

MPPG Subcommittees

MPPG Thematic Programming Subcommittee Responsibilities

The Thematic Programming Committee (TPC) is responsible for creating proposals for themes for upcoming ACS national meetings. The goal is to present proposals to the MPPG Steering Team far enough ahead of a particular upcoming meeting that a theme can be chosen by the Steering Team, presented to the divisions for comment, and can be finally decided upon by the Steering Team based on those division comments, with the final decision being made more than 24 months prior to the upcoming national meeting. This will require of the TPC the following activities:

1. Solicit themes from appropriate Society units including divisions, the Committee on Science, and other interested committees.
2. Solicit theme ideas from ACS members and others interested in chemistry by creating a mechanism for input on the MPPG website.
3. Meet to consider thematic ideas collected relative to a particular meeting.
4. Consider the characteristics of the national meeting site and what themes they might suggest (biotech in Boston, San Francisco or San Diego, for example).
5. Consider the themes that have been successful in the past; the subcommittee should keep a list of themes that are strategic for the Society (the Strategic Plan is a resource here) and that have been successful in past meetings, and should periodically return to those themes as appropriate.
6. Choose a proposed theme or themes for upcoming meetings from the aforementioned input, and communicate to the MPPG Steering Team.

The following is a rough timeline that can serve to guide the work of the subcommittee:

Due by (months prior to meeting)	Task	Responsible
about 32 (Generally 2 national meetings prior to one at which final decision will be made)	Send request to divisions, ComSci, others for ideas for theme for upcoming meeting	TPC/DDA Staff
about 29	Collate suggested theme input from divisions, ComSci, others and send to TPC members	DDA Staff
about 28 (Generally at National Meeting prior to one at which final decision will be made)	Decide on theme to recommend to Steering Committee for upcoming meeting	TPC
25	Deadline for Division Feedback on Theme(s)	MPPG Steering Committee
24	Final Decision on Theme Made	MPPG Steering Committee

MPPG Metrics Subcommittee Responsibilities

The purpose of the metrics sub-committee should be to explore, recommend, implement, execute – apply tools that measure the effectiveness of MPPG and its programs. These tools should also help guide continuous improvement. The metrics sub-committee should have accountability for executing the tools to assess each program implemented by MPPG, and should provide written and verbal reports at each full MPPG meeting. Written reports to the chair of MPPG should be available within two months following each ACS National Meeting.

Potential tools the metrics sub-committee might leverage are as follows:

- Session attendance reports: The Departments of Division Advancement and Meetings & Expositions Services have access to this information.
- Include a question on the pre-meeting survey regarding influence that thematic programming had on an attendee's decision to attend the meeting: Department of Meetings & Expositions Services composes the survey.
- Post meeting surveys.
- On-site surveys, similar to those conducted for the web redesign.
- Publications, Symposium Series Books, etc., related to thematic topics
- Press coverage resulting from the thematic programming: the Communications group at ACS monitors responses to and about the meeting that appear in the press.
- Survey division executive committees and program chairs to see if the thematic programming helped, hindered , did not affect their constituency
- Other ways to elicit reaction from ACS members

MPPG Communications Subcommittee Responsibilities

The purpose of the Communications Subcommittee is to explore options, develop a strategy, align with MPPG, implement, maintain tools, and execute timely and effective communication between MPPG and divisions. The communications subcommittee should be accountable for recording and organizing decisions and policies made by MPPG along with the rationale for those decisions. This subcommittee should have a significant role in establishing protocols for promoting thematic programming, both internal and external to ACS. This subcommittee should maintain key contact information such as division MPPG representatives and behind the scenes influencers, contacts with other scientific societies, etc. All posting to official MPPG archival records (web site, etc.) should be administered through this sub committee.

Tools the communications sub-committee should explore include

- Web presence
- Collective X
- Linking to the committee on public relations and communications: to establish pre event marketing, and post event marketing.

MPPG Budget Subcommittee Responsibilities

For each of the first few meetings at which thematic programming has occurred DAC has been able to provide about \$30,000 to help make this new effort succeed. The funds were used to support some of the thematic symposia, particularly for those developed especially for the theme, as well as to help the promotion of and communication about the theme. As thematic programming has grown, it has become clear that a higher level of funding would make the theme richer and help serve members' needs much better.

In order to secure a larger thematic budget, there are a number of issues for MPPG to discuss, which will fall into the charge for the budget subcommittee:

- For what activities should the funds in the thematic budget be used?
 - Promotion and marketing of the theme
 - Support for symposia in the theme
 - Support for a showcase plenary event
 - Support for other special events related to the theme (e. g. , community outreach, education)
- On what items should any promotional funds be spent?
 - Advertising in ACS publications
 - Advertising in external publications
 - Direct mailing to scientists not in ACS\
 - Promotion during the ACS Meeting (flyers etc.)
- How should symposia support moneys be spent?
 - Only on the showcase event
 - Only on symposia developed specifically for the theme
 - For any thematic symposia that agree to co-locate with other thematic symposia
 - For any symposia that falls under the theme, no matter where they are held
- How should the budget be developed?
 - Should this be a fixed number for all themes, or should it depend on how the theme is organized?
 - By whom? Theme organizer, MPPG, combination?
 - At what time? Is this set when the theme is chosen, or should it be set when the organization is well under way?
 - How should the funds be requested? Who should decide how funds should be spent from the requests?
 - How should the funds be dispersed?
 - What kind of accounting of the funds should be done after the theme is over?
 - How do we capture the best practices of this funding as we go along and incorporate them into the process for future themes?

MPPG Meeting Format Subcommittee Responsibilities

The purpose of the Meeting Format Subcommittee is to seek, encourage and derive new meeting formats that provide more benefit for members of the society. It is MPPG's hope that many of the new format ideas will come from the general membership of the ACS. These new formats could be changes in present meeting format (national or local) or entirely new venues that the membership feels would benefit them.

Examples of the former are:

- Poster sessions interspersed with regular symposia formats. This will be tested in Salt Lake City. The benefit of such a format is having posters, which are usually manned by students, become an integral part of the symposium rather than a separated event. This should permit stronger networking and interaction possibilities for all participating. and

- Joint programming with other national societies during the annual meeting. A good example of this was the joint program held with the American Institute of Chemical Engineers in New Orleans.

With the chemistry field becoming more and more interdisciplinary this type venue should be encouraged at all levels of the society. An example of the latter would be joint programming of a division with divisions from other societies at a non national meeting level. This could involve the ACS division doing minimal programming during the national meeting and major programming at the joint meeting.