

# Symposium Organizer

## Handbook

The CELL Division appreciates your efforts to organize a symposium and contribute to the technical program of the Division. This handout is intended to provide some helpful information and guidelines. Please do not hesitate to contact me if you have any questions ([wim.thielemans@kuleuven.be](mailto:wim.thielemans@kuleuven.be)). I look forward to an exciting and stimulating meeting!

Wim Thielemans  
CELL Program Chair, 2018-2020

#### SIGNIFICANT CHANGES TO THE PREVIOUS VERSION:

- All links have been updated to reflect the new web address for the division's website.
- All ACS links have been updated to reflect the new weblinks.
- The procedure for submitting Session Attendance Reports (Section 11) has been changed to reflect that Session Attendance Reports have to be submitted using the online submission system, with the appropriate links provided.

## Table of Contents

1	Important Division Contacts .....	4
2	Symposium Organizer Responsibilities .....	4
3	Getting Set Up as a Symposium Organizer .....	5
4	Timeline .....	6
5	Funding of Symposia .....	7
5.1	Division Funding .....	7
5.2	External Funding .....	8
5.3	Refreshments during Intermissions (Coffee Breaks) .....	8
5.4	Student Funding .....	9
5.5	Financial Reports .....	9
6	Soliciting Papers .....	9
7	Scheduling Papers .....	10
8	Assigning Session Presiders .....	11
9	Visa Letters for International Presenters .....	11
10	Handling Withdrawals .....	11
11	Session Attendance Reports .....	11
12	Additional Division and Society Policies .....	12
12.1	Division Policy on Speaker Registration .....	12
12.2	ACS Policy on Publication Rights .....	12
12.3	ACS Policy on the Presentation of Papers .....	12
12.4	ACS Policy on the Recording of Papers .....	13
13	Additional Resources and Information .....	13
	Appendix A: Symposium Proposal Template .....	15
	Appendix B: Sample Completed Symposium Workbook .....	17
	Appendix C: Symposium Financial Report Template .....	18
	Appendix D: Example Invitation Email .....	19
	Appendix E: Sample Session Schedules .....	20

## 1 Important Division Contacts

### CELL PROGRAM CHAIR

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Phone: +32 (0)56 24 6171

### CELL TREASURER

World L-S Nieh  
[celltreasurer@gmail.com](mailto:celltreasurer@gmail.com)  
Phone: +1-703-462-0599

### CELL DIVISION CHAIR

Gordon Selling  
[Gordon.Selling@ars.usda.gov](mailto:Gordon.Selling@ars.usda.gov)  
Phone: +1-309-681-6338

### CELL VICE-PROGRAM CHAIR

Glenn Larkin  
[gmlarkin@mtu.edu](mailto:gmlarkin@mtu.edu)  
Phone: +1-906-487-3316

## 2 Symposium Organizer Responsibilities

The responsibilities of a Symposium Organizer include:

1. Submit a symposium proposal (template shown in Appendix A) to the Program Chair.
2. Invite speakers (either individually or through a Call for Papers).
3. Instruct invited speakers of the method and deadline for abstract submission.
4. Ensure that invited speakers have a clear understanding of the financial support or lack thereof provided to them for meeting attendance.

During the abstract submission window, in the online abstract submission system (see Section 3):

5. Monitor submissions and ensure that all abstracts are submitted before the deadline.
6. Review submissions as needed for developing the symposium schedule.

After the abstract submission deadline, in so-called Symposium Workbooks (see Sections 3 and 7):

7. Group abstracts into half-day sessions.
8. Insert non-paper events, such as introductory or closing remarks and intermissions, into sessions, as needed.
9. Assign papers and non-paper events an order within a session.
10. Solicit and assign session presidors (see Section 8).
11. Assign durations to presentations and non-paper events, in cooperation with the Program Chair, if required.

Before the meeting,

12. Inform symposium attendees of the new presentation format and laptop connection requirements (<https://www.acs.org/content/acs/en/meetings/national-meeting/agenda/presenters.html>).

During the meeting,

13. Inform symposium attendees of, and ensure adherence to, the ACS Policy on the Recording of Papers, prohibiting photographing of slides and/or taping of presentations (see Section 12.4).
14. Complete session reports or instruct session presiders to do so (see Section 9). ACS has set up an online submission system, information of which is provided in each room. Information is also give in Section 11.

Regarding symposium funds (see Section 5),

15. Maintain a positive financial balance for the symposium.
16. Notify the Program Chair and CELL division treasurer of external funding raised in support of the symposium (if any).
17. Obtain prior approval for financial commitments from the Program Chair, if required.
18. Ensure that expense reports with original receipts are submitted to the Division Treasurer for expenses to be reimbursed from symposium funds (if any).
19. Submit a financial report to the Program Chair after the symposium.

### 3 Getting Set Up as a Symposium Organizer

The American Chemical Society (ACS) uses the Meeting Abstracts Programming System (**MAPS**) for online abstract submission. MAPS allows Symposium Organizers to view submitted abstracts and monitor abstract submission for their symposium. MAPS requires an ACS ID for login, which can be created through the "Create a free account" link on the MAPS Login page ([maps.acs.org](https://maps.acs.org)). MAPS will be accessible to Symposium Organizers from the start of the abstract submission window past the due date of Symposium Workbooks (see below and Sections 4 and 7).

After the abstract submission deadline, ACS Staff will provide so-called **Symposium Workbooks** (MS Excel templates) for each symposium through the online file-sharing platform **Box**. Symposium Organizers will use these workbooks to create the schedule for their symposium and assign session presiders (see Sections 7 and 8). When Symposium Workbooks are available for download, Symposium Organizers will be sent an invitation to the email address associated with their ACS ID, allowing them to create a Box account and access their symposium's Box folder. Once the Symposium Workbook is available for download, Symposium Organizers have 7–9 business days to complete the workbook and upload the completed workbook into their symposium's Box folder. A sample completed Symposium Workbook is shown in Appendix B.

More detailed instructions on the use of MAPS and Symposium Workbooks can be found in the MAPS User Guide and the Box & Workbook User Guide available at

<https://www.acs.org/content/acs/en/membership-and-networks/td/abstractsubmission/symposium-organizer-user-guide.html>

## 4 Timeline

General timelines for the Spring and Fall ACS National Meetings are shown in the tables below.

### Spring Meeting

Nov	Jan	Apr	May	Jul	Aug	Oct	Nov	Mar/Apr
Program Chair sends out Call for Symposium Proposals		Program Chair finalizes Preliminary Symposium Line-up		Division publishes Call for Papers on Website	ACS publishes Call for Papers in <i>C&amp;EN</i> and Abstract Submission opens*	Abstract Submission closes		Meeting occurs
	Symposium Proposals are Due		Symposium Organizers begin Fundraising	Symposium Organizers send out Speaker Invitations			Workbooks are Due	

### Fall Meeting

May	Jul	Sep	Oct	Dec	Jan	Mar	Apr	Aug
Program Chair sends out Call for Symposium Proposals		Program Chair finalizes Preliminary Symposium Line-up		Division publishes Call for Papers on Website	ACS publishes Call for Papers in <i>C&amp;EN</i> and Abstract Submission opens	Abstract Submission closes		Meeting occurs
	Symposium Proposals are Due		Symposium Organizers begin Fundraising	Symposium Organizers send out Speaker Invitations			Workbooks are Due	

The following table provides the timeline for the 2020 Spring ACS National Meeting in Philadelphia, PA.

**259th ACS National Meeting & Exposition – Philadelphia, PA**  
**Meeting Theme: Macromolecular Chemistry: The Second Century**  
**March 22-26, 2020**

Activity	Due Date
Call for Papers due to ACS	7/1/2019
Call for Papers published in <i>C&amp;EN</i> *	8/12/2019
MAPS opens for Authors	8/12/2019
MAPS closes to Authors	10/14/2019
Symposium Workbooks Available in Box	Up to 3 business days after submission deadline
Symposium Workbooks Due in Box	11/04/2019

MAPS Opens for Program Chairs	Up to 3 business days after Symposium Organizer deadline
Preliminary Program completed in MAPS	11/18/2019
Program Chairs receive Draft Final Program	11/22/2019
Final Program completed in MAPS	12/02/2019
Acceptance Notices sent to Presenters	Week of 12/12/2019
1 <sup>st</sup> Scheduling Notices sent to Presenters	Week of 1/13/2020
Preliminary Program published in <i>C&amp;EN</i> *	1/20/2020
Online Planner Published	1/20/2020
Final Program publishes in <i>C&amp;EN</i> *	3/02/2020
Meeting begins	3/22/2020

\*Preliminary dates. Subject to change according to *C&EN* deadlines

The four key dates for Symposium Organizers are:

- Jul 1 The following information has to be in the hands of the Program Chair:
  - Symposium title
  - Names, email addresses, and sequence of Symposium Organizers
  - Any cosponsoring ACS divisions
- Aug 12 MAPS opens for authors to submit their papers
- Oct 14 MAPS closes to authors. All papers need to be submitted by this date.
- Nov 4 Symposium Workbooks are due in Box. The symposium schedule, including session presider assignments, should be complete at this time.

## 5 Funding of Symposia

### 5.1 Division Funding

The Division will contribute \$400/session, i.e., \$400/half day (see Section 7). This allowance can be used to

- Provide refreshments during a session intermission (see Section 5.3).
- Pay part of a symposium organizer's or speaker's meeting registration fee (for reference, selected registration fees from the 2016 Spring Meeting are shown in the table below).
- Reimburse a portion (up to \$400) of a symposium organizer's or speaker's travel costs

Reimbursements of travel costs or registration fees from symposium funds require expense reports with original receipts to be submitted to the Division Treasurer.

#### Selected Registration Fees for the 258th ACS National Meeting in San Diego, CA, August 25–29, 2019

Registration Category	Early Registration: Before June 19	Standard Registration: After June 19
Member or Society Affiliate	\$490	\$590
Nonmember, Chemical Scientist	\$860	\$1,030

Member, One Day	\$245	\$295
Nonmember, One Day	\$490	\$590
Student Member, Graduate	\$245	\$245
Student Nonmember, Graduate	\$490	\$490

Financial commitments above and beyond the amount of the division allowance must be paid with external funding raised by Symposium Organizers (see Section 5.2) and must be approved in advance by the Program Chair.

## 5.2 External Funding

**All symposia must maintain a positive financial balance.** If funds in excess of the division allowance are needed for the symposium, Symposium Organizers must obtain external funding to meet these needs. Such funds must be directed to the Division Treasurer, who will deposit the funds in an allocated account and provide tax-related documents to the funding body. **Funds must be received by the Division Treasury before they can be committed or spent.** For details on the financial transaction, please contact the Division Treasurer (see Section 1).

The ACS guidelines for corporate sponsorship of symposia are:

1. Corporate sponsors **need not** complete the formal cooperative cosponsor agreement.\*
2. Corporate sponsors **will not** be listed as such in the technical program of the meeting. (Symposium Organizers should not promise such mention in their solicitation letter or email.)
3. Corporate sponsors **may not** distribute company literature or place company literature on tables inside or directly outside the meeting room.
4. Symposium Organizers may acknowledge corporate sponsors in several ways:
  - o verbally in introductory and closing remarks at the beginning and end of the symposium, respectively
  - o in a silent slide show during intermissions (the division usually provides a division-wide slideshow, including all sponsors and information about division events, to be played during intermissions)
  - o through signs on the refreshment table (e.g. sheets with sponsor logos in acrylic sign holders)

Other acceptable but less preferred options for sponsor acknowledgment are flyers, posters (requiring boards and easels), and the division website.

\*The ACS has issued templates for formal agreements for both nominal and cooperative co-sponsorship of events. Symposium Organizers are asked to notify the Program Chair if their symposium has outside nominal or cooperative co-sponsorship, other than purely financial corporate sponsorship, so that the Program Chair can set up such an agreement. Approval of such an agreement by the ACS may take up to 10 business days.

Symposium Organizers are also asked to provide the names and logos of external sponsors to the Program Chair at least two weeks prior to the meeting so that the funding can be properly acknowledged by the Division.

## 5.3 Refreshments during Intermissions (Coffee Breaks)

If Symposium Organizers wish to provide refreshments during intermissions, the ACS Staff will provide a list of available refreshments prior to the meeting. Organizers must have funds



available with the Division Treasury to cover the cost of refreshments prior to ordering them. For reference, selected refreshment prices from the 2019 Spring Meeting are shown in the table below. Please note that the division allowance of \$400/session covers only a very limited amount of refreshments and that the **total cost for each item includes the sales tax and a fairly large service fee.**

#### Selected representative refreshment prices for ACS Meetings

Item	Cost*
Coffee and Tea Service (1 gallon, 12-20 cups)	>\$110
Breakfast Bakeries (12 pieces)	>\$100
Bottled Water, Bottled Juices, Pepsi Soft Drinks (each)	>\$7
Freshly Baked Cookies (12 pieces)	>\$100
Chocolate Brownies, Lemon Squares, etc. (12 pieces)	>\$100

\*includes a 30% surcharge, comprising the sales tax and a service fee

#### 5.4 Student Funding

The Division sponsors graduate student travel awards. Awards are capped at \$500 and limited to one award per symposium. More information about the graduate student travel award can be found at <https://acscell.org/awards/graduate-student-travel-award>.

#### 5.5 Financial Reports

Symposium Organizers are asked to submit a brief financial report, detailing income and expenditures, to the Program Chair after the symposium. A template for the report, shown in Appendix C, can be downloaded at <https://acscell.org/resources/symposium-organizer-resources>.

## 6 Soliciting Papers

Symposium Organizers decide whether their symposium is “open”, i.e. accepting contributions in response to a Call for Papers, or “by invitation only”. In the latter case, Symposium Organizers solicit papers by sending out individual speaker invitations. Organizers of open symposia can solicit papers through both a Call for Papers and individual speaker invitations. Speaker invitations should include instructions for the submission of abstracts (of maximally 300 words) through MAPS ([maps.acs.org](https://maps.acs.org)) by the deadline (see Section 4) as well as a clear statement about the financial support or lack thereof available to the speaker. An example of such statement is given below and an example invitation email is provided in Appendix D.

*Due to the limited availability of funds, we are sorry that we are unable to provide any financial assistance in connection with this conference.*

Where Symposium Organizers wish to sponsor a speaker with symposium funds, such funds must be available with the Division Treasury before the organizers make any commitments. **Sponsorship of a speaker must be approved in advance by the Program Chair.** Speakers whose registration fee will be paid with symposium funds have to be registered by the Program Chair through the Division Guest Registration Site. Because registration fees vary strongly with time of purchase (during or after the early registration window) and member status (regular

member, student member, nonmember) (see Section 5.1), Symposium Organizer should communicate explicitly the conditions for sponsorship of registration fees to the speaker. **Unless a speaker's registration fee is paid with symposium funds, it is the responsibility of the speaker to register for the meeting as an attendee.** (See also the Division Policy on Speaker Registration, Section 12.1) Symposium Organizers must ensure that an expense report with original receipts is submitted to the Division Treasurer for each sponsored speaker entitled to reimbursement.

## 7 Scheduling Papers

Symposium Organizers will arrange papers into sessions according to topics. A session is a half-day program **not exceeding 240 minutes in length**. A symposium may have as little as one to as many as 10 sessions, but typically 3–6. Papers are assigned to a session in the Assign Abstracts tab of the Symposium Workbook (by copy/pasting information from the Abstracts tab). Should Symposium Organizers wish to reject a paper, they should leave that paper unassigned. Papers not assigned to a session will be reviewed by the Program Chair and either placed in another symposium, the poster session, or assigned a reject status.

The programming day begins at 8:00 a.m. and ends at 5:30 p.m. Sessions are typically scheduled during the periods

8:00 a.m. – 12:30 p.m.  
1:00 p.m. – 5:30 p.m.

Actual start and end times may vary depending on the number of papers in that session, the length of the presentations, and whether the session has introductory or closing remarks. Sessions may also include other non-paper events, such as an intermission, a discussion, or a panel discussion.

To align schedules of concurrent symposia, Symposium Organizers are asked to assign paper and non-paper events the following durations:

Regular Papers	25 min
Intermissions	15 min
Opening and Closing Remarks	5 min

The order of events in a session should be chosen so that the intermission aligns with the intermissions of the sample schedules shown in Appendix E. Within these scheduling constraints, **sessions accommodate a maximum of eight regular papers**. Any deviations from the standard schedules shown in Appendix E need to be coordinated with the Program Chair prior to the deadline for Symposium Workbook submission.

Should the Program Chair determine that a symposium needs to accommodate more papers per session, the Program Chair may ask the Symposium Organizers to assign a duration of 20 min to regular papers and provide a modified session schedule for that symposium. The modified schedule accommodates up to eleven regular papers and aligns with the standard schedule during intermissions.

Special events, such as award presentations, keynote presentations, tutorials, discussions, and discussion panels, may be assigned a greater duration than regular papers. In scheduling these

events, Symposium Organizers should aim to achieve overlap of the intermission periods with those of the standard schedule, shown in Appendix E. Non-standard symposium schedules need to be coordinated with the Program Chair prior to the deadline for Symposium Workbook submission.

To encourage attendance to the presentation by the recipient of the Anselme Payen Award, the Division encourages completion of the Tuesday afternoon sessions in time for the final presentation of the Anselme Payen award symposium, typically scheduled to begin between 3:45 and 4:15 p.m. The same is asked by ACS for attendance to the Kavli lectures, so that Monday afternoon lectures also end before 4:00 pm.

## 8 Assigning Session Presiders

Each session of the symposium has to be assigned at least one session presider. **Symposium Organizers should contact session presiders before assigning them to a session to confirm their availability and willingness to serve in this role.** Session presider assignments are made in the Assign Abstracts tab of the Symposium Workbook (see Appendix B: Sample Completed Symposium Workbook).

## 9 Visa Letters for International Presenters

International presenters requiring a letter for a visa application can generate a personalized visa letter in MAPS ([maps.acs.org](http://maps.acs.org)). Additional resources for international presenters can be found at <https://www.acs.org/content/acs/en/meetings/national-meeting/hotel-travel/international-travel.html>.

## 10 Handling Withdrawals

### Withdrawal requests received before the abstract submission deadline

Symposium Organizers should ask that the abstract submitter withdraw the paper in MAPS.

### Withdrawal requests received after the abstract submission deadline

Symposium Organizers should forward the abstract withdrawal request to [maps@acs.org](mailto:maps@acs.org) and copy the Program Chair in on the email (Cc: [wim.thielemans@kuleuven.be](mailto:wim.thielemans@kuleuven.be)).

## 11 Session Attendance Reports

At the ACS meeting, Symposium Organizers must ensure that **for each half-day session, a session attendance report** is submitted electronically via computer or mobile device. The process is as follows:

1. Symposium Organizers should access and complete the online half-day session attendance form which will open starting at the start of the meeting on Sunday, March 22 at <http://www.acs.org/sessionattendance>. The form will close on Sunday, April 7.

2. ACS staff will enter the submitted session attendance numbers into MAPS.
3. ACS staff will notify you when all numbers received have been entered into MAPS, and provide a deadline to enter the missing information into MAPS.

ACS will send out separate instructions to Symposium Organizers and session presiders on how to complete the form as well as outlining their other responsibilities before the meeting. However, please remind them to complete the online form, as session attendance is a key factor in the division allocation calculations, which is used to allocate money to the divisions. Should Symposium Organizers be absent from a session, they should instruct session presiders to fill out and turn in the session attendance report on their behalf.

## 12 Additional Division and Society Policies

### 12.1 Division Policy on Speaker Registration

- All speakers are required to have PAID registrations. Symposium Organizers may choose to sponsor speakers by paying their registration fees (in whole or in part) with symposium funds. Symposium Organizers must seek approval from the Program Chair and have sufficient funds available with the Division Treasury prior to making any sponsorship commitments. If the sponsorship requires a reimbursement, Symposium Organizers must ensure that expense reports with original receipts are submitted to the Division Treasurer. In any case, it should be made clear to the speaker whether or not they have to pay their own registration.

### 12.2 ACS Policy on Publication Rights

- The ACS does not hold copyright to papers presented at its meetings.

### 12.3 ACS Policy on the Presentation of Papers

- Rules for papers (oral and poster presentations) are the same: no paper shall be presented at a national, regional, divisional, or other major meeting unless its title and author(s) appear on the program for the meeting.
- ACS policy does not require an abstract to be submitted; only title and author(s) names are required. However divisions may require abstract submittal.
- No paper by a chemical scientist residing in the United States who is not a member of ACS shall appear on the program of a national, regional, divisional, or other major meeting unless it is a joint paper with one or more ACS members, or unless the author has been invited to present the paper at a symposium organized by a division.
- Contributed paper (papers submitted in response to a Call for Papers) – At least one co-author must be an ACS member.
- Certify non-member speakers are important to the success of the symposium in writing.
- Paper title and author's name must appear in the official program to be presented. The official program is published on the ACS web, approximately 2 months prior to the meeting.

- Oral papers can be presented only once during a national meeting except in Sci-Mix.
- No companies can be accredited with presenting papers, only individuals.
- The ACS assumes no responsibility for statements or opinions expressed in papers.
- The ACS President has the authority to exclude a paper from the program.
- It is ACS policy to encourage presentation of papers with pharmacological and physiological aspects by qualified clinical investigators.
- The Divisions are urged to exclude from their programs, statements recommending procedures for the treatment of disease or announcements of any “cures” not confirmed by competent medical authority. If a contributed paper contains such information, the Division must require and review a complete manuscript of the talk prior to accepting the paper.
- Staff will notify speakers of their abstract acceptance and scheduling of their papers. Program chairs are responsible for notifying speakers that their abstract has been rejected.
- Award addresses, with a few exceptions, are given at the Spring National Meeting. Alternate scheduling requires advance approval.

#### 12.4 ACS Policy on the Recording of Papers

- It is the policy of ACS that photographing of slides and/or taping of presentations at ACS national meetings is **prohibited** unless permission is obtained from the individual presenters, the division program chair and the ACS national meetings staff. Release forms are available from the national office or onsite in the Operations Offices.

## 13 Additional Resources and Information

### Division Officials Contact Information

<https://acscell.org/about-us/officials>

### Division Symposium Organizer Resources

<https://acscell.org/resources/symposium-organizer-resources>

### Symposium Organizer User Guides and Training Resources (MAPS, Box & Workbook)

<https://www.acs.org/content/acs/en/meetings/programming-resources/symposia-organizers.html>

### Creating an ACS ID

1. Go to <http://maps.acs.org>
2. Click on the Meeting link
3. Follow the instructions under “Don’t have an ACS ID?”

## **Submitting Abstracts in MAPS**

<https://www.acs.org/content/acs/en/meetings/programming-resources/submission-user-guide.html>

## **MAPS Abstract Submitter FAQs (Frequently Asked Questions)**

<https://www.acs.org/content/acs/en/meetings/programming-resources/faqs.html>

## **MAPS User Guide**

<https://www.acs.org/content/dam/acsorg/meetings/how-to-submit-an-abstract/nm-symposium-organizer-maps-program-viewer-user-guide.pdf>

## **Box.com and Workbook User Guide**

<https://www.acs.org/content/dam/acsorg/meetings/national-meetings/programming-resources/nm-symposium-organizer-box-workbook-user-guide-10-2017.pdf>

## **ACS Standard Meeting Room Equipment and Setup**

The ACS provides an LCD projector, appropriately sized screen, laser pointer, Lavalier microphone, and lighted podium. Video and other special equipment must be funded by the Division or the symposium. All technical session rooms will be set theater style in accordance with the ACS Standard Meeting Room Diagram.

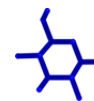
## **Signage**

Standard division designation signs are provided for meeting rooms. (Specific symposium signs must be funded by the Division or symposium at the cost of approximately \$50 each).

# Appendix A: Symposium Proposal Template

Page 1

## Cellulose & Renewable Materials Division (CELL), ACS



### SYMPOSIUM PROPOSAL

Use the tab key to advance to the next field.

**Meeting at which the symposium will be held:**

Choose from this dropdown list or specify below:

---

**Tentative symposium title:**

---

**Symposium organizers (in the order they should be listed):**

- |          |              |
|----------|--------------|
| 1. _____ | Email: _____ |
| 2. _____ | Email: _____ |
| 3. _____ | Email: _____ |
| 4. _____ | Email: _____ |
| 5. _____ | Email: _____ |
| 6. _____ | Email: _____ |
| 7. _____ | Email: _____ |
| 8. _____ | Email: _____ |

**Symposium type:**  By Invitation Only  Open (accepting abstracts in response to a Call for Papers)

**Expected number of half-day sessions (a full day is 2 half-day sessions):** \_\_\_\_\_

**Expected size of the audience:**  Small (50 people)  Medium (75 people)  Large (100 people)

**Confirmed cosponsors:** \_\_\_\_\_

**Potential cosponsors:** \_\_\_\_\_

*A complete list of ACS divisions is available at  
<https://www.acs.org/content/acs/en/membership-and-networks/td/websites.html>*

American Chemical Society  
1155 Sixteenth Street, N.W. Washington, D.C. 20036 T [123] 123 4567 F [123] 123 4567 www.acs.org

The template is available for download at [https://acscell.org/wp-content/uploads/CELL\\_Symposium\\_Proposal\\_Templatev2-.docx](https://acscell.org/wp-content/uploads/CELL_Symposium_Proposal_Templatev2-.docx).

## Appendix A: Symposium Proposal Template – continued

### Page 2

Symposium description or narrative for the Call for Papers (max. 150 words):

Tentative session titles or topics (if known):

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_

Please submit your symposium proposal and direct any questions to:

Wim Thielemans  
CELL Program Chair, 2018-2020  
Email: [wim.thielemans@kuleuven.be](mailto:wim.thielemans@kuleuven.be)  
Phone: +32 (0)56 24 61 71

*The template is available for download at [https://acscell.org/wp-content/uploads/CELL\\_Symposium\\_Proposal\\_Templatev2-.docx](https://acscell.org/wp-content/uploads/CELL_Symposium_Proposal_Templatev2-.docx).*



## Appendix B: Sample Completed Symposium Workbook

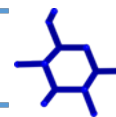
<b>SAMPLE COMPLETED WORKBOOK</b>				
Symposium Title:		Asymmetric Reactions and Syntheses		
<b>*Required Fields</b>				
Session BMGT001a				
Subtitle:				
Session Type:	Oral			
<b>*Expected Attendance:</b>	50			
Organizer Name:	John Smith	Ted Smith		
Organizer Email:	jsmith@email.com	t_smith@email.com		
<b>*Presenter Name:</b>	John Smith	Ted Smith	Jane Smith	
<b>*Presenter Email:</b>	jsmith@email.com	t_smith@email.com	jane.smith@email.com	
Nominal Cosponsor:	BMGT	CHED		
Cooperative Cosponsor:				
Financial Cosponsor:	Pfizer	Dow Chemicals		
Newsworthy Reason:				
Themes:	Industry			
Presentation Order	Control ID	Abstract Title	Presenting Author	Duration
1	2260971	Origins of the stereoselectivities of type II in	Ashay Patel <sup>1</sup> , Kendall N. Houk <sup>1</sup>	20
2	2273562	Biocatalytic Acid-Catalyzed Intramolecular Nu	Anon Bunrit <sup>1</sup> , Christian Dahlstrand <sup>1</sup> , S	20
3	22727	Development of a Catalytic Enantioselective	Jonathan Shikora <sup>1</sup> , Sherry R. Chemler <sup>2</sup>	20
4		Submission		15
5	2274472	Bi-Catalyzed Asymmetric Allylic Arylation wi	Sureshbabu Guduguntla <sup>1</sup>	20
6	2267847	A novel cyclopropanation organocatalyst an	Alexander A. Cobb <sup>1</sup>	20
7	2265437	Stereocontrolled synthesis of adjacent acyl	Daniel J. Blair <sup>1</sup> , Catherine J. Fletcher <sup>1</sup> ,	20
8	2264953	Organocatalytic Asymmetric [2,3]-Rearrang	Thomas West <sup>4</sup> , Andrew D. Smith <sup>3</sup> , Dav	20
9	2251661	Enantioselective Radical Olefin Aziridination	Limei Jin <sup>1</sup> , Xin Cui <sup>1</sup> , Peter X. Zhang <sup>1</sup>	20
<b>*Required Fields</b>				
BMGT001b				
Subtitle:				
Session Type:	Oral			
<b>*Expected Attendance:</b>	75			
Organizer Name:	John Smith	Ted Smith		
Organizer Email:	jsmith@email.com	t_smith@email.com		
<b>*Presenter Name:</b>	John Smith	Ted Smith	Jane Smith	
<b>*Presenter Email:</b>	jsmith@email.com	t_smith@email.com	jane.smith@email.com	
Nominal Cosponsor:				
Cooperative Cosponsor:	COMP			
Financial Cosponsor:				
Newsworthy Reason:				
Themes:				
Presentation Order	Control ID	Abstract Title	Presenting Author	Duration
1		Introductory Remarks		5
2	2253415	Development of a catalytic dynamic kinetic	Austin Smith <sup>1</sup> , Seb Caille <sup>1</sup>	30
3	2255173	Stereoselective synthesis of a nucleoside re	Tamas Benkovics <sup>1</sup>	20
4	2280891	New photochemical ligands for enantioselective	Bo Qu <sup>1</sup>	20
5	2275563	Enantioselective and diastereoselective silyl	Sheryl L. Wiskur <sup>1</sup>	20
6		Introduction		15
7	227317	Preparation of enantiopure tropone derivativ	Yu Yuan <sup>1</sup>	15
8	227266	Synthesis and application of two novel BiFC	Pieter Janssens <sup>1</sup> , Timothy Noël <sup>2</sup> , 1, Ja	15
9	2272354	Chirona Alkaloid-Catalysed Formal [4+2]	Kevin Kasten <sup>2</sup> , Andrew D. Smith <sup>1</sup>	15
10	2271235	Catalytic Kinetic Resolution of Primary Allylic	Shi-Kai Tian <sup>1</sup> , Yong Wang <sup>1</sup>	15
11	2268902	Asymmetric Petasis Allylation Catalyzed by	Yao Jiang <sup>1</sup> , Scott Schaus <sup>1</sup>	15
12		Concluding Remarks		5
<b>*Required Fields</b>				
BMGT001c				
Subtitle:				
Session Type:	Oral			
<b>*Expected Attendance:</b>	30			
Organizer Name:	Jane Smith			
Organizer Email:	jane.smith@email.com			
<b>*Presenter Name:</b>	Jane Smith			
<b>*Presenter Email:</b>	jane.smith@email.com			
Nominal Cosponsor:				
Cooperative Cosponsor:				
Financial Cosponsor:				
Newsworthy Reason:				
Themes:				
Presentation Order	Control ID	Abstract Title	Presenting Author	Duration
1	2262268	Origins of Stereoselectivities in asymmetric	Yu-hong Lam <sup>1</sup> , Austin H. Asari <sup>1</sup> , Kenda	20
2	225572	Dynamic Kinetic Resolutions of Stereolabile	Guy Goodman <sup>1</sup>	20
3	225468	Catalytic resolution of vinyl sulfonides by Rh-r	Joan R. Lao Mulinari <sup>1</sup> , Héctor Fernández	20
4	2234997	Catalytic asymmetric synthesis of indole-con	Philip A. Woods <sup>1</sup> , Michael J. Waring <sup>1</sup> , 1	20
5	2232600	Metal-Free Metathesis Reaction of C-Chiral	Rebecca Grange <sup>1</sup> , P Andrew Evans <sup>2</sup>	20
6	2229338	Process Research and Development of BM	Francisco Gonzalez Bobes <sup>1</sup> , Neil Strotr	20
7	2232690	Enantioselective Synthesis of $\gamma$ -Amino Acid	Yuki Tahara <sup>2</sup> , Masamichi Michino <sup>2</sup> , Ma	20
8	2273922	Stereoselective synthesis of 5'-C-methyl pyr	Alexander V. Kel'in <sup>1</sup> , Ivan Zlatev <sup>1</sup> , Shig	20
9	2268853	Desymmetrization of Cyclic Sulfates via Er	Meredith Eno <sup>1</sup> , Alexandra Annis <sup>1</sup> , Jan	20

*Symposium Organizers will be notified via email by ACS staff when Symposium Workbooks are available for download in Box.*

## Appendix C: Symposium Financial Report Template



American Chemical Society  
Cellulose and Renewable Materials Division



### SYMPOSIUM FINANCIAL REPORT

ACS MEETING	Choose from this dropdown list or specify to the right:
SYMPOSIUM TITLE	Choose from this dropdown list or specify below this line:
REPORT PREPARED BY	EMAIL ADDRESS:

**BALANCE** **\$1,600.00**

**INCOME**

Division allowance, Enter number of sessions below:

4	\$1,600.00
---	------------

Sponsorship

<i>Sponsor 1</i>		\$0.00
<i>Sponsor 2</i>		\$0.00
<i>Sponsor 3</i>		\$0.00

**Maren Roman:**  
List each sponsor, Add more rows if needed

**Maren Roman:**  
Enter funding amount for each sponsor

Graduate Student Travel Award

<i>Enter name of award recipient here</i>	\$0.00
---	--------

**Maren Roman:**  
Enter amount paid to a graduate student speaker (not to exceed \$500, include covered expenses of that speaker below)

Other income

<i>Specify here</i>	\$0.00
---------------------	--------

**TOTAL INCOME** **\$1,600.00**

**EXPENDITURES**

Travel reimbursement

<i>Person 1</i>		\$0.00
<i>Person 2</i>		\$0.00
<i>Person 3</i>		\$0.00

**Maren Roman:**  
List each person who received a travel reimbursement

**Maren Roman:**  
Enter total travel reimbursement for each person

Conference registration

<i>Person 1</i>		\$0.00
<i>Person 2</i>		\$0.00
<i>Person 3</i>		\$0.00

**Maren Roman:**  
List each person whose registration fee was paid for (in whole or in part)

**Maren Roman:**  
Enter total amount of the registration fee paid for each person

Wire transfer fee (if applicable and amount known)

<i>Transaction 1</i>		\$0.00
<i>Transaction 2</i>		\$0.00

**Maren Roman:**  
List incoming (sponsor) and outgoing (reimbursements) wire transfers

**Maren Roman:**  
Enter the amount of the fee for each wire transfer

Food & beverage

<i>Session 1</i>		\$0.00
<i>Session 2</i>		\$0.00
<i>Session 3</i>		\$0.00
<i>Session 4</i>		\$0.00

**Maren Roman:**  
List each session for which food & beverage expenses were incurred

**Maren Roman:**  
Enter total amount of food & beverage expenses incurred for each session

Other expenditures

<i>Specify here</i>	\$0.00
---------------------	--------

**TOTAL EXPENDITURES** **\$0.00**

The template is available for download at [https://acscell.org/wp-content/uploads/CELL\\_Symposium\\_Financial\\_Report\\_Template.xlsx](https://acscell.org/wp-content/uploads/CELL_Symposium_Financial_Report_Template.xlsx).

## Appendix D: Example Invitation Email

Dear Dr./Prof. [Last Name], OR Good morning/afternoon [First Name],

I hope this email finds you well.

In March 2020, we will be hosting a symposium on *[Symposium Title in bold, italic font]* at the 259<sup>th</sup> ACS National Meeting in Philadelphia, PA (March 22 – 26, 2020). On behalf of the organizing committee, I would like to invite you to give a presentation on your research.

Our intent for this symposium is to bring together scientists working in the area of [general symposium focus]. Specifically, we are looking for contributions on [list specific focus areas/topics of the symposium]. Our hope is that the symposium will stimulate discussion and advance our collective knowledge in this field.

If you accept this invitation, please respond to this email and provide a tentative title for your talk. Then, **please submit your <300 word abstracts before October 14, 2019** through <http://maps.acs.org>. Presentations will be 25 minutes in duration, including questions. Due to funding constraints, we are sorry that we are unable to provide any financial assistance in connection with this conference.

We anticipate that this symposium will generate significant interest among researchers and we encourage you to promote our symposium to others in the field as well as your graduate students who are attending the conference.

We would be very honored to have you participate in our symposium. If you have any questions, please feel free to contact me directly, and I hope we will see you in Philadelphia next March.

Best regards,

[Signature]

## Appendix E: Sample Session Schedules

### Morning Session

**With Introductory Remarks**

Time	Event
8:00-8:05	Introductory Remarks
8:05-8:30	CELL001
8:30-8:55	CELL002
8:55-9:20	CELL003
9:20-9:45	CELL004
9:45-10:00	Intermission
10:00-10:25	CELL005
10:25-10:50	CELL006
10:50-11:15	CELL007
11:15-11:40	CELL008
11:40-1:00	Lunch Break

**Without Remarks**

Time	Event
8:05-8:30	CELL001
8:30-8:55	CELL002
8:55-9:20	CELL003
9:20-9:45	CELL004
9:45-10:00	Intermission
10:00-10:25	CELL005
10:25-10:50	CELL006
10:50-11:15	CELL007
11:15-11:40	CELL008
11:40-1:00	Lunch Break

**With Closing Remarks**

Time	Event
8:05-8:30	CELL001
8:30-8:55	CELL002
8:55-9:20	CELL003
9:20-9:45	CELL004
9:45-10:00	Intermission
10:00-10:25	CELL005
10:25-10:50	CELL006
10:50-11:15	CELL007
11:15-11:40	CELL008
11:40-11:45	Closing Remarks
11:45-1:00	Lunch Break

*Papers and non-paper events should be scheduled so that intermissions start at 9:45 a.m., i.e. sessions with 7 or 6 papers should start later or finish earlier than sessions with 8 papers. Sessions with fewer than 6 papers may have to be rolled into other sessions or symposia.*

## Appendix E: Sample Session Schedules – continued

### Afternoon Session

**With Introductory Remarks**

Time	Event
11:40-1:00	Lunch Break
1:00-1:05	Introductory Remarks
1:05-1:30	CELL001
1:30-1:55	CELL002
1:55-2:20	CELL003
2:20-2:45	CELL004
2:45-3:00	Intermission
3:00-3:25	CELL005
3:25-3:50	CELL006
3:50-4:15	CELL007
4:15-4:40	CELL008

**Without Remarks**

Time	Event
11:40-1:05	Lunch Break
1:05-1:30	CELL001
1:30-1:55	CELL002
1:55-2:20	CELL003
2:20-2:45	CELL004
2:45-3:00	Intermission
3:00-3:25	CELL005
3:25-3:50	CELL006
3:50-4:15	CELL007
4:15-4:40	CELL008

**With Closing Remarks**

Time	Event
11:40-1:05	Lunch Break
1:05-1:30	CELL001
1:30-1:55	CELL002
1:55-2:20	CELL003
2:20-2:45	CELL004
2:45-3:00	Intermission
3:00-3:25	CELL005
3:25-3:50	CELL006
3:50-4:15	CELL007
4:15-4:40	CELL008
4:40-4:45	Closing Remarks

*Papers and non-paper events should be scheduled so that intermissions start at 2:45 p.m., i.e. sessions with 7 or 6 papers should start later or finish earlier than sessions with 8 papers. Sessions with fewer than 6 papers may have to be rolled into other sessions or symposia.*