

Thank you, Session Chairs!

The ACA depends on volunteers like you.

Useful Links and Info

[ACA Annual Meeting](#), July 7-12, 2024 in Denver, Colorado

Your home base for session chair general information:

<https://www.amercrystalassn.org/session-chair-information>

Your Slack channel with dates, links, and assorted Q/A: the [#2024-Session-Chairs channel on the backstage-ACA slack](#)

- Please contact Samantha Powell (email below) if you are unable to access

ACA's Oxford Abstracts site: <https://virtual.oxfordabstracts.com/#/event/29303/program>

Meeting Committee (MC) email contacts:

Anna Gardberg <anna.s.gardberg@gmail.com>

Samantha Powell <samantha.powell@pnnl.gov>

Stacey Smith <stacey.smith@byu.edu>

Sarah Bowman <sbowman@hwi.buffalo.edu>

ACA Headquarters (HQ):

ACA HQ general email: <ACAAdmin@HWI.buffalo.edu>

Kristin Stevens <kstevens@hwi.buffalo.edu> (ACA Executive Director)

Kristina Vitale <kvitale@hwi.buffalo.edu> (ACA Membership Coordinator)

	2024 Deadlines and dates of note for session chairs <i>Note: these dates are subject to change; check the session chair website for the most current list of deadlines</i>
Jan 31 & Feb 1	Oxford Abstracts "onboarding" for MC and session chairs
March 29 th	Abstract Deadline Travel Grant Application Deadline
April 1 st	HQ to email list of abstracts to SIG chairs for ETTER
April 5 th	Etter Awardees Due to ACA HQ
April 8 th	HQ to email session chairs with ETTER student award winners
April 19 th	Session Organization Completed All unclaimed abstracts to be moved to General Interest.
April 24 th	Deadline for General Interest to finalize.
April 29 th	Email notifications from ACA HQ to presenting authors.
May 17 th	Early Registration Deadline Ends

June 7th	Submit Speaker Reimbursement List
June 21st	Session Chairs Notified of Approved Speaker Reimbursements that will be available at the desk during the meeting

Abstract site and scheduling form

Training led by HQ on ACA's Oxford Abstracts site:

<https://virtual.oxfordabstracts.com/#/event/29303/program>

The scheduling form will be sent when abstract submission closes.

What to expect/do leading up to the abstract submission deadline on March 29, 2024

Solicit Speakers

- **Solicit speakers, starting now** (except GI). Aim for a minimum of 5 and a maximum of 8 speakers for oral presentations in a single session. If you have more than 8 abstract submissions, the extras can be awarded poster presentations or moved to a different session for an oral presentation.
- Remind ALL of your speakers to register for the ACA meeting and submit abstracts; even invited speakers need to register and submit their abstracts.
- During the last week before abstract submission closes on March 29, check abstract submissions daily to ensure all of your anticipated speakers have submitted their abstracts and that you have reached the minimum of 5 abstracts. Stay in contact with MC and HQ, especially if you or any of your speakers have difficulties.

Solicit Sponsorship

Ask potential speakers if they will need financial support to attend, and then make sure you solicit enough sponsorship to support them.

- **Start soliciting sponsorship now!** Ask SIG chairs for ideas of companies to approach.
- A prospectus is available to send to potential donors. It is available on the session chair website listed above. Here is the link directly:

<https://www.amercrystalassn.org/assets/Meeting/2024/2024%20ACA%20Prospectus%2012-20-23.pdf>

- Communicate with your speakers early to ascertain their travel needs.
- Try to have funding secured for them by the end of April (soft deadline) so they can use that information to make their travel plans. You *can* continue fundraising after that.
- After abstract submission closes, you will receive a form on which you will advise the meeting committee how to allocate your solicited funds.

What to expect after March 29

Organize your session(s)

PATH 1 - you have enough abstracts (5 at minimum)

- Select between 5-8 speakers and decide their order and corresponding time slots.
 - A list of timing options for how to allocate speaker time can be found on the session chair website listed above. Here is the link directly:
 - <https://acas.memberclicks.net/assets/Meeting/2022/Options%20for%20Schedules%20-%20Sheet1.pdf>
- Be sure to include the coffee break in your session lineup. It is 10-10:30am for morning sessions, and 3-3:30pm for afternoon sessions. Do NOT alter the coffee break timing.
- Complete your session scheduling form and send it to HQ + MC as soon as possible, no later than April 19.
- If you have any unused/unallocated abstracts, let the meeting committee know. We can release those abstracts to other sessions that might be able to accommodate those who wish to present talks.

PATH 2 - you have insufficient # of abstracts

- Contact and secure speakers ASAP. Your SIG officers may have some good ideas.
- Investigate abstracts submitted to other sessions for potential fit to your session
- Direct contact with chairs of other sessions is fine, too. Use the #2024-session-chair Slack channel
- Communicate frequently with the meeting committee (Anna, Samantha, Stacey, and Sarah) and HQ.

Include Etter Student Awardees

After the abstract submission window closes, the officers of each SIG will select one student to receive an Etter Student Lecturer Award. These students should be given oral presentations.

- SIG officers will have between April 1 -5 to select their winners.
- We will try to let you know by ~April 8 if an Etter award winner is in your session.
- If an Etter award winner is in your session, you **must** fit them into your session lineup (due April 19). The winners are typically given a 20 minute slot.
- During your session at the conference, the SIG chair will present the award
 - Plan a few extra minutes for the presentation of the award
 - Coordinate with the SIG chair about whether they will present the award before or after the student's talk

Finalize your session(s) by Apr 19, 2024

We can't finalize the ACA meeting schedule and notify speakers of their time slots until EVERY SESSION is complete