a larger room is difficult once the symposium is underway and confuses attendees.

Speaker Registration

All speakers must register for the SERMACS meeting. Registration costs cannot be waived – someone has to pay - either the speaker or the symposium organizer (from the symposium budget). Registration costs vary but in general it costs less for an ACS member and less before the meeting as opposed to on-site.

At the Meeting

Plan on arriving 30 minutes prior to the start of the session to check-in with the Program Chair and confirm the condition of the lighting and projection equipment. Introduce yourself to the audio-visual technicians and discuss any special needs. Ask all speakers and presiders scheduled for a session to check in with you before the beginning of the session. Keep your speakers within their time allotment. If the meeting room assignment changes mid-way through the symposium, announce the change to the audience during breaks and closing remarks.

After the Meeting

Contact your speakers by mail or e-mail, thanking them for their contribution to a successful symposium and ACS meeting. Contact your financial supporters letting them know that their support resulted in a successful symposium.