



Program Chair

MAPS

User Guide

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Getting Setup as a Program Chair

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 your program you must be assigned to your program area by ACS Staff. For access send an email request to abstracts@acs.org.

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 abstracts@acs.org for access to your program area. Once you have been given access to your program area, and have successfully logged in, you will see the screen shown below and will have access to view and edit your program.

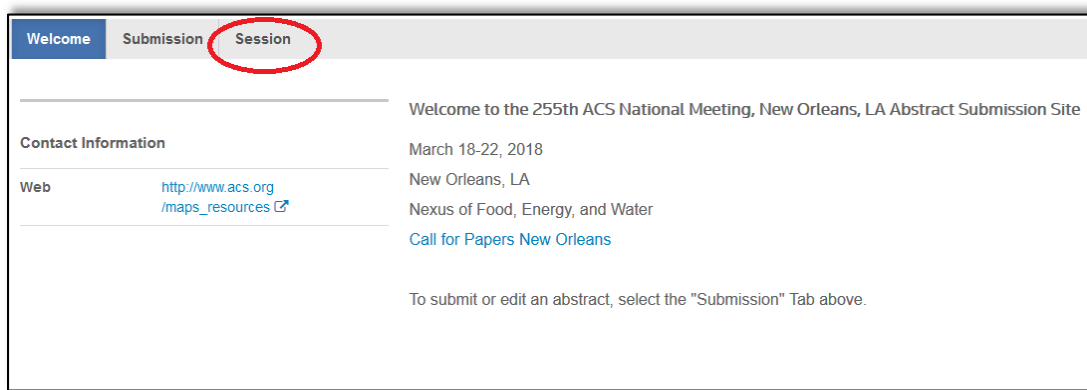
The screenshot shows the MAPS web interface. At the top, there's a navigation bar with 'ACS Meetings' on the left and 'MAPS User', 'Messages', 'Help', and 'Log Out' on the right. Below this is a header section with the ACS logo and 'Chemistry for Life' on the left, and 'MAPS Meeting Abstracts Programming System' and 'Powered by ScholarOne™ Abstracts' on the right. A secondary navigation bar contains 'Welcome', 'Submission', and 'Session' tabs. The main content area is divided into two columns. The left column has a 'Contact Information' section with a 'Web' link pointing to 'http://www.acs.org/maps_resources'. The right column contains a welcome message for the 255th ACS National Meeting in New Orleans, LA, scheduled for March 18-22, 2018, with the theme 'Nexus of Food, Energy, and Water'. It includes a link 'Call for Papers New Orleans' and a footer note: 'To submit or edit an abstract, select the "Submission" Tab above.'

PROGRAM VIEWER

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

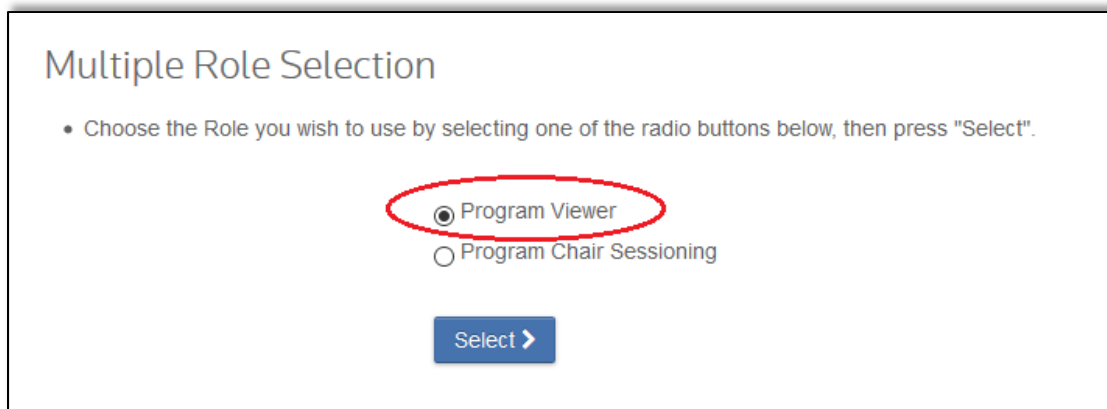
Accessing the Program Viewer

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



The screenshot shows a web interface with a navigation bar at the top containing three tabs: "Welcome", "Submission", and "Session". The "Session" tab is circled in red. Below the navigation bar, the page is titled "Welcome to the 255th ACS National Meeting, New Orleans, LA Abstract Submission Site". It includes contact information for the event, such as the dates "March 18-22, 2018", the location "New Orleans, LA", and the theme "Nexus of Food, Energy, and Water". There are also links for "Call for Papers New Orleans" and a note about submitting or editing abstracts.

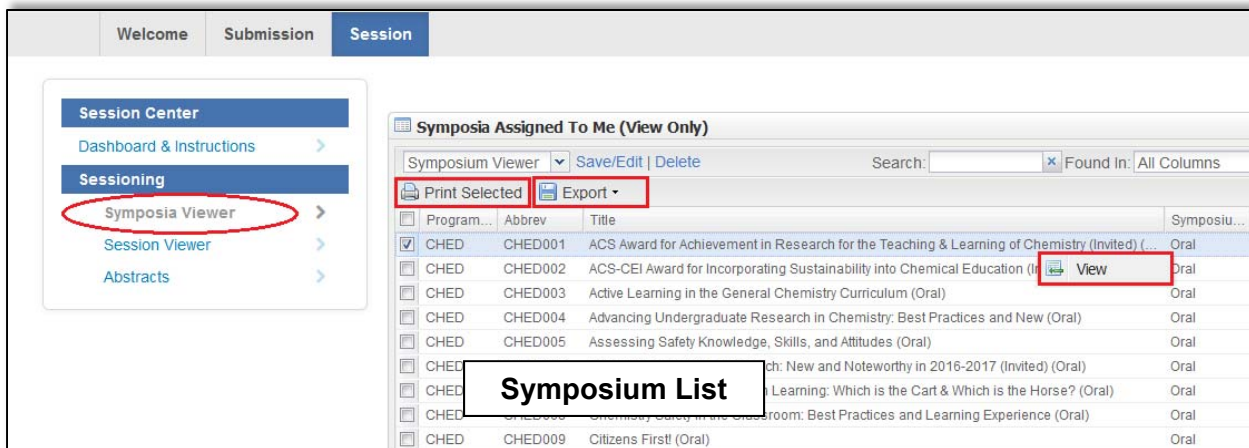
2. Select the **Program Viewer** role and click **Go**



The screenshot shows a "Multiple Role Selection" screen. It contains a bullet point instructing the user to "Choose the Role you wish to use by selecting one of the radio buttons below, then press 'Select'". There are two radio button options: "Program Viewer" and "Program Chair Sessioning". The "Program Viewer" option is selected and circled in red. Below the radio buttons is a blue button labeled "Select >".

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



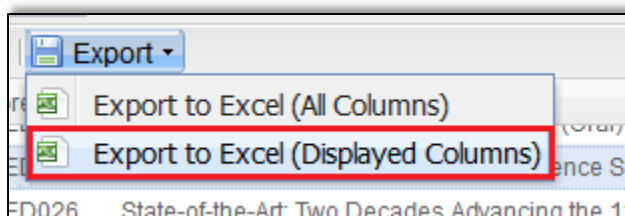
Printing Symposia

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



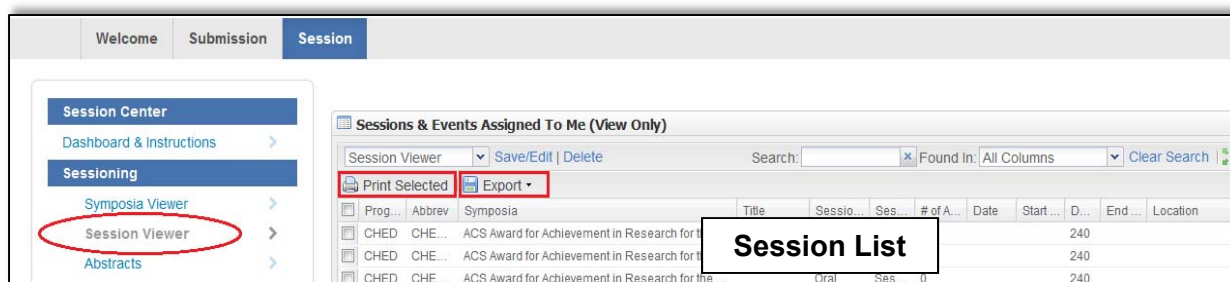
Exporting Symposia to Excel

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. 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



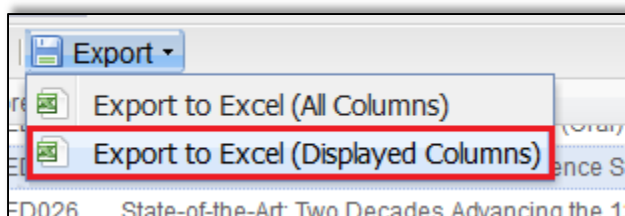
Printing Sessions

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 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)**

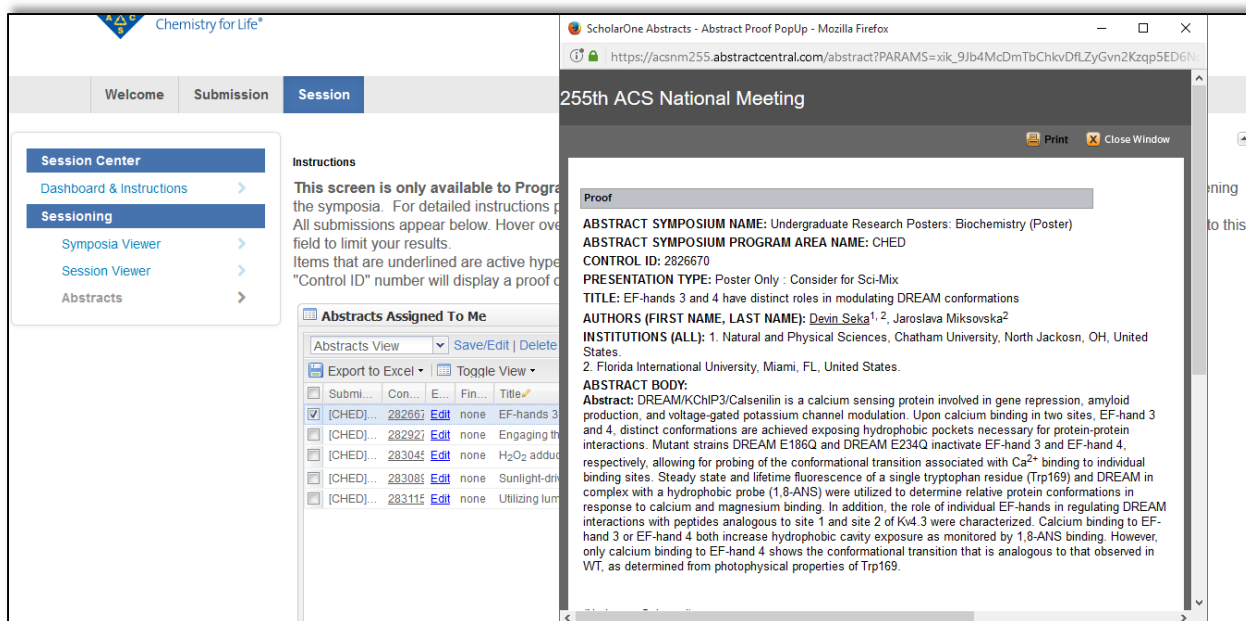


Viewing All Submitted Abstracts

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

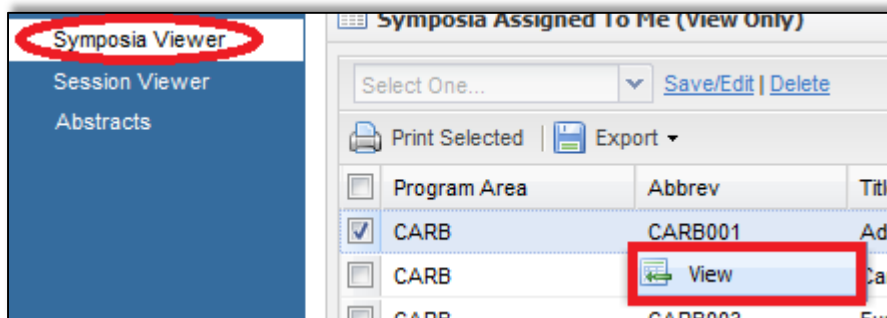
A screenshot of a web application interface. At the top, there are tabs: 'Welcome', 'Submission', and 'Session'. Below these, on the left, is a 'Session Center' sidebar with a 'Sessioning' section containing links for 'Symposia Viewer', 'Session Viewer', and 'Abstracts'. The 'Abstracts' link is circled in red. The main content area has an 'Instructions' section and a table titled 'Abstracts Assigned To Me'. The table has columns for 'Submi...', 'Con...', 'E...', 'Fin...', and 'Title'. It lists several abstracts with control IDs and titles. A red box highlights the 'Edit' link for the last abstract. A white box with the text 'Abstract List' is overlaid on the table.

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.)



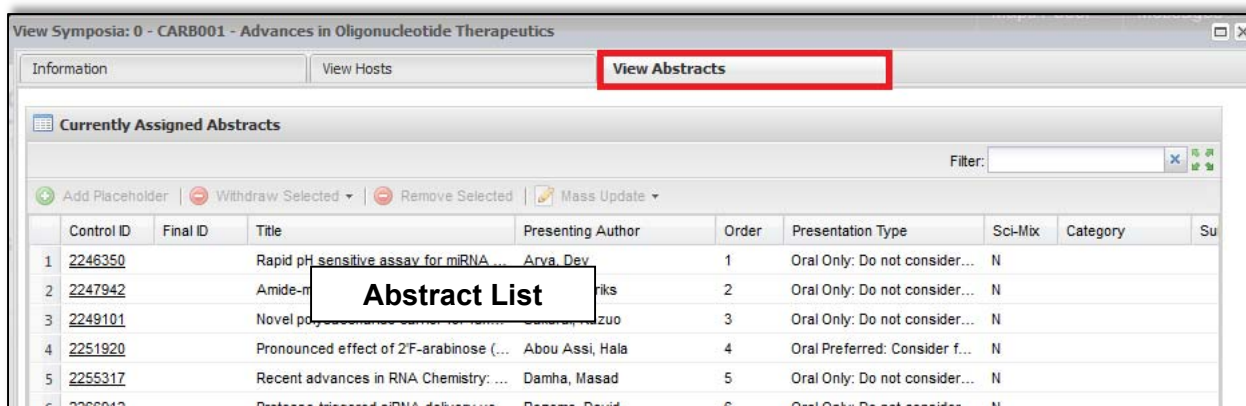
Viewing Submitted Abstracts by Symposium

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



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

Abstract Preview

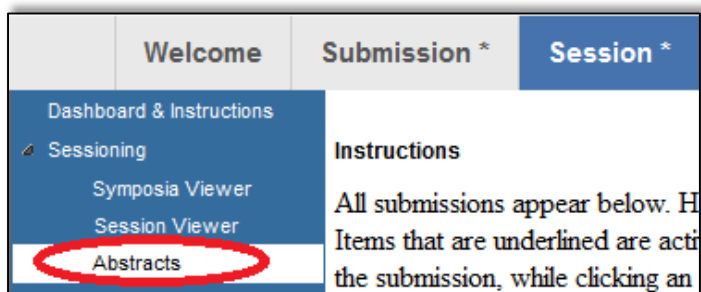


- Click on the control ID number to preview the abstract
(**Note:** Abstract will open in a new window. If a window does not open, a pop-up blocker may be in place. You will need to turn the pop-up blocker off or accept pop-ups to view the abstract.)

Editing Abstracts in Program Viewer

ACS Staff will edit abstract titles for spelling and formatting only. Any other edits can be done by the Program Chair.

- Within the **Program Viewer** role, click **Sessioning** on the left navigation bar to access **Abstracts**



- Use the filter to search for the abstract you wish to edit by control ID number, abstract title, or presenting author name (last name, first name)
(**Note:** Click on the control ID number to preview the abstract if needed)

Abstracts Assigned To Me

Select One... [Save/Edit](#) [Delete](#) Filter: 223

Export to Excel Toggle View

Submis...	Sessions	Edit Ab...	Control ID	Final ID	Title	Presenting Author	Presentation Type
[CARB]...	Carbohydrate Synthesis fo	Edit	2223053	none none	Peptidoglycan modifications tune the st...	Melnyk, James	Oral Preferred
[CARB]...	Fundamental and Applied A	Edit	2230464	none none	Precision glycopolymers and their inter...	Becer, Remzi	Oral Only
[CARB]...	General Posters	Edit	2231062	none none	Synthesis and immunostimulatory activi...	Tashiro, Takuya	Poster Only

- Click **Edit** next for the abstract you wish to edit
(**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 edit the abstract.)
- Navigate to the appropriate section of the abstract using the links located in the left column and make the edit

Step 6: Review & Submit ID: 2232587

Deadline: Mar 30, 2015 11:59 PM Contact Name: Yoshiko Miura Total Characters: 1,094 out of 2,500 Full Instructions

[CARB] Division of Carbohydrate Chemistry [Edit](#)

* = Required Fields

* Review Submission Input

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

SESSION BUILDER

Once symposium organizers have submitted their workbooks and ACS Staff has completed uploading the information into MAPS you will be notified via email. You will then be able to access the Session Builder and finalize your program.

Accessing the Session Builder

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

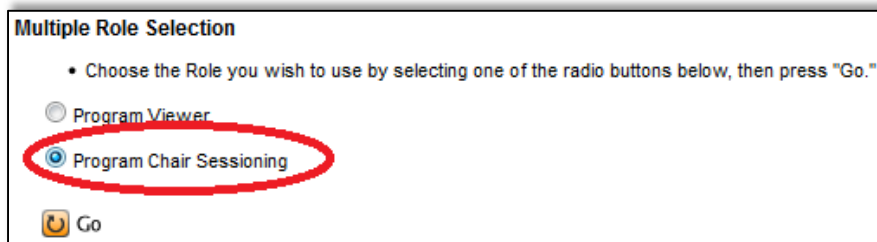
Welcome Submission **Session ***

Welcome to the 250th ACS

Contact Information August 16-20, 2015, Boston

Web <http://www.acs.org> Innovation from Discovery to

2. Select the **Program Chair Sessioning** role and click **Go**




Multiple Role Selection

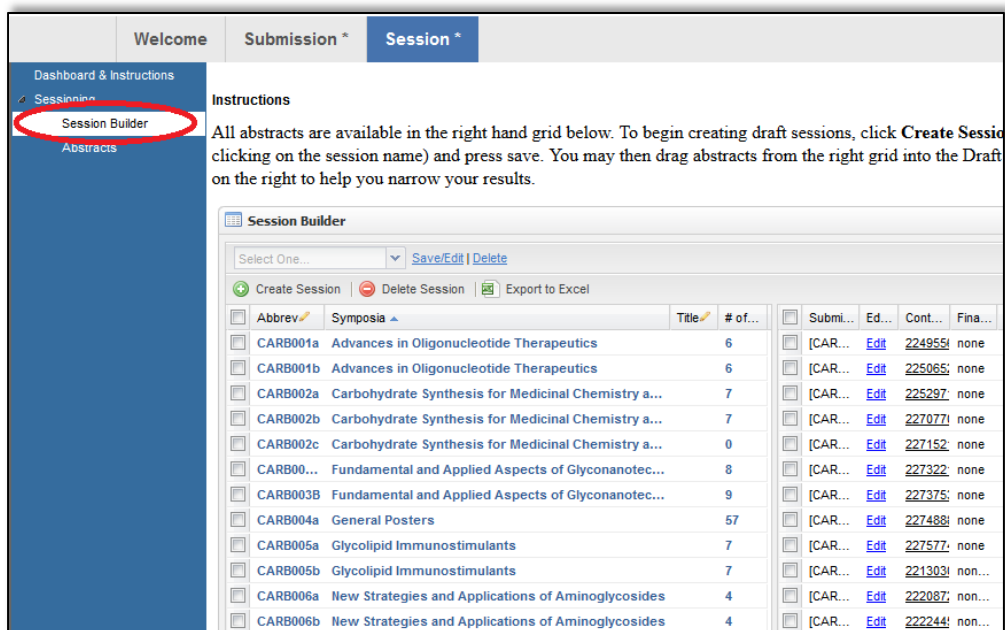
- Choose the Role you wish to use by selecting one of the radio buttons below, then press "Go."

☐ Program Viewer

☒ Program Chair Sessioning

 Go

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



Dashboard & Instructions

Sessioning

Session Builder

Abstracts

Instructions

All abstracts are available in the right hand grid below. To begin creating draft sessions, click **Create Session** (clicking on the session name) and press save. You may then drag abstracts from the right grid into the Draft on the right to help you narrow your results.

Session Builder

Select One... [Save/Edit](#) [Delete](#)

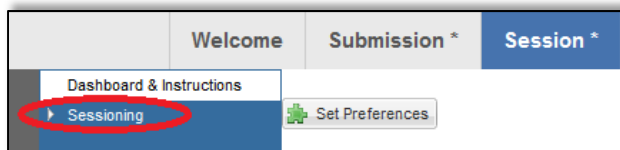
[Create Session](#) [Delete Session](#) [Export to Excel](#)

Abbrev	Symposia	Title	# of...	Submi...	Ed...	Cont...	Fina...
CARB001a	Advances in Oligonucleotide Therapeutics		6	[CAR...	Edit	224955	none
CARB001b	Advances in Oligonucleotide Therapeutics		6	[CAR...	Edit	225065	none
CARB002a	Carbohydrate Synthesis for Medicinal Chemistry a...		7	[CAR...	Edit	225297	none
CARB002b	Carbohydrate Synthesis for Medicinal Chemistry a...		7	[CAR...	Edit	227077	none
CARB002c	Carbohydrate Synthesis for Medicinal Chemistry a...		0	[CAR...	Edit	227152	none
CARB00...	Fundamental and Applied Aspects of Glyconanotec...		8	[CAR...	Edit	227322	none
CARB003B	Fundamental and Applied Aspects of Glyconanotec...		9	[CAR...	Edit	227375	none
CARB004a	General Posters		57	[CAR...	Edit	227488	none
CARB005a	Glycolipid Immunostimulants		7	[CAR...	Edit	227577	none
CARB005b	Glycolipid Immunostimulants		7	[CAR...	Edit	221303	non...
CARB006a	New Strategies and Applications of Aminoglycosides		4	[CAR...	Edit	222087	non...
CARB006b	New Strategies and Applications of Aminoglycosides		4	[CAR...	Edit	222244	non...

Viewing Sessions

After ACS Staff has completed uploading workbooks from symposium organizers 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**



Welcome Submission * Session *

Dashboard & Instructions

Sessioning

[Set Preferences](#)

2. Sessions are listed in the left panel of the **Session Builder**

Welcome Submission * **Session ***

Instructions

Builder

All abstracts are available in the right hand grid below. To begin creating draft sessions, click **Create Session** and enter a name for the session (you may edit this later by double clicking on the session name) and press save. You may then drag abstracts from the right grid into the Draft Session on the left; there are filters for each column in the Abstracts grid on the right to help you narrow your results.

Session Builder

Select One... Save/Edit | Delete

Create Session Delete Session Export to Excel

Session List

Abbrev	Symposia	Title	# of
CARB001a	Advances in Oligonucleotide Therapeutics		6
CARB001b	Advances in Oligonucleotide Therapeutics		6
CARB002a	Carbohydrate Synthesis		7
CARB002b	Carbohydrate Synthesis		7
CARB002c	Carbohydrate Synthesis		0
CARB003A	Fundamental and Applied Aspects of Glyconanotechn...		8
CARB003B	Fundamental and Applied Aspects of Glyconanotechn...		9
CARB004a	General Posters		57
CARB005a	Glycolipid Immunostimulants		7
CARB005b	Glycolipid Immunostimulants		7
CARB006a	New Strategies and Applications of Aminoglycosides		4
CARB006b	New Strategies and Applications of Aminoglycosides		4

Toggle View Toggle Grids: Assion Hosts Clear Filters

Return To All Abstracts Remove from View

Submi...	Edi...	Contro...	Fina...	Title	Presenting Author	Decl...	Abstract S...
[CAR...	Edit	2223053	none	Peptidoglycan modifications tune th...	Melnik, James	Accept	Decisione...
[CAR...	Edit	2242418	none	Development of methods for large s...	Aminova, Lella	Accept	Decisione...
[CAR...	Edit	2250652	none	Imparting functional variety to cellul...	Dong, Yifan	Accept	Decisione...
[CAR...	Edit	2252971	none	Cyclopropenium mediated dehydrati...	Nogueira, Jason	Accept	Decisione...
[CAR...	Edit	2270770	none	Progress towards site-specific het...	Wheat, Benjamin	Accept	Decisione...
[CAR...	Edit	2271521	none	Preparation of O- and N-heterocycle...	Marzabadi, Cecilia	Accept	Decisione...
[CAR...	Edit	2273221	none	Development of fluorescent saccha...	Zhai, Wenlei	Accept	Decisione...
[CAR...	Edit	2273753	none	Convergent synthesis of thio-linked ...	Nami, Faranak	Accept	Decisione...
[CAR...	Edit	2274888	none	First synthesis of 2-aminoacetyl-2,3...	Wlczak, Zbigniew	Accept	Decisione...
[CAR...	Edit	2275774	none	Synthesis of analog hexasaccharid...	Bhagaloo, Avynash	Accept	Decisione...
[CAR...	Edit	2213030	non...	Isolation of O-linked glycan-amino a...	Madson, Michael	Accept	Sessioned
[CAR...	Edit	2220872	non...	Amphiphilic aminoglycosides: New ...	Chang, Cheng-Wei	Accept	Sessioned

- Right-click on the session you wish to view and click **Edit** or double-click the symposium name

Session Builder

Select One... Save/Edit | Delete

Create Session Delete Session Export to Excel

Abbrev	Symposia	Title	# of
CARB001a	Advances in Oligonucleotide Therapeutics		6
CARB001b	Advances in Oligonucleotide Therapeutics		6
CARB002a	Carbohydrate Synthesis		7
CARB002b	Carbohydrate Synthesis		7
CARB002c	Carbohydrate Synthesis		0
CARB003A	Fundamental and Applied		8
CARB003B	Fundamental and Applied		9

Context menu for CARB001b:

- Add Hosts
- Edit**
- Add Abstracts
- Delete
- View Abstracts on the Right

Viewing Submitted Abstracts

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

- Within the **Program Chair Sessioning** role, click **Sessioning** on the left navigation bar to access **Abstracts**

Welcome Submission * **Session ***

Dashboard & Instructions

Sessioning

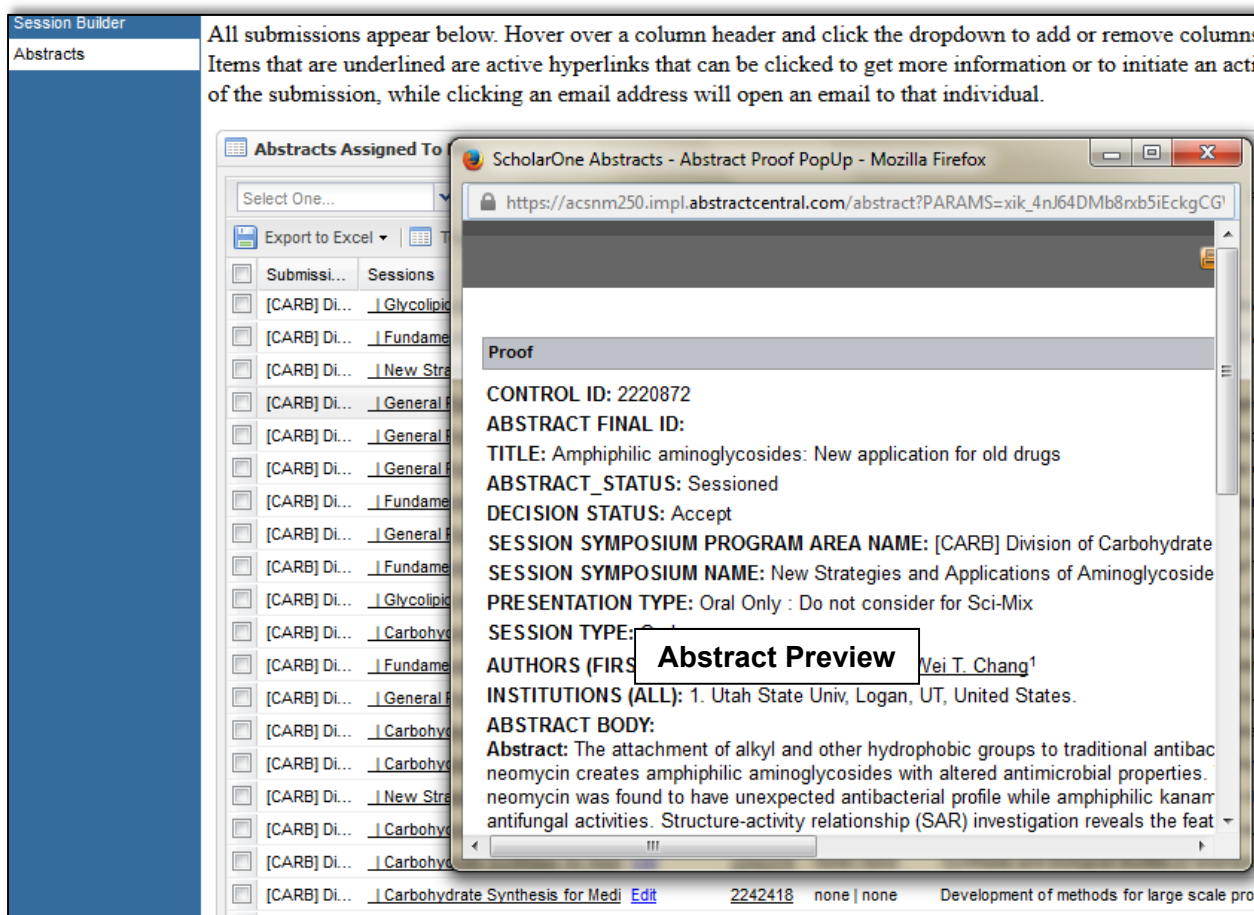
Session Builder

Abstracts

Instructions

All submissions appear below. Hover over items that are underlined are active

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 organizers have submitted their workbooks and ACS Staff has uploaded the sessions to 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

Session Builder

Select One... Save/Edit Delete

Create Session Delete Session Export to Excel

Abbrev	Symposia	Title	# of .
CARB001a	Advances in Oligonucleotide Therapeutics		6
<input checked="" type="checkbox"/> CARB001b	Advances in Oligonucleotide Therapeutics		6
CARB002a	Carbohydrate Synthesis for Medicinal Chemistry		7
CARB002b	Carbohydrate Synthesis for Medicinal Chemistry		7
CARB002c	Carbohydrate Synthesis for Medicinal Chemistry		0
CARB003A	Fundamental and Applied Chemistry		8
CARB003B	Fundamental and Applied Chemistry		9

Context Menu for CARB001b:

- Add Hosts
- Edit**
- Add Abstracts
- Delete
- View Abstracts on the Right

- 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 abstracts@acs.org)

Information Add/Edit Hosts Add/Remove/Withdraw Abstracts

[EDIT INSTRUCTIONS]

Session Abbreviation: CARB002a

* Session Title: [Text Field]

* Session Type: Oral

Session Program Area: CARB

Symposia: Carbohydrate Synthesis for Medicinal Chemistry

* Duration (in minutes): 195

Expected Attendance: 100

Sci-Mix: ☐

News-worthy: ☐

Session Half-Day: AM PM EVE

Session Track: Section A

* Symposia Submission Type: Invited

Co-sponsor - Cooperative: PRES: Presidential Event MPPG: Multidisciplinary Program

Session Creator: [Text Field]

Session Owner(s): [Text Field]

Add/Edit Owners

Session Notes: [Text Area]

Notes to Admin: [Text Area]

Include in IP? ☒

Display Individual Presentation Times? ☒

Venue/Room: Waterfront 3 (250th ACS National Meeting)

Session Date: Wed, Aug 19, 2015

Start Time: 9:00 AM

Level: Select...

Show Special Characters

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

- 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)

Co-sponsor - Cooperative:	<input type="checkbox"/> PRES: Presidential Event <input type="checkbox"/> MPPG: Multidisciplinary Progra... <input type="checkbox"/> AEI: Academic Employment I... <input type="checkbox"/> AGFD: Division of Agricultural ... <input type="checkbox"/> AGRO: Division of Agrochemicals
Co-sponsor - Nominal:	<input type="checkbox"/> PRES: Presidential Event <input type="checkbox"/> MPPG: Multidisciplinary Progra... <input type="checkbox"/> AEI: Academic Employment I... <input type="checkbox"/> AGFD: Division of Agricultural ... <input type="checkbox"/> AGRO: Division of Agrochemicals

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)

Co-sponsor - Cooperative:	<input type="checkbox"/> PRES: Presidential Event <input type="checkbox"/> MPPG: Multidisciplinary Progra... <input type="checkbox"/> AEI: Academic Employment I... <input type="checkbox"/> AGFD: Division of Agricultural ... <input type="checkbox"/> AGRO: Division of Agrochemicals
Co-sponsor - Nominal:	<input type="checkbox"/> PRES: Presidential Event <input type="checkbox"/> MPPG: Multidisciplinary Progra... <input type="checkbox"/> AEI: Academic Employment I... <input type="checkbox"/> AGFD: Division of Agricultural ... <input type="checkbox"/> AGRO: Division of Agrochemicals

4. Click **Save**

Assigning Abstracts

Symposium organizers are largely responsible for assigning abstracts and will do so offline using Excel workbooks provided to them. After symposium organizers have submitted their workbooks and ACS Staff has uploaded the sessions to MAPS you will be able to 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**

- Click on the session you wish assign an abstract to from the Session List

The screenshot shows the Session Builder interface. On the left, the 'Session List' panel displays a table of sessions. The session 'CARB CARB004a General Posters' is highlighted with a red box. On the right, the 'Abstract Bucket' panel displays a table of abstracts. Several abstracts are highlighted with a red box. A red arrow points from the abstracts to the 'General Posters' session, with the text 'drag and drop' in a red box. A black arrow points from the 'Abstract Bucket' label to the 'Session' label.

Session ID	Session Title	Abstract ID	Abstract Title	Presenting Author
CARB CARB001a	Advances in Oligonucleotide Therapeutics	22489	Chemical to...	Gibson, Matthew
CARB CARB001b	Advances in Oligonucleotide Therapeutics	22506	Improving functional purity of cellulose et...	Dong, Yifan
CARB CARB001c	Chemist...	2252971	Cyclopropenium mediated dehydrative gl...	Nogueira, Jason
CARB CARB002c	Chemist...	2270770	Progress towards site-specific heterogen...	Wheat, Benjamin
CARB CARB002c	Carbohydrate Synthesis for Medicinal Chemist...	2271521	Preparation of O- and N-heterocycles via ...	Marzabadi, Cecilia
CARB CARB003A	Fundamental and Applied Aspects of Glycona...	2273221	Development of fluorescent saccharide s...	Zhai, Wenlei
CARB CARB003B	Fundamental and Applied Aspects of Glycon...	2273753	Convergent synthesis of thio-linked celloh...	Nami, Faranak
CARB CARB004a	General Posters	2274888	First synthesis of 2-aminoacetyl-2,3-dide...	Witczak, Zbigniew
CARB CARB005a	Glycolipid Immunostimulants	2275774	...	Bhagaloo, Avynas
CARB CARB005b	Glycolipid Immunostimulants			
CARB CARB006a	New Strategies and Applications of Aminogly...			
CARB CARB006b	New Strategies and Applications of Aminogly...			
CARB CARB007a	Sci-Mix			

- 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

- From the **Program Chair Sessioning** role, click **Sessioning** on the left navigation bar to access the role the **Session Builder**
- Click on the session from the Session List that contains the abstract(s) you wish to move
- Select the abstract(s) you wish to move and:
 - drag and drop** into the abstract bucket above

OR

- click **Remove Selected**

The screenshot displays the Session Builder interface. On the left, the 'Session List' panel shows a table of sessions. The session 'CARB CARB003B Fundamental and Applied Aspects of Glycona...' is selected and highlighted with a red box. On the right, the 'Abstract Bucket' panel shows a list of abstracts. An arrow points from the 'Abstract Bucket' to the 'Currently Assigned Abstracts' panel, with the text 'drag and drop' in red. The 'Currently Assigned Abstracts' panel shows a table of abstracts assigned to the session. The abstract '2249556 Multiplexed biosensing with a chemi...' is highlighted with a red box. The 'Session' label is placed over the 'Currently Assigned Abstracts' panel.

Session	Abstract
CARB CARB001a	Advances in Oligonucleotide Therapeutics
CARB CARB002b	Carbohydrate Synthesis for Medicinal Chemist...
CARB CARB002c	Carbohydrate Synthesis for Medicinal Chemist...
CARB CARB003A	Fundamental and Applied Aspects of Glycona...
CARB CARB003B	Fundamental and Applied Aspects of Glycona...
CARB CARB004a	General Posters
CARB CARB005a	Glycolipid Immunostimulants
CARB CARB005b	Glycolipid Immunostimulants
CARB CARB006a	New Strategies and Applications of Aminogly...
CARB CARB006b	New Strategies and Applications of Aminogly...
CARB CARB007a	Sci-Mix

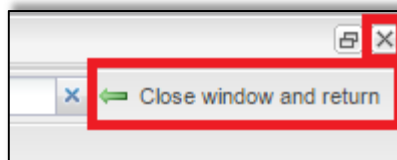
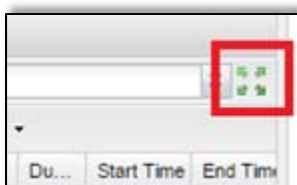
Abstract	Abstract
[CARB] Divisi...	methods for...
[CARB] Divisi...	onal variety t...
[CARB] Divisi...	Cyclopropenium mediated d...
[CARB] Divisi...	Progress towards site-speci...
[CARB] Divisi...	Preparation of O-and N-hete...
[CARB] Divisi...	Development of fluorescent ...
[CARB] Divisi...	Convergent synthesis of thio...
[CARB] Divisi...	First synthesis of 2-aminoac...
[CARB] Divisi...	

Control ID	Edit A...	Fina...	Title	Presenting Author
1	2249556	Edit	Multiplexed biosensing with a chemi...	Gibson, Matthew
2	2236848	Edit	articles for dise...	Huang, Xuefei
3	2228135	Edit	lucan particles f...	Cohen, Jessica
4	2275931	Edit	Controllable production of nanocellul...	Tang, Jingyu

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)

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		Glycosylated gold nanoparticle biose...	Miura, Yoshiko	2
3	2246743	Edit		Carbohydrate based s...	Richards, Sarah-J...	3
4	2252105	Edit		Heparin nanoparticles for β amyloid ...	Wang, Peng	4
5	2242930	Edit		Intermission		6

Changing Presentation Duration

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

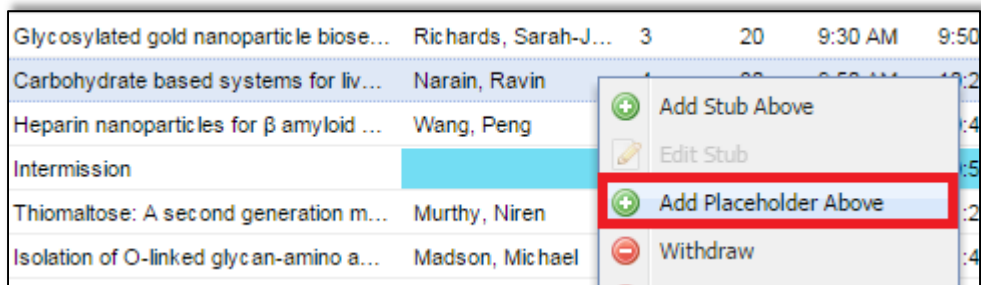
Title	Presenting Author	Order	Du...	Start Time
Preparation of glyco-nanomaterials v...	Miura, Yoshiko	1	30	8:30 AM
Precision glycopolymers and their int...	Becer, Remzi	2	30	9:00 AM
Glycosylated gold nanoparticle biose...	Richards, Sarah-J...	3	30	9:30 AM

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

To delete a non-paper event:

1. Select the event you wish to delete

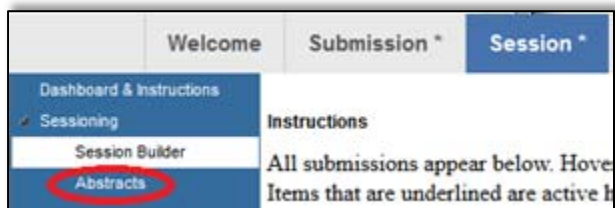
Current Duration: 215 min -- Time Remaining: 0 min							
<div> + Add Placeholder + Add Stub - Withdraw Selected - Remove Selected + Mass Update </div>							
	Control ID	Edit A...	Fina...	Title	Presenting Author	Order	Du...
1	2232587	Edit		Preparation of glyco-nanomaterials v...	Miura, Yoshiko	1	30
2				Intermission		2	10

2. Click **Remove Selected**

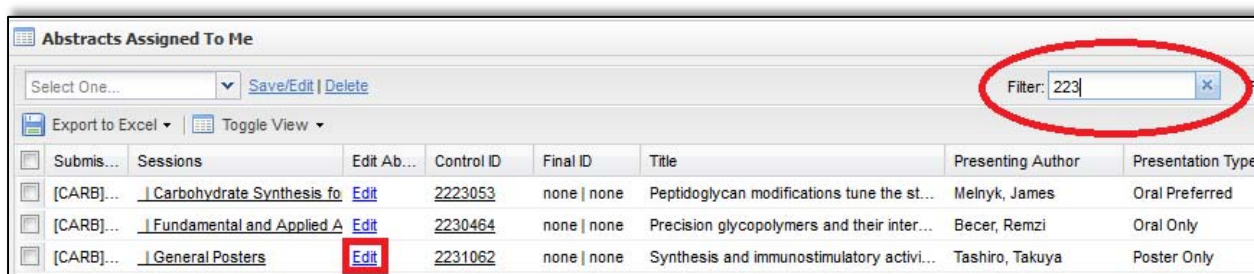
Editing Abstracts in Session Builder

ACS Staff will edit abstract titles for spelling and formatting only. Any other edits can be done by the Program Chair.

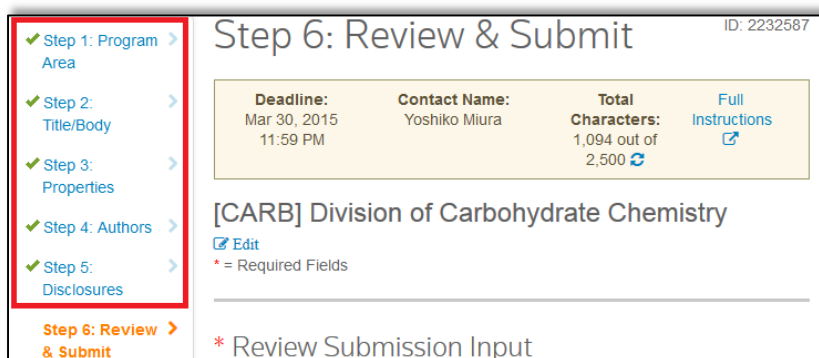
1. Within the **Program Chair Sessioning** role, click **Sessioning** on the left navigation bar to access **Abstracts**



2. Use the filter to search for the abstract you wish to edit by control ID number, abstract title, or presenting author name (last name, first name)
(**Note:** Click on the control ID number to preview the abstract if needed)



3. Click **Edit** next for the abstract you wish to edit
(**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 edit the abstract.)
4. Navigate to the appropriate section of the abstract using the links located in the left column and make the edit



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

Scheduling Sessions

You may schedule your sessions manually or provide the scheduling information to ACS Staff. Please contact abstracts@acs.org if you would prefer to have the scheduling information uploaded.

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. Enter the following information:
 - a. **Duration**
 - **Poster session:** Enter duration in minutes (2 hours = 120, 3 hours = 180)
 - **Oral session: DO NOT EDIT** will be calculated based on presentations
 - b. **Expected Attendance**
 - c. **Session Half-Day**
 - AM (8 AM-12 PM)
 - PM (1PM-6 PM)
 - EVE (after 6 PM)
 - d. **Session Track:** Even programming room assignment
 - e. **Venue/Room:** Use Placeholder Room
 - f. **Session Date**
 - g. **Session Start Time**

The screenshot shows the Session Builder form with the following fields and values:

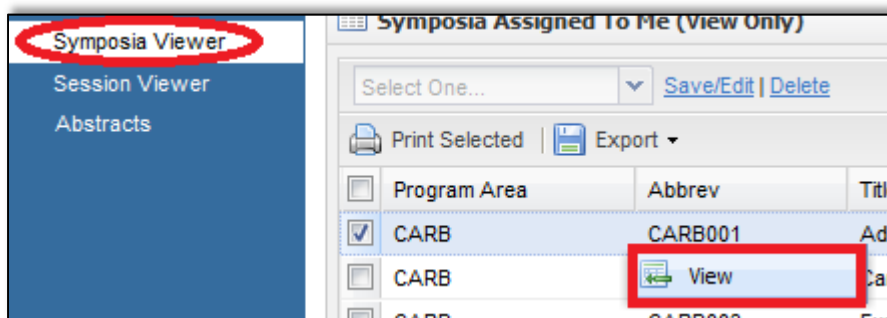
- * Session Type:** Oral
- Session Program Area:** CARB
- Symposia:** Carbohydrate Synthesis for Medicir
- * Duration (in minutes):** 155 (highlighted with a red box)
- Expected Attendance:** 100 (highlighted with a red box)
- Sci-Mix:** ☐
- Newsworthy:** ☐
- Session Half-Day:** AM (highlighted with a red box, with PM and EVE options visible below)
- Session Track:** Section A
- Session Notes:** (empty text area)
- Notes to Admin:** (empty text area)
- Include in IP?** ☒
- Display Individual Presentation Times?** ☒
- Venue/Room:** Placeholder (250th ACS National M) (highlighted with a red box)
- Session Date:** Sun, Aug 16, 2015 (highlighted with a red box)
- Start Time:** 9:00 AM (highlighted with a red box)

4. Click **Save**

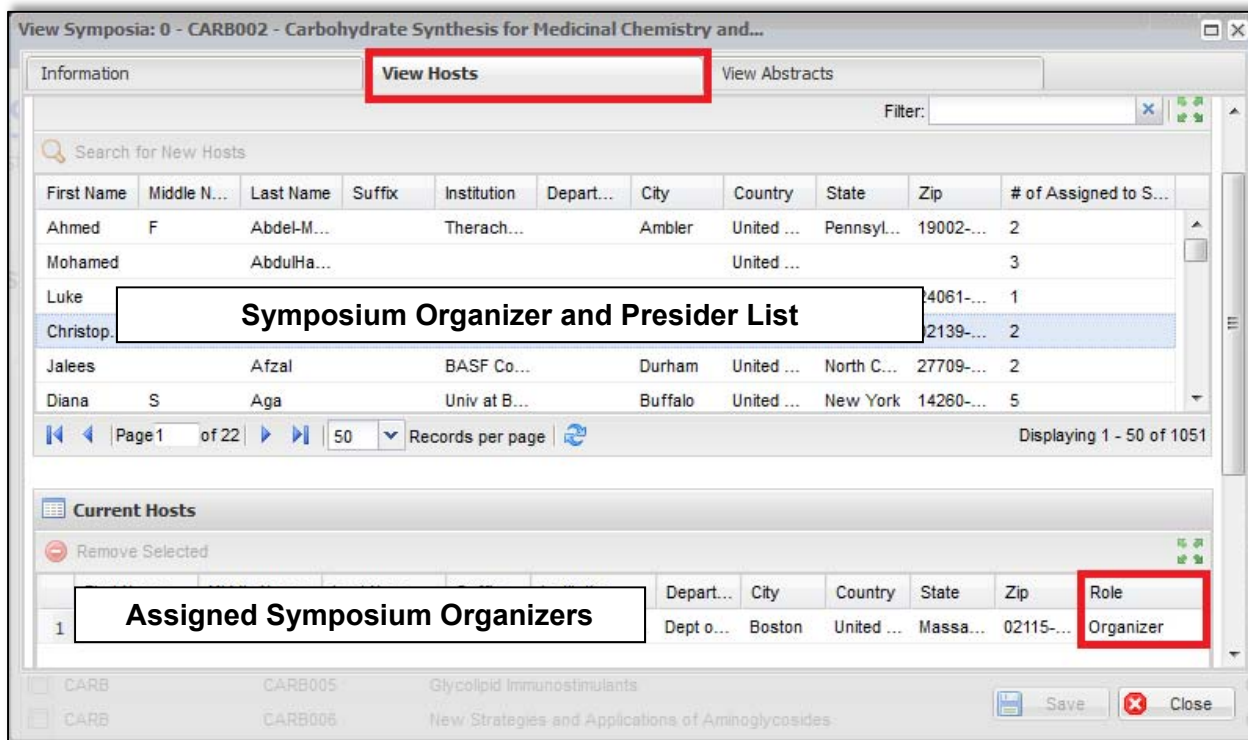
Symposium Organizers

You may view symposium organizers already assigned to symposia. Contact abstracts@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



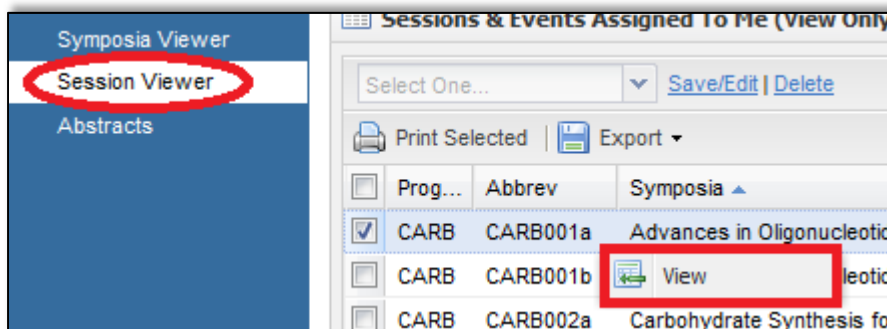
3. Click **View Hosts** to view symposium organizers assigned to the symposium



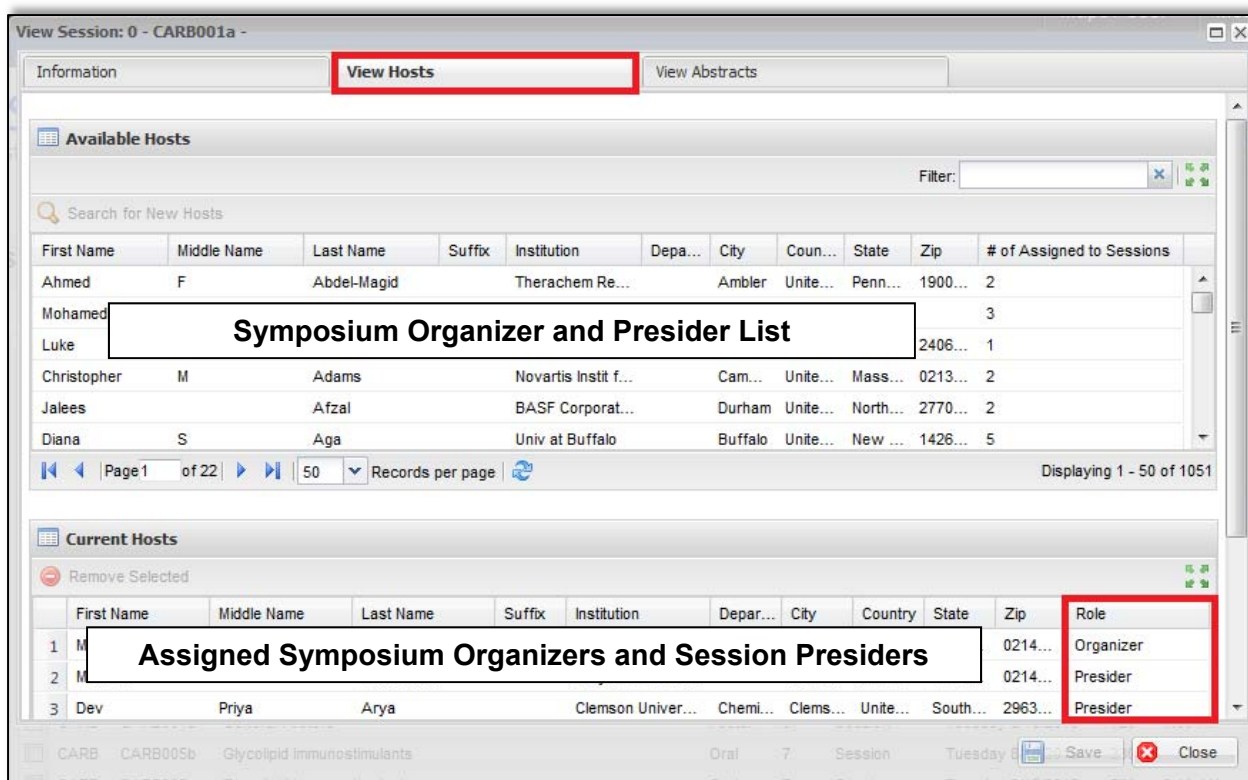
Session Presiders

You may view session presidors already assigned to sessions. Contact abstracts@acs.org if you would like add or remove session presidors 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 presidors 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 included in the Symposium Organizer's workbook.

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 withdrawal 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

Program Chairs will be asked to formally notify the submitters of rejected abstracts. If a Program Chair opts not to send this notification, a generic rejection notice will be sent by ACS Staff to submitters.

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.