Regional Meeting/Specialty Conference

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 meeting by APT Staff. For access, send an email to the APT Staff representative for your meeting.

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
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
6. Click “Return to MAPS” and log in

Once you have completed these steps send a request to the APT Staff representative for your meeting for access to your symposium. Once you have been given access to your symposium, and have successfully logged in, you will see the screen shown below.
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

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

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**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

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**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

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 the APT Staff representative for your meeting 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
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.