

# Symposium Organizer Guide

## Responsibilities

It is the responsibility of the Symposium Organizer to:

- Serve as primary contact with presenters and ACerS Technical Program Manager, Karen McCurdy, [kmccurdy@ceramics.org](mailto:kmccurdy@ceramics.org)
- Solicit abstracts for your symposium
- Become familiar with the Scholar One system and utilize it for the following items:
  - Review abstracts and accept or reject
  - Create and organize sessions
  - Recruit and manage session chairs

***We appreciate you sharing your time and talents with the ACerS community!***

## Summary of actions and anticipated deadlines

Action Item	Deadline
May 2025	Call for Abstracts sent. Abstract recruitment begins
September 2, 2025	Initial submission deadline
September 15, 2025	Extended submission deadline
September 15, 2025	Review period begins
September 30, 2025	Review deadline
October 15, 2025	Grid completed
October 16, 2025	Sessioning begins
November 5, 2025	Sessioning deadline
December 19, 2025	Itinerary planner ready and link posted
December 31, 2025	Breaking News Poster session deadline
January 25- 30, 2026	ICACC

## Financial Support

Each symposium may be allocated a certain number of complimentary registrations, depending on the number of abstracts in the symposium. These are typically used at the discretion of the organizer, to support invited speakers who may have financial difficulties.

This information will be communicated approximately three months before the meeting.

## Session Chair Information

The selection of session chairs is an extremely important task. The participation of the session chair allows the symposium to proceed smoothly. We suggest selecting at least two session chairs per session. The Session Chair primary goal is to lead the session.

Session chairs should arrive in the session room 20-30 minutes early

Check for any changes to the session on the session schedule posted outside the room.

Check the A/V setup and help any speakers who need assistance to load their presentations onto the laptop at the podium.

Photography and video recording are prohibited during the sessions. Please help us enforce this policy.

At the beginning of the session, welcome attendees and remind attendees that no photography or video recording of talks is permitted. Thank the speakers for their

contributions and note any changes to the program. Remind speakers to keep their talks within their allotted time.

Please keep the session on schedule:

- a. Provide speakers with a 5 minute warning
- b. Politely ask them to wrap up within the one minute if their talk runs over.
- c. If there is a cancellation or no-show do not skip to the next speaker. Instead, make the announcement and take a break or initiate topical discussion until the next scheduled talk.

# Scholar One- Abstract Review

Log into Scholar One at <https://icacc2026.abstractcentral.com/>.

The screenshot shows the ScholarOne login page for the ICACC 2026 Abstract Submission Site. The page features a header with the event title "Golden Jubilee Celebration of the 50th International Conference and Expo on Advanced Ceramics and Composites (ICACC 2026)" and the dates "January 25-30, 2026 • ceramics.org/icacc2026". Below the header, there are links for "Log In", "Create An Account", and "Forgot Password". A "Welcome to the ICACC 2026 Abstract Submission Site!" message is displayed, followed by a list of instructions for users. On the right side, there is a "Log In" form with fields for "User ID" and "Password", and checkboxes for "Remember User ID" and "Log In". A "Forgot Password" link is also present. The bottom of the page shows the ScholarOne logo and a Windows taskbar.

Log In | Password | Salesforce | Event Calendar - The Ameri... | ScholarOne Abstracts - Logi... | ScholarOne Abstracts - Abi... | ScholarOne Abstracts - Abi... | Verify it's you

ScholarOne for Conferences™ | Help

Golden Jubilee Celebration of the 50th International Conference and Expo on Advanced Ceramics and Composites (ICACC 2026)  
January 25-30, 2026 • [ceramics.org/icacc2026](https://ceramics.org/icacc2026)

Log In | Create An Account | Forgot Password

Welcome to the ICACC 2026 Abstract Submission Site!

- Abstract deadline is **September 2, 2025 at 23:59 Eastern time**.
- ICACC 2026 will be 100% in person with **NO** hybrid option.
- Already have an account on a past ACerS abstract site? Please login using your existing credentials. If you do not remember your password, click **Forgot Password** and enter the email associated with your account. Options to **update** your **Password** will be sent via email.
- If you are new to ACerS conferences, click **Create an Account** to create a User Name and Password for direct login on future visits to the site.
- USER ID AND PASSWORD ARE CASE-SENSITIVE**

Log In | Create An Account

User ID  
[Input Field]

☐ Remember User ID

Password  
[Input Field]

Log In | Forgot Password

SCHOLARONE

DOW -1.36%

Search

1:12 PM 8/1/2025

Select the Review tab:

The screenshot shows the ScholarOne Review tab for the ICACC 2026 Abstract Submission Site. The page features a header with the event title "Golden Jubilee Celebration of the 50th International Conference and Expo on Advanced Ceramics and Composites (ICACC 2026)" and the dates "January 25-30, 2026 • ceramics.org/icacc2026". Below the header, there are links for "Welcome", "Submission", "Review", "Session", "Admin", and "Planner". The "Review" tab is selected, and a red arrow points to it. The page displays contact information for Karen McCurdy, including her email address "kmcurdy@ceramics.org" and a link to the event website "https://ceramics.org/event/50th-international-conference-and-expo-on-advanced-ceramics-and-composites-icacc2026/". The event location is "Hilton Daytona Beach Resort and Ocean Center, Daytona Beach, Florida, USA". The abstract deadline is "September 2, 2025 at 23:59 Eastern time". The program chair is listed as "Organized by: The Engineering Ceramics Division of The American Ceramic Society". The bottom of the page shows the ScholarOne logo and a Windows taskbar.

Log In | Password | Salesforce | Event Calendar - The Ameri... | ScholarOne Abstracts - Soc... | ScholarOne Abstracts - Abi... | ScholarOne Abstracts - Abi... | Verify it's you

ScholarOne for Conferences™ | Karen McCurdy | Messages (New) | Help | Log Out

Golden Jubilee Celebration of the 50th International Conference and Expo on Advanced Ceramics and Composites (ICACC 2026)  
January 25-30, 2026 • [ceramics.org/icacc2026](https://ceramics.org/icacc2026)

Welcome | Submission | Review | Session | Admin | Planner

Contact Information

Karen McCurdy | [kmcurdy@ceramics.org](mailto:kmcurdy@ceramics.org)

Web | <https://ceramics.org/event/50th-international-conference-and-expo-on-advanced-ceramics-and-composites-icacc2026/>

Golden Jubilee Celebration of the 50th International Conference and Expo on Advanced Ceramics and Composites (ICACC 2026)

January 25 - 30, 2026

Hilton Daytona Beach Resort and Ocean Center

Daytona Beach, Florida, USA

<https://ceramics.org/event/50th-international-conference-and-expo-on-advanced-ceramics-and-composites-icacc2026/>

Organized by: The Engineering Ceramics Division of The American Ceramic Society

Abstracts due on September 2, 2025 at 23:59 Eastern time

Program Chair:

NASDAQ -2.24%

Search

1:12 PM 8/1/2025

## Reviewers: Select review tab

icacc2026.abstractcentral.com/login

ScholarOne for Conferences™

Karen McCurdy Messages (New) Help Log Out

Golden Jubilee Celebration of the 50th International Conference and Expo on Advanced Ceramics and Composites (ICACC 2026)

January 25-30, 2026 • ceramics.org/icacc2026

Welcome Submission Review Session Admin Planner

Lead Organizer  
Review  
Review Center Admin

Contact Information

Karen McCurdy kmccurdy@ceramics.org

Web https://ceramics.org/event/50th-international-conference-and-expo-on-advanced-ceramics-and-composites-icacc2026/

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Organized by: The Engineering Ceramics Division of The American Ceramic Society

Abstracts due on September 2, 2025 at 23:59 Eastern time

Program Chair

https://icacc2026.abstractcentral.com/s1agxt/com.scholarone.s1agxt.s1agxt/S1A.html?PARAMS=xik\_UjA4K2eRqXq3URmyK4G27HUR4KsFGZpGKAs2mw4MFQp8545jZwU6T9WapzKf4Tdy8tbNjm4H2H7DpbhM2mx08tcZHwEIE2p0Y7bJHMGUkd73kWbsu5NwR9h3Xwu4cvZwGL...

Click on the four green arrows to enlarge the screen.

icacc2026.abstractcentral.com/s1agxt/com.scholarone.s1agxt.s1agxt/S1A.html?PARAMS=xik\_FfwstywAlyWskn3pNDZyFfCPe8xsp8WQE4D2hQdeQPMUaUtcy...

Abstracts  
Abstract Reviews

Click the check box next to the abstract Control IDs you wish to print (to print all, click the top box in the header). Click the **Print Selected** drop-down button - scroll and hover over each option to read a description and find the right option for you. This action will print a page for each abstract.

**Make Recommendations**

After you have reviewed the abstracts assigned to you, please enter your recommendation by clicking on the word **Select** in the **Recommendation** column and selecting your choice from the dropdown.

**Note:** Recommendation is required. Your review will not be complete without it.

**Abstract Reviews**

Select One... Save/Edit Delete Search: Clear Search

Import / Export Print Selected

Control ID	Rev...	Title	Presenting...	Conflict of ...	Wrong Cat...	Recommendation
4381961	viewed	Toughening and densi...	Alemu, W...			Select...
4385478	viewed	High temperature cre...	Dillon, Shen			Select...
4388542	viewed	Mechanical performa...	Harrison, ...			Select...

Expand this grid to full screen.

Click on the control id number to read the abstract:

Abstract Reviews

Select One... Save/Edit Delete Search: Clear Search Close window and return

Import / Export Print Selected

Control ID	Reviewer Comments	Title	Presenting...	Conflict of ...	Wrong Cat...	Recommendation
4381961	<a href="#">view/edit</a>	Toughening and densification of Ti-Mo-B2 cera...	Alemu, W...	<input type="checkbox"/>	<input type="checkbox"/>	Select...
4385478	<a href="#">view/edit</a>	High temperature creep and deformation: In si...	Dillon, Shen	<input type="checkbox"/>	<input type="checkbox"/>	Select...
4388542	<a href="#">view/edit</a>	Mechanical performance of silicon carbide CM...	Harrison, ...	<input type="checkbox"/>	<input type="checkbox"/>	Select...

Page 1 of 1

Displaying 1 - 3 of 3: Selected 0 of 3

Register your recommendation under the “Recommendation” column. There is option to make a confidential comment in the control id screen.

Abstract Reviews

Select One... Save/Edit Delete Search: Clear Search Close window and return

Import / Export Print Selected

Control ID	Reviewer Comments	Title	Presenting...	Conflict of ...	Wrong Cat...	Recommendation
4381961	<a href="#">view/edit</a>	Toughening and densification of Ti-Mo-B2 cera...	Alemu, W...	<input type="checkbox"/>	<input type="checkbox"/>	Select...
4385478	<a href="#">view/edit</a>	High temperature creep and deformation: In si...	Dillon, Shen	<input type="checkbox"/>	<input type="checkbox"/>	Select...
4388542	<a href="#">view/edit</a>	Mechanical performance of silicon carbide CM...	Harrison, ...	<input type="checkbox"/>	<input type="checkbox"/>	Select...

Page 1 of 1

Displaying 1 - 3 of 3: Selected 1 of 3

A note about Reviewers and Lead Organizers, only the LEAD ORGANIZER can register a decision. The remaining session organizers may **review** and **make recommendations**, however, only the lead organizer will record the final decision (based on the recommendation of all reviewers).

## LEAD ORGANIZER

Follow the steps above. Chose “Reviewer Score Report” in the Review Tab:

The screenshot displays the ScholarOne for Conferences™ web application. The top navigation bar includes links for Welcome, Submission, Review, Session, Admin, and Planner. The main content area is titled "Golden Jubilee Celebration of the 50th International Conference and Expo on Advanced Ceramics and Composites (ICACC 2026)" and features a "Reviewer Status Report" section. A red arrow points to the "Reviewer Status Report" link in the left sidebar. The report table lists reviewers and their scores.

Last N...	Last N...	Email	# Ass...	# Com...	# Rem...	R-Score
Gerard...	Vignoles	vinhola@lcts.u-bo...	6	0	6	
Karen	McCurdy	kmccurdy@ceram...	3	0	3	
Dong	Liu	dong.liu@eng.ox...	6	0	6	

Read the abstract by clicking the Contol Id Number and register your decision in the “Decision” column.

The screenshot displays the Scholar One Reviewer Score Report interface. The table lists abstracts with columns: Control, Title, Pre-session, Session, Avg Score, Std. Dev, Reviews, Recommendation, and Decision. A dropdown menu is open for the 'Decision' column of the first row, showing options: Select..., Accept as Contributed, Accept as Invited, Accept as Poster, Accept as Plenary, Keynote, and Reject. A red arrow points to the 'Accept as Contributed' option. The interface also includes search bars, filters, and a status bar at the bottom.

## Sessioning

Log into the Scholar One website with your User ID and password to review your abstracts in the Review Center. Click **Reviewer Score Report** at left, then choose the Import/Export options, choosing export displayed columns. Sorting the excel output by Session will help you see how many abstracts are included in any given session title.

Offline, plan your sessions according to the time slots determined by the Program Chair on the Planning Grid excel sheet. Your session titles may be any title you wish, ensuring the title is descriptive of the talks included. You are **NOT** bound to the original session topics from the call for papers or to the session chosen by the author when the abstract was submitted. Abstracts can be assigned to any session.

As a reminder, Contributed talks are 20 minutes and Invited talks are 30 minutes.

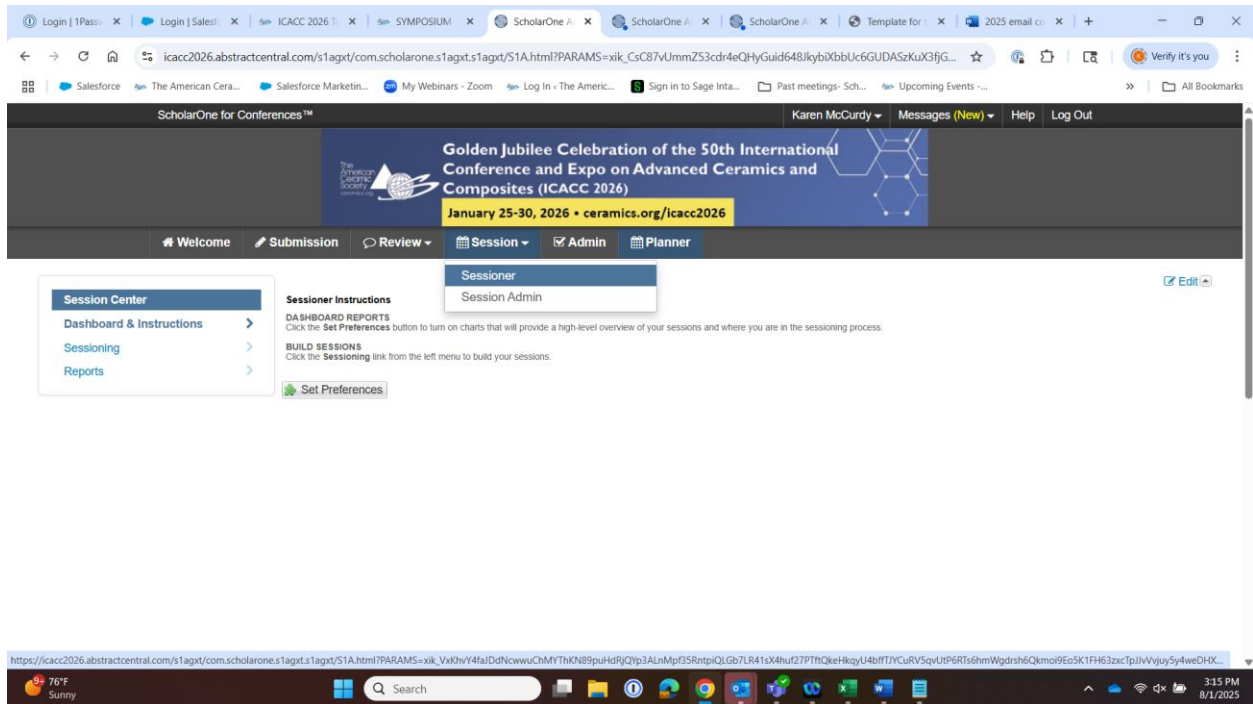
Please note that if you prefer ACerS staff to create your sessions, please complete the Sample Session Template and send to ACerS staff for creation.



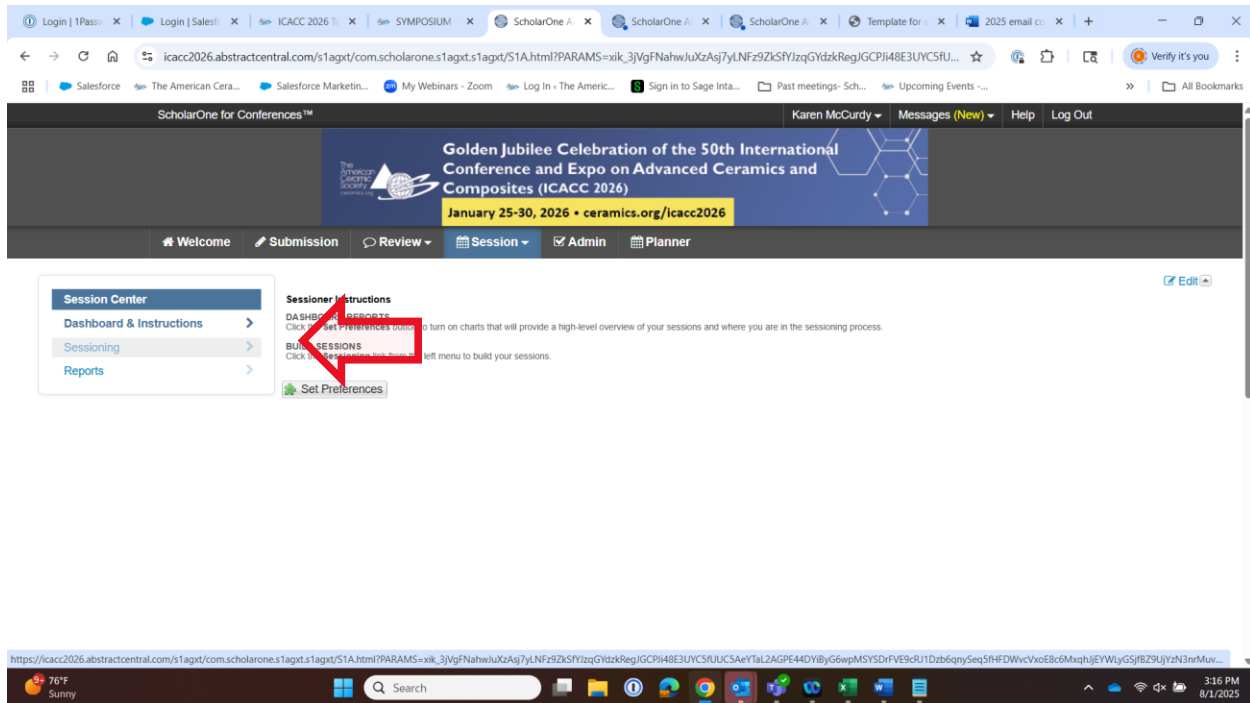
# To Create Sessions

## Create Sessions

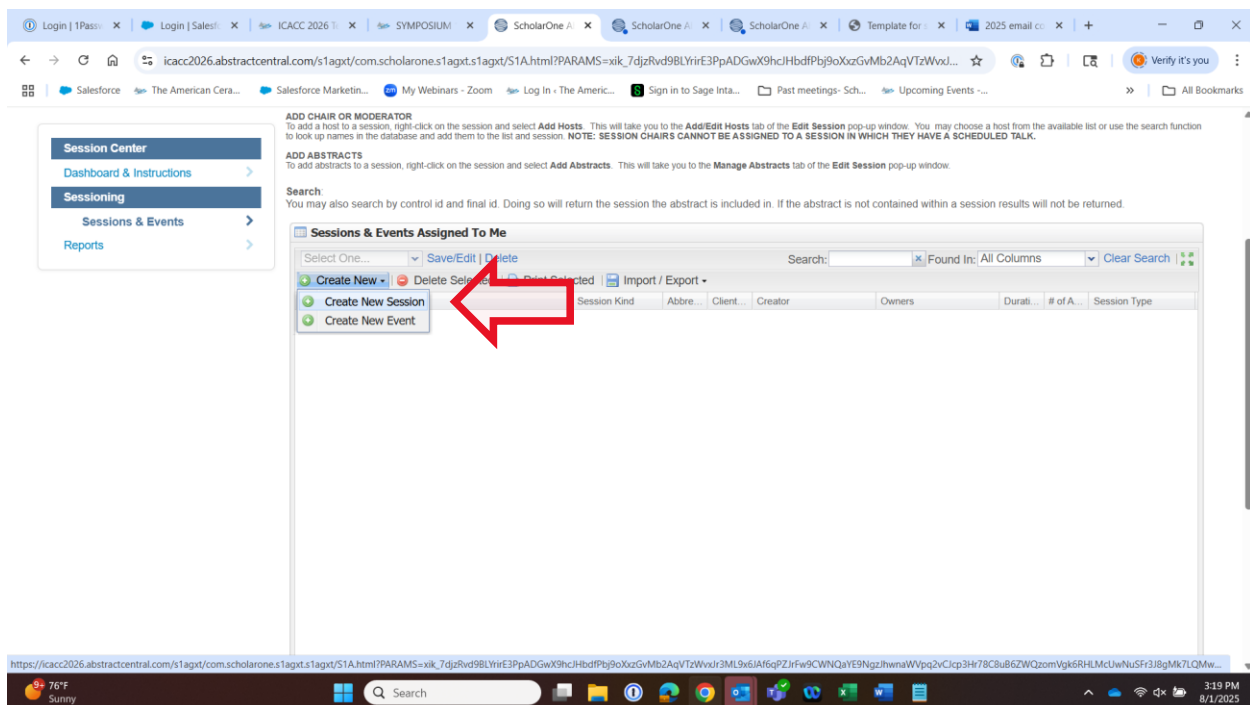
When your session layout is complete, return to the Scholar One website, login and select the Session Tab:



From the sidebar menu choose “Sessioning”:



In the Sessions & Events table, click **Create New Session** for each time block allotted on the session grid (do not use **Create Event**).



Fill in required fields (marked as **\***) and choose your symposium topic from the **Session Topic** drop down list.

ADD CHAIR OR MODERATOR  
To add a host to a session, right-click on the session and select **Add Hosts**. This will take you to the **Add/Edit Hosts** tab of the **Edit Session** pop-up window. You may choose a host from the available list or use the search function to look up names in the database and add them to the list and session. **NOTE: SESSION CHAIRS CANNOT BE ASSIGNED TO A SESSION IN WHICH THEY HAVE A SCHEDULED TALK.**

**Create Session**

**Information** | Add/Edit Hosts | Manage Abstracts

Owner(s):  
**Add Owners**

Session Notes:

\* Session Type: **Oral**

Session Topic: **S1 Mechanical Behavior and Perf**

\* Duration (in minutes): **120**

Prefix:

\* Notes to Admin: **Tuesday, January 26, 2026, 9 - 11 a.m.**

Include in IP? ☒  
Display Individual Presentation Times? ☒  
Display View Presentation Link in IP? ☒

**Save** **Save & Close** **Close**

Other fields are optional but please do not fill the **Prefix** field.

**Session Notes** will be displayed later in the online Itinerary Planner.

**Notes to Admin:** Enter day/date and start time of the session.

The three check boxes below **Notes to Admin**, by default, must remain checked.

You will be identified as the **Session Creator** after the session is saved.

**Save**

# Identifying abstracts for a session

Click the edit button:

The screenshot shows a web browser window with multiple tabs. The active tab is 'icacc2026.abstractcentral.com/s1agxt/com.scholarone.s1agxt.s1agxt/S1A.html?PARAMS=xik\_7djzRvd98LYirE3PpADGwX9hcJHbdfPbj9oXzGvMb2AqVTzWvxd...'. The page displays a sidebar menu on the left with options: Session Center, Dashboard & Instructions, Sessioning, Sessions & Events, and Reports. The main content area is titled 'Sessions & Events Assigned To Me'. It includes a search bar and a table with columns: Session Kind, Abbre..., Client..., Creator, Owners, Durati..., # of A..., and Session Type. The table contains one entry: 'Symposium 1' with a duration of 120 minutes and 0 abstracts. A red arrow points to the 'Edit' button next to this entry. The bottom of the screen shows a Windows taskbar with the date and time as 3:24 PM on 8/1/2025.

Select the Manage Abstracts Tab

The screenshot shows the 'Edit Session: Symposium 1' window. The 'Manage Abstracts' tab is selected, displaying instructions for adding and ordering abstracts. Below the instructions is a search form with fields for Author First Name, Author Last Name, Author Email Address, Symposium, Presentation Type, and Decision Name. There is also a 'Search' button and a 'Results' section. The bottom of the window shows 'Page 1 of 1' and 'Selected 1 of 1'. The Windows taskbar at the bottom shows the date and time as 3:25 PM on 8/1/2025.

Select the appropriate Symposium and check the “Unassigned Abstracts” box. Then select Search.

The screenshot shows the 'Edit Session: Symposium 1' window with the 'Manage Abstracts' tab selected. The 'Unassigned abstracts' checkbox is checked. The 'Search' button is highlighted. The 'Currently Assigned Abstracts' section is empty.

**Search** Results

Author First Name:  Author Last Name:   
Author Institution:  Author Email Address:   
Symposium: SYMPOSIUM 1: Mechanical Beh... Session: Select a Session...  
Presentation Type: Select a Presentation Type... Control IDs:   
Decision Name: Select a Decision Name...

☒ Unassigned abstracts

**Currently Assigned Abstracts**

Select One...

Page 1 of 1

All accepted abstracts will appear. Select the presentations that should be in the session and click Assign Abstracts.

The screenshot shows the 'Edit Session: Symposium 1' window with the 'Manage Abstracts' tab selected. The 'Assign Selected Abstracts' button is highlighted with a red arrow. The 'Search' button is also visible. The 'Currently Assigned Abstracts' section is empty.

**Search** Results

Assign Selected Abstracts

Control ID	Title	Submitted Date	Presenting Author	Status	Symposium	Session	Presentation Type
4383624	Laser-Assisted Joining of SIC...	Mon 7/07/2025	Pandey, Koshika	Decisions Ac...	SYMPOSIUM ...	Manufacturing...	Contributed (Or...

Page 1 of 1

Displaying 1 - 1 of 1

**Currently Assigned Abstracts**

Select One...

Page 1 of 1

Arrange the order of speakers by drag and drop of the lines within the **Currently Assigned Abstracts** grid.

Assign a duration for each talk by clicking on the zero and replacing it with the number of minutes. **You cannot set the start and end time for the talks.** This will be set when ACerS staff schedules the sessions.

**Save & Close**

Currently Assigned Abstracts

Search: [ ] Close window and return

Select One... Save/Edit | Delete

Add Placeholder Withdraw Selected Remove Selected Mass Update

Control ID	Final ID	Title	Presenting Author	Order	Start T...	End T...	Day/Date	Presentation Type	Duration	Symposium	Session	Invitation Status	Avg Sc...	Take Action
4383624		Laser-Assisted Joining of SIC/ISI...	Pandey, Koshika	1				Contributed (Oral)	0	SYMPOSIUM ...	Manufacturing...	Not Yet Invited		Select...

Duration: 0 min - Remaining: 120 min

**You do not need to create a poster session.** The Administrator will create the poster session(s) and assign to it any abstract that was accepted as a poster. If any oral abstracts in your symposium are being converted to poster, please contact us with the author name and control ID number so we may add the abstract to the existing poster session.

# Assigning Session Hosts/Chairs

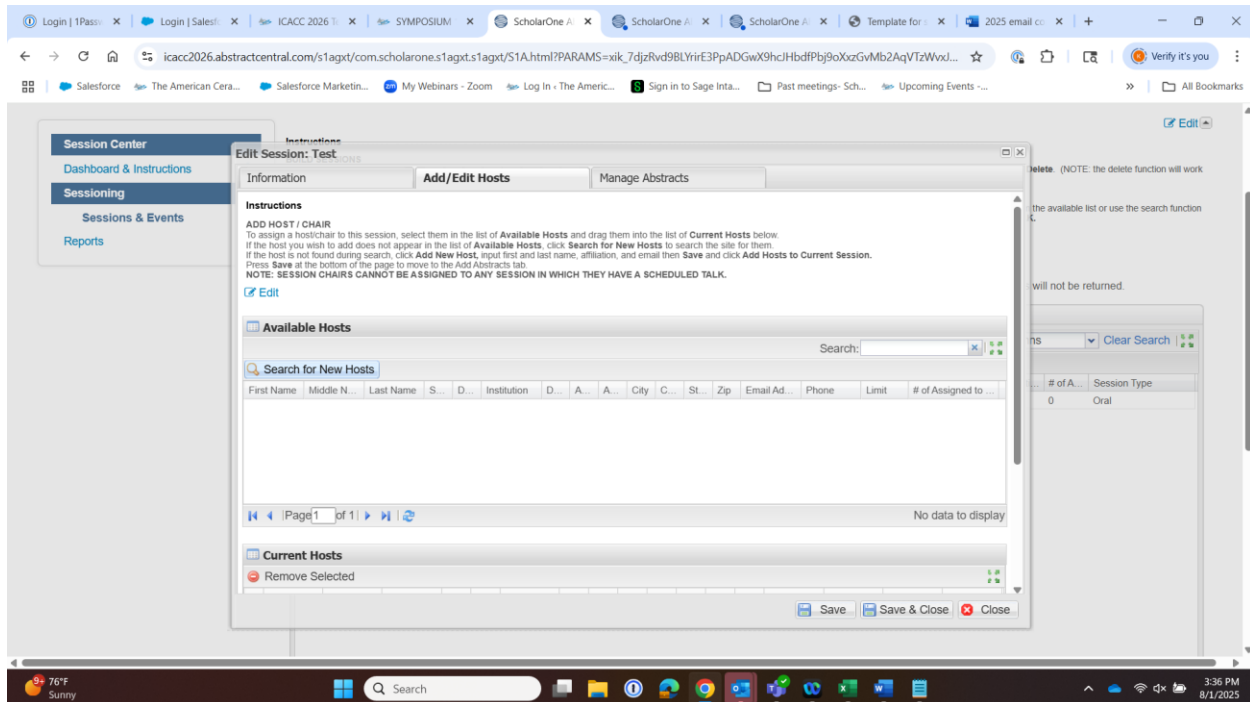
Select the Add/Edit Hosts Tab

The screenshot displays the ScholarOne abstract submission interface. The browser's address bar shows the URL: `icacc2026.abstractcentral.com/s1agxt/com.scholarone.s1agxt.s1agxt/S1A.html?PARAMS=xik_7djzRvd9BLYirE3PpADGwX9hcJHbdfPbj9oXxzGvMb2AqVTzWvxd...`. The interface includes a sidebar menu with options: Session Center, Dashboard & Instructions, Sessioning, Sessions & Events, and Reports. The main content area is titled 'Edit Session: Test' and features three tabs: Information, Add/Edit Hosts (which is selected), and Manage Abstracts. The 'Add/Edit Hosts' tab contains a form with the following fields and values:

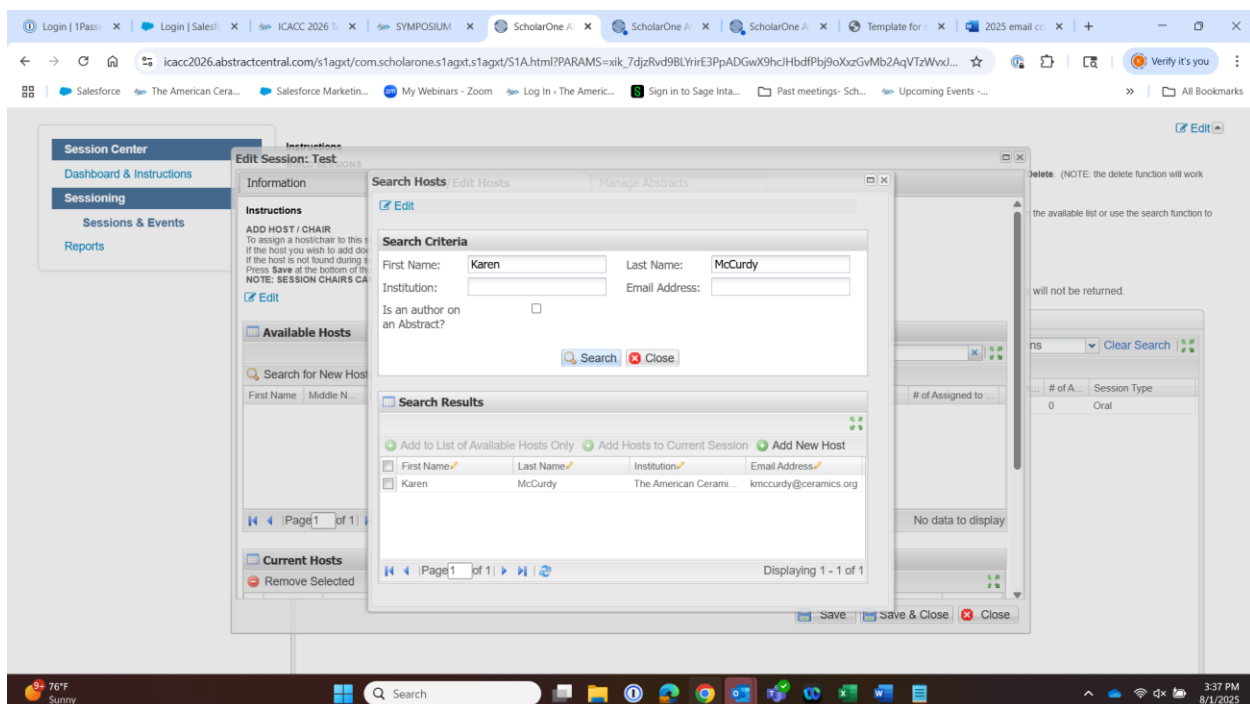
- Session Abbreviation: (empty)
- Session Title: Test
- Session Creator: McCurdy, Karen
- Session Owner(s): (empty)

At the bottom of the form, there are buttons for 'Save', 'Save & Close', and 'Close'. A 'Show Special Characters' button is also visible. The interface includes a 'Verify it's you' security prompt in the top right corner. The Windows taskbar at the bottom shows the system clock as 3:35 PM on 8/1/2025.

## Click the Search for New Hosts Tab

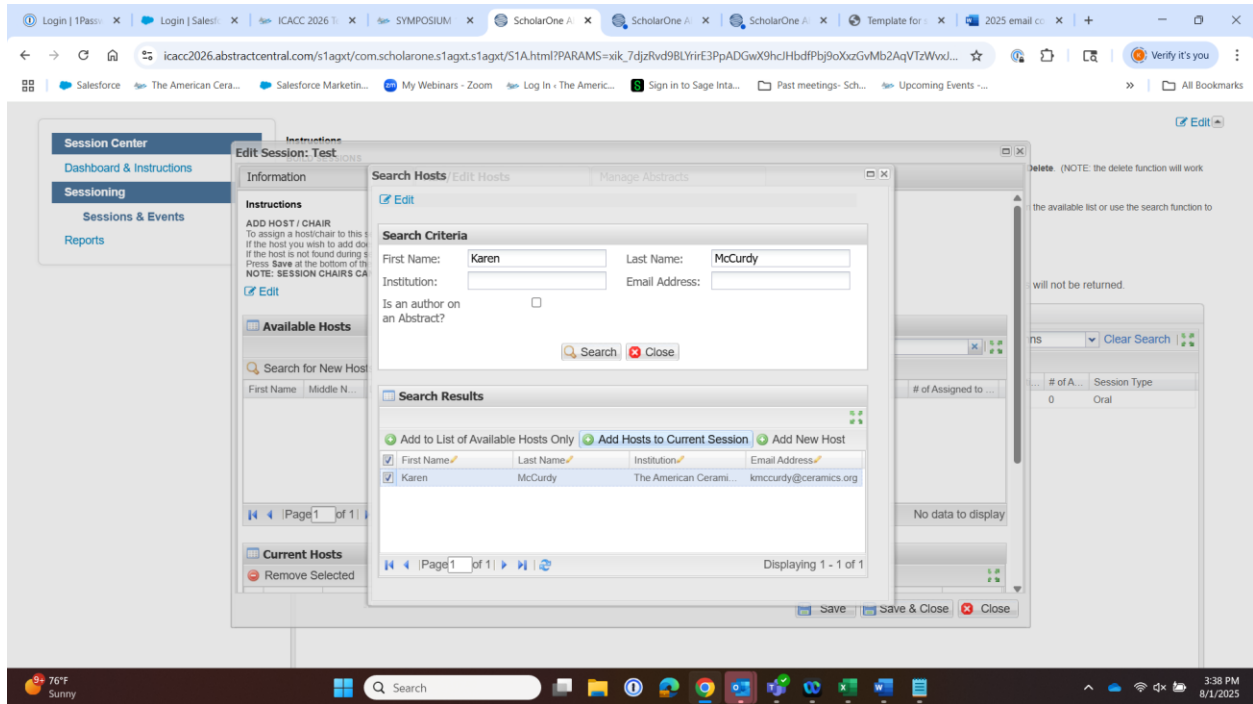


## Type the individuals' name in the search fields.





Highlight the individual's name in the Search Results Field and select “Add host to current session”.



Close the dialog box and select “Save and Close”.