Updated: 9/2020

Regional Meeting Specialty Conference

Program Chair MAPS User Guide

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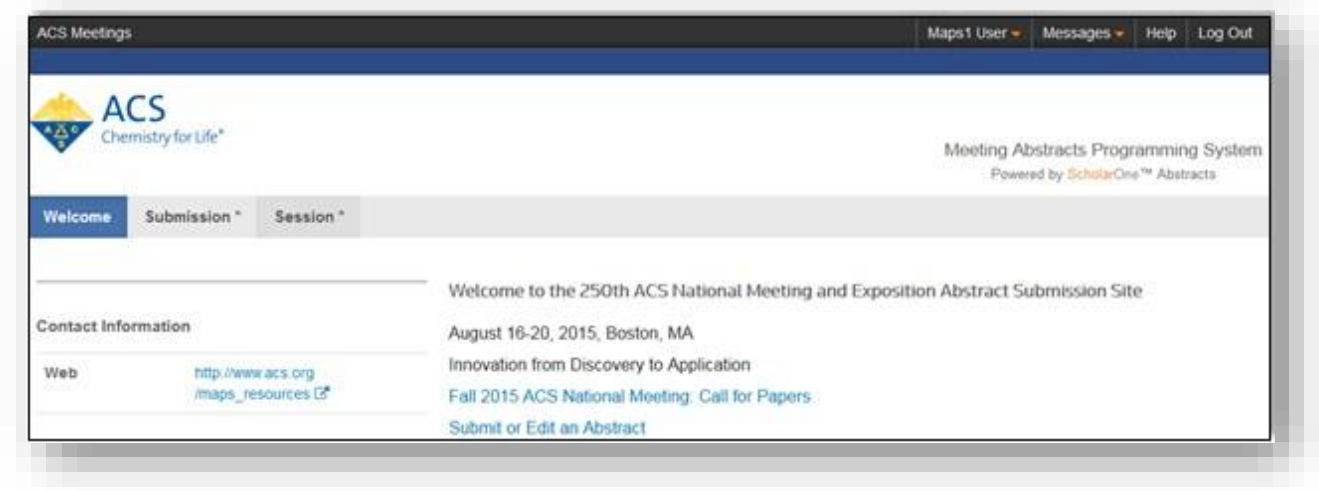
Getting Set Up as a Program Chair

MAPS can be accessed using your ACS ID, which is used to log into many ACS services on www.acs.org. To log into MAPS, visit http://maps.acs.org and click on your upcoming meeting. In order for you to access your program you must be assigned to your meeting by ACS Staff. For access send an email your ACS Staff representative or email maps@acs.org.

Creating an ACS ID

If you do not have an ACS ID you may create one at http://maps.acs.org.

1. Click on the meeting you wish to submit to
2. Click Registering is easy
3. Create your ACS ID by providing the required information marked with an asterisk (*)
4. Select ☑ "**Yes**, I want to participate in the ACS Network"…
5. Click Create an account
6. Click "**Return to MAPS**" and log in



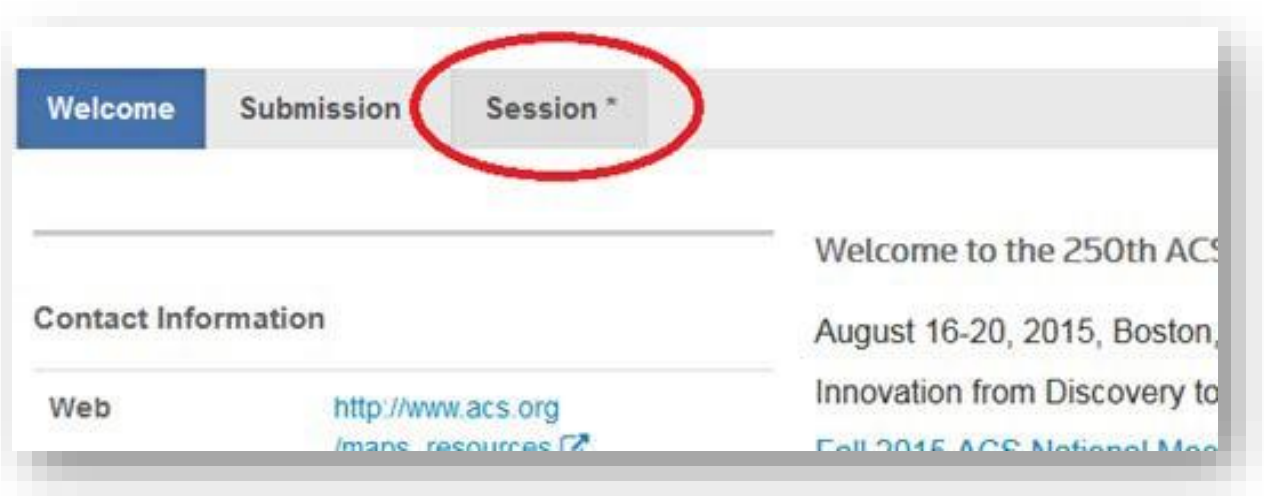
Once you have completed these steps send a request to your ACS Staff representative or email maps@acs.org for access to your meeting. Once you have been given access to your meeting, and have successfully logged in, you will see the screen shown below and will have access to view and edit your program.

PROGRAM VIEWER

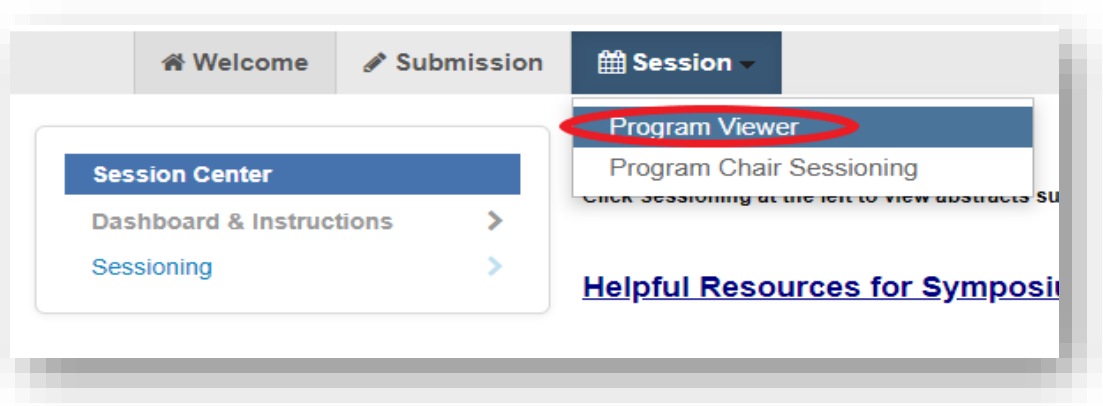
You may use the Program Viewer to see information about your program sessions, and abstracts before the session organizer deadline.

Accessing the Program Viewer

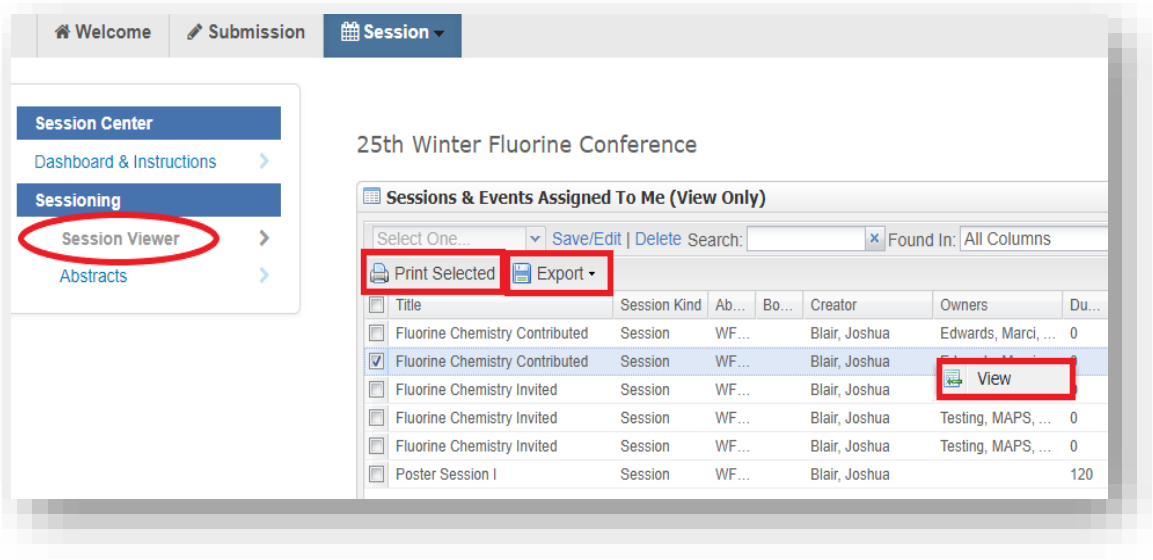
1. From the **Welcome Screen** click **Session** on the upper navigation bar to access the Session Center



2. Select the **Program Viewer** role



3. Within the **Program Viewer** role, click **Sessioning** on the left navigation bar to access the **Session Viewer**

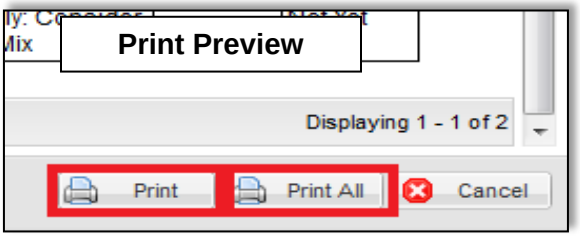


4. Right-click on the session you wish to view and click **View** or double-click the session name to view session

Printing Sessions

1. Select the session(s) from the Session List you wish to print and click **Print Selected**

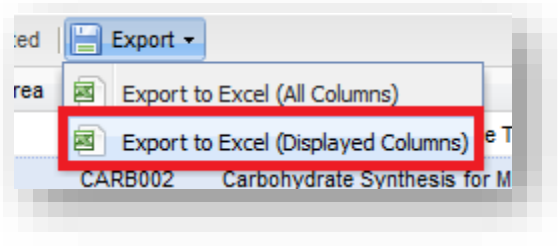
2. Click **Print** to print the current session you are viewing or **Print All** to print all sessions you selected



Exporting Sessions to Excel

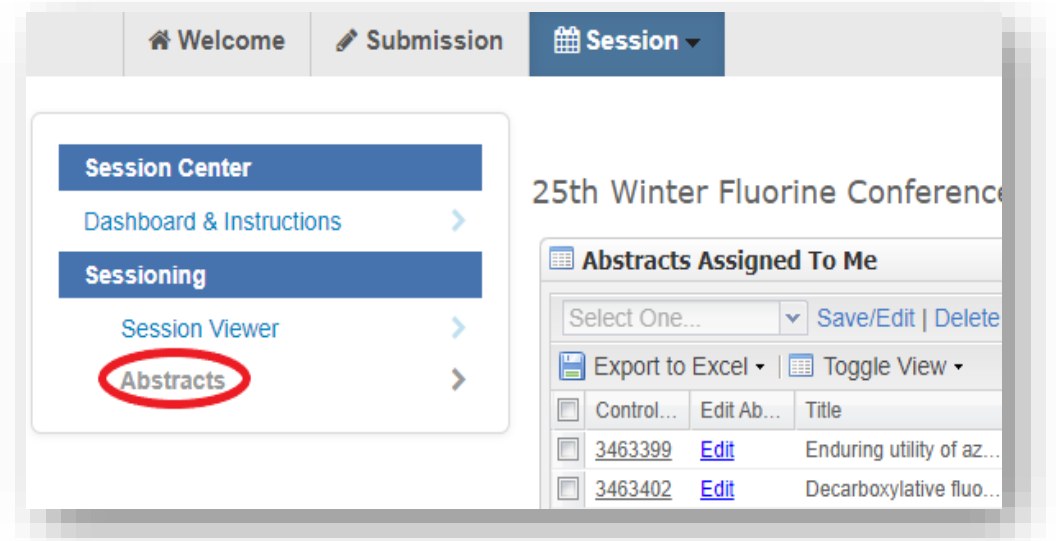
1. Select the session(s) from the Session List you wish to export and click **Export**

2. Select Export to Excel (Displayed Columns)



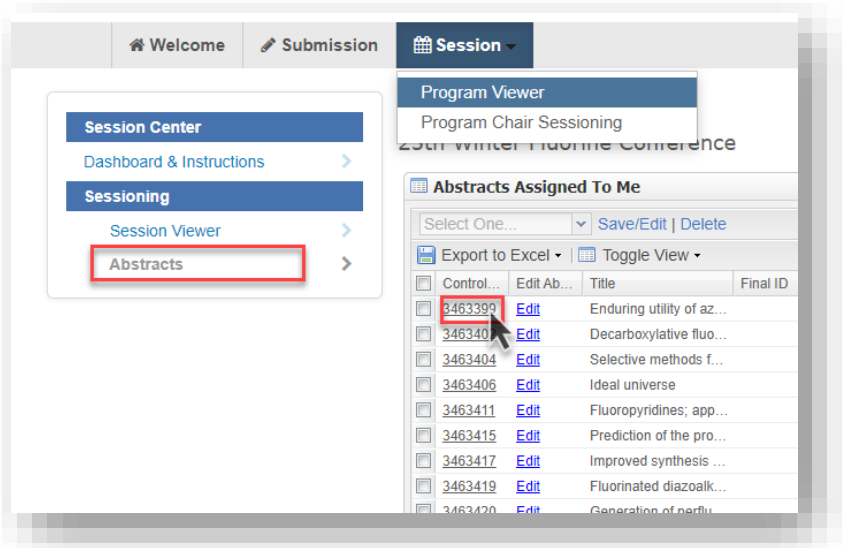
Viewing All Submitted Abstracts

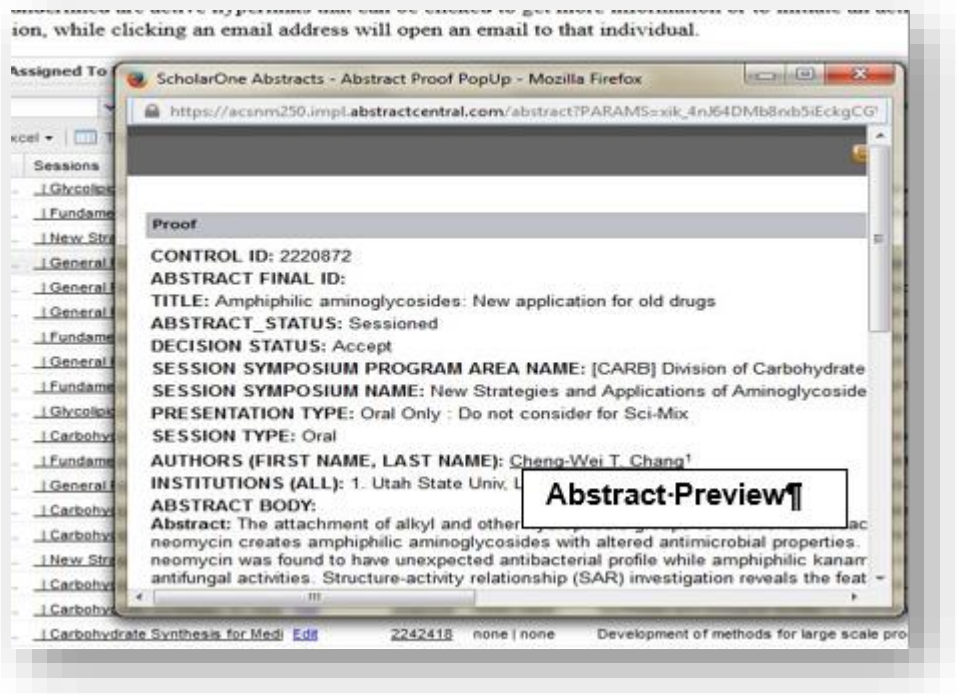
1. Within the **Program Viewer** role, click **Sessioning** on the left navigation bar to access **Abstracts**



2. Use the filter to search for the abstract you wish to view by control ID number, abstract title, or presenting author name (last name, first name) as needed

3. Click on the control ID number to preview the abstract
(**Note**: Abstract will open in a new window. If a window does not open, a pop-up blocker may be in place. You will need to turn the pop-up blocker off or accept pop-ups to view the abstract.)

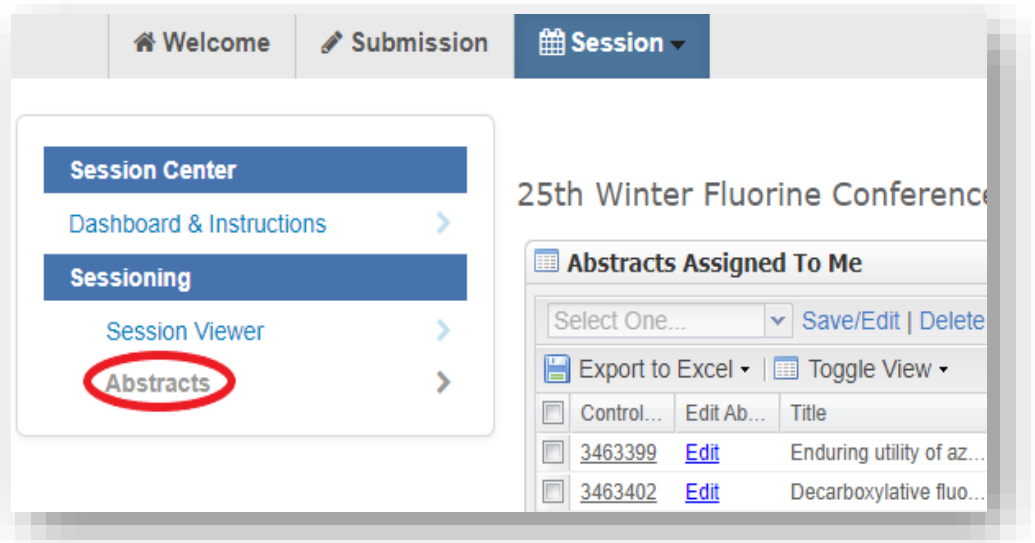




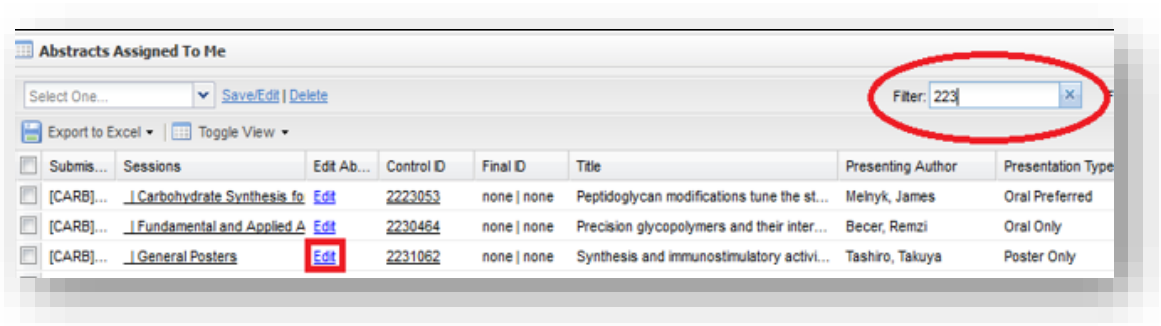
Editing Abstracts in Program Viewer

ACS Staff will edit abstract titles for spelling and formatting only. Any other edits can be done by the Program Chair.

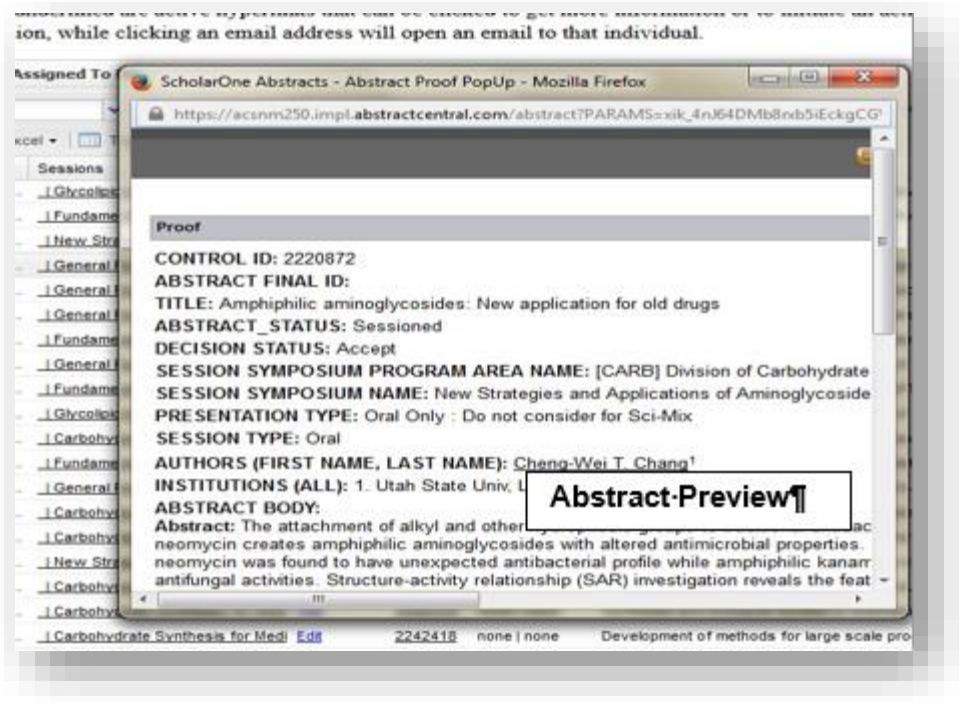
1. Within the Program Viewer role, click Sessioning on the left navigation bar to access Abstracts



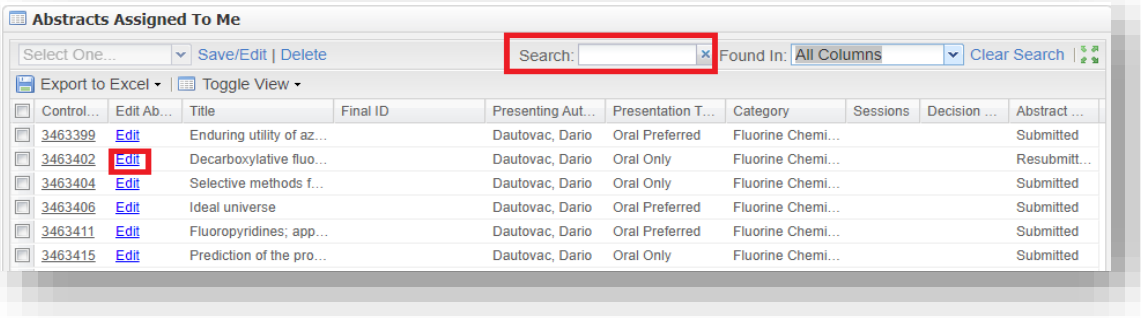
Use the search to find the abstract you wish to edit by control ID number, abstract title, or presenting author name (last name, first name)



(Note: Click on the control ID number to preview the abstract if needed)



1. Click **Edit** next for the abstract you wish to edit



(**Note**: Abstract will open in a new window. If a window does not open, a pop-up blocker may be in place. You will need to turn the pop-up blocker off or accept pop-ups to edit the abstract.)

2. Navigate to the appropriate section of the abstract using the links located in the left column and make the edit

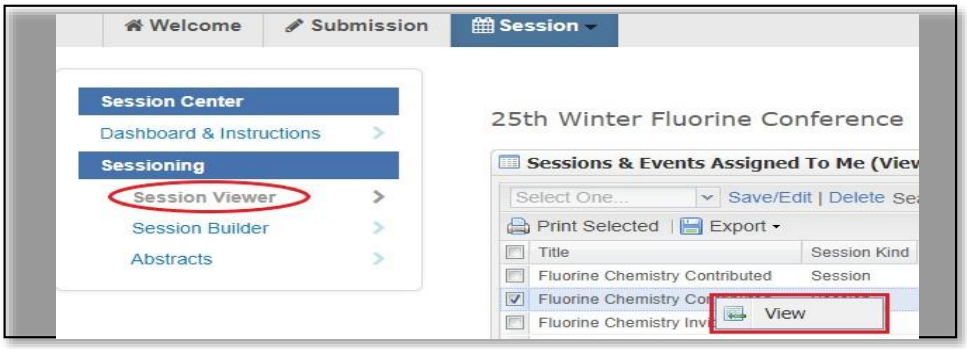
3. Click **Save** at the bottom of the window to save your changes and close the Edit window

Viewing Session Organziers and Presiders

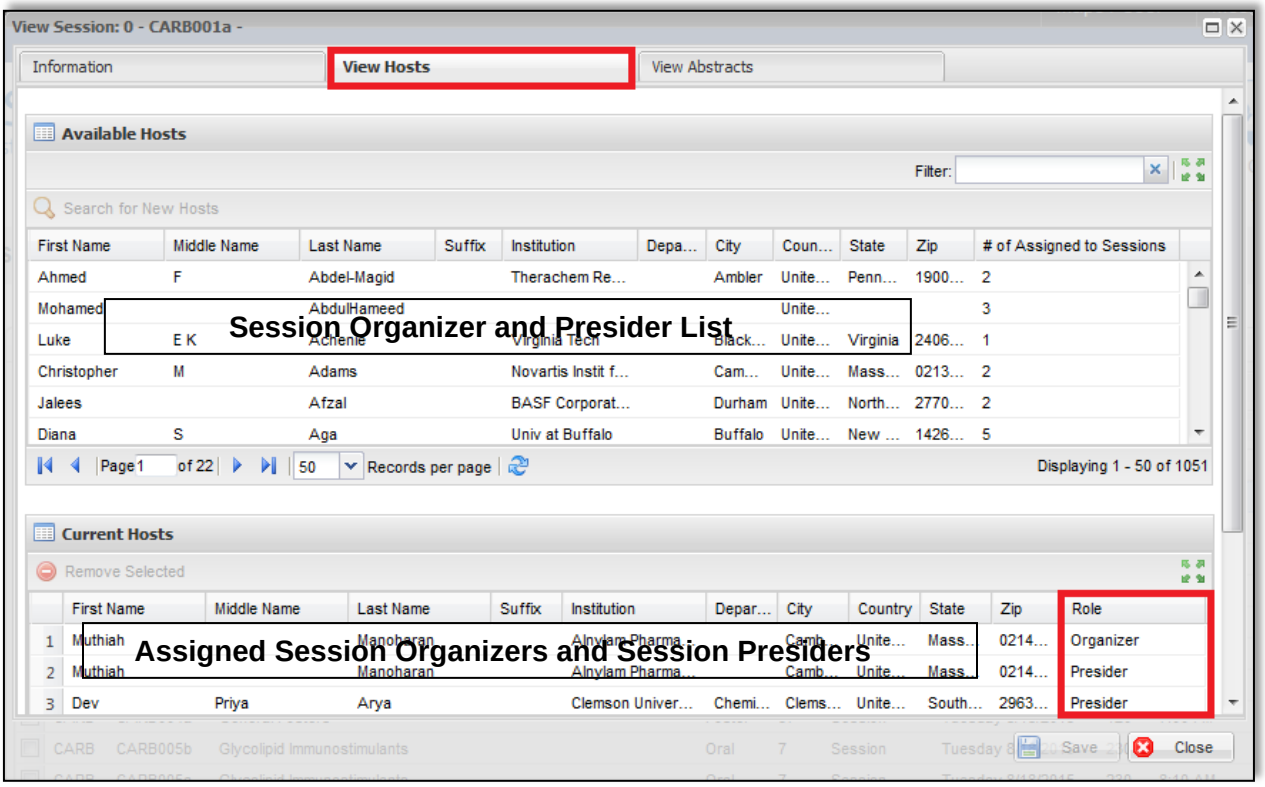
You may view session presiders already assigned to sessions. Contact ACS Staff if you would like to add or remove session presiders from sessions.

1. From the **Program Viewer** role, click **Sessioning** on the left navigation bar to access the **Session Viewer**

2. Right-click on the session you wish to view and click **View** or double-click the session name to view session details



3. Click **View Hosts** to view session presiders assigned to the session

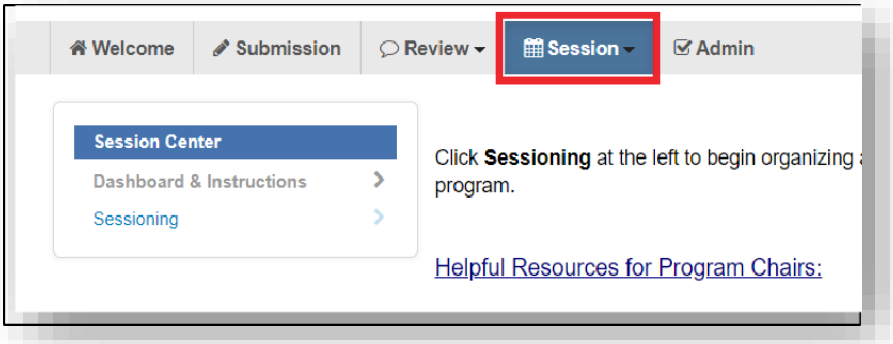

View Session: 0 - CARB001a -
Information
View Hosts
View Abstracts
Available Hosts
Filter:
Search for New Hosts
First Name | Middle Name | Last Name | Suffix | Institution | Depa... | City | Coun... | State | Zip | # of Assigned to Sessions
Ahmed | F | Abdel-Magid | Therachem Re... | Ambler | Unite... | Penn... | 1900... | 2
Mohamed | AbdulHameed | Unite... | 3
Luke | E K | Achenie | Virginia Tech | Black... | Unite... | Virginia | 2406... | 1
Christopher | M | Adams | Novartis Instit f... | Cam... | Unite... | Mass... | 0213... | 2
Jalees | Afzal | BASF Corporat... | Durham | Unite... | North... | 2770... | 2
Diana | S | Aga | Univ at Buffalo | Buffalo | Unite... | New ... | 1426... | 5
Page 1 of 22
50 Records per page
Displaying 1 - 50 of 1051
Session Organizer and Presider List
Current Hosts
Remove Selected
First Name | Middle Name | Last Name | Suffix | Institution | Depar... | City | Country | State | Zip | Role
1 Muthiah | Manoharan | Alnylam Pharma... | Camb... | Unite... | Mass... | 0214... | Organizer
2 Muthiah | Manoharan | Alnylam Pharma... | Camb... | Unite... | Mass... | 0214... | Presider
3 Dev | Priya | Arya | Clemson Univer... | Chemi... | Clems... | Unite... | South... | 2963... | Presider
Assigned Session Organizers and Session Presiders
CARB | CARB005b | Glycolipid Immunostimulants | Oral | 7 | Session
Save
Close

SESSION BUILDER

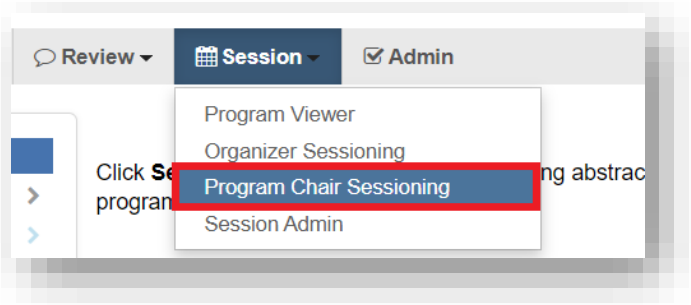
Once session organizers have finished reviewing and arranging abstracts submitted to the session you will be notified via email. You will then be able to access the Session Builder and finalize your program.

Accessing the Session Builder

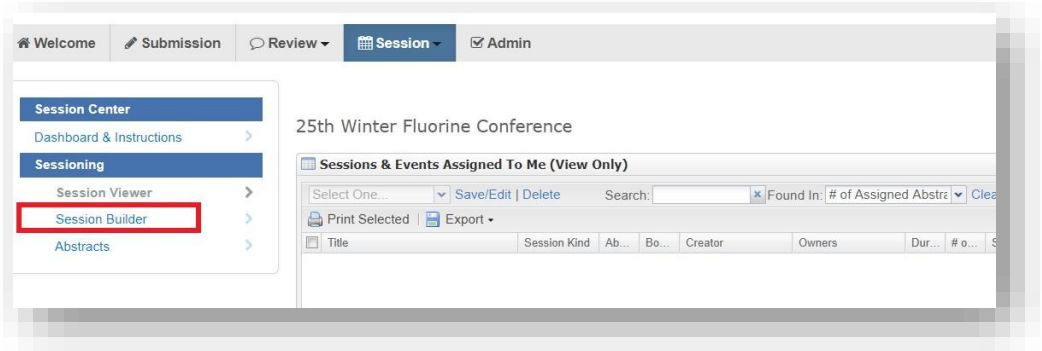
1. From the **Welcome Screen** click **Session** on the upper navigation bar to access the Session Center



2. Select the **Program Chair Sessioning** role

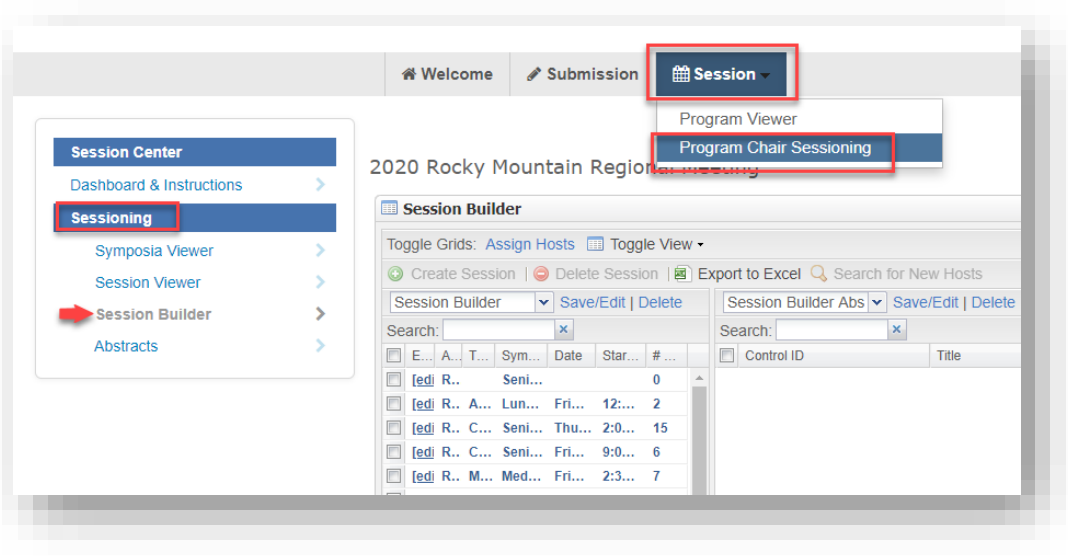


3. Click **Sessioning** on the left navigation bar to access the **Session Builder**

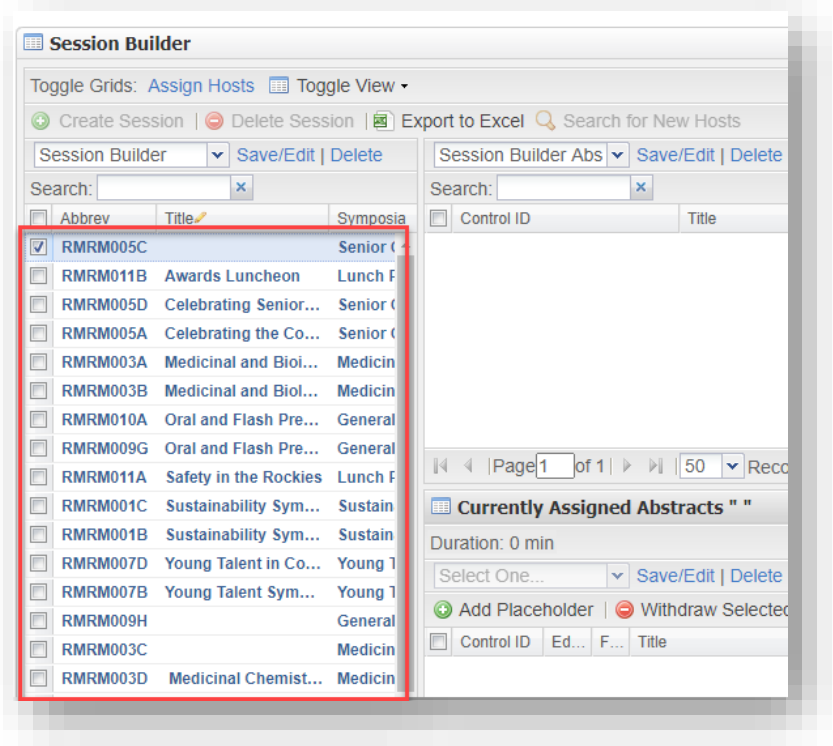


Viewing Sessions

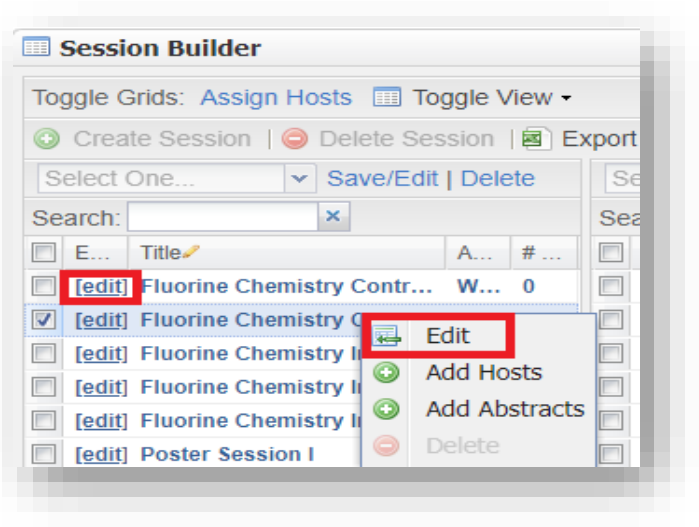
1. Within the **Program Chair Sessioning** role, click **Sessioning** on the left navigation bar to view the sessions in the **Session Builder**



2. Sessions are listed in the left panel of the **Session Builder**

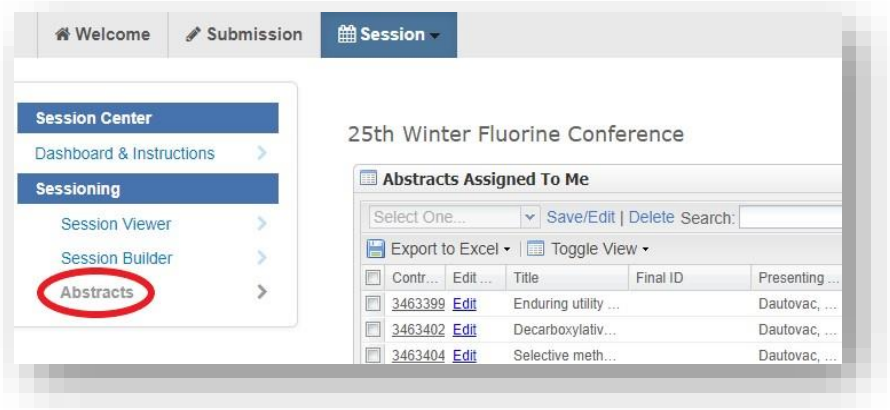


3. Right-click on the session you wish to view and click Edit or click the [edit] link beside the session titleViewing Submitted Abstracts



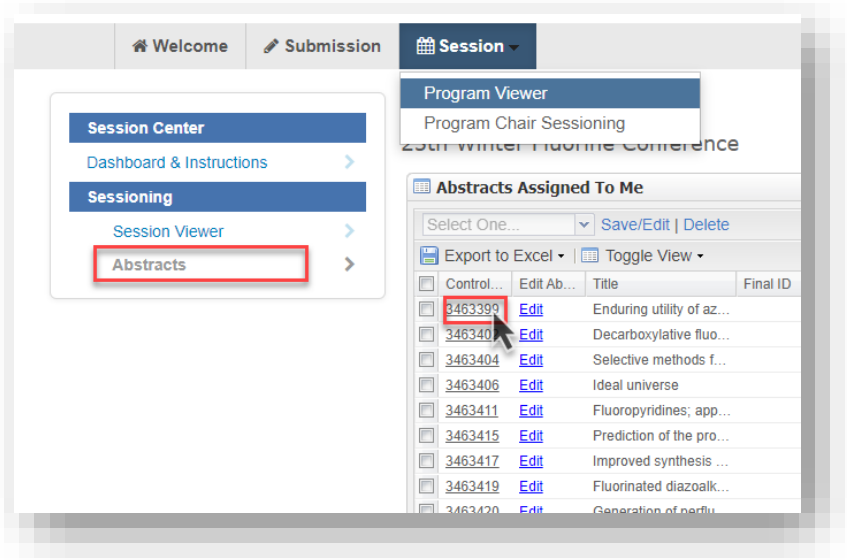
You may view abstracts submitted to your meeting at any time from the Session Center. After the final program deadline you may view abstracts from the Program Viewer.

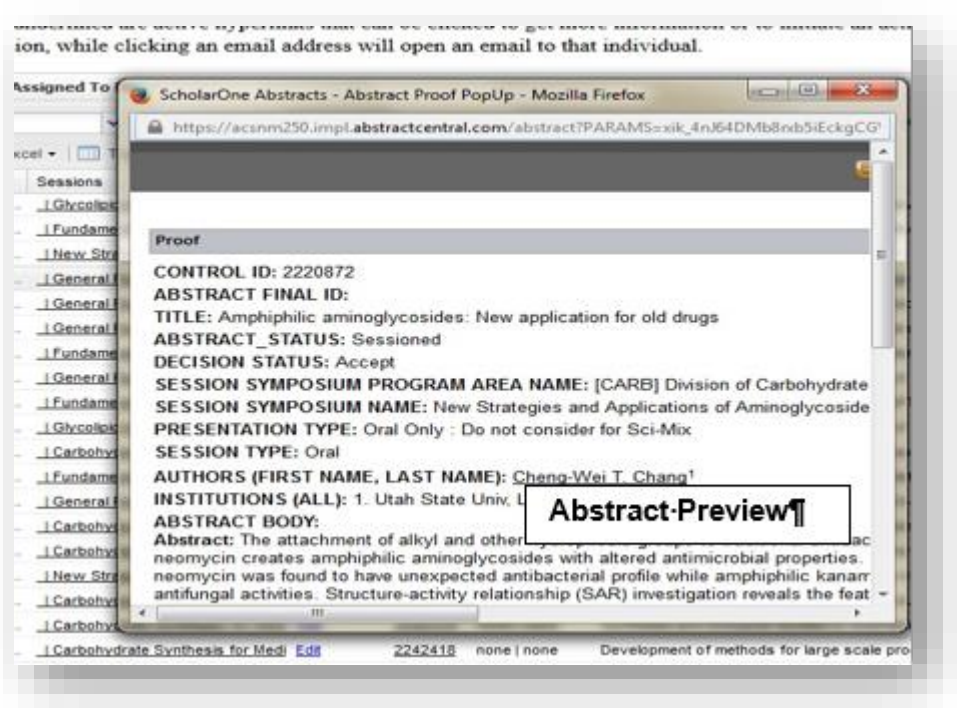
1. Within the **Program Chair Sessioning** role, click **Sessioning** on the left navigation bar to access **Abstracts**



2. Use the search to find the abstract you wish to view by control ID number, abstract title, or presenting author name (last name, first name) as needed

3. Click on the control ID number to preview the abstract



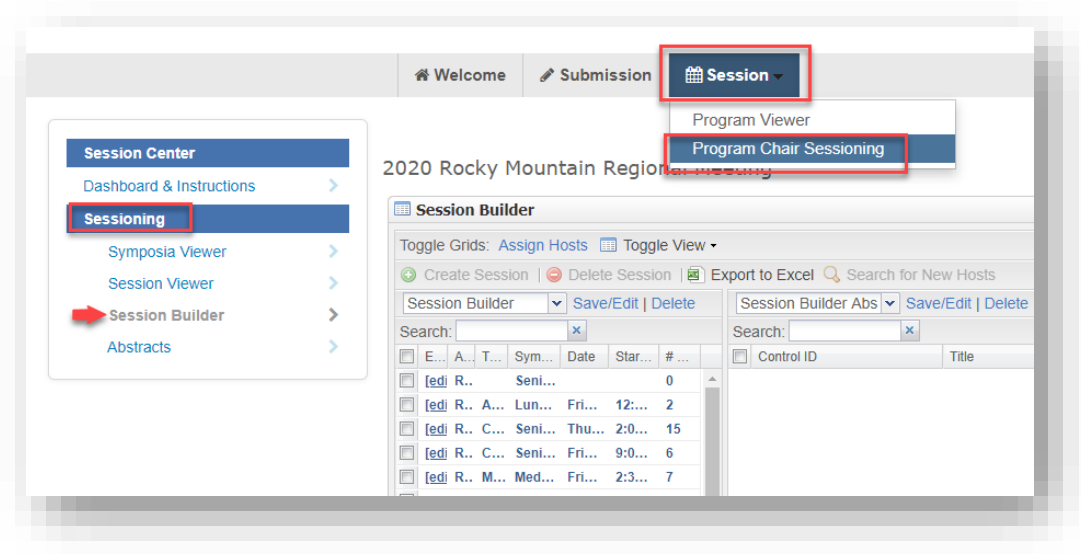


(**Note**: Abstract will open in a new window. If a window does not open, a pop-up blocker may be in place. You will need to turn the pop-up blocker off or accept pop-ups to view the abstract.)

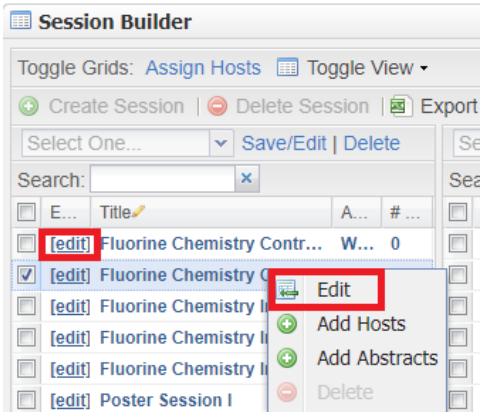
Editing Session Details

After session organizers have updated the sessions in MAPS you will be able to edit and finalize sessions.

1. Within the **Program Chair Sessioning** role, click **Sessioning** on the left navigation bar to access the **Session Builder**



2. Right-click on the session you wish to edit and click **Edit** or double-click the session name or click the **[edit]** link



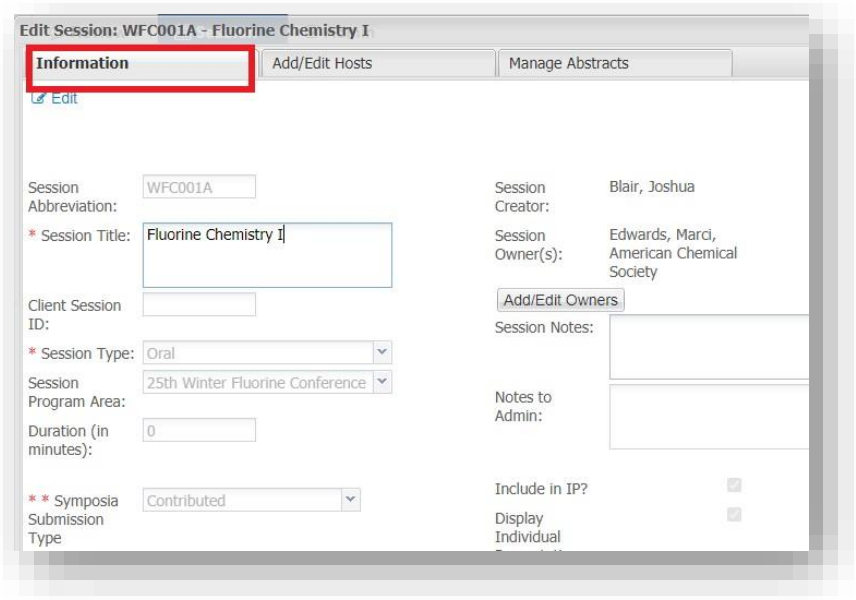
3. Under the **Information** tab you may edit any information that is not grayed out (**Note:** To edit any session detail that is grayed out contact ACS Staff)

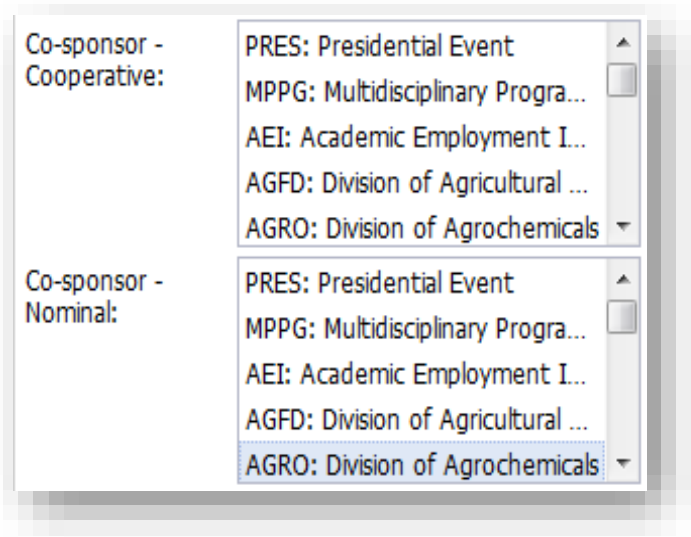
Adding Cosponsors

1. From the **Program Viewer** role, click **Sessioning** on the left navigation bar to access the **Session Viewer**

2. Right-click on the session you wish to assign a cosponsor and click **View** or double-click the session name

3. Under the **Information** tab scroll to the cosponsor sections and select the cosponsor(s) you wish to add





(**Note**: Hold down the CTRL button on your keyboard to add more than one cosponsor)
Click **Save**

Assigning Abstracts

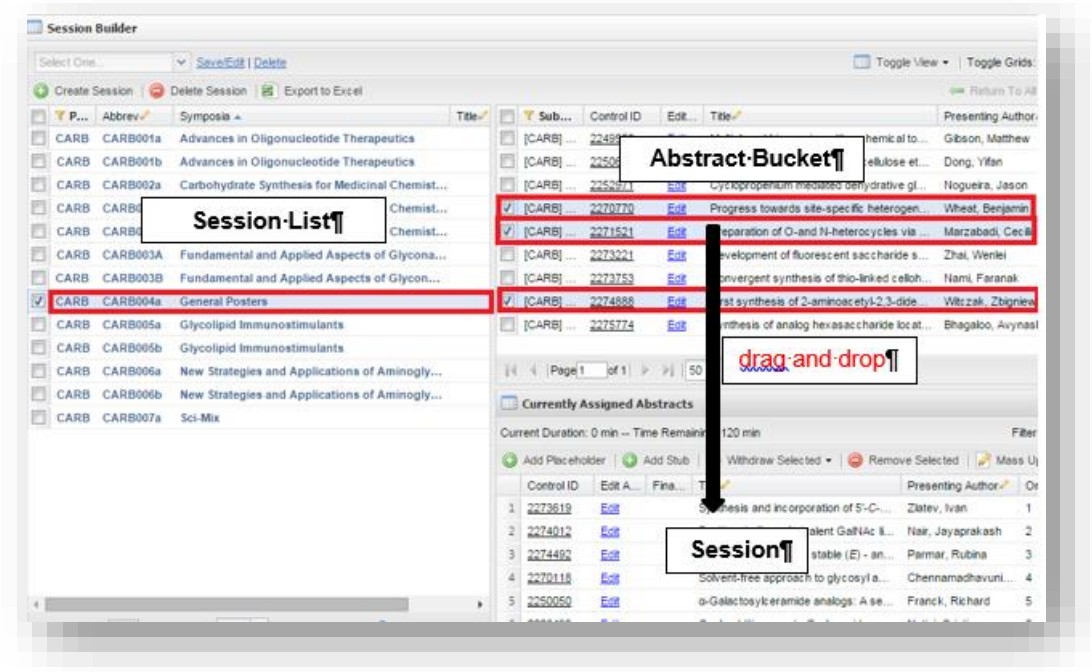
Session organizers are largely responsible for assigning abstracts. After all session organizers have updated the sessions in MAPS you will be able to assign any abstracts that have not been assigned by the session organizers.

1. From the **Program Chair Sessioning** role, click **Sessioning** on the left navigation bar to access the **Session Builder**

2. Click on the session you wish assign an abstract to from the Session List

3. Select the abstract(s) in the Abstract Bucket and **drag and drop** into the Session panel below

(**Note:** Remember to assign presentation durations for abstracts you add to the session. Any abstract you add to a session will be considered accepted.)

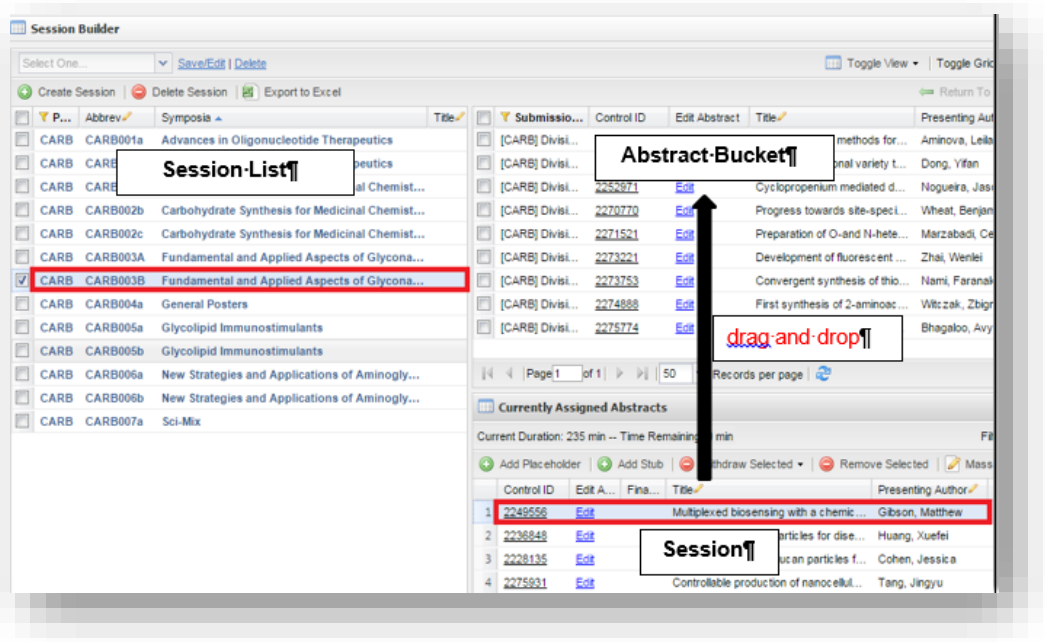


Moving Abstracts Between Sessions

1. From the **Program Chair Sessioning** role, click **Sessioning** on the left navigation bar to access the role the **Session Builder**

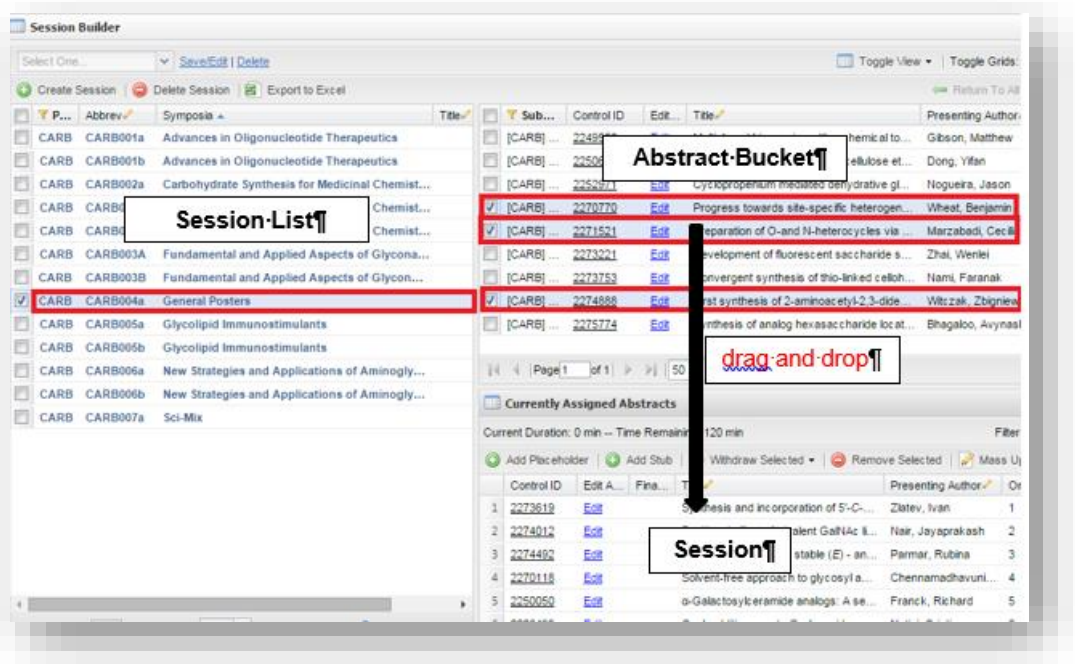
2. Click on the session from the Session List that contains the abstract(s) you wish to move

3. Select the abstract(s) you wish to move and:
   - **drag and drop** into the Abstract Bucket
   above OR
   - click **Remove Selected**



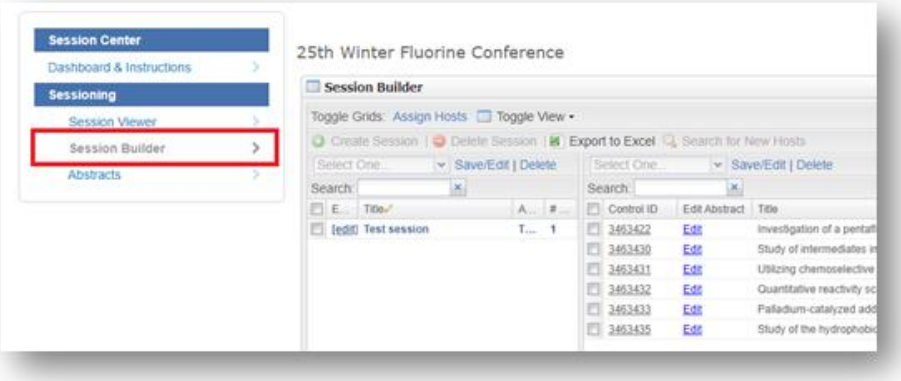
4. Click on the session from the Session List you wish to move the abstract(s) to

5. Select the abstract(s) in the Abstract Bucket and **drag and drop** into the Session panel below
(**Note:** Remember to assign presentation durations for abstracts you add to the session)

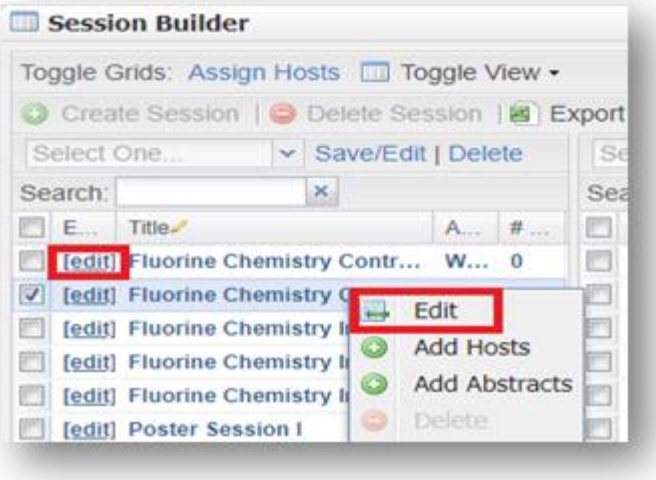


Assigning Organizers and Presiders

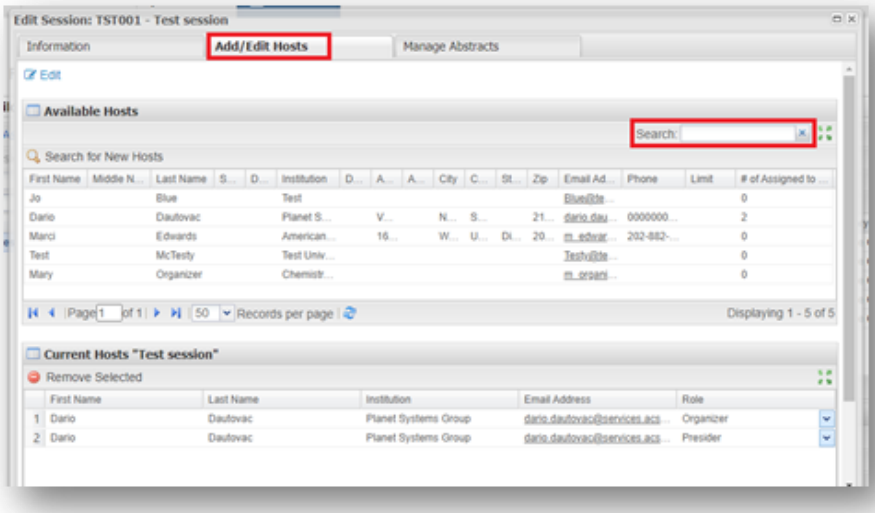
1. From the **Program Chair Sessioning** role, click **Sessioning** on the left navigation bar to access the **Session Builder**



2. Right-click on the session you wish to edit and click **Edit** or double-click the session name or click the **[edit]** link



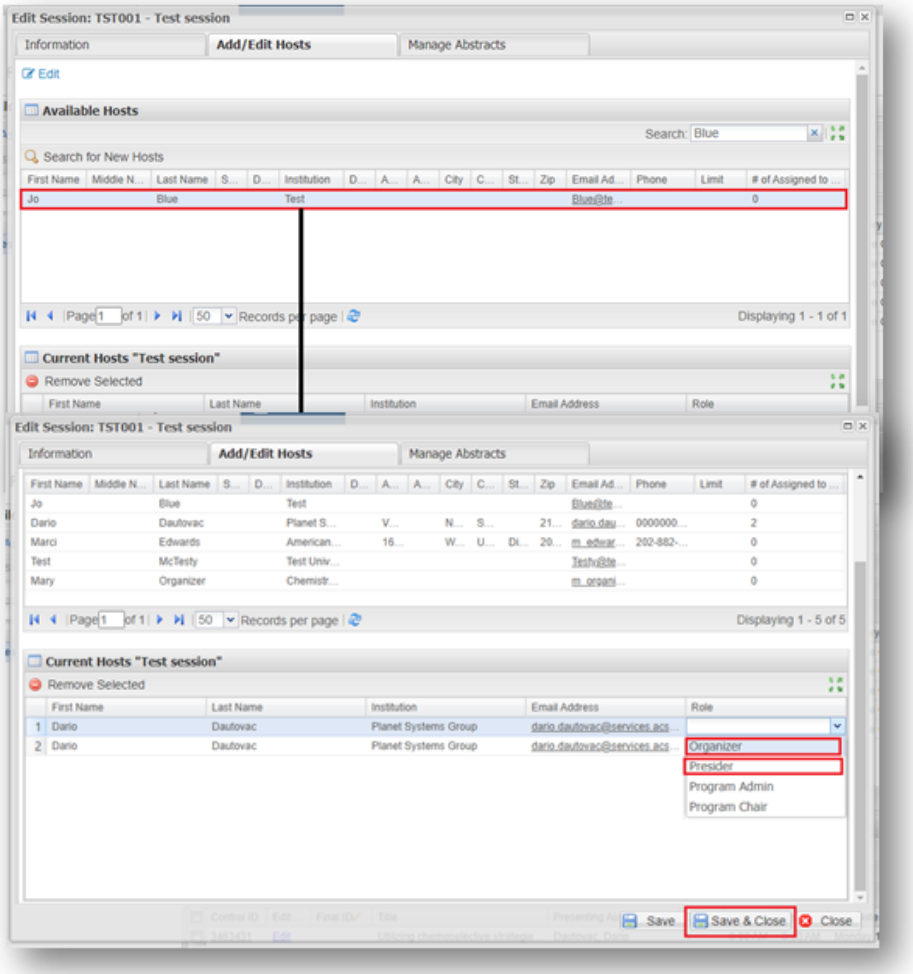
3. Under the **Add/Edit Hosts** tab, click and add last name or email in **Search** field and press enter. This will search names of symposium organizers assigned to other symposia.



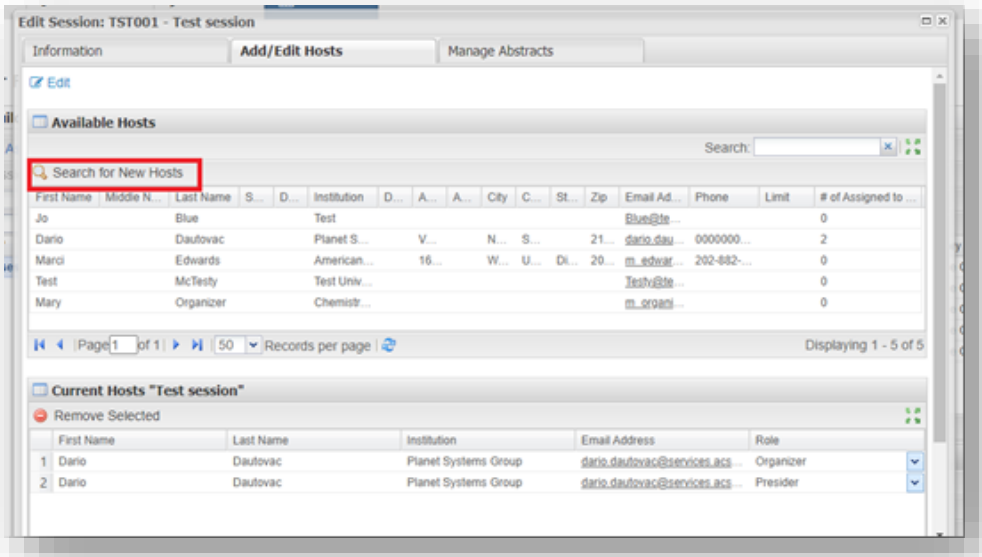
4. If desired name is found in the current list of hosts, select the name and **drag and drop** into the **Current Hosts "[Symposium Name]"** section.

5. Click the dropdown under **Role** to choose either **Organizer** or **Presider.** If finished, click **Save & Close.**

6. If desired name is not found in the current list of hosts, click **Search for New Hosts** to search entire database.

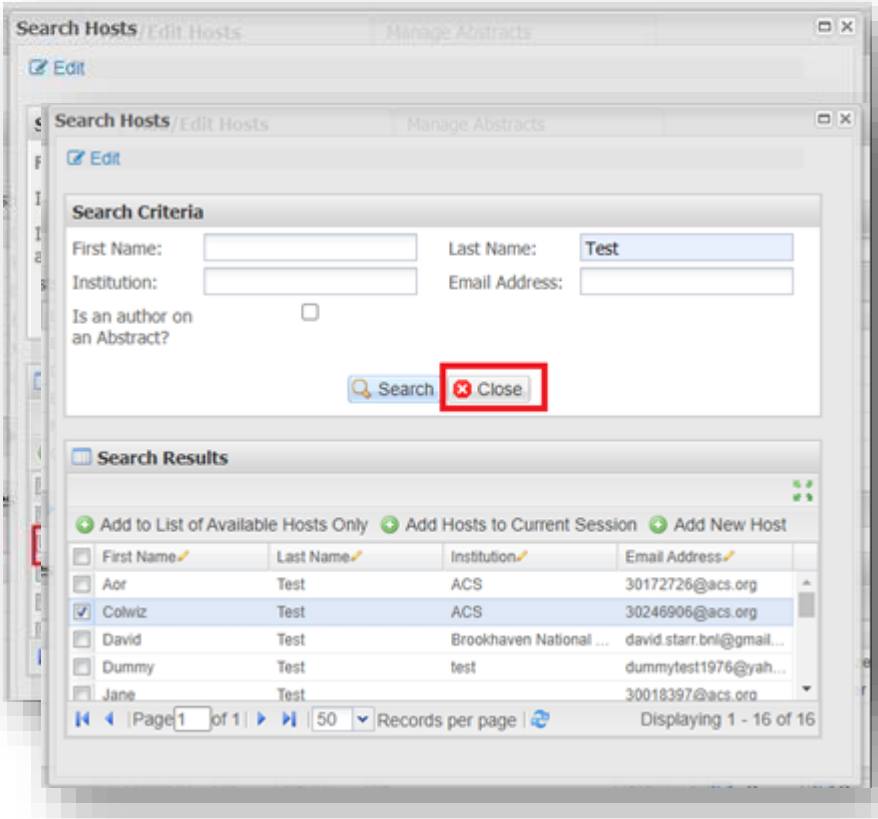


7. Search for first and last name or email address and click **Search.** Review **Search Results** for the correct person. If the correct person is located, click the check box ☐ and click **Add Hosts to Current Session**



8. Click **Close**.

9. To finalize selections, choose the role (**Organizer or Presider)** for selected person and save. See **Step 5** above.



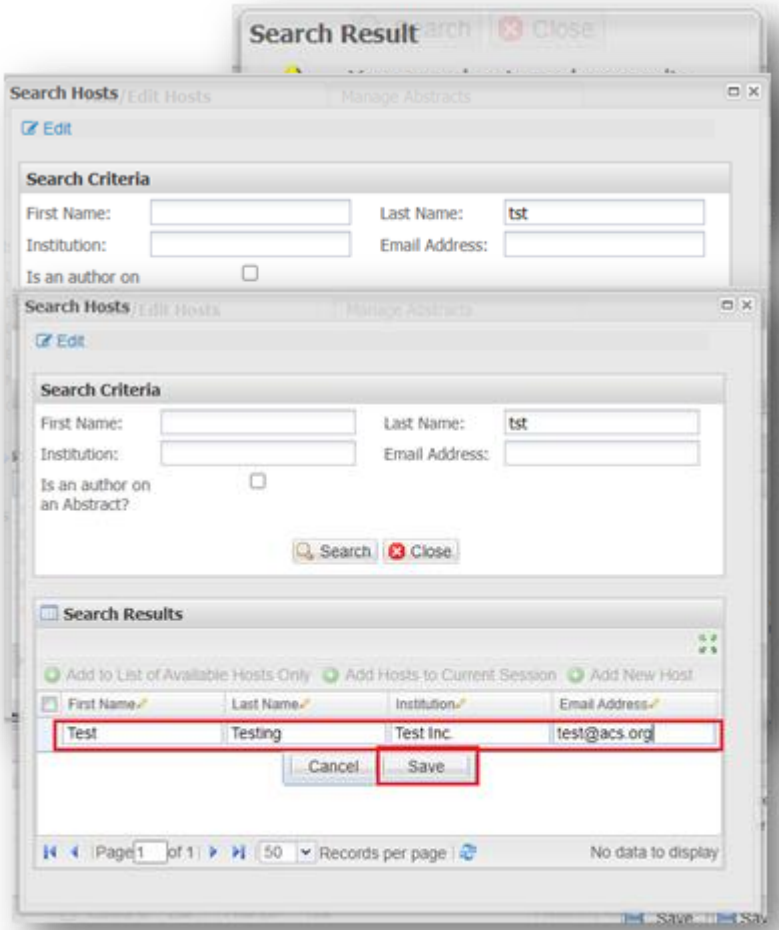
Creating New Organizers and Presiders

1. From the **Program Chair Sessioning** role, click **Sessioning** on the left navigation bar to access the **Session Builder.**
2. Follow steps above to **Search for New Hosts.**
3. After completing **Step 7**, if desired person is not located, a new record will need to be created; click **OK**

4. Click **Add New Host**

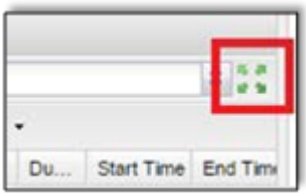
5. Enter first name, last name, institution and email address of new organizer or presider. Click **Save**.

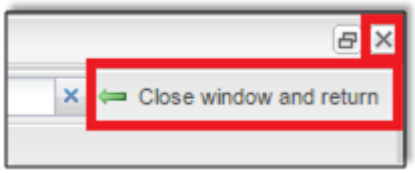
6. Follow **Steps 7, 8** and **9** to complete.



Finalizing Sessions

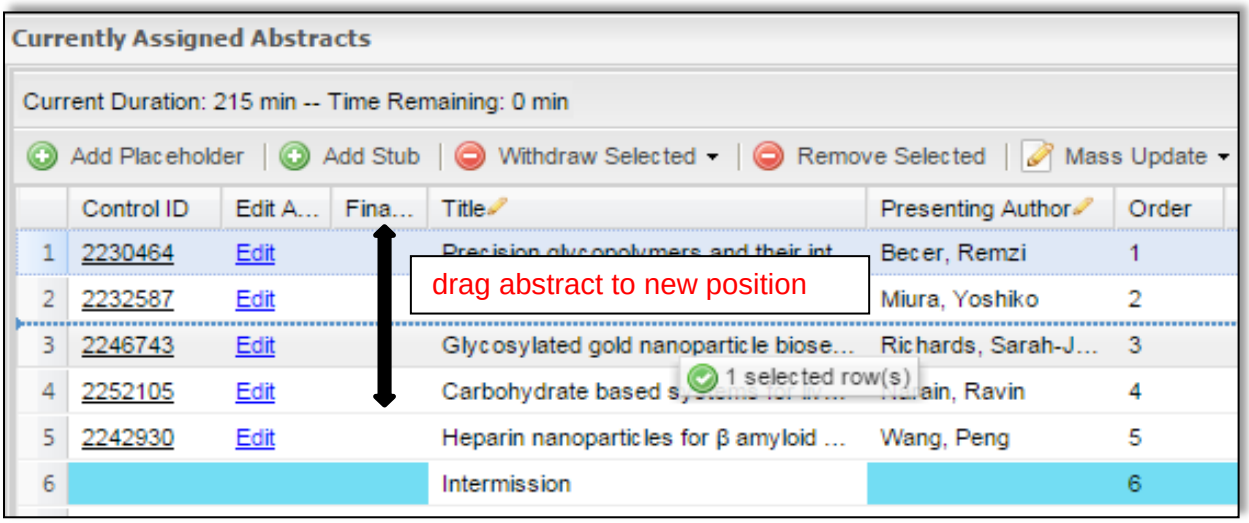
When finalizing your sessions in the Session Builder click on the green arrows) located in the far right of the Currently Assigned Abstract panel for a better view of your session. When finished click on Close window and return to view the full Session Builder.





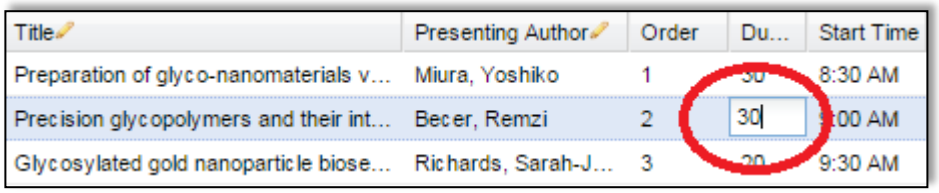
1. Select the abstract you wish to move and drag it to the new presentation position (**Note:** Multiple abstracts can be selected and moved simultaneously)

2. **Wait for the order to update** before moving the next abstract (**Note:** If you are reordering abstracts within a large poster session contact ACS Staff for assistance)



Changing Presentation Duration

1. Double-click on the duration of the abstract you wish to change



2. Update the time (in minutes) e.g. for one hour enter '60'

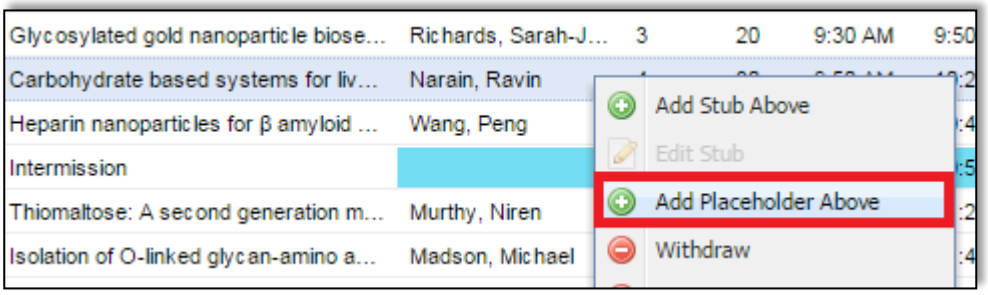
3. Hit enter on your keyboard to save the change

Adding/Deleting Non-Paper Events

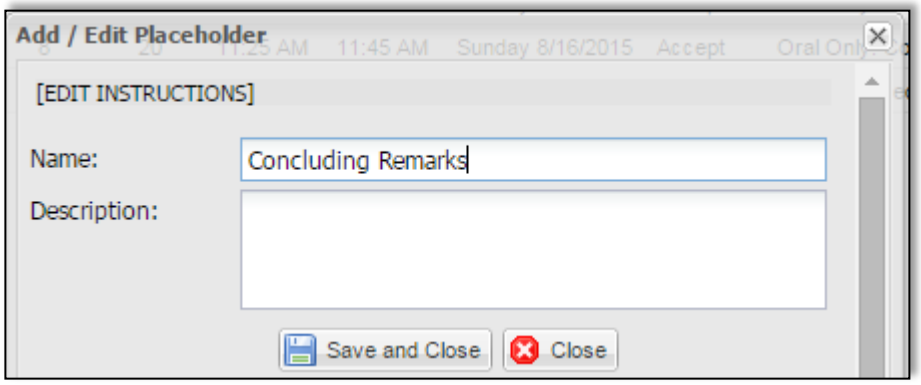
To add a non-paper event (Introductory Remarks, Intermission…) as needed:

1. Right-click on abstract below where you want to add the non-paper event

2. Click **Add Placeholder Above**



3. Enter the event name and click **Save and Close**

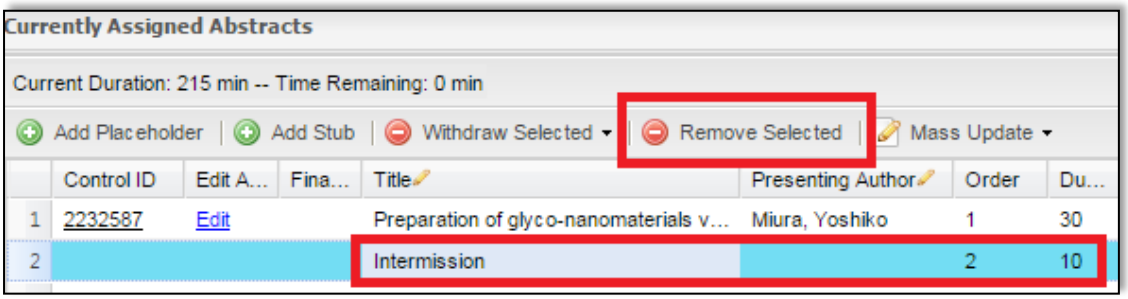


4. Double-click the duration to add the duration of the event

5. To move, select the event and drag it to the new presentation position in the session and **wait for the order number to update** before making your next

change To delete a non-paper event:

1. Select the event you wish to delete

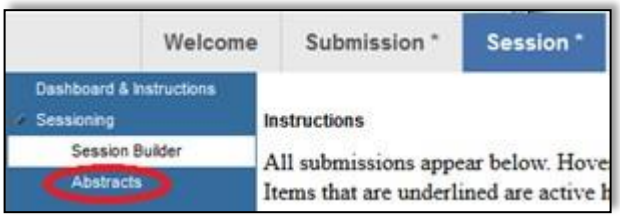


2. Click **Remove Selected**

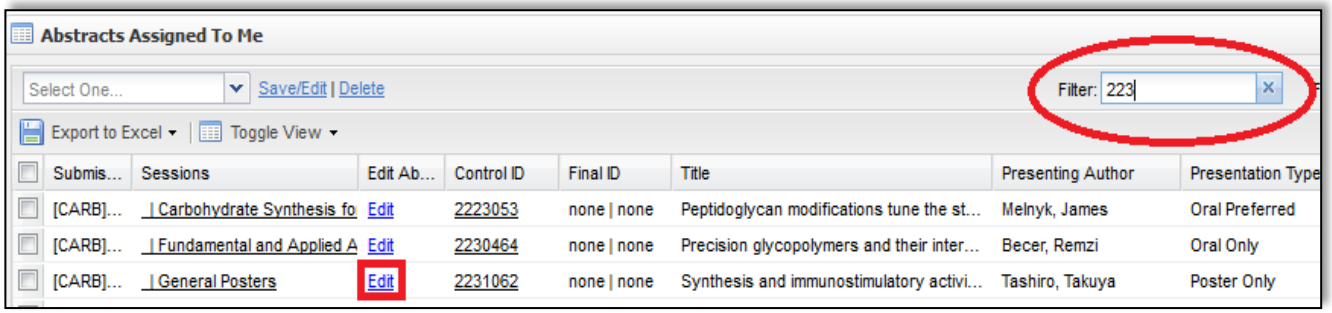
Editing Abstracts in Session Builder

ACS Staff will edit abstract titles for spelling and formatting only. Any other edits can be done by the Program Chair.

1. Within the **Program Chair Sessioning** role, click **Sessioning** on the left navigation bar to access **Abstracts**

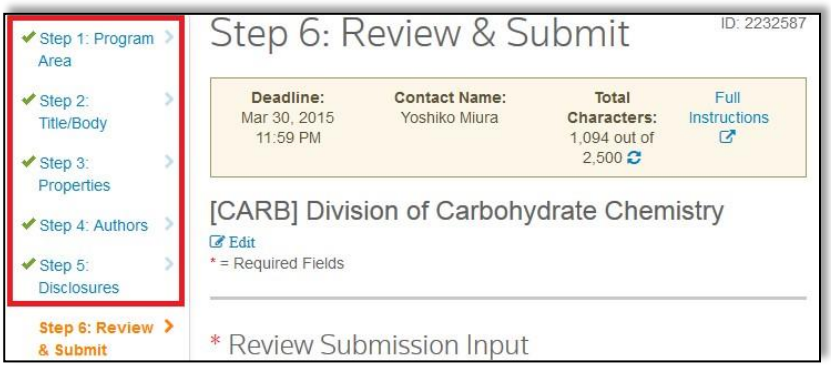


2. Use the search for the abstract you wish to edit by control ID number, abstract title, or presenting author name (last name, first name)
(**Note**: Click on the control ID number to preview the abstract if needed)



3. Click **Edit** next for the abstract you wish to edit
(**Note**: Abstract will open in a new window. If a window does not open, a pop-up blocker may be in place. You will need to turn the pop-up blocker off or accept pop-ups to edit the abstract.)

4. Navigate to the appropriate section of the abstract using the links located in the left column and make the edit



5. Click **Save** at the bottom of the window to save your changes and close the Edit window

Scheduling Sessions

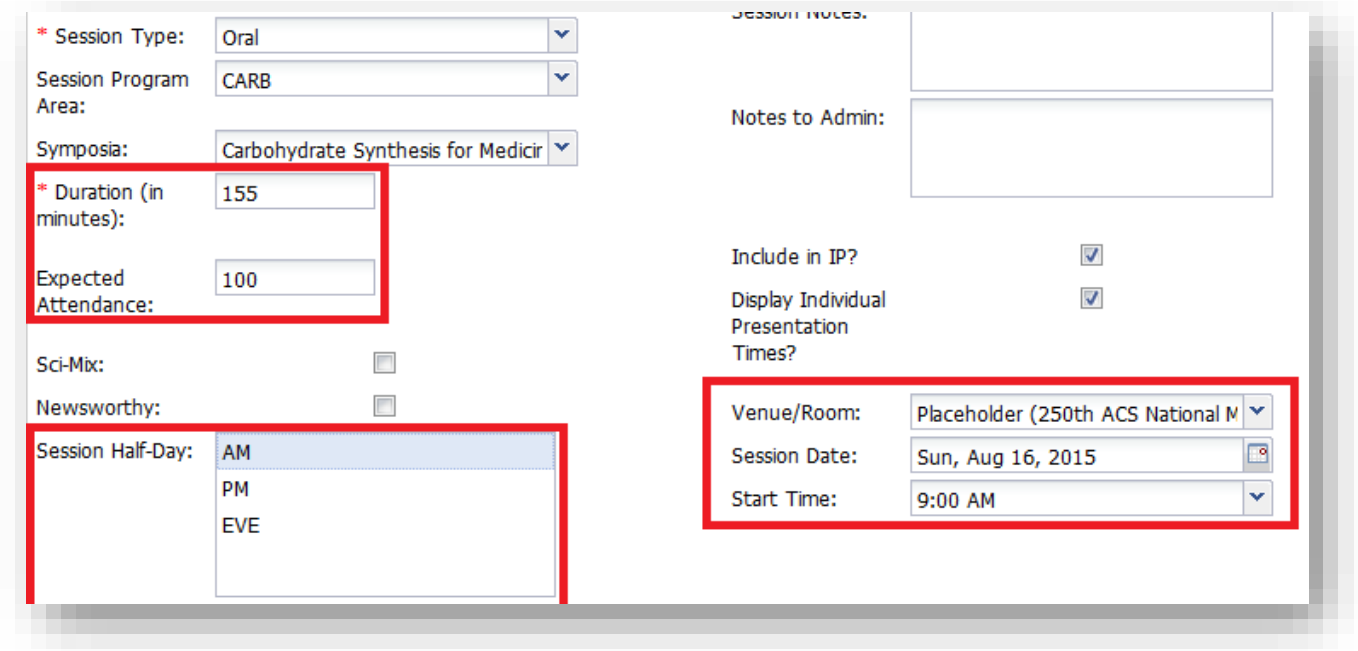
You may schedule your sessions manually or provide the scheduling information to ACS Staff. Please contact ACS Staff if you would prefer to have the scheduling information uploaded.

1. Within the **Program Chair Sessioning** role, click **Sessioning** on the left navigation bar to access the **Session Builder**

2. Right-click on the session you wish to edit and click **Edit** or double-click the session name

3. Enter the following information:

   a. Duration
      - **Poster session:** Enter duration in minutes (2 hours = 120, 3 hours = 180)
      - **Oral session: DO NOT EDIT** will be calculated based on presentations
   b. Expected Attendance
   c. Session Half-Day
      - AM (8 AM-12 PM)
      - PM (1PM-6 PM)
      - EVE (after 6 PM)
   d. Venue/Room
   e. Session Date
   f. Session Start Time



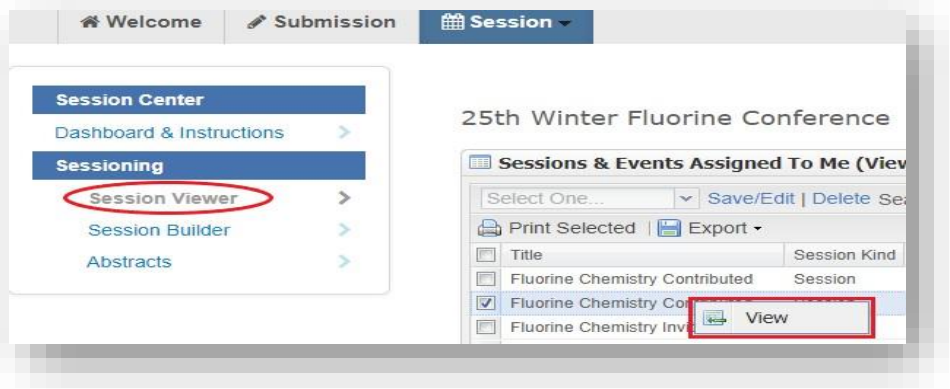
4. Click **Save**

Session Organizers

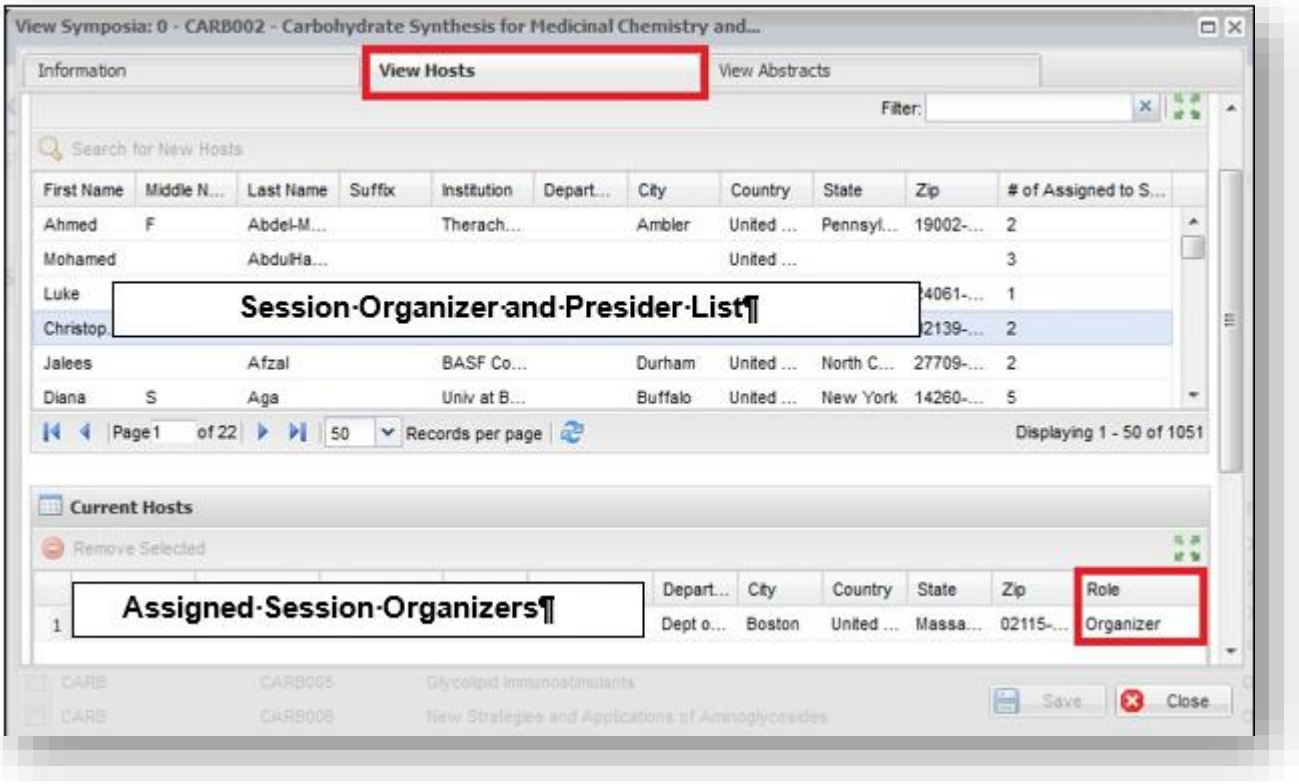
You may view session organizers already assigned to session. Contact ACS Staff if you would like to add or remove session organizers from sessions.

1. From the **Program Viewer** role, click **Sessioning** on the left navigation bar to access the **Session Viewer**

2. Right-click on the session you wish to view and click **View** or double-click the session name to view session details



3. Click **View Hosts** to view session organizers assigned to the session

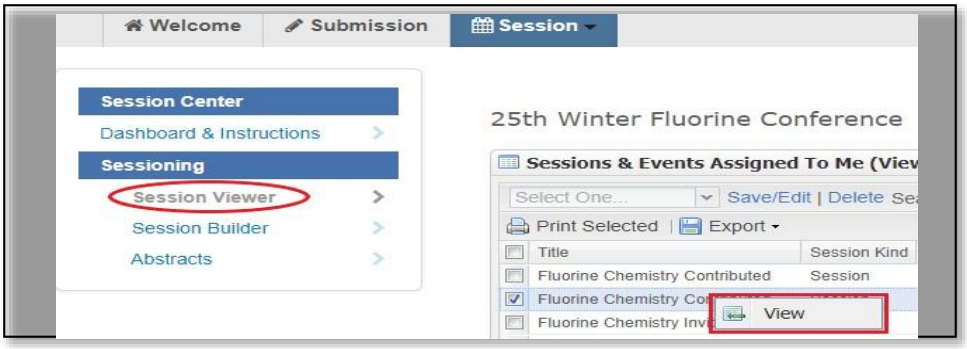


Session Presiders

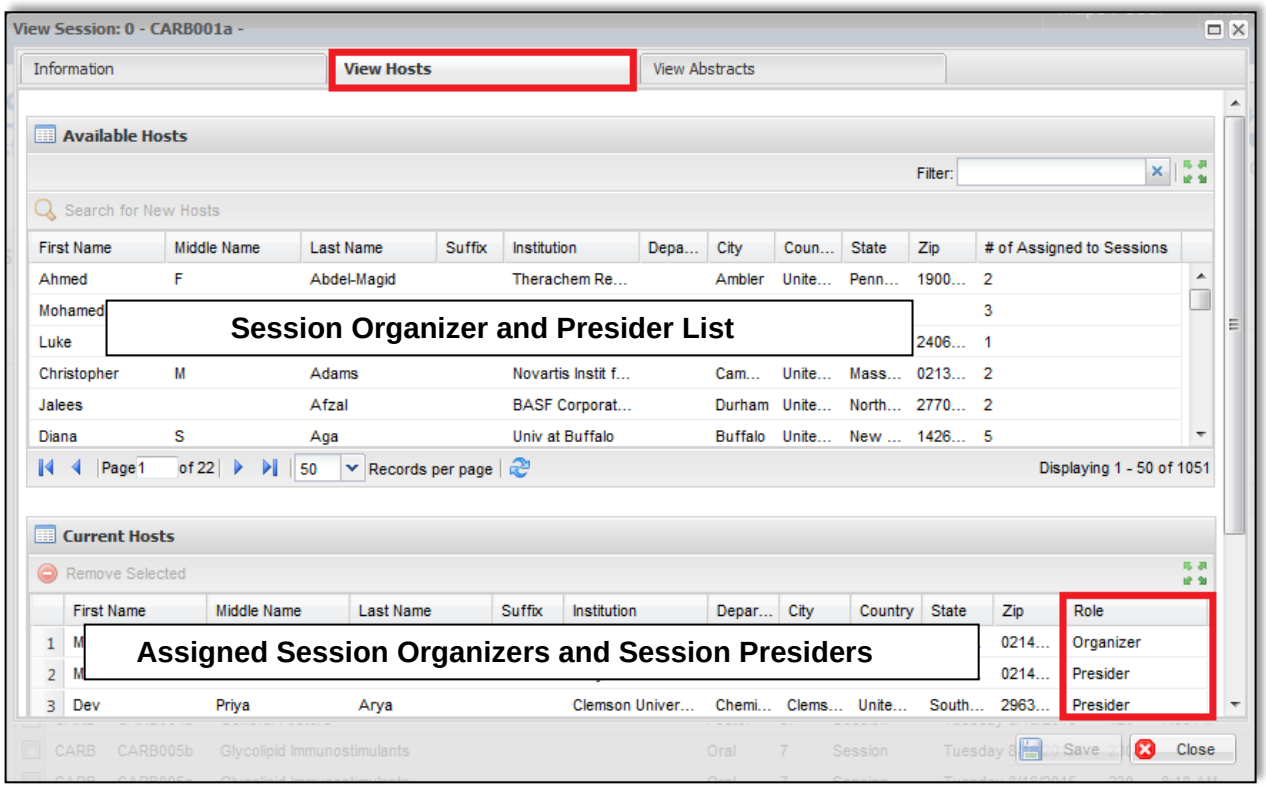
You may view session presiders already assigned to sessions. Contact ACS Staff if you would like to add or remove session presiders from sessions.

4. From the **Program Viewer** role, click **Sessioning** on the left navigation bar to access the **Session Viewer**

5. Right-click on the session you wish to view and click **View** or double-click the session name to view session details



6. Click **View Hosts** to view session presiders assigned to the session



Adding Rooms

Contact ACS Staff to add rooms to MAPS for scheduling.

Accepting/Rejecting Abstracts

Abstracts are automatically accepted upon sessioning. You will no longer be required to assign an 'Accept' or 'Reject' status. Abstracts that have not been sessioned will be considered

rejected. Be sure to review all abstracts to make sure they have been assigned appropriately.

Adding/Deleting Sessions

Contact ACS Staff if you would like to add or remove sessions from your program.

Visa Letters

Contact ACS Staff if you would like to make a personalized visa letter available for a presenter to download before abstract submission is closed.

Submitting Late Abstracts

Session Organizers have access to submit abstracts only until their set deadline. Any abstracts submitted after the submission deadline must be included in the Symposium Organizer's workbook.

Program Chairs have access to submit abstracts until the final program deadline. Any abstracts added after the submission deadline must be assigned to a session before the final program deadline to be included in the program.

Abstract Withdrawals

Email withdrawals requests to maps@acs.org. Abstract withdrawal requests received before the program is finalized by ACS Staff will be removed from the session. Requests received after the program is finalized will remain in the session and will be marked as "Withdrawn".

Messaging (Notifications)

Authors

Accepted Abstracts

Abstract submitters will be notified by ACS Staff of their acceptance. Acceptance and scheduling notices are sent after the program chair deadline has passed and all conflicts have been resolved.

Rejected Abstracts

Program Chairs will be asked to formally notify the submitters of rejected abstracts. If a Program Chair opts not to send this notification, a generic rejection notice will be sent by ACS Staff to submitters.

Session Organizers

For daily communications with Session Organizers, please use email. If you would like to send other program-related information to organizers, please contact ACS Staff.

Session Presiders

If you would like to send other program-related information to presiders, please contact ACS Staff.