**Table of Contents**

**GETTING SET UP AS A SESSION ORGANIZER** ................................................................. 1

**PROGRAM VIEWER** ............................................................................................................. 2

ACCESSING THE PROGRAM VIEWER ..................................................................................... 2
  Session Center ..................................................................................................................... 2
VIEWING SYMPOSIA ............................................................................................................. 2
  Printing Symposia ............................................................................................................... 2
  Exporting to Symposia Excel .............................................................................................. 3
VIEWING SESSIONS .............................................................................................................. 3
  Printing Sessions ............................................................................................................... 4
  Print Selected .................................................................................................................... 4
  Exporting Symposia to Excel ............................................................................................. 4
VIEWING SUBMITTED ABSTRACTS ....................................................................................... 4
VIEWING SESSION ORGANIZERS .......................................................................................... 6
VIEWING SESSION PRESIDERS ............................................................................................. 7
EDITING ABSTRACTS ........................................................................................................... 8

**SESSION BUILDER** ............................................................................................................. 9

ACCESSING THE SESSION BUILDER ..................................................................................... 9
VIEWING SESSIONS ............................................................................................................. 9
VIEWING SUBMITTED ABSTRACTS ....................................................................................... 10
EDITING SESSION DETAILS .................................................................................................. 12
ADDING COSPONSORS ........................................................................................................ 13
ASSIGNING ABSTRACTS ........................................................................................................ 14
MOVING ABSTRACTS BETWEEN SESSIONS ......................................................................... 15
ASSIGNING ORGANIZERS AND PRESIDERS ......................................................................... 16
CREATING NEW ORGANIZERS AND PRESIDERS ................................................................. 21
FINALIZING SESSIONS ........................................................................................................... 22
  Changing Presentation Order .............................................................................................. 22
  Changing Presentation Duration ......................................................................................... 23
  Adding/Deleting Non-Paper Events .................................................................................... 24
  Removing a non-paper event ............................................................................................... 24
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
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
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.
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 Symposia

1. 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 symposium details

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 sessions you are viewing or **Print All** to print all session you selected

---

**Exporting to Symposia Excel**

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

4. Select **Export to Excel (Displayed Columns)**

---

**Viewing Sessions**

3. 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 details
Printing Sessions

5. Select the session or sessions from the Session List you wish to print and click **Print Selected**

6. 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

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
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.
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
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 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)
Changing Presentation Duration

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

<table>
<thead>
<tr>
<th>Title</th>
<th>Presenting Author</th>
<th>Order</th>
<th>Duration</th>
<th>Start Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preparation of glyco-nanomaterials v...</td>
<td>Miura, Yoshiko</td>
<td>1</td>
<td>30</td>
<td>8:30 AM</td>
</tr>
<tr>
<td>Precision glycopolymer... and their int...</td>
<td>Becer, Remzi</td>
<td>2</td>
<td>30</td>
<td>9:00 AM</td>
</tr>
<tr>
<td>Glycosylated gold nanoparticle biose...</td>
<td>Richards, Sarah-J</td>
<td>3</td>
<td>20</td>
<td>9:30 AM</td>
</tr>
</tbody>
</table>

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