



American Chemical Society

Regional Activities Coordination Team
ReACT

1155 SIXTEENTH STREET, N.W.
WASHINGTON, D.C. 20036
Phone 202-872-4461

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Dear Region Board Officers/Directors and Regional Meeting Chairs:

You asked. We are responding!

At the Regional Meeting Roundtable held during the San Diego national meeting, some tools and documents were presented to those in attendance that can be used to facilitate regional meeting planning and execution. The response from the attendees was that these tools are needed now! Additional tools and documents for use specifically by region boards as they plan their finances and other activities will be sent later.

The documents were produced by the ad hoc Regional Meeting Study Group and were presented by members of the team charged with implementing the recommendations of the study group—the Regional Activities Coordination Team (ReACT). This team is composed of knowledgeable ACS members who are actively involved in regional meetings, region boards, and various levels of ACS governance. The vision of ReACT is:

*A network of empowered region boards will exist to initiate, enhance,
and coordinate activities tailored to the needs and strengths of the ACS membership.*

Members of ReACT will soon be visiting each of the region boards and presenting information that is designed not only to focus on the regional meeting but also to emphasize the increasingly important role that the regions will play in bringing increased benefits to our members.

One of the initial priorities of the team is to disseminate information from the study group to the regions. There are four documents currently available for distribution:

- **Bid Guidelines:** These advise local sections who wish to host a regional meeting how to prepare a bid for presentation.
- **Final Meeting Report Template:** This standardizes the report required at the conclusion of a meeting and will provide an historical record of the present meeting as well as give crucial planning information to future meeting organizers.
- **Core Programs:** This document can be used by region boards to convey key elements of programming that a particular region wants to occur at their regional meetings, and includes ideas for signature events and activities that could become hallmarks of a given region.
- **Electronic Budget:** This is an Excel spreadsheet that includes typical sources of revenue and expenses and is a critical planning tool for meeting organizers. It can be modified to accommodate region-specific line items, and can provide an up-to-date financial status for meetings. Also included here is a sheet that calculates approximate registration income based on attendee projections.

These documents, along with several others, will be introduced to the region boards at the yearly board meetings over the next several months. ReACT members will conduct the presentations and are contacting the boards to reserve time on their agenda. We hope that all of the local section region board representatives will be present to hear the exciting news about the emerging roles of the regions.

If you have any questions or suggestions, feel free to contact me. We thank you for your commitment to regions and the regional meeting program.

Sincerely,

A handwritten signature in black ink, appearing to read 'Tim Hubler'.

Tim Hubler
Chair, ReACT