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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 meeting by APT Staff. For access send an email your APT Staff representative or email maps@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 your APT Staff representative or email maps@acs.org for access to your meeting. Once you have been given access to your meeting, and have successfully logged in, you will see the screen shown below and will have access to view and edit your program.
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

2. Select the Program Viewer role and click Go
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

![Session Viewer]

**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

![Print Preview]

**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)**

![Export to Excel]
Viewing All Submitted Abstracts

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

![Symposia Viewer](image1)

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

![Abstract List](image2)

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.)**
Editing Abstracts in Program Viewer

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

1. Within the **Program Viewer** 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
SESSION BUILDER

Once symposium organizers have submitted their workbooks and APT 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

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

2. Select the Program Chair Sessioning role and click Go

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

After APT 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.

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 double-click the symposium name.
**Viewing Submitted Abstracts**

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

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 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 APT 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

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 APT Staff)
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

1. From the Program Viewer role, click Sessioning on the left navigation bar to access the Symposium 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)

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)

4. Click Save
Assigning Abstracts

Symposium organizers are largely responsible for assigning abstracts and will do so offline using Excel workbooks provided to them in Box. After all symposium organizers have submitted their completed workbooks and APT 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**

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 **Program Chair Sessioning** role, click **Sessioning** on the left navigation bar to access the role 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)
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 APT Staff for assistance)

Changing Presentation Duration

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

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
2. Click **Remove Selected**
Editing Abstracts in Session Builder

APT 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**

![Abstracts Assigned To Me](image)

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

![Step 6: Review & Submit](image)

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 APT Staff. Please contact APT Staff 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. **Venue/Room**
   
   e. **Session Date**
   
   f. **Session Start Time**

4. Click **Save**
Symposium Organizers

You may view symposium organizers already assigned to symposia. Contact APT Staff 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 presiders already assigned to sessions. Contact APT Staff if you would like add or remove session presiders 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 presiders assigned to the session.
Adding Rooms
Contact APT Staff to add rooms to MAPS for scheduling.

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 APT Staff if you would like to add or remove symposia or sessions from your program.

Visa Letters
Contact APT Staff 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 withdrawals requests to maps@acs.org. Abstract withdrawal requests received before the program is finalized by APT 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 APT 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 APT 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 APT Staff.

Session Presiders
If you would like to send other program-related information to presiders, please contact APT Staff.