



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 <ul style="list-style-type: none">○ Career Management and Development Planning Career Workshops and Events○ Undergraduate Programs -- Planning for Your Undergraduate Program○ Diversity Programs – Programing for Inclusiveness○ Leadership Development Workshops How They Can Enhance Your Meeting○ Understanding How to Elevate your Award Recipients○ 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 <ul style="list-style-type: none">• Partnering Potential with ACS Divisions• 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