



DMES MEETING MANAGEMENT AGREEMENT

ACS Department of Meetings & Exposition Services And Columbus Local Section of the American Chemical Society

Agreement for Services for:

This Regional Meeting Management Agreement is made and entered on **March 12, 2019** by and between the **ACS Department of Meeting and Exposition Services ("DMES")** and **Columbus Local Section of the American Chemical Society** representatives ("**Partner**"). Specifically, the **Jeff Trent, Co-General Chair CERM 2020; Jim Wasil, Co-General Chair CERM 2020** and **DMES Regional Staff the Meeting Planning Partner ("MPP")** concerning the **2020 Central Regional Meeting (CERM 2020)**. This agreement is meant to outline the roles, responsibilities, and scope of services offered to local organizing committees as a member benefit by DMES and the Regional Meeting Partner for the **2020 Central Regional Meeting (CERM 2020)**, to be held in **Columbus, OH** on **May 27-30, 2020**.

AGREEMENT TERMS

REGIONAL MEETING PARTNER

- Partner agrees DMES will perform the scope of meeting management services as outlines in Appendix A.
- Partner will authorize DMES to act as its agent for negotiating for services hereunder and as necessary or desirable to carry out the **2020 Central Regional Meeting** conference management needs.
- Partner agrees to adhere to ACS procedures for publicity and marketing services for regional meetings.
- Partner shall be solely responsible for any graphics and printing support, including website development, logo creation, and marketing collateral with the intent of distribution.
- Partner accepts direct responsibility for the planning of technical and non-technical programming, social events, and workshops.
- Partner will utilize the services and expertise of DMES for advice and help in the preparation of all contracts relating to lodging, meeting room facilities, and tour/social events official designated as part of the regional meeting.
- Partner will provide the final report of the Regional Meeting to the Regional Board within (6) months of the conclusion of the Regional Meeting, with a copy to DMES. Failure to comply with this requirement may result in an assessment of additional financial penalties and adjudication of the matter between the Region Board and the Host Local Section.
- Partner will provide an official report and conference budget adopted by the Board to DMES for reporting purposes.

ACS DEPARTMENT OF MEETING & EXPOSITIONS SERVICES

- DMES will manage the request for proposals and/or Site Search process, includes searching for, selecting negotiating and contracting for all meeting services no later than two (2) years before the scheduled regional meeting is to occur.

- DMES agrees to serve as a liaison between the Regional Meeting and other ACS staff offices.
- DMES will submit an evaluation form to the general chairs (or designated representative) quarterly to determine mutual expectations, receipt of deliverables and accountability of services between meeting program chair and designated representative of the local organizing committee and the DMES.
- DMES will follow the progress of the meeting by providing timely communication to the Regional Meeting Organizers; advise the Regional Board and the ACS M&E Subcommittee on Regional Meetings regarding the progress of arrangements, adherence to timelines, and submission of scheduled reports.
- DMES staff will attend annual meetings of the Regional Board (held during the Regional Meeting) to provide updates on DMES activities and solicit feedback on current practices.
- DMES staff will plan and conduct a yearly training, known as Regional Meeting Planning Conference (RMPC) for the General Chair(s) and Program Chair(s) of future Regional Meetings.
- DMES agrees to negotiate services on behalf of **2020 Central Regional Meeting** with various vendors and suppliers for meeting management services dedicated to the success, goals, and objectives of the regional meeting.
- DMES will perform the scope of services as outlined in Appendix A. Responsibilities may include, but are not exclusive to:
 - **Abstract Management**
 - **Publicity and Marketing Services**
 - **Proposal Process & Contract Negotiation** (Hotel, Convention Center, Decorator, and Audio Visual)
 - **Site Selection Consultation**
 - **Conference Logistics Management**
 - **Registration Management**
- DMES agrees to collect data related to registration, finances, abstracts, etc. and information available to the Region and its Regional Board.
- DMES will provide payment of invoices within 60 days after meeting.
- DMES will provide financial data to the Region within three (3) months of the end of a meeting unless other arrangements are made with the Region Organizing Chair.

A. Cost Sharing

Registration Process & Services

- Upon conclusion of the regional meeting, the MPP will submit a final report that shows the number registrations received and processed in e-Reg. That number times a cost-sharing fee of \$4.00 per registration will be deducted from the regions total registration fee income.

Abstract Management Process & Services

- As an ACS member benefit, the Regional Meeting Partner will have access to the Meeting Abstracts Programming System (MAPS). MAPS is the online national meeting programming system of the American Chemical Society, used by ACS authors, Program Chairs, and Symposium Organizers to submit, view, review, and edit abstracts for ACS National Meeting publications.



B. ACCOUNTABILITIES

By virtue of its mission, DMES is accountable to the Regional Boards and ACS M&E Subcommittee on Regional Meeting. DMES is obligated to communicate to the Regional Boards and to the ACS M&E Subcommittee on Regional Meetings any information about the progress, or lack thereof, that it perceives regarding any particular Regional Meeting

DMES will report to the Regional Board any issues or concerns that may result in undue financial loss, erosion of the quality and prestige of the event, or present a significant departure from the core programming and planning of a Regional Meeting.

The DMES, Office of Regional Meetings is accountable and committed to providing each region with superior customer service. As such, if at anytime during the planning or execution of the regional meeting you have concerns with respect to the service that you are receiving from your regional meeting planner partner, the following steps should be followed in an effort to resolve the matter amicably:

- Contact the Regional Meetings Manager, **Starleetah Gaddis-Parker** at (202) 452-2138 or via email to s_gaddis-parker@acs.org to address your concerns.
- If you feel further action is needed, please contact **Bethany Kashawlic**, Assistant Director of Meeting Logistics at (202) 872-6009 or email to b_kashawlic@acs.org.

DMES Meeting Management Agreement

ACS DEPARTMENT OF MEETING & EXPOSITION SERVICES and <NAME OF REGIONAL MEETING>

The individual signing this agreement is an authorized representative with full power and authority to sign and deliver this agreement. A signature on this document indicated understanding and agreement to comply with the term and outlined herein and other issued by DMES regarding the <Name of Regional Meeting>, to be held in <City>, <State> on <Month> <Dates>, <Year>.

By: _____

Jeff Trent
Co-General Chair, CERM 2020

Date: _____

By: 

Starleetah Gaddis-Parker, CMP
ACS, Manager, Regional Meeting

Date: 3/12/19

By: _____

Jim Wasil
Co-General Chair, CERM 2020

Date: _____

DMES Meeting Management Agreement

ACS DEPARTMENT OF MEETING & EXPOSITION SERVICES and 2020 CENTRAL REGIONAL MEETING

APPENDIX A: SCOPE OF SERVICES

The Department of Meeting and Exposition Services (DMES) will perform the following tasks necessary to manage the **2020 Central Regional Meeting**. Please note that these tasks simply provide an outline of the regional meeting management services provided by DMES and may change as needs are address by both DMES and partner.

TASK I: ABSTRACT MANGEMENT

You will be assigned a liaison from Administrative and Programmatic Technologies to assist with abstract management. Responsibilities include, but are not exclusive to:

- Call for abstracts/papers full service management
- Program Committee communications
- Creation of online profiles for submitters and reviewers
- Submission of abstracts online through a secure, customized website

TASK II: PUBLICITY & MARKETING SERVICES

ACS DMES Meeting Planning Partner will coordinate publicity and marketing services for the regional meeting. Services include, but are not exclusive to:

- Promotion of regional meeting on ACS Website
- Promotion of regional meeting at ACS National Meetings
- Promotion of regional meeting in *Chemical & Engineering News* and other ACS publications
- Email Marketing
- Signage for technical session and social/networking events
- Consultation and sourcing for graphic and printing

**Partner is responsible for any additional costs incurred for graphic and printing support*

TASK III: PROPOSAL PROCESS & CONTRACT NEGOTIATION

ACS DMES Meeting Planning Partner will manage the request for proposals and/or Site Search process, which includes searching for, selecting, negotiating and contracting with any of the following vendors:

- Hotel
 - Convention Center
 - Decorator
 - Food & Beverage
 - Audiovisual
 - Transportation
 - Optional Activities/Tour Companies
- For each vendor type, your Meeting Planning Partner will present you with a comparison document of the multiple vendors that are under consideration for contracting. With the comparison document, your Meeting Planning Partner will include a recommendation based on your priorities. You will be able to use this document and recommendation to make a sound decision on final choices for these various entities.
- After a final decision is made for a vendor, your Meeting Planning Partner will help you to negotiate a contract with the vendor and present you with a final contract for review.



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Jim Wasil
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TASK IV: SITE SELECTION CONSULTATION

ACS DMES Meeting Planning Partner is available to review proposal from Hotels, Universities or Convention Centers and make recommendations to the Regional Meeting Chair based on this analysis.

- **Once meeting site is selected, DMES will set-up a site inspection to visit property. DMES staff is available to accompany, if desirable.**
 - DMES staff will analyze RFPs based on the Host Committee's preference and will be responsible for contacting and coordinating sites visit of the identified venues in the meeting's host city.
 - If DMES staff participates on the site visit, staff will compose a follow-up report capturing the essence of the decision making process within 7 days of the site visit.
- **Work with chosen meeting site to negotiate and finalize the contact and set meeting in place.**

TASK V: CONFERENCE LOGISTICS MANAGEMENT

ACS DMES Meeting Planning Partner is available to coordinate and manage all pre meeting and onsite logistics including serving as a liaison to the <insert name of regional meeting>. Responsibilities include, but are not exclusive to:

- **Project Management**
 - Creation and monitoring of project/meeting timeline
 - Submission of monthly progress reports in multiple meeting tracking areas
 - Scheduling and running a minimum of four planning meetings to include (likely there will be many more but these three are critical):
 - Project kick-off meeting (at the beginning of the planning process)
 - Mid-point check-in (halfway mark)
 - Final tie-down meeting (right before going to the event)
 - Post-event meeting (post-event)
 - Writing planning meeting notes and recaps
 - Creation of post-convention report for client
- **Financial Management**
 - Budget preparation assistance
 - Vendor invoices processing and coding
- **Monitoring contractual agreements for venues and other vendors**
- **Housing Management**
 - Creating and managing VIP and staff housing lists
 - Monitoring hotel pick-up and attrition reports
 - Mitigation of attrition risks
- **Meeting Specifications**
 - Creation of overall function space and meeting room set-up requirements
 - Creation of Audiovisual (AV) requirements
 - Completion Food and Beverage (F&B) menu selection
 - Conduction of pre-con and post-con meetings with the venue(s) and vendors
- **Off-site event planning management**
- **Sightseeing tours and recreational activities**
- **Sustainability management and reporting**
- **Onsite Logistics Support**
 - Serve as the primary event contact with the meeting venue
 - Meeting room checks
 - Management and training for onsite volunteers

TASK VI: REGISTRATION MANAGEMENT

ACS DMES Meeting Planning Partner will coordinate advanced and onsite registration services. Services include, but are not exclusive to:

- Preparation of detailed financial reports on attendance and finances
- Set-up and management of registration database to accept online registration
- Creation of an online registration portal for attendees/exhibitors
- Collection of registration revenue
- Submission of confirmation notices to advance registrants
- Preparation of badges, badge cases, and tickets to events
- Preparation of all receipts for attendees
- Identification of registrants with special needs/request
- Provide weekly update on number of attendees registered
- Management of onsite registration