REGIONAL MEETING PLANNING CONFERENCE AGENDA

WASHINGTON, DC

Objectives: As a result of information shared during the conference, attendees will be able to

- Set at least three goals and five priorities for your meeting
- Outline a potential program including the technical portion and special events
- Name at least three divisions with whom a partnership could be established
- Design one new way a division could contribute to the programming at regional meetings
- List three items that should be included in the program book
- Decide which ACS programs would enhance your meeting

Friday

1:00 PM - 2:00 PM  Arrival and registration for RMPC attendees
2:00 PM - 2:15 PM  Welcome and Introduction to the RMPC
2:15 PM – 2:25 PM  Introduction to Office of Regional Meetings
2:30 PM – 4:00 PM  Understanding Your ACS Resources
  o Career Management and Development
  o Undergraduate Programs -- Planning for Your Undergraduate Program
  o Diversity Programs – Programming for Inclusiveness
  o Leadership Development Workshops
    How They Can Enhance Your Meeting
  o Understanding How to Elevate your Award Recipients
  o Incorporating Project SEED into your meeting program

4:00 PM – 4:15 PM  Refreshment Break
4:15 PM – 4:45 PM  Meetings Abstracts Programming System (MAPS)
4:45 PM – 5:30 PM  Understanding your Partnership (MPP and Organizing Committee)
5:30 PM - 6:15 PM  Programming Support
  o Partnering Potential with ACS Divisions
  o Innovative Program Grant (IPG)
6:30 PM  Reception at Washington Plaza Hotel
**Saturday**

7:30 AM - 8:30 AM  **Breakfast**

8:30 AM – 8:45 AM  Recap of Friday

8:45 AM – 9:30 AM  Preparing Your Budget - Your Meeting Blueprint

9:30 AM – 10:00 AM  Understanding Your Team Structure/Developing Your Meeting Foundation

10:00 AM -10:15 AM  **Refreshment Break**

10:15 AM – 11:30 AM  Region Awards Process

11:30 AM – 12:30 PM  Preparing Your Budget -- Your Meeting Blueprint

12:30 PM – 1:30 PM  **Lunch**

1:30 PM – 2:00 PM  Marketing Your Meeting
  - Website
  - Exhibits
  - Email Blasts
  - Other Avenues

2:00 PM – 3:45 PM  Envisioning Your Meeting I

3:45 PM – 4:00 PM  **Refreshment Break**

4:00 PM – 6:00 PM  Envisioning Your Meeting II

7:00 PM  **Dinner at Washington Plaza Hotel**

**Sunday**

7:30 AM - 8:30 AM  **Breakfast**

8:30 AM – 9:30 AM  Burning Issues in the Parking Lot

9:30 AM -10:00 AM  Regional Meeting FAQs

10:00 AM -- 11:00 AM  Summation/Conference Evaluation