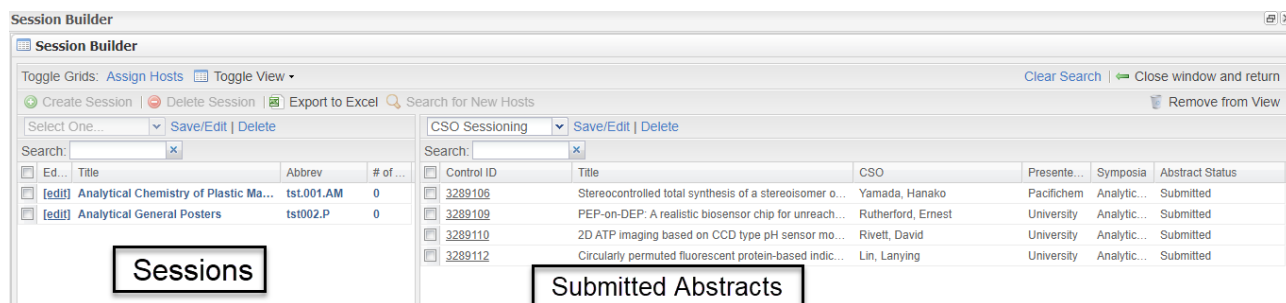# SYMPOSIUM ORGANIZER INSTRUCTIONS

VIEWING SUBMITTED ABSTRACTS

When first entering Session Builder, there are two panels. The left-hand panel shows all of the sessions under your control. The right-hand panel shows the abstracts that have been submitted to your symposium.

1. View the abstracts in the right-hand panel. The "Abstract Status" column shows all of the submitted or scheduled abstracts under your control.
2. To view and review an abstract, double-click the underlined "Control ID" for the abstract.

3. Under the "Session Builder" label ( ) select "CSO Sessioning" to display the column headings most useful to session abstract. The column headings may be customized. See discussion below.
4. To move a column heading around, click, hold and drag it to a new position.

Slide column heading to new position

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5. To sort on a column heading, hover over and click the down arrow next to it, then select "Sort Ascending" or "Sort Descending." Sorting on the "Symposia" column is useful to group abstracts if there are several sessions to organize.
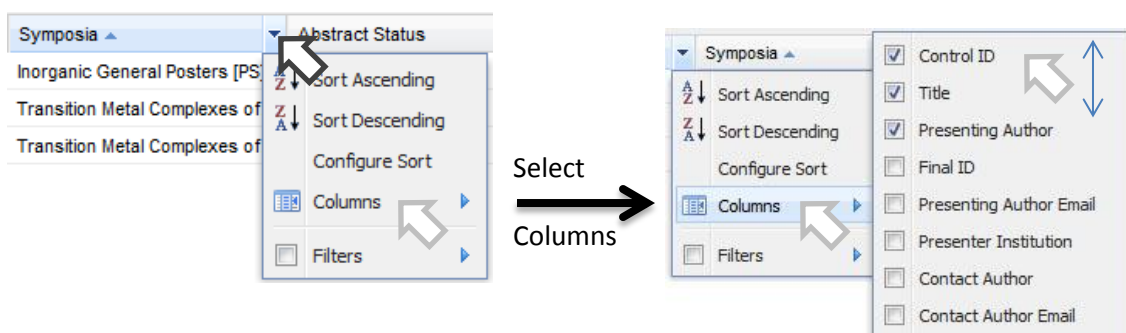

6. To add or delete a column heading, hover over any column heading and click the down arrow next to it, then select "Columns." See above. Select or de-select the column heading(s) you want to display.
7. To save a column configuration, click Save/Edit (under the "Session Builder" label) and enter a name for it.

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SCHEDULING AND ORGANIZING ABSTRACTS WITHIN A SESSION

1. First, click the session you want to work on in the left-hand panel. Selecting a session puts a check in the box next to the session name and abbreviation, and displays the "Currently Assigned Abstracts" for that session in the lower right-hand panel.
2. To session an abstract, click, hold and drag the abstract into the bottom session panel. A green check icon indicates where the abstract can be moved within the session. A red check icon indicates where the abstract cannot be moved.
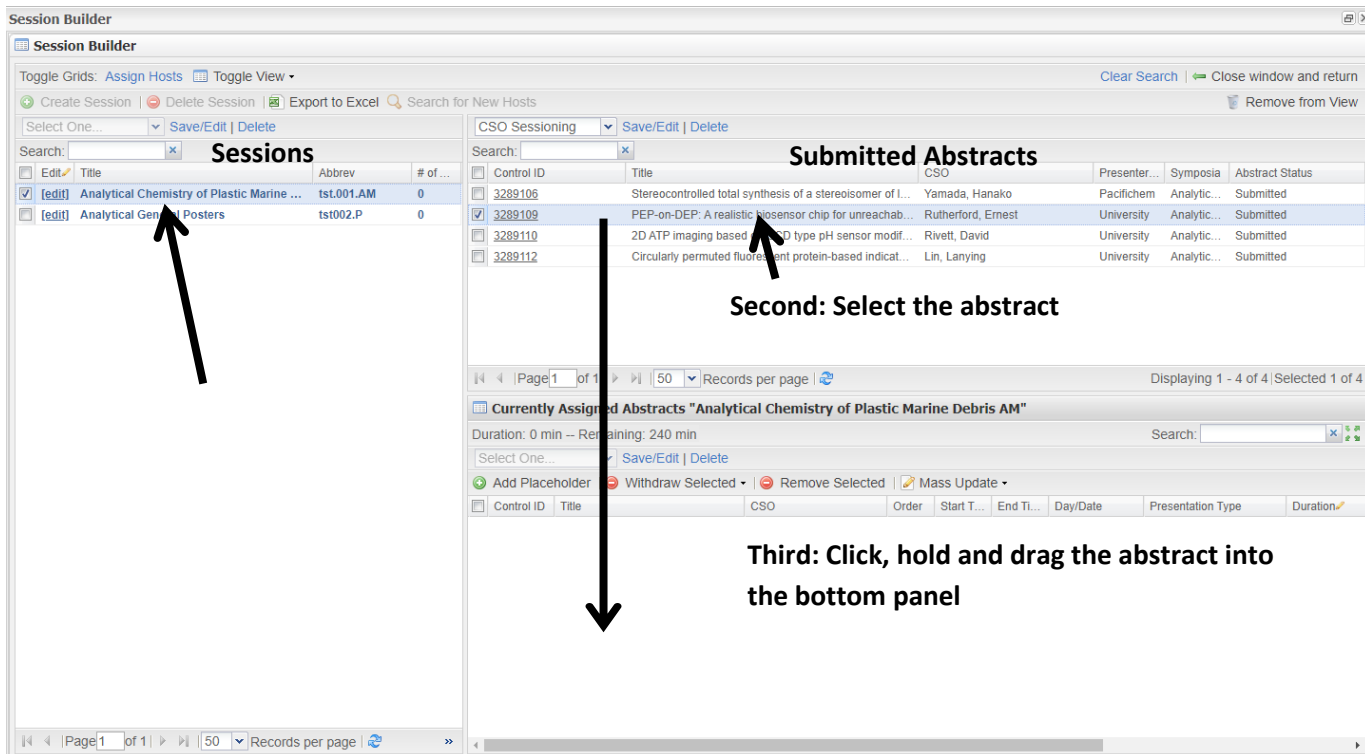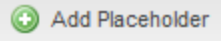

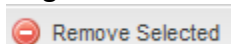3. To place an abstract in presentation order, click, hold and drag it up or down within the session:
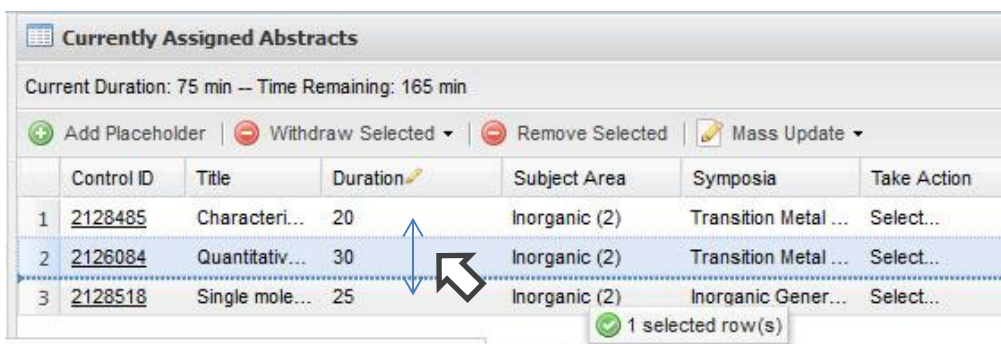
4. To set the time for a presentation, double-click the cell in the "Duration" column (above) and enter the time (in minutes).

❗ Remember that Pacifichem recommends standard times for invited or contributed presentations, but it is at the discretion of the CSO to change the times, especially if they want to add more speakers into a 4-hour session. Each 4-hour half-day session must have 6 or more presentations to qualify for the 2 registration vouchers. Also, leave the duration time for poster presentations at 0. Poster presentation times are set by the poster session time, 2 hours.

ENTERING BREAKS AND OPENING/CLOSING REMARKS USING PLACEHOLDERS

1. The CSO has the option to place Breaks (15 min max) or Opening/Closing Remarks (5 min max) in a session.

2. Breaks and Opening/Closing Remarks are entered by clicking the icon in the "Currently Assigned Abstract" panel's menu bar.

3. Enter a Name ("Break", "Introductory Remarks", or "Closing Remarks") and click Save. Then position the placeholder within the session and enter the allowed duration for the Placeholder.

## REMOVING, WITHDRAWING, TRANSFERRING, OR REJECTING ABSTRACTS

1. **Removing Abstracts**. To remove an abstract from a session, click and drag the abstract into the upper right-hand panel, or highlight the abstract and click the icon. This makes the abstract available to be placed into another session.

2. **Withdrawing Abstracts**. CSOs do not have the permissions to withdraw individual abstracts from the meeting. Prior to the close of abstracts, the author may withdraw his/her abstract. It must first be removed from a session, however. After the close of abstracts, the abstract must be withdrawn by Pacifichem Administration.

3. **Transferring Abstracts**. CSOs can easily transfer abstracts between sessions under their control by removing them from one session and moving them into another. If an abstract needs to be moved to another symposium, contact Pacifichem Administration.

4. **Rejecting Abstracts**. Unless the science is faulty or obviously inappropriate for the symposium or meeting, abstracts submitted to Pacifichem meetings are accepted. If possible, place those abstracts that don't make it into the oral program into the poster session, or ask Pacifichem Administration to transfer it into a General Poster session. Otherwise, leave the abstract in the Submission Panel and notify Pacifichem Administration that the abstract should be rejected.

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ADDING HOSTS (SESSION MONITORS) FOR THE SESSIONS

Hosts refer to individuals selected by the organizers to preside over a session. Hosts are also called Session Monitors or Presiding Officers at some scientific conferences. This person keeps the presentations on time and contacts the Pacifichem support staff for any room issues.

1. **Adding Hosts**. To add hosts, click the "Assign Hosts" link in the upper-right of the Session Builder grid. This link toggles between two "Assign Hosts" and "Assign Abstracts" views.
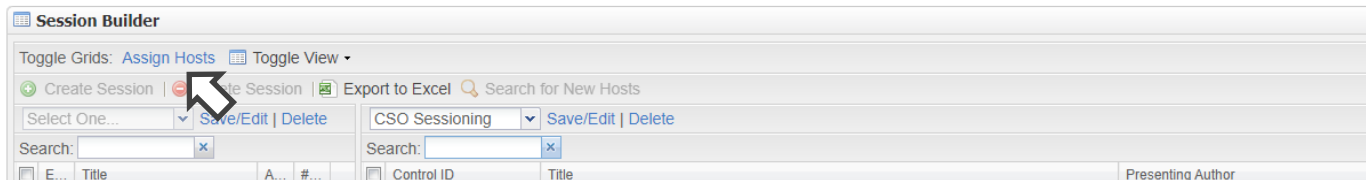
2. **Search for Hosts**. Click on the "Search for New Hosts" link:
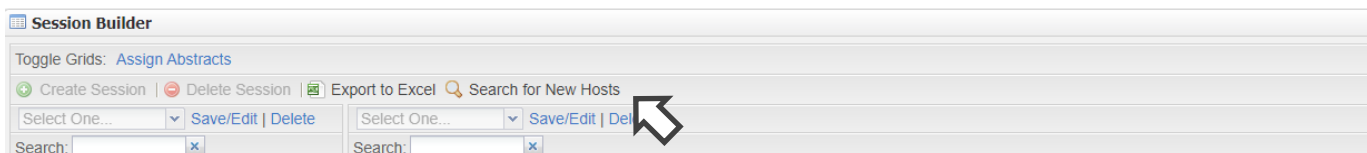
Fill in the Search Criteria (e.g. Last Name or email address) and click "Search":

   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 four 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.

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3. Add Host to Session. If necessary, click, hold, and drag the host from the upper Session Builder panel to the lower Current Hosts panel.

POWER USER TIPS

1. Click the ⇲⇱ icon to open a panel to full screen mode. Click the ⬅ Close window and return icon to return back to the previous view.
2. Click the 📊 Export to Excel icon to export the abstracts into CSV format, which may help organize the session(s) off line with your co-organizers.
3. If you have multiple symposia to organize and have many abstracts submitted and waiting to be scheduled, then filtering on the "Symposia" column for your symposium may be helpful:
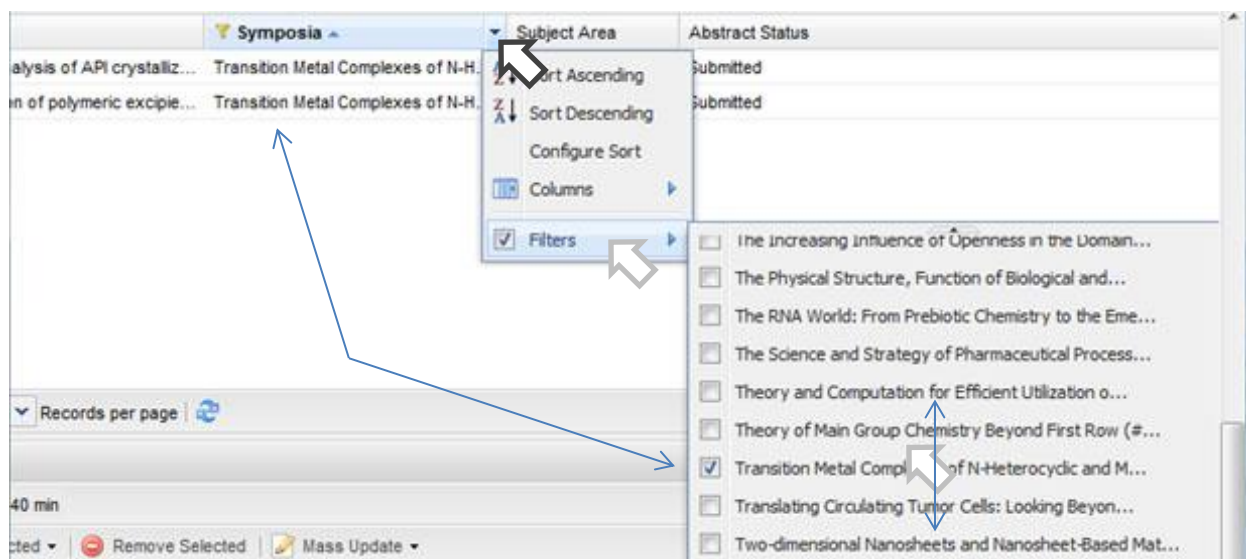
Filtering will allow you to concentrate on one symposium at a time. Be sure to click the Clear Filters icon or un-check the Filters label to re-display all submissions again!