



AMERICAN CHEMICAL SOCIETY  
**Division of Polymer Chemistry**



**POLY Workshop Proposal Template**

**Submission Instructions:** All proposal submissions and reviews are handled electronically. The following application form includes all the details required for this initial review. The completed application form should be e-mailed to the ACS Division of Polymer Chemistry (POLY) Business Office: [KATHYL@vt.edu](mailto:KATHYL@vt.edu) with cc: to the POLY Workshop Committee Chair (Currently: Elizabeth Elacqua, [eze31@psu.edu](mailto:eze31@psu.edu)). For additional questions call: 540-320-1679.

<input type="checkbox"/> <b>Commitment to Diversity</b>	POLY believes in the strength of diversity in all its forms because the inclusion of and respect for diverse people, experiences, and ideas lead to superior solutions to world challenges and advances polymer chemistry as a global, multidisciplinary science. It requires this to be demonstrated within the workshop experience. <b>By checking the “Commitment to Diversity” box, you affirm your commitment to reflect this within your organizing team and programming.</b>
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**Lead Workshop Chair [a single point of contact]:**  
(Name, Affiliation, E-mail, and Address)

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**Workshop Co-Chair (s) [one to three co-chairs]:**  
(Name, Affiliation, E-mail, and Address)

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**Organizing Committee Proposed [optional]:**  
(Names and Affiliation)

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**Workshop Overview and Vision:** Give a brief overview to the POLY Workshop which you plan to organize. Discuss the focus of the workshop, a brief history and current state of the field, and why this workshop will be of interest to the broader polymer chemistry community [500-word maximum].

**Topics/Speakers Proposed:**

**Proposed Location:** Propose the location which you feel would be desirable for your target audience and discuss why.

**Proposed Dates:** Propose the time of year would be optimal and why. If approved, you will work with the Workshop Committee and POLY Business Office to minimize overlap with related workshops and symposia, and other logistical restraints.

**Budget:** POLY accepts all financial responsibility for POLY workshops including gains or losses. The POLY business office will establish the participant registration using the ratio of the estimated basic event costs to the number of anticipated attendees. Many of the costs are fixed by the contractual obligations associated with the venue. POLY includes and requires an administrative fee of \$20,000 as part of the total estimated event costs. Kathy Mitchem will work with you to develop a basic budget and submitted it to the POLY Treasurer for review and approval. Treasurer approval is required prior to the opening of registration to the public.

As organizer(s) you agree to promote the workshop, develop a healthy speaker list and program, and strive to draw in the set number of attendees to fulfill the basic budget. The organizer(s) understand it is their responsibility to gain sponsor support to provide any expanded expenses outside the basic budget.

**Select ALL items below that are important to you and the attendees for an optimal meeting experience:**

Included within a basic budget:

- Supplies/Meeting materials (e-meeting software, promotions, office supplies, 25 posters)
- Break services (coffee break 1 per 1/2 day)
- Breakfast (continental only)
- Receptions (2 with light refreshments)
- Organizer or Speaker waivers (5 waivers)

Sponsored Wishlist: Expenses not included with the basic budget, thus need external support.

- |  |                                      |
|--|--------------------------------------|
| <input type="checkbox"/> Expanded Breakfast                  | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Lunch                               | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Banquet                             | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Off-site social networking expenses | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Additional speaker waivers          |                                      |
| <input type="checkbox"/> Speaker travel support              |                                      |
| <input type="checkbox"/> Organizer travel support            |                                      |
| <input type="checkbox"/> Poster awards                       |                                      |

**Prospective Sponsors:**

Discuss what funding sources you anticipate securing to aid in funding the workshop. Typical external funding is through industry sponsorship. The additional funds raised can be used to cover items not included in a standard budget.

**Any other information you feel the reviewers might want to know:**

Workshops are a rewarding experience for both organizers and attendees. Use the below guide to aid in the development of the workshop and the proposal. Provide as much detail as you find necessary to adequately cover the planning of the workshop. Once you have completed the above sections, submit the proposal to Kathy Mitchem ([KATHYL@VT.EDU](mailto:KATHYL@VT.EDU), phone: 540-320-1679).

**Guide to Successful POLY Workshops  
ACS Division of Polymer Chemistry**

**Best Practices for Organizing and Running a POLY Workshop:**

1. Choose a timely topic. The timeliness of the topic is essential.
2. Whereas it is useful to consider a field that is up-and-coming, even a traditional field can be successful if it is attractive and in demand.
3. Consider a workshop chair who is not only well-known in the field but also a good organizer, a fundraiser, and capable of working with people.
4. Work closely with the Business Office and the Workshop Committee.

**Mechanics of Organizing a Workshop:**

1. *Decide on the topic*, the members of the organizing committee, and key speakers way ahead of time. Ideally 1½ years ahead of time.
2. *Enlist and confirm speakers* early if possible. Recruit invited speakers and make up a preliminary program (including a list of speakers and titles).
3. *Submit the proposal*: Once you have completed the proposal, submit it. The proposal then undergoes a formal review by the Workshop Committee, which can move it forward to the Executive Committee for final approval or work with the organizer(s) to revise and strengthen the proposal. Reviews are typically completed in the Spring and Fall during the time of the ACS Meetings.
4. *Work closely with POLY*. Once a decision is made to offer the workshop, the organizer needs to work closely with the Business Office to plan on the location, logistics, and cost of the workshop. It is important to have a technical & business plan that will be successful with respect to scientific content and financial return. All budgets must be approved by the POLY Treasurer and include a line item for POLY Administrative Fee. Budgets/registration fees are finalized once event site contracts are signed.
5. *Promote like crazy!* Once the proposal is approved, including the location, date, title, and list of speakers (confirmed speakers, preferably), and contract signed, then it is a matter of getting the word out. The organizer should work with the Business Office to coordinate an advertising campaign. Use multiple communication media. Two common ways are the POLY list server and the brochures and personal contacts at the ACS national meetings.
6. *Remind people!* People need time to plan their meeting schedules and ask for permission to travel. They need to be reminded. Provide regular reminders on the e-list and other modes of communication.
7. *Run a good workshop*. Work closely with the Business Office. They have the experience to make things successful, e.g., location, lodging, food, networking events, and meeting materials. As for the workshop itself, keep it lively, keep it on time, and encourage discussion. Make it enjoyable and informative for the participants to come back!