

## Regional Meeting Programs

The Regional Meeting is the signature event of the Region. The composition of the program, the nature of the ancillary activities, and the degree and quality of the participation by industrial and educational institutions define the meeting. Moreover, the location of the meeting site creates unique opportunities to serve the membership and the nearby communities. Therein lies a strength of the Regional Meeting that clearly distinguishes it from National ACS events.

The character of a Region should be reflected in every one of its meetings. Although the basic scientific program will vary to accommodate the idiosyncrasies of each meeting location, certain characteristics of the Region should be common to all its Regional Meetings. These defining events constitute the CORE PROGRAM of a Regional Meeting.

### Regional Board Obligation

Since the Core Program is defined by and for the Region, the Regional Board should assume the responsibility of establishing these core requirements and communicating them to the Local Organizing Committees as a supplement to the Bid Package. Thus, one of the important functions of the Regional Board is to define the elements of the Core Program for the Region.

### Guideline for Formulating a Core Program

An efficient method for establishing guidelines is to:

- (a) List activities that the Regional Board regards as essential components of every one of its Regional Meetings, e.g.,
  - general oral sessions in specific areas of chemistry
  - undergraduate posters
  - topical symposia
  - etc.
- (b) Identify events that are routinely assumed by the attendees to take place at the annual Regional Meeting, e.g.,
  - an opening reception
  - an awards ceremony
  - etc.
- (c) Define areas/topics that embody the unique characteristics of a meeting in that Region, e.g.,
  - a symposium that
    - highlights an activity indigenous to the meeting area
    - honors a local chemist
    - features the winner(s) of the Industrial Innovation Award(s)

An established Core Program will help ensure that popular and traditional activities are not overlooked by the individual Local Organizing Committees and will help define a Brand for the Region. Each Local Organizing Committee is urged to augment its program by incorporating other

activities into its plans so that each meeting is unique but still contains the essential core requirements of the Region.

### **Suggested Program: Areas, Events and Activities**

The following list contains suggestions and examples for planning a Regional Meeting. Although the list is extensive, it is not all-inclusive. The compilation serves two purposes:

- (a) to guide the members of the Regional Board as they define the Core Program for a Region
- (b) to stimulate the imaginations of the Local Organizing Committee members as they develop the program for a particular meeting.

The elements of the Core Program developed by the Board and the entire list of suggestions given below should accompany the Guidelines for Submitting a Regional Meeting Bid.

### **Potential Regional Meeting Programming Areas**

#### 1. Technical Programming

- General oral sessions
- Poster sessions
  - general
  - undergraduate
  - special areas
- Chemical Education Symposium/High School Education Day
- Other Divisional Symposia
- Symposia highlighting local industries
- Symposium honoring the work of an emeritus member in the Region
- Plenary Speaker(s) and/or symposia of topical interest
  - Forensic Chemistry
  - Nanotechnology
  - Green Chemistry
  - Environmental Chemistry
  - Pedagogy
  - Regional concerns: water quality, air pollution, security, etc.
  - Other specific research areas
- Activities involving ACS officers and staff
  - activities led by members of the national ACS Board of Directors
    - general topic or his/her research area
  - talks/workshops by ACS staff who have expertise in many areas
- Collaborative programming (symposia) with ACS technical divisions

- Technical programs targeting specific areas or groups (e.g., diversity, YCC, WCC, retired chemists, technicians, community college faculty and/or students--see also Outreach Activities below)
  - Special programs to encourage undergraduates to attend [support (grants) available through Affiliates Program; see also Outreach Activities below]:
    - highlight Industrial Awards Symposium, with tour of industrial site, if feasible
    - undergraduate poster sessions
2. "Signature Event". This should be a featured event that is keyed to the timing of the meeting, the geography of the Region, or some other indigenous characteristic that reflects the locale in which the meeting is taking place.
- Plenary address by an eminent chemist in the area (involve his/her institution in plans)
  - Plenary address by an international scientist visiting in the area
  - Symposium honoring the 70th or 80th birthday (or retirement) of a local scientist
  - Symposium or address on the historical development of a regional industry (or other scientific endeavor)
3. Awards Presentations/Related Symposia
- Industrial Innovation Awards
  - Regional High School Teacher Award
  - Stanley C. Israel Award for Diversity
  - Chemagination contest and awards
  - Salutes to Excellence presentations, special awards from local sections, regional service awards
  - Formal awards luncheon or banquet
4. Membership Activities
- Workshops
  - Director's Breakfast
  - LAN/OLGA event (i.e. , social or meeting with local government officials/staff)
  - Events with ACS National officers and staff attending the Regional Meeting
  - Regional Board Meeting
  - Meetings of past, present, and future Regional Meeting chairs
  - Leadership training from Local Sections Activities Office
  - Panel discussions
  - Divisional membership drives
  - ACS membership drives
  - YCC leadership workshops
  - Career related activities
  - Speaker service
  - Joint activities with other organizations, such as AIChE or AAAS
5. Outreach Activities
- Workshops for high school teachers, middle school teachers, high school students
  - Special programs to encourage undergraduates to attend [Seek funding through Affiliates Program]

- highlight Industrial Awards Symposium, with tour of industrial site, if feasible
  - undergraduate poster sessions
  - graduate school fair.
  - workshops for undergraduates regarding graduate school
- Programs targeting specific areas or groups (e.g., diversity, YCC, WCC, retired chemists, technicians, community college faculty and/or students)
  - Family outreach (Kids in Chemistry, Mr. Wizard demo show)

## 6. Expositions

- Vendors
  - Scientific instruments
  - Glassware
  - Books
  - Visualization and computational software
- Graduate school fair
- Divisional publications
- Service organizations
- Community action groups

## 7. Social Events

- Opening mixer/Poster session
- Ice cream social
- Awards luncheon or banquet
- Evening banquet with speaker (short, general interest) and/or social event
- Banquet with local entertainment, for example, a high school or college glee club or instrument ensemble
- Gala at a museum or other local point of attraction

## 8. Regional Tours

- Choices are very dependent on meeting site; 1-2 activities should be thought out in general and included in the bid to host a Regional Meeting
  - Example: NORM 2007 (Boise, ID) is considering a visit to the International Birds of Prey Research Center located nearby, where visitors will be told about the center and its importance as a refuge for Birds of Prey, see the birds, and learn from expert researchers in this field
  - Another example (NORM 2007): arrange tours of the Micron Technology and Hewlett Packard plants located in Boise
- Link events of interest to attendees to the technical program
  - Sponsor a symposium in the morning with speakers from one or more local industries; then tour the facilities in the afternoon

- Tours to Chemical Historical Landmarks in the area (highlight the CHL Program and several other Chemical Historical Landmarks in a symposium)
- Seek guidance from the local Convention and Visitors Bureau
- Invite a local tour company to arrange tours of local attractions

#### 9. Possible Service Activities (highlighted at a Regional Meeting or encouraged throughout the year)

- Suggestions from President Bill Carroll can be found in his June 16, 2004 e-mail to Chairs of committees and divisions]:
  - Events commemorating the ACS Scholars Program and the Committee on Chemists with Disabilities, which are celebrating significant anniversaries in 2005 or similar anniversaries
  - Outreach, and particularly, how we can continue to make headway in the public's perception of chemists and chemistry
  - Secondary Education, and particularly how we encourage those who have chosen chemistry as their field to consider teaching either at the beginning of a career or at the end
  - "Enterprise 2015," which envisions a built-by-members look at the changing nature of the Chemistry Enterprise in the US---in industry, education and government, influenced by events here and around the world

#### Procedural Hints and Recommendations

1. Program co-Chairs. Consider co-chairs, one from industry, one from academe. This produces a wider variation in symposia and generally leads to more support from industry.
2. E-mails to registrants. The consensus is that sending e-mails to registrants several days before the meeting is a good idea. The message is a reminder of the times (and locations) of many activities: registration, opening event, banquet, special programs, etc.
3. Exposition. Every one knows to situate the exhibitors in a busy track pattern, realizes coffee should be available in the exposition area, and now, after 2004 NORM in Logan, should consider a time block (3-hr?) over the lunch hour (with complimentary---exhibitor-supported---box lunches available) when the exhibition and the posters are the only things on the program.
4. Emeritus members. If a session is scheduled to honor an emeritus member, consider sending postcards to other emeritus members in the area, telling them about the event. E-mail might work, but a lot of older members do not have e-mail addresses.
5. High school chemistry/science teachers. Contact at least the local teachers. Inform them of the high school teacher award ceremony/workshop/presentation and any other session(s)/workshop(s) that might be of interest to them---including the Industrial Awards program.
6. Undergraduates. Particularly, if an undergraduate program is offered, make certain that none of the sessions overlap with the Industrial Awards Symposium. That session is an excellent place for the undergrads to learn about what's going on in regional industries.