

FACSS
PRESENTS



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

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INTRODUCTION

All **Section Chairs** and **Session Chairs** must read and adhere to this guide and the deadlines herein. Created by 2002 Program Chair Mark Hayes, this guide is updated each year with process improvements.



You are expected to review the entire guide even if you have been a Session or Section Chair in the past. Section Chairs should be familiar with all Session Chair duties, and vice versa.

GENERAL RESPONSIBILITIES AND CHAIN OF COMMAND OVERVIEW

PROGRAM CHAIR

- Oversee progress on all sections
- Assist the FACSS office in follow-up
- Point of contact for Section Chairs for questions/changes, special requests, or settling program or speaker conflicts

SECTION CHAIRS (Report to Program Chair)

- 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)

- Funnel all issues through your 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. See the Table of Contents to find the full SciX Committee.

Program Chair

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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 21	Section Chairs	1. List of session organizers/chairs and session topics due (green highlighted cells ONLY) https://docs.google.com/spreadsheets/d/1XCKEcN1uPg6_DkpynUb67ZVYSC1jgT_CBEdNVjuwWSM/edit?usp=sharing 2. Section Chairs provide the Guide to Session Chairs as they are confirmed
January 24 (week of)	Program Chair	Section submissions are reviewed and compared for overlap and Section Chairs may be contacted to make changes
Feb 4	FACSS Office	Session Chairs receive instructions for submitting invited speaker details via the Google spreadsheet (yellow highlighted cells ONLY)
January to May	Section/Session Chairs	Obtain sponsorships for Section/Sessions
February 14	FACSS Office	Contributed Abstract Submission Site Opens – Invited Abstracts should not use the general abstract submission! There is a separate Invited Speaker Portal (see below)
March 4	Session Chairs	Final organization of all sessions is due including titles, invited speakers, & budget if applicable
March 4	Section Chairs	Last day to name the speaker comps in your section
March 14	Program Chair	Review across all sections for overlap – start prelim program assignment
Mid-March	FACSS Office	Interim communication to invited speakers to let them know that at the end of March they'll get directions for how to submit their abstract
March 29	FACSS Office	Official confirmations sent to invited speakers by the FACSS Office with individualized logins to the Invited Speaker Portal to submit their abstracts
April 29	Section/Session Chairs with Invited Speakers	Invited speaker abstracts due
May 16	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	Section Chairs	Final Sponsorship details due to office: Section Chairs collect and compile details from Session Chairs
Early June	Program Chair	Program Chair works 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
August 1	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 moves forward once each deadline passes. You are responsible for your deadlines. Any single delay can directly affect other areas of the program, causing widespread delays.

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 two mid-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.
- **THIS YEAR:** The program organizers are optimistic that the public health situation will permit the resumption of a normally sized conference in 2022. Accordingly, the number of sessions initially being offered will approach those from 2019.

Preliminary Schedule (Table 2)

Morning at column top, the day progressing down the column

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
	Morning Oral Sessions	Morning Oral Sessions	Morning Oral Sessions	Innovation Award Finalists	Closing Plenaries
	Poster Session Viewing 1	Poster Session Viewing 1	Poster Session Viewing 1	Poster Session Viewing 1	
	AWARD PLENARIES (2)	AWARD PLENARIES (2)	AWARD PLENARIES (2)	AWARD PLENARIES (2-3)	
	Lunch	Lunch	Lunch	Lunch	
	Early PM Oral Sessions	Early PM Oral Sessions	Early PM Oral Sessions	Early PM Oral Sessions	
	Poster Session Viewing 2 +Coffee/Dessert	Poster Session Viewing 2 +Coffee/Dessert	Poster Session Viewing 2 +Coffee/Dessert	Poster Session Viewing 2 +Coffee/Dessert	
Oral Session (4:00-5:30)	Late PM Oral Sessions	Late PM Oral Sessions	Exhibit dedicated time (no oral sessions)	Late PM Oral Sessions	
Keynote Plenary	Exhibit Opening Reception	Exhibitor Happy Hour			
SAS Poster Reception/ SciX Mixer	Society Events	Society Events	Society Events	SciX Gala	

Special Notes to the Section and Session Chairs Regarding Comps

1. In 2022, FACSS will offer each section the use of **approximately** one comp per organized session, to be distributed amongst the sessions per the judgement of the section chair(s).
 - a. The maximum number of comps available to each section has been communicated to the section chairs by the Program Chair and the FACSS Office.
 - b. Some sessions in each section will be reserved to accommodate contributed talks.
2. Money to support additional comps can be sought through sponsorships according to the guidelines herein.
3. **NEW:** For 2022, section/session chairs may distribute half-comps if desired. Because of the additional administrative work associated with this, please use this ability with discretion and not as a default.
 - a. Discount codes will be provided to the section/session chairs to give to those receiving half comps.
 - b. Invitees using discount codes are responsible for remainder of their registration costs when registering.
 - c. Smaller divisions (e.g. third-comps) are not allowed.
4. Section and session chairs must explicitly communicate to organized speakers the level of registration support being given, to avoid the Office fielding questions from confused speakers during the registration process.
 - a. Talks should be considered “invited” (invited with registration support), “solicited” (invited with no registration support but with guaranteed acceptance), or “contributed” (submitted oral abstract).
5. **Comps are only for cases of true need. Invitees who have support to pay their registration fees should use that external support. Comped registrations have a direct impact on the financial status of the conference.**

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.
 - c. The Program Chair may request certain topics based on the program theme or other proposals.
2. Conceptualize session topics and chairs within the number of sessions given to you by the Program Chair.
3. Send an initial invitation to each chairs; be clear on what they are expected to do.
4. Session Codes are assigned to each session.
 - a. Example: 22ATOM01 (22 = year, ATOM = Section, 01 = session number).
5. Provide all session names/chairs to FACSS Office by **Jan 21 using Google Spreadsheet linked in the timeline above.**
6. 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).
7. Section chairs are the liaison between session chairs and the FACSS Office, helping assure that deadlines are met.
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 Regs allotted to your section. Coordinate with your session chairs to determine who receives registration support.
 - a. These speakers must be indicated in the Google spreadsheet by the finalization of sessions due March 4.
 - b. This CANNOT be converted to travel support it is only meant to cover registration.
10. All organized talks are subject to review by the Program Chair.
 - a. The Program Chair will check for speaker overlap across sections and make sure the same speaker is not invited more than twice and is only invited once for a given section.
11. Report to the FACSS Office all fundraising in your section. **Review the sponsorship section later in this guide for full details about session sponsorship.**
 - a. Session chairs can fundraise, or you as Section Chair can solicit funds to be divided among your sessions.
 - b. You will use the same shared Google spreadsheet to document sponsorship funds for all of the sessions in your section. Session chairs should attempt to provide a fundraising goal early in 2022!
 - c. A template letter is provided at the end of this guide for you to use when reaching out to sponsors.
12. Upon request, assist the FACSS Office in following up with your Session Chairs/Speakers for missing information.

[FIND A LIST OF ALL 2022 SECTION CHAIRS HERE](#)

Procedure for Session Chairs


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

1. When organizing your session, clarify all responsibilities to potential speakers, including deadlines for abstract submission and registration and the need for timely responses to emails. **Be clear with speakers up front regarding registration support (if any) being provided.**
 - a. We often have speakers contact the office weeks prior the meeting assuming they have comp registration because their initial invitations did not make clear they would be responsible for their registration.
2. Please see the section on Page 6 regarding the use of complimentary registrations.
 - a. Award Session organizers should contact the Awards Chair with any questions regarding comps and other support. The terms of support for these sessions may be distinct from regular sessions.
3. Follow these guidelines when inviting speakers:
 - a. Invited speakers can present 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. The participation of an invited speaker in an award symposium has priority over participation in other sessions. Session chairs may need to replace such a speaker if participation in the awards symposium represents a third talk.
 - c. The goal for the program is to have 50% contributed talks. **Please work with your section chair to determine the number of invited vs. contributed talks in your session to help achieve this goal.**
 - i. By their nature, award symposia are completely invited and are not counted against this goal.
 - d. 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).
 - 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 29 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 extraordinary cases, speaker requests can be accommodated if Session Chairs communicate known conflicts early in the planning process. Collect and report these requests to the Section Chair at this stage, who will submit them to the Program Chair.
4. Simultaneously with inviting speakers, begin fundraising with instruction from your section chair. **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.
 - b. 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.
5. Session Codes are assigned to each session; Presentations are also assigned a number
 - a. Example: 22ATOM01.3 (22 = year, ATOM = Section, 01 = session number, .3 = third talk in the session).
6. The FACSS Office will provide a shared Google spreadsheet link for submitting 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. 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, shared document.
 - iii. Contact your Section Chair if you have questions about organizing your session; contact the FACSS office with questions about using the shared spreadsheet.
 - c. In addition to the **Session Title, Speaker Names, Speaker Emails, and Speaker Affiliations/Institutions**, 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 early June.
7. All proposed titles and invited speakers for your session are **due by March 4**.
8. **IMPORTANT: After the March 4 deadline** the FACSS office will import all invited speakers into the speaker management portal. At this point, the Google spreadsheet will be locked and any changes **MUST** be communicated through your Section Chair.
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. 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.

SESSION SPONSORSHIP DETAILS FOR BOTH SECTION AND SESSION CHAIRS

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

 **Raising money to cover registration fees for speakers who can have those fees covered by their employer is not entirely beneficial to SciX, as it simply replaces who is paying for the registration. It is ideal to use sponsorship to bring in speakers who may not normally attend SciX, young investigators who may not otherwise get approval to attend, or others who have extenuating circumstances. If you know of a company who wishes to support the goals of the SciX Conference, please connect them with the SciX office and Exhibits Chair to discuss other options that more directly benefit the SciX conference and mission.**

Session Sponsorship Deadlines

- All sponsorships and allocations to speakers must be confirmed by **June, ideally**.
- Sponsor payment must be received by **August 1** 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 registration support, the speaker will be notified by the FACSS Office and provided with the appropriate discount code to use to register for SciX 2022. 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.

 **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.**

Approved Uses of and Procedures for Dispersing Sponsorship Funds

- Sponsorship funds should be allocated to Sponsored Comp Regs. The minimum amount to request from a potential sponsor is \$780, or the cost of a complimentary registration for a member.
 - \$780 of sponsorship covers an attendee Comp Reg; \$305 for a student.
 - You cannot split sponsorship funds to cover part of a registration fee.
- The alternative use of sponsor funds, e.g. speaker travel costs, is a 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 such use 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.

Potential Sponsors

- Industry, professional societies, even your employer
- Coordinating with your Section Chair opens 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), 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 the stated deadline.
- 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.

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 their session 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 2022

SciX Conference Committee	
<p>Matthieu Baudelet [General Chair] baudelet@ucf.edu</p>	<p>Rob Lascola [Program Chair] robert.lascola@srnl.doe.gov saspresident2019@gmail.com</p>
<p>Karen Esmonde-White and Tina Gong [Marketing co-Chairs] marketing@scixconference.org</p>	<p>Karen Faulds [Awards Chair] karen.faulds@strath.ac.uk</p>
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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 Covington, Kentucky from October 2-7, 2022. 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, 2022**.

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.

FYI ONLY: Sample of 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 2022 Conference being held at the Northern Kentucky Convention Center in Covington, Kentucky from October 2-7, 2022.

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 29, 2022**. 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 29, 2022**. 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 its current session and moved to the Innovation Award Session on Thursday morning. Please note that supporting materials are required as part of the Innovation Award selection process. Further details can be found on the SciX web site.