



# **Regional Meeting/ Specialty Conference**

## **Symposium Organizer**

### **Box & Workbook**

### **User Guide**

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## What's New

### Accepting/Rejecting Abstracts

Abstracts are automatically accepted upon sessioning. You will no longer be required to assign an 'Accept' or 'Reject' status within your workbook. 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.

### Creating Sessions

You will no longer need to create sessions for your symposium. For your convenience, sessions will be prepared in advance with information submitted by the program chair during Call for Papers. The sessions are located in the **Assign Abstracts** tab of your workbook. Complete as many sessions as needed.

### Editing Abstracts

As part of the program finalizing process APT Staff will edit abstract titles for spelling and formatting only. Any other edits can be made by the author up until the submission deadline and by the Program Chair until the final program deadline.

### 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.

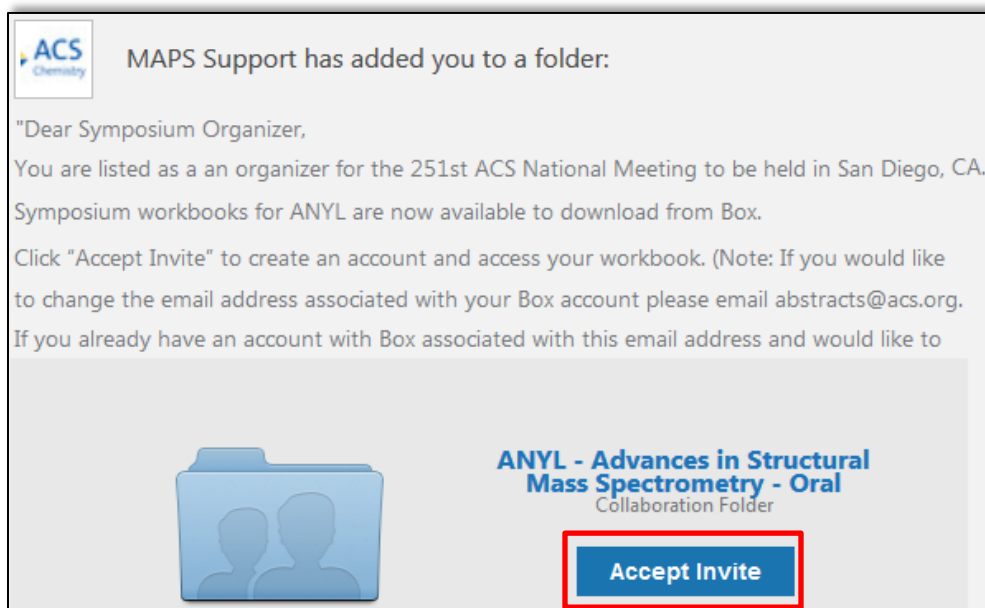
# BOX

## Accessing Box and Your Workbook

After the submission deadline you will receive an email from APT 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 APT 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 the APT Staff representative for your meeting. 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 the APT Staff representative for your meeting and provide the email address for your new account.)

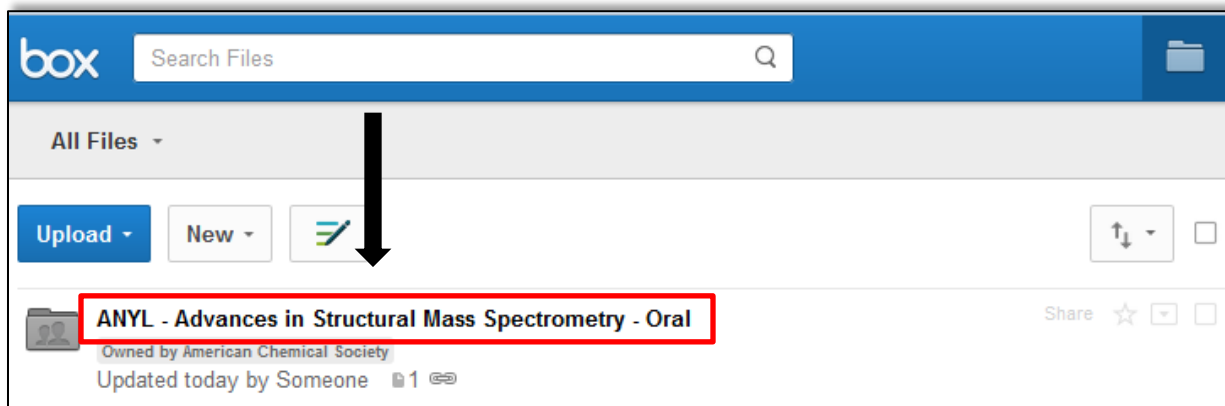
### Returning to your Box Symposium Folder

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

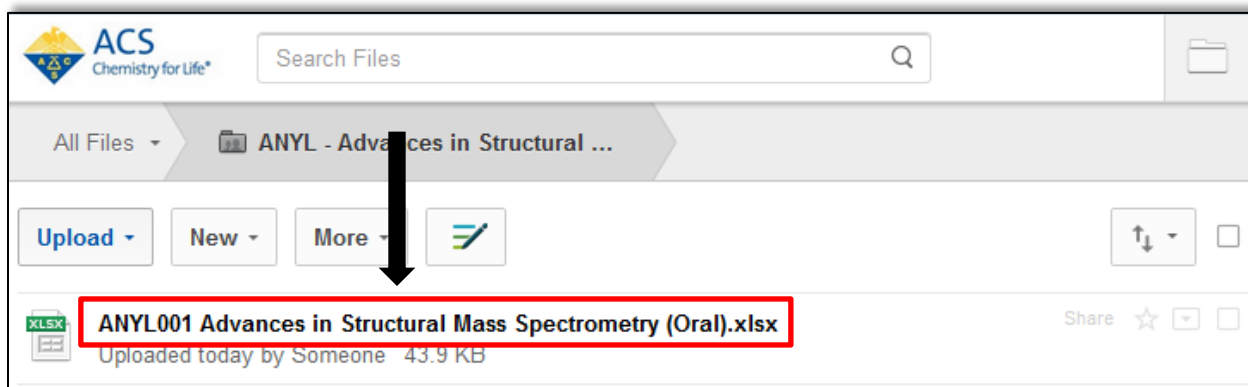
1. Log into Box at [www.box.com/login](http://www.box.com/login)
2. Click on your symposium folder name

## Downloading Your Symposium Workbook

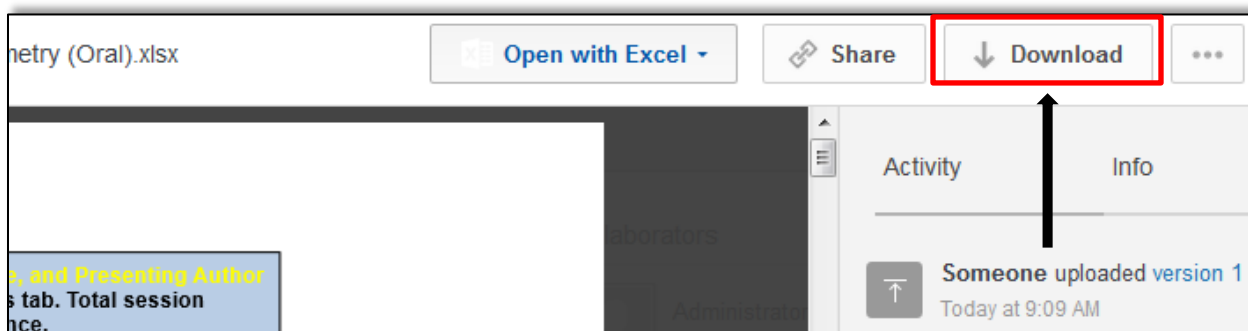
1. From the Box main page, click on the symposium folder



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



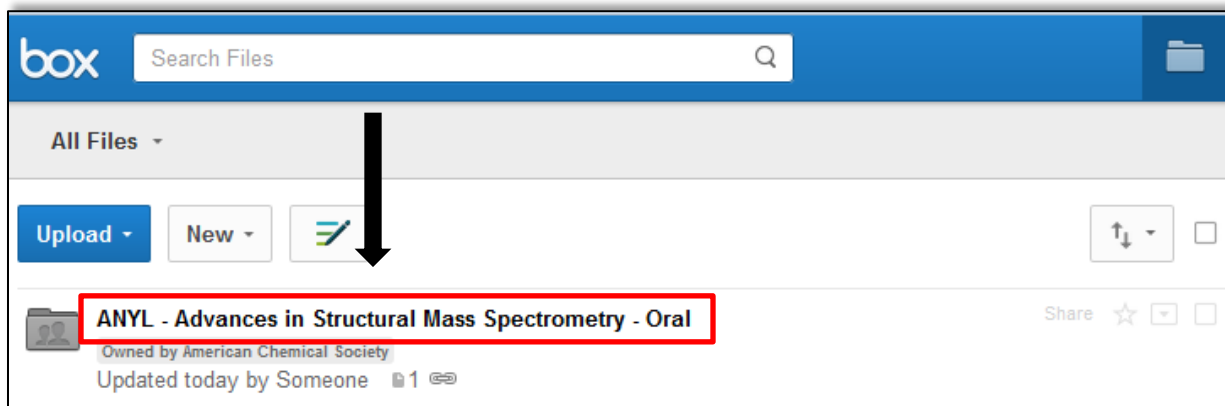
3. Click **Download** at the top of the page



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.)

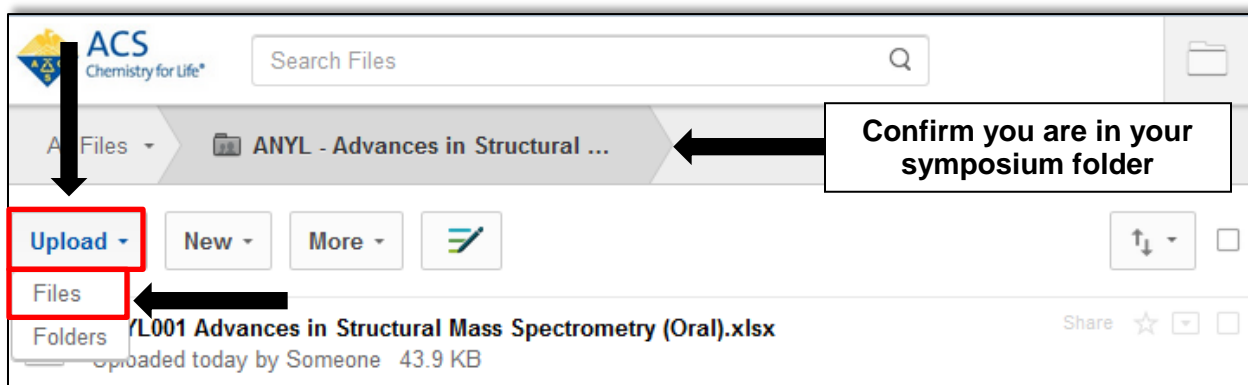
## Uploading Your Completed Symposium Workbook

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

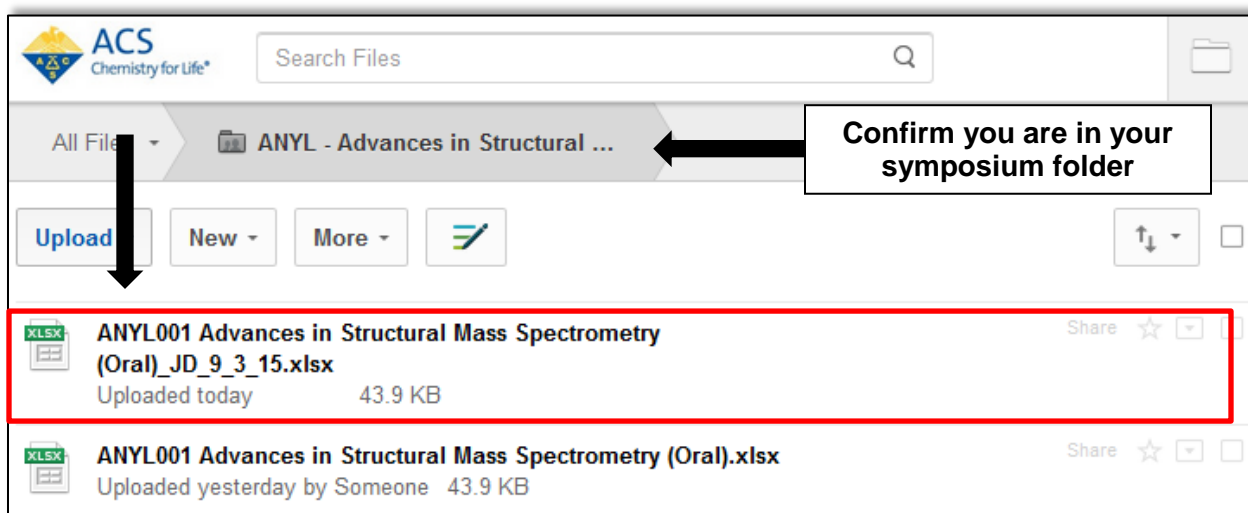


(Note: Before you upload your completed workbook make sure you are uploading to your symposium folder.)

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



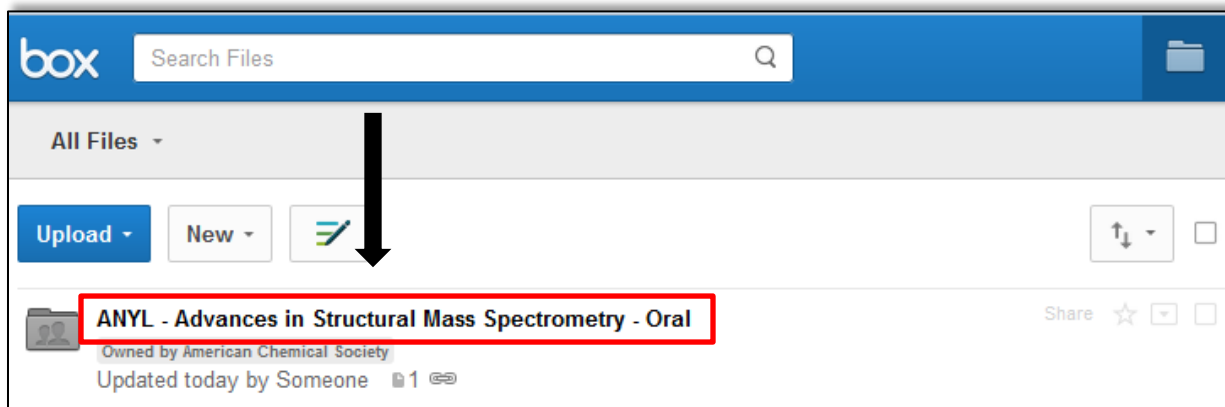
3. Confirm that your file has been uploaded to your symposium folder



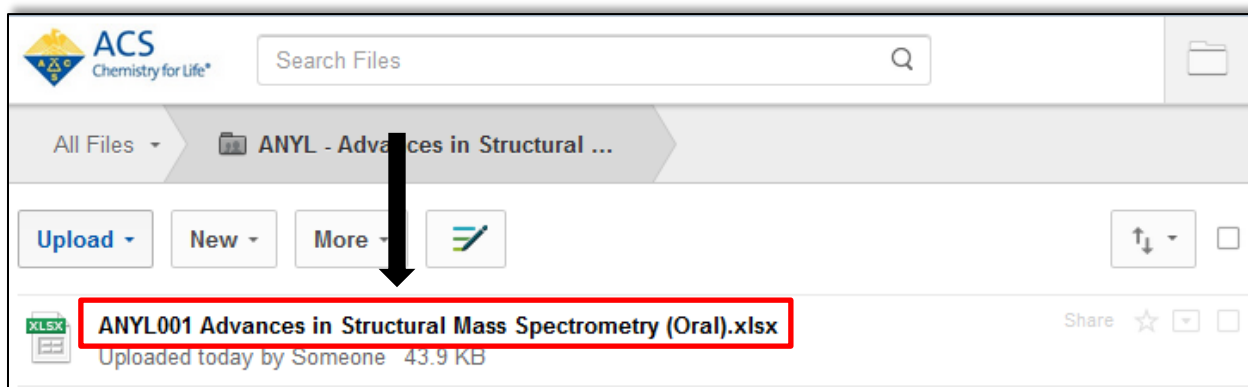
## Using Microsoft Excel in Box

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

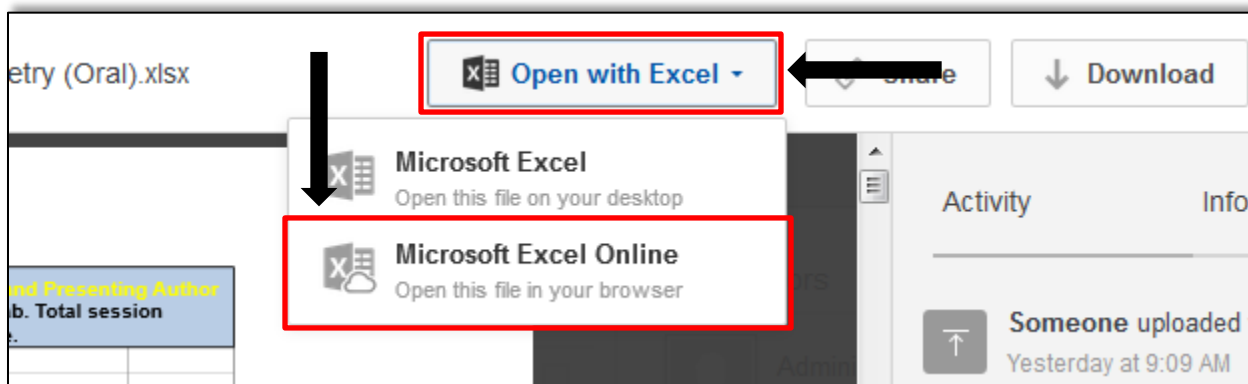
1. From the Box main page, click on the symposium folder



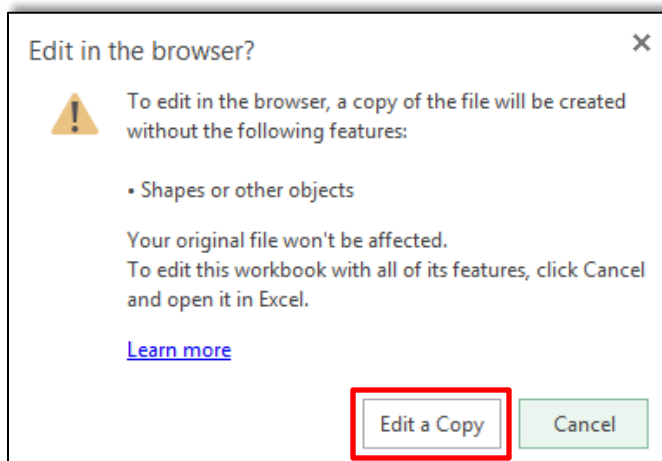
2. Click on the MS Excel workbook you wish to download



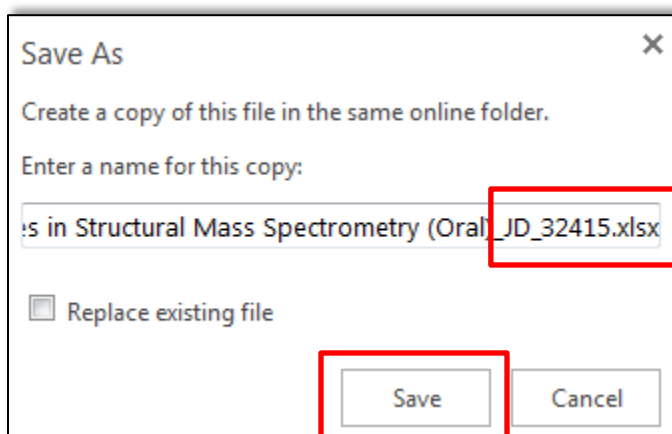
3. Click **Open with Excel** then **Microsoft Excel Online** at the top of the page



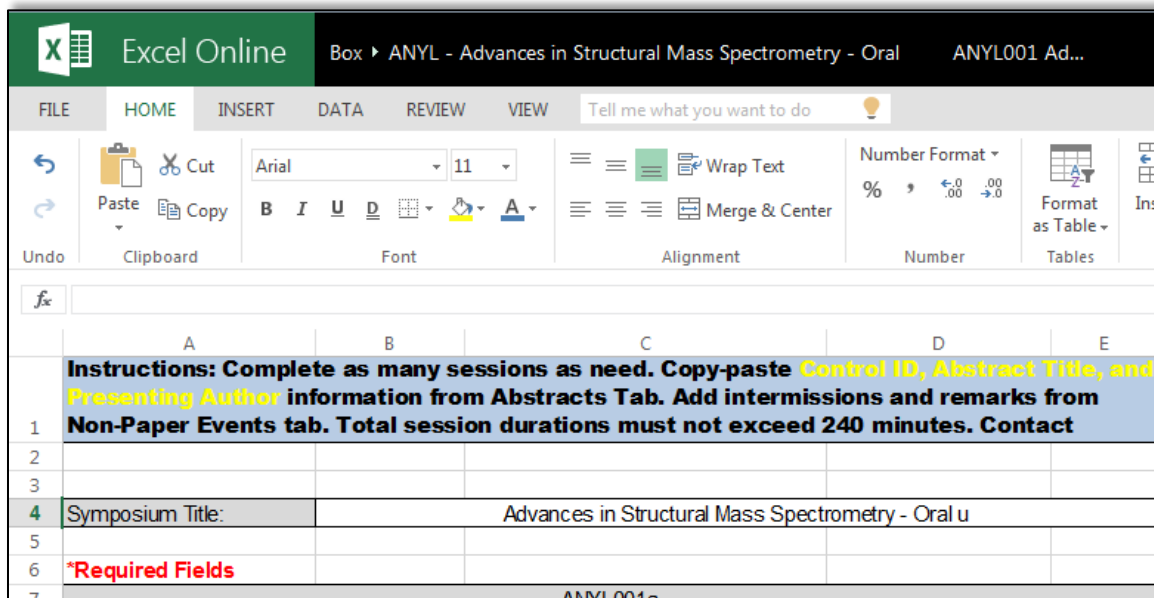
4. Click **Edit a Copy**



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

3				
4	Symposium Title:	Asymmetric Reactions and Syntheses		
5				
6	<b>*Required Fields</b>			
7		Session SERMACS001a		
8	Session Title:			
9	Session Type:	Oral		
10	Organizer Name:	John Smith		
11	Organizer Email:	jsmith@email.com		
12	<b>*Presider Name:</b>	John Smith		
13	<b>*Presider Email:</b>	jsmith@email.com		
14	ACS Division Cosponsor:			
15	ACS Committee Cosponsor:			
16	Non-ACS Cosponsor:	Pfizer		
17	Newsworthy Reason:			
18	Presentation Order	Control ID	Abstract Title	Presenting Author
19				Duration
20				
21				

Assign Abstracts | Abstracts | Non-Paper Events | Divisions & Committees

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

- **Session Title:** optional symposium subtitle
- **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
- **Cosponsors:**
  - **ACS Division** or **ACS Committee:** copy-paste from **Divisions and Committees** tab
  - **Non-ACS:** non ACS technical divisions or committees sponsoring the session
- **Newsworthy Reason:** explanation of why the session is newsworthy.

## 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**

Committee	Symposium Title	Control ID	Abstract Title	Presenting Author	Presenting A
	Current Topics in	2260971	Origins of the	Ashay Patel1, Kend	patlab@che
	Current Topics in	2273562	Brønsted Acid	Anon Bunrit1, Chris	joseph.same
	Current Topics in	2272764	Deve	Jonathan Shikora1,	jms
	Current Topics in	2274472	Cu-Catalyzed	Sureshb	
	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	Enantioselective	Limei Ji	
	Current Topics in	2249746	Dual divergent	Joerg De	
	Current Topics in	227513	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)**

Presentation Order	Control ID	Abstract Title	Presenting Author	Duration

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 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, and Paste Special... The 'Insert' option at the bottom of the menu is highlighted with a red rectangular box. The spreadsheet background shows the same data as the previous table, with the selected row highlighted in blue.

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	Duration
1	2260971	Origins of the stereos	Ashay Patel <sup>1</sup> , Kendall	30
2	2273562	Brønsted Acid-Catalyz	Anon Bunrit <sup>1</sup> , Christia	20
3	2272764	Development of a Cat	Jonathan Shikora <sup>1</sup> , Sh	20
4		Intermission		15
5	2274472	Cu-Catalyzed Asymm	Sureshbabu Gudugun	20
6	2267847	A novel cyclopropanat	Alexander A. Cobb <sup>1</sup>	20
7	2265437	Stereocontrolled synth	Daniel J. Blair <sup>1</sup> , Cathe	20
8	2264953	Organocatalytic Asym	Thomas West <sup>4</sup> , Andre	20
9		Concluding Remarks		5

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

Presentation Order	Control ID	Abstract Title	Presenting Author	Duration
8	2260971	Origins of the stereos	Ashay Patel <sup>1</sup> , Kendall	30
7	2273562	Brønsted Acid-Catalyz	Anon Bunrit <sup>1</sup> , Christia	20
3	2272764	Development of a Cat	Jonathan Shikora <sup>1</sup> , Sh	20
4		Intermission		15
5	2274472	Cu-Catalyzed Asymm	Sureshbabu Gudugun	20
6	2267847	A novel cyclopropanat	Alexander A. Cobb <sup>1</sup>	20
2	2265437	Stereocontrolled synth	Daniel J. Blair <sup>1</sup> , Cathe	20
1	2264953	Organocatalytic Asym	Thomas West <sup>4</sup> , Andre	20
9		Concluding Remarks		5

## Poster Sessions

### Session Details

3				
4	Symposium Title:	Asymmetric Reactions and Syntheses		
5				
6	<b>*Required Fields</b>			
7		Session SERMACS001a		
8	Session Title:			
9	Session Type:	Poster		
10	Organizer Name:	John Smith		
11	Organizer Email:	jsmith@email.com		
12	ACS Division Cosponsor:			
13	ACS Committee Cosponsor:			
14	Non-ACS Cosponsor:	Pfizer		
15	Newsworthy Reason:			
16	Presentation Order	Control ID	Abstract Title	Presenting Author
17				Duration
18				
19				

Assign Abstracts | Abstracts | Non-Paper Events | Divisions & Committees

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

- **Session Title:** optional symposium subtitle
- **Session Type:** poster
- **Symposium Organizer(s):** first and last name
- **Symposium Organizer Email(s):** corresponding email address
- **Cosponsors:**
  - **ACS Division** or **ACS Committee:** copy-paste from **Divisions and Committees** tab
  - **Non-ACS:** non ACS technical divisions or committees sponsoring the session
- **Newsworthy Reason:** explanation of why the session is newsworthy.

## 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**

Committee	Symposium Title	Control ID	Abstract Title	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	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	Enantioselective	Limei Ji
	Current Topics in	2249746	Dual divergent	Joerg De
	Current Topics in	227513	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)**

Presentation Order	Control ID	Abstract Title	Presenting Author

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
19				
20	1	2260971	Origins of the stereoselectivities of ty	Ashay Patel <sup>1</sup> , Kendall M
21	2	2273562	Brønsted Acid-Catalyzed Intramolecu	Anon Bunrit <sup>1</sup> , Christian
22	3	2272764	Development of a Catalytic Enantiose	Jonathan Shikora <sup>1</sup> , She
23	4	2274472	Cu-Catalyzed Asymmetric Allylic Aryla	Sureshbabu Guduguntl
24	5	2267847	A novel cyclopropanation organocatal	Alexander A. Cobb <sup>1</sup>
25	6	2265437	Stereocontrolled synthesis of adjacen	Daniel J. Blair <sup>1</sup> , Cather
26	7	2264953	Organocatalytic Asymmetric [2,3]-Re	Thomas West <sup>4</sup> , Andre
27	8	2251661	Enantioselective Radical Olefin Azirid	Limei Jin <sup>1</sup> , Xin Cui <sup>1</sup> , Pe
28	9	2249746	Dual divergent/convergent asymmetri	Joerg Deerberg <sup>1</sup> , Omid
29	10	2227512	New Systems for Organocatalytic A	Philip B. Page <sup>1</sup>

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

	Presentation Order	Control ID	Abstract Title	Presenting Author
19				
20	1	2260971	Origins of the stereoselectivities of ty	Ashay Patel <sup>1</sup> , Kendall M
21	2	2273562	Brønsted Acid-Catalyzed Intramolecu	Anon Bunrit <sup>1</sup> , Christian
22	8	2272764	Development of a Catalytic Enantiose	Jonathan Shikora <sup>1</sup> , She
23	5	2274472	Cu-Catalyzed Asymmetric Allylic Aryla	Sureshbabu Guduguntl
24	6	2267847	A novel cyclopropanation organocatal	Alexander A. Cobb <sup>1</sup>
25	3	2265437	Stereocontrolled synthesis of adjacen	Daniel J. Blair <sup>1</sup> , Cather
26	4	2264953	Organocatalytic Asymmetric [2,3]-Re	Thomas West <sup>4</sup> , Andre
27	7	2251661	Enantioselective Radical Olefin Azirid	Limei Jin <sup>1</sup> , Xin Cui <sup>1</sup> , Pe
28	10	2249746	Dual divergent/convergent asymmetri	Joerg Deerberg <sup>1</sup> , Omid
29	11	2227512	New Systems for Organocatalytic A	Philip B. Page <sup>1</sup>

## Messaging (Notifications)

### Authors

#### Accepted Abstracts

Abstract submitters will be notified by APT Staff of their acceptance. Acceptance notices will be sent when all workbooks have been received and uploaded in to MAPS.

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.

If you would like to send other program-related information to organizers, please contact the APT Staff representative for your meeting.

### Symposium Organizers

For daily communications with Symposium Organizers, please use your personal email.

### Session Presiders

If you would like to send other program-related information to presiders, please contact the APT Staff representative for your meeting.

## Visa Letters

Contact the APT Staff representative for your meeting 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

- Session Title (optional)
- Type: Oral or Poster
- Duration (oral presentations only)
- Organizer Names/Emails
- Each Session Duration Does Not Exceed  
240 minutes (4 hours)
- Presider Names/Emails (oral sessions only)
- Control ID
- Abstract Title
- Non-Paper Events (intermissions, etc.)
- Presentation Order

**It is your responsibility as Symposium Organizer to make sure your symposium is finalized by the deadline set by your Program Chair.** 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.