

## Brief Organizer Instructions

### View Submitted Abstracts

1. View submitted abstracts in the right-hand panel. The “Abstract Status” column shows all of the submitted or scheduled abstracts under your control.
2. View and review an abstract: Double-click the underlined "Control ID".
3. Default display: Select “CSO Sessioning” under the “Session Builder” label (upper left-hand corner).
4. Rearrange column headings: Click & hold and drag it to a new position.
5. Sort on a column heading: Hover over and click the down arrow next to it, then select “Sort Ascending” or “Sort Descending.”
6. Add/Delete a column heading: Hover over a column heading and click the down arrow next to it, then select “Columns” to select or de-select column heading(s).
7. Save a customized column configuration: Click Save/Edit (under the Session Builder label) and enter a name for it.

### Schedule and Organize Abstracts within a Session

1. First, click the session you want work on in the left-hand column, which displays the “Currently Assigned Abstracts” for that session in the lower right-hand panel.
2. Second, click the check-box next to the abstract’s Control ID, then click, hold and drag the abstract into the bottom session panel.
3. Arrange an abstract within a session: Click, hold and drag it up or down within the session.
4. Set the time for a presentation: Double-click the cell in the “Duration” column and enter the time (in minutes).

### Breaks and Opening/Closing Remarks (Placeholders)

1. Policy: The CSO has the option to place 1 Break (15 min max) or Opening/Closing Remarks (5 min max) in a session.
2. Enter Breaks and Opening/Remarks: Click the “Add Placeholder” (green + icon) in the “Currently Assigned Abstract” panel’s menu bar. Enter a Name and click Save. Then position the placeholder within the session and enter the duration for it.

### Remove, Withdraw, Transfer, or Reject Abstracts

1. Remove Abstracts: Click, hold and drag the abstract into the upper right-hand panel; or highlight the abstract and click “Remove Selected (Red – icon).
2. Withdraw Abstracts. CSOs do not have the permissions to withdraw abstracts from the meeting. Prior to the close of abstracts, the author may withdraw his/her abstract. If sessioned, it must first be removed by the Organizer from the session, however. After the close of abstracts, the abstract must be withdrawn by Pacificchem Administration.
3. Transfer Abstracts: First, remove the abstract from a session and then move it into another session under your control. If an abstract needs to be moved to another symposium, contact Pacificchem Administration.

4. Rejected Abstracts: Unless the science is faulty or obviously inappropriate for the symposium or the Pacificchem Congress, almost all abstracts submitted to Pacificchem meetings should be accepted. If an abstract should be rejected, contact Pacificchem Administration and include your recommendation.

### **Assign Hosts (Session Presiders) to Sessions**

1. Click "Assign Hosts" to toggle from "Assign Abstracts" view.
2. Click "Search for New Hosts" to locate the person who will host (preside over) the session.
3. Fill in the Search Criteria (e.g. Last Name or email address) and click "Search":
  - a. If the person is found, click the check box for the correct person and click "Add Hosts to Current Session" or click "Add to List of Available Hosts Only" to make the host available to other sessions.
  - b. If the person is not found, click "Add New Host" and enter the required fields for the person's Name, Institution and Email Address. Then click the check box for the new person and click "Add Hosts to Current Session" or click "Add to List of Available Hosts Only" to make the host available to other sessions.
4. If necessary, click, hold, and drag the host from the upper Session Builder panel to the lower Current Hosts panel.
5. When finished with Hosts, click "Assign Abstracts" to toggle from the "Assign Hosts" view.

### **Optional**

1. Click the Expanding (green) arrows to open a panel to full screen mode. Click the "Close window and return" Arrow (green) to return back to the previous view.
2. Click the "Export to Excel" (Excel icon) to export the abstracts to Excel, which may help organize the session(s) off line.
3. Click Column Header: Symposia -> Filters to group all related symposia together.