



Regional Meeting/ Specialty Conference

Symposium Organizer

MAPS Program Viewer User Guide

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Getting Set Up as a Session Organizer

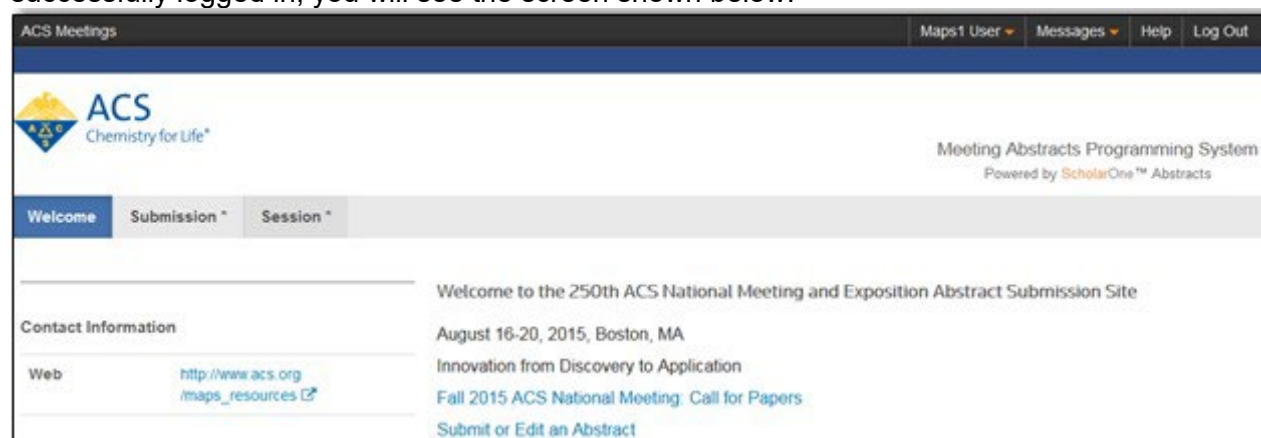
MAPS can be accessed using your ACS ID, which is used to log into many ACS services on www.acs.org. More than likely you already have an ACS ID. To log into MAPS, visit <http://maps.acs.org> and click on your upcoming meeting. In order for you to access the symposium you are organizing you must be assigned to your meeting by ACS Staff. For access, send an email to the ACS Staff representative for your meeting.

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 the ACS Staff representative for your meeting for access to your session. Once you have been given access to your session, and have successfully logged in, you will see the screen shown below.



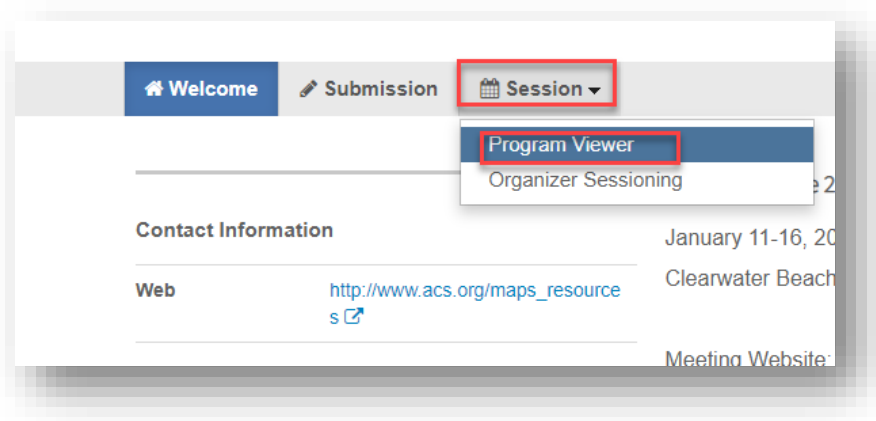
The screenshot displays the ACS Meetings website interface. At the top, there is a navigation bar with the text "ACS Meetings" on the left and "Maps1 User", "Messages", "Help", and "Log Out" on the right. Below this is the ACS logo with the tagline "Chemistry for Life" and the text "Meeting Abstracts Programming System Powered by ScholarOne™ Abstracts". A secondary navigation bar contains "Welcome", "Submission *", and "Session *". The main content area features a "Contact Information" section on the left with a "Web" link to http://www.acs.org/maps_resources. On the right, a welcome message reads: "Welcome to the 250th ACS National Meeting and Exposition Abstract Submission Site", "August 16-20, 2015, Boston, MA", "Innovation from Discovery to Application", "Fall 2015 ACS National Meeting: Call for Papers", and "Submit or Edit an Abstract".

PROGRAM VIEWER

You may use the Program Viewer to see information about your sessions and abstracts. Remember, you can only view information related to the session you are organizing. You will not be able to edit any session details with the exception of abstracts.

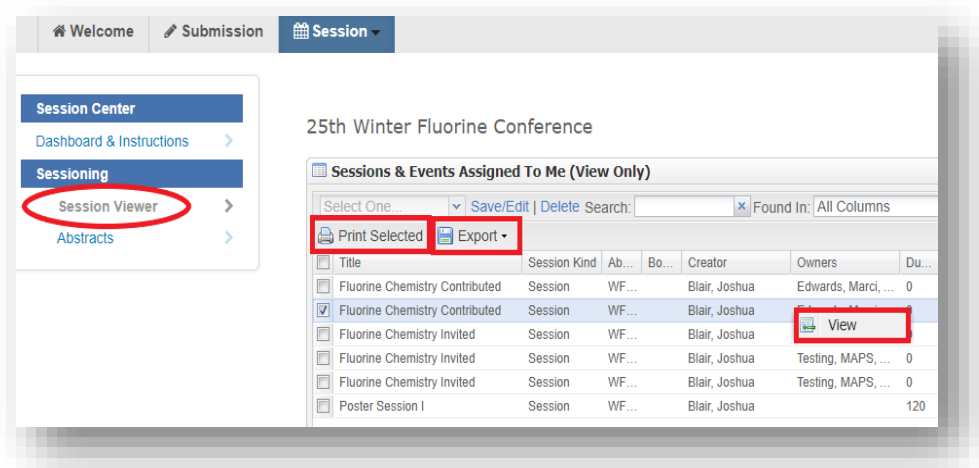
Accessing the Program Viewer

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



Viewing Sessions

1. 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

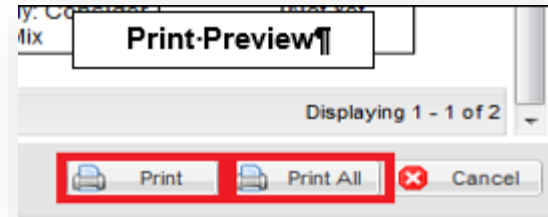


Printing Sessions

1. Select the session or sessions from the Session List you wish to print and click

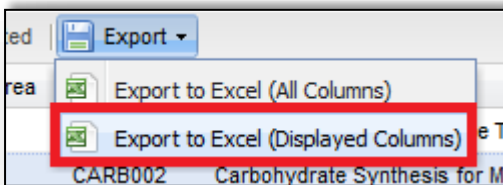
Print Selected

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



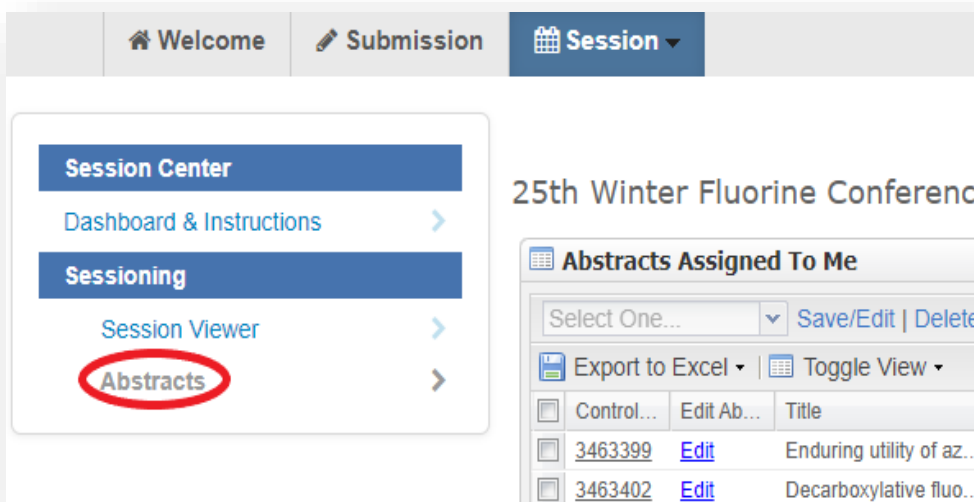
Exporting Symposia to Excel

1. Select the session or sessions from the Session List you wish to export and click **Export**
2. Select Export to Excel (Displayed Columns)



Viewing Submitted Abstracts

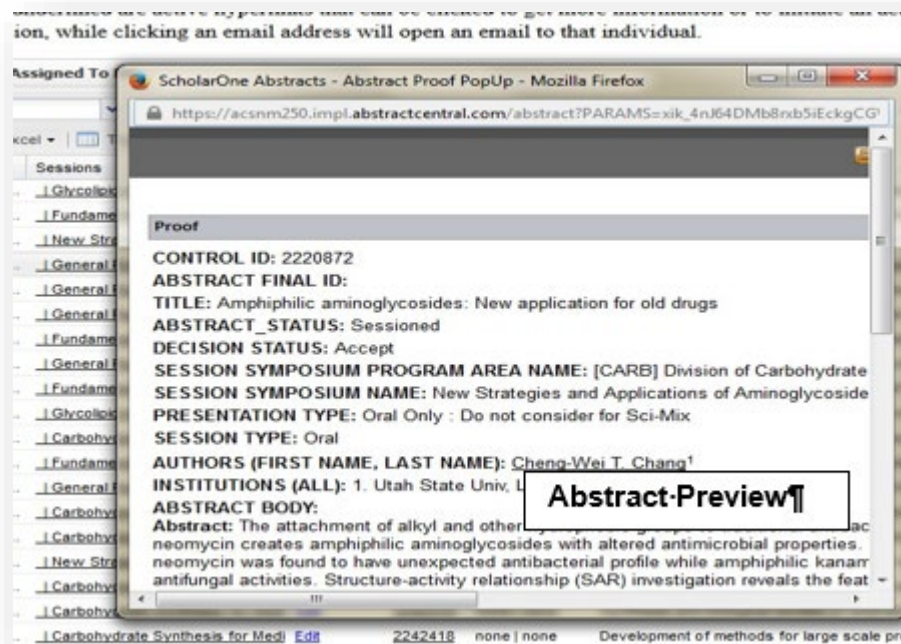
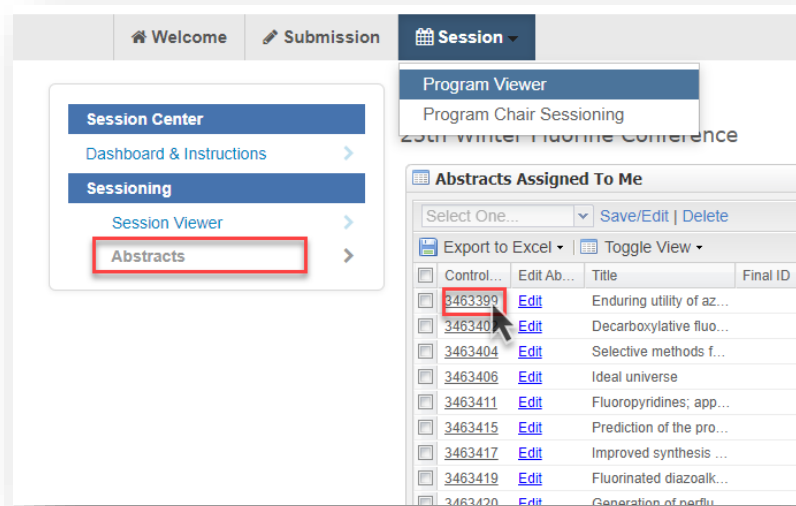
1. Within the **Program Viewer** role, click **Sessioning** on the left navigation then click **Abstracts**



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.)

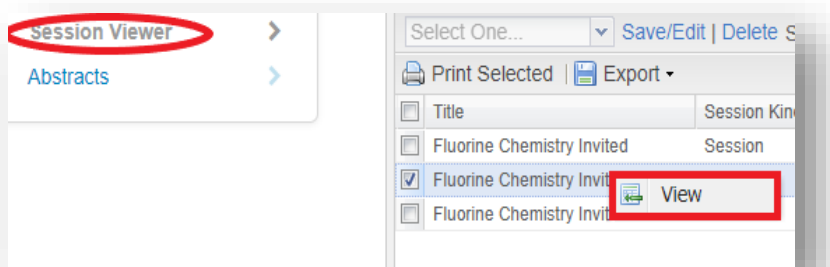


Viewing Session Organizers

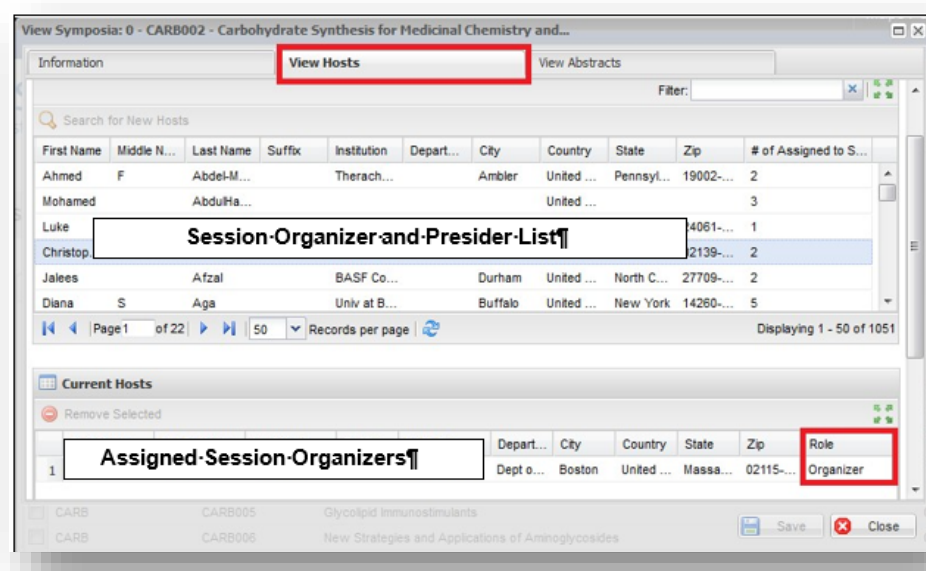
You may view symposium organizers already assigned to symposia.

1. Click **Sessioning** on the left navigation bar and select **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



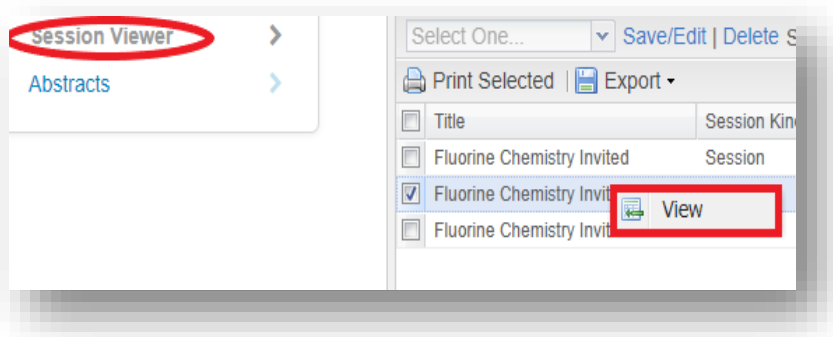
3. Click **View Hosts** to view session organizers assigned to the symposium



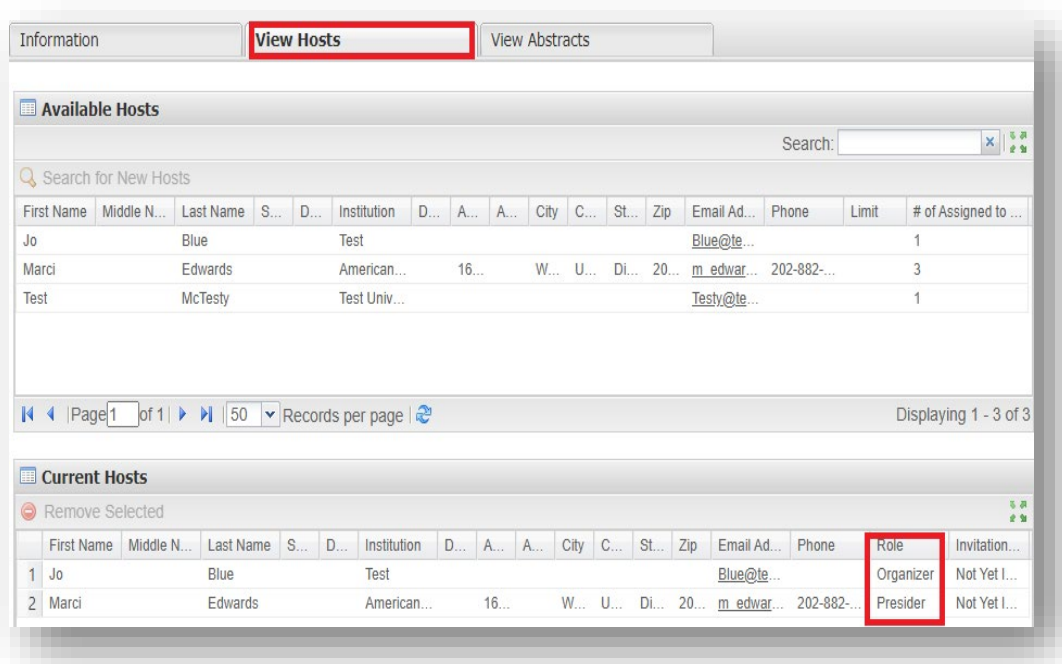
Viewing Session Presiders

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

1. Click **Sessioning** on the left navigation bar and select **Session Viewer**
2. Right-click on the session you wish to view and click **View** or double-click the symposium name to view session details



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



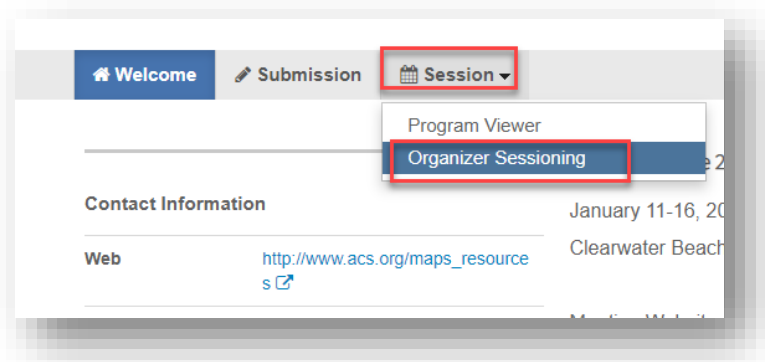
Editing Abstracts

As part of the program finalizing process ACS Staff will edit abstract titles for spelling and formatting only. Any other edits can be made by the author up until the submission deadline and by the Program Chair until the final program deadline.

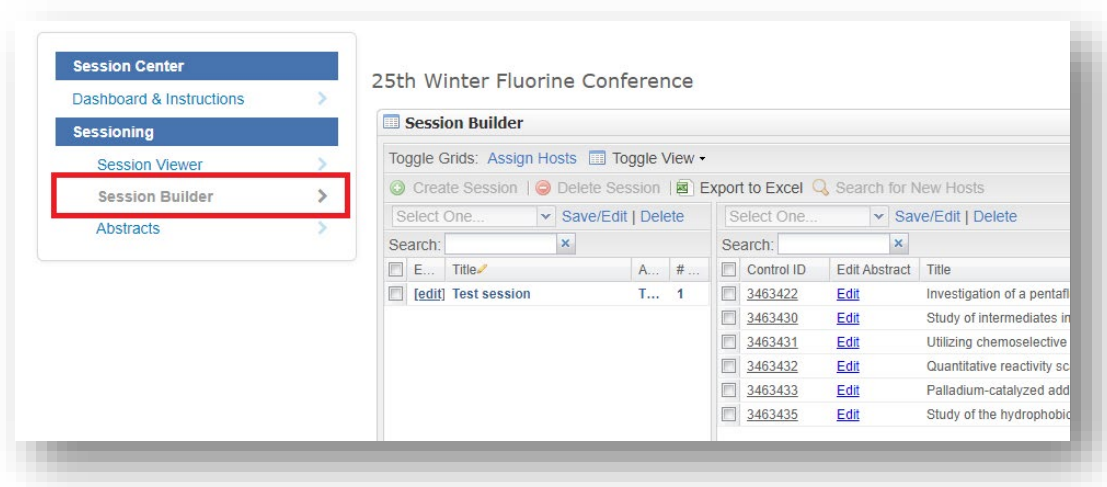
SESSION BUILDER

Accessing the Session Builder

1. From the **Welcome Screen** click **Session** on the upper navigation bar to access the Session Center, then select **Organizer Sessioning**

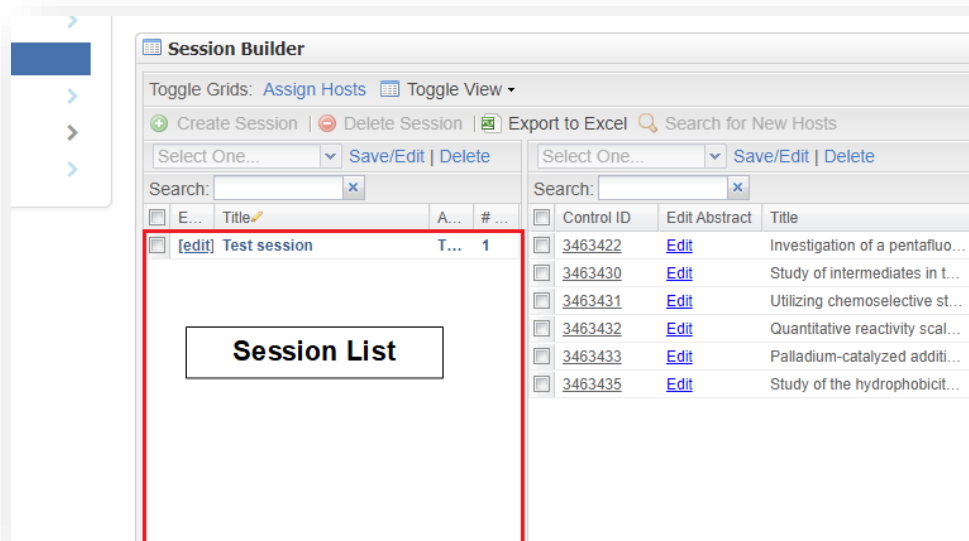


2. Click **Sessioning** on the left navigation bar to access the **Session Builder**

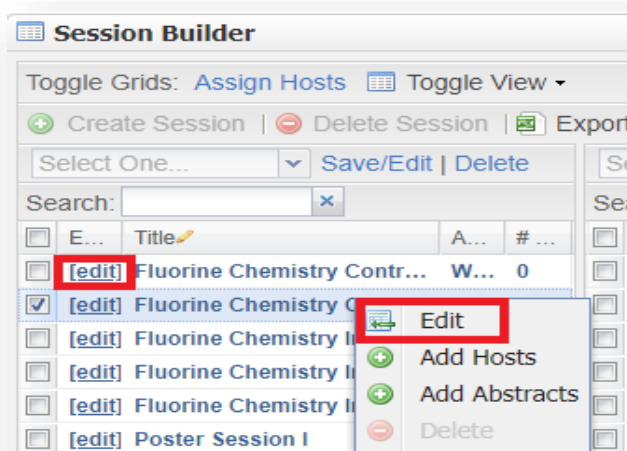


Viewing Sessions

1. Within the **Organizer 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**



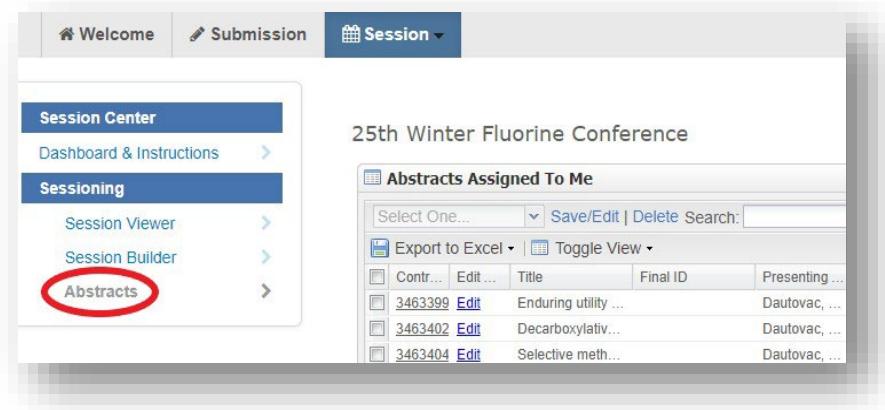
3. Right-click on the session you wish to view and click Edit or click the [edit] link beside the session title Viewing Submitted Abstracts



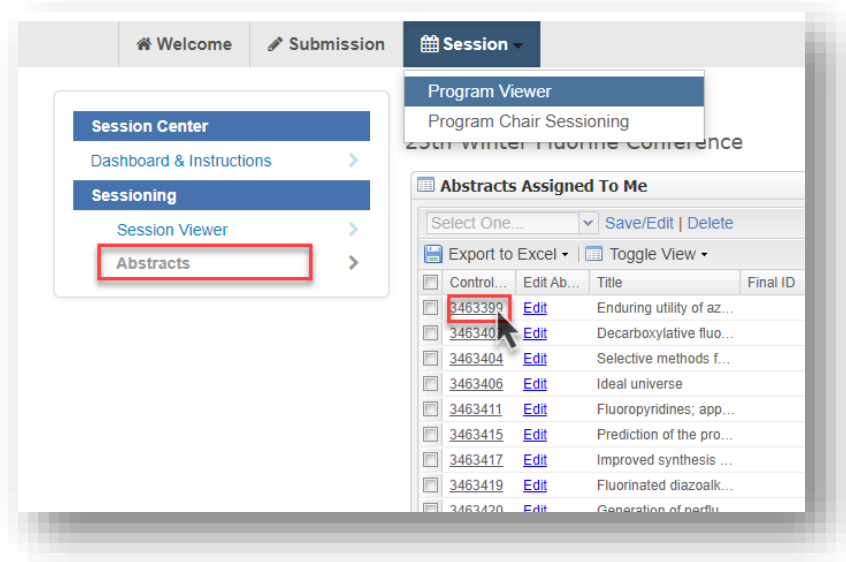
Viewing Submitted Abstracts

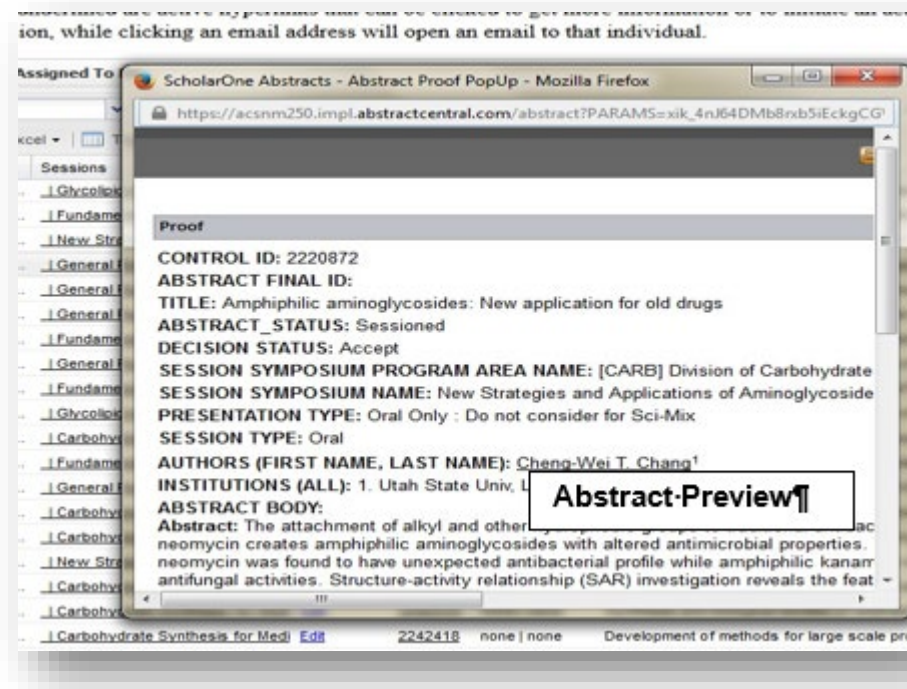
You may view abstracts submitted to your meeting at any time from the Session Center. After the organizer deadline you may view abstracts from the Program Viewer.

1. Within the **Organizer 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



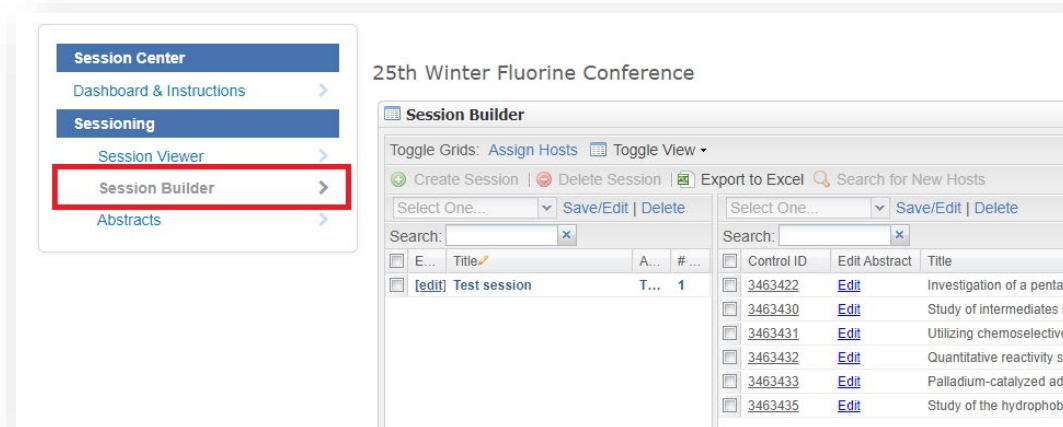


(Note: Abstract will open in a new window. If a window does not open, a pop-up blocker may be in place. You will need to turn the pop-up blocker off or accept pop-ups to view the abstract.)

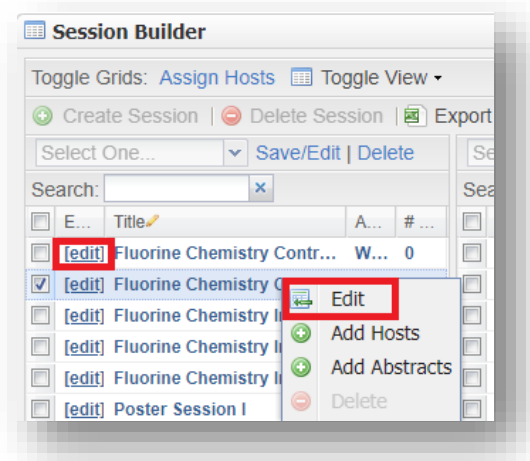
Editing Session Details

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

1. Within the **Organizer 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 **Organizer Sessioning** 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

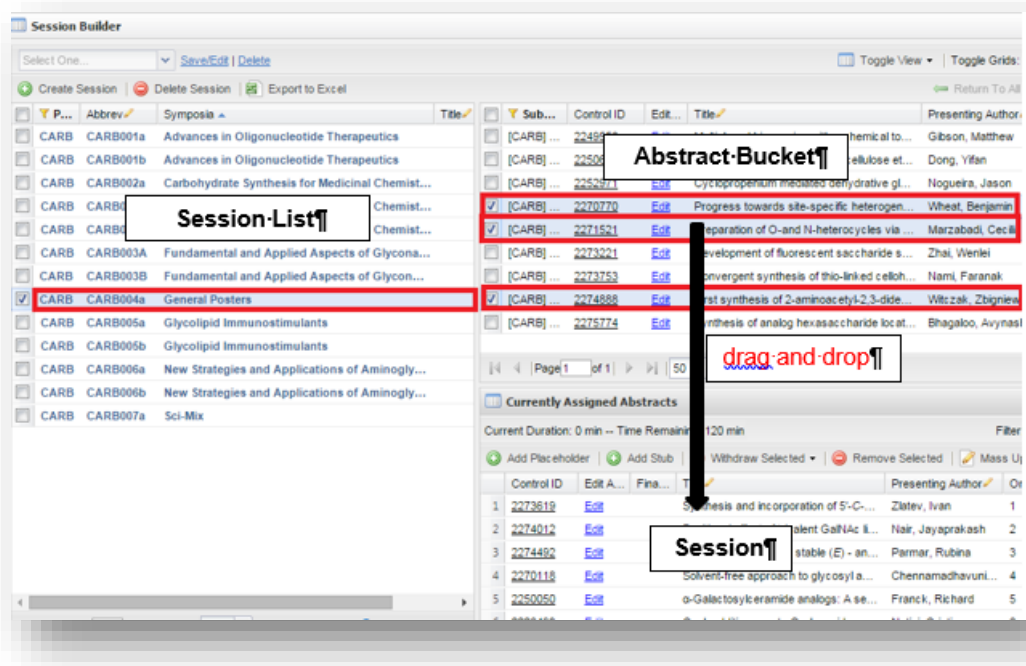


(**Note:** Hold down the CTRL button on your keyboard to add more than one cosponsor)
Click **Save**

Assigning Abstracts

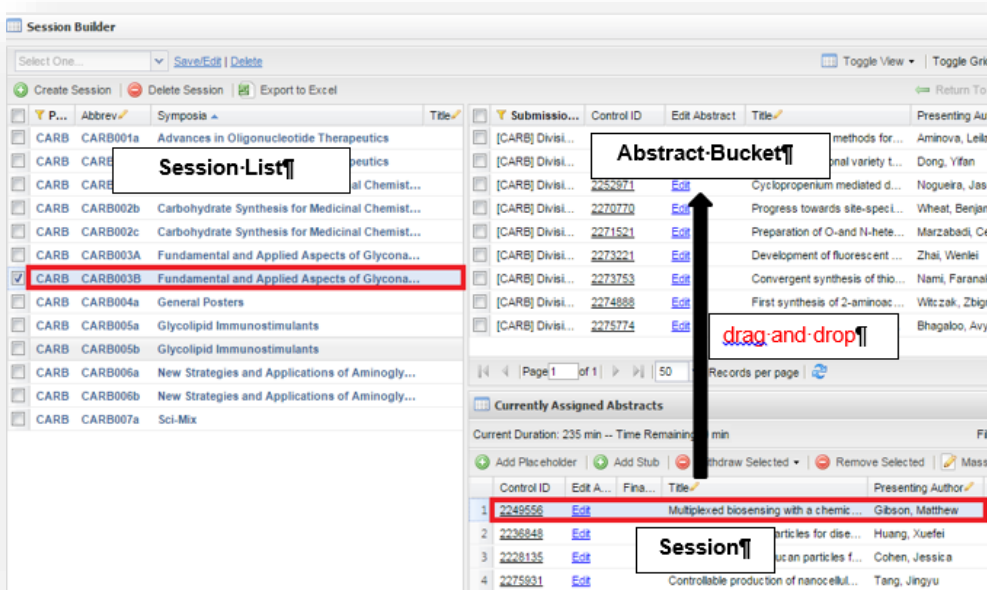
Session organizers are largely responsible for assigning abstracts. After all session organizers have updated the sessions in MAPS you will be able to assign any abstracts that have not been assigned by the session organizers.

1. From the **Organizer 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.)

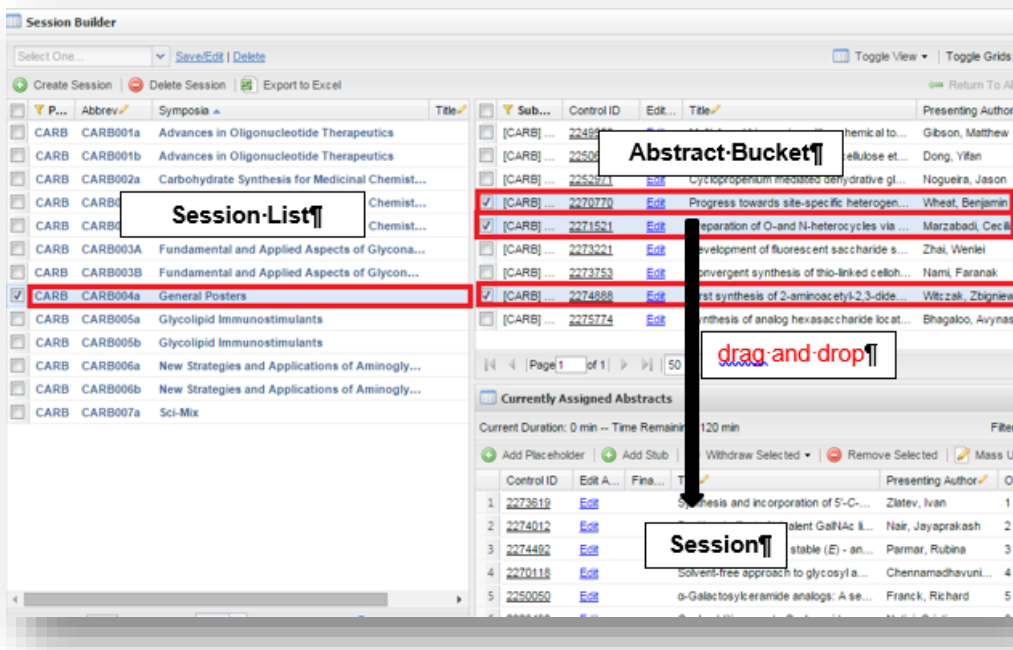


Moving Abstracts Between Sessions

1. From the **Organizer Sessioning** role, click **Sessioning** on the left navigation bar to access 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**

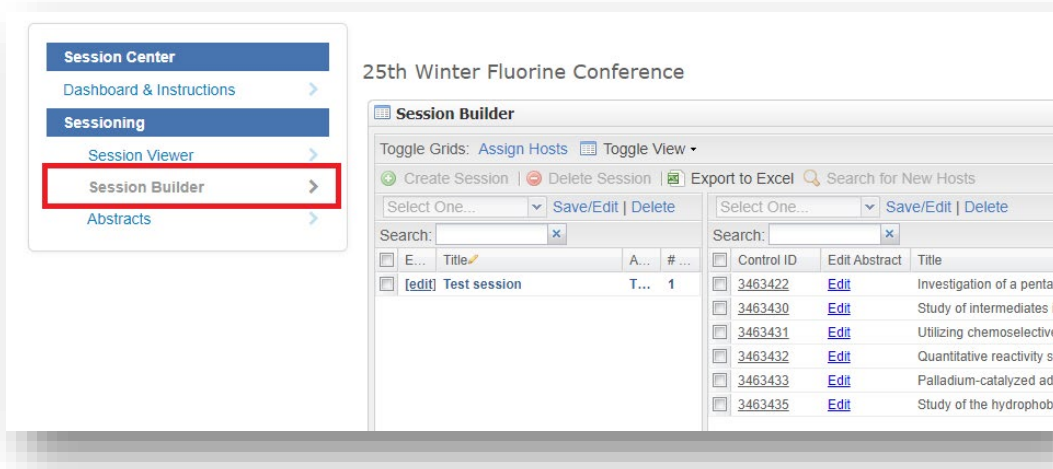


4. Click on the session from the Session List you wish to move the abstract(s) to
5. Select the abstract(s) in the Abstract Bucket and **drag and drop** into the Session panel below
(Note: Remember to assign presentation durations for abstracts you add to the session)

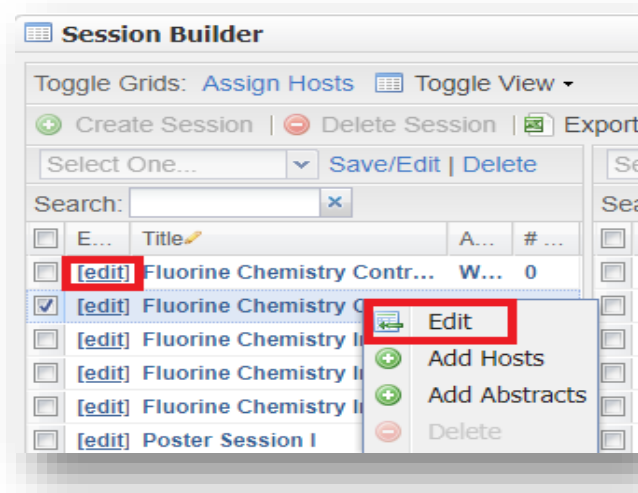


Assigning Organizers and Presiders

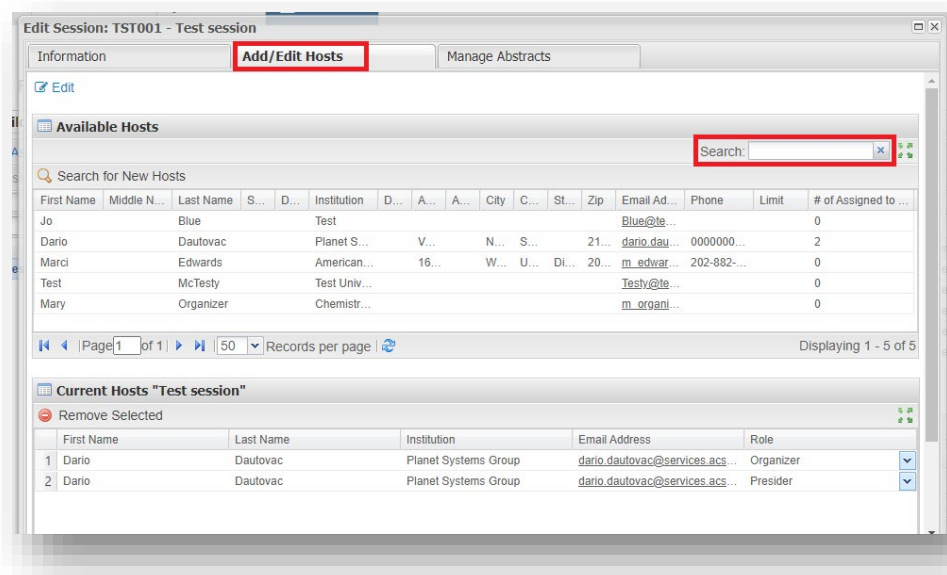
1. From the **Organizer Sessioning** role, click **Sessioning** on the left navigation bar to access the **Session Builder**



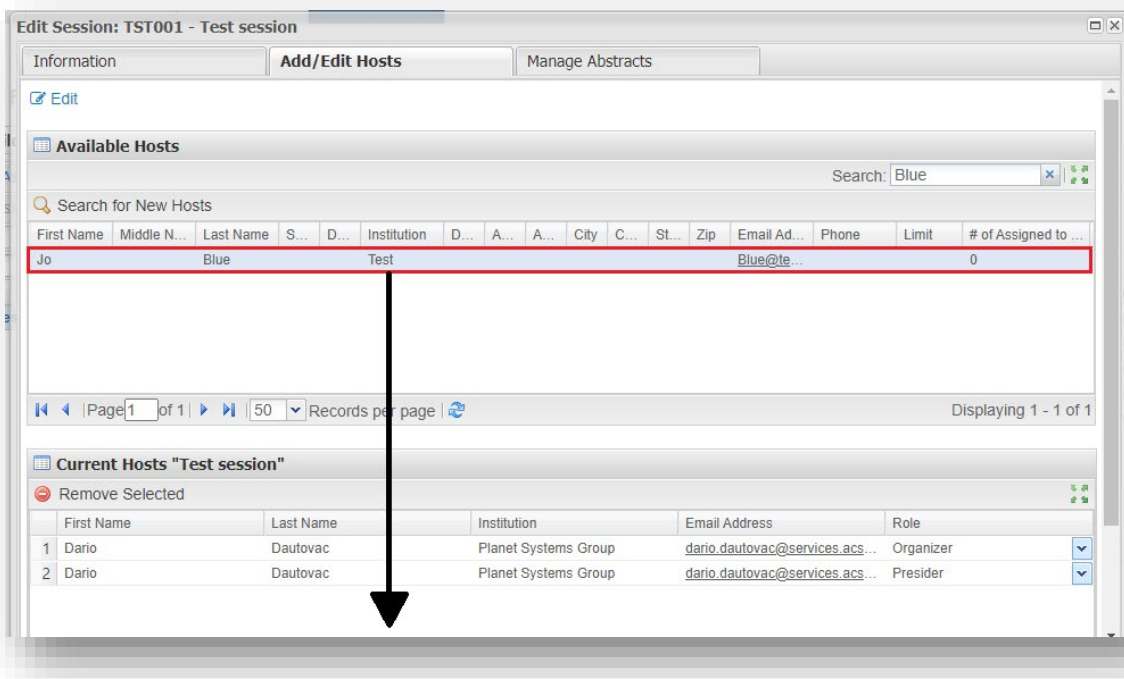
2. Right-click on the session you wish to edit and click **Edit** or double-click the session name or click the **[edit]** link



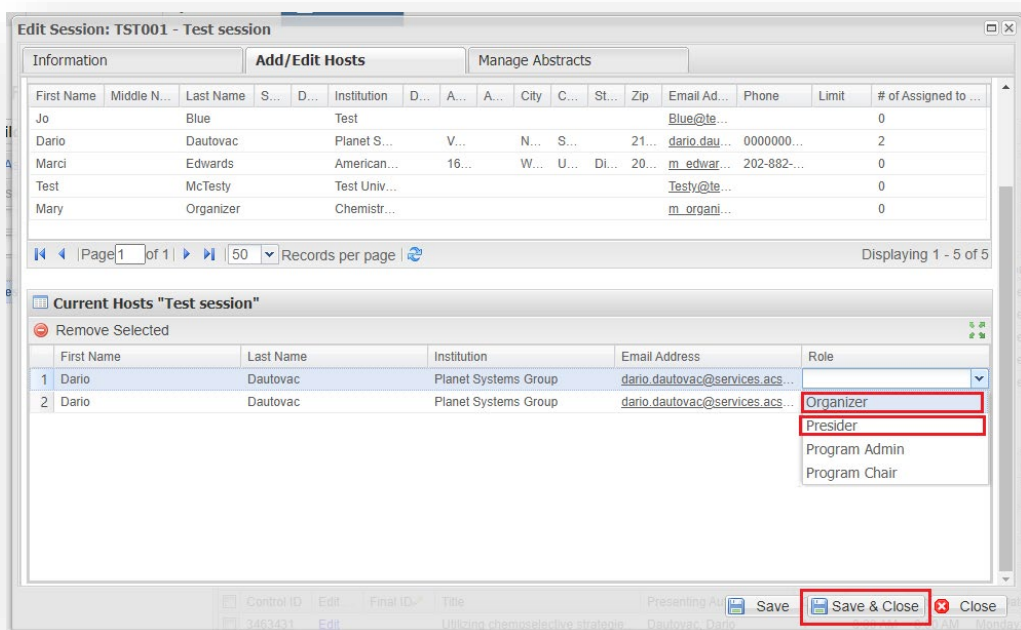
3. Under the **Add/Edit Hosts** tab, click and add last name or email in **Search** field and press enter. This will search names of symposium organizers assigned to other symposia.



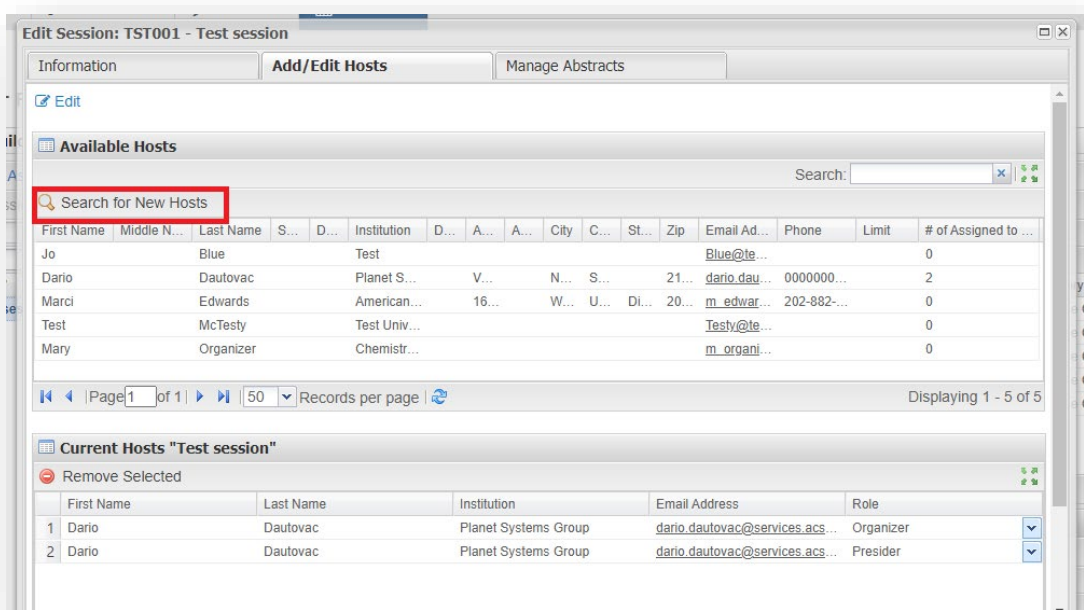
- If desired name is found in the current list of hosts, select the name and **drag and drop** into the **Current Hosts "[Symposium Name]"** section.



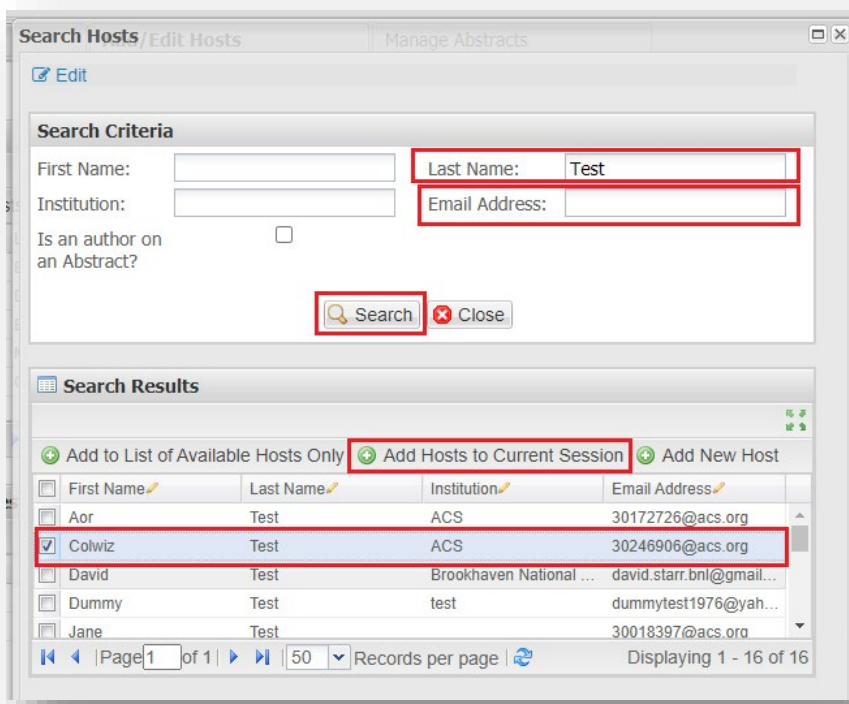
- Click the dropdown under **Role** to choose either **Organizer** or **Presider**. If finished, click **Save & Close**.



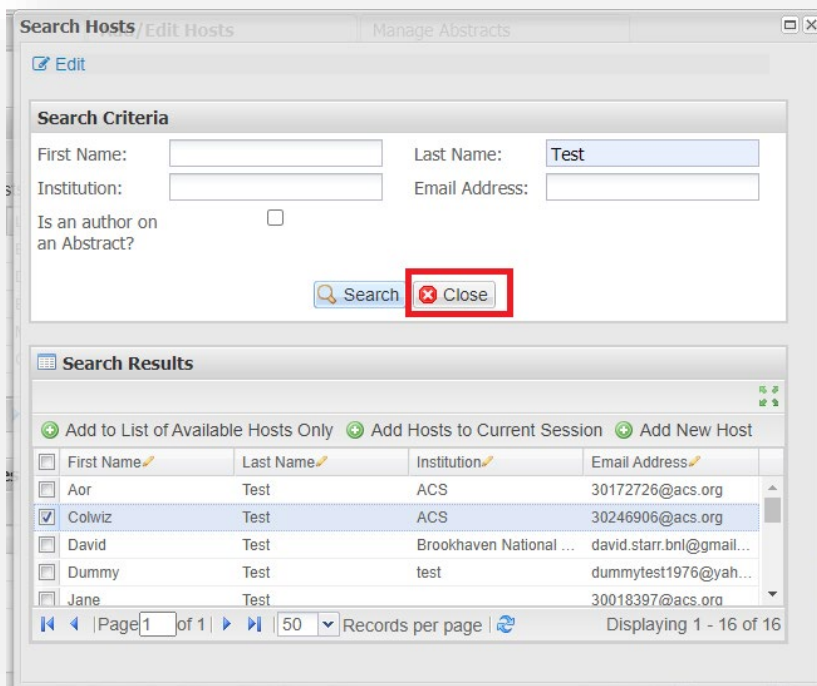
6. If desired name is not found in the current list of hosts, click **Search for New Hosts** to search entire database.



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**.

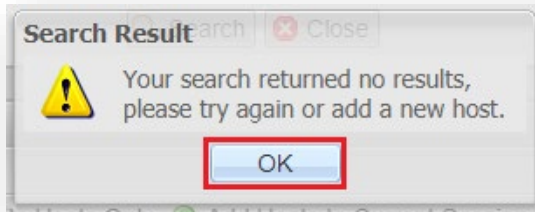


9. To finalize selections, choose the role (**Organizer or President**) for selected person and

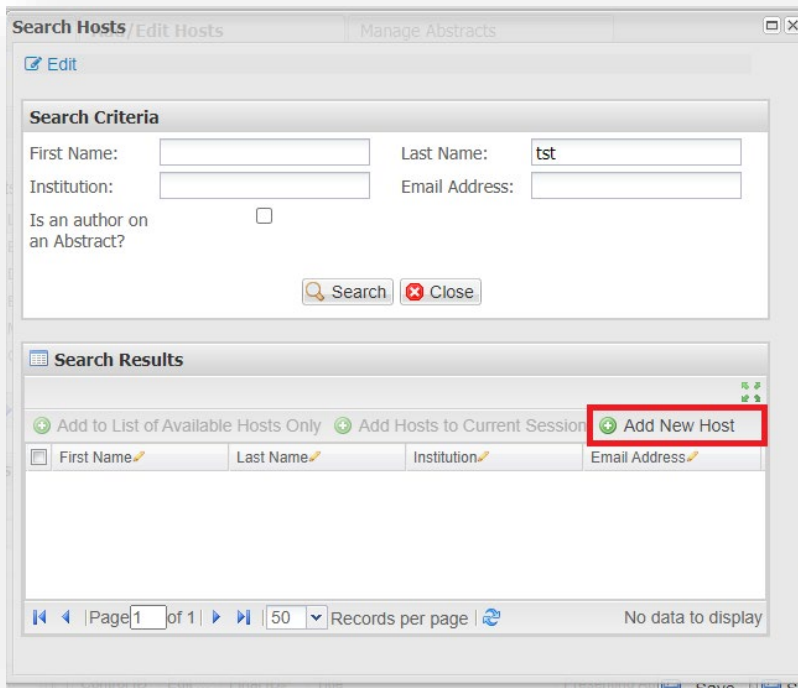
save. See **Step 5** above.

Creating New Organizers and Presiders

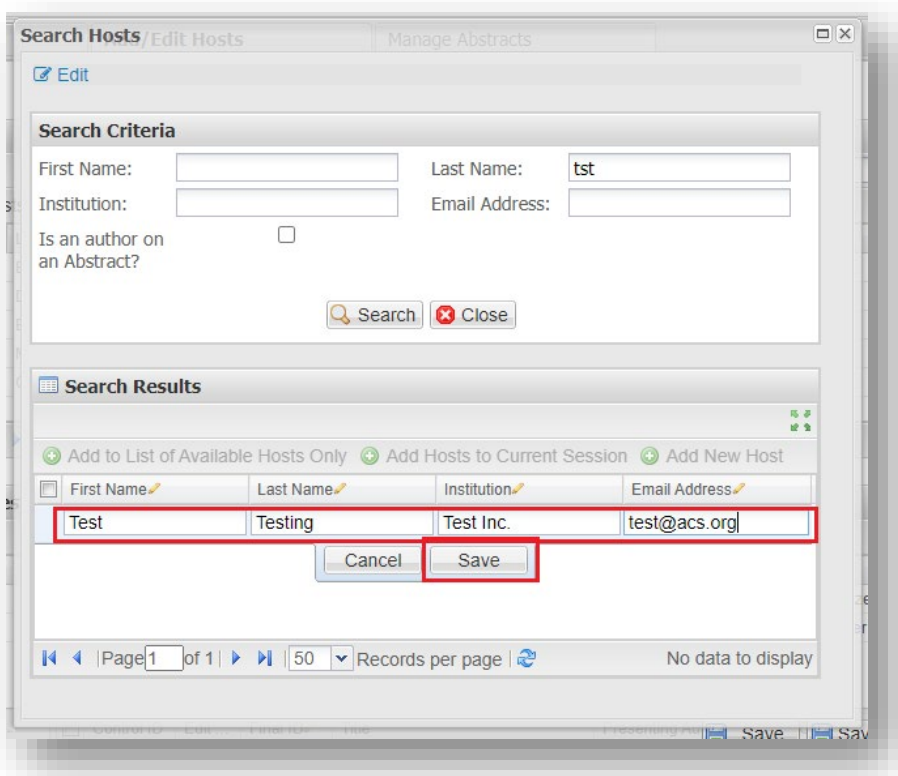
1. From the **Organizer Sessioning** role, click **Sessioning** on the left navigation bar to access the **Session Builder**.
2. Follow steps above to **Search for New Hosts**.
3. After completing **Step 7**, if desired person is not located, a new record will need to be created; click **OK**



4. Click **Add New Host**




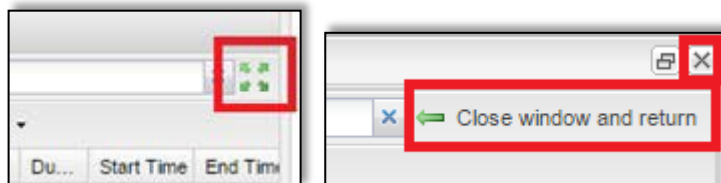
5. Enter first name, last name, institution and email address of new organizer or presider. Click **Save**.



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 and return to view the full Session Builder.



Changing Presentation Order

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)

Currently Assigned Abstracts

Current Duration: 215 min -- Time Remaining: 0 min

+ Add Placeholder |
 + Add Stub |
 - Withdraw Selected |
 - Remove Selected |
 Mass Update

	Control ID	Edit A...	Fina...	Title	Presenting Author	Order
1	2230464	Edit		Precision glycopolymers and their int...	Becer, Remzi	1
2	2232587	Edit			Miura, Yoshiko	2
3	2246743	Edit		Glycosylated gold nanoparticle biose...	Richards, Sarah-J...	3
4	2252105	Edit		Carbohydrate based s...	ain, Ravin	4
5	2242930	Edit		Heparin nanoparticles for β amyloid ...	Wang, Peng	5
6				Intermission		6

drag abstract to new position

Changing Presentation Duration

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

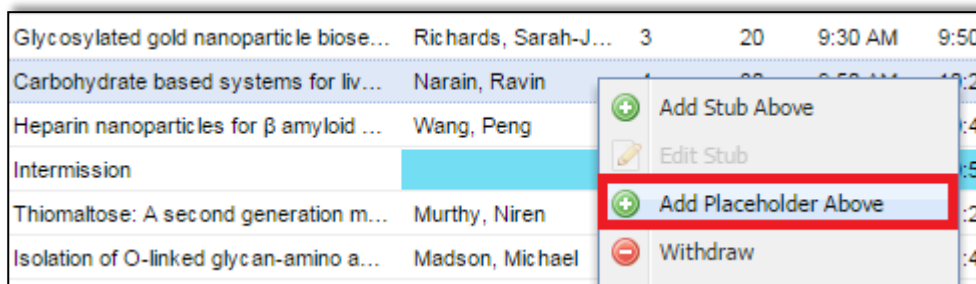
Title	Presenting Author	Order	Du...	Start Time
Preparation of glyco-nanomaterials v...	Miura, Yoshiko	1	30	8:30 AM
Precision glycopolymers and their int...	Becer, Remzi	2	30	9:00 AM
Glycosylated gold nanoparticle biose...	Richards, Sarah-J...	3	30	9:30 AM

2. Update the time (in minutes) e.g. for one hour enter '60'
3. Hit enter on your keyboard to save the change

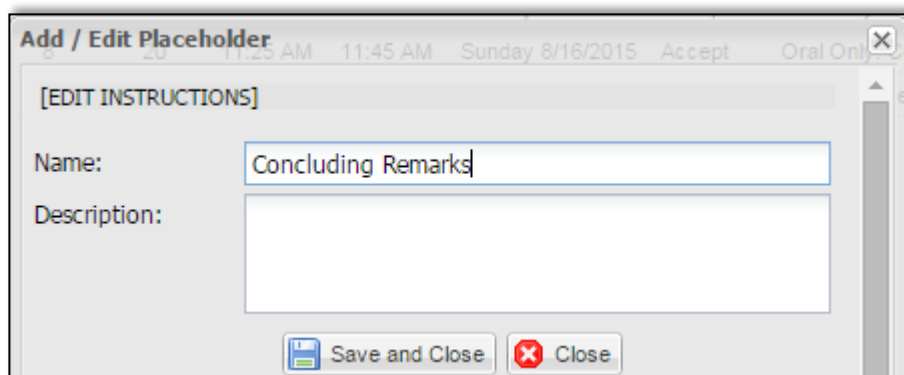
Adding/Deleting Non-Paper Events

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**



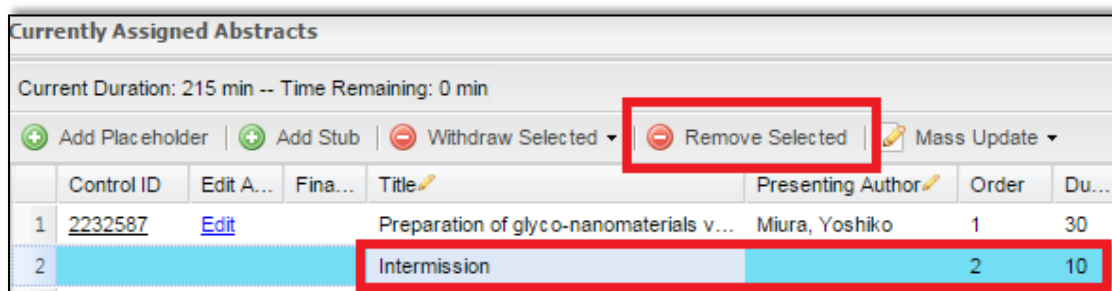
3. Enter the event name and click **Save and Close**



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

Removing a non-paper event

1. Select the event you wish to delete



2. Click **Remove Selected**