

FACSS
PRESENTS



**PROGRAM GUIDE FOR
SECTION CHAIRS
&
SESSION CHAIRS**

FACSS International Office/SciX Conference
19 Mantua Road, Mt. Royal, New Jersey, 08061

Phone: 856-423-4266

Fax: 856-423-3420

Email: facss@facss.org

Website: www.facss.org

Email: scix@scixconference.org

Website: www.scixconference.org

Table Contents

INTRODUCTION	3
GENERAL RESPONSIBILITIES AND CHAIN OF COMMAND OVERVIEW	3
DEADLINES (TABLE 1)	4
GENERAL PROGRAM INFORMATION	5
Preliminary Schedule (Table 2)	5
SECTION CHAIRS.....	6
Procedures for Section Chairs.....	6
SESSION CHAIRS	7
Procedure for Session Chairs	7
FOR BOTH SECTION AND SESSION CHAIRS	9
SESSION SPONSORSHIP DETAILS.....	9
How Session Sponsors Sign Up and Pay.....	10
OTHER RESPONSIBILITIES LEADING UP TO THE MEETING	11
Speaker Withdrawals/Changes	11
Acknowledgement Slide for Sections.....	11
AT THE MEETING AND AT YOUR SESSION.....	11
AFTER THE MEETING.....	11
CONTACT INFORMATION FOR SCIX 2021	12
SAMPLE LETTERS.....	13

INTRODUCTION

This guide provides **Section Chairs** and **Session Chairs** with complete instructions and deadlines for the SciX conference.

First assembled by 2002 Program Chair Mark Hayes, this guide is updated each year with process improvements as needed. **For this reason, you must review the entire guide even if you have been a Session or Section Chair in the past.**

IMPORTANT FOR ALL TO READ:

The first part of this guide is primarily for the Section Chairs; however, some tasks overlap and require a joint effort from both Section and Session Chairs. Therefore, we request all Session Chairs become familiar with the tasks assigned to your Section Chair, so you know what to expect as you build your sessions and invite your speakers.

The second part of this guide will focus on Session Chair responsibilities. However, if you are a Section Chair you will be accountable for the progress of your Session Chairs, so we request that you also make yourself familiar with their tasks.

GENERAL RESPONSIBILITIES AND CHAIN OF COMMAND OVERVIEW

PROGRAM CHAIR

- Oversee progress on all sections
- Assist the FACSS office in follow up
- Be the point of contact for Section Chairs if there are any changes to their sessions
- Point of contact for special requests

SECTION CHAIRS (Report to Program Chair)

- Review and be familiar with the entire guide including all Session Chair instructions
- Ensure the guide is provided to – and followed by – the Session Chairs in your section
- Assign the allotted number of FACSS comps to the invited speakers in your Section
- Assist the FACSS office in following up on all deadlines applied to your Session Chairs
- Oversee fundraising for your section and ensure proper allocation of funds

SESSION CHAIRS (Report to Section Chair)

- Organize a session as instructed by this guide in adherence with all deadlines, including:
 - Identify invited speakers
 - Select contributed abstracts
 - Raise funds to offset invited speaker registration and report fundraising to Section Chair
 - Assist the FACSS office in following up with individual speakers as needed

Thank You!

We all have very busy personal and professional lives and your willingness to volunteer with the meeting is greatly appreciated. With your enthusiastic help, this year's conference program will continue the FACSS/SciX tradition of excellence as a premier forum for the exchange and expansion of intellectual knowledge and professional collegiality.

Questions?

Contact the current Program Chair or the FACSS office with questions. On page 12 you can find the full SciX Committee for reference.

Program Chair

Jean François Masson

Phone: 514.343.7342

Email: jf.masson@umontreal.ca

FACSS Office

Gina Pozielli

Phone: 856.423.7222 ext. 226

Email: gpozielli@scixconference.org

DEADLINES (TABLE 1)

Deadline	Responsible	Activity(ies)
First week of Jan	FACSS Office/Program Chair	Section Chairs receive/review the Guide for responsibilities and deadlines
January 22	Section Chairs	1. List of session organizers/chairs and topics/titles due https://www.surveymonkey.com/r/VV25GTK 2. Section Chairs provide the Guide to Session Chairs as they are confirmed
January 25	Program Chair	Section submissions are reviewed and compared for overlap and Section Chairs may be contacted to make changes
Feb 4	FACSS Office	Section Chairs receive official link for submitting invited speaker details via a shared Google spreadsheet
January to May	Section/Session Chairs	Obtain sponsorships for Section/Sessions
February 15	FACSS Office	Contributed Abstract Submission Site Opens – Invited Abstracts will be submitted to separate Invited Speaker Portal (see March 30 th task below)
March 4	Session Chairs	Final organization of all sessions is due including titles, invited speakers, & budget
March 9	Program Chair	Review across all sections for overlap – start prelim program assignment
March 9	Section Chairs	Last day to name the speaker comps in your section
Mid-March	FACSS Office	Interim communication to invited speakers to let them know at the end of March they'll get directions for how to submit their abstract
March 30	FACSS Office	Official confirmations sent to invited speakers by FACSS Office with individualized logins to the Invited Speaker Portal to submit their abstracts
April 30	Section/Session Chairs with Invited Speakers	Invited speaker abstracts due
May 1	Section Chairs	Final Sponsorship details due to office: Section Chairs work with Session Chairs to collect this
May 14	FACSS Office	Contributed Abstract Submission Site closes for all oral contributed abstracts
Late May – Early June	Session Chairs	Session Chairs access paper submissions and finalize sessions using contributed abstracts
Early-June	Program Chair	Program Chair will work with Section and Session Chairs and the FACSS Office to resolve any issues related to completing sessions using contributed abstracts
Mid-June	FACSS Office	Official invitations sent to accepted contributed oral presentations
July 31	FACSS Office	Poster abstract submission closes; poster review and scheduling begins
Mid-August	FACSS Office	Official invitations sent to accepted poster presentations

**Please note, the FACSS office will continue to move forward once each deadline passes.
Please be respectful of the deadlines as they are in place for a reason.
Any single delay can directly affect other areas of the program, creating a ripple effect.
Reminders will be sent but you are ultimately responsible to meet your deadlines.**

These deadlines are critical in order to:

- Secure maximum industry support for travel/session funding, the timeline considers commercial sponsors' quarterly budget deadlines.
- Secure invited speakers whose schedules may be set far in advance and who may request financial support.
- Facilitate attendance at the conference by attendees who require confirmation of acceptance of a presentation abstract prior to making travel arrangements.
- Market the conference by being able to maintain an updated website with final session titles and Preliminary Program.

GENERAL PROGRAM INFORMATION

SciX Program Structure

The program schedule changes slightly each year, but the general layout remains the same. A **preliminary** program schedule is included below for your orientation.

- There are typically two morning plenaries at 30 minutes each.
- Each oral session is a total of 100 minutes, made up of **five, 20-minute presentation slots** (15 talk + 5 Q&A).
- You may combine two 20-minute slots into one 40-minute slot for an exceptional speaker.
- You may NOT sub-divide or change sessions into any other time lengths.
- There are three daily blocks (morning, mid-day, and afternoon) of oral sessions on Monday-Wednesday, with two blocks on Thursday (11 total session blocks).
- **THIS YEAR:** The total number of organized sessions offered at SciX 2021 will be reduced from the numbers in 2019. Based on the projections for the meeting and on the recommendation from the FACSS governing board, we will start planning for a smaller number of sessions in each section. We will monitor the evolution of the public health situation and may open more sessions over the course of the next months.

Preliminary Schedule (Table 2)

Morning at column top, the day progressing down the column

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
	AWARD PLENARIES	AWARD PLENARIES	AWARD PLENARIES	AWARD PLENARIES	Closing Plenaries
	Morning Oral Sessions	Morning Sessions	Morning Sessions	Morning Sessions	
	Poster Session Viewing 1	Poster Session Viewing 1	Poster Session Viewing 1	Poster Session Viewing 1	
	Lunch	Lunch	Lunch	Lunch	
What's Hot Vendor Session	Mid-day Oral Sessions	Mid-day Oral Sessions	Mid-day Oral Sessions	Mid-day Oral Sessions	
SAS Member Event	Poster Session Viewing 2 +Coffee/Dessert	Poster Session Viewing 2 +Coffee/Dessert	Poster Session Viewing 2 +Coffee/Dessert	Poster Session Viewing 2 +Coffee/Dessert	
OPENING PLENARY SAS Poster Reception/ SciX Mixer	Afternoon Oral Sessions	Afternoon Oral Sessions	Afternoon Oral Sessions	Innovation Award Finalists	
	Exhibit Opening Reception	Exhibitor Happy Hour	All-inclusive Gala / Social Event		

SECTION CHAIRS

Procedures for Section Chairs

[PLEASE REFER TO THE DEADLINES NOTED IN THE TIMELINE ON PAGE 4.](#)

1. Do some research to help build your sessions.
 - a. Look at past programs and current year's SciX evaluation results (request from Program Chair).
 - b. Talk to past section chairs, read the literature, and find out what's hot in your area.
2. Conceptualize sessions within the number of maximum sessions given to you by the Program Chair.
3. Think of draft session topics and Session Chairs for each.
4. Send an initial invitation to chairs.
5. Session Codes are assigned to each session to help group the talks within each session. You have been provided with the number of sessions in your section.
 - a. Example of Session Codes: 21ATOM01, 21ATOM02, etc. (21 for the year, ATOM for the Section, 01 or 02 to differentiate from the other sessions)
6. Confirm all preliminary Session Chair invitations, compile all proposed session details, and provide to the FACSS Office by **January 22 using the Survey Monkey submission link provided by email**. The Program Chair will review all sections for potential overlaps at this point and may request some changes.
7. Give each Session Chair this guide so they can begin coordinating their sessions (or this can be provided at time of inviting them if they ask/need to know responsibilities up front).
8. Your Session Chairs are required to provide invited talk details by **March 4**.
9. You will be responsible for selecting which invited speaker(s) from your section will receive the FACSS Comp Reg allotted to your section.
 - a. You can notify the office of those speakers at any time before the finalization of sessions (by the Program Chair) on **MARCH 9. If you wait until after March 4th to allocate the FACSS comp reg, you still must name the speakers by March 9.**
 - i. This CANNOT be converted to travel support, it is only meant to cover registration.
10. The Program Chair will then review to check for speaker overlap across sections and make sure the same speaker is not invited more than twice.
 - a. Invited speakers can participate in at most 2 talks but they must be in different sections. Please also keep a look out for that in your overall section.
11. Oversee all fundraising happening in your sessions. **Review the sponsorship section later in this guide for full details about session sponsorship.**
 - a. You will need to collect all the sponsorship details from your session chairs or go out and try to collect support yourself. The way funds are requested is up to you and your chairs.
 - b. The shared Google spreadsheet that your session chairs use to provide their invited speaker information will be the same spreadsheet where you document sponsorship funds. Session Chairs will be asked to give an expected total upfront, but this may change once you and your Session Chairs start to request funds.
 - c. A template letter is provided at the end of this guide for you to use if needed when reaching out to sponsors. This letter gives your sponsors details on what to expect.
12. Upon request, assist the FACSS Office in following up with your Session Chairs/Speakers for missing information.

[FIND A LIST OF ALL 2021 SECTION CHAIRS HERE](#)

SESSION CHAIRS

Procedure for Session Chairs

[PLEASE REFER TO THE DEADLINES NOTED IN THE TIMELINE ON PAGE 4.](#)

Steps 1 – 3 relate to inviting speakers and the remaining steps relate to communicating that information to your Section Chair and the FACSS Office.

1. When emailing your invited speakers, be sure to clarify all responsibilities to them. There is no standard invitation template but the FACSS office can assist you with invitation wording if requested.
2. Understanding complimentary registrations
 - a. FACSS Comp Reg – In these trying times, we were requested to reduce the number of complimentary registrations for this year. Each Section gets an allotted number of comps that will be dispersed by the Section Chair.
 - b. Sponsored Comp Reg – complimentary registrations allocated from funds that have been raised for this purpose by Section and Session Chairs.
 - c. Awards Comp Reg – Award Session organizers should contact the Awards Chair with any questions, as these comps are award- and session-specific.
3. Make sure you follow these guidelines when inviting speakers:
 - a. Invited speakers can participate in at most 2 talks but they must be in different sections. Make sure that this rule is communicated to invited speakers in your initial contact with them.
 - b. We removed the maximum percentage of invited speakers that each section may invite. We recommend session chairs to keep at least 1 slot for contributed talks.
 - c. Try to balance inviting popular SciX “veterans” with people new to the conference (the FACSS office can tell you whether a certain person has presented before).
 - d. If you will be fundraising to support a speaker, it is best to not make specific commitments at the invitation stage in case the sponsorship situation changes.
 - e. Be sure your speakers know NOT to submit their invited speaker abstracts through the general abstract submission site. They will receive a customized invitation to the Invited Speaker Portal at the end of March and will have an April 30 deadline.
 - f. It is impossible to guarantee potential speakers a specific day or time for their presentation because of the amount of work involved in scheduling sessions. In some extraordinary cases, speaker schedule requests can be accommodated if Session Chairs communicate specific known conflicts early in the planning process. Collect and report these requests to the Section Chair at this stage, who will then submit to the Program Chair.
4. Simultaneously with inviting speakers, begin fundraising. **Review the sponsorship section later in this guide for full details about session sponsorship.**
 - a. A template letter is provided at the end of this guide for you to use if needed when reaching out to sponsors. This letter gives your sponsors details on what to expect.
5. Session Codes are assigned to each session to help group the talks within each session. Presentations are also assigned a number that correlates to the order of the talks.
 - a. Example of Session Codes: 21ATOM01, 21ATOM02, etc. (21 for the year, ATOM for the Section, 01 or 02 to differentiate from the other sessions)
 - b. Example of Presentation Numbers: 21ATOM01.1, 21ATOM01.2, etc. (.1 or .2 indicate the order of the talks within the session)
6. The FACSS Office will provide a shared Google spreadsheet link after January 22 that you will use to submit your session details.
 - a. You can name a co-chair to organize and preside over the session with you, but you will remain the primary contact for the Section Chair, Program Chair and the FACSS Office. You and any co-chair(s) will be listed as “Chairs” in the final program.

- i. You may also name someone to preside over the session in your place if you are unable to attend. Place a request with your Section Chair who will communicate such requests to the FACSS Office.
 - b. Begin building your session, with the following parameters that will be evaluated by your Section Chair and the Program Chair.
 - i. Your invited speaker selections will be compared with other sessions in your section to ensure the same person is not giving multiple invited talks – you may be asked to identify an alternate or invite a co-author or student contributor.
 - c. While completing the spreadsheet, it is requested that you:
 - i. “Submit Talk Titles with Proper Title Casing” (major words upper case, minor words/prepositions lower case), as the titles will be used the way they are submitted.
 - ii. Do not sort or edit the format of the spreadsheet! This is a live document that others are also using. The format must stay as-is for later import of invited speakers into the speaker portal.
 - iii. Contact your Section Chair if you have questions about organizing your session; contact the FACSS office with questions about using the shared spreadsheet.
 - d. In addition to the **Session Title, Speaker Names, Speaker Emails, and Speaker Affiliations/Institutions**, you will be asked to indicate the following:
 - i. Anticipated fund-raising for each speaker. We understand these figures may change as you continue to communicate with potential sponsors, and you will work with your Section Chair to finalize these details by May 1.
 7. Final information about your organized session is due **March 4**.
 - a. Session details will be presented at the spring Governing Board meeting and used for preliminary organization of the program. Therefore, EVERY oral session detail must be submitted by this deadline.
 8. **IMPORTANT: After the March 4 deadline** the FACSS office will import all invited speakers into the speaker management portal. At this point, any changes to speakers or titles **MUST** be done within the portal. **No more changes will be allowed in the Google spreadsheet.**
 - a. Requests for changes should be either sent to your Section Chair to communicate with the FACSS office or sent directly to the office with your Section Chair copied.
 9. Pick contributed abstracts per the timeline
 - a. Screen against blatantly commercial talks, as presentations focusing too much on a specific product or service should not be included in the SciX program.
 - b. To ensure that the limited oral slots are well-distributed, please do not put more than one talk from any academic group/employer in a single session.
 - c. You will be given time to select a first choice and 2 back up choices for each session slot you need filled.
 - i. To select a contributed abstract, you will use the session code, presentation #, and 1st, 2nd, 3rd choice. **See example below.**
 1. 21ATOM02.3-1st
 2. 21ATOM02.3-2nd
 3. 21ATOM2.3-3rd
 - ii. Further instructions will be sent by the FACSS office before the selection process begins.
 10. Upon request, assist FACSS office in following up with your speakers after they’ve received their official invitation
 - a. The speaker portal will periodically remind speakers to submit their abstracts and the FACSS office will report to Section/Session Chairs, indicating which speakers have/have not submitted. As the deadline approaches, gently remind your speakers to submit their abstracts.
-

FOR BOTH SECTION AND SESSION CHAIRS

SESSION SPONSORSHIP DETAILS

One of your most important responsibilities as Section Chair or Session Chair is to raise money from industry and other sources to support the registration costs and travel of your invited speakers. Section Chairs and Session Chairs should begin coordinating fundraising efforts in January of the conference year.

Session Sponsorship Deadlines

- All sponsorships and allocations to speakers must be confirmed by **May 1st**.
- Sponsor payment must be received by **August 31st** for the sponsor to be recognized on printed materials.

Invited Speaker Support in SciX Oral Sessions

- Section and Session chairs are asked to raise **sponsorship funds** to provide support to invited speakers as needed.
 - Some speakers may require such support in order to participate, but many outstanding scientists do not need any financial support to come to the meeting.
- Contributed abstract speakers **cannot** receive this support, nor a FACSS Comp Reg, as they have submitted an abstract with the understanding that they are responsible for their own costs to attend.

NOTE: When the Session Chairs have indicated which speaker(s) are to receive Sponsored Comp Reg, the speaker will be notified by the FACSS Office and provided with a session-specific code to use to register for SciX 2021. Prior to the meeting the FACSS staff will compare the complimentary registrations that were entered into the system against the shared Google spreadsheet for accuracy. The Section Chair and Program Chair will be notified of any anomalies.

Approved Uses of and Procedures for Dispersing Sponsorship Funds

- Sponsorship funds should be allocated to Sponsored Comp Regs.
 - \$750 of sponsorship covers an attendee Comp Reg; \$275 for a student.
 - You cannot split sponsorship funds to cover part of a registration fee.
- The alternative use of sponsored funds, i.e. reimbursing speaker travel costs, is a comparatively resource intensive effort for the FACSS office, and results in a direct pass-through of sponsorship funds to the speaker.
Requests to use sponsorship funds for speaker travel must be approved by the Program Chair before the speaker is offered this support.
 - If use of sponsored funds for speaker travel is approved, it is FACSS policy to only cover hotel stays at an official conference hotel.
 - Section Chairs must communicate specific allocations (speaker contact info and allocated amounts) so the FACSS Office may send reimbursement instructions post-SciX.
 - The Section Chair, Program Chair, Treasurer, and Governing Board Chair will be notified of anomalies.
- **DO NOT commit funds to speakers without first getting confirmation of the commitment of funds from your source and receipt of those funds by the FACSS Office.**

How Much to Raise

- It is not realistic or necessary to completely fund each invited speaker's registration.
- For practical reasons, the minimum suggested amount to request from a potential sponsor is \$750, or the cost of a complimentary registration for a member.
 - If you receive permission to raise funds for travel (which is not the preferred approach and requires special approval), the minimum suggested is \$500 (per session), which can be allocated at the discretion of the Section/Session chair.

Potential Sponsors

- Industry, professional societies, even your employer
- You may wish to consult the list of past supporters
- Coordinating with your Section Chair will also open opportunities for pooling sponsorship across sessions

[FIND A LIST OF PAST SPONSORS HERE](#)

Sponsor Benefits

- SciX is committed to thanking our program sponsors in several ways:
 - Champion Sponsors: \$5000+
 - Rotating banner on SciX homepage
 - Acknowledgment of level (name and logo) on special meter board and exhibit hall entry arch
 - Name recognition on walk-in slides for ALL SciX sessions regardless of sections
 - Logo with URL link on website
 - Name in final program
 - Advocate Sponsors: \$2000-\$5000
 - Acknowledgment of level (name and logo) on special meter board and exhibit hall entry arch
 - Name recognition on walk-in slides for specific, supported sections
 - Logo with URL link on website
 - Name in final program
 - Friends of SciX: Less than \$2000
 - Name on specific, supported section slides, final program, exhibit hall entry arch, and on website

Sponsor Restrictions

- Sponsors may not display/distribute literature at the session they are sponsoring. Companies looking for such exposure should be directed to information on exhibiting and other sponsorship opportunities.
- FACSS is a 501(c)(3) organization, but corporate sponsors who may gain commercial benefit from their contribution cannot claim the contribution as a charitable donation. Societies and individual donors may request a tax receipt.

How Session Sponsors Sign Up and Pay

- Section Chairs are responsible for collecting all the sponsor contact information for their entire section.
 - A template to use to collect this will be sent to section chairs.
 - Section chairs should send the confirmed sponsor to the FACSS office by two deadlines. **March 1st** those who have committed early and **after May 1st**, for those who come in after March 1st.
- The FACSS office will send out invoices to the companies at each deadline.
 - The invoice # will attach the payment to the correct section
- Section chairs will get reports from the office on their sponsors and payments
- Funds must be received by **August 1** to be recognized in the final program.

ATTN SESSION CHAIRS:

**While the section chairs are collecting from you ALL sponsor contact information and totals for the section, it is the responsibility of the session chair to allocate the funds to the specific invited speakers.
Use the shared google spreadsheet to fill that in (Column K).**

DO NOT commit any of these funds to speakers without first getting confirmation of the commitment of funds from your source and receipt of those funds by the FACSS Office.

OTHER RESPONSIBILITIES LEADING UP TO THE MEETING

Speaker Withdrawals/Changes

If a speaker must withdraw, the Program Chair and Section Chair should be immediately notified by the Session Chair and given the opportunity to discuss options on how to fill that slot. The Final program goes to print in **mid-August** and replacements can be inserted into the final program if provided in time.

Acknowledgement Slide for Sections

A PowerPoint acknowledgement slide must be generated for each Section. This slide will be used by each Session Chair (presider) within that Section, for the purpose of highlighting the financial contributions of sponsors to the session.

For whoever is Chairing a session:

1. Load the acknowledgement slide onto the laptop to show before the start of the session and at the end.
2. Thank the sponsors on behalf of FACSS and SciX for their support. Each of these sponsors have materially aided the SciX conference by providing funding that has allowed you to aid many speakers in attending the meeting.
3. At the end of the session remind the attendees that they have the opportunity to thank the sponsors directly by visiting their booths on the exhibition floor and expressing their appreciation.

AT THE MEETING AND AT YOUR SESSION

At the meeting itself, speakers should arrive 30 minutes prior to load/check their presentations. Ultimately, as session organizer, you are responsible for either chairing the session or ensuring a replacement is present at the session. Each session room is equipped with a laptop and LCD computer projector. Speakers will **NOT** be able to present from their own laptop. Additional AV details will be communicated to chairs and speakers closer to the meeting.

It is the responsibility of the Session Chair to keep the session on time, as presentations that go past their scheduled slot interfere with subsequent talks and with attendees' abilities to change rooms. Cutting off a speaker is challenging but is part of the job as a Session Chair! For the unfortunate situation of a no-show speaker, the schedule cannot be shifted and the Session Chair can choose to hold a discussion to fill the time or give everyone a short break.

AFTER THE MEETING

After you have returned from the meeting, contact each of your sessions' sponsors, give them a quick summary of the highlights of the session, and thank them for their financial contribution to your session and the SciX Conference. This small act serves several purposes:

- a. It is appreciated by the sponsors,
- b. Can be provided up the management chain of the sponsoring company as an indication of money well invested.

Gives you the opportunity to plug the next SciX conference and start the process to secure funding commitments for that program. If you get commitments at this stage and you are not the Section Chair, please provide these commitments to either the new Section Chair and/or to the incoming Program Chair.

CONTACT INFORMATION FOR SCIX 2021

SciX Conference Committee	
<p>Rob Chimenti [General Chair] rchimenti82@gmail.com</p>	<p>Jean François Masson [Program Chair] if.masson@umontreal.ca</p>
<p>Karen Esmonde-White [Marketing Chair] marketing@scixconference.org</p>	<p>Robert Lascola [Awards Chair] robert.lascola@srnl.doe.gov</p>
<p>Scott Rudder [Exhibits Chair] srudder@ipslasers.com</p>	<p>Annie Dowgiallo [Short Courses Chair] adowgiallo1@gmail.com</p>
<p>Jason Dwyer [Local Chair] jason_dwyer@uri.edu</p>	
FACSS Headquarters and Staff	
<p>FACSS National Office 19 Mantua Rd. Mount Royal NJ 08061</p> <p>Phone: 856-224-4266</p> <p>facss@facss.org scix@scixconference.org</p>	<p>Kristin Burke Account Manager Direct: 856-224-4266 ext.: 231 kburke@scixconference.org</p> <p>Steph Moyer Meeting Manager Direct: 856-224-4266 ext.: 251 smoyer@scixconference.org</p> <p>Gina Pozielli Meetings Systems Manager Direct: 856-224-4266 ext.: 226 gpozielli@scixconference.org</p>

SAMPLE LETTERS

Fundraising Letter

Dear [NAME],

Thank you for speaking with me regarding potential support by [COMPANY] for the special symposium, Session [TITLE] at the SciX conference in Providence, RI from September 26 – October 1, 2021. I have set a goal of [AMOUNT] to allow us to provide sufficient support to attract the very top people in analytical chemistry.

We are requesting [AMOUNT] from [COMPANY] to be a co-sponsor of this symposium. Your contribution would be recognized by being announced in the Final SciX program, as well as in the meeting rooms prior to these sessions and during breaks. Our final program is prepared in mid-August, and hence we request payment by **August 1, 2021**.

If you are interested in sponsoring Session [TITLE] please confirm via email by [DATE]. Once confirmed the FACSS office will send you an invoice.

A high-resolution version of your company logo is also requested at a later time.

We appreciate your past support of FACSS and the SciX conference and hope it will be possible again.

Sincerely,

[FOR USE WITH NON-COMMERCIAL ENTITIES]

The Federation of Analytical Chemistry and Spectroscopy Societies (FACSS) is a qualified charity under IRS Section 501(c)(3), tax identification number 51-0120416.

Letter sent from FACSS office to invited speakers (once confirmed with chair)

Dear XX,

On behalf of the Program Planning Committee, thank you for agreeing to participate as an invited speaker at the upcoming SciX 2021 Conference being held at the Rhode Island Convention Center in Providence, RI from September 26 - October 1, 2021.

Please see below for important information regarding submission of your abstract and other details.

Invited Speaker Portal

The Speaker Management Portal, exclusive to our invited speakers, is designed with tasks and guidelines specific to your presentation, including abstract submission related to your talk(s). The Speaker Management Portal will make it easier to share information and for the chairs to review the submissions.

Below is personalized Access Key and URL Link that allows you to log-in to your individual profile and complete the required tasks.

@@@@ACCESSINFO@@@@

- Once logged in you will see the event information, your profile, tasks, and resources.
- You may complete these tasks in any order you wish, however, please note that some deadlines are earlier than others.
- Once you have completed a task, a green checkmark will appear next to it.

Please log into the portal and complete the required tasks by **April 30, 2021**. Reminders will be sent weekly to anyone with an incomplete task.

Your presentation(s) details are as follows:

@@@@PRESHOTKEY3(PRESENTATION)_NOTIME_NODATE_CUSTOM@@@@

Abstract Submission Guidelines:

Your abstract and will be published in the app exactly as you submit it.

Please check submissions carefully for typographical errors, author listing, misspellings, poor hyphenation, etc. add info about word count and layout.

Authors: As an invited speaker you are automatically named as the presenting author. When completing your author list, you only need to name your co-authors. DO NOT repeat yourself as author in the author block.

Changes: Changes to your abstract and must be done by prior to **April 30, 2021**. Any corrections and/or changes after the deadline will need to be communicated to the FACSS office and your session chair.

Withdraw: Please notify the FACSS office and your session chair if you need to withdraw or replace yourself as a speaker.

Consideration for Awards: As an invited speaker you will also have a chance to be considered for the FACSS Innovation Award. If accepted, you will be notified, and your talk will be pulled from the current session and moved to the Innovation Award Session on Saturday afternoon.