Regional Meeting/ Specialty Conference

Abstract Submitter

MAPS User Guide

Table of Contents

GETTING STARTED

MAPS (Meeting Abstracts Programming System)

MAPS is ACS' online meeting programming system. MAPS will allow you to view, edit, and prepare abstracts seamlessly in a central location. MAPS can be accessed using your ACS ID. More than likely you already have an ACS ID, which is used to log into many ACS services.
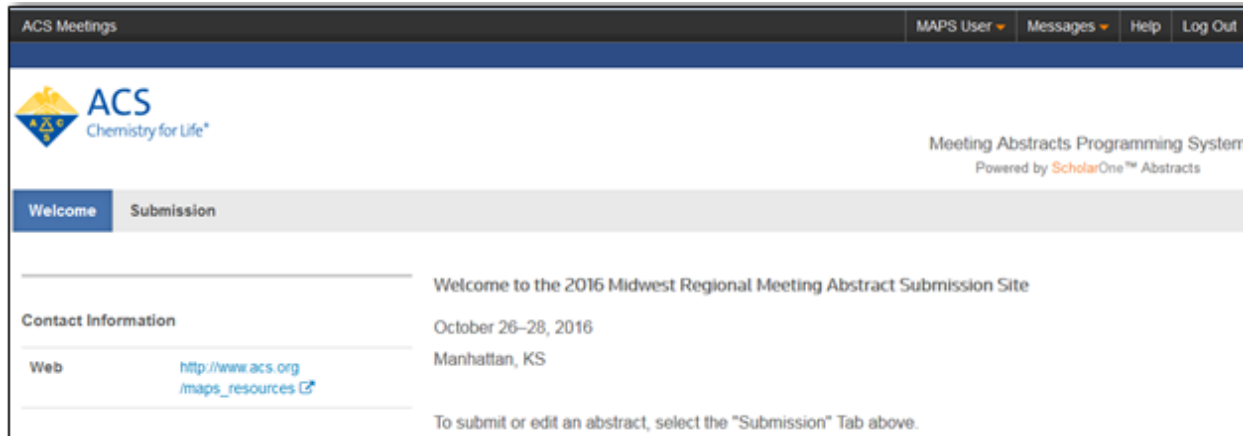
To access the MAPS:

1. Go to http://maps.acs.org
2. Click on the meeting you wish to submit an abstract to
3. Sign in using your ACS ID and password

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**
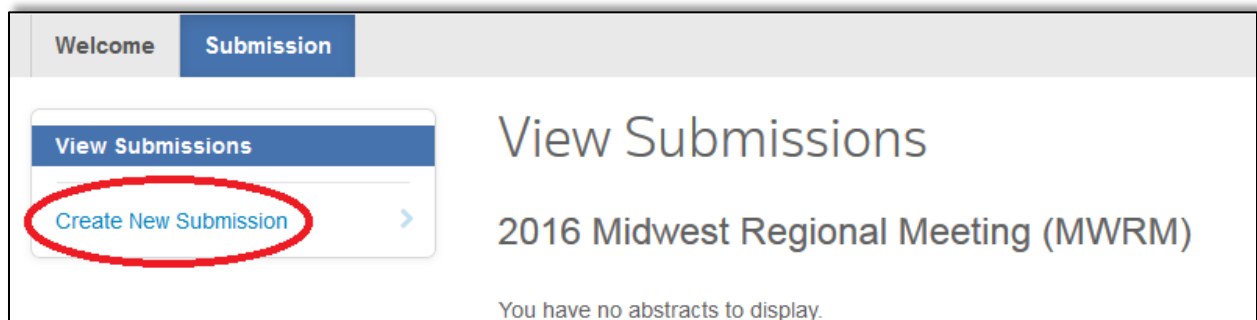6. Click "**Return to MAPS**" and log in
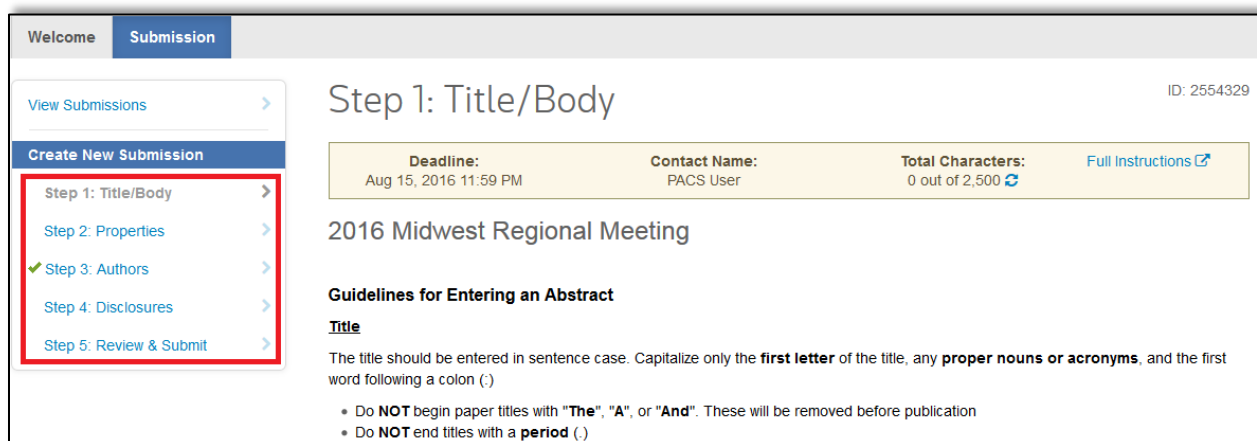
CREATING A NEW ABSTRACT

1. From the **Welcome Screen** click **Submission** to access the **Submission Center**
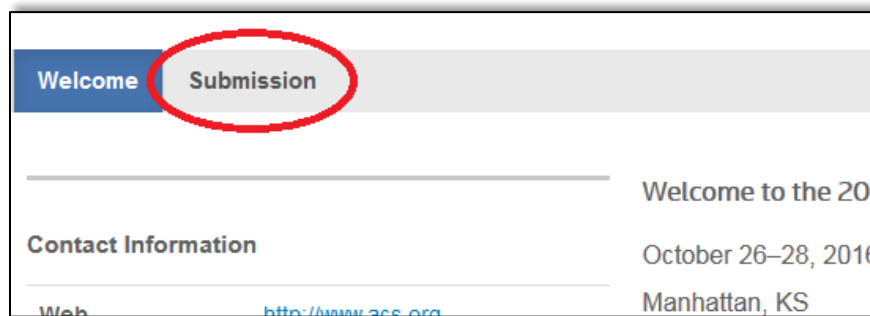
2. Click **Create New Abstract** on the left navigation bar

3. Complete Steps 1 – 5

Step 1: Title/Body (Title and Abstract Body)

Submission Deadline is located at the top of the page.

Abstract Word Limit (Total Characters) is **300 words or 2,500 characters** (including: Abstract Body, Images, and Tables (in image format); each image counts as 560 characters). You are allowed a **maximum of 2 tables and/or images.**

Complete the required fields as denoted by an asterisk (*).

Guidelines for Entering an Abstract

Title

The title should be entered in sentence case. Capitalize only the **first letter** of the title, any **proper nouns or acronyms**, and the first word following a colon (:).

- Do **NOT** begin abstract titles with "**The**", "**A**", or "**And**". These will be removed before publication
- Do **NOT** end titles with a **period** (.)

Sample Title:

Engineering gene expression of *Escherichia coli* by mRNA: Applications in molecular biology

Abstract Body

Do **NOT** include self-citations, references, keywords, bibliographies, acknowledgments, support/grants, or disclaimers in your abstract. Any references found in the abstract will be removed before publication.
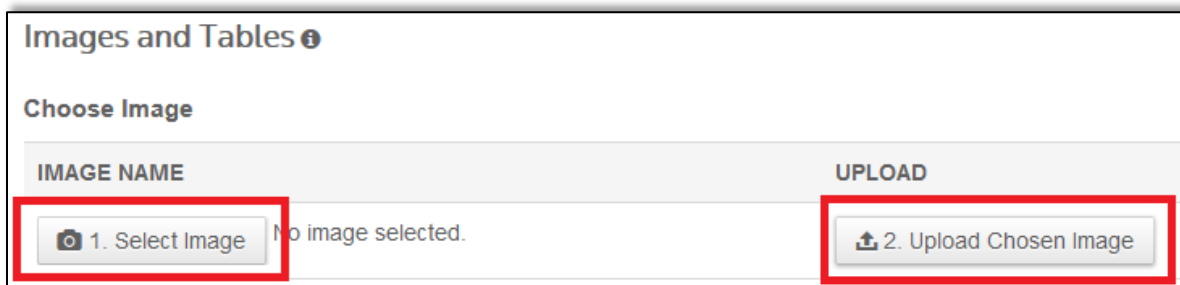
When you have completed Step 1, click **Save** to save changes and remain on the page or click **Save & Continue** to proceed to Step 2

Step 1: Title/Body (Images and Tables) (optional)

- Images include both figures and tables
- Each image is **70 words** or **560 characters** from your total count
- You are allowed a **maximum of 2 images/tables**
- The following file types are allowed: **gif, png, tiff, tif, jpg**, and **jpeg**
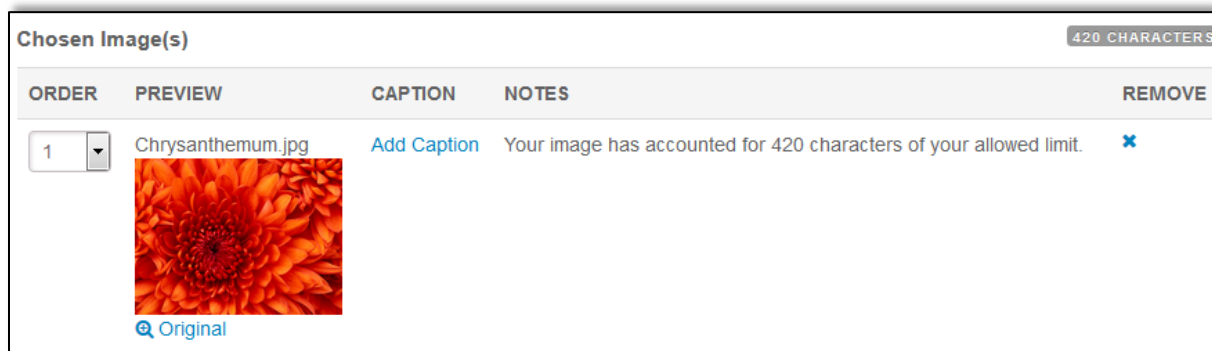- Recommended file size is 2–4 MB

To upload an image:

1. Click **Select Image** to open a file upload window and choose your image

2. Click **Upload Chosen Image** to include the image in your abstract submission

3. Uploaded images will display in the **Chosen Image(s)** table

4. Add an optional caption by clicking on the **Add Caption** link

To delete an image:

1. Clicking on the **X** under **REMOVE** in the **Chosen Image(s)** table

When you have completed Step 1, click **Save** to save changes and remain on the page or click **Save & Continue** to proceed to Step 2
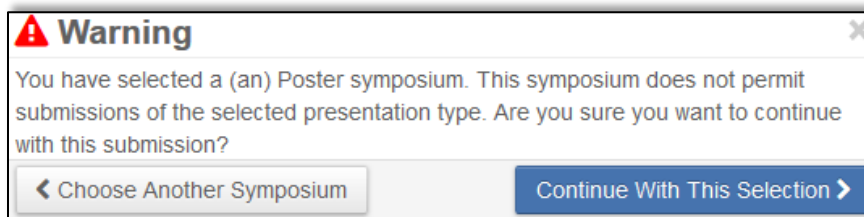
Step 2: Select a Symposium

Presentation Type

Select from one of the presentation types:

- **Oral Only** – can only submit to an oral symposium
- **Oral Preferred** – can submit to either an oral or poster symposium
- **Poster Only** – can only submit to a poster symposium
- **Poster Preferred** – can submit to either a poster or oral symposium
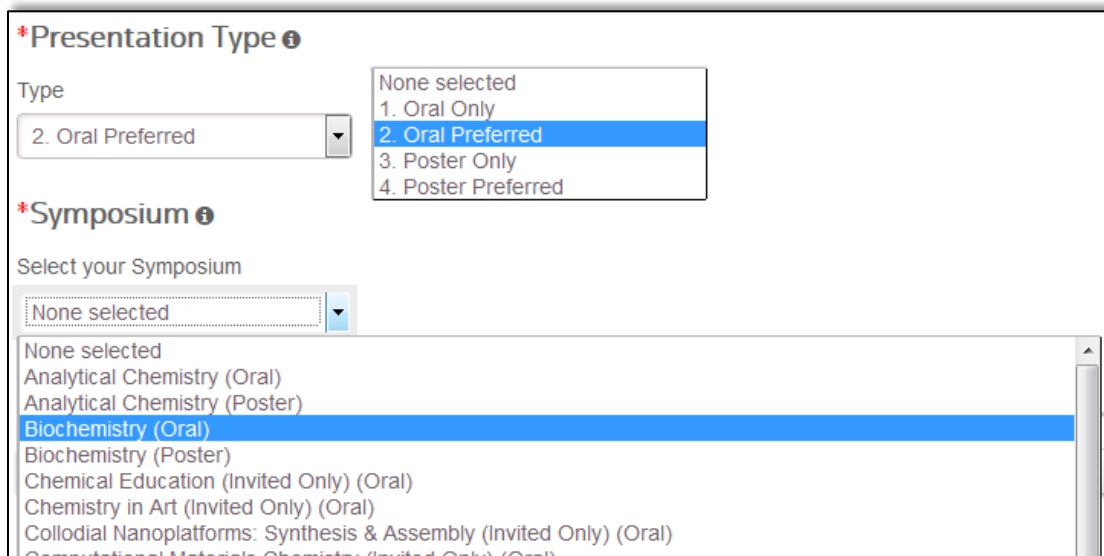
(**Note**: If you select a symposium that does not match your preference, you will receive a warning message. You can either choose another symposium or continue with your selection.)

Symposium

Select a **Symposium** to submit to from the Symposium drop-down list

(**Note:** You must **first select a Presentation Type** before selecting a symposium otherwise the symposium list will be blank.)

When you have completed Step 2, click **Save** to save changes and remain on the page, click **Save & Continue** to proceed to Step 3, or click **Previous Step** to go back to Step 1

Step 3: Authors (Presenters, Coauthors, and Affiliations)

As the submitter you will be listed as the presenter by default. If you are not the presenter or coauthor of the abstract you, can remove your name by clicking **x Remove**.

Adding Presenters or Coauthors

1. Click the **Add Author** button

2. Enter first name, last name, and/or author's email and click **Search**
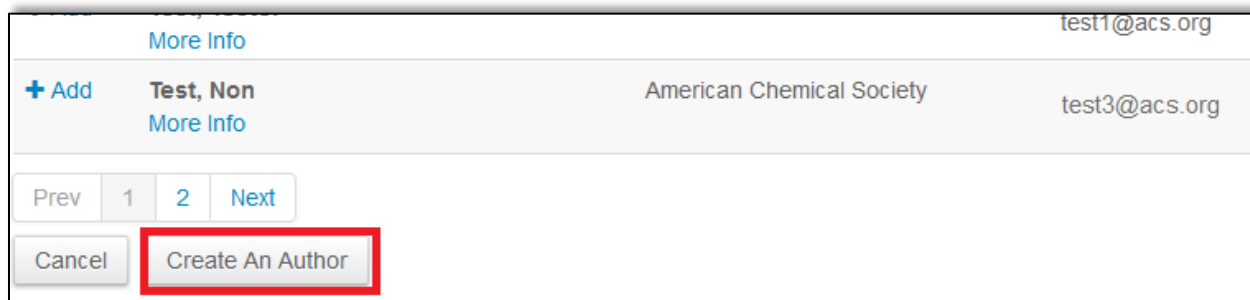

3. Click **Add** to add the person as an author

(**Note:** If the author does not have an affiliation you will be prompted to add one. Only create an affiliation for the author if the affiliation is different from other authors on the abstract. Click **Cancel** and select an affiliation under **Affiliation #1** for the author.)
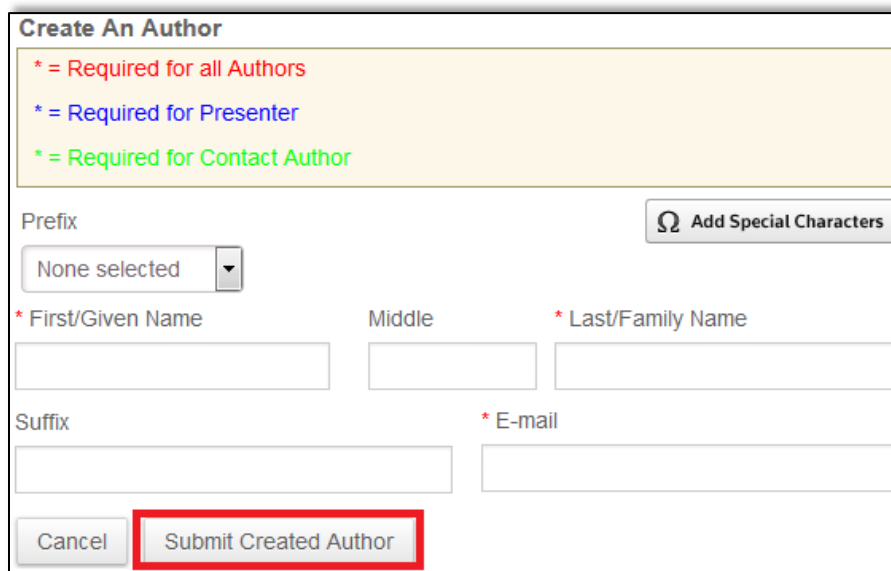
Create New Author

In the event that you cannot find the author you are looking for:
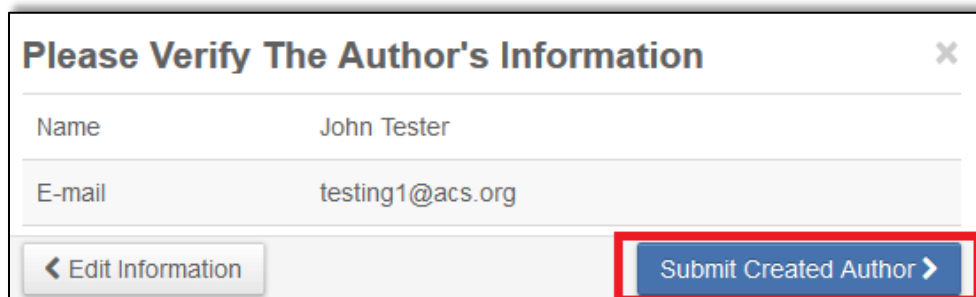
1. Click **Create An Author**

2. Complete the required fields (First/Given Name, Last/Family Name, and Author's Email)
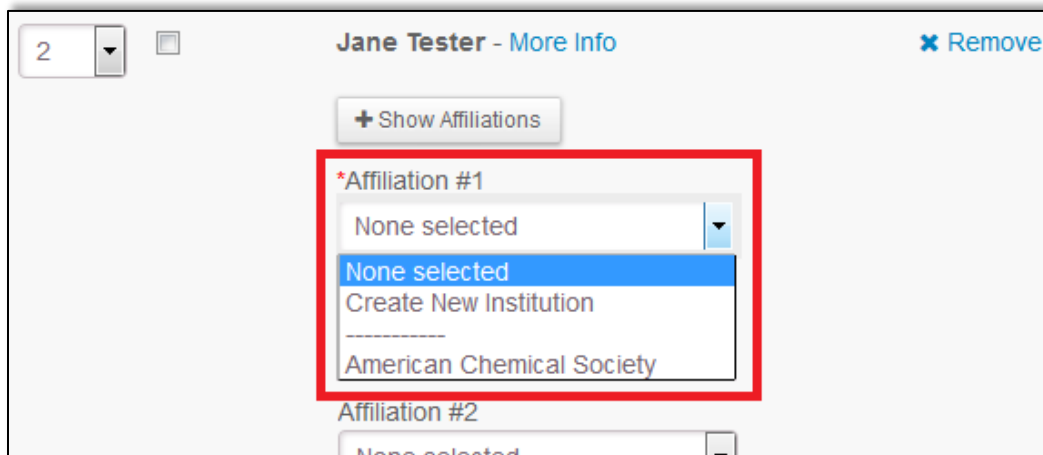

3. Click **Submit Created Author**

4. Before the author is added, please verify the author's information. If an error is found, click **Edit.** If the information is correct, click **Submit Created Author**.

Assigning Affiliations
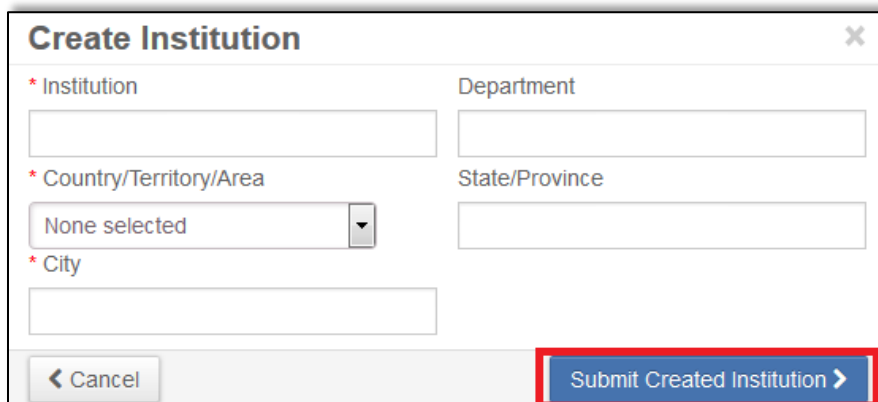
All authors must have an affiliation. To assign an affiliation to an author, select an affiliation from the dropdown list.
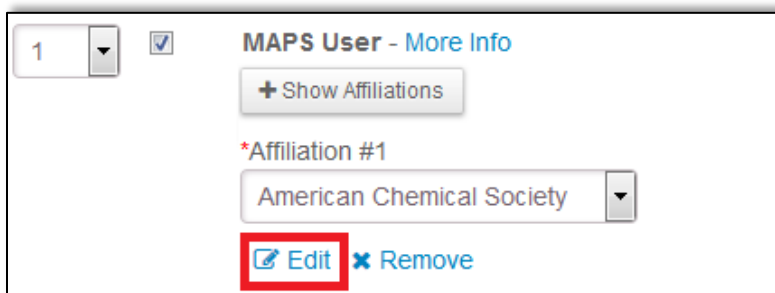

Adding Affiliations

In the event that the affiliation is not listed, select **Create New Institution** from the dropdown list, enter the required fields, and click **Submit Created Institution**.

Editing Affiliations

To edit an affiliation, click **Edit** under the affiliation you wish to edit.

Assigning Presenters

Select one or multiple presenters by click the checkbox in the Presenter column.

Changing Presenter and Coauthor Order

You may change the order of presenters and coauthors by selecting the appropriate numbers in the **Author Order** column. Click **Update Author Order**.

When you have completed Step 3, click **Save** to save changes and remain on the page, click **Save & Continue** to proceed to Step 4, or click **Previous Step** to go back to Step 2.

Step 4: Disclosures

You will be required to complete the disclosure page before you can submit your abstract. Questions marked with an asterisks (*) are required.

*Reason for Submitting
Are you submitting your abstract in response to the Call for Papers, or from a specific invitation to present?

* Agree to Bylaws
The criteria outlined in ACS Bylaw VI, Section 6(C) are met? (For contributed papers only.)

* Registration Requirement
If the abstract is accepted, the presenting author will register for the meeting and make the presentation (oral or poster) based on this abstract. Authors who do not register for the meeting and do not show up for their scheduled presentation (oral or poster) without formally withdrawing inconvenience their colleagues and increase meeting cost.

*Meeting Attendance
If the presenting author (or co-author) cannot attend the meeting, the abstract will be withdrawn from the regional meeting.

* Withdrawal Confirmation
If the abstract is not withdrawn from the meeting and is not presented at the meeting the abstract will be withdrawn from the online program and CAS.

* Multiple Submissions
Submission of an abstract that describes the same work to more than one session is not allowed. This abstract will only be submitted once to the specialty conference.

Equipment Needs (Optional)
All technical session rooms are equipped with LCD projector with VGA connection cable and switcher, Screen, Laser pointer, and Lighted podium with microphone.

Comments to Organizers (Optional)
Please enter any comments you wish to send to the program organizers.

Student Type (Optional)
Select a student type if applicable

International Applicants (Optional)
If you are an international applicant, please answer the following:

1. What is your country (or countries) of citizenship?
2. What is your country of birth?
3. What is your current country of residence?

When you have completed Step 4, click **Save** to save changes and remain on the page, click **Save & Continue** to proceed to Step 5, or click **Previous Step** to go back to Step 3.

Step 5: Review and Submit

Before you submit your abstract, you can preview and edit all the information entered in each step of the submission process.

A green check mark displays to the left of successfully completed steps. The checks confirm that each section has been completed. It does not assess the content. Please take the time to review what you have entered.

If there are any incomplete sections, you will receive an **error message** at the top of the page. The error message provides you with the area that needs to be completed.

To view the final version of your submission, click **View Proof** at the bottom of the page.

When you have reviewed your abstract, click **Submit** to submit the abstract, or click **Previous Step** to go back to Step 4.
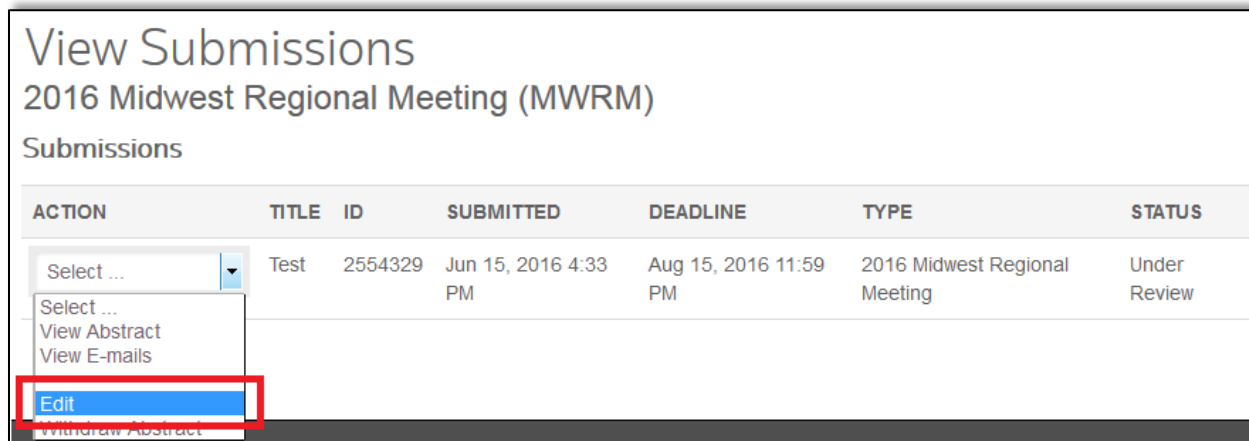
Editing an Abstract

You can edit your abstract any time before submission closes. When you edit your abstract it is returned to draft and is no longer submitted for review. **You must resubmit** your abstract for it to be include for review.

To edit an abstract:

1. Go to the **Submission Center**

2. Use the **Action** dropdown list of the abstract you wish to edit and select **Edit**
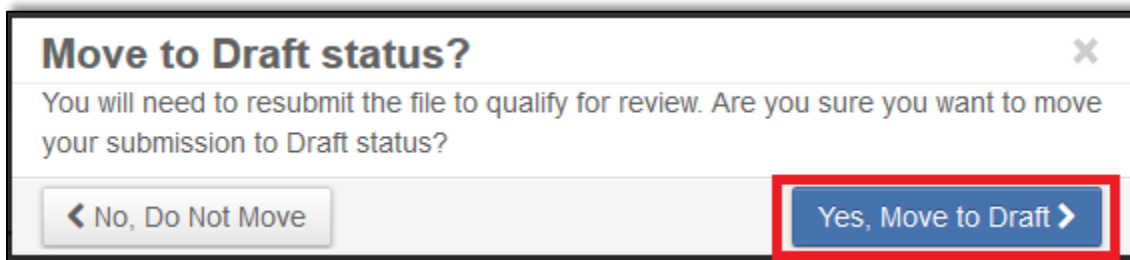

3. Click **Yes, Move to Draft** to proceed with editing your abstract.

4. Make any necessary edits

5. Navigate to the **Review and Submit** and click **Resubmit** at the bottom of the page

Withdrawing an Abstract

You may withdraw your abstract if you no longer wish to present your abstract at the meeting.

To withdraw an abstract:

1. Go to the **Submission Center**

2. Use the **Action** dropdown list of the abstract you wish to withdraw and select **Withdraw Abstract**

3. Provide a reason for withdrawing your abstract

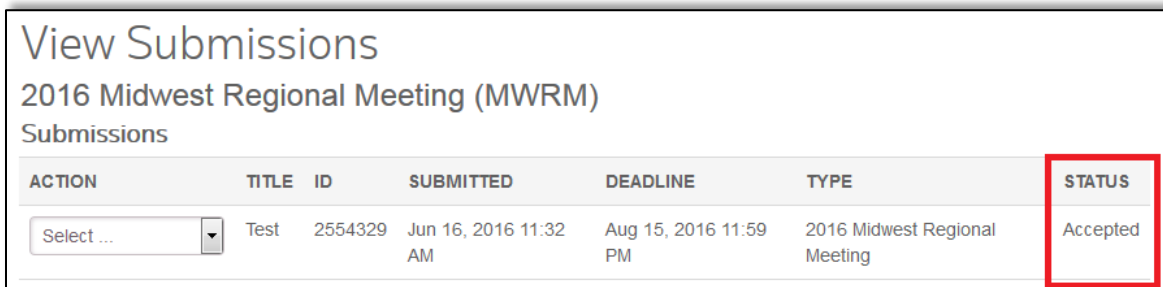4. Click **Yes**. Your abstract status will be listed as **Author Withdrawn**

Visa Letters

Personalized visa letters are available for presenting authors to download once your abstract has been accepted by the symposium organizer or program chair.

(**Note**: If you are a presenter of an abstract but did not submit the abstract, please email maps@acs.org for a copy of your visa letter.)
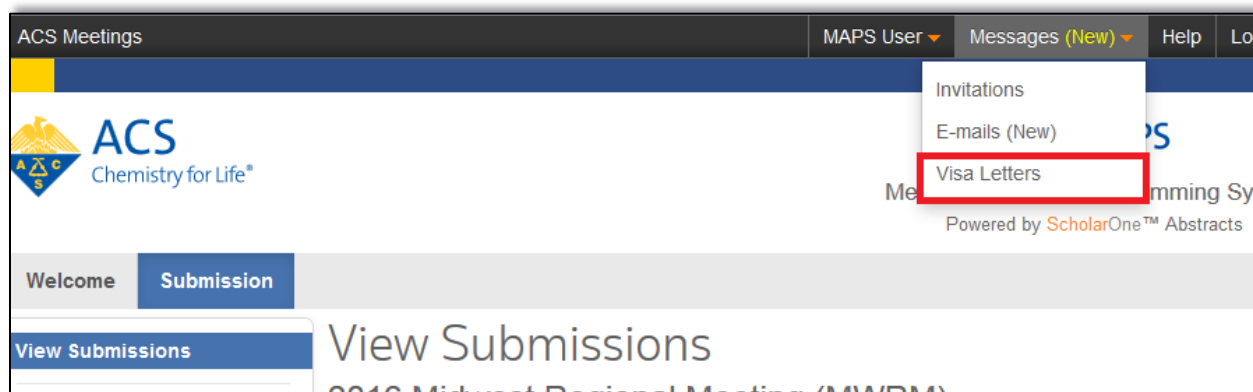
To download a visa letter:

1. First check the status of your abstract to see if it has been accepted

2. Click **Messages** on the top right of the page, then **Visa Letters**
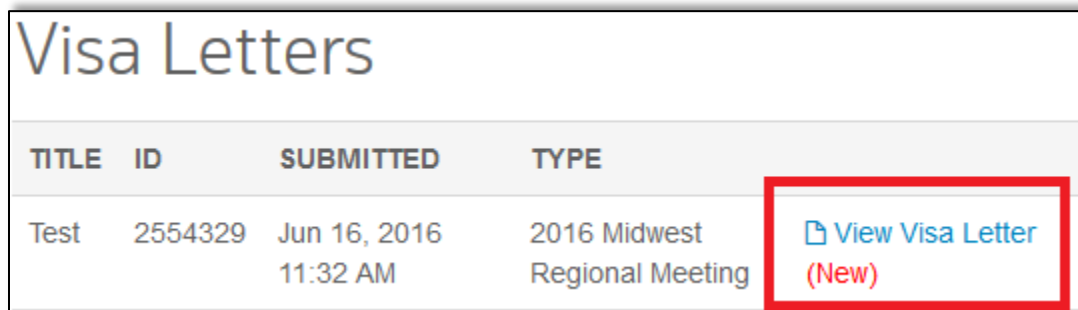
3. Click the **View Visa Letter**
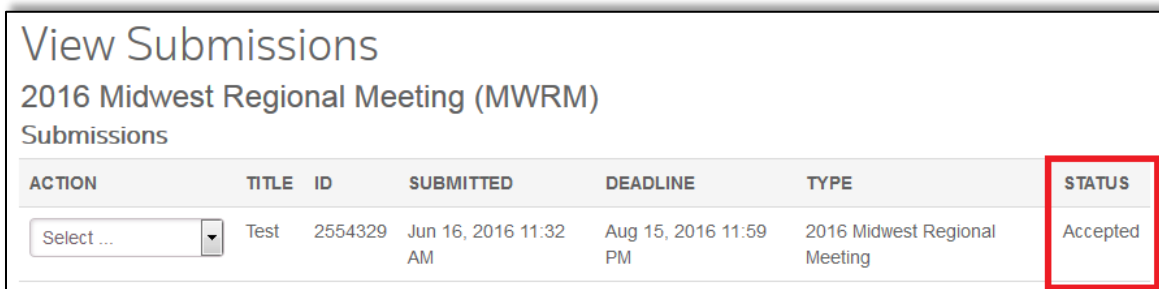

4. The visa letter will open or save as a PDF

Acceptance and Scheduling Notices

Acceptance notices are sent out via email approximately 4-6 weeks before the meeting once program chairs have finalized the program. Once acceptance and scheduling notices have been sent, you may also view them via MAPS.
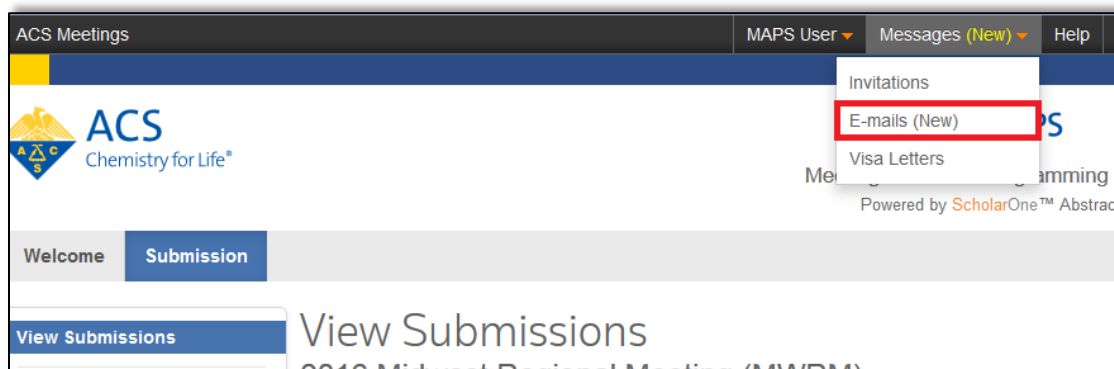
To view an acceptance or scheduling notice:

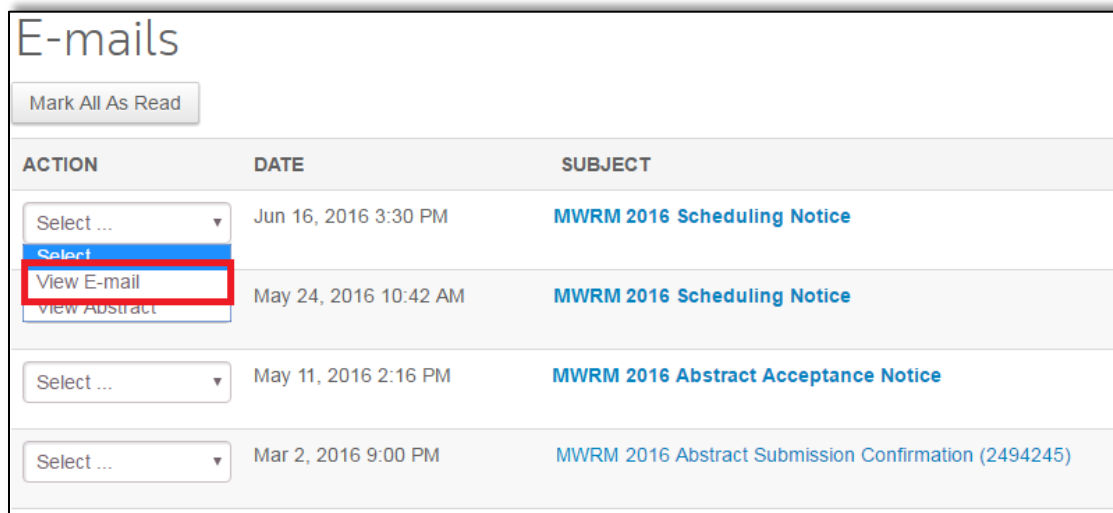1. First check the status of your abstract to see if it has been accepted

2. Click **Messages** on the top right of the page, then **E-mails**

3. Use the **Action** dropdown list of the email you wish to view and click **View E-mail**

Help (MAPS Support)

Visit the [MAPS Resource Page](#) which includes:
- User Guides
- FAQs

If you have additional questions or concerns about MAPS:
- E-mail: maps@acs.org
- Call MAPS Support: 8:30 a.m to 5:00 p.m. ET
  - 1-800-333-9511 (US only)
  - 1-614-447-3776 (outside the US)