Important Tips for Your 2025 Requested Program Schedule

Oral/Poster Scheduling Times to Avoid:

- **Sunday** evening Opening Keynote starts at 5:15pm. Sessions can be scheduled Sunday afternoon but must **end by 5:00pm** for the Keynote.
- Morning Plenaries are not protected timeslots. However (depending on your Division/Section/Community) you may wish to consider the following:
  - **SSSA Monday** morning plenary ends at 8:30am.
  - **ASA Tuesday** morning plenary ends at 8:30am.
  - **CSSA Wednesday** morning plenary ends at 8:30am.
- **Wednesday** evening closing reception starts at 4:30pm.
  End all sessions by 4:30pm.

Oral Scheduling Hours:

- **M/T Mornings:** 8:00am–12:00pm
- **M/T Lunch Breaks:** 12:00–1:30pm, No sessions
  - (Wednesday lunch break is not protected.)
- **M/T Afternoons:** 1:30–4:00pm
- **Wednesday:** 8:00am–2:30pm, Afternoon is short due to Closing Reception

NOTE: Depending on the day, this will generally allow you to schedule **14 papers (30 rapid papers)** in the morning and **9 papers (20 rapid papers)** in the afternoon. Please make **full use** of each morning or afternoon by fitting as many papers into the session as you can.

Poster Session Hours:

There will be a cash bar and a higher traffic flow during these poster hours.

- Monday, 4:00-6:00pm
- Tuesday, 4:00-6:00pm
- Wednesday, 2:30-4:30pm (***Be sure to balance your program by scheduling posters on Wednesday as well)***

Most Helpful Scheduling Tips:

- **Start as soon as the system opens - scheduling takes longer than you think.**

- **Balance your sessions over all three days.**
  This helps the Planning Committee honor your requested scheduling. The Committee must physically balance 400+ sessions over three days into the available convention center rooms.

- **Do not schedule over Monday and Tuesday lunch breaks. (Awards and Networking Luncheon will be scheduled over the Monday lunch period.)**
  However, the Wednesday lunch break is not protected.

- **Create additional sessions if a topical oral bleeds over M/T lunch times (II, III, IV, etc.).**

- **Transfer oral presentations to poster format when the data or findings in the abstracts are "to be developed" or missing.**

- **The Planning Committee will note oral sessions that are less than an hour long and combine them with other similar oral sessions or transfer the presentations to poster format.**

- **Symposia sessions can be no longer than 2 hours maximum from start to finish. (Regular topical oral sessions do not have a time restriction.)**

- **Schedule student competitions on Monday and Tuesday to allow judges time to tabulate and announce winners at Wednesday business meetings.**
  (Those who have opted into your session's competition will have a checkmark next to their name in the "Arrange" view.)

- **Schedule "rapid" sessions as oral sessions. Nate will clone the poster aspect of those presentations for later that same day.**

- **Do not schedule the "Virtual Sessions" in your program. The content is on-demand via the meeting platform. (Accepting abstracts is all that is needed.)**

- **The cost for Zoom Broadcasting a session (piping speakers in, broadcasting in-person presenters out, or both) is $300 per session and must be ordered before Oct. 9. Use the "See costs and requirements" link below the Presentation Equipment field for details. (Or select your session's "Speakers Corner" link for broadcast info after the scheduling process closes – July 23-Oct. 9.)**

Important Meeting Scheduling Dates:

- **Deadline for Leader/Chair Scheduling: July 23**, 10:59 pm CDT

- ACS732 Program Finalizing Meeting: **August 27** (leaders/chairs do not attend)
    - *The committee reviews the entire CANVAS program of 80+ subprograms.*
    - *The Program Chair may call you during this meeting to discuss schedule changes. If you could be available by phone that day, that would be very helpful.*

- Scheduling finalization and author notification: **early-September**

Other Reminders:

- **Invited Speakers:** Non-member, invited symposia speakers will be sent a discount code for waived registration. Member invited speakers will need to register on their own through the website.

- **Audio Visual or Food and Beverage Needs**—if you require any specific session needs (AV, food and beverage, etc.) please include it while scheduling your session. Zoe Brindley at the headquarters office will then be in contact with you to make final arrangements.