



Symposium Organizer

Box & Workbook

User Guide

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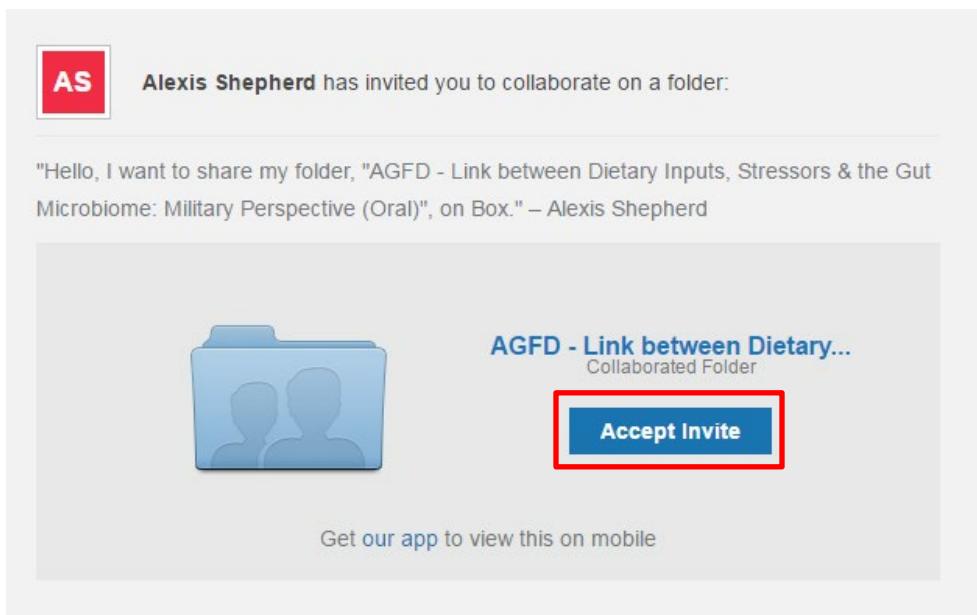
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Accessing Box and Your Workbook

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. 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 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
2. Click on your symposium folder name

Downloading Your Symposium Workbook

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



Search Files and Folders

Upgrade

All Files ▾

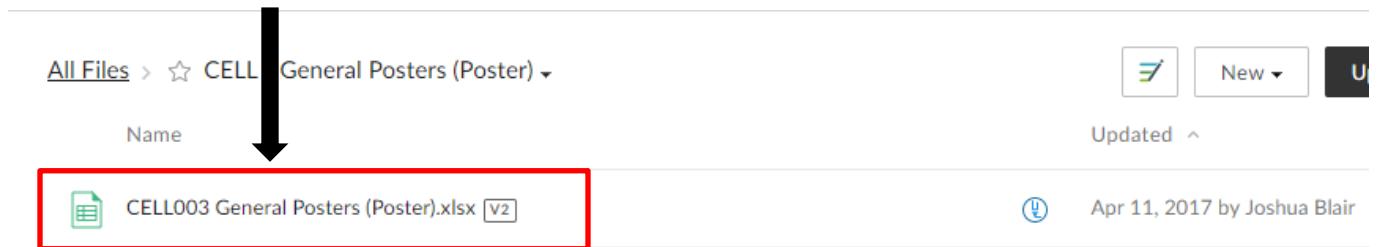
Name

Updated ▾

Apr 17, 2017

CELL - General Posters (Poster)

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



All Files > ☆ CELL General Posters (Poster) ▾

Name

Updated ▾

Apr 11, 2017 by Joshua Blair

CELL003 General Posters (Poster).xlsx v2

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



Open ▾

Download

Share

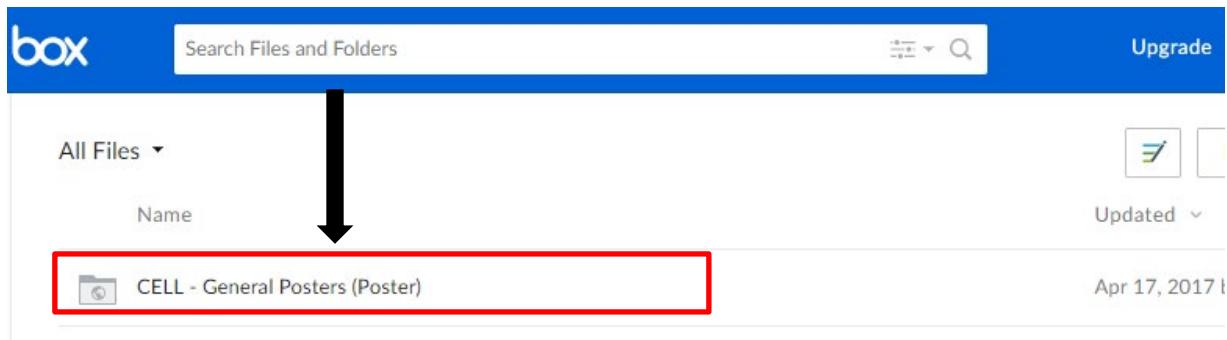
Activity

Details

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



Search Files and Folders

Upgrade

All Files ▾

Name

Updated ▾

Apr 17, 2017

CELL - General Posters (Poster)

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

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



All Files > ☆ CELL - General Posters (Poster) ▾

Name

CELL003 General Posters (Poster).xlsx [v2]

Apr 11, 2017 by Joshua Blair

Upload ▾

Confirm you are in your symposium folder

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



All Files > ☆ CELL - General Posters (Poster) ▾

Name

CELL003 General Posters (Poster).xlsx [v2]

Apr 11, 2017

CELL003 General Posters (Poster) MR.xlsx

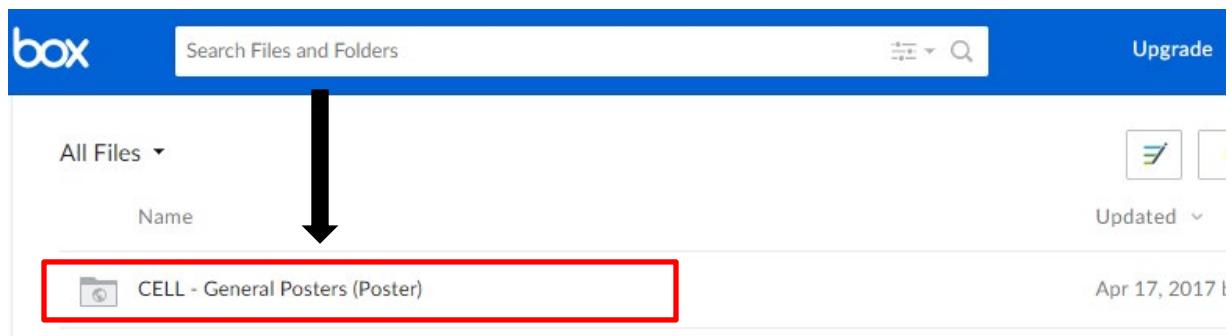
Apr 17, 2017

Confirm you are in 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



Search Files and Folders

Upgrade

All Files ▾

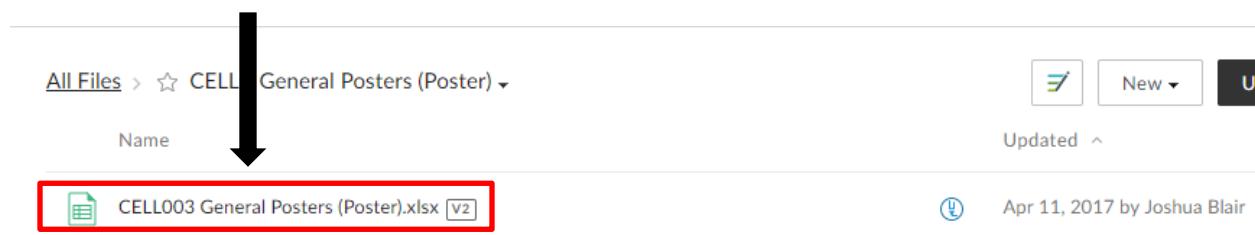
Name

Updated ▾

Apr 17, 2017

CELL - General Posters (Poster)

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



All Files > ☆ CELL General Posters (Poster) ▾

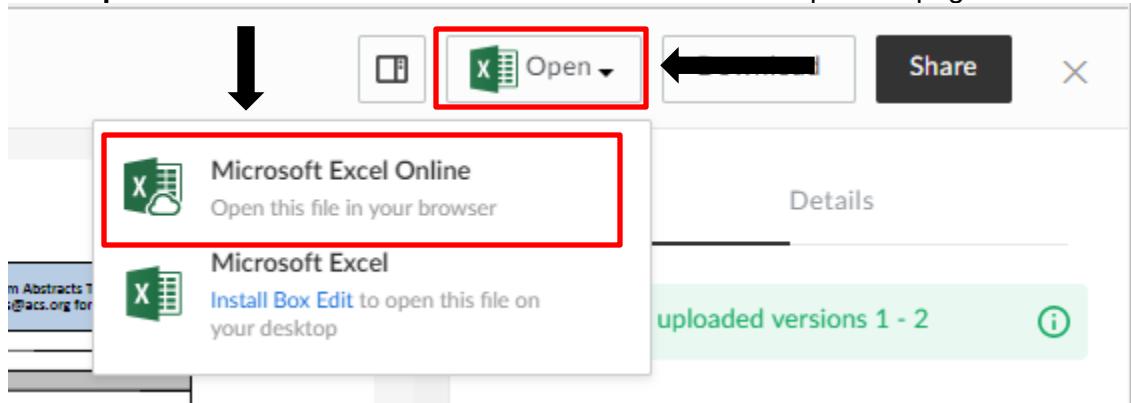
Name

Updated ▾

CELL003 General Posters (Poster).xlsx [v2]

Apr 11, 2017 by Joshua Blair

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



Open ▾

Share

Microsoft Excel Online

Open this file in your browser

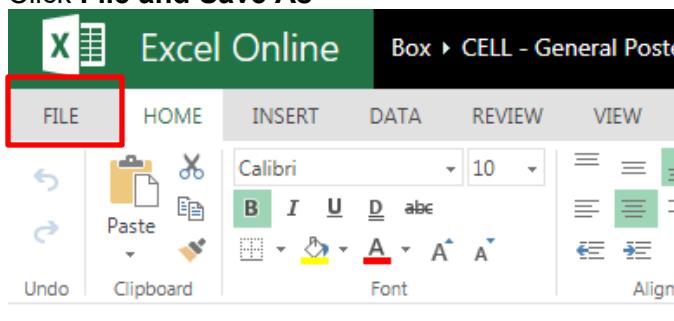
Microsoft Excel

Install Box Edit to open this file on your desktop

Details

uploaded versions 1 - 2

4. Click **File and Save As**



FILE

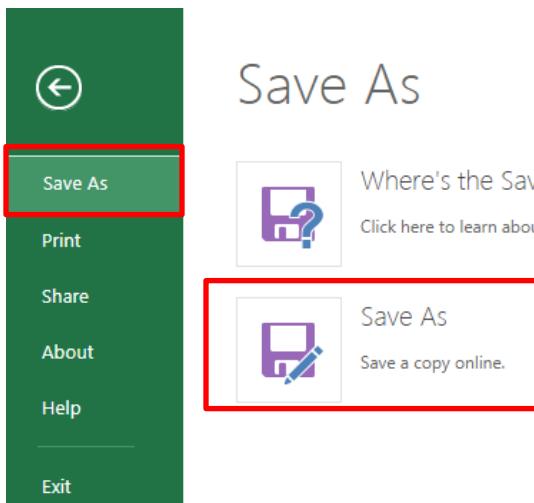
HOME

INSERT

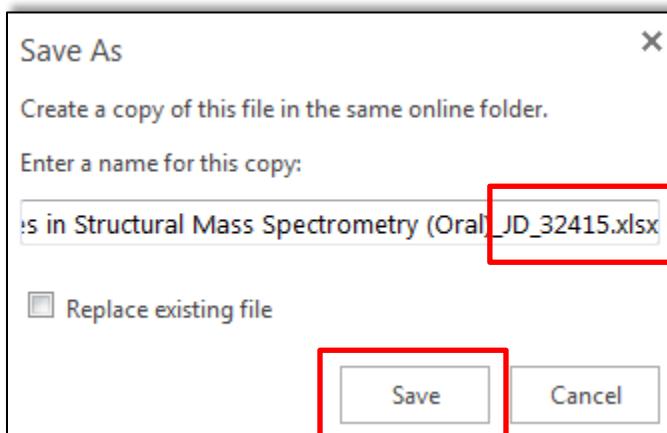
DATA

REVIEW

VIEW



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.**)

1	Instructions: Complete as many sessions as need. Copy-paste Control ID, Abstract Title, and Presenting Author information from Abstracts Tab. Add intermissions and remarks from Non-Paper Events tab. Total session durations must not exceed 240 minutes. Contact				
2					
3					
4	Symposium Title:	Advances in Structural Mass Spectrometry - Oral			
5					
6	*Required Fields				
7	ANVL 001a				

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 Control ID, Abstract Title, and Presenting Author information from Abstracts Tab. Add intermissions and remarks from Non-Paper Events tab. Total session durations must not exceed 240 minutes. Contact abstracts@acs.org for further assistance or if you need to make 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:	jsmith@university.com	jjones@industry.com
8	Do not update fields above		
9			
10	*Required Fields		
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
17			*Duration
18			
19			

Session Code: POLY005

Workbook Tab: "Assign Abstracts"

Assign Abstracts Tab

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**

A	B	C	D	E	F
Committee	Symposium Title	Control ID	Abstract Title	Presenting Author	Presenting Author
Current Topics in	2260971	Origins of the Ashay Patel1, Kendall			
Current Topics in	2273562	Brønsted Acid Anon Bunrit1, Christia			
Current Topics in	2272764	Development of a Cat Jonathan Shikora1, Sh			
Current Topics in	2274472	Cu-Catalyzed Asym Sureshbabu Gudugun			
Current Topics in	2267847	A novel cyclopropanat Alexander A. Cobb1			
Current Topics in	2265437	Stereocontrolled synth Daniel J. Blair1, Cathe			
Current Topics in	2264953	Organocatalytic Asym Thomas West4, Andre			
Current Topics in	2251661	Enantioselecti Limei Jin1, Ming			
Current Topics in	2249746	Dual divergen Joerg D			
Current Topics in	2227512	New Systems Philip R			
Assign Abstracts	Abstracts	Non-Technical Events	Divisions & Com		

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)**

20	Presentation Order	Control ID	Author	Duration
21	4	5		
22				
23				
24				
25				
26				
27				
	Assign Abstracts	Abstracts	Non-Tech	

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 Asym Sureshbabu Gudugun		
	2267847	A novel cyclopropanat Alexander A. Cobb1		
	2265437	Stereocontrolled synth Daniel J. Blair1, Cathe		
	2264953	Organocatalytic Asym Thomas West4, Andre		

Assigning Durations

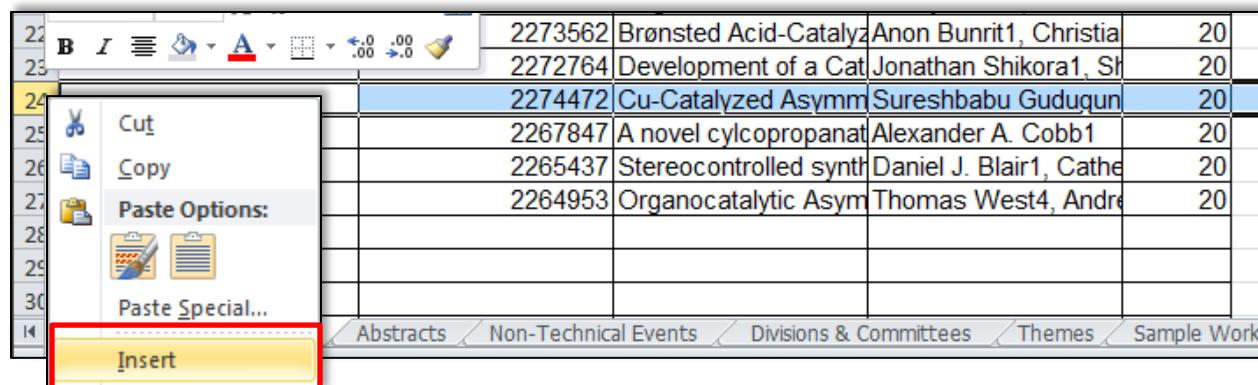
Enter a presentation duration for each abstract in minutes (e.g. 30 minutes = 30, 1 hour = 60).
(Note: The total duration for the oral session should not exceed 4 hours or 240 minutes.)

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, Sh	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**



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.**)

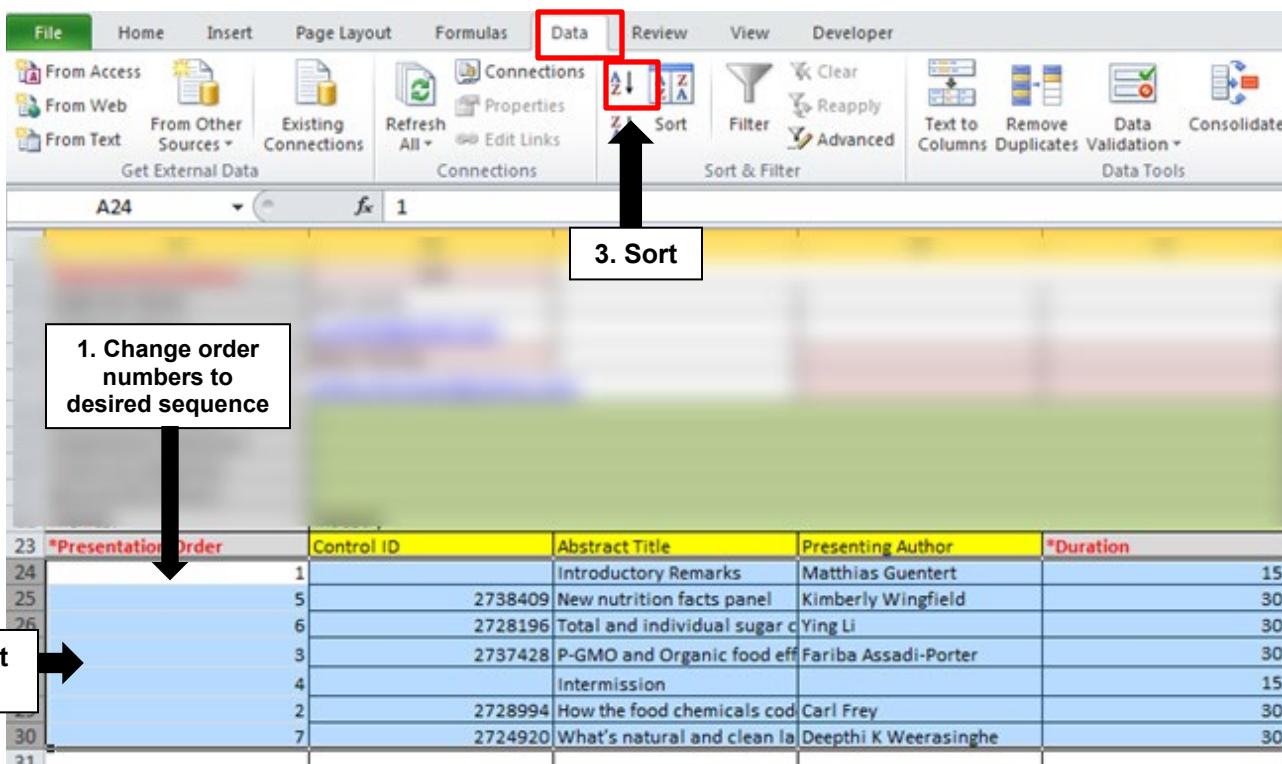
Presentation Order	Control ID	Abstract Title	Presenting Author	Duration
	2260971	Origins of the stereos	Ashay Patel1, Kendall	30
	2273562	Brønsted Acid-Catalyz	Anon Bunrit1, Christia	20
	2272764	Development of a Cat	Jonathan Shikora1, Sh	20
		Intermission		15
	2274472	Cu-Catalyzed Asymm	Sureshbabu Gudugun	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.

19	Presentation Order	Control ID	Abstract Title	Presenting Author
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.



1. Change order numbers to desired sequence

2. Highlight all rows

3. Sort

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

23	*Presentation Order	Control ID	Abstract Title	Presenting Author	*Duration
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)		
2 Symposium Abbreviation:	CHED031		
3 Organizer Name:	Nicole Di Fabio		
4 Organizer Email:	n_difabio@acs.org		
*Required Fields			
0 Session Abbreviation	CHED031a		
1 Session Title (if needed):	Biochemistry		
2 Session Type:	Poster		
3 *Duration (mins)	120		
Session Code			
9 Presentation Order	Control ID	Abstract Title	Presenting Author
0			
1			
2			
3			

Assign Abstracts [Abstracts](#) [Divisions & Committees](#) [Themes](#) [Sample Workbook](#)

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, Ken	patricklab@che
	Current Topics in	2273562	Brønsted Acid	Anon Bunrit1, Chris	joseph.same
	Current Topics in	2272764	Devel	nt Jonathan Shikora1	jms@kic
	Current Topics in	2274472	Cu-Catalyzed Sureshb		
	Current Topics in	2267847	A novel cyclo	Alexander	
	Current Topics in	2265437	Stereocontroll	Daniel J.	
	Current Topics in	2264953	Organocatalyt	Thomas	
	Current Topics in	2251661	Enantioselecti	Limei Jin	
	Current Topics in	2249746	Dual divergen	Joerg De	
	Current Topics in	2227512	New Systems	Philin R	
Assign Abstracts	Abstracts	Non-Technical Events	Divisions & Com	Insert Copied Cells	

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)**

The screenshot shows the Microsoft Word ribbon with the 'Home' tab selected. A context menu is open over a table cell, with the 'Paste Options' tab highlighted. The menu includes options like Cut, Copy, Paste Options, and Paste Special. A red box highlights the '123' icon in the 'Paste Options' group, and a red arrow points to the 'Assign Abstracts' button on the ribbon.

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 assigned consecutive order numbers so that their posters will be placed next to each other.)

19	Presentation Order	Control ID	Abstract Title	Presenting Author
20	1	2260971	Origins of the stereoselectivities of ty	Ashay Patel1, Kendall M
21	2	2273562	Brønsted Acid-Catalyzed Intramolecu	Anon Bunrit1, Christian
22	3	2272764	Development of a Catalytic Enantiose	Jonathan Shikora1, She
23	4	2274472	Cu-Catalyzed Asymmetric Allylic Aryla	Sureshbabu Guduguntl
24	5	2267847	A novel cyclopropanation organocatal	Alexander A. Cobb1
25	6	2265437	Stereocontrolled synthesis of adjacent	Daniel J. Blair1, Cather
26	7	2264953	Organocatalytic Asymmetric [2,3]-Re	Thomas West4, Andre
27	8	2251661	Enantioselective Radical Olefin Azirid	Limei Jin1, Xin Cui1, Pe
28	9	2249746	Dual divergent/convergent asymmetric	Joerg Deerberg1, Omid
29	10	2227512	New Systems for Organocatalytic Asy	Philipp D. Raabe1

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

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

19	Presentation Order	Control ID	Abstract Title	Presenting Author
20	1	2740722	Determination of the tot	Jean Hwang Julie Leong
21	2	2741259	Monitoring soil and wate	Nicole Faris
22	3	2739506	Characterization of the cr	Diwash Bajracharya
23	4	2741311	Comparing solution state	Emma Skekel
24	5	2741322	Effect of quantum dot str	April Jay Laranang
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 Jean Hwang
28	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.

Session Presiders

If you would like to send other program-related information to presiders, please contact 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 if you would like to make a personalized visa letter available for a presenter to download before abstract submission is closed.

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".

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 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.