2019 Important Tips for Your Requested Program Schedule

Oral/Poster Scheduling Times to Avoid:

- **Sunday** evening Opening Keynote starts at 6:00 pm. We encourage sessions to be scheduled Sunday afternoon, but they must **end by 5:30 pm** for the Keynote.
- **SSSA Monday** morning plenary ends at 9:00 am. SSSA scheduling can **begin at 9:30 am**.
- **ASA Tuesday** morning plenary ends at 9:00 am. ASA scheduling can **begin at 9:30 am**.
- **CSSA Wednesday** morning plenary ends at 9:00 am. CSSA scheduling can **begin at 9:30 am**.
- **Wednesday** evening closing reception starts at 4:30 pm. Please **end all sessions by 4:30 pm**.

Oral Scheduling Hours:

- **Mornings**: 8:00 am–12:00 pm
- **Lunch Breaks**: 12:00–1:30 pm, No sessions
- **Afternoons M/T**: 1:30–4:00 pm
- **Afternoon W**: 1:30–2:30 pm, Wednesday is short due to Closing Reception

**NOTE:** Depending on the day, this will allow you to schedule **9-14 papers (20-30 rapid papers)** in the morning and **4-9 papers (9-20 rapid papers)** in the afternoon. Please make **full use** of each morning or afternoon by fitting as many papers into the session as you can.

Poster Session Hours:

- Monday, 4:00-6:00 pm*
- Tuesday, 4:00-6:00 pm*
- Wednesday, 2:30-4:30 pm (**Make sure to schedule posters on Wednesday as well**)

*There will be a cash bar and a higher traffic flow during these poster hours.

Most Helpful Tips:

- **Start as soon as the system opens - scheduling takes longer than you think.**
- **Do not schedule over lunch breaks.**
- **Create additional sessions if a topical oral session bleeds over lunch time (II, III, IV, etc.).**
- **Symposia sessions can be no longer that 2 hours maximum start to finish. (Regular topical oral sessions do not have a time restriction.)**
- **Schedule student competitions on Monday and Tuesday to allow judges time to tabulate and announce winners at Wednesday business meetings.**
- **Balance your sessions over all three days.**
  This will better help the Program Planning Committee honor your requested scheduling, as it physically balances available rooms at the convention center.
Important Meeting Scheduling Dates:

- **Deadline for Leader/Chair Scheduling:** June 25, 10:59 pm CDT
- ACS732 Committee Program Planning Meeting: **July 25** (leaders/chairs do not attend)
  - The committee reviews the full program. The Program Chair may call you during this meeting to discuss schedule changes. If you can be available by phone it will help.
- Scheduling finalization and author notification: **early-August**
- Abstract editing deadline for printed program and abstract USB: **August 29**

Other Reminders:

- **Invited Speakers:** Non-member, invited symposia speakers will be sent a discount code for waived registration. Member invited speakers will need to register on their own through the website.
- **Audio Visual or Food and Beverage Needs**—if you require any specific session needs (AV, food and beverage, etc.) please include it while scheduling your session. [Stacey Giesen](mailto:Stacey.Giesen@acs.org) at the headquarters office will then be in contact with you to make final arrangements.