

INTERNATIONAL POLYMER PROCESSING SOCIETY

MEETINGS HANDBOOK

Coordinated by

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The preparation of this handbook was felt necessary to rapidly communicate the experiences gained by the past organizers of the PPS meeting to the organizers of the future PPS meetings.

Typical Sequence of events for holding the regional and annual meetings:

About 3-5 years prior to the desired meeting

- Agreement needs to be reached with the President and the Executive Committee of the Society. Once the decision is made to hold the meeting at a particular site,
- the organizers of this meetings should make regular progress reports to the regular annual meetings of the board of the Polymer Processing Society starting at least 2-3 years prior to the meeting..
- When getting approvals from the PPS Executive committee about organizing an annual PPS meeting, make sure that they are aware of the tax and currency implications of holding a meeting in a particular country. (For example, in Canada, PPS meetings would have to pay 7% of the gross receipts as federal

sales tax as soon as one dollar is spent by the organizing committee on staff).

- Get a copy of the official PPS logo from the Printer for brochures, circulars, abstract book, etc. Current printer used for the PPS is located near Akron, Ohio. This company is called Printery Edition.

Address: Mr. Bill Eggers, 695 W. Liberty St., Medina, OH 44256

About 1.5 years before the meeting

- First Circular needs to be printed. There are standards for the circular (color of the paper, type of information etc, location, dates etc, abstract deadline (typically 9 months prior to the meeting). These can be obtained from the officers of the society
- Organizers of the symposia need to be chosen and indicated on the first circular.
- Keynote presenters for each symposia need to be chosen and preferably indicated on the first circular.
- Decide whether there will be a plenary speaker. If chosen speaker should be invited and confirmed before the first circular is mailed out.
- Roles of co-sponsoring societies need to be worked out on the advertising, before first circular mailed out.
- The mailing lists need to be organized at least 1.5 years ahead of the meeting date. Secretariat of the meeting can provide the mailing list to the organizers. In addition, mailing lists of people who are interested in polymer processing, but are not PPS members should be gathered.

- The advertisements of the conference in Hanser-Verlag publications, as well as other industry publications should be arranged.
- Industrial sponsors/donors need to be solicited at least one year in advance. A good strategy is to ask them to sponsor specific items (such as coffee breaks, wine and cheese reception, banquet, etc.)
- If there is to be an exhibit run during the conference (such as equipment or software) then it needs to be organized and announced before the first circular is mailed.
- Send out requirements for poster presentations well ahead of the conference.

About 9 months prior to the meeting (September-October period)

- The short abstracts are in and preliminary program is printed and sent to the PPS members and persons who submitted the short abstract. (the addresses of these persons and all particulars phone, fax, e-mail abstract title, assigned symposium should be placed in a database program after the submission of the preliminary abstract for ease of information extraction.
- At this time the location of the meeting is firmly established and rooms are selected based on the attendance of the previously held symposia. (It is a good idea to contact the organizers of the previous meetings to get some of this information).
- The blank extended abstract forms (blue lined) are printed and mailed in September-October period to all who submitted title and/or short abstract. Two page per paper. **The deadline for the receipt of this extended abstract is December** prior to

the meeting. In December the extended abstracts are organized and given to the printers to print the booklet. (this usually takes about 1-1.5 months)

- In January the program booklet is mailed to the attendees and PPS members (these addresses can be obtained from PPS headquarters in Canada). If the meeting is held in April-June period the above deadlines are reasonable.
- By the January before the meeting, there should be a published program, but it is not usually final. A more realistic date for a second (final) printing is a month before the meeting. Need to have a plan for announcing last minute changes during the conference and have signs announcing the changes at the beginning of each session.
- In addition, it is strongly urged that the organizers of the PPS meetings develop a webpage in which they can post most up to the minute information about their meetings. This webpage can be on their own site and a mirror can be created at the PPS website in order to speed up the transmission to various parts of the world. The PPS website currently resides in Polymer Engineering Institute, University of Akron, Akron, OH USA.

URL: <http://www.poly-eng.uakron.edu/pps/> or
<http://www.tpps.org/>

Contact M. Cakmak (e-mail: cakmak@uakron.edu) for information

- The meeting program should be posted on the meeting webpage latest by the end of the January of the meeting year (assuming the meeting is to be held in May-June period). The webpage should also include following sections:

- 1) Printable meeting registration form. This page should also include the address where the form should be mailed to.
 - a) If online registration capability is built into the website this would be the most efficient way to receive the registration forms
- 2) Hotels to be used and reservation form and address
- 3) Travel information. This should include information on how to get to the meeting city and some peripheral scheduling information for limousine, bus, boat, etc. services. Indicate if there will be special transportation arrangements to and from the airport, seaport, bus station, train station.
 - Spouses program needs to be organized in Nov-Dec period and indicated in the final program.
 - PPS Executive committee usually meets in every regional meeting and annual meeting. This occurs 1-2 days before the start of the sessions. This needs to be organized and communicated to the executive committee.
 - Session chairs need to be selected and placed on the final program. These are usually the people who organized the symposia and If the number of sessions is larger than the number of organizers then additional people need to be found their commitment need to be obtained early.

Two months prior to meeting

- Banquet plans need to be made as the registrations start coming in. Decision on whether tickets will be available during on-site registration needs to be made. Banquet number

planning depends on local convention center policy regarding extra persons at the banquet.

- Need to book room for any extra meetings that may take place before or after the sessions (such as short courses.)
- Make plans for accepting credit cards at the on-site registration desk.
- Make plans for confirming pre-registrations where payments were made by direct international deposit.