



Business Office Staff

Kathy Mitchem

Treasurer Support
Secretary Support
Newsletter
Elections
Awards
ACS Meetings
Symposium Finances
Board Meetings
Chair/Officer Assistant
Workshops
Poster Session
AV/Equipment
On-Site/Booth
Staff Substitute
Sponsorship and Advertising
POLYEd
Staff, VT, Space

Lesia Linkous

Workshops
Financial Management
Hotel Contracts
Sponsorship
Programing
Banquet Orders
Meeting Web Site
Registration
AV/Equipment
ExCom Meeting Planner
Industrial Advisory Board
ACS Meetings
Board Meetings
ExCom Dinner
Office Web Site/Publicity
Monthly Booking Oversight

Delinda Philips

Workshops
Pre-Registration
Name Badges/Packets
Meeting Overheads
Session Bio's
AV/Equipment
Graphical Abstract/Preprint
Membership
ACS Meeting Onsite/Booth
Office Supplies
Mailings
Awards-Poster/Plaques

Currently located at 103 Surge, Virginia Tech, Blacksburg, VA
POLY Supervisor: Treasurer, D. Patton
On-Campus Representative: T. Long