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GETTING STARTED

MAPS (Meeting Abstracts Programming System)

MAPS is ACS’ online meeting programming system. MAPS will allow you to view, edit, and prepare abstracts seamlessly in a central location. MAPS can be accessed using your ACS ID. More than likely you already have an ACS ID, which is used to log into many ACS services.

To access the MAPS:
1. Go to http://maps.acs.org
2. Click on the meeting you wish to submit an abstract to
3. Sign in using your ACS ID and password

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
CREATING A NEW ABSTRACT

1. From the Welcome Screen click Submission to access the Submission Center

2. Click Create New Abstract on the left navigation bar

3. Complete Steps 1 – 5

Step 1: Title/Body (Title and Abstract Body)

Abstract Word Limit (Total Characters) is 300 words or 2,500 characters (including: Abstract Body, Images, and Tables (in image format); each image counts as 560 characters). You are allowed a maximum of 2 tables and/or images.
Guidelines for Entering an Abstract

Complete all required fields as denoted by an asterisk (*).

Title

The title should be entered in sentence case. Capitalize only the first letter of the title, any proper nouns or acronyms, and the first word following a colon (:).

- Do NOT begin abstract titles with "The", "A", or "And". These will be removed before publication.
- Do NOT end titles with a period (.)

Sample Title:

Engineering gene expression of *Escherichia coli* by mRNA: Applications in molecular biology

Abstract Body

Do NOT include self-citations, references, keywords, bibliographies, acknowledgments, support/grants, or disclaimers in your abstract. Any references found in the abstract will be removed before publication.

When you have completed Step 1, click Save to save changes and remain on the page or click Save & Continue to proceed to Step 2.

Images and Tables

- Images include both figures and tables
- Each image is 70 words or 560 characters from your total count
- You are allowed a maximum of 2 images/tables
The following file types are allowed: gif, png, tiff, tif, jpg, and jpeg
Recommended file size is 2–4 MB
NOTE: An image is required for all POLY division submissions. Omission of an image will POLY division submission may affect consideration for acceptance.

To upload an image:

1. Click Select Image to open a file upload window and choose your image
2. Click Upload Chosen Image to include the image in your abstract submission
3. Uploaded images will display in the Chosen Image(s) table
4. Add an optional caption by clicking on the Add Caption link

To delete an image:

1. Clicking on the X under REMOVE in the Chosen Image(s) table

When you have completed Step 1, click Save to save changes and remain on the page or click Save & Continue to proceed to Step 2

Step 2: Select a Symposium

Presentation Type

Select from one of the presentation types:
- **Oral Only** – can only submit to an oral symposium
- **Oral Preferred** – can submit to either an oral or poster symposium
- **Poster Only** – can only submit to a poster symposium
- **Poster Preferred** – can submit to either a poster or oral symposium

*(Note: If you select a symposium that does not match your preference, you will receive a warning message. You can either choose another symposium or continue with your selection.)*

### Sci-Mix Consideration

**Participation in Sci-Mix is optional.** Sci-Mix is a large poster session and mixer held Monday evening at each ACS national meeting. Most divisions participate in Sci-Mix, and normally draws a very large crowd. You may present your abstract in another contributed or invited session and also request to present this same abstract as a poster at Sci-Mix. Not all requests will be honored. Selection of abstracts for poster presentation at Sci-Mix is at the discretion of the program chair.

Select if you’d like your abstract included as a poster at Sci-Mix:

- **Consider for Sci-Mix**
- **Do not consider for Sci-Mix**

### Symposium

Select your desired division/committee from the program area drop down list:
Select the desired Symposium from the Symposium drop-down list

(Note: You must first select a Presentation Type before selecting a symposium otherwise the symposium list will be blank.)

When you have completed Step 2, click Save to save changes and remain on the page, click Save & Continue to proceed to Step 3, or click Previous Step to go back to Step 1.
Step 3: Authors (Presenters, Coauthors, and Affiliations)

As the submitter you will be listed as the presenter by default. If you are not the presenter or coauthor of the abstract you, can remove your name by clicking **x Remove**.

**Adding Presenters or Coauthors**

1. Click the **Add Author** button

2. Enter first name, last name, and/or author’s email and click **Search**

3. Click **Add** to add the person as an author
(Note: If the author does not have an affiliation you will be prompted to add one. Only create an affiliation for the author if the affiliation is different from other authors on the abstract. Click Cancel and select an affiliation under Affiliation #1 for the author.)

Create New Author

In the event that you cannot find the author you are looking for:

1. Click Create An Author

2. Complete the required fields (First/Given Name, Last/Family Name, and Author’s Email)

3. Click Submit Created Author
4. Before the author is added, please verify the author’s information. If an error is found, click **Edit**. If the information is correct, click **Submit Created Author**.

![Image of Please Verify The Author's Information](image)

**Assigning Affiliations**

All authors must have an affiliation. To assign an affiliation to an author, select an affiliation from the dropdown list.

![Image of Assigning Affiliations](image)

**Adding Affiliations**

In the event that the affiliation is not listed, select **Create New Institution** from the dropdown list, enter the required fields, and click **Submit Created Institution**.
Editing Affiliations

To edit an affiliation, click **Edit** under the affiliation you wish to edit.

Ringgold
MAPS is integrated with Ringgold allowing users to select their institution from the Ringgold database of over 500,000 organizations from around the globe. This will help eliminate naming confusion from similarly named organizations / universities. When editing or creating affiliations for abstract authors, you are encouraged to select from the Ringgold suggestions when offered:

Assigning Presenters

Select one or multiple presenters by click the checkbox in the Presenter column.
Changing Presenter and Coauthor Order

You may change the order of presenters and coauthors by selecting the appropriate numbers in the Author Order column. Click Update Author Order.

When you have completed Step 3, click Save to save changes and remain on the page, click Save & Continue to proceed to Step 4, or click Previous Step to go back to Step 2.

Step 4: Disclosures
You will be required to complete the disclosure page before you can submit your abstract. Questions marked with an asterisks (*) are required.

*Reason for Submitting*
Are you submitting your abstract in response to the Call for Papers, or from a specific invitation to present?

* Standing Rule Agreement

The ACS Governing documents Standing Rule VI, Section 8(c) states that "No paper by a chemical scientist residing in the United States who is not a member of the SOCIETY shall appear on the program of a national, regional, divisional, or other major meeting of the SOCIETY unless it be a joint paper with one or more SOCIETY members, or unless for a national, regional, or national-divisional meeting the author has been invited to present the paper at a symposium organized by a Division of the SOCIETY or by Sections of the SOCIETY, and the Chair of such Division or of the host Section has certified to the Executive Director of the SOCIETY prior to publication of the program that presentation by the author of such paper is important to the success of the symposium.

* Registration and Meeting Attendance Requirement*
In submitting this abstract, the presenting author agrees to the following if accepted:

1. If the presenting author does not register for the meeting and make their presentation based on this abstract, the abstract will be considered withdrawn and removed from the meeting program, technical programming archive and CAS database.
2. If the presenting author will be unable to make their presentation at the assigned time and location, it is the author’s responsibility to submit a withdrawal prior to the start of the meeting.

* Multiple Submissions*
Submission of an abstract that describes the same work to more than one session is not allowed.

In submitting this abstract, the presenting author agrees to the following:

This abstract will only be submitted once to the national meeting.

Equipment Needs (Optional)
All technical session rooms are equipped with LCD projector with VGA connection cable and switcher, Screen, Laser pointer, and Lighted podium with microphone.

Comments to Organizers (Optional)
Please enter any comments you wish to send to the program organizers.

Student Type (Optional)
Select a student type if applicable.
Employment Sector (Optional)
Select a sector that applies to the presenter(s).

International Applicants (Optional)
International applicants may answer that may assist with obtaining a visa.

When you have completed Step 4, click Save to save changes and remain on the page, click Save & Continue to proceed to Step 5, or click Previous Step to go back to Step 3.

Step 5: Review and Submit

Before you submit your abstract, you can preview and edit all the information entered in each step of the submission process.

A green check mark displays to the left of successfully completed steps. The checks confirm that each section has been completed. It does not assess the content. Please take the time to review what you have entered.

If there are any incomplete sections, you will receive an error message at the top of the page. The error message provides you with the area that needs to be completed.

To view the final version of your submission, click View Proof at the bottom of the page.
When you have reviewed your abstract, click **Submit** to submit the abstract, or click **Previous Step** to go back to Step 4.

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**Editing an Abstract**

You can edit your abstract any time before submission closes. When you edit your abstract it is returned to draft and is no longer submitted for review. **You must resubmit** your abstract for it to be include for review.

To edit an abstract:

1. Go to the **Submission Center**
2. Use the **Action** dropdown list of the abstract you wish to edit and select **Edit**
3. Click **Yes, Move to Draft** to proceed with editing your abstract.
4. Make any necessary edits

5. Navigate to the **Review and Submit** and click **Resubmit** at the bottom of the page

### Withdrawing an Abstract

You may withdraw your abstract if you no longer wish to present your abstract at the meeting.

To withdraw an abstract:

1. Go to the **Submission Center**

2. Use the **Action** dropdown list of the abstract you wish to withdraw and select **Withdraw Abstract**

3. Provide a reason for withdrawing your abstract
4. Click Yes. Your abstract status will be listed as Author Withdrawn

**Visa Letters**

Personalized visa letters are available for presenting authors to download once your abstract has been accepted by the symposium organizer or program chair.

*(Note: If you are a presenter of an abstract but did not submit the abstract, please email maps@acs.org for a copy of your visa letter.)*

To download a visa letter:

1. First check the status of your abstract to see if it has been accepted

2. Click Messages on the top right of the page, then Visa Letters
3. Click the **View Visa Letter**

![Visa Letters](image)

4. The visa letter will open or save as a PDF

**Acceptance and Scheduling Notices**

Notices are sent out via email approximately 3-4 months before the meeting once program chairs have finalized the program. Once acceptance and scheduling notices have been sent, you may also view them via MAPS.

To view an acceptance or scheduling notice:

1. First check the status of your abstract to see if it has been accepted

![View Submissions](image)

2. Click **Messages** on the top right of the page, then **E-mails**
3. Use the **Action** dropdown list of the email you wish to view and click **View E-mail**

Visit the MAPS Resource Page at [www.acs.org/maps_resources](http://www.acs.org/maps_resources) which includes:

- User Guides
- Webinars
- FAQs

If you have additional questions or concerns about MAPS:

- E-mail: [maps@acs.org](mailto:maps@acs.org)
- Call MAPS Support: 8:30 a.m. to 5:00 p.m. ET
  - 1-800-333-9511 (US only)
  - 1-614-447-3776 (outside the US)