How Headquarters Places Sessions at CANVAS

On the Average

- ➢ We must assign **400** oral sessions to fit in to
- ➢ **60** meeting rooms of varying sizes (10 people-2000+)
- ➢ Over **3+** days
- ➢ **Plus** meeting space for:
  - o Diversity, Equity, and Inclusion sessions
  - o Special/CrossDiv sessions
  - o Keynotes/Lectureships
  - o Exhibit Hall
  - o Workshops
  - o Committee Meeting Space (ours and other groups)
  - o Receptions and other events

Generally How We Place Sessions into Meeting Rooms

- Co-sponsored and "Tri-Society" sessions are placed together first, followed by Section/Division

- Food functions may have to be placed in certain venues to help achieve Food & Beverage (F&B) minimums. (We either accept F&B minimums and/or we pay meeting room rental fees)

- To reduce/avoid room reset fees and other room set costs, we place special room sets (i.e. round tables instead of theater seating), unique AV needs, and special internet needs in the room(s) where no reset is needed or the reset fee is lowest

- Due to limited room size options, we have to place sessions according to estimated room size as best we can over placing them by Section/Division

- If the estimated room size remains approximately the same for the duration of the meeting, and the space is available, we try to keep Sections/Divisions in the same rooms over the three days

Challenges

- CANVAS has so many sessions that they can't physically be held at one venue

- F&B minimums, AV, and catering costs vary at each venue

- We are limited to the room sizes the venues have. The rooms may be larger or smaller than what the program needs, thus requiring us to place a session with a smaller expected attendance in a larger room or vice versa. Columns and odd structures in rooms can also pose challenges

- The organizers and ACS732 do their best to estimate attendance, (which is the number we use to determine their meeting room size), but none of us can predict the actual number of people that will choose to attend a session at any given time or place. We do ask moderators to submit numbers and keep a history of repeat sessions, but most sessions are fresh topics each year

- Some sessions contain the additional challenge of being tied to other sessions. These sessions don't allow us to move them where we'd like to because of a necessary sequence of corresponding sessions (i.e. a poster session that must follow a corresponding rapid oral session) or the day an invited speaker may be in town