



# Symposium Organizer

## Box & Workbook

## User Guide

## Table of Contents

### Contents

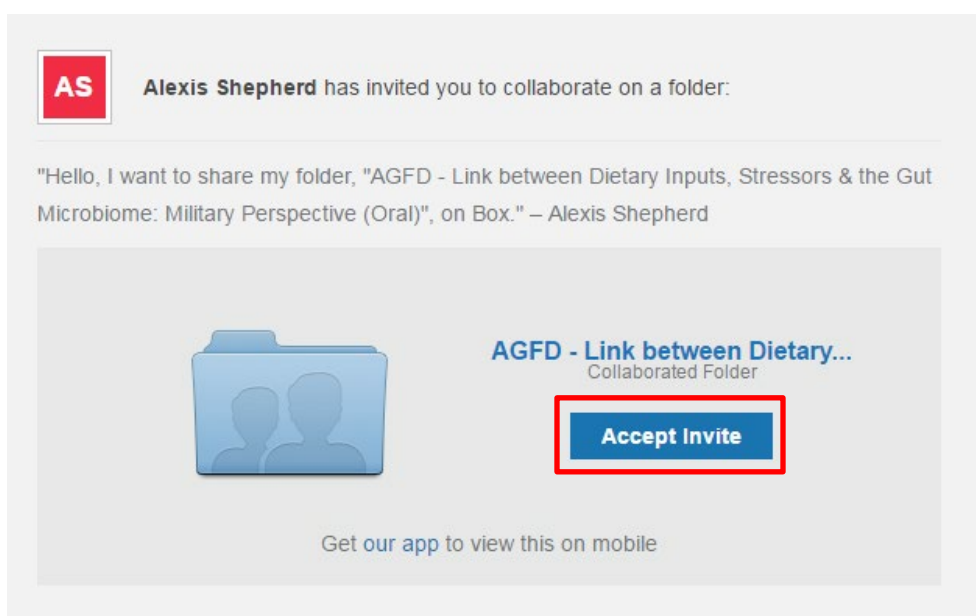
<b>Table of Contents</b> .....	<b>1</b>
<b>Accessing Box and Your Workbook</b> .....	<b>2</b>
Accept Invite and Create a Box Account.....	2
Returning to your Box Symposium Folder.....	2
Downloading Your Symposium Workbook .....	2
Uploading Your Completed Symposium Workbook .....	3
Using Microsoft Excel in Box.....	4
<b>Sessioning Abstracts</b> .....	<b>7</b>
<b>Oral Sessions</b> .....	<b>7</b>
Session Details.....	7
Assigning Abstracts.....	7
Assigning Durations .....	9
Add Non-Paper Events (optional).....	9
Assigning Presentation Order .....	10
<b>Poster Sessions</b> .....	<b>11</b>
Session Details.....	11
Assigning Abstracts.....	11
Assigning Presentation Order .....	12
<b>Creating Sessions</b> .....	<b>14</b>
<b>Submitting Late Abstracts</b> .....	<b>14</b>
<b>Editing Abstracts</b> .....	<b>14</b>
<b>Accepting/ Rejecting Abstracts</b> .....	<b>14</b>
<b>Emails and Notices</b> .....	<b>14</b>
Authors .....	14
Session Presiders .....	14
Symposium Organizers .....	14
Program Chairs .....	15
<b>Visa Letters</b> .....	<b>15</b>
<b>Abstract Withdrawals</b> .....	<b>15</b>
<b>What to Do Before the Final Deadline</b> .....	<b>15</b>

## Accessing Box and Your Workbook

After the submission deadline you will receive an email from ACS Staff notifying you that symposium workbooks are available to download. An invitation to your Box symposium folder will be sent to the email address associated with your ACS ID by ACS Staff. Once you have accepted the invite and created an account you may access your folder which contains your symposium workbook.

### Accept Invite and Create a Box Account

1. An invitation to your Box folder will be sent to the email address associated with your ACS ID
2. Click “**Accept Invite**” in the email (**Note:** This link is unique to your folder. Do not share.)



3. Create a password for your account (**Note:** If you would like to change the email address associated with your Box account, please email [abstracts@acs.org](mailto:abstracts@acs.org). Or, if you already have an account with Box associated with this email address and would like to create a separate Box account for your workbook, please email [abstracts@acs.org](mailto:abstracts@acs.org) and provide the email address for your new account.)

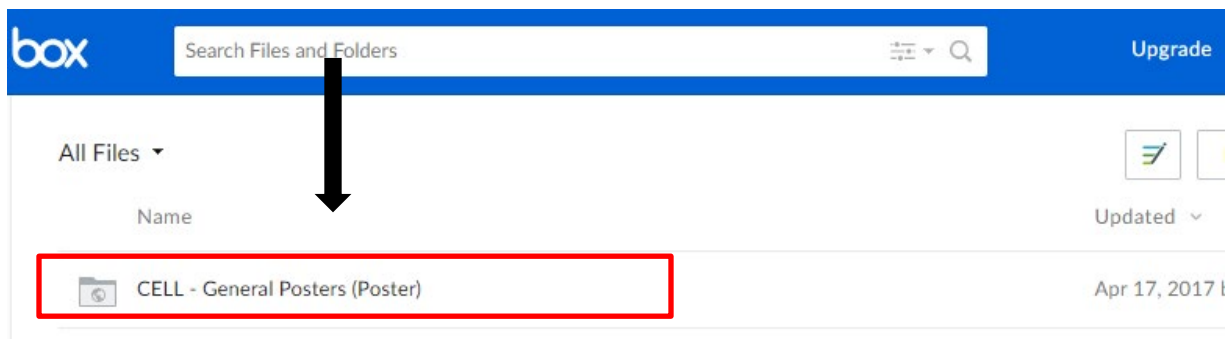
### Returning to your Box Symposium Folder

Once you have created your box account, you may return to your folder at any time.

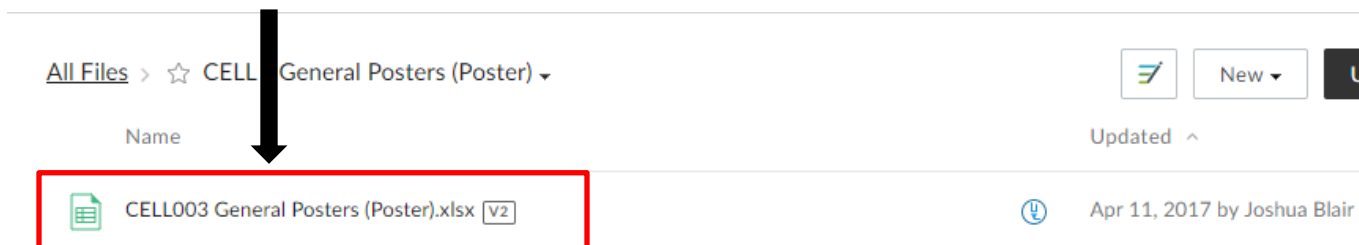
1. Log into Box at [www.box.com/login](http://www.box.com/login)
2. Click on your symposium folder name

### Downloading Your Symposium Workbook

1. From the Box main page, click on the symposium folder



2. Click on the MS Excel workbook you wish to download



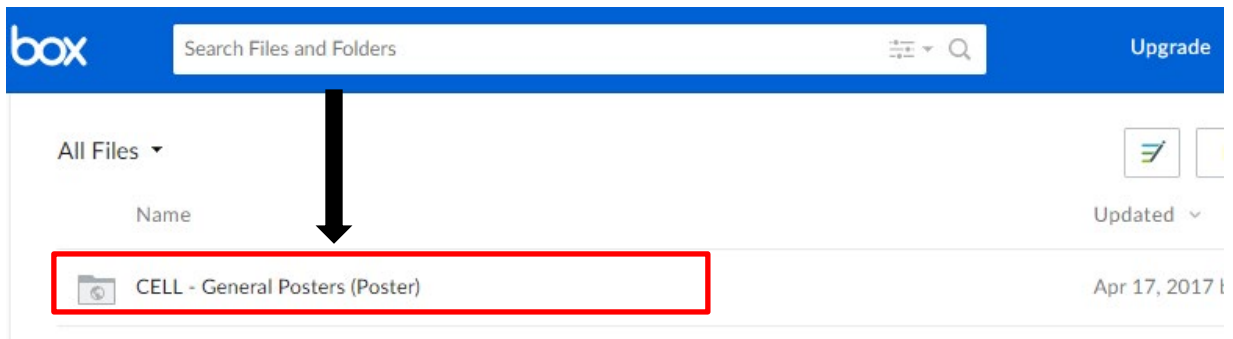
3. Click **Download** at the top of the page



4. Save the workbook to your computer (**Note:** Include your **Initials** and the **Date** at the end of the document name e.g. ANYL001 Advances in Structural Mass Spectrometry – Oral\_JD\_031015.xlsx.)

## Uploading Your Completed Symposium Workbook

1. From the Box main page, click on the symposium folder



**(Note:** Before you upload your completed workbook make sure you are uploading to your symposium folder.)

2. Click **Upload** then **Files**



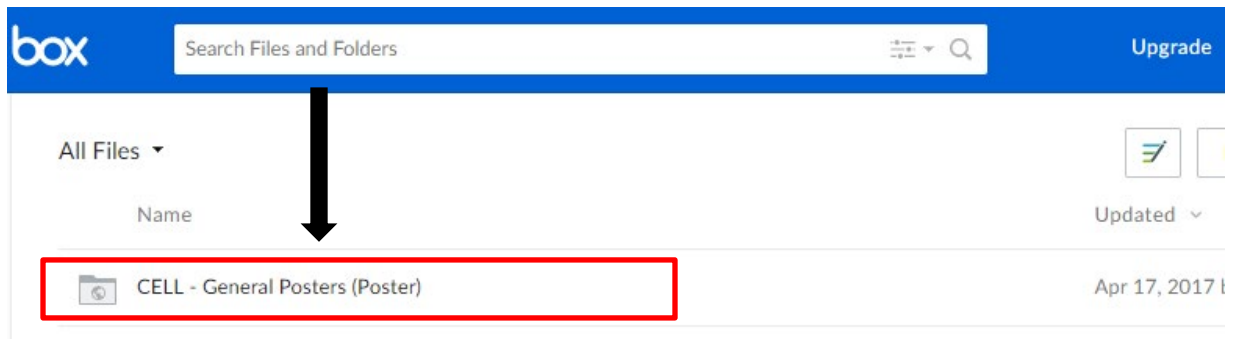
3. Confirm that your file has been uploaded to your symposium folder



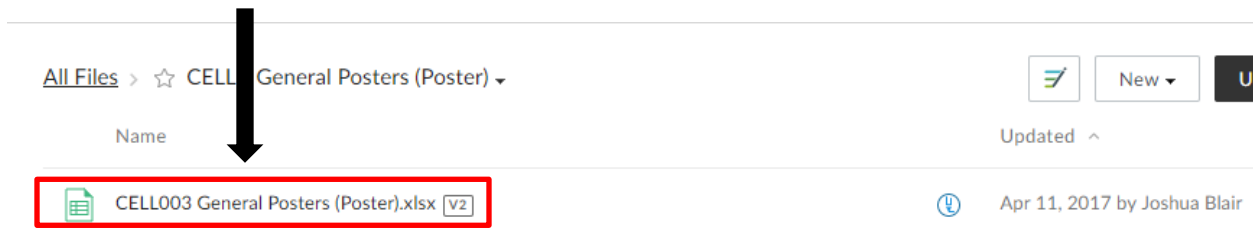
### Using Microsoft Excel in Box

If you do not have Microsoft Excel, you may organize your symposium using Microsoft Excel online.

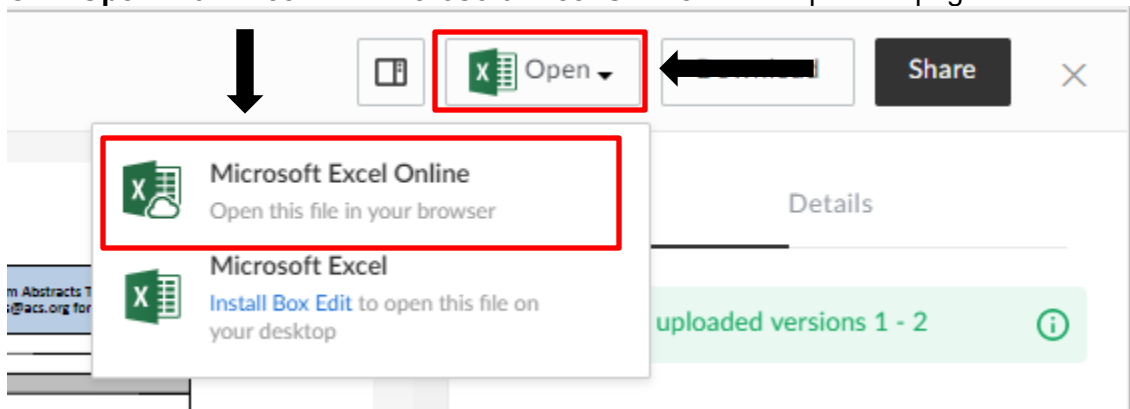
1. From the Box main page, click on the symposium folder



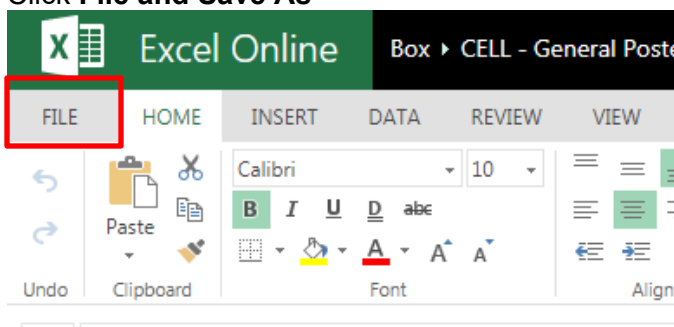
2. Click on the MS Excel workbook you wish to download

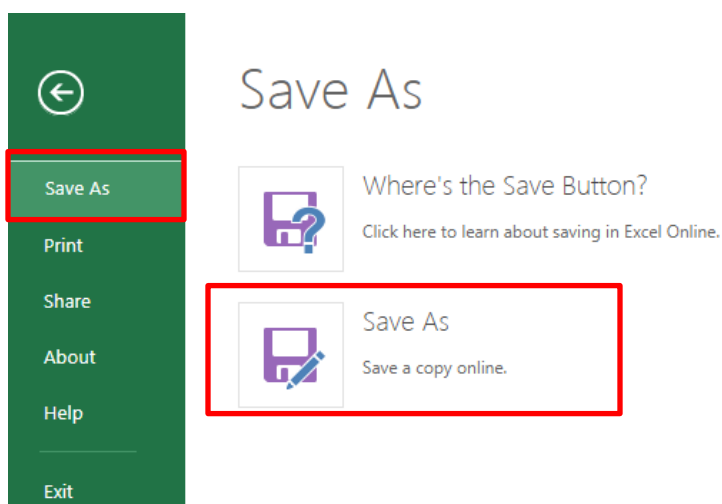


3. Click **Open with Excel** then **Microsoft Excel Online** at the top of the page

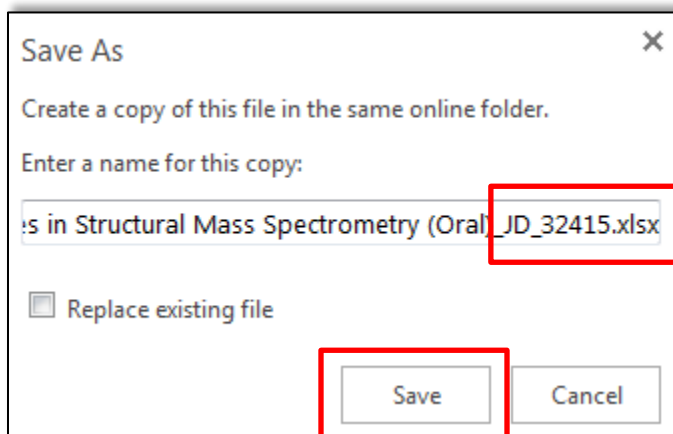


4. Click **File and Save As**

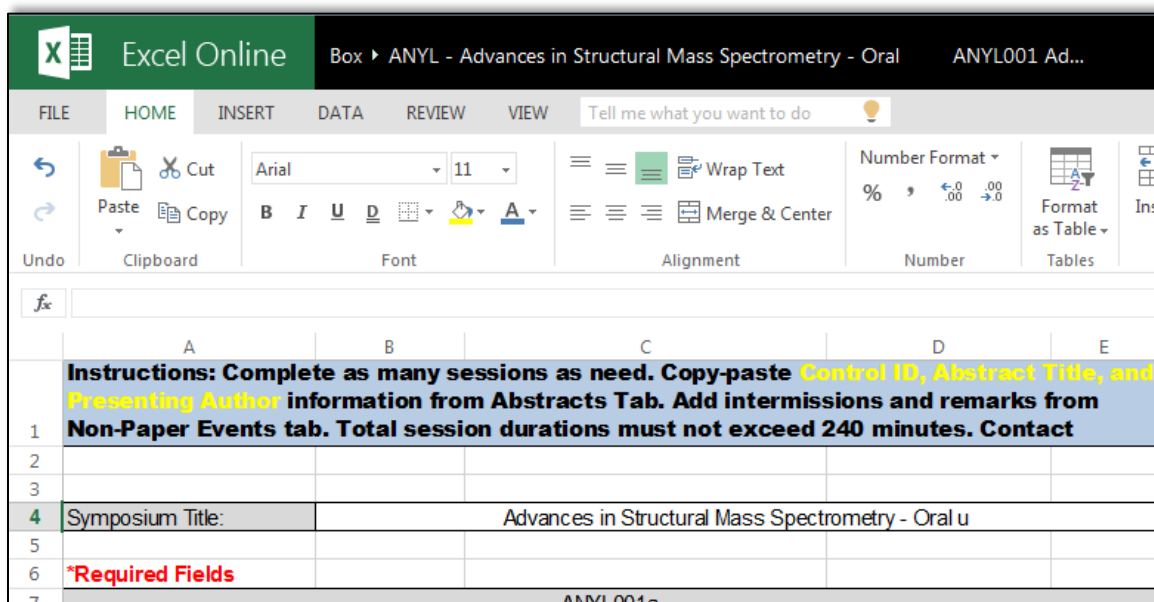




5. Add your **Initials** and the **Date** at the end of the document name



6. Complete your workbook. (**Note:** There is no Save button. **Changes are automatically saved.**)



## Sessioning Abstracts

Once abstract submission has closed and symposium workbooks are available in Box, you may begin organizing your symposium.

### Oral Sessions

#### Session Details

Instructions: Complete as many sessions as need. Copy-paste <b>Control ID, Abstract Title, and Presenting Author</b> information from Abstracts Tab. Add intermissions and remarks from Non-Paper Events tab. Total session durations must not exceed 240 minutes. Contact <a href="mailto:abstracts@acs.org">abstracts@acs.org</a> for further assistance or if you need to makes changes to Symposium Title or Organizer information.			
1			
2			
3			
4	*Symposium Title:	Celebrating Inclusivity in Polymer & Materials Science (invited)	
5	Symposium Abbreviation:	POLY005	
6	Organizer Name:	John Smith	Jane Jones
7	Organizer Email:	<a href="mailto:jsmith@university.com">jsmith@university.com</a>	<a href="mailto:jjones@industry.com">jjones@industry.com</a>
8	Do not update fields above		
9			
10	<b>*Required Fields</b>		
11	Session Abbreviation	POLY005A	
12	Session Title (if needed):		
13	Session Type:	Oral	
14	*Presider Name:		
15	*Presider Email:		
16	*Presentation Order	Control ID	Presenting Author *Duration
17			
18			
19			

Complete the necessary fields in the **Assign Abstracts** tab:

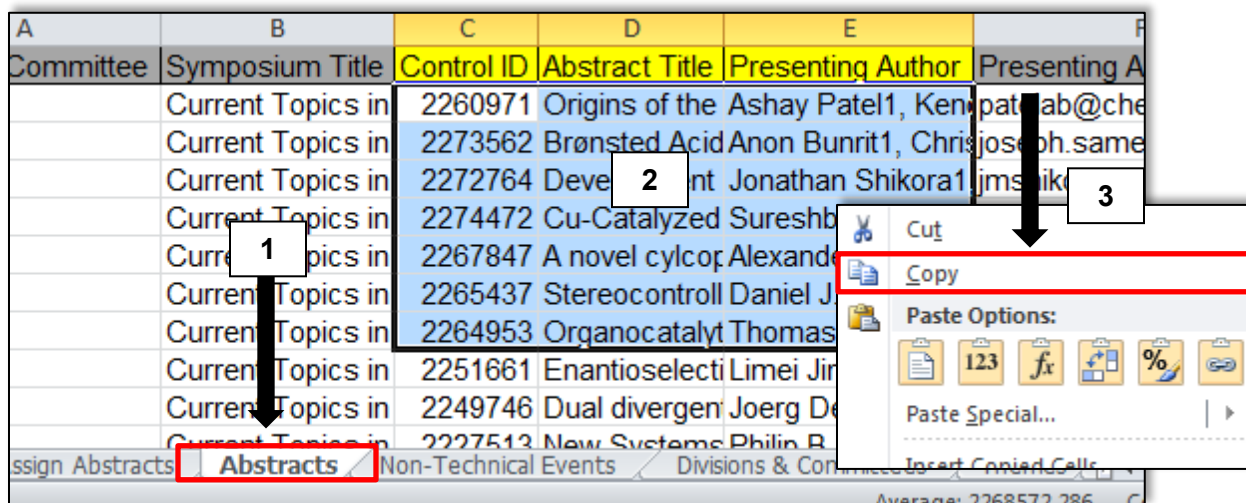
- **Session Title:** subtitle different from the symposium title if needed
- **Session Type:**
  - oral
- **Symposium Organizer(s):** first and last name
- **Symposium Organizer Email(s):** corresponding email address
- **Session Presider(s):** first and last name
- **Session Presider Email(s):** corresponding email address

#### Assigning Abstracts

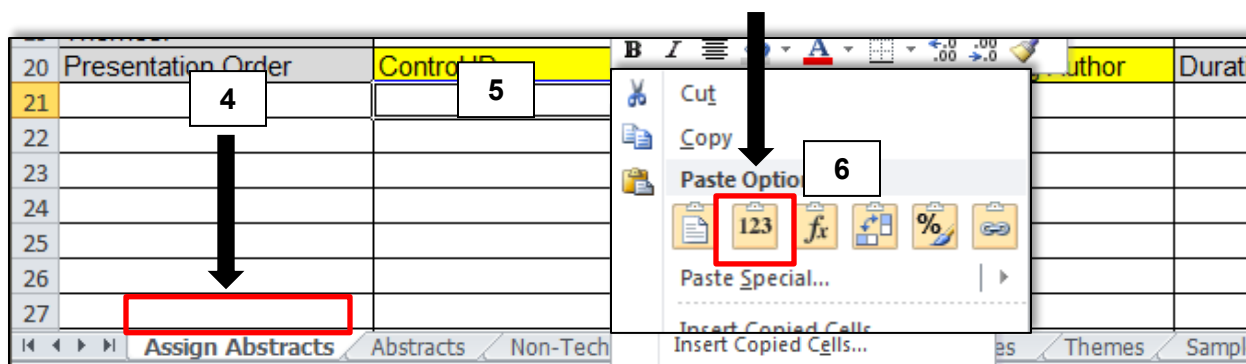
1. Navigate to the **Abstracts** tab of the workbook



2. Select the **Control ID, Abstract Title, and Presenting Author** information of the abstract(s) you wish to assign
3. Right-click anywhere within the highlighted cells and click **Copy**



4. Navigate to the **Assign Abstracts**
5. Select the first empty cell under **Control ID**
6. Right-click within the cell and click **Paste Values (123)**



Presentation Order	Control ID	Abstract Title	Presenting Author	Duration
	2260971	Origins of the stereos	Ashay Patel1, Kendall	
	2273562	Brønsted Acid-Catalyz	Anon Bunrit1, Christia	
	2272764	Development of a Cat	Jonathan Shikora1, Sh	
	2274472	Cu-Catalyzed Asymm	Sureshbabu Gudugun	
	2267847	A novel cyclopropanat	Alexander A. Cobb1	
	2265437	Stereocontrolled synth	Daniel J. Blair1, Cathe	
	2264953	Organocatalytic Asym	Thomas West4, Andre	

## Assigning Durations

Enter a presentation duration for each abstract in minutes (e.g. 30 minutes = 30, 1 hour = 60).  
**(Note: The total duration for the oral session should not exceed 4 hours or 240 minutes.)**

Control ID	Abstract Title	Presenting Author	Duration
2260971	Origins of the stereos	Ashay Patel1, Kendall	30
2273562	Brønsted Acid-Catalyz	Anon Bunrit1, Christia	20
2272764	Development of a Cat	Jonathan Shikora1, St	20
2274472	Cu-Catalyzed Asymm	Sureshbabu Gudugun	20
2267847	A novel cyclopropanat	Alexander A. Cobb1	20
2265437	Stereocontrolled synth	Daniel J. Blair1, Cathe	20
2264953	Organocatalytic Asym	Thomas West4, Andre	20

## Add Non-Paper Events (optional)

You may insert Intermissions and Remarks as needed from the Non-Paper Events tab.

1. Select the row below where you would like to add a non-paper event
2. Right-click anywhere with the selected row and click **Insert**

The screenshot shows a spreadsheet with a right-click context menu open over the row containing Control ID 2274472. The menu options include Cut, Copy, Paste Options, Paste Special..., and Insert. The 'Insert' option is highlighted with a red box. The spreadsheet data is the same as the table above.

3. Navigate to the **Non-Paper Events** tab
4. Select the event you wish to add the session and copy the cell
5. Navigate to the **Assign Abstracts** tab and paste the event name in the Abstract Title column
6. Enter a duration for the event (**Note: Leave Control ID and Presenting Author blank.**)

Presentation Order	Control ID	Abstract Title	Presenting Author	Duration
	2260971	Origins of the stereos	Ashay Patel1, Kendall	30
	2273562	Brønsted Acid-Catalyz	Anon Bunrit1, Christia	20
	2272764	Development of a Cat	Jonathan Shikora1, St	20
		Intermission		15
	2274472	Cu-Catalyzed Asymm	Sureshbabu Gudugun	20
	2267847	A novel cyclopropanat	Alexander A. Cobb1	20
	2265437	Stereocontrolled synth	Daniel J. Blair1, Cathe	20
	2264953	Organocatalytic Asym	Thomas West4, Andre	20
		Concluding Remarks		5

## Assigning Presentation Order

When you have finalized your session you must assign a presentation order.

	Presentation Order	Control ID	Abstract Title	Presenting Author
19				
20	1	2740722	Determination of the tot	Jean Hwang   J
21	2	2741259	Monitoring soil and wate	Nicole Faris
22	3	2739506	Characterization of the cr	Diwash Bajrach
23	4	2741311	Comparing solution state	Emma Skekel
24	5	2741322	Effect of quantum dot str	April Jay Larana
25	6	2735287	Determination of emergi	Iniofon Okure
26	7	2737745	Heavy metal levels in col	Caelin Celani
27	8	2740732	Treatment of wastewater	Julie Leong   Je
28	9	2740986	Detection of pesticides ir	Victoria Kompa

You may change the order of the abstracts and non-paper events by changing the presentation order.

**3. Sort**

**1. Change order numbers to desired sequence**

**2. Highlight all rows**

	*Presentation Order	Control ID	Abstract Title	Presenting Author	*Duration
23					
24	1		Introductory Remarks	Matthias Guentert	15
25	5	2738409	New nutrition facts panel	Kimberly Wingfield	30
26	6	2728196	Total and individual sugar c	Ying Li	30
27	3	2737428	P-GMO and Organic food eff	Fariba Assadi-Porter	30
28	4		Intermission		15
29	2	2728994	How the food chemicals cod	Carl Frey	30
30	7	2724920	What's natural and clean la	Deepthi K Weerasinghe	30
31					

	*Presentation Order	Control ID	Abstract Title	Presenting Author	*Duration
23					
24	1		Introductory Remarks	Matthias Guentert	15
25	2	2728994	How the food chemicals cod	Carl Frey	30
26	3	2737428	P-GMO and Organic food eff	Fariba Assadi-Porter	30
27	4		Intermission		15
28	5	2738409	New nutrition facts panel	Kimberly Wingfield	30
29	6	2728196	Total and individual sugar c	Ying Li	30
30	7	2724920	What's natural and clean la	Deepthi K Weerasinghe	30

## Poster Sessions

### Session Details

1	Symposium Title:	Undergraduate Research Posters: Biochemistry (Poster)		
5	Symposium Abbreviation:	CHED031		
6	Organizer Name:	Nicole Di Fabio		
7	Organizer Email:	n_difabio@acs.org		
8	<b>*Required Fields</b>			
0	Session Abbreviation	CHED031a		
1	Session Title (if needed):	Biochemistry		
2	Session Type:	Poster		
3	*Duration (mins)	120		
9	Presentation Order	Control ID	Abstract Title	Presenting Author
0				
1				
2				
3				
Assign Abstracts				

Session Code

Complete the necessary fields in the **Assign Abstracts** tab:

- **Session Title:** optional symposia subtitle
- **Session Type:** poster
- **Symposium Organizer(s):** first and last name
- **Symposium Organizer Email(s):** corresponding email address

### Assigning Abstracts

1. Navigate to the **Abstracts** tab of the workbook
2. Select the **Control ID, Abstract Title, and Presenting Author** information of the abstract(s) you wish to assign
3. Right-click anywhere within the highlighted cells and click **Copy**

A	B	C	D	E	F
Committee	Symposium Title	Control ID	Abstract Title	Presenting Author	Presenting A
	Current Topics in	2260971	Origins of the Ashay Patel1, Kend	pat1lab@che	
	Current Topics in	2273562	Brønsted Acid Anon Bunrit1, Chris	Joseph.same	
	Current Topics in	2272764	Deve 2	Jonathan Shikora1	jmsnik
	Current Topics in	2274472	Cu-Catalyzed Sureshb		
	Current Topics in	2267847	A novel cyclo Alexand		
	Current Topics in	2265437	Stereocontrol Daniel J		
	Current Topics in	2264953	Organocatalyt Thomas		
	Current Topics in	2251661	Enantioselecti Limei Jir		
	Current Topics in	2249746	Dual divergen Joerg De		
	Current Topics in	2227513	New Systems Philin B		

4. Navigate to the **Assign Abstracts**
5. Select the first empty cell under **Control ID**
6. Right-click within the cell and click **Paste Values (123)**

19			
20	Presentation Order	Control ID	Author
21			
22			
23			
24			
25			
26			
27			

Presentation Order	Control ID	Abstract Title	Presenting Author
	2260971	Origins of the stereos	Ashay Patel1, Kendall
	2273562	Brønsted Acid-Catalyz	Anon Bunrit1, Christia
	2272764	Development of a Cat	Jonathan Shikora1, Sh
	2274472	Cu-Catalyzed Asymm	Sureshbabu Gudugun
	2267847	A novel cyclopropanat	Alexander A. Cobb1
	2265437	Stereocontrolled synth	Daniel J. Blair1, Cathe
	2264953	Organocatalytic Asym	Thomas West4, Andre

### Assigning Presentation Order

When you have assigned abstracts to the poster session you must assign a presentation order. Posters will be displayed in the order they are assigned.

**(Note: Presenters with multiple abstracts in the same poster session can be assign consecutive order numbers so that their posters will be placed next to each other.)**



Presentation Order	Control ID	Abstract Title	Presenting Author
1	2260971	Origins of the stereoselectivities of ty	Ashay Patel <sup>1</sup> , Kendall M
2	2273562	Brønsted Acid-Catalyzed Intramolecu	Anon Bunrit <sup>1</sup> , Christian
3	2272764	Development of a Catalytic Enantiose	Jonathan Shikora <sup>1</sup> , She
4	2274472	Cu-Catalyzed Asymmetric Allylic Aryla	Sureshbabu Guduguntl
5	2267847	A novel cyclopropanation organocatal	Alexander A. Cobb <sup>1</sup>
6	2265437	Stereocontrolled synthesis of adjacen	Daniel J. Blair <sup>1</sup> , Cather
7	2264953	Organocatalytic Asymmetric [2,3]-Re	Thomas West <sup>4</sup> , Andre
8	2251661	Enantioselective Radical Olefin Azirid	Limei Jin <sup>1</sup> , Xin Cui <sup>1</sup> , Pe
9	2249746	Dual divergent/convergent asymmetri	Joerg Deerberg <sup>1</sup> , Omid
10	2227512	New Systems for Organocatalytic Act	Philip B. Page <sup>1</sup>

You may change the order of the abstracts by changing the presentation order.

**1. Change order numbers to desired sequence**

**2. Highlight all rows**

**3. Sort**

Presentation Order	Control ID	Abstract Title	Presenting Author
6	2735287	Determination of emergi Iniofon Okure	
7	2737745	Heavy metal levels in col Caelin Celani	
3	2739506	Characterization of the cr Diwash Bajracharya	
1	2740722	Determination of the tot: Jean Hwang   Julie Leong	
8	2740732	Treatment of wastewater: Julie Leong   Jean Hwang	
9	2740986	Detection of pesticides ir Victoria Kompanijec	
2	2741259	Monitoring soil and wate Nicole Faris	
4	2741311	Comparing solution state Emma Skekel	
5	2741322	Effect of quantum dot str April Jay Laranang	

Presentation Order	Control ID	Abstract Title	Presenting Author
1	2740722	Determination of the tot: Jean Hwang   Julie Leong	
2	2741259	Monitoring soil and wate Nicole Faris	
3	2739506	Characterization of the cr Diwash Bajracharya	
4	2741311	Comparing solution state Emma Skekel	
5	2741322	Effect of quantum dot str April Jay Laranang	
6	2735287	Determination of emergi Iniofon Okure	
7	2737745	Heavy metal levels in col Caelin Celani	
8	2740732	Treatment of wastewater: Julie Leong   Jean Hwang	
9	2740986	Detection of pesticides ir Victoria Kompanijec	

## Creating Sessions

There are several sessions in your workbook if your symposium requires more than one session. The sessions are located in the **Assign Abstracts** tab of your workbook. Complete as many sessions as needed.

## Submitting Late Abstracts

Symposium Organizers have access to submit abstracts until their symposium organizer deadline. Any abstracts submitted after the submission deadline must be included in the Symposium Organizer's workbook by the Symposium Organizer by including the control ID, Title, and Presenting Author in the desired place in the program. Program Chairs will have access to submit late abstracts to the program until the final program deadline.

## Editing Abstracts

As part of the program finalizing process, ACS Staff will edit abstract titles for spelling and formatting only. Program Chairs can make any other edits to abstracts until the final program deadline.

## Accepting/ Rejecting Abstracts

Abstracts are automatically accepted upon sessioning. Abstracts that have not been sessioned will be considered unassigned and reviewed by the program chair who may place the abstract in another session or assign a reject status. Be sure to review all abstracts to make sure they have been assigned appropriately.

## Emails and Notices

### Authors

#### Accepted Abstracts

ACS Staff will notify presenting authors of their abstract's 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, ACS Staff will send a generic rejection notice to submitters.

If you would like to send other program-related information to organizers, please contact [abstracts@acs.org](mailto:abstracts@acs.org).

### Session Presiders

If you would like to send other program-related information to presiders, please contact [abstracts@acs.org](mailto:abstracts@acs.org).

### Symposium Organizers

For daily communications with Symposium Organizers, please use your personal email. Symposium Organizer contact information can be found on the individual program area's Call for Papers webpages via Call for Papers page at:

Spring 2022: <https://callforabstracts.acs.org/acsspring2022>.

Fall 2022: <https://callforabstracts.acs.org/acsfall2022>.

## Program Chairs

For daily communications with Program Chairs or Administrators, please use your personal email. Program Chair/ Admin contact information can be found by program area on the Call for Papers page at:

Spring 2022: <https://callforabstracts.acs.org/acsspring2022>.

Fall 2022: <https://callforabstracts.acs.org/acsfall2022>.

## Visa Letters

Contact [abstracts@acs.org](mailto:abstracts@acs.org) if you would like to make a personalized visa letter available for a presenter to download before abstract submission is closed.

## Abstract Withdrawals

Email withdrawal requests to [maps@acs.org](mailto: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".

## What to Do Before the Final Deadline

Ensure that all required information for your workbook is complete before the final deadline.

### Assign Abstracts Tab

- |   |   |
|---|---|
| <input type="checkbox"/> Session Title  | <input type="checkbox"/> Presider Names/Emails (oral sessions only) |
| <input type="checkbox"/> Type: Oral or Poster   | <input type="checkbox"/> Control ID                                 |
| <input type="checkbox"/> Organizer Names/Emails   | <input type="checkbox"/> Abstract Title                             |
| <input type="checkbox"/> Each Session Duration Does Not Exceed<br>240 minutes (4 hours) | <input type="checkbox"/> Non-Paper Events (intermissions, etc.)     |
|   | <input type="checkbox"/> Presentation Order                         |

**It is your responsibility as Symposium Organizer to make sure your symposium is finalized by the established deadline.** Program Chairs can make edits to the program until the final program deadline. Once the final program deadline has passed, no edits will be allowed with the exception of abstract withdrawals.