



Exhibitor's & Sponsor's Brochure

61st Southeast Regional Meeting of the
American Chemical Society

October 21 – October 24, 2009

**PR Convention Center
San Juan, Puerto Rico**

SERMACS 2009, Inc.
Department of Chemistry
University of Puerto Rico
P.O. Box 23346
San Juan, Puerto Rico 00931-3346
Tel. 787-764-0000 ext. 3505
Fax. 787-764-1588

*Website: www.sermacs2009.org
email: sermacs2009@gmail.com*

Table of Contents

From the General Chair-----	3
Sponsors and Exhibitors SERMACS 2008-----	4
Exhibition Rules and Regulations-----	5
Activities & Concessions Information-----	7
Conference Package-----	8
Continuing Education Program (guidelines) -----	9
SERMACS 2009 Timelines-----	10

Who will be Attending

- ☆ Academic Researchers,
Professors, Graduate and
Undergraduate Students
- ☆ Chemists, Laboratory Analysts
- ☆ Chemistry and Environmental
Professionals
- ☆ Science Students
- ☆ Biochemists
- ☆ Natural Resource
Conservationists
- ☆ Bio-Science Professionals
- ☆ Ecologists
- ☆ Microbiologist
- ☆ Chemical Engineers
- ☆ QA/QC Managers
- ☆ Engineers
- ☆ Health and Safety Officers
- ☆ Geologists
- ☆ Environmental Attorneys
- ☆ Industrial Pharmacists
- ☆ Marine Biologists
- ☆ Technical Professionals and
Managers

From the General Chair's Desk

The Puerto Rico Section of the American Chemical Society is hosting the 61st Southeastern Regional ACS meeting (SERMACS) which will be held on October 21 - 24, 2009. Our section last hosted this meeting in 1974 and this coming year we are hoping to establish a record number of attendees (> 2,000) and number of states and countries represented, since SERMACS 2009 will be an international meeting that we are promoting heavily both in the United States and all over Latin America. The ACS is the world's largest scientific association with a membership of more than 163,000 chemists, chemical engineers, and others in related professions. Our region encompasses Virginia, Kentucky, and all points south of these states and east of the Mississippi River, including Puerto Rico.

It is our desire to show a broad base of support from various contributors within our region. The meeting will include Plenary Lectures from two Nobel Prize winners, approximately 30 invited symposia, 30 general sessions, a meeting in miniature for undergraduate chemistry and chemical engineering students and the High School Chemistry program. Acknowledging the importance of the exhibition component in SERMACS 2009, we are herein providing the information required by the exhibitors to select the best booth location and to develop good marketing strategies for their products and service. SERMACS 2009 will be held at the recently inaugurated Puerto Rico Convention Center in San Juan. This Center offers all the advantages to make the Exhibition and Meeting a complete success.

Our meeting & exhibition provides a convergence forum for sharing information, seek potential collaborations, showcase technology advances while fomenting a scenario ideal for pursuing your business opportunities. We provide the place where a broad spectrum of science and technology professionals from the Southeast Region of the US, Puerto Rico, the Caribbean, and Latin America will gather. SERMACS 2009 will bring academic and industrial chemists together to provide technical programming to focused audiences through symposia, professional development workshops, and poster sessions. We will also present programs for graduate and undergraduate students and high school teachers. These annual meetings provide a great network for meeting and talking with colleagues and offer opportunities to recognize outstanding achievements by chemists in the local area and throughout the Southeast. SERMACS 2009 will certainly be the most important technical Meeting & Exhibition in Latin America. We invite you to be part of this event.

Our host hotel is The Conrad San Juan Condado Plaza Hotel & Casino, which is located near the PR Convention Center. For information contact: [Conrad San Juan Condado Plaza](#) or by phone 787-977-4773 (888-722-1278 for reservations).

Please review this brochure carefully and make the best decision to be part of SERMACS 2009. It is time to reserve your booth space in order to market your product and services in Puerto Rico as an Exhibitor and /or Meeting Sponsor. If you have any question please call us at 787-764-0000 ext. 3505 or email sermacs2009@gmail.org or imontes@sermacs2009.org. Interest in becoming an exhibitor at the meeting should be communicated to the meeting Exhibits Chair: Adnalia Flores at adlinaflores@hotmail.com, (787) 460-2304. We will respond in a prompt manner to your requests.

Sincerely

Ingrid Montes, Ph.D.
General Chair SERMACS 2009

*Website: www.sermacs2009.org
email: sermacs2009@gmail.com*

Sponsors and Exhibitors SERMACS 2008

A list of participants for SERMACS 2008 held in the Music City Sheraton Hotel in Nashville, Tennessee is provided below:

- Agilent Technologies
- Anasazi Instruments, Inc.
- Anton Paar USA
- CAS – Chemical Abstract Service
- CEM Corporation
- Cengage Learning
- Dionex Corporation
- Division of Small Chemical Businesses
- EMD Chemicals
- Griffin Analytical
- Matrix Scientific
- MeasuNet Technology
- Metrohm-Peak
- micrOptix
- Millipore Corporation
- Myers & Kaplan Intellectual Property Law
- Nano and More USA, Inc.
- OLIS, Inc.
- Pearson Education
- Pine Research Instrumentation
- Princeton Applied Research
- Q-sense
- Quantum Analytics
- Sapling Learning
- SERMACS 2009
- SERMACS 2010
- Shimadzu Scientific Instruments, Inc.
- SpectrEcology
- Spectrum Chemicals & Lab Products
- Synthonix Corporation
- TA Instruments
- TCI America
- Tennessee Government Affairs Committee.
- Thermo Scientific
- Thermo Fisher Scientific Inc.
- US EPA Green Chemistry Program
- UT-Battelle/Oak Ridge National Laboratory
- Vernier Software & Technology
- VWR International
- Waters Corporation

Exhibition RULES AND REGULATIONS

EXHIBITS ASSEMBLING AND DISASSEMBLED SCHEDULES:

Exhibitors should begin assembling their exhibits at 8:00 AM on Wednesday, October 21, 2009 at 8:00 a.m. and be completed by Wednesday, October 21, 2009 by 4:00 PM.

Exhibitors cannot begin to disassemble their booths earlier than Friday, October 23, 2009 at 4:00 PM. All exhibits must be removed from the exhibit area not later than 10:00 PM, October 23, 2009. Exhibitors who are unable to have their exhibition items out of the Exhibition Area by this time should make arrangements with the Official Decorator for storage or other handling.

OFFICIAL DECORATOR:

The official decorator, [Exhibits Unlimited, Inc.](#), will provide full exhibit services on a rental basis including furniture, visual aids, electrical services and complete carriage services placing your equipment or display shipped from outside of Puerto Rico under their Entry Bond with the Puerto Rico Treasury Department.

Exhibits Unlimited, Inc. Tel (787) 776-8420, (787)363-1747 Fax (787) 768-9847
email sales@exhibitsunlimitedpr.com

LIABILITY:

The Exhibitor agrees to have full responsibility for any damage to the exhibit area and to indemnify SERMACS 2009, Inc., its representatives or agents (exhibitors, sponsors, contractors, etc.), the PR Convention Center, its employees, and representatives or agents, from any and all liability which may result from injury, loss or any other cause that may occur. **Exhibitor must provide a certificate of liability insurance in the name of SERMACS 2009, Inc. and Convention Center for \$1,000,000 not later than September 19, 2009.**

EXHIBITION HOURS:

Wednesday	October 21	6:00 P.M. to 8:30 PM	–Ribbon cutting ceremony at 6:00 PM
Thursday	October 22	10:00 AM to 6:00 PM	
Friday,	October 23	10:00 AM to 4:00 PM	

REGISTRATION:

All representatives of exhibiting firms are required to register and use the Exhibitor's badge at all times. Two (2) badges per booth will be provided at no cost. Extras are at \$5.00/badge. Please submit names of working staff not later than **July 1, 2009**.

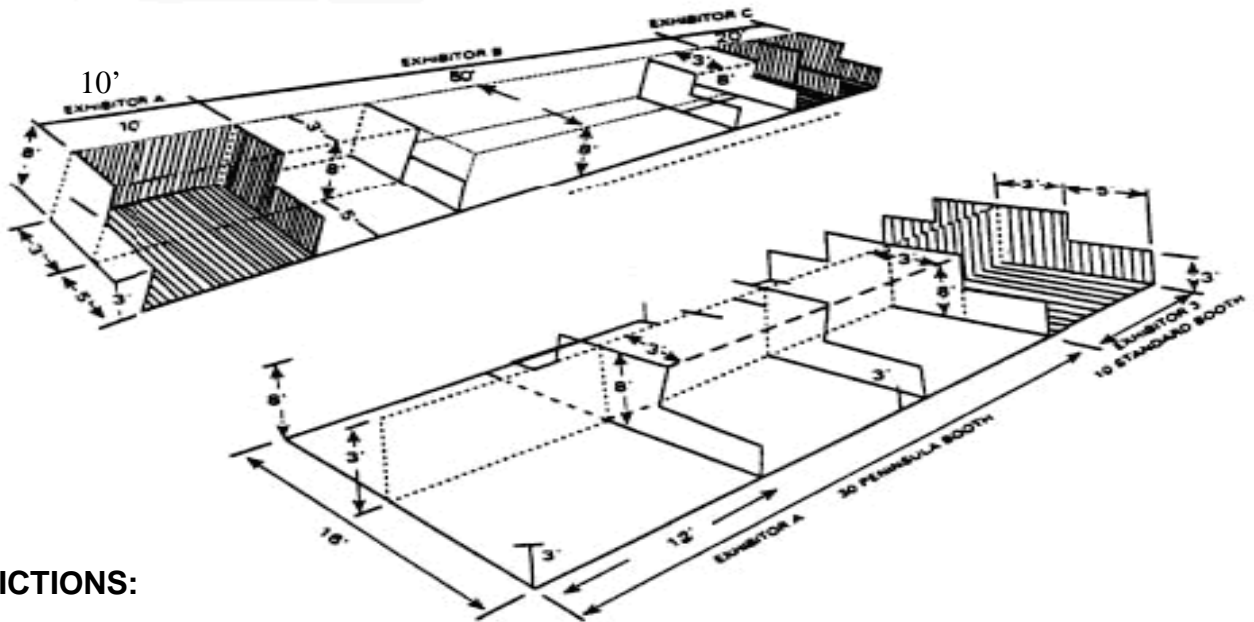
SECURITY:

Security guards will be provided at all times when the Exhibition is closed and during installation/disassembling but SERMACS 2009, Inc. and the PR Convention Center will not be responsible for any loss or damage of any kind. The exhibitor's contract does not imply endorsement of any product or service of any exhibitor by SERMACS 2009, Inc.

*Website: www.sermacs2009.org
email: sermacs2009@gmail.com*

Exhibition RULES AND REGULATIONS

FEE per Booth: Single \$1,200, Double \$2,000
Unmanned Literature Display Table \$500



RESTRICTIONS:

These restrictions apply to standard booths.

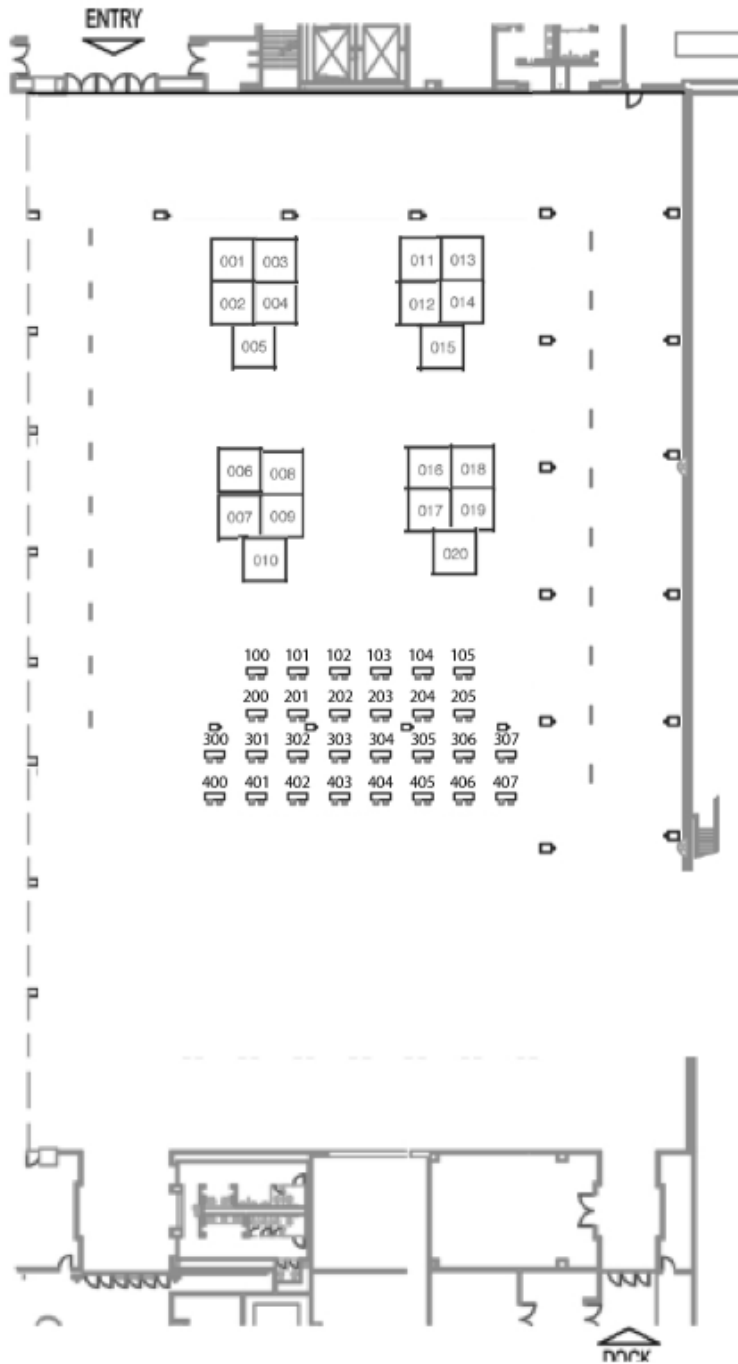
- Booth equipment, promotional material, etc. cannot exceed 8 ft. high, 10 ft. deep and 10 ft. long nor should the booth be projected into the aisle.
- Volatile substances are not permitted inside the exhibit hall. Neither are foods or beverages from other than the official providers at the Convention Center.
- The exhibitor is permitted to carpet the aisle, but the aisle is not booth space and must be kept clear of all display material.

BOOTH EQUIPMENT:

Electrical requirements (voltage/ampage) should be coordinated with Exhibits Unlimited, Inc.

NOTES:

1. Exhibitors are not allowed to bring food and beverage into the exhibit hall nor to hang announcements (i.e., banners, greetings, promotional material) inside or outside of the PR Convention Center.
2. SERMACS 2009, Inc. reserves the right to expand the exhibition area or the booth if necessary.



SERMACS - 2009
CENTRO DE CONVENCIONES DE P.R.
HALL C

SCALE: 1/84"=1'-0"

Mail/fax return information is available in the Exposition Rules and Regulations
E-mail return or direct questions to Adnalia Flores, Exposition Chair, SERMACS 2009 at adlinaflores@hotmail.com

This completed form constitutes a binding agreement between the Exhibitor and SERMACS 2009.
A copy will be sent to you immediately upon acceptance and booth space assignment.

ACTIVITIES & CONCESSIONS INFORMATION

SPECIAL ACTIVITIES:

1. Inaugural Ceremony (Ribbon cutting).
2. Puerto Rican Night, exhibitors and conferees with badges including cocktails (cash bar), hors d'oeuvres and music.
3. Mixer at Old San Juan.

BENEFITS TO EXHIBITORS:

- One conference souvenir per booth.
- Exhibitors are allowed to present posters (English or Spanish).
- 24 hour exhibit floor perimeter security
- Exhibitor listing published in the preliminary and final programs (provided information is received by July 1, 2009)
- Housekeeping at your booth space.

ADDITIONAL FORMS OF PARTICIPATING

Sponsorships	Fee	Description
Opening Ceremony and Mixer (Wednesday night)	\$5,000	<ul style="list-style-type: none"> ☆ Sponsor is allowed to promote its services and distribute material to attendees. ☆ Sponsor will be able to address attendees briefly. ☆ Your sponsorship will be included in conference booklet and promotional material.
Puerto Rican Night (Thursday night)	\$15,000	<ul style="list-style-type: none"> ☆ Same as above ☆ Activity is attended by nearly 500 participant's registration
Mixer (Friday night) at Old San Juan	\$5,000	<ul style="list-style-type: none"> ☆ Same as above ☆ Opportunity to enjoy Night Life in Old San Juan
Conference (Continuing Education course)	\$ 1,500	<ul style="list-style-type: none"> ☆ Use of a conference room for continuing education course, conference, or symposia. Maximum of 4 hours. (See page 9).
Coffee Breaks	\$750	<ul style="list-style-type: none"> ☆ Cost for coffee break, AM or PM

Mail/fax return information is available in the Exposition Rules and Regulations
E-mail return or direct questions to Adnalia Flores, Exposition Chair, SERMACS 2009 at adlinaflores@hotmail.com

This completed form constitutes a binding agreement between the Exhibitor and SERMACS 2009.
A copy will be sent to you immediately upon acceptance and booth space assignment.

61st Southeastern Regional Meeting of the American Chemical Society

October 21-24, 2009

Puerto Rico Convention Center, San Juan, Puerto Rico

Exhibit Booth Application and Contract

In accordance with the attached Rules and Regulations, I (we) apply for exhibit booth space on October 21, 22, & 23, 2009 at the 61st Southeastern Regional Meeting of the American Chemical Society (SERMACS 2009) at the Puerto Rico Convention Center in San Juan, Puerto Rico.

Name and Title of Contact Person:

Company:

Address: Phone:

Fax:

E-mail:

Please select the type of space for which you wish to apply:

- Single Manned Booth: \$1,200 until June 30, \$1,450 thereafter
- Double Manned Booth: \$2,000 until June 30, \$2,500 thereafter
- Single Unmanned Literature Display Table (Placed at the discretion of the Exposition Chair): \$500 until June 30, \$500 thereafter

Booth Number Choice

See exhibit floor plan for layout and booth numbers

For double booths, list consecutive booth numbers for each choice:

1st choice: 2nd choice: 3rd choice:

It is understood and agreed that SERMACS 2009 will endeavor to assign space in order of choice. If all spaces selected have been previously assigned, the Exposition Chair reserves the right to assign space as equitably as possible in accordance with the stated exhibitor preference.

For the benefit of promotion and publicity of the Exposition, I (we) authorize SERMACS 2009 to use the following description of the products and/or services to be exhibited: (Please limit to 100 words. The Exposition Chair reserves the right to edit for style.)

Mail/fax return information is available in the Exposition Rules and Regulations
 E-mail return or direct questions to Adnalia Flores, Exposition Chair, SERMACS 2009 at adlinaflores@hotmail.com

This completed form constitutes a binding agreement between the Exhibitor and SERMACS 2009.
 A copy will be sent to you immediately upon acceptance and booth space assignment.

Names for Exhibitor Badges (up to two for single booths, up to four for double booths)

1. Last name:	<input type="text"/>	First name:
2. Last name:	<input type="text"/>	First name:
3. Last name:	<input type="text"/>	First name:
4. Last name:	<input type="text"/>	First name:

Vendor Prize Drawing Participation

To participate in the Vendor Prize Drawing during the Opening Reception/Mixer, a prize worth \$50 or more must be made available by the vendor. If you would like to participate in the Prize Drawing, please describe the prize and its approximate value in the space below.

A basic link to your company website through your company name is free; however, your company logo can be hot-linked from the SERMACS 2009 exposition page for an additional \$50. If you would like your company logo included on the SERMACS 2009 exposition page, include the additional \$50 in your payment and e-mail the logo you would like displayed to the Exposition Chair. All logos will be sized to a maximum of 3 inches along the major dimension.

Payment Information

Booth Space Fee:

Single (\$1200)
 Double (\$2000)
 Literature Display (\$500)

Logo Hotlink (\$50)

Total

DO NOT write in this area

Received: _____ By: _____

Booth Number(s) Assigned: _____

CC Pay info to ACS National: _____

Faxed to exhibitor: _____ By: _____

Credit Card: AMEX VISA Master Card OR Check (to SERMACS 2009, Inc.)

Card Number: Expiration: /

Name on card:

Remit payment to:

SERMACS 2009, Inc.
 c/o Jorge L. Colón, Treasurer
 PO Box 23346
 University of Puerto Rico
 San Juan, Puerto Rico 00931-3346
Visit us at: www.SERMACS2009.org or e-mail us at: sermacs2009.org

Mail/fax return information is available in the Exposition Rules and Regulations
 E-mail return or direct questions to Adnalia Flores, Exposition Chair, SERMACS 2009 at adlinaflores@hotmail.com

This completed form constitutes a binding agreement between the Exhibitor and SERMACS 2009.
 A copy will be sent to you immediately upon acceptance and booth space assignment.

EXHIBITORS

GENERAL INFORMATION

Company: _____

Booth Reference: _____ **Date** _____

Authorized Signature: _____

I. PRODUCTS OR SERVICES TO BE EXHIBITED:

The SERMACS 2009, Inc. will print an exhibition brochure for the Conference. A description of the exhibition items is **limited to 50 words**. Deadline for submission of information is **July 1, 2009**. After this date, the information may not be published.

Exhibition Instruments, Equipment, Services, etc. to be exhibited:

II. PERSONNEL TO BE WORKING AT BOOTH/S:

- | | |
|----|----|
| 1. | 5. |
| 2. | 6. |
| 3. | 7. |
| 4. | 8. |

RETURN TO:

SERMACS 2009, Inc.
Department of Chemistry
University of Puerto Rico
P.O. Box 23346
San Juan, PR 00931-3346, FAX: 787-764-1588

Mail/fax return information is available in the Exposition Rules and Regulations
E-mail return or direct questions to Adnalia Flores, Exposition Chair, SERMACS 2009 at
adlinaflores@hotmail.com

This completed form constitutes a binding agreement between the Exhibitor and SERMACS 2009.
A copy will be sent to you immediately upon acceptance and booth space assignment.

SPONSORSHIP AGREEMENT

For sponsors of the 61st Southeast Regional Meeting of the American Chemical Society,

The company or organization agrees to be a sponsor or co-sponsor, in whole or in part, of the activities described below:

Company name: _____

Opening Reception _____ Wednesday, October 21, 2009
(\$5,000)

Puerto Rican Night _____ Thursday, October 21, 2009
(\$15,000)

Mixer at Old San Juan _____ Friday, October 23, 2009
(\$5,000)

Coffee Breaks (\$750 each) _____ Wednesday, Oct. 21, 2009 (AM or PM)
 _____ Thursday, Oct. 22, 2009 (PM)
 _____ Friday, Oct. 23, 2009 (AM or PM)
 _____ Saturday, Oct. 24, 2009 (AM or PM)

Conference (Continuing Education Course, \$1,500) _____ SERMACS 2009, Inc. will assign course room and schedule

Authorized Signature; _____

Printed name: _____

Date: _____ Total payment due: _____

PAYMENT INFORMATION:

AMEX _____ VISA _____ MASTER CARD _____ CHECK _____ OTHER _____

Credit Card # _____ Exp. Date: _____

Signature _____

Mail/fax return information is available in the Exposition Rules and Regulations
 E-mail return or direct questions to Adnalia Flores, Exposition Chair, SERMACS 2009 at
 adlinaflores@hotmail.com

This completed form constitutes a binding agreement between the Exhibitor and SERMACS 2009.
 A copy will be sent to you immediately upon acceptance and booth space assignment.

ADVERTISEMENT CONTRACT in the final SERMACS 2009 program

SIZE	
1/4 Page	\$ 150.00
1/2 Page	\$ 250.00
1 Page	\$ 400.00
Interior Covers* (front or back).....	\$ 600.00
Back Cover*	\$ 800.00
Centerfold (both pages) *	\$ 1,400.00
Centerfold - 1 page.....	\$ 800.00

Company name: _____

Address: _____

Telephone: _____ Fax: _____

Art Included _____ (Should be Camera Ready)

1. Colors are black and white only except for back cover, interior cover and center fold (see note below).
2. Company approved format should be received at the SERMACS 2009, Inc. on or before August 1, 2009.

*Interior, back covers and centerfold are in full color. Company shall provide digitalized art or **Camera Ready** with color separation for printing purposes, otherwise the ad will be printed in black and white or the Company will be charged for the artist's color separation fee. (Company authorization needed, see below).

Company Authorized Signature: _____

Print Name: _____

Signature: _____

SERMACS 2009, Department of Chemistry, University of Puerto Rico, P.O. Box 23346, San Juan, Puerto Rico 00931-3346; TEL. 787-764-0000 ext. 3505. FAX. 787-764-1588

I hereby authorize SERMACS 2009, Inc. to order color separation of the enclosed ad.

Signature _____

PAYMENT INFORMATION:

AMEX _____ VISA _____ MASTER CARD _____ CHECK _____ OTHER _____

Credit Card # _____ Exp. Date: _____

Signature _____

Mail/fax return information is available in the Exposition Rules and Regulations
E-mail return or direct questions to Adnalia Flores, Exposition Chair, SERMACS 2009 at
adlinaflores@hotmail.com

This completed form constitutes a binding agreement between the Exhibitor and SERMACS 2009.
A copy will be sent to you immediately upon acceptance and booth space assignment.

Hotel RESERVATION REQUEST

Conrad San Juan Condado Plaza Hotel Resort & Casino San Juan, Puerto Rico

(Print) Last Name First _____

Company Name _____

Address _____

City _____ State _____ Zip Code _____

Phone Fax _____

Arrival Date Before 6:00 PM Guaranteed Late Arrival _____

Departure Date _____

Rate: \$ 160.00 Single or Double, plus corresponding taxes (Resort fee 14%, room-government tax, 11%; room-occupancy tax (\$5.00 per person per night), Puerto Rico Sales Tax 6.0%, San Juan City Tax 1.0%, bellman gratuity (\$3.50 per person one-time, taxable 6%), maid gratuity (\$0.25 per person daily, taxable 1%).

Cancellation Policy: Full deposits are refundable up to seventy two (72) hours prior to arrival. Between seventy two hours and date of arrival, cancellation received will be assessed a one night deposits plus Puerto Rico tax.

PLEASE CONFIRM RESERVATIONS AS FOLLOWS:

Single _____ Double _____

PAYMENT INFORMATION:

AMEX _____ VISA _____ MASTER CARD _____ CHECK _____ OTHER _____

Credit Card # _____ Exp. Date: _____

Signature _____

IMPORTANT NOTES:

1. A one-night deposit is required with the reservation at the Condado Plaza Hotel.
2. For transportation from and to the Luis Muñoz Marín International Airport, you can take a taxi or contact the Puerto Rico Tourism Company booth at the airport.

Return with remittance to:

Reservation Department, Conrad Condado Plaza Hotel & Casino
999 Ashford Avenue; San Juan, PR 00907

Phone: 787-977-4773 (888-722-1278 for reservations); FAX: 787-722-7955

email: LeRivero@luxuryresorts.com

Mail/fax return information is available in the Exposition Rules and Regulations
E-mail return or direct questions to Adnalia Flores, Exposition Chair, SERMACS 2009 at
adlinaflores@hotmail.com

This completed form constitutes a binding agreement between the Exhibitor and SERMACS 2009.
A copy will be sent to you immediately upon acceptance and booth space assignment.

\$1,500

CONFERENCE PACKAGE

INCLUDES:

1. Use of a conference room for a maximum of four (4) hours to offer Continuous Education Course, Conferences, or special Symposia. SERMACS 2009, Inc. will assign meeting rooms and schedule.
2. SERMACS 2009, Inc. will print a conference program for distribution to all attendees during the Conference, highlighting the Conference Sponsor's program with any other scientific information of interest, provided you submit the completed Continuing Education Documents before **July 1, 2009**, after this date the information may not be published in the Conference Program. SERMACS 2009, Inc. will register attendees in the course but is not responsible and does not assure the number of attendees.
3. Your Company will receive, at no cost, a set of membership address labels, **at your request**, for the promotion of your Continuing Education Courses, conference. **The request must be in writing.**

NOTE: SERMACS 2009, Inc. reserves the right to collaborate in the organization of special conferences, symposia, courses and to promote them. We invite our sponsors to join us in our endeavor of maintaining our membership current in the advancements of science and technology

Host Hotel

Website Conrad San Juan Condado Plaza

Phone 787-977-4773

(888-722-1278 for reservations)

Mail/fax return information is available in the Exposition Rules and Regulations
E-mail return or direct questions to Adnalia Flores, Exposition Chair, SERMACS 2009 at
adlinaflores@hotmail.com

This completed form constitutes a binding agreement between the Exhibitor and SERMACS 2009.
A copy will be sent to you immediately upon acceptance and booth space assignment.

CONTINUING EDUCATION PROGRAM – Guidelines CONFERENCES, COURSES, AND SYMPOSIUM GUIDE

Dear Sponsor:

This guide provides an overview of the requirements set forth by the Chemist's Examining Board of the Commonwealth of Puerto Rico for the accreditation of conferences, courses, and symposia for continuing education credits. The Commonwealth of Puerto Rico requires chemists to have a license to practice chemistry in Puerto Rico and requires licensed chemists to take continuing education courses throughout the year. Outlined below are the main or necessary sections for the submittal and consideration of any continuing education activities (e.g. conferences, courses, symposia) requiring accreditation by the aforementioned professional regulatory entity.

The more details you provide in each section, the easier expedition process for the evaluation and accreditation by the Chemists's Examining Board. If you have any questions or need assistance with the preparation of the curriculum design document, please contact us at the following telephones: (787) 460-2304; or e-mail: sermacs2009@gmail.com or adnaliflores@hotmail.com.

- 1. Title** – The title should be specific and related to the topic to be presented.
- 2. Kind of Presentation** – Indicate one choice in course, conference, symposium, workshop, etc.
- 3. Abstract** – The abstract should be presented in a clear and organize manner. It should have 150- 200 words and be submitted in written form using the format provided or in an electronic format (e.g., Microsoft Word or Adobe Acrobat-PDF) to facilitate its publication.
- 4. Objectives:**
 - a. General:** – Indicate the general, most important concepts and principles that the audience should develop.
 - b. Specific:** – Indicate the skills and applications of the topic presented that the audience should be able to demonstrate.
- 5. Benefits** – Benefits in the professional development of the audience in their workplace, industry, government, academia, community or personal life.
- 6. Theoretical background** – Fundamental ideas, theories, and principles that provide the framework for the topic to be presented.
- 7. Timetable by section** – This includes the topics and sub-topics of the presentation and the approximate time for each part.
- 8. References** – References used in the presentation. A recommended format is that of ACS (American Chemical Society).
- 9. Audiovisual Equipment Required:** Equipment that may be provided by SERMACS 2009, Inc. includes vertical or slide projectors, computers and screen. It is necessary to indicate the equipment ahead of time since the cost providing it could affect the overall cost of the course. Any other equipment not mentioned above must be provided by the presenter.
- 10. Hand-Outs** – A preliminary, readable copy must be submitted with the syllabus form. The final copy will be submitted to SERMACS 2009, Inc. by July 1, 2009 for printing the handouts and validation of the syllabus/curricular design submittal document.
- 11. Presenter's Resume** – Should include information related to the academic preparation, workplace, work experiences, specialty area (if applicable) and any other information that describe the special skills and knowledge of the presenter. Information like: telephone number, fax or e-mail should be included in order to direct any question that may arise among the audience after the meeting.

Mail/fax return information is available in the Exposition Rules and Regulations
E-mail return or direct questions to Adnalia Flores, Exposition Chair, SERMACS 2009 at
adlinaflores@hotmail.com

This completed form constitutes a binding agreement between the Exhibitor and SERMACS 2009.
A copy will be sent to you immediately upon acceptance and booth space assignment.

**CONFERENCE SPONSOR, Addendum to contract
COURSES AND CONFERENCES DESIGN GUIDE FORM**

For further information, see Curriculum Design Guidelines

Please complete:

Name of firm or organization: _____

Title of Presentation _____

Short abstract _____

Author(s) or Speaker(s) _____

Telephone / Fax : _____

E-mail: _____

Type of activity: _____ Course _____ Conference _____ Symposium

No. of Hours: _____ **Level:** ___ Basic ___ Intermediate ___ Advance

Pre-Requisite: _____ None _____ Yes (Describe _____)

Pre-requisite is: ___ Suggested ___ Required

Who should attend? _____

Basic Audiovisual Equipment needed for the presentation will be supplied by SERMACS 2009, Inc.

_____ Overhead Projector _____ Slide Projector _____ Screen

Additional Audiovisual needed to be provided by presenter:

_____ Radio/Cassette/CD _____ Data Projector _____ TV

_____ VCR _____ other

Equipment to be supplied by you: _____ Yes _____ No

Due date for submission: July 1, 2009

ADDITIONAL REMARKS:

1. Include a preliminary handout of the presentation with the curricular design. The final copy of the presentation must be sent to SERMACS 2009, Inc. in accordance to the conference sponsored contract.
2. Include with this form the curricular design of the presentation. Please, be careful with the requirements of size and page quantity where is specified.
3. Submit the abstract by e-mail to jlcolon@sermacs2009.org or send CD by regular mail to: SERMACS 2009, Inc., Department of Chemistry, University of Puerto Rico, P.O. Box 23346, San Juan, Puerto Rico 00931-3346.

Mail/fax return information is available in the Exposition Rules and Regulations
E-mail return or direct questions to Adnalia Flores, Exposition Chair, SERMACS 2009 at
adlinaflores@hotmail.com

This completed form constitutes a binding agreement between the Exhibitor and SERMACS 2009.
A copy will be sent to you immediately upon acceptance and booth space assignment.

CONFERENCE CONTINUING EDUCATION CONTRACT – SERMACS 2009

The Organization or Company agrees to comply with the Rules and Regulations of SERMACS 2009 as described in the corresponding brochure, and to assure that all documents are forwarded to SERMACS 2009, Inc. by the established dates and that the conference or courses to be presented will be of a high technical level.

A penalty will be charged for “no shows” to reimburse SERMACS 2009, Inc. for expenses incurred including attendees who are enrolled in the courses and for conference room costs. The penalty will be calculated by the SERMACS 2009, Inc. based on actual data.

Finally, I understand that SERMACS 2009, Inc. and the Puerto Rico Chemist’s Examining Board retain the right to recommend and accredit, respectively, conference, symposia or courses submitted by your Organization or Company.

_____Conference (\$1,500) for 4 hour maximum of contact time

Company _____Amount _____

Name: _____

Signature _____Date _____

Check no. _____ Date _____ Amount \$ _____

Credit Card _____ Expiration date: _____

Return to along with the corresponding addendum:

SERMACS 2009, Inc.

Department of Chemistry

University of Puerto Rico

P.O. Box 23346

San Juan, Puerto Rico 00931-3346

TEL: (787) 764-0000 ext. 3505

FAX: (787) 764-1588

Mail/fax return information is available in the Exposition Rules and Regulations
E-mail return or direct questions to Adnalia Flores, Exposition Chair, SERMACS 2009 at
adlinaflores@hotmail.com

This completed form constitutes a binding agreement between the Exhibitor and SERMACS 2009.
A copy will be sent to you immediately upon acceptance and booth space assignment.

SERMACS 2009 Timelines

For Exhibitors & Sponsors of SERMACS 2009

June 30, 2009

- Booth agreement and payment due for advance registration according to the following schedule:

Agreements up to \$4,000:	50% of total payment
Agreements of more than \$4,000:	25% of total payment

July 1, 2009

- Last day to submit complete syllabus or abstract of paper for Conference Sponsors for accreditation by the Puerto Rico Chemist's Examining Board.
- Last day to receive advertisements
- Last day to receive scientific posters, abstracts for conference and Symposia
-

July 30, 2009

- Last day for cancellations of booth space and conference sponsors with 50% reimbursement
- Total balance of payment due

August 1, 2009

- Last day to submit names of working staff for exhibitor's ID badges

August 30, 2009

- Last day for cancellations of booth space and conference sponsors with 25% reimbursement

October 20-21, 2009

- Assembling of exhibition and booths

October 21-23

- Exhibition. Disassembling of booths on October 23 after 4:00 PM and not later than 10:00 PM.
- Opening Ceremony (Wednesday night)
- Puerto Rican Night (Thursday night)
- Mixer at Old San Juan (Friday night)

October 24

- Last day of scientific conference

Mail/fax return information is available in the Exposition Rules and Regulations
E-mail return or direct questions to Adnalia Flores, Exposition Chair, SERMACS 2009 at
adlinaflores@hotmail.com

This completed form constitutes a binding agreement between the Exhibitor and SERMACS 2009.
A copy will be sent to you immediately upon acceptance and booth space assignment.