2018 ASA & CSSA Program Planning Meeting Agenda

Tampa Convention Center, Room 5
Monday, Oct. 23, 7:30-9:00 pm


3. Introduction of ASA Section Chairs/Community Leaders and CSSA Division Chairs.
   a. Go around room for self-introductions.
   b. The Role of a Section/Division Chair. Jim Ippolito.

4. 2018 Meeting Theme — Enhancing Productivity in a Changing Climate. Comments on the theme from 2018 Program Chairs:
   a. ASA—Gary Pierzynski, Kansas State University
   b. CSSA—Elizabeth Guertal, Auburn University

   a. Introduce Headquarters Staff. Wes Meixelsperger, CFO & Meetings Director.
      i. Introduce Jeanne, Stacey, and Nate
   b. What is Confex? Nate Ehresman, Technical Program Manager.
      i. Confex is the abstract submission software you will use to plan your sessions.
      ii. You will use it to enter session titles, and then arrange and schedule abstracts once they are submitted.
      iii. You will use your email and password on file with the Societies to sign-in for Confex. Each Section/Division/Community’s site will be customized to show only their group’s sessions.
      i. These are the key dates and deadlines to be aware of for program planning as Community Leaders and Division Chairs.
      ii. Review timeline.
      i. Review content in guide.
      ii. Session Formats/Session FAQs
      iii. Division/Section Chair contact and Community Leader contact sheets. Please review your info and give Nate updates after the meeting if necessary.
      iv. Live polling feature will be available through the Meeting App next year.
e. **Program Enhancement Funds.** Nate.
   i. Each Community, Section, and Division has their own pot of funds.
   ii. After the funds are wrapped up for 2017, we will review and allocate the funds for 2018.
   iii. You will be notified in mid-January how much funding your Community, Section or Division has available to use.

f. **Society Days.** Nate Ehresman
   i. ASA – Monday – York Lectureship/Plenary
   ii. CSSA – Tuesday – Klepper Lectureship/Plenary

g. **Section, Community, Division Food and Beverage Events.** Stacey Giesen, *Meetings Manager*

6. **Special Sessions.** Jim Ippolito.
   a. What are they?
      i. Special sessions address cross-cutting issues that appeal to a multi-organizational audience. They do not fit into a Division/Community program and are typically broader in scope. The subject matter should interest multiple divisions, communities, or societies.
      ii. Submissions are open on the Annual Meetings website Dec. 6-Feb. 23.
   b. How are they funded?
      i. Funds are allocated by the ACS732 Annual Meetings Planning Committee based on merit and how well the proposal meets the larger needs of the Societies and the sciences. Partial funding is often awarded.
      ii. These funds are for symposium programming and are not intended to support food, reception, awards, or other similar social functions.

7. **Society Breakouts for the Remainder of the Time.**
   a. Talk about how the Society will use its special day—plenary, awards, etc.
   b. Discussion on what is happening at the Section, Community, or Division level.