

For the most up-to-date listing of members of the POLY division relevant to symposia planning and execution (e.g., Programming chairs, treasurer, publicity, etc.), please find the information at:

<https://acspoly.blog/org-chart/>

Overview. Three program chairs facilitate organization of symposia at national ACS meetings; one program chair is from industry, one from a national lab or Federal agency, and one from academia. The program chairs are responsible for review and approval of symposia and organizing the POLY Division's overall programming at ACS National meetings. This information is for symposium at national meetings, but similar processes are used at regional ACS meetings as well.

Overview of Timeline Prior to Meeting:

- >12 months before meeting: submit symposium proposal through the POLY website (<https://polyacs.org/poly-at-national-acm-meetings/>)
- 10-12 months before meeting: symposium topic/timing is approved, amended, or declined
- 6-10 months before meeting: organizers send any invites out
- ~6 months before meeting: abstract submission closes
- ~4-5 months before meeting: organizers fill out requested schedule using MAPS system
- ~3 months before meeting: ACS sends out scheduled day/time for presentations
- At meeting: symposium organizers report session attendance to POLY office within 24 hours of end of symposium

Proposing a POLY Symposium at ACS National Meeting. POLY symposia at ACS National Meetings are organized by volunteers and typically there are 2-3 organizers per symposium. POLY Programming for a national meeting is done at least one year in advance of the meeting. For full consideration, a symposium request form must be submitted at least 2 weeks prior to the national ACS meeting a year before it will be run (so that the programming chairs can discuss the proposed symposia at the national meeting one year ahead of time). It is strongly suggested that *at least one organizer must be an active member of the POLY division*. Prior to proposing a symposium, organizers should study the recent and future symposia at national ACS meetings, as well as POLY workshop topics.

Symposia are requested by submission of proposal through an online form (googleform) at the POLY website (poly.acs.org). The *symposium proposal submission* requires:

- Symposium title
- Organizers with contact information
- National meeting at which you would want to be held
- Session type (invited and/or contributed)
- Presentation format (oral and/or poster)
- Number of half day sessions (1-4 sessions possible: 2 half day sessions = 1day)
- Expected attendance (best estimate- please do not over project)
- Proposed co-sponsorship by other ACS divisions (not required)
- Any monetary cosponsors (not required)
- Description of symposium topic and importance
- An indication of whether or not the proposed symposium is connected to the theme of the national meeting, as set by ACS

Every attempt is made to contact the organizers of the proposed symposia with a decision of acceptance within a month of submission. Programming chairs may request merging similar symposia or organization of a symposium at a different national meeting. Every effort will be made to accommodate requests from organizers for specific days of the week on which a symposium will be held, but guarantees cannot be made.

Organizing a Symposium. Symposium organizers can invite presentations and can also allow for contributed talks (submission of non-solicited abstracts); both oral and poster presentations can be included, or one or the other. POLY and ACS encourages poster presentations and organizers should try to have a good balance of posters and oral presentations. Organizers are encouraged to seek a diversity of participants, from different stages of their career, nationalities, associations, and underrepresented status. Organizers are also suggested to remind invited speakers of deadline for abstract submission. A call for papers can be made by the organizers through their network (direct emailing and contacting), social media (on Twitter, tag @POLY_ACS for retweet), and through the POLY Listserve (please note, posting to the POLY Listserve is a benefit for division members only). Abstract submission deadlines are set by the ACS, and all symposium organization is done through the MAPS website. As per ACS policy, all presenters must register for the ACS meeting at which they present.

After abstract submission is closed (approximately 6 months prior to the meeting, check national ACS website for details), organizers will gain access to all submitted abstracts. The organizers will have ~1 month to organize abstracts and make selections for talks and/or posters. For oral presentations, organizers must state the duration of each time slot, including introductory remarks, intermission, panel discussions, etc. Typically, each half day session of the symposium has 6-9 speakers and an intermission. Presider(s) for each session can also be added at this stage. **PLEASE NOTE: WHAT IS ADDED TO THE WORKBOOK IS A REQUEST AND IS NOT GUARANTEED.** Resolution of scheduling conflicts across divisions often requires some alteration to schedules; organizers should make presenters aware that they could be scheduled at any day or hour during the national meeting prior to receiving their official ACS notification of presentation.

An example workbook page is shown below (excel template and Control ID numbers are provided by ACS):

*Required Fields				
Session Abbrev	POLY005A			
Session Title (if	Symposium Subtitle			
Session Type:	Oral			
*Presider Name	Presider 1			
*Presider Email:				
*Presentation Control ID	Abstract Title	Presenting Author	*Duration	
1	Introductory Remarks		10 min	
2	#####	I love polymers	Dr. Meador	30 min
3	#####	Polymers are great	Prof. Kennemur	20 min
4	###	Polymers are fun!	Prof. Scott	30 min
5	Intermission			15 min
6	#####	YAY POLYMERS	Prof. Wooley	30 min
7	#####	Polymers 4 Life	Prof. Morgan	30 min
	#####	Polymers R cool	Dr. Beers	30 min

Once completed, an organizer will submit the workbook (an excel sheet), to programming with the national ACS committee. When symposia across the entire ACS meeting have been organized, the schedule is then checked for conflicts. Organizers and participants can expect to be contacted with details about dates/time of their presentation ~2.5 months before the meeting

PLEASE NOTE: Deadlines are strictly enforced by ACS. POLY program chairs are extremely limited in making any changes after ACS Deadlines have closed.

Fundraising and Financial Support. Organizers are encouraged to raise funds to support travel, registration, and accommodations for participants, or a reception (e.g., lunch, dinner, happy hour, etc.). The decision to fundraise or not is made by organizers of each symposium, as is how funds are utilized. Please note, the division does not provide funding directly to invited presenters. All funding raised to support a symposium must be used within the calendar year of the symposium. It cannot be carried over or used for non-symposium purposes.

External Support. If external financial support is obtained, the symposium organizers should contact the POLY business office (kathyl@vt.edu) and request assistance in collecting and dispersing these funds (receipts will need to be provided). The sponsor will be directly invoiced by POLY, the funding sent directly to the POLY business office, and the POLY office will handle reimbursements (see below). Sources of outside support include ACS-PRF, governmental agencies (NSF, AFOSR, ONR, ARO, DOE, NIST, etc.), as well as industrial corporations.

POLY Support. Upon request, POLY will provide \$500.00 per ½ day oral session, up to a maximum of 4 half-day sessions (\$2,000). This funding is available to a POLY session with at least one POLY member on the organizing team. Organizers must request this support directly from the POLY treasurer (Christine.coltrain@kodak.com). An additional \$500 per symposia is available for symposia with at least one full tutorial session. **All requests for POLY funding of symposia must be received by the POLY treasurer no later than midnight prior to the start of the ACS national meeting for which the sponsorship is being requested.** Requests received after this time will not be considered. With financial support from the POLY division, the organizers are encouraged to bring the benefits of POLY membership to the symposium participants. For additional assistance or question regarding symposium funding distribution and collection, contact Kathy Mitchem 540-231-3029 or kathyl@vt.edu.

***Starting in 2021, the maximum amount of funding per symposium will be reduced to \$1,500 total (still at \$500 per half day oral session).

Support from Other Divisions. Organizers are encouraged, when appropriate, to seek funding from other Technical Divisions if the topic of their symposium would be relevant to the interests of those divisions. In addition, if the topic of the symposium is closely aligned with the theme of the National Meeting, organizers can request financial support from the Multidisciplinary Program Planning Group (MPPG). Typically, MPPG funds only symposia with more than one sponsoring division. MPPG typically gets a number of requests for symposium support, so organizers are encouraged to contact them and request support early in the planning process.

Reimbursement. POLY symposium organizers must provide a list of approved expenses for distribution (person and amounts). Funding can be used to support travel, registration, dinner/reception, coffee, signage, copies, etc. There are no alcohol restriction for use of POLY funds (other funding sources may have restrictions). Expenses are to be paid up-front by speaker(s)/organizer(s) and then refunded, after providing receipts to the POLY Business Office

(kathyl@vt.edu). Expense receipts can be taken to the POLY desk during the ACS National Meeting for refund on-site; organizers must provide a list of names/amounts by e-mail a week prior to the ACS meeting for checks to be ready for pick-up by speakers at the POLY desk during the meeting. Reimbursement can be made by paper check written directly to the person receiving support/refunds (not companies), or a wire transfer can be arranged with a \$45 transfer fee, which will be deducted from the support. POLY operates on a sponsor money-in before money-out. Your external funding MUST arrive in before refunds can be distributed.

Final Programming. Only an email from the national ACS MAPS system is an official decision of when a symposium and presentation will be held. Only an author on a presentation can present the work, and if they are unable to present, they must withdraw their abstract, as per official ACS rules.

Running the Symposium. Organizers and/or presiders are encouraged to attend all presentations associated with their symposium, whenever possible. Presiders for each session must submit the number of attendees in the audience to the POLY desk after each session.