

# GUIDELINES FOR ORGANIZERS OF AGFD DIVISION SYMPOSIA

Carl Frey - September 2010

**1. Goals of AGFD symposia** - Symposia topics should address research of importance, bringing together scientists from diverse disciplines, but with common interests, to focus on the most current data on a single topic.

**2. Proposing symposia** - The best time to propose a symposium is 18 to 24 months before the expected presentation date, at a Future Programs meeting, held at a national meeting. Symposia organizers should consider logical locations for symposia - e.g. a symposium on citrus in Florida or on wine in California. It is useful to have a co-organizer to share the workload. The Program Chair or experienced symposium organizers can provide examples of letters for inviting speakers, soliciting funds and proposing a book deal. The Program Chair lists all symposia as 'open to all submissions' unless specifically instructed by the organizers to list it 'invited papers only'. The Graduate Student Symposium is an exception - papers are always by invitation only. A list of planned future symposia appears in *the Cornucopia* and at the AGFD website. At each Future Programs meeting the Program Chair will ask organizers for confirmation that their symposium still on and for an estimate of the number of speakers expected.

**3. Funding Symposia** - If organizers anticipate the need for funding, the organizers must present and justify a budget to the Program Chair at least one ACS meeting before the symposium date. Organizers are responsible for operating within their approved budget. AGFD funding is based on the needs of the program, not the needs of the speaker or a desire to fund all speakers equally. That a speaker is from academia and therefore needs funding is not a valid argument. The maximum Division support a speaker may receive is 1/2 round trip coach airfare, two days per diem, and registration. AGFD does not pay speakers honoraria and will not fund symposia that do, even if the organizer pays honoraria from other funds. The Division may provide a symposium organizer no more than \$750 per half day session. All speakers must register for the ACS meeting. Registration costs can not be waived - (exception: 50-year and unemployed members) someone has to pay - either the speaker or the symposium budget. Many speakers only need a single day registration (typically < 1/2 the cost of a full registration). Don't offer to pay for a speaker registration in advance as if they don't show the money is spent for nothing. Speakers working for industry should not request or be offered reimbursement as the Division will not reimburse industrial speakers.

Symposium organizers should investigate sponsorships from industry, the USDA and possibly NRI grants. For symposia largely by and for ACS industry members the ACS Committee on Corporation Associates is a potential funding source. Organizers should mention sponsor names in symposium announcements. Sponsor logos can appear on promotional literature. If your organization forbids soliciting money, the Program Chair can sign a letter you prepare to request support from a potential funding source. Organizers do not need to establish a bank account for symposia funds as AGFD has well established procedures for collecting, recording and distributing symposia funds. Make funding checks out to the 'Agricultural and Food Chemistry Division of ACS'. Send checks to the AGFD treasurer (Cynthia Mussinan, AGFD Treasurer, IFF R&D, 1515 Highway 36, Union Beach, NJ 07735) with an explanation as to its intended use. Organizers should identify to the Program Chair and Treasurer those speakers for whom registration and travel fees are to be paid. Only speakers, organizers, and/or session chairs may receive reimbursement. Reimbursements do not take place until at the meeting itself - so that only speakers that appear at the meeting receive funds. Assist the division Treasurer and your speakers by clearly detailing and documenting all reimbursement requests. Ask speakers to submit all pertinent receipts to justify reimbursement. Reimbursements must take place soon after the meeting as the division needs to 'close its books' on a meeting.

**5. Selection of Speakers** - Anyone can speak. If they are not an ACS member they formally have to be invited (by the organizer) - so invite them. The AGFD Secretary (Michael.Tunick@ars.usda.gov) can provide AGFD letterhead for invitations. Choose highly-qualified, enthusiastic speakers at the forefront of their specialization. Make clear to speakers to what extent (if any) that you can reimburse their costs. Work only with speakers that have a reasonable certainty of attending the meeting. Do not promise any speaker a time or date for speaking prior to publication of the online technical program or the program overview in C&EN. Speakers may need to present anywhere from Sunday a.m. to Thursday p.m.

**6. Publishing Symposium Proceedings** - Organizers should consider publishing the proceedings of their symposium in book form, acting as editors. Symposium book royalties support future division programs. Publishers

interested in publishing AGFD symposia include the ACS Books Department, Kluwer/Plenum, Van Nostrand Reinhold, DeGruyter, and Academic Press. The AGFD Division will ask symposium organizers to sign an agreement stating that all royalties from symposium publications, regardless of publisher, accrue to the Division. To avoid potential financial liabilities organizers must send a copy of the contract to the AGFD Treasurer PRIOR TO SIGNING. ACS Books is headed by Bob Hauserman (b\_hauserman@acs.org). Bob will need a cover letter stating the purpose and scope of the symposium, an idea of the types of scientists that might purchase such a book, information such as how the book would complement or update existing publications, and a list of chapter titles with author names and affiliations organized in a tentative table of contents.

**7. Gathering Abstracts and Arranging Symposium Sessions** - Abstract submission deadlines are around the end of October for the Spring meeting and the end of April for the Fall meeting. The Program Chair can provide exact dates. Organizers are responsible for getting speakers to submit their abstract. Speakers use the web-based PACS program for registering abstracts and they need to set up an ACS ID account (<http://abstracts.acs.org>) if they have not already done so. The Organizer provides the Program Chair the time and order of presentation of each paper. The *PACS User Guide for Symposium Organizers* (see PACS resource page [www.acs.org/pacs\\_resources](http://www.acs.org/pacs_resources) or the AGFD Program Chair) provides details on all aspects of PACS. The Program Chair reserves the right to reject any abstract or require editing of an abstract prior to acceptance. 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 competition. Symposium organizers serve as the main contact for information needed by speakers. Abstracts should have only the first letter of the first word in the abstract title capitalized (like a normal sentence). Note that PACS reformats all abstracts and titles for uniformity resulting in the loss of any unusual characters or fonts. Organizers use PACS to put papers in the order they desire, assign times for each speaker, include breaks and assign session presiders. As soon as the program is printed in C&EN or available on the online technical program, organizers must contact speakers informing them of the date and time of their presentation and reminding them to register for the meeting. Morning sessions need to end by noon as the meeting rooms are often scheduled for division business meetings. Organizers that have authors with more than one poster should remind the Program Chair to arrange their posters so that they receive adjacent poster boards.

### **9. Timeline for Symposium Organizers**

18 to 24 months before meeting - Declare at Future Programs meeting your intent to organize a symposium.

12 to 18 months before meeting - ID co-organizer. ID co-sponsoring divisions. ID speakers. Solicit funds.

9 to 12 months before meeting - Draw up budget. Contact publishers.

6 to 9 months before meeting - Get abstract titles. Establish speaker time allotments. ID session presiders.

4 to 6 months before meeting - Instruct speakers to enter abstract on PACS. Review & organize abstracts on PACS.

2 to 4 months before meeting - Remind speakers to register for meeting. Register yourself.

1 to 2 weeks before meeting - Load speaker's presentations on a laptop that you bring to the meeting.

**10. At the Meeting** - Arrive early, check-in with the Program Chair; confirm the condition of the room, lighting and projection equipment. LCD projectors are the standard ACS audio-visual devices. The session chair has the responsibility to provide a laptop or obtain access to one. Get speakers to provide PowerPoint presentations on a flash drive. DVD videos with sound that play on laptops require extra audio cabling that needs preparation and testing before the beginning of a session. Ask speakers and presiders to check in with you before the session begins. Keep speakers within their time allotment. If a speaker can not make the meeting another person with an excellent knowledge of the work can present the work in their place. If the second to last paper of the day is cancelled the last paper of the day can be given in its place, 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. Encourage speakers to attend the AGFD reception. If you have money in your budget left over, buying speakers a ticket to the Fall banquet is a good place to spend the money.

**11. After the Meeting** - Thank speakers and financial supporters for their contribution to a successful symposium. Work with the speakers and the AGFD Treasurer to close out all reimbursements related to the symposium.

For a manual on ACS Programming Policies go to the the ACS website and click through -  
[/Membership&Networks/TechnicalDivisions/OfficerInformation/Operations/ProcedureManuals](#)