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-acs-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 tone 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 = 1days)
- 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 much 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 Nam	Presider 1			
*Presider Email:				
*Presentation C	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.

POLY Support: POLY Support: POLY Support: Seed funding for POLY in person technical sessions is available up to $500 total per symposium, while funds last (General Papers Symposia and Awards Symposia generally do not qualify). One session organizer must be a POLY member to qualify for support. Email the POLY Treasurer to request consideration. Please provide the session title, meeting date, anticipated use of funds, and the number of expected half-day POLY sessions (cc POLY Admin, Kathy Mitchem). POLY recommends that funding be used to support travel and registration costs of younger members and highlight the benefits of POLY membership to the symposium participants Raising Sponsor Support: Some organizers choose to collect additional sponsor support. The POLY Business Office can assist organizers by sending an invoice to the sponsor, collecting the support, and distributing funds. Once the organizer has a confirmation from a sponsor for support, simply reply and cc Kathy Mitchem (KATHYL@VT.EDU). Add a note that says, "Kathy from the POLY Business office is cc'd on the message and can assist with the payment process". 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). A 5% collection service fee for processing sponsored support will be deducted from the collection.

Sponsor Support: Some organizers choose to collect additional sponsor support. The POLY Business Office can assist organizers by sending an invoice to the sponsor, collecting the support, and distributing funds. Once the organizer has a confirmation from a sponsor for support, simply reply and cc Kathy Mitchem (KATHYL@VT.EDU). Add a note that says, *"Kathy from the POLY Business office is cc'd on the message and can assist with the payment process".* 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). A 5% collection service fee for processing sponsored support will be deducted from the collection.

Utilizing Support: Kathy Mitchem in the POLY Business Office can assist with support distribution (KATHYL@VT.EDU). Funds for your symposia can be used for travel or registration refunds, a reception or dinner, or other symposia-related expenses. If you provide a list of speaker name(s) and amount(s) at least 1 week prior to the ACS meeting, the checks will be prepared and ready for pick up at the POLY desk onsite for individuals. If you prefer to process this post-meeting, email your list of names, the amount per person, and email contact for follow-up. If a check is to be written to an individual for $600 or more, receipts for expenses are required (per tax law). If you would like to hold a reception or dinner, the organizer is required to make all pre-arrangements and pay the bill on-site. Bring the receipt by the POLY Desk for a refund on-site or email the receipt and address post-meeting and a check will be mailed to you. The staff brings a limited amount of checks to the ACS meeting. If you feel several checks will be required on-site, please alert the staff 7 days prior to the meeting. All support distribution should be processed within 2 months post-ACS Meeting. Financial support cannot be carried over for future use or transferred for a different purpose. If a sponsor clarifies a specific use, the staff will honor that requirement. Collected Sponsor funds will be utilized prior to POLY sponsored funds.

POLY Operates on a money-in before money-out policy. If the sponsor support has not arrived in the bank by the beginning of the ACS meeting, those funds cannot be distributed until support arrives.

Award Support: POLY Award Sessions are supported through the award funds and do not qualify for technical session support. The awardee is provided an amount for their award and on occasion travel support. Please check the email from the award committee to clarify this amount. If additional support is desired for additional speaker support or a special dinner, organizers are encouraged to seek sponsors. Also, ACS provides a special one-day registration for invited speakers who will only attend

their specific talk or session only (typically $99). If you expect to have someone that might fit this description, you can request more information from Kathy (KATHYL@VT.EDU).

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.

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 much 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.