

2009 CNM Users Meeting
October 5-7, 2009

Guidelines for Focus Session and Plenary Session Organizers

2009 Organizer Responsibilities

- Decide focus and title
- Prepare focus session abstract (for web, posters, and program book)
- Enlist speakers
- Determine speaker reimbursement
- Set agenda
- Communicate requirements to speakers (see speaker guidelines)
- Collect abstracts
- Ensure that speakers complete a Contributor's Publication Release form
- Arrange for laptops in the conference rooms (either your own or through Nick Paladino)
- Wrap up (speaker expense reports; write summary)

2009 Organizer Deadlines

July 15 -- Focus session descriptions & co-organizers recruited
August 6 -- Preliminary schedule and budget
August 21 -- Speaker abstracts & contributor release forms are due
August 31-- Final schedule, titles, abstracts, and publication release forms
Sept 7 -- Registration for non-U.S. citizens (including speakers)
Sept 14 -- Program book to print (late changes ok up until this date)
Sept 18 -- Registration for U.S. citizens (including speakers)
Sept 18 -- Lodging at Argonne Guest House meeting rate deadline
Sept 25 -- Registration without late fee
Oct 31 -- Expense reports
Oct 31 -- Focus session summary

Determine Reimbursements

Your Group Secretary will coordinate all travel and reimbursements. By August 6, send her (copy to Tom & Katie) a list of your speakers and proposed reimbursements so she can alert you to any problems. You can use the [session budget form](#) if you wish.

- The budget for each full-day focus session is \$6,500 (\$3,250 for half day). This budget may be applied to speaker air & ground transportation, housing, and/or registration (not speaker fees).
- Registration fees must be paid for all speakers, either from the focus session budget or by the speaker. (The budget for this self-supporting meeting is calculated on the basis of all participants paying the registration fee.) For example, if you schedule 10 speakers for a full day and they do not pay for themselves, if registration is \$150, then you have spent \$1500 of your budget, leaving \$5,000 for other expenses.
- You may secure additional external support for the focus session.
- See the Reimbursement Guidelines below for more details, especially regarding air travel.

Communicate Requirements to Speakers

- * Every speaker must register through the web.
- * Refer speakers to the speaker guidelines.

Set Agenda

- It is recommended that you start no earlier than 8:30 a.m. and conclude by 5:00 pm.
- Incorporate coffee breaks from 10:15-10:45 and 3:00-3:30 and lunch from 12:00 to 1:30.

By the deadlines listed at the top of the page, send the following information to Katie Carrado:

1. Focus session description: Send the title and a 1-2 paragraph preliminary description, along with an external co-organizer, **by July 15**. These descriptions need to be on the web when the meeting is formally announced to help create early interest in the meeting.

2. Preliminary schedule: By **August 6**, submit a preliminary schedule for posting on the web. Include speaker names and draft titles or topics.

3. Final schedule, titles, abstracts, and publication release forms: By **August 21**, this text goes in the program book and the final meeting web pages. Please make every effort to have it as complete as possible by the deadline specified to avoid errors and inconsistencies caused by late changes. Abstracts for every speaker are strongly encouraged and make for a full and professional program book. This year, publication release forms are necessary and will be solicited at the time of the abstract. See this link for details <https://pico.cnm.anl.gov/events/PublicationRelease.php>

Wrap Up

- Write a ~200-word summary of the focus session and send it by **October 31** to Katie Carrado to use for incorporation into the CNM Newsletter, Argonne press, and reporting to DOE.
- Collect expense reports from all speakers; review expense reports to ensure that the budget has not been exceeded. Submit expense reports to Tom Burt by **October 31**.

Reimbursement Guidelines

General

- Original receipts are required for all expenses to be reimbursed.
- If an "honorarium" is given instead of reimbursement, the amount will be taxable.
- Typically, reimbursement is not offered for meals. (See your Group Secretary for guidance on per diem reimbursement.)

Housing

- Housing is available at the Argonne Guest House. Rates are approximately \$60.00 per night for a single.

Air Travel

- Speakers must use a U.S. carrier for air travel. If a foreign carrier is used, airfare cannot be reimbursed. (An exception is travel on a foreign carrier that is booked through a domestic carrier, e.g., through a code share.)
- Original receipts are required.

- Before purchasing a ticket, the traveler must obtain a price quote through your Group Secretary. The purpose is to confirm that the lowest reasonable fare is chosen. Here's the procedure:
 - The speaker contacts the Group Secretary with desired itinerary.
 - The Group Secretary obtains a price quote from Argonne's travel office and communicates it to the speaker.
 - The traveler purchases his or her own ticket by whatever means desired.
- Air travel will be reimbursed to the amount quoted by the Group Secretary, or to the reimbursement amount authorized by the organizer, whichever is lower. (If the authorized reimbursement exceeds the airfare quote, the remainder can be applied to other authorized expenses.)

Other Travel Modes

- Car rentals: Rentals between Chicagoland airports and Argonne National Laboratory are reimbursable. Cars rented from other locations are reimbursable to the extent the cost does not exceed the cost of airfare. The type of rental car must be a compact size and at the most economical rate possible. Gasoline must either be pre-purchased or the vehicle is to be returned full. For vehicles returned that require gasoline, the reimbursement will be limited to the pre-purchase rate.
- Personal cars: Mileage, gasoline, and tolls are reimbursable to the extent they do not exceed the cost of airfare.
- Train: The expense of train travel is reimbursable to the extent the cost does not exceed the cost of airfare.
- Taxi: Taxi expenses are reimbursable provided they are reasonable.

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Guidelines for Speakers

- Provide the title of your talk to your organizer as soon as possible for posting on the web.
- Send your abstract to the focus session or session organizer by August 21, or by the date the organizer specifies.
- For the abstract, use a standard journal format for authors and affiliations (see sample abstract below).
- Complete a Contributor's Publication Release Form (available on the meeting website).
- You must register by September 18 (September 7 for non-U.S. citizens). Use the registration form labeled "Speakers."
- See important travel reimbursement guidelines below.
- Travel and lodging information is at the Practical Matters page of the meeting site.
- U.S. citizens: bring a photo ID (driver's license or other Federal photo ID) to show at the visitor's center on arrival.
- Non-U.S. citizens, see important access instructions below.
- When you arrive at the meeting, pick up your meeting packet immediately, before going to the focus session. The packets contain expense report forms. They will be available either at the registration desk or from your organizer.
- During your presentation, keep to your allotted time.
- Return your expense report to your organizer as soon as possible.

Travel Reimbursement

- If the organizer says your air travel will be reimbursed:
 - You must book through a U.S. carrier for air travel. If a foreign carrier is used, airfare cannot be reimbursed. (An exception is travel on a foreign carrier that is booked through a domestic carrier, e.g., through a code share.)
 - Before you buy a ticket, you must obtain a price quote. (The purpose is to confirm that the lowest reasonable fare is chosen.) Your session co-chair will provide you with the contact name for this.
 - The contact will reply with a quote from Argonne's contracted travel agency.
 - When you have a quote from this Argonne contact, you can buy your own ticket by whatever means you prefer.
 - Air travel will be reimbursed to the amount quoted by Argonne, or to the reimbursement amount authorized by the organizer, whichever is lower. (If the authorized amount exceeds the airfare quote, the remainder can be applied to other authorized expenses.)
- Expense reports: Original receipts are required. Return your expense report to your focus session organizer.
- Honorarium: If an "honorarium" is given instead of reimbursement, the amount will be taxable.
- Housing: Housing is reimbursable to the extent agreed with your organizer.
- Car rentals: Rentals between Chicagoland airports and Argonne National Laboratory are reimbursable. Cars rented from other locations are reimbursable to the extent the cost does not exceed the cost of airfare. The type of rental car must be a compact size and at the most economical rate possible. Gasoline must either be pre-purchased or the vehicle is to be returned full. For vehicles returned that require gasoline, the reimbursement will be limited to the pre-purchase rate.
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Non-U.S. Citizens

Please register well in advance. Both new visits and returning visits require current/approved Argonne access documentation. There will be no Argonne entry without current access permission.

When you arrive at Argonne, in order to pick up your gate pass, you will need to show the following INS (Immigration and Naturalization Service) documentation at the Argonne Information Center.

Legal Permanent Resident (green card holders)

- Legal Permanent Resident of the United States of America (green card)

Canadian Citizens

- Passport & I-94

Visa Waiver Countries

- Passport
- I-94W (visa waiver stamped in passport on entry to U.S.)

All Others

- Passport and
- Visas:

- * F1 & I-20 (Certificate of Eligibility for Student Status)
- * J1 & DS-2019 (Certificate of Eligibility for J-1 Status)
- * H1B & I-94
- * B1 & I-94
- * EAD (Employment Authorization Document) & I-94
- * I-797 (Request for Change in Status) & I-94

CNM Users Meeting
EXAMPLE ABSTRACT

Abstract Title Will Have Initial Letters Capitalized

John Smith¹, Mary Jones¹, George Researcher²

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²Department of Chemistry and Biochemistry, University of California, San Diego, CA 92093

Font is Times New Roman 12 point. Set any special characters in Symbol font, however, to ensure conversion. Title has initial letters capitalized. Full names are preferred. Affiliations indicated by superscript number on author name, placed *inside* the comma. Do not include street address, but do include postal code. Inclusion of department name is optional.

Text can be 1-2 paragraphs. Including figures (jpg preferred) and references is okay. Remember to include acknowledgments and also to complete a Contributor's Publication Release form in order for the abstract to be included in the agenda book and on the website. This form will be available on the meeting website.