Symposium Organizer

MAPS Program Viewer

User Guide
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Getting Setup as a Symposium Organizer

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 the symposium you are organizing 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 your symposium.
PROGRAM VIEWER

You may use the Program Viewer to see information about your symposium, sessions, and abstracts. Remember, you can only view information related to the symposium you are organizing. You will not be able to edit any symposium details with the exception of abstracts.

Accessing the Program Viewer

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

![Session Center](image1)

2. Click Sessioning on the left navigation bar to access the Program Viewer

![Sessioning](image2)

Viewing Symposia

1. 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. 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 Submitted Abstracts by Symposium

1. 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 to the symposium

![Abstract List](image)

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.)*
Viewing Symposium Organizers

You may view symposium organizers already assigned to symposia.

1. 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
Viewing Session Presiders

You may view session presiders already assigned to sessions. Contact abstracts@acs.org if you would like add or remove session presiders from sessions.

1. 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.

**Symposium Organizer and Presider List**

**Assigned Symposium Organizers and Session Presiders**

**Editing Abstracts**

As part of the program finalizing process ACS 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.