



# **Regional Meeting/ Specialty Conference**

## **Abstract Submitter**

## **MAPS User Guide**

## Table of Contents

<b><u>GETTING STARTED</u></b> .....	2
<u>MAPS</u> .....	2
<u>Creating an ACS ID</u> .....	2
<b><u>CREATING A NEW ABSTRACT</u></b> .....	3
<b><u>Step1: Title/Body</u></b> .....	4
<u>Submission Deadline</u> .....	4
<u>Abstract Word Limit</u>	
<u>Guidelines for Entering an Abstract</u> .....	4
<u>Title</u> .....	4
<u>Abstract Body</u> .....	4
<u>Images and Tables (optional)</u> .....	5
<b><u>Step 2: Select a Symposium</u></b> .....	6
<u>Presentation Type</u> .....	6
<u>Symposium</u> .....	6
<b><u>Step 3: Authors</u></b> .....	7
<u>Adding Presenters or Coauthors</u> .....	7
<u>Create New Author</u> .....	8
<u>Assigning Affiliations</u> .....	9
<u>Adding Affiliations</u> .....	9
<u>Editing Affiliations</u> .....	9
<u>Assigning Presenters</u> .....	10
<u>Changing Presenter and Coauthor Order</u> .....	10
<b><u>Step 4: Disclosures</u></b> .....	11
<b><u>Step 5: Review and Submit</u></b> .....	12
<b><u>Editing an Abstract</u></b> .....	13
<b><u>Withdrawing an Abstract</u></b> .....	14
<b><u>Visa Letters</u></b> .....	15
<b><u>Acceptance and Scheduling Notices</u></b> .....	16
<b><u>Help (MAPS Support)</u></b> .....	17

## 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.

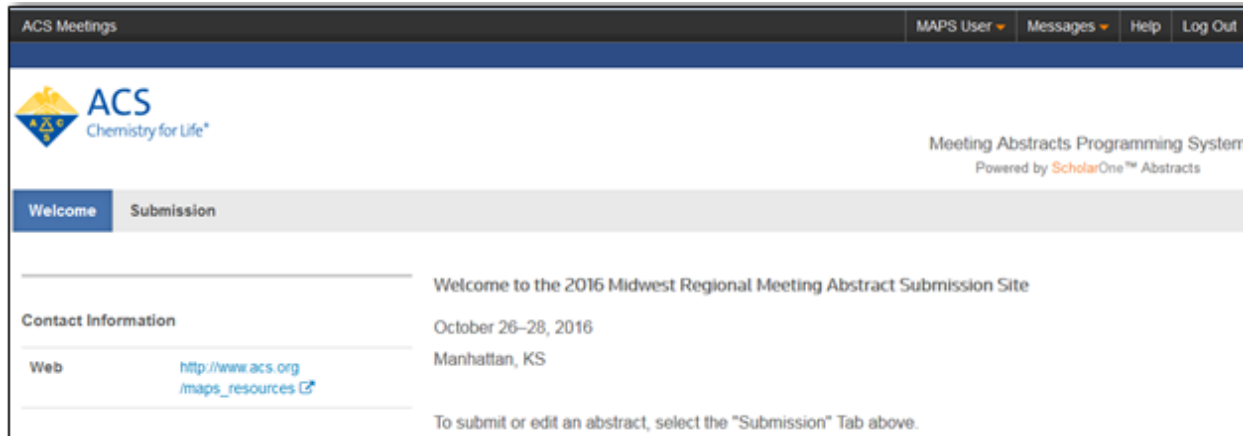
To access the MAPS:

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

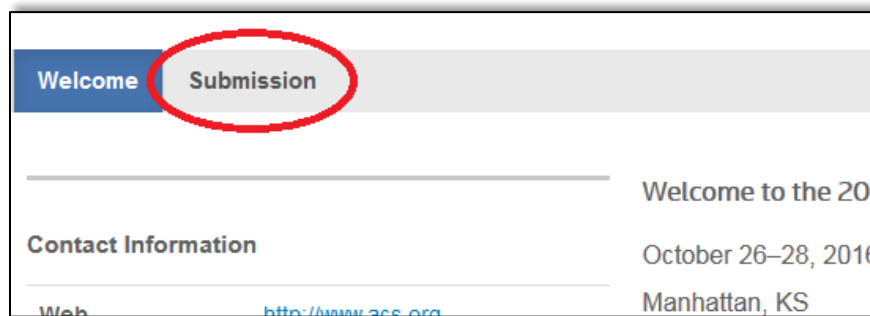
If you do not have an ACS ID you may create one at <http://maps.acs.org>.

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

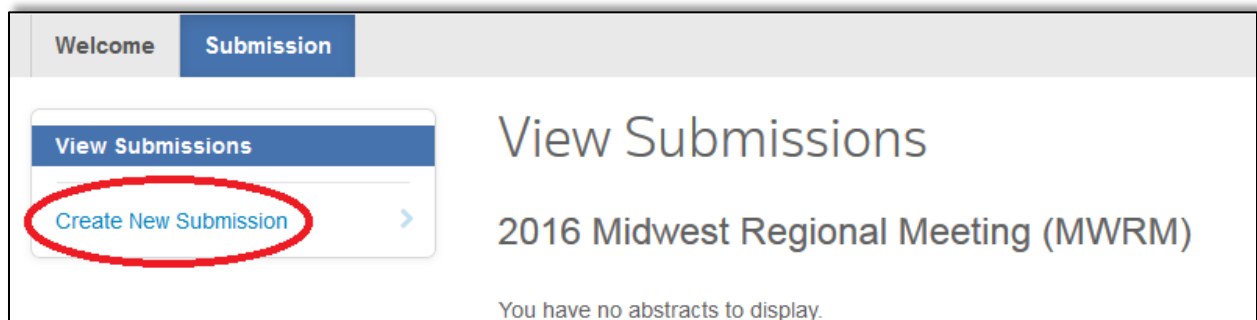


## CREATING A NEW ABSTRACT

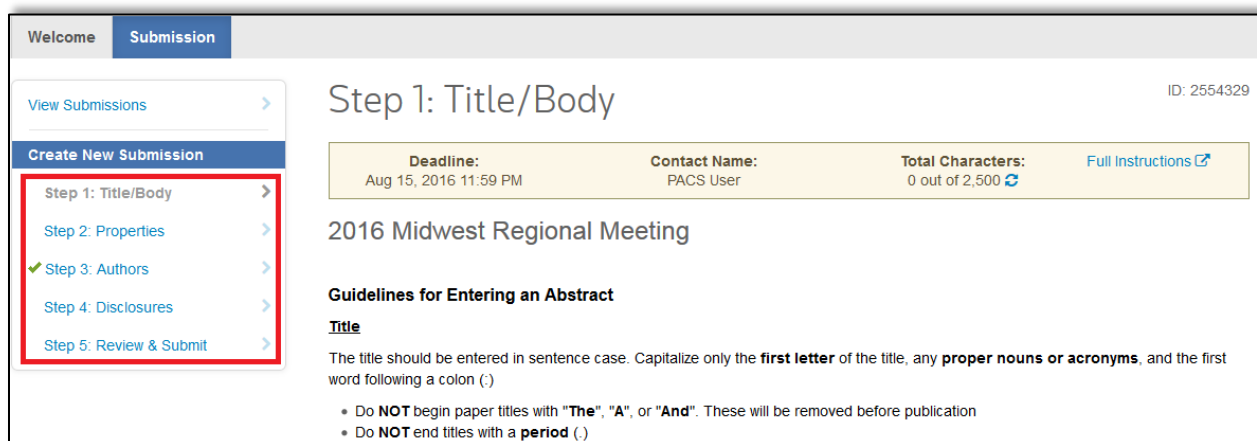
1. From the **Welcome Screen** click **Submission** to access the **Submission Center**



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**.

Step 1: Title/Body ID: 2554329

<b>Deadline:</b> Aug 15, 2016 11:59 PM	<b>Contact Name:</b> MAPS User	<b>Total Characters:</b> 0 out of 2,500	<a href="#">Full Instructions</a>
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2016 Midwest Regional Meeting

**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

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.

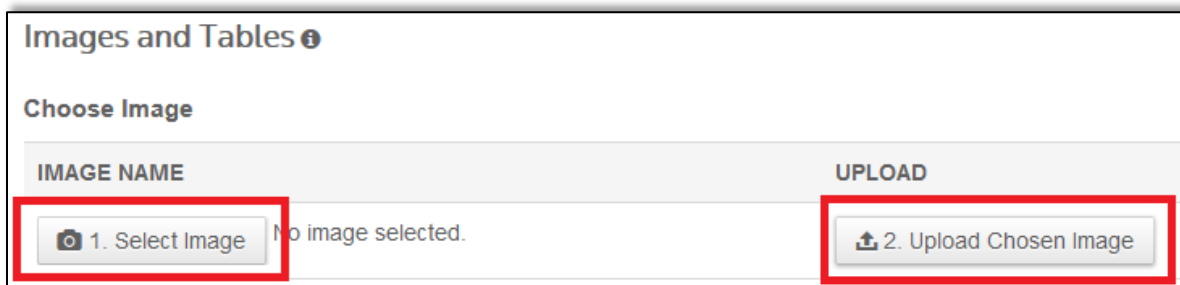
When you have completed Step 1, click **Save** to save changes and remain on the page or click **Save & Continue** to proceed to Step 2

## 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

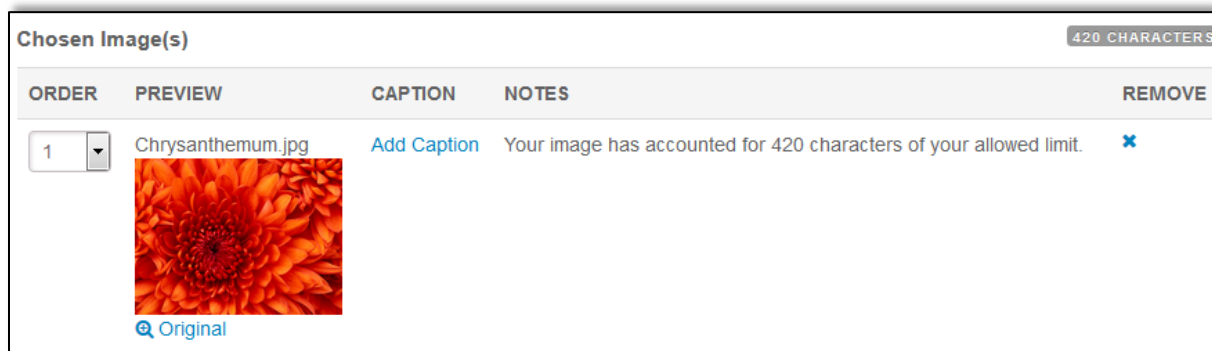
### To upload an image:

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




The screenshot shows the 'Images and Tables' section. Under the 'Choose Image' heading, there is a table with two columns: 'IMAGE NAME' and 'UPLOAD'. In the 'IMAGE NAME' column, there is a button labeled '1. Select Image' with a camera icon, and the text 'No image selected.' is displayed next to it. In the 'UPLOAD' column, there is a button labeled '2. Upload Chosen Image' with an upload icon. Both buttons are highlighted with a red rectangular box.

3. Uploaded images will display in the **Chosen Image(s)** table
4. Add an optional caption by clicking on the **Add Caption** link



The screenshot shows the 'Chosen Image(s)' table. The table has a header with columns: ORDER, PREVIEW, CAPTION, NOTES, and REMOVE. The table contains one row with the following data:

ORDER	PREVIEW	CAPTION	NOTES	REMOVE
1		<a href="#">Add Caption</a>	Your image has accounted for 420 characters of your allowed limit.	<a href="#">X</a>

Below the preview image, there is a link labeled 'Original' with a magnifying glass icon. A character count '420 CHARACTERS' is displayed in the top right corner of the table area.

### 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



The screenshot shows two buttons: a light gray 'Save' button and a blue 'Save & Continue' button with a right-pointing arrow.

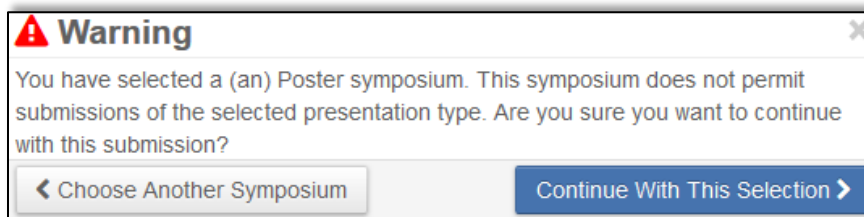
## Step 2: Select a Symposium

### 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

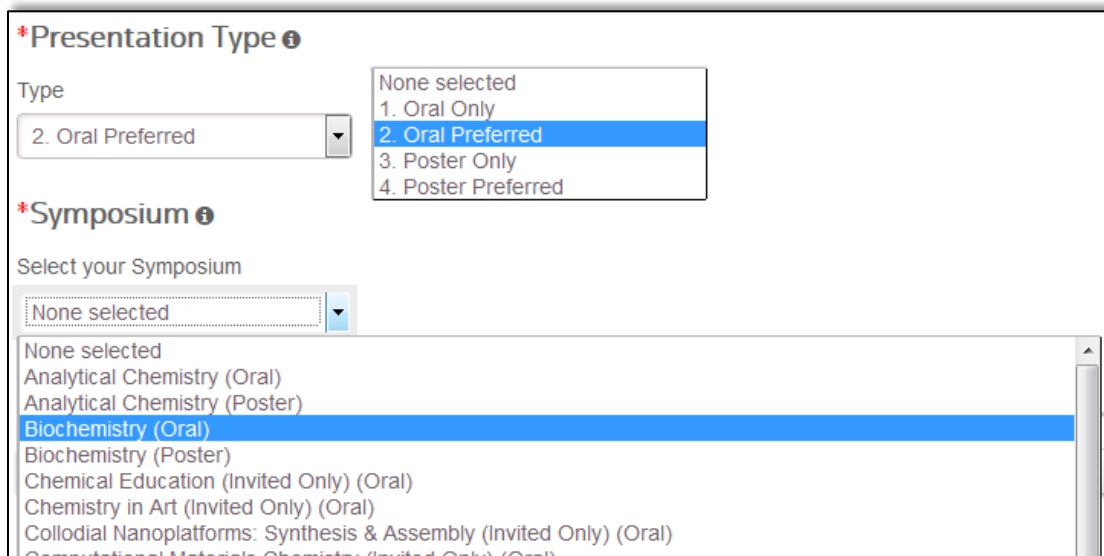
(**Note:** If you select a symposium that does not match your preference, you will receive a warning message. You can either choose another symposium or continue with your selection.)



### 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.)

A screenshot of a web form. The first section is titled "\*Presentation Type" and has a dropdown menu with "2. Oral Preferred" selected. A dropdown menu is open, showing options: "None selected", "1. Oral Only", "2. Oral Preferred" (highlighted in blue), "3. Poster Only", and "4. Poster Preferred". The second section is titled "\*Symposium" and has a dropdown menu with "None selected" selected. A large list of symposiums is open, with "Biochemistry (Oral)" highlighted in blue. The list includes: "None selected", "Analytical Chemistry (Oral)", "Analytical Chemistry (Poster)", "Biochemistry (Oral)", "Biochemistry (Poster)", "Chemical Education (Invited Only) (Oral)", "Chemistry in Art (Invited Only) (Oral)", "Colloidal Nanoplatfroms: Synthesis & Assembly (Invited Only) (Oral)", and "Computational Materials Chemistry (Invited Only) (Oral)".

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

The screenshot shows the 'Authors' management interface. At the top, there are buttons for 'Hide All Affiliations' and 'Reorder Affiliations'. Below is a table with columns: AUTHOR ORDER, PRESENTER, AUTHORS, and REMOVE AUTHOR. The first row shows '1' in the order column, a checked box in the presenter column, and 'MAPS User - More Info' in the authors column. Below the table, there are buttons for 'Show Affiliations', 'Affiliation #1' (set to 'American Chemical Society'), and 'Affiliation #2' (set to 'None selected'). At the bottom, there are buttons for 'Update Author Order' and 'Add Author', with the latter highlighted by a red box.

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

The screenshot shows the 'Search for Author to Add' form. It has three input fields: 'First/Given Name', 'Last/Family Name', and 'Author's E-mail'. The 'Author's E-mail' field contains 'Email@Example.com'. There is a 'Search' button at the bottom left. Above the form are buttons for 'Update Author Order' and 'Add Author'.

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

The screenshot shows the 'Author Search Results (16 Authors Found)' table. The table has columns: ADD, NAME, DEPARTMENT, INSTITUTION, and E-MAIL. The first row shows '+ Add' in the ADD column, 'Test, Tester' in the NAME column, and 'test1@acs.org' in the E-MAIL column. The second row shows '+ Add' in the ADD column, 'Test, Non' in the NAME column, 'American Chemical Society' in the INSTITUTION column, and 'test3@acs.org' in the E-MAIL column. Below the table are buttons for 'Prev', '1', '2', 'Next', 'Cancel', and 'Create An Author'.

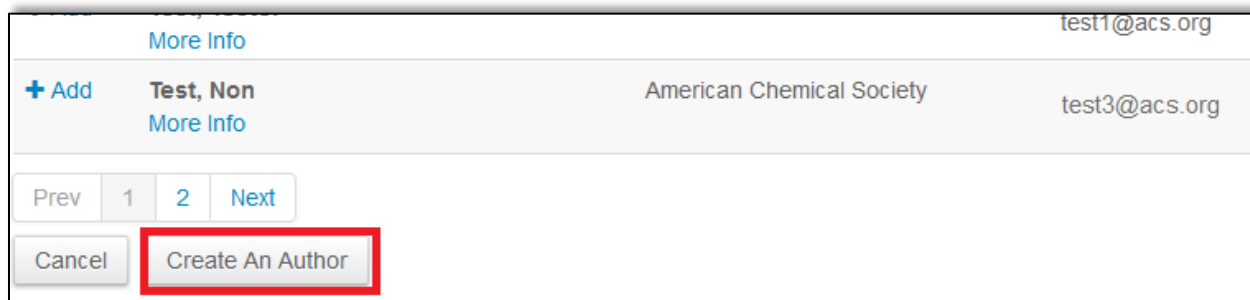
**(Note:** If the author does not have an affiliation you will be prompted to add one. Only create an affiliation for the author if the affiliation is different from other authors on the abstract. Click **Cancel** and select an affiliation under **Affiliation #1** for the author.)



## Create New Author

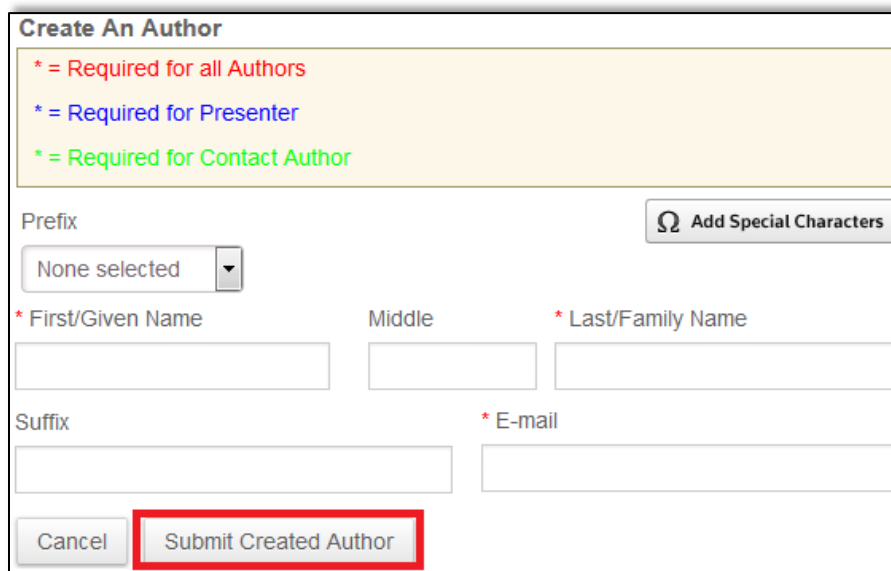
In the event that you cannot find the author you are looking for:

1. Click **Create An Author**



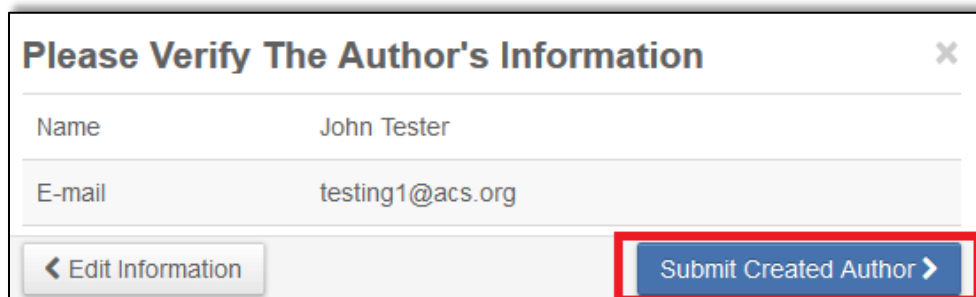
A screenshot of a table listing authors. The table has columns for name, affiliation, and email. The first row shows 'Test, Non' with affiliation 'American Chemical Society' and email 'test3@acs.org'. Below the table are navigation buttons: 'Prev', '1', '2', 'Next', 'Cancel', and 'Create An Author'. The 'Create An Author' button is highlighted with a red box.

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



A screenshot of the 'Create An Author' form. It includes a legend for required fields: red asterisk for all authors, blue for presenter, and green for contact author. Fields include Prefix (dropdown), First/Given Name, Middle, Last/Family Name, Suffix, and E-mail. The 'Submit Created Author' button is highlighted with a red box.

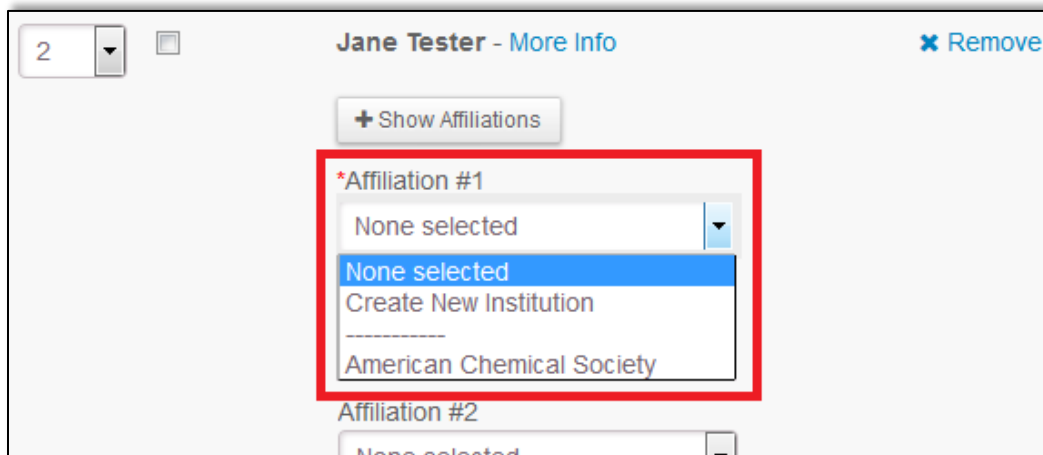
3. Click **Submit Created Author**
4. Before the author is added, please verify the author's information. If an error is found, click **Edit**. If the information is correct, click **Submit Created Author**.



A screenshot of a dialog box titled 'Please Verify The Author's Information'. It displays the author's name as 'John Tester' and email as 'testing1@acs.org'. At the bottom, there are two buttons: 'Edit Information' and 'Submit Created Author'. The 'Submit Created Author' button is highlighted with a red box.

## Assigning Affiliations

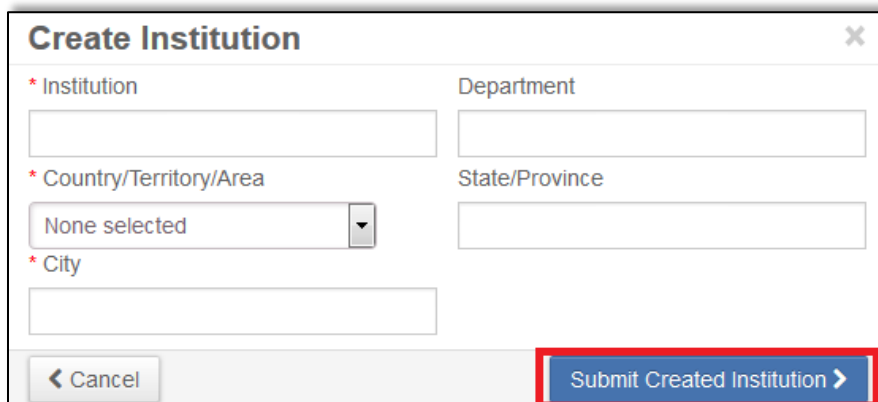
All authors must have an affiliation. To assign an affiliation to an author, select an affiliation from the dropdown list.



The screenshot shows a user interface for 'Jane Tester - More Info'. At the top right is a 'Remove' button. Below the name is a '+ Show Affiliations' button. A dropdown menu for '\*Affiliation #1' is open, showing 'None selected' (highlighted in blue), 'Create New Institution', and 'American Chemical Society'. Below this is another dropdown for 'Affiliation #2' with 'None selected' selected.

## Adding Affiliations

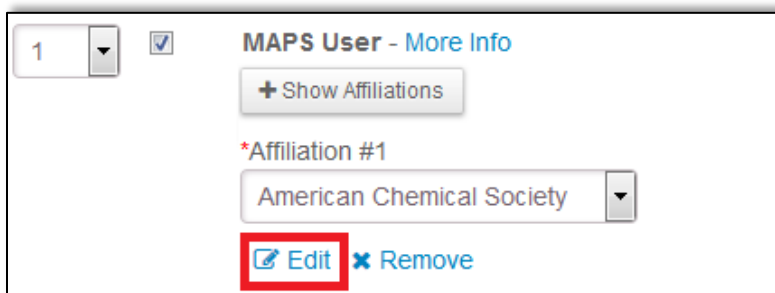
In the event that the affiliation is not listed, select **Create New Institution** from the dropdown list, enter the required fields, and click **Submit Created Institution**.



The 'Create Institution' form has the following fields: '\* Institution' (text input), 'Department' (text input), '\* Country/Territory/Area' (dropdown menu with 'None selected'), 'State/Province' (text input), and '\* City' (text input). At the bottom, there is a '< Cancel' button and a 'Submit Created Institution >' button, which is highlighted with a red box.

## Editing Affiliations

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



The screenshot shows a user interface for 'MAPS User - More Info'. At the top right is a 'Remove' button. Below the name is a '+ Show Affiliations' button. A dropdown menu for '\*Affiliation #1' is open, showing 'American Chemical Society' selected. Below this is an 'Edit' button (highlighted with a red box) and a 'Remove' button.

## Assigning Presenters

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

AUTHOR ORDER	PRESENTER	AUTHORS	REMOVE AUTHOR
1	<input checked="" type="checkbox"/>	MAPS User - <a href="#">More Info</a> <a href="#">+ Show Affiliations</a>	<a href="#">✕ Remove</a>
2	<input type="checkbox"/>	Jane Tester - <a href="#">More Info</a> <a href="#">+ Show Affiliations</a>	<a href="#">✕ Remove</a>
3	<input checked="" type="checkbox"/>	Librarian Test - <a href="#">More Info</a> <a href="#">+ Show Affiliations</a>	<a href="#">✕ Remove</a>
4	<input type="checkbox"/>	Tester Test - <a href="#">More Info</a> <a href="#">+ Show Affiliations</a>	<a href="#">✕ Remove</a>

## 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**.

AUTHOR ORDER	PRESENTER	AUTHORS	REMOVE AUTHOR
1	<input checked="" type="checkbox"/>	MAPS User - <a href="#">More Info</a> <a href="#">+ Show Affiliations</a>	<a href="#">✕ Remove</a>
2	<input type="checkbox"/>	Jane Tester - <a href="#">More Info</a> <a href="#">+ Show Affiliations</a>	<a href="#">✕ Remove</a>
3	<input checked="" type="checkbox"/>	Librarian Test - <a href="#">More Info</a> <a href="#">+ Show Affiliations</a>	<a href="#">✕ Remove</a>
4	<input type="checkbox"/>	Tester Test - <a href="#">More Info</a> <a href="#">+ Show Affiliations</a>	<a href="#">✕ Remove</a>

[↻ Update Author Order](#) [+ Add Author](#)

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.

[← Previous Step](#) [Save](#) [Save & Continue >](#)

## 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.

<a href="#">← Previous Step</a>	<a href="#">Save</a>	<a href="#">Save &amp; Continue &gt;</a>
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## 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.

The screenshot shows the 'Create New Submission' interface. On the left, a sidebar lists five steps: Step 1: Title/Body, Step 2: Properties, Step 3: Authors, Step 4: Disclosures, and Step 5: Review & Submit. Each step has a green checkmark and a right-pointing arrow. Step 5 is highlighted with a red box. The main content area shows the submission title '2016 Midwest Regional Meeting', a deadline of 'Aug 15, 2016 11:59 PM', and the contact name 'MAPS User'. Below the title, there is a section for 'Review Submission Input' with a green checkmark and an 'Edit' button. A table with columns 'SECTION' and 'VALUE' is partially visible at the bottom.

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.

The screenshot shows the same submission review interface as above, but with an error message. In the sidebar, Step 2: Properties is highlighted with a red box and has a red 'X' icon instead of a checkmark. The main content area shows the title '2016 Midwest Regional Meeting' and the section 'Review Submission Input'. A red error message box is displayed, stating: 'The following steps are incomplete' followed by a list: 'Step 2: Properties' with a sub-bullet 'You must select a symposium to link to.'

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

The screenshot shows a 'View Proof' button with a document icon. Below the button, text reads: 'The proof is the final version of your submission, based on the society's guidelines.' The 'View Proof' button is highlighted with a red box.

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

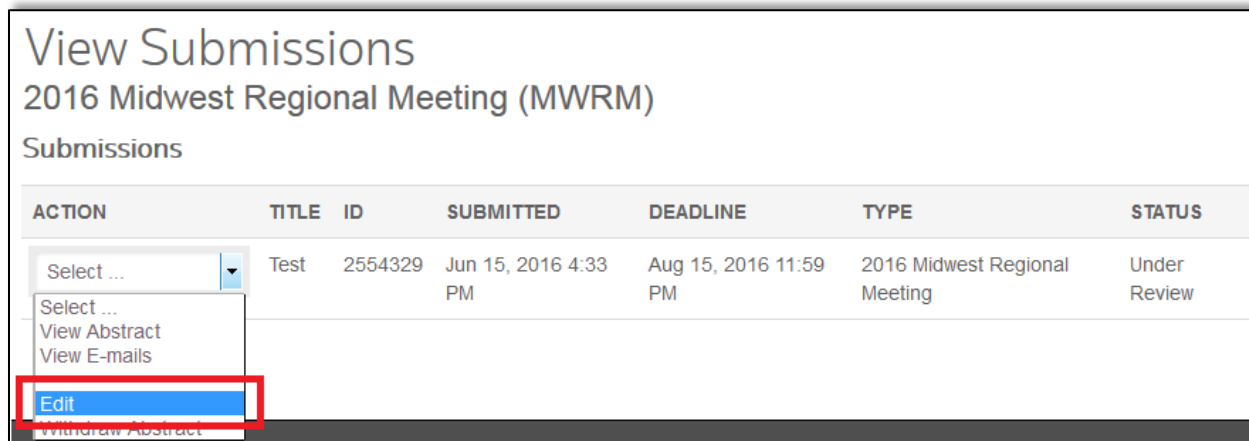
The screenshot shows two navigation buttons: 'Previous Step' with a left-pointing arrow and 'Submit' with a right-pointing arrow. The 'Submit' button is highlighted with a red box.

## 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**

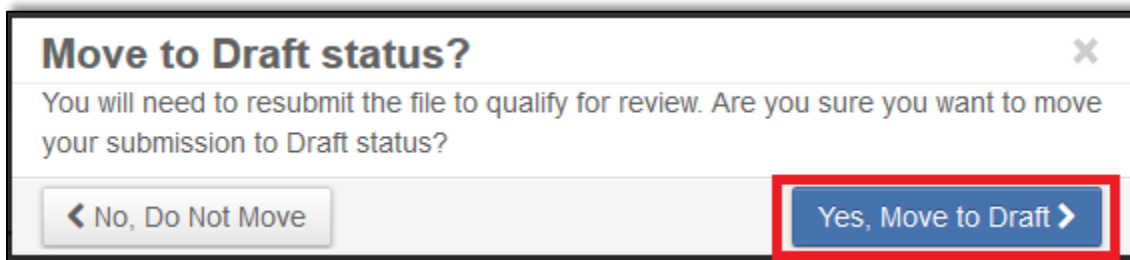


View Submissions  
2016 Midwest Regional Meeting (MWRM)

Submissions

ACTION	TITLE	ID	SUBMITTED	DEADLINE	TYPE	STATUS
Select ... View Abstract View E-mails <b>Edit</b> Withdraw Abstract	Test	2554329	Jun 15, 2016 4:33 PM	Aug 15, 2016 11:59 PM	2016 Midwest Regional Meeting	Under Review

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



**Move to Draft status?** ×

You will need to resubmit the file to qualify for review. Are you sure you want to move your submission to Draft status?

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**

View Submissions  
2016 Midwest Regional Meeting (MWRM)  
Submissions

ACTION	TITLE	ID	SUBMITTED	DEADLINE	TYPE	STATUS
Select ... View Abstract View E-mails Edit <b>Withdraw Abstract</b>	Test	2554329	Jun 16, 2016 11:32 AM	Aug 15, 2016 11:59 PM	2016 Midwest Regional Meeting	Under Review

3. Provide a reason for withdrawing your abstract

**Withdraw Abstract** [X]

Are you sure you want to withdraw this abstract?

\* Please, supply a reason for withdrawing:

< No Yes >

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

Submissions

ACTION	TITLE	ID	SUBMITTED	DEADLINE	TYPE	STATUS
Select ...	Test	2554329	Jun 16, 2016 11:32 AM	Aug 15, 2016 11:59 PM	2016 Midwest Regional Meeting	Author Withdrawn

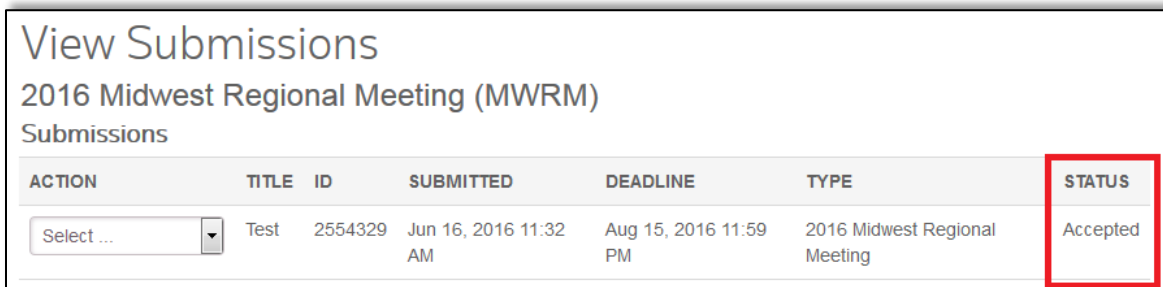
## Visa Letters

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](mailto:maps@acs.org) for a copy of your visa letter.)

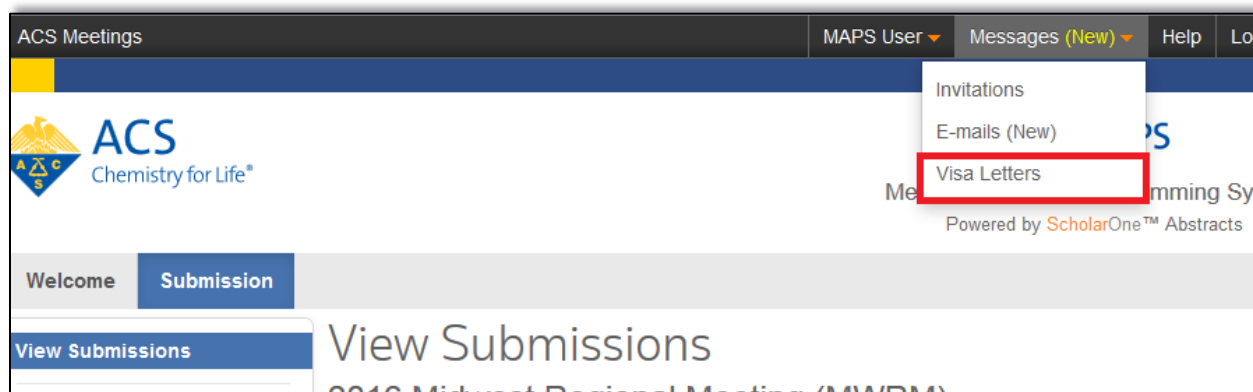
To download a visa letter:

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



ACTION	TITLE	ID	SUBMITTED	DEADLINE	TYPE	STATUS
Select ...	Test	2554329	Jun 16, 2016 11:32 AM	Aug 15, 2016 11:59 PM	2016 Midwest Regional Meeting	Accepted

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



ACS Meetings | MAPS User | Messages (New) | Help | Log

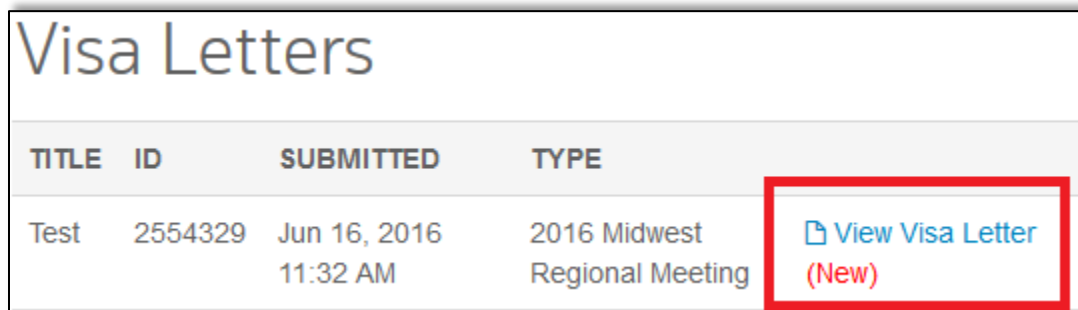
ACS Chemistry for Life®

Invitations  
E-mails (New)  
**Visa Letters**

Welcome | Submission

View Submissions | View Submissions | 2016 Midwest Regional Meeting (MWRM)

3. Click the **View Visa Letter**



TITLE	ID	SUBMITTED	TYPE	
Test	2554329	Jun 16, 2016 11:32 AM	2016 Midwest Regional Meeting	<a href="#">View Visa Letter (New)</a>

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

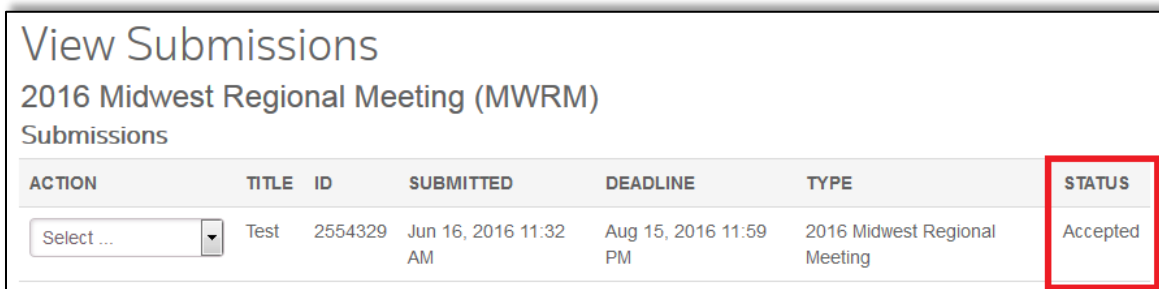


## Acceptance and Scheduling Notices

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.

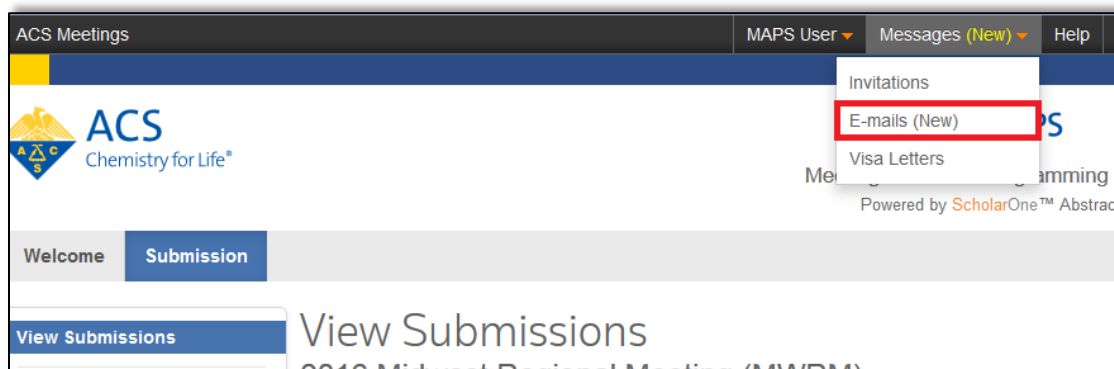
To view an acceptance or scheduling notice:

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

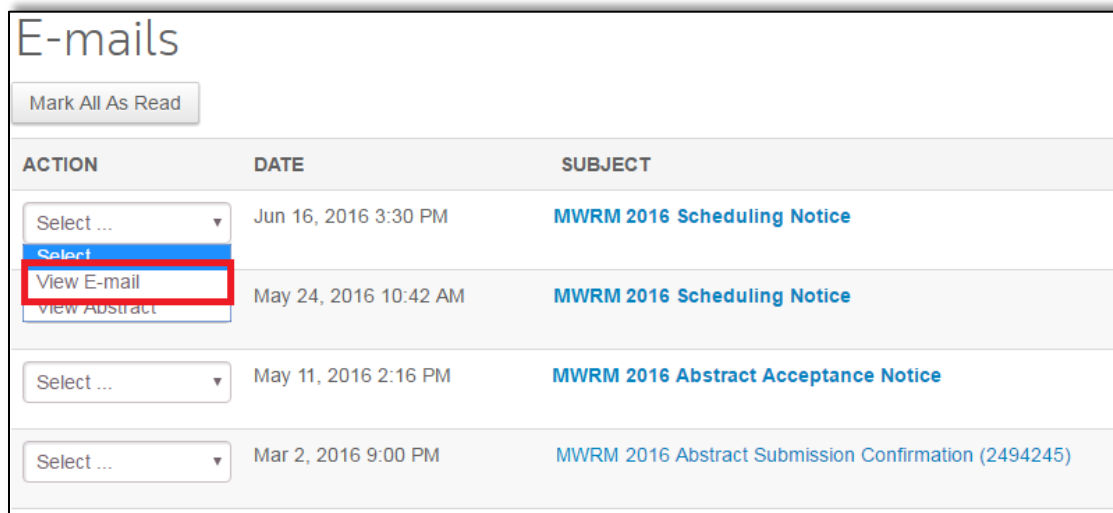


ACTION	TITLE	ID	SUBMITTED	DEADLINE	TYPE	STATUS
Select ...	Test	2554329	Jun 16, 2016 11:32 AM	Aug 15, 2016 11:59 PM	2016 Midwest Regional Meeting	Accepted

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**



ACTION	DATE	SUBJECT
Select ...	Jun 16, 2016 3:30 PM	MWRM 2016 Scheduling Notice
Select ... View E-mail View Abstract	May 24, 2016 10:42 AM	MWRM 2016 Scheduling Notice
Select ...	May 11, 2016 2:16 PM	MWRM 2016 Abstract Acceptance Notice
Select ...	Mar 2, 2016 9:00 PM	MWRM 2016 Abstract Submission Confirmation (2494245)

## 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](mailto: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)