



# **Regional Meeting/ Specialty Conference**

## **Symposium Organizer**

## **MAPS Program Viewer User Guide**

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## Getting Setup as a Symposium Organizer

MAPS can be accessed using your ACS ID, which is used to log into many ACS services on [www.acs.org](http://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 APT Staff. For access, send an email to the APT 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 APT Staff representative for your meeting for access to your symposium. Once you have been given access to your symposium, and have successfully logged in, you will see the screen shown below.

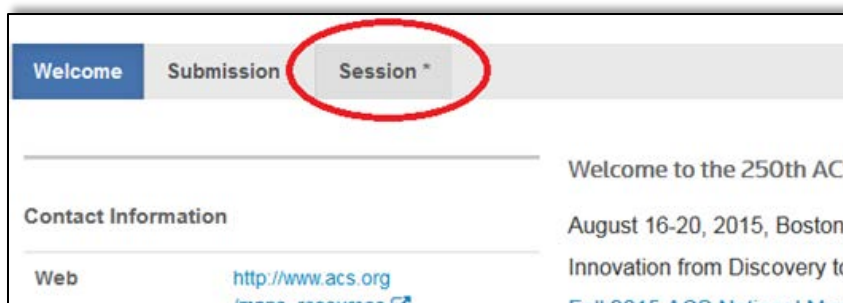
The screenshot shows the MAPS interface. At the top, there is a navigation bar with 'ACS Meetings' on the left and 'Maps1 User', 'Messages', 'Help', and 'Log Out' on the right. Below this is the ACS logo with the tagline 'Chemistry for Life'. To the right of the logo, it says 'Meeting Abstracts Programming System' and 'Powered by ScholarOne™ Abstracts'. A horizontal menu below the logo has 'Welcome' selected, with 'Submission \*' and 'Session \*' also visible. The main content area features a welcome message: 'Welcome to the 250th ACS National Meeting and Exposition Abstract Submission Site'. Below this, there is a 'Contact Information' section with a 'Web' link pointing to 'http://www.acs.org/maps\_resources'. To the right of the contact information, there is text about the meeting dates: 'August 16-20, 2015, Boston, MA', the theme 'Innovation from Discovery to Application', and a link for 'Fall 2015 ACS National Meeting: Call for Papers'. At the bottom of the contact information, there is a link to 'Submit or Edit an Abstract'.

# PROGRAM VIEWER

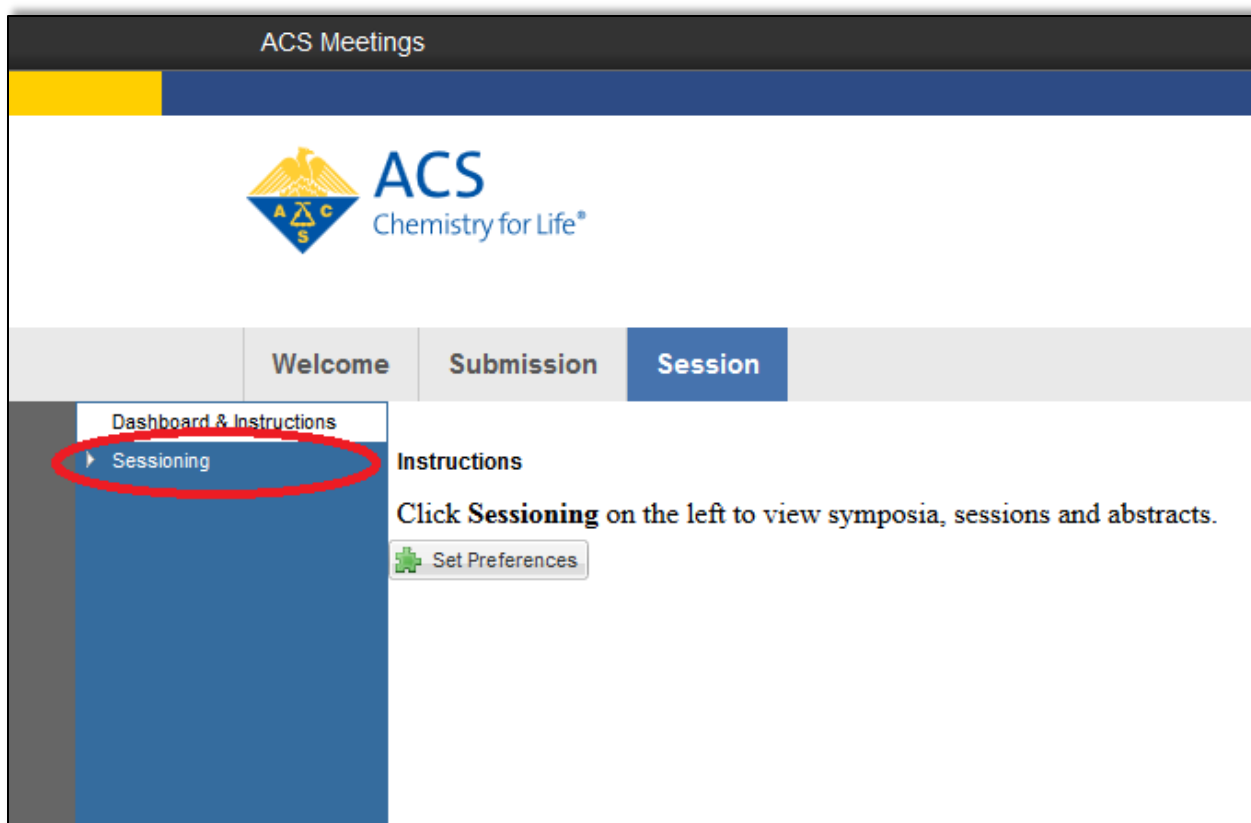
You may use the Program Viewer to see information about your symposium, sessions, and abstracts. Remember, you can only view information related to the symposium you are organizing. You will not be able to edit any symposium details with the exception of abstracts.

## Accessing the Program Viewer

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

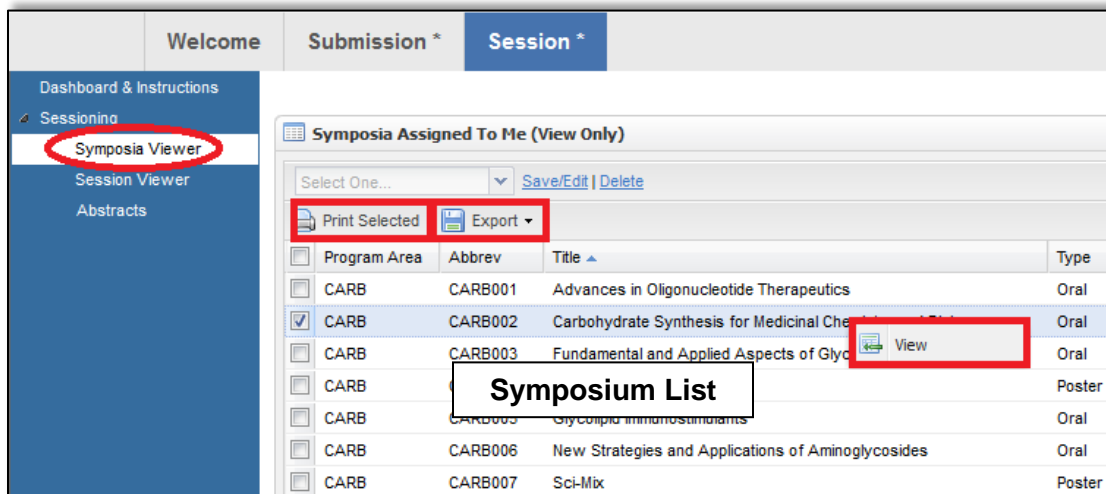


2. Click **Sessioning** on the left navigation bar to access the **Program Viewer**



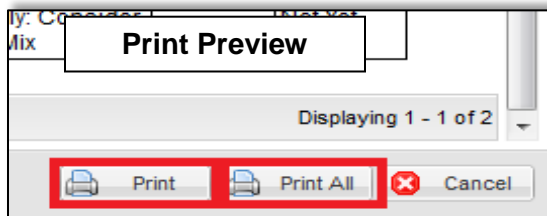
## Viewing Symposia

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 symposia details



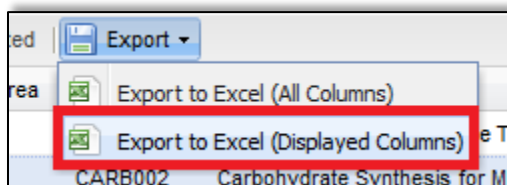
## Printing Symposia

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 symposium you are viewing or **Print All** to print all symposia you selected



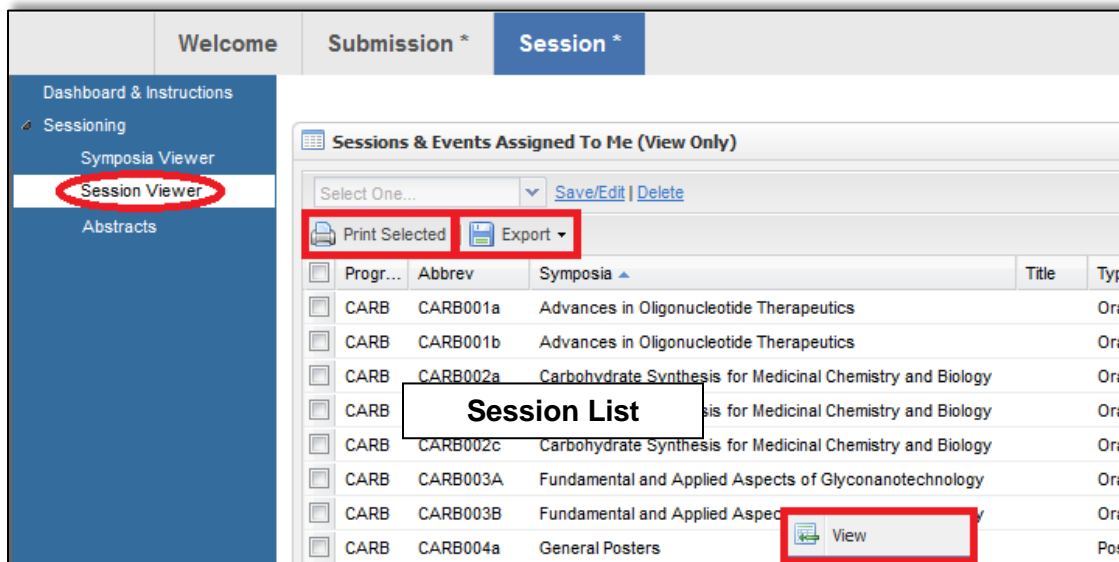
## Exporting Symposia to Excel

1. Select the symposium or symposia from the Symposium List you wish to export and click **Export**
2. Select **Export to Excel (Displayed Columns)**



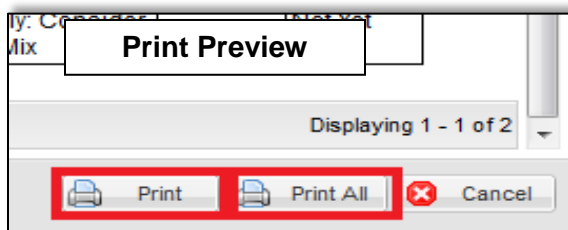
## Viewing Sessions

1. 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



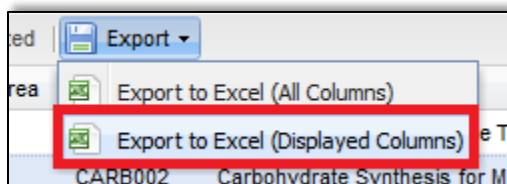
## Printing Sessions

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 all sessions you selected



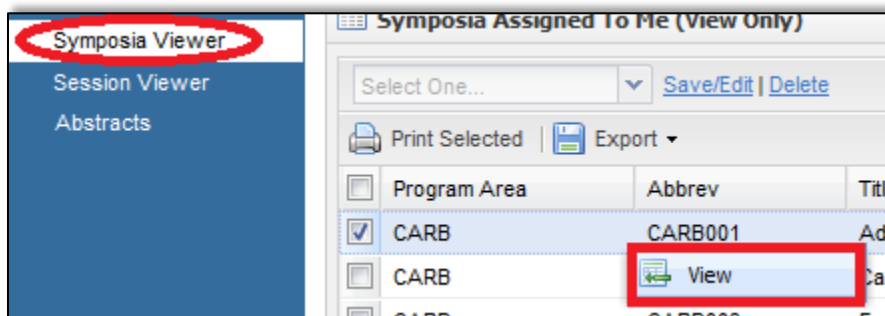
## Exporting Sessions to Excel

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

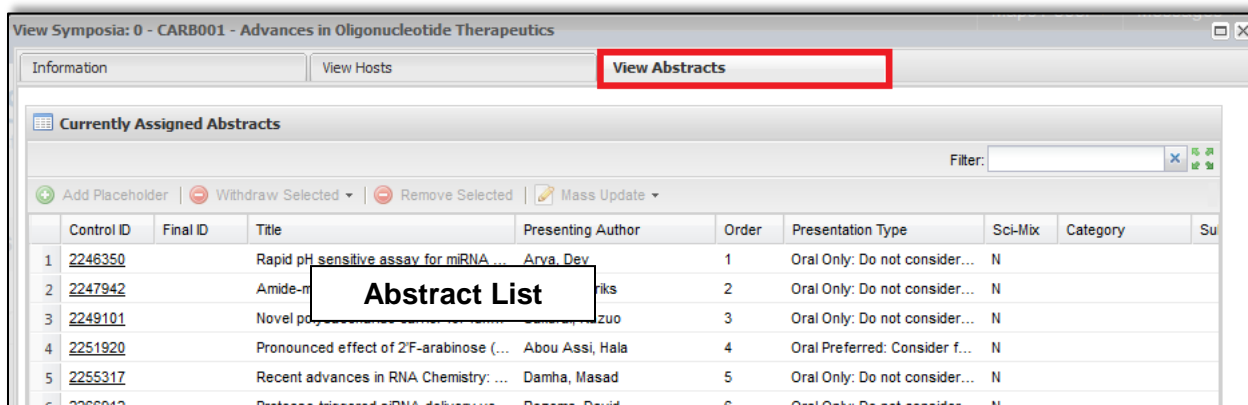


## Viewing Submitted Abstracts by Symposium

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 symposia details



3. Click **View Abstracts** to view the abstracts submitted to the symposium

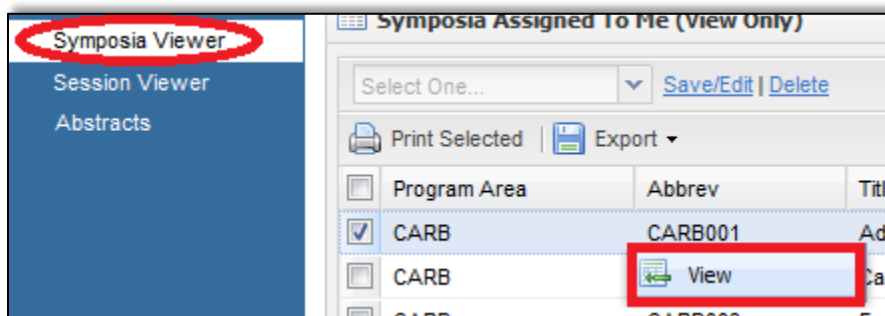


4. Click on the control ID number to preview the abstract  
(**Note:** Abstract will open in a new window. If a window does not open, a pop-up blocker may be in place. You will need to turn the pop-up blocker off or accept pop-ups to view the abstract.)

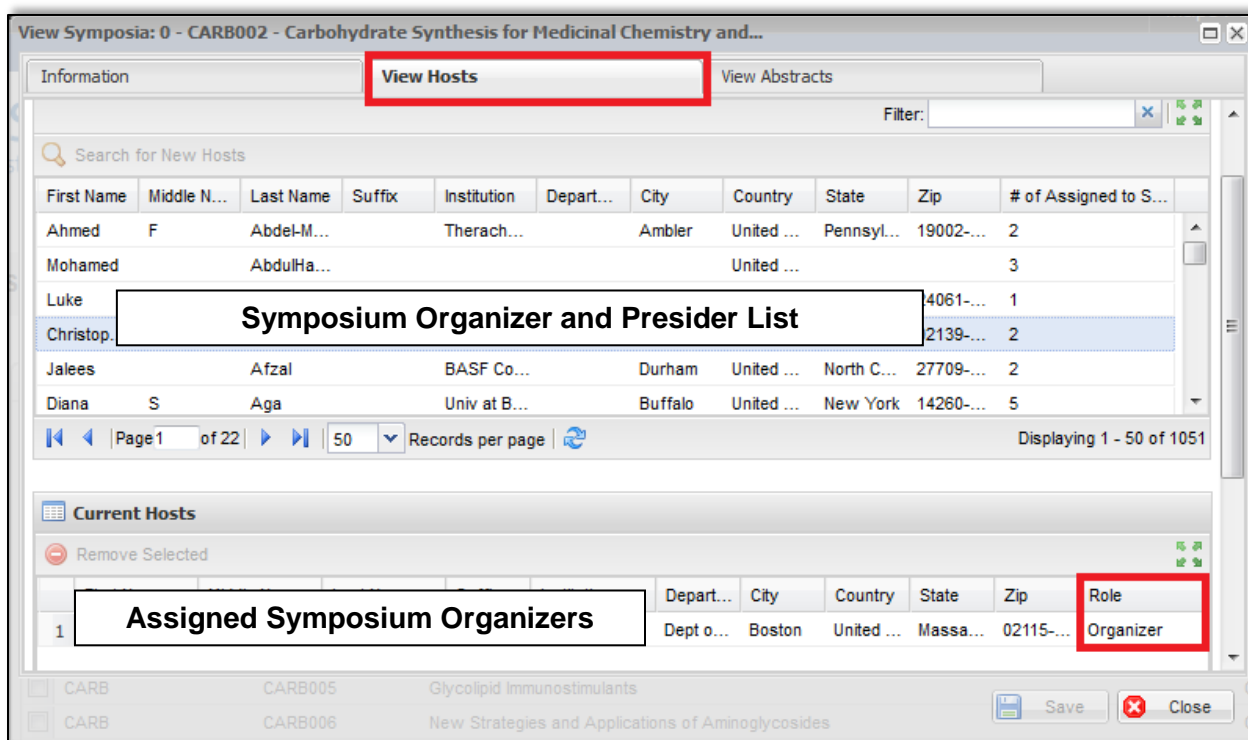
## Viewing Symposium Organizers

You may view symposium organizers already assigned to 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 symposia details



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

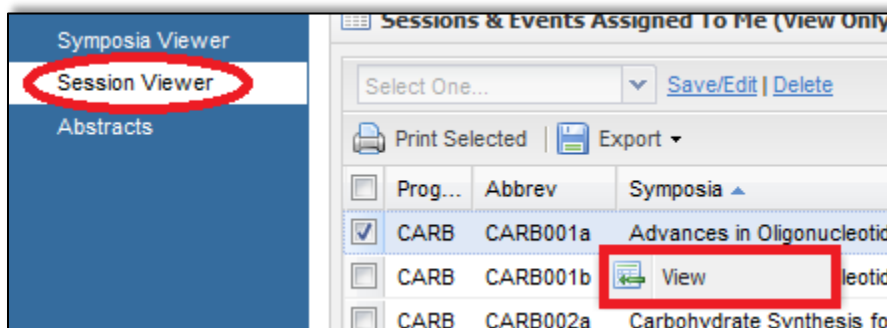




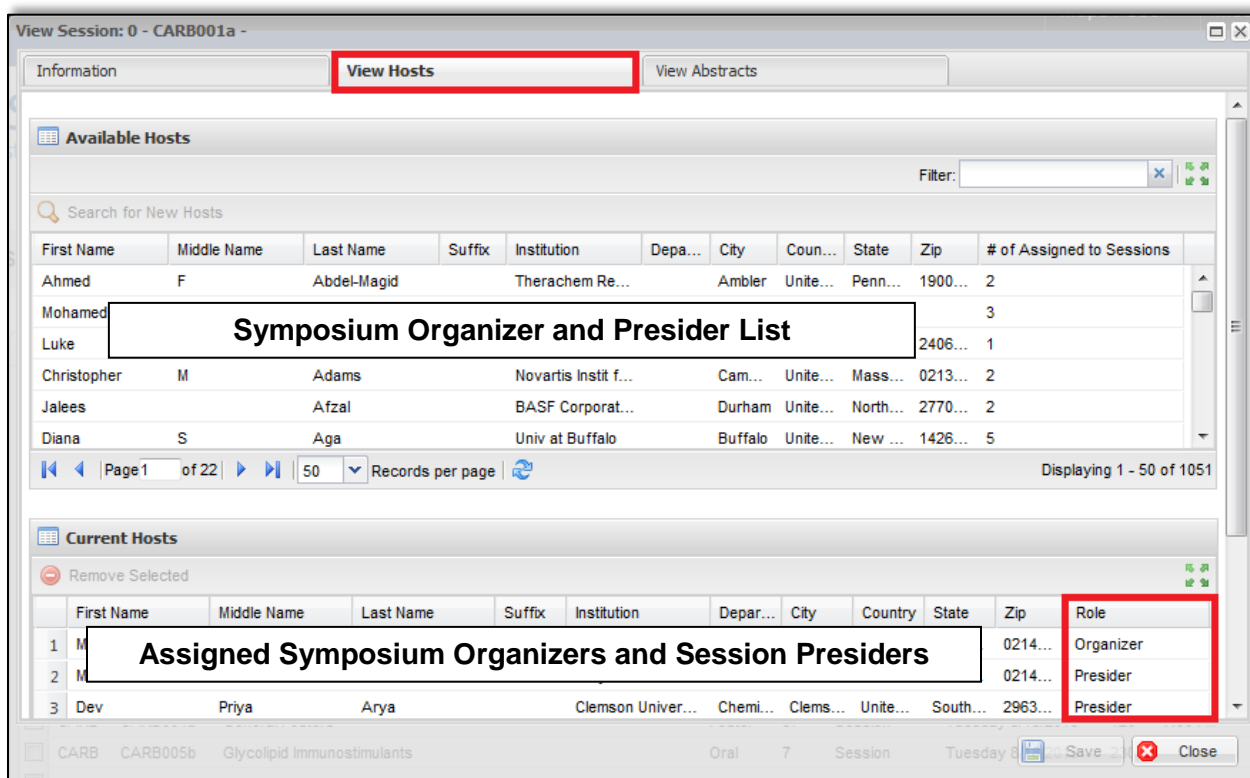
## Viewing Session Presiders

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