Program Chair

MAPS

User Guide
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PROGRAM CHAIR ACCESS

Use your existing ACS ID

If you have accessed ACS online services in the past, then you should already have an ACS ID. Please access MAPS using your existing ACS ID. To log into MAPS, visit [http://maps.acs.org](http://maps.acs.org) and click on your upcoming meeting. Once logged in, you should see the three tabs within your MAPS Account (Welcome, Submission and Session):

If you do not see these three tabs after logging in to your account, please contact abstracts@acs.org for assistance.

Creating an ACS ID

If you do not have an ACS ID you may create one at the login prompt using the appropriate button. After you have created your account, then return to [http://maps.acs.org](http://maps.acs.org) to log in:

Once you have logged in with your newly created account, please contact abstracts@acs.org for access to your program area.
PROGRAM VIEWER

You may use the Program Viewer to see information about your program symposia, sessions, and abstracts before the symposium 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

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

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

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**Printing Symposia**

1. Select the symposium or symposia from the **Symposium List** you wish to print and click **Print Selected**

2. Click **Print** to print the current symposium you are viewing or **Print All** to print a summary of all selected symposia
Exporting Symposia to Excel

1. Select the symposium or symposia from the Symposium List you wish to export and click Export

2. Select Export to Excel (Displayed Columns)

Viewing Sessions

1. Within 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 symposium name to view session details

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 a summary of all selected sessions
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 or Program Chair Sessioning roles, click Sessioning on the left navigation bar to access Abstracts
   (Note: Abstract submissions can be sorted by Symposium, if needed.)
2. Use the filter to search for the abstract you wish to view by control ID number, abstract title, presenting author name (last name, first name) or symposium title 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.)
SESSION BUILDER

ACS staff will notify you by email when symposium organizer access has ended in MAPS. 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

4. Select Session Builder from the left navigation bar

**Viewing Sessions**

You may view symposia/session details in the Session Builder.

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 double-click the symposium name.
**Viewing Submitted Abstracts**

You may view abstracts submitted to your program area at any time from the Session Center. Following the final program deadline, please use the Program Viewer for access.

1. Within the **Program Chair Sessioning** 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 Session Details

After symposium organizer access has ended 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 symposium name
3. Under the **Information** tab you may edit any information that is not grayed out
*(Note: To edit any session detail that is disabled, contact abstracts@acs.org)*
Adding Cosponsors

When adding cosponsors you must add them to both the symposium from the Program Viewer and the session from the Session Builder.

Assigning Cosponsor to a Symposium via Symposium Viewer

1. From the Program Viewer role, click Sessioning on the left navigation bar to access the Symposia Viewer
2. Right-click on the symposium you wish to assign a cosponsor and click View or double-click the symposium 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)
4. Click Save

Assigning Cosponsor to a Session via Session Builder

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 assign a cosponsor and click Edit or double-click the symposium 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)
Assigning Abstracts to Sessions

Symposium organizers are largely responsible for assigning abstracts in MAPS. After symposium organizer has ended, Program Chairs should assign any abstracts that have not been assigned by the symposium 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 to 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 all abstracts added 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)

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.
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 abstracts@acs.org for assistance)

![Changing Presentation Order](image)

Changing Presentation Duration

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

![Changing Presentation Duration](image)

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**

![Add Placeholder Above](image1)

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

![Save and Close](image2)

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

![Remove Selected](image3)

2. Click **Remove Selected**

**Editing Abstracts with Abstract Editor**

ACS Staff will edit abstract titles for spelling and formatting only. Any other edits should be completed by the Program Chair.
1. From the Welcome Screen click Session on the upper navigation bar to access the Session Center

![Welcome Screen](image1)

2. Select the Abstract Editor role

![Abstract Editor](image2)

3. Click Sessioning on the left navigation bar

![Session Center](image3)

4. Click Edit next for the abstract you wish to edit

![Abstracts Assigned To Me](image4)
5. Navigate to the appropriate section of the abstract using the links located in the left column and make the edit

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

### Symposium Organizers

You may view symposium organizers already assigned to symposia. Contact abstracst@acs.org if you would like add or remove symposium organizers from symposia.

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

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

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

You may view session presiders already assigned to sessions. Contact abstracts@acs.org if you would like 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 symposium name to view session details
3. Click View Hosts to view session presiders assigned to the session.

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 Symposia/Sessions
Contact abstracts@acs.org if you would like to add or remove symposia or sessions from your program.

Sci-Mix (optional)
Contact abstracts@acs.org if you would like to include a Sci-Mix session in your program.

Visa Letters
Contact abstracts@acs.org if you would like to make a personalized visa letter available for a presenter to download before abstract submission is closed.
Submitting Late Abstracts
Symposium Organizers have access to submit abstracts only until their set deadline. Any abstracts submitted after the submission deadline must be assigned to the appropriate session.

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**
  - ACS staff will send a standard rejection notice for all rejected abstracts, and any abstracts that are not assigned to a session following the final program deadline.

Symposium Organizers
For daily communications with Symposium Organizers, please use email. If you would like to send other program-related information to organizers, please contact abstracts@acs.org.

Session Presiders
If you would like to send other program-related information to presiders, please contact abstracts@acs.org.