



PROGRAM GUIDE FOR SECTION CHAIRS & SESSION CHAIRS

QUICK REFERENCE

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

facss@facss.org
www.facss.org

scix@scixconference.org
www.scixconference.org

GENERAL RESPONSIBILITIES AND REPORTING STRUCTURE

PROGRAM CHAIR

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

SECTION CHAIRS (Report to Program Chair)

- Ensure your session chairs follow this guide and adhere to all deadlines
- Assist the FACSS office in following up on all deadlines applied to your Session Chairs
- Oversee fundraising for your section – be aware of your session chairs’ plans and actions

SESSION CHAIRS (Report to Section Chair)

- Organize a session as instructed by this guide in adherence with all deadlines, including:
 - Identify invited speakers and 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
 - Assign a maximum of one FACSS comp to one invited speaker in your session (if a speaker requires it)

Thank You!

We all have busy personal and professional lives and your willingness to volunteer is greatly appreciated. With your enthusiastic help, we will continue the FACSS/SciX tradition of excellence as a premier forum for the exchange and expansion of intellectual knowledge and professional collegiality.

Program Chair

Karen Faulds

Email: karen.faulds@strath.ac.uk

FACSS Office

Email: scix@scixconference.org

PRELIMINARY PROGRAM OUTLINE

SciX Program Structure

- There are two mid-day plenaries at 30 minutes each, with generally three blocks of concurrent sessions each day.
- Each oral session is 100 minutes made up of **five, 20-minute presentation slots** (each talk is 15 min+5 for Q&A).
- You may NOT sub-divide or change sessions into any other time lengths.
 - In special cases you can request to combine two 20-min slots into a 40-min slot for an exceptional speaker.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
	Oral Sessions	Oral Sessions	Oral Sessions	Oral Sessions	Closing Plenaries tbc
	Poster Session	Poster Session	Poster Session	Poster Session	
	Award Plenaries (2)	Award Plenaries (2)	Award Plenaries (2)	Award Plenaries (2)	
	Lunch	Lunch	Lunch	Lunch	
	Oral Sessions	Oral Sessions	Oral Sessions	Oral Sessions	
	Poster Session	Poster Session	Poster Session	Poster Session	
Oral Session	Oral Sessions	Oral Sessions	Exhibit dedicated time tbc	Innovation Award Finalists	
Keynote Plenary	Exhibit Opening Reception	Exhibitor Happy Hour			
SAS Posters/ SciX Mixer	Society Events	Society Events	Society Events	SciX Gala	

DEADLINES (TABLE 1)

The Program Chair and FACSS office move forward once each deadline passes. You are responsible for your deadlines. Any single delay directly affects our ability to proceed with other areas of the program.

Deadline	Responsible	Activity(ies)
December	Office and Program Chair	Section Chairs receive/review the Guide for responsibilities and deadlines
December 15	Section Chairs	All session chair names with session topics are due (green highlighted cells ONLY) Google Spreadsheet – Click Here Session chairs are given the chair guide with invitation templates
January 16 (week of)	Program Chair	Section submissions are reviewed and compared for overlap. Section Chairs may be contacted to make changes. Session chairs receive this guide.
January 30	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 17	FACSS Office	Contributed Abstract Submission Site Opens – TBD if special instructions will be given to invited speakers to collect abstracts
March 3	Session Chairs	Final organization of all sessions is due including titles and invited speakers. THIS DATE MUST BE ADHERED TO OR SESSIONS WILL BE REMOVED FROM SECTIONS.
March 6	Section Chairs	Review sections to ensure all session Chairs have completed all speaker and comp information and review Section for same speaker giving multiple invited talks in same Section and amend where appropriate.
March 13	Program Chair	Review across all sections for overlap
March 29	FACSS Office	Official confirmations sent to invited speakers by the FACSS Office
April 14	Program Chair	Build initial program schedule/slot session dates and times
April 28	Section/Session Chairs with Invited Speakers	Invited speaker abstracts due
May 1 (week of)	Program Chair	Share draft program schedule with section chairs
May 7 (week of)	Section Chairs	Share draft program comments/suggested changes to program chair
May 19	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
End-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

COMP REGISTRATIONS

- 1. Comps are for cases of true need. Giving a comp to a speaker who has the resources (employer or otherwise) to cover their registration has a direct impact on conference finances.**
2. Section and Session Chairs do not receive a complimentary registration.
3. In 2023, FACSS will allow a maximum of one complimentary registration to be used in each organized session: sessions made of all-contributed abstracts do not receive any complimentary registrations.
4. Money to support additional comps can be sought through sponsorships according to the guidelines herein.
5. Section and session chairs must explicitly communicate to organized speakers the level of registration support being given at the time of invitation to avoid the Office fielding questions from confused speakers right before the meeting.
 - a. Talks should be considered “invited” (invited with registration support), “solicited” (invited and guaranteed a spot but the speaker knows they must pay their own registration), or “contributed” (submitted oral abstract, these individuals are told during submission they cannot receive comp reg).

SECTION CHAIR INSTRUCTIONS

[REFER TO TIMELINE](#)

1. Frame out your sessions by looking at past programs, reviewing feedback and room counts from the most recent SciX, reviewing the literature, and reviewing any specific thematic requests from the Program Chair.
2. Send an initial invitation to each session chair including this guide; get their commitment to meet all deadlines.
3. Ensure that you impress upon session Chairs the need to consider DEI (diversity, equity and inclusion) when choosing inviting speakers for their sessions. It is your responsibility to oversee this for your Section.
4. Provide session names and chairs by **Dec 15 using the Google spreadsheet.**
5. Your Session Chairs are required to provide invited talk details by **March 3** and you are responsible for ensuring this deadline is met, including removing one of your session chairs if they are not meeting deadlines.
6. Coordinate with your session chairs to determine who receives the FACSS Comp registration support.
 - a. These speakers must be indicated in the Google spreadsheet by the finalization of sessions due March 3.
 - b. It is your responsibility to check for speaker overlap within your section i.e. a speaker giving more than one invited talk within the Section and adjusting appropriately and checking the diversity of speakers within the sessions.
7. The Program Chair will then check for speaker overlap across sections and make sure the same speaker is not invited more than once across the program.
8. 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. Please watch for instructions in 2023 for how to track sponsorship and report sponsorship to the office
 - c. A template letter is provided at the end of this guide for you to use when reaching out to sponsors.


SESSION CHAIR INSTRUCTIONS

[REFER TO TIMELINE](#)

1. Clarify responsibilities to speakers, including that they must adhere to all deadlines and requests for information. **Be clear to your speakers whether they are paying for their own registration.** Speakers often arrive at SciX assuming they have comp registration because their initial invitation was not clear.
 - a. 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 does not materialize.
2. Follow these guidelines when inviting speakers:
 - a. Invited speakers can only present 1 talk so organize your session early! You'll be notified if your speaker is already in another session. Special exceptions may be made for awards, careers, or other specialized sessions.
 - b. Your session should have no more than 2-3 invited speakers, the remaining slots will be filled with your chosen contributed abstracts. By their nature, award symposia are completely invited and are not counted against this goal.
 - c. Balance inviting popular SciX "veterans" with people new to the conference.
 - d. Avoid creating a homogenous session with speakers of identical background, institution, race, ethnicity, gender. Fully consider all aspects of DEI (diversity, equity and inclusion) when choosing inviting speakers.
 - e. 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 these conflicts early in the planning process. Report these requests to the Section Chair at this stage, who will submit them to the Program Chair.
3. 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.
4. Session Codes are assigned to each session; Presentations are also assigned a number
 - a. Example: 23ATOM01.3 (23 = year, ATOM = Section, 01 = session number, .3 = third talk in the session).
5. Use the shared Google spreadsheet link for submitting your session details. **Only edit the yellow cells; do not otherwise sort or reformat this sheet as it is a living shared document.**
 - 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).
6. All proposed titles and invited speakers for your session are **due by March 3.**
7. **IMPORTANT: After the March 3 deadline** the FACSS office will import speakers into the speaker management portal. The Google spreadsheet will be locked and changes MUST be communicated through your Section Chair.
8. Pick contributed abstracts as per the timeline and following the instructions sent by the FACSS office.
 - 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.
9. 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 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 that contribute to the overall revenue of the conference and to provide registration support to those invited speakers who require it. 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 of someone who already planned to attend. Sponsorship should bring in speakers who may not normally attend SciX, young investigators who may not otherwise get approval or financial support to attend, or others who have extenuating circumstances. You can also raise sponsorship without allocating it all to speakers, giving sponsorship benefits to companies and benefitting the SciX conference by contributing to the conference revenue. 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 **a deadline in the summer to be provided.**
- 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 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. 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 sponsorship 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 the cost of a registration for a member (amount to be shared at a later date).
 - \$780 of sponsorship covers one senior registration or two student registrations.
 - 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. Again, please keep in mind that it is recommended you use sponsorship for registration as travel support entails intense administrative work from the office.**
 - If approved, funding is only to be used on hotel charges and must be at an official conference hotel.

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: \$1000-\$2000
 - Name on specific, supported section slides, final program, exhibit hall entry arch, and on website
- Contributions below the minimum are accepted but are considered direct contributions to SciX, and the sponsor will only be recognized in the section slides

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

- The exact mechanism for tracking sponsorship in 2023 will be communicated in early 2023. Section Chairs are responsible for being aware of all sponsor planning for their entire section.
- The FACSS office will send out invoices and will engage chairs to follow up on payments if needed.
- Funds must be received by **August 1** to be recognized in the final program.

Sample Fundraising Letter

Dear [NAME],

I am writing to ask if you would be interesting in sponsoring a session at Scix 2023. Would [COMPANY] be interested in sponsoring a special symposium, Session [TITLE] at the 50th annual SciX meeting taking place October 8-13, 2023 in Sparks, Nevada. I have set a goal of [AMOUNT] to allow us to provide sufficient support to attract a dynamic group of invited speakers for my organized session "[TITLE]".

We are requesting [AMOUNT] from [COMPANY] to sponsor this session. Benefits for various levels of program sponsorship are listed below. To receive all benefits, we should receive your payment before July 31, 2023. Once you've confirmed your commitment, FACSS will issue an invoice.

We appreciate your support of FACSS and the SciX conference.

INSERT BENEFITS/LEVELS HERE

Sincerely,
[YOUR NAME]

[FOR 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.

OTHER RESPONSIBILITIES LEADING UP TO THE MEETING

Speaker Withdrawals/Changes

If a speaker withdraws, the Program Chair and Section Chair should be immediately notified by the Session Chair to discuss options on how to fill that slot. The Final program goes to print in **mid-August**. Program changes received close to this time frame or after will be noted to attendees where possible.

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.

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 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. No-shows should be reported to the office.

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 is appreciated by the sponsors and can be provided up the management chain of the sponsoring company as an indication of money well invested. This also gives you the opportunity to plug the next SciX conference and start the process to secure funding commitments for that program.

CONTACT INFORMATION FOR SCIX 2023

SciX Conference Committee	
<p>Andrew Whitley [General Chair] andrew.whitley@horiba.com</p>	<p>Karen Faulds [Program Chair] karen.faulds@strath.ac.uk</p>
<p>Tina Gong [Marketing Chair] tina.gong2@perkinelmer.com</p>	<p>Jake Shelley [Awards Chair] shellj@rpi.edu</p>
<p>Scott Rudder [Exhibits Chair] srudder@ipslasers.com</p>	<p>Ellen Miseo [Workshop Chair] ellen.miseo@gmail.com</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>Tomell Harbison Meeting Coordinator Direct: 856-224-4266 ext.: 462 tharbison@scixconference.org</p>