

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
- 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
December 1, 2025	Initial submission deadline
December 15, 2025	Extended submission deadline
December 15, 2025	Review period begins
January 6, 2026	Review deadline
January 19, 2026	Grid completed
January 19, 2026	Sessioning begins
February 6, 2026	Sessioning deadline
March 12, 2026	Itinerary planner ready and link posted
April 12- 16, 2026	Spring Meeting

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.

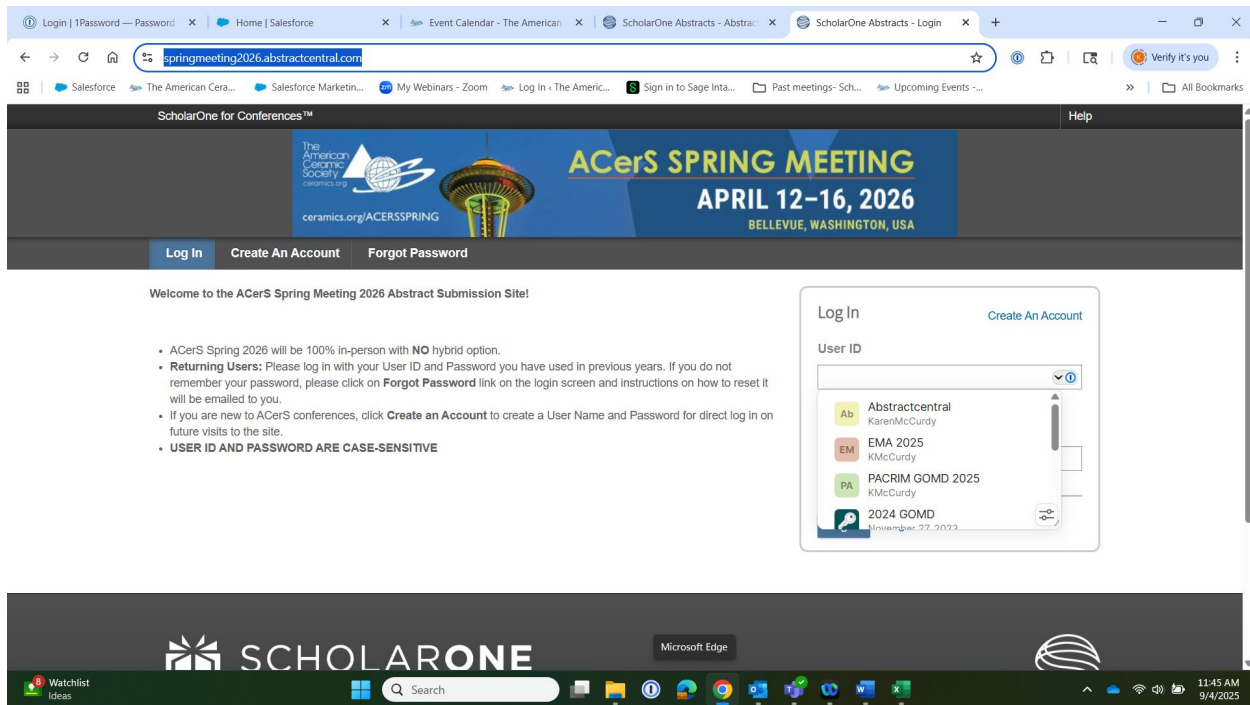
At the beginning of the session, welcome attendees and remind attendees that no photography or video recording of talks is permitted. Thank the speakers for their contributions and note any changes to the program. Remind speakers to keep their talks within their allotted time.

Please keep the session on schedule:

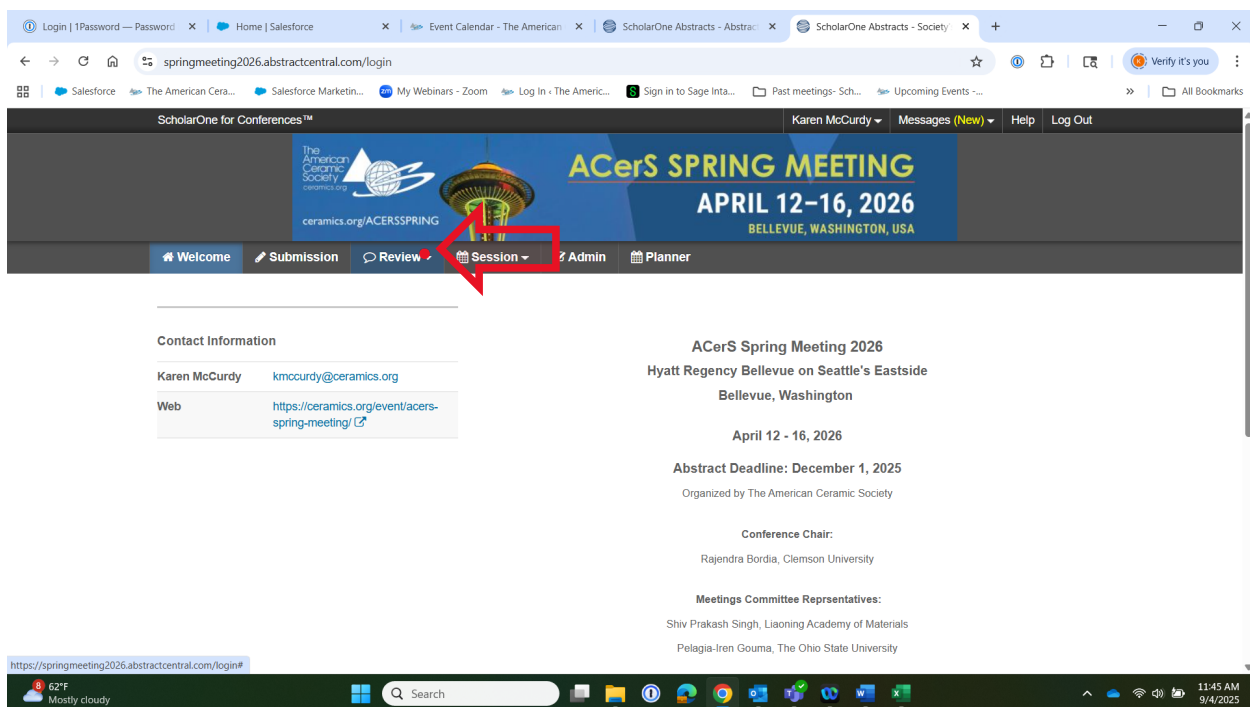
- a. Provide speakers with a 5 minute warning
- b. Politely ask them to wrap up within the one minute if their talk runs over.
- c. If there is a cancellation or no-show do not skip to the next speaker. Instead, make the announcement and take a break or initiate topical discussion until the next scheduled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

Scholar One- Abstract Review

Log into Scholar One at <https://springmeeting2026.abstractcentral.com/>.



Select the Review tab:



Reviewers: Select review tab



ScholarOne for Conferences™

Karen McCurdy Messages (New) Help Log Out

The American Ceramic Society
ceramics.org/ACERSSPRING

ACerS SPRING MEETING
APRIL 12-16, 2026
BELLEVUE, WASHINGTON, USA

Welcome Submission **Review** Session Admin Planner

Contact Information

Karen McCurdy kmccurdy@ceramics.org

Web <https://ceramics.org/event/acers-spring-meeting/>

ACerS Spring Meeting 2026
Hyatt Regency Bellevue on Seattle's Eastside
Bellevue, Washington

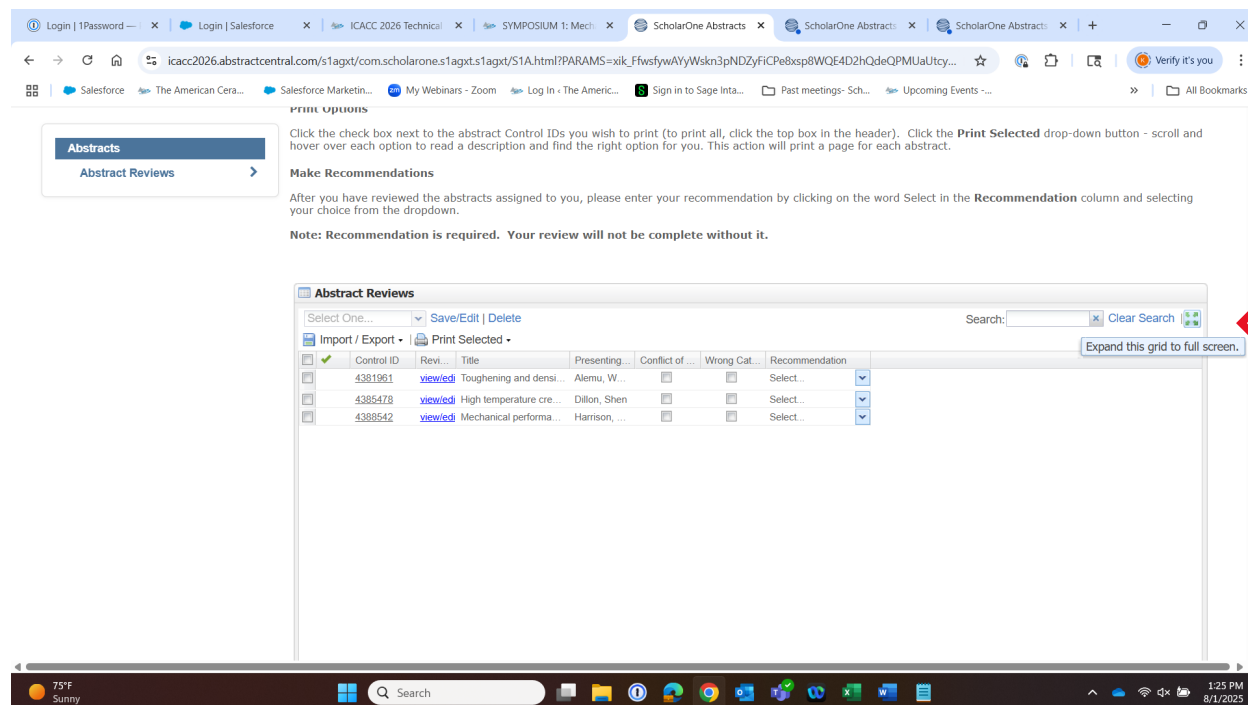
April 12 - 16, 2026

Abstract Deadline: December 1, 2025
Organized by The American Ceramic Society

Conference Chair:
Rajendra Bordia, Clemson University

Meetings Committee Representatives:
Shiv Prakash Singh, Liaoning Academy of Materials
Pelagia-Iren Gouma, The Ohio State University

Click on the four green arrows to enlarge the screen.



ICACC 2026 Technical SYMPOSIUM 1: Mechanical Properties of Ceramics

Abstracts Abstract Reviews

Print Options

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	Revi...	Title	Presenting...	Conflict of ...	Wrong Cat...	Recommendation
4381961	view/edit	Toughening and densi...	Alemu, W...			Select...
4385478	view/edit	High temperature cre...	Dillon, Shen			Select...
4388542	view/edit	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	view/edit	Toughening and densification of Ti-Mo-B ₂ cera...	Alemu, W...	<input type="checkbox"/>	<input type="checkbox"/>	Select...
4385478	view/edit	High temperature creep and deformation: In si...	Dillon, Shen	<input type="checkbox"/>	<input type="checkbox"/>	Select...
4388542	view/edit	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	view/edit	Toughening and densification of Ti-Mo-B ₂ cera...	Alemu, W...	<input type="checkbox"/>	<input type="checkbox"/>	Select...
4385478	view/edit	High temperature creep and deformation: In si...	Dillon, Shen	<input type="checkbox"/>	<input type="checkbox"/>	Select...
4388542	view/edit	Mechanical performance of silicon carbide CM...	Harrison, ...	<input type="checkbox"/>	<input type="checkbox"/>	Select...

Accept as Contrib...
Accept as Plenary
Accept as Poster
Accept as Invited
Reject

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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 shows the ScholarOne Abstracts interface for the ACerS Spring Meeting 2026. The navigation bar at the top includes links for Welcome, Submission, Review, Session, Admin, and Planner. The 'Review' tab is selected, and the 'Reviewer Score Report' link is highlighted in the sidebar. A red arrow points to this link. The main content area displays instructions for making decisions on abstracts, including sorting and filtering options. The instructions are as follows:

MAKE DECISIONS ON ABSTRACTS

Review abstracts that have been assigned to you for review. Click the Expand All icon [four green arrows] in the top right of the grid to make your working area larger and reveal all columns. Begin reviewing by clicking on a Control ID (CID) number to view the full details of the submission.

SORT/FILTER

Abstracts may be **sorted** by clicking any of the column headers. Additionally, individual column **filters** exist on all columns to make finding the required people, presentation types, and CIDs easier. To access these filters, hover over a column header and click the drop-down icon on the right.

REGISTER DECISIONS

Click the **Expand All** icon [four green arrows] in the top right of the grid to view all data fields.

For each abstract, under the **Decision** column, click the blank space on each line of the table to reveal the drop-down list of available decisions. The **Recommendation** column contains recommendations from each reviewer separated by a pipe. Please expand the column to see all recommendations or click on the plus sign (+) to the left of the Control ID to see reviewers and their recommendations.

Decisions can also be applied to like groups of abstracts (i.e. all posters). First, utilize the filter action (see above) to isolate one presentation type (NOTE: You should click off all similar presentation types displayed in the filter options to ensure abstracts from all submission roles are displayed.). Click the top check box at left in header to select all the abstracts, then click Mass Update and choose the appropriate decisions to apply to the group of abstracts. **Clear Search** in the top right corner will return the view of all assigned abstracts so the action can be repeated for the next presentation type.

All information is saved automatically after it is entered.

Reviewer Score Report

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

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:

The screenshot shows the ScholarOne for Conferences website for the ACerS Spring Meeting 2026. The browser address bar shows the URL: springmeeting2026.abstractcentral.com/login?PARAMS=xik_QK9CY5xt1HdV7m2vnzPrjWqNzzhAMJ2dvANRpVKHqHwft757GyBH3zSp6TESzGGVG9mVD8wP.... The website header includes the ScholarOne logo, the American Ceramic Society logo, and the event title "ACerS SPRING MEETING APRIL 12-16, 2026 BELLEVUE, WASHINGTON, USA". The navigation bar has tabs for Welcome, Submission, Review, Session, Admin, and Planner. The Session tab is selected, and a dropdown menu shows "Sessioner" and "Session Admin". The main content area displays contact information for Karen McCurdy (kmccurdy@ceramics.org) and the event details: ACerS Spring Meeting 2026, Hyatt Regency Bellevue on Seattle's Eastside, Bellevue, Washington, April 12 - 16, 2026. It also lists the abstract deadline as December 1, 2025, and the conference chair as Rajendra Bordia, Clemson University. The meetings committee representatives are Shiv Prakash Singh, Liaoning Academy of Materials, and Pelagia-Iren Gouma, The Ohio State University. The footer shows the current date and time as 11:48 AM 9/4/2025.

From the sidebar menu choose “Sessioning”:

The screenshot shows the ScholarOne for Conferences™ ACerS SPRING MEETING interface. The top navigation bar includes links for Welcome, Submission, Review, Session, Admin, and Planner. The sidebar menu on the left is expanded, showing the Session Center with options for Dashboard & Instructions, Sessioning, and Reports. A red arrow points to the Sessioning option. The main content area displays Sessioner Instructions, including sections for Dashboard Reports and Build Sessions.

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

The screenshot shows the ScholarOne interface with the 'Sessions & Events Assigned To Me' table. The table has columns for Session Kind, Abbreviation, Client, Creator, Owners, Duration, and Session Type. A red arrow points to the 'Create New Session' button in the table's action column. The interface also includes a sidebar menu with 'Session Center' and 'Sessions & Events' options.

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

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_7djpRvd9BLyirE3PpADGwX9hcJHbdPbj9oXxzGvMb2AqVTzWvd...'. The page displays a 'Create Session' form. The form has a sidebar on the left with links: 'Session Center', 'Dashboard & Instructions', 'Sessioning', 'Sessions & Events', and 'Reports'. The main form area has three tabs: 'Information', 'Add/Edit Hosts', and 'Manage Abstracts'. The 'Information' tab is selected. It contains the following fields and options:

- Client Session ID: [Text input]
- * Session Type: [Dropdown menu, selected 'Oral']
- Session Topic: [Dropdown menu, selected 'S1 Mechanical Behavior and Perf']
- * Duration (in minutes): [Text input, value '120']
- Prefix: [Text input]
- * Notes to Admin: [Text area, value 'Tuesday, January 26, 2026, 9 - 11 a.m.']
- Include in IP?: [Checked checkbox]
- Display Individual Presentation Times?: [Checked checkbox]
- Display View Presentation Link in IP?: [Checked checkbox]

At the bottom of the form are three buttons: 'Save', 'Save & Close', and '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 the URL icacc2026.abstractcentral.com/s1agxt/com.scholarone.s1agxt.s1agxt/S1A.html?PARAMS=xik_7djzRvd98LYirE3PpADGwX9hcJHbdfPbj9oXzGvMb2AqVTzWvd.... The left sidebar contains a menu with 'Session Center', 'Dashboard & Instructions', 'Sessioning', 'Sessions & Events', and 'Reports'. The main content area is titled 'Sessions & Events Assigned To Me' and includes a search bar and a table. A red arrow points to the 'Edit' button in the table's action column for the row 'Symposium 1'.

Select One...	Save/Edit	Delete	Search:	Found In:	All Columns	Clear Search		
Create New	Delete Selected	Print Selected	Import / Export					
Edit	Session Kind	Abbre...	Client...	Creator	Owners	Durati...	# of A...	Session Type
[edit]	Symposium 1	Session		McCurdy, Karen		120	0	Oral

Select the Manage Abstracts Tab

The screenshot shows the 'Edit Session: Symposium 1' dialog box with the 'Manage Abstracts' tab selected. The dialog box contains instructions for managing abstracts, including a note about withdrawing abstracts, a section for adding placeholders, and a section for ordering abstracts. It also includes a search form with fields for Author First Name, Author Last Name, Author Email Address, Symposium, Session, Control IDs, and Decision Name. The search results table shows one result for 'Symposium 1'.

Note: Please do not use the **Withdraw Selected** to remove abstracts from the session. If you feel an abstract needs to be withdrawn due to cancellation by the speaker, please contact the ACeRS Administrator.

Click **Add Placeholder** to insert a line item called **Break** in the session. When scheduling the session, the ACeRS Administrator will drag/drop it to the appropriate time slot.

ORDER ABSTRACTS
When you have added the abstracts desired for the session, you will need to order the abstracts (order of presentation) and assign duration to each abstract. To order the presentations, drag and drop them into place within the **Currently Assigned Abstracts** grid.

ASSIGN DURATION
Scroll to the right, then double-click in the **Duration** field for each abstract. Enter in the number of minutes for each line item (including the break) in the **Duration** column by clicking on the zero and entering the desired number of minutes. When finished, **Time Remaining** should be zero. **Save & Close**

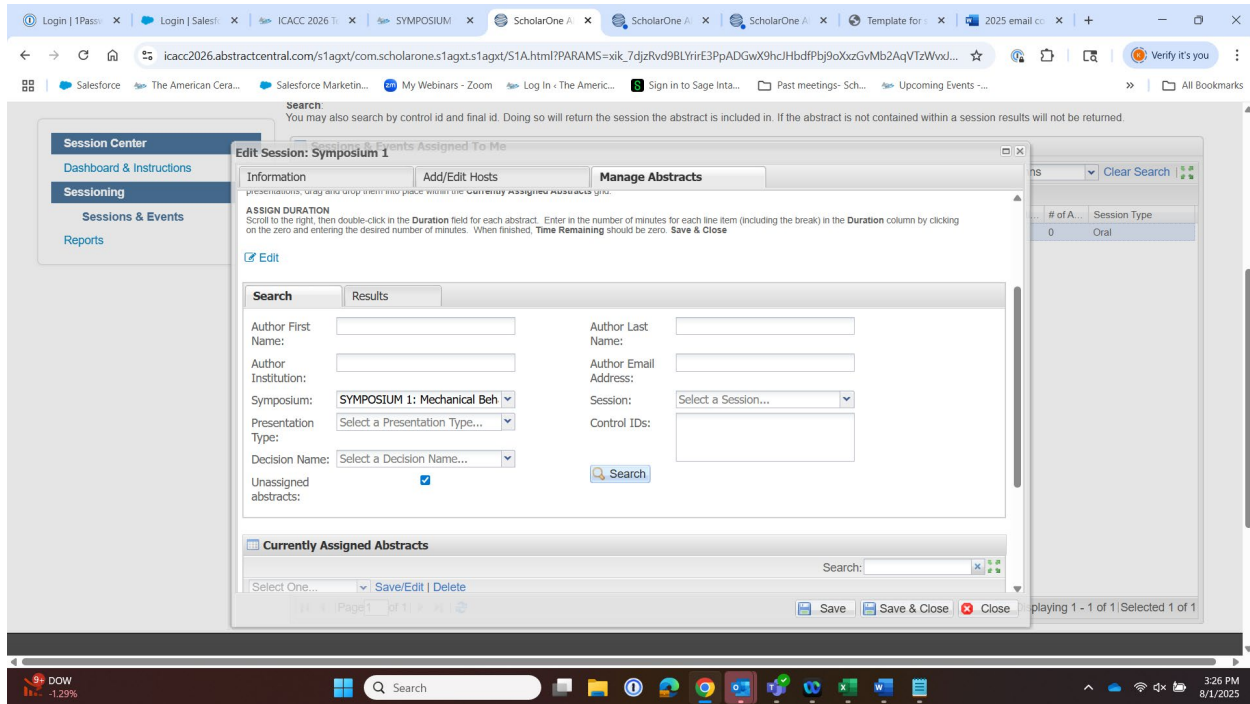
Search | **Results**

Author First Name:	Author Last Name:	Author Email Address:	Symposium:	Session:	Control IDs:
			Select a Symposium...	Select a Session...	

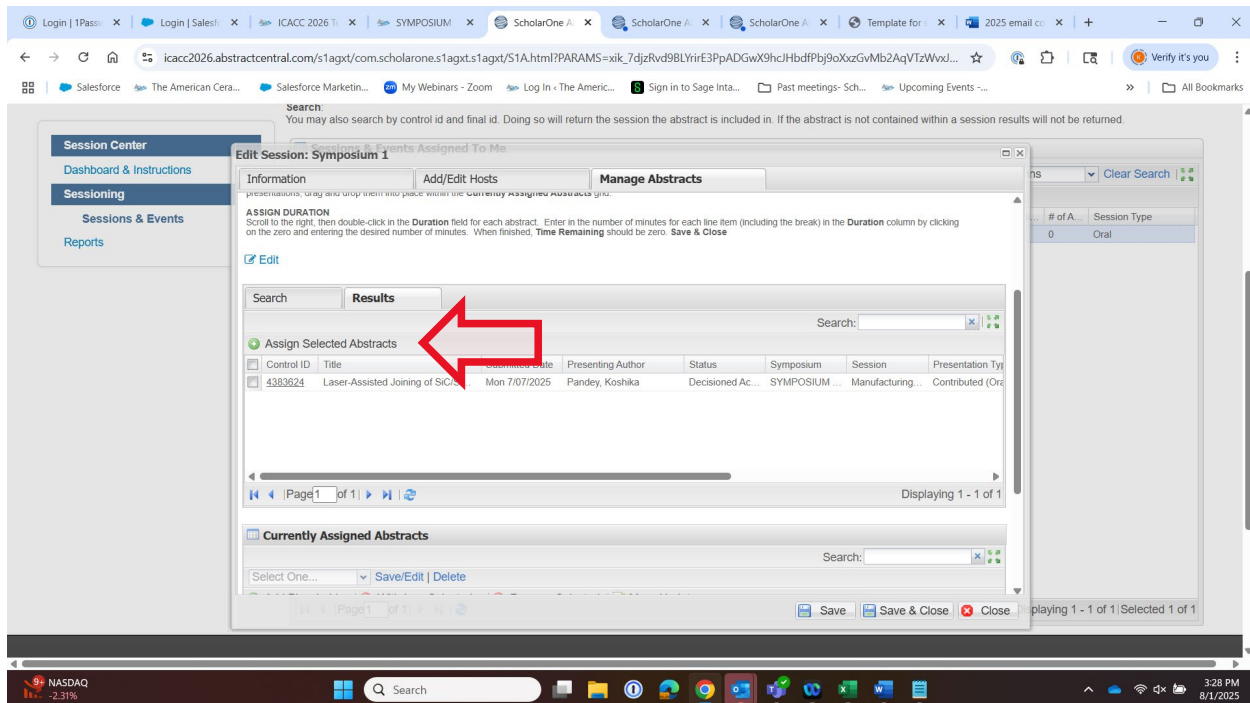
Unassigned abstracts: ☐

Page 1 of 1 | Selected 1 of 1

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



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



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

Select One... Save/Edit | Delete

Duration: 0 min - Remaining: 120 min

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

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 a web browser window with multiple tabs open, including 'Login | 1Pass...', 'Login | Salesf...', 'ICACC 2026 T...', 'SYMPOSIUM', and 'ScholarOne A...'. The active tab shows the URL 'icacc2026.abstractcentral.com/s1agxt/com.scholarone.s1agxt.s1agxt/S1A.html?PARAMS=xik_7djzRvd98LYirE3PpADGwX9hcJHbdfBj9oXxzGvMb2AqVTzWvxd...'. The browser's address bar also shows a 'Verify it's you' link.

The main content area is titled 'Edit Session: Test' and features three tabs: 'Information', 'Add/Edit Hosts', and 'Manage Abstracts'. The 'Add/Edit Hosts' tab is currently selected. It contains a list of instructions for session creation, including details about session titles, types, topics, durations, and the roles of session creators and owners. A note states: 'Please note that you will not be able to navigate to any other tab until all the required fields are complete and saved.'

Below the instructions, there are input fields for 'Session Abbreviation:', 'Session Title:' (with the text 'Test' entered), and 'Session Creator:' (with the name 'McCurdy, Karen' entered). There is also a field for 'Session Owner(s):' and a button labeled 'Add Owners'. A 'Show Special Characters' button is also visible.

At the bottom of the form, there are three buttons: 'Save', 'Save & Close', and 'Close'. The browser's taskbar at the bottom shows the system clock as 3:35 PM on 8/1/2025, along with various application icons and a search bar.

Click the Search for New Hosts Tab

Session Center
Dashboard & Instructions
Sessioning
Sessions & Events
Reports

Edit Session: Test

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

Instructions
ADD HOST / CHAIR
To assign a host/Chair to this session, select them in the list of **Available Hosts** and drag them into the list of **Current Hosts** below.
If the host you wish to add does not appear in the list of **Available Hosts**, click **Search for New Hosts** to search the site for them.
If the host is not found during search, click **Add New Host**, input first and last name, affiliation, and email then **Save** and click **Add Hosts to Current Session**.
Press **Save** at the bottom of the page to move to the Add Abstracts tab.
NOTE: SESSION CHAIRS CANNOT BE ASSIGNED TO ANY SESSION IN WHICH THEY HAVE A SCHEDULED TALK.

[Edit](#)

Available Hosts

Search:

[Search for New Hosts](#)

First Name	Middle N...	Last Name	S...	D...	Institution	D...	A...	A...	City	C...	St...	Zip	Email Ad...	Phone	Limit	# of Assigned to...
------------	-------------	-----------	------	------	-------------	------	------	------	------	------	-------	-----	-------------	-------	-------	---------------------

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No data to display

Current Hosts

Remove Selected

Save Save & Close Close

Type the individuals' name in the search fields.

Session Center
Dashboard & Instructions
Sessioning
Sessions & Events
Reports

Edit Session: Test

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

Instructions
ADD HOST / CHAIR
To assign a host/Chair to this session, select them in the list of **Available Hosts** and drag them into the list of **Current Hosts** below.
If the host you wish to add does not appear in the list of **Available Hosts**, click **Search for New Hosts** to search the site for them.
If the host is not found during search, click **Add New Host**, input first and last name, affiliation, and email then **Save** and click **Add Hosts to Current Session**.
Press **Save** at the bottom of the page to move to the Add Abstracts tab.
NOTE: SESSION CHAIRS CANNOT BE ASSIGNED TO ANY SESSION IN WHICH THEY HAVE A SCHEDULED TALK.

[Edit](#)

Search Hosts/Edit Hosts

Search Criteria

First Name: Karen Last Name: McCurdy
Institution: The American Ceramics Society Email Address: kmccurdy@ceramics.org
Is an author on an Abstract? ☐

[Search](#) [Close](#)

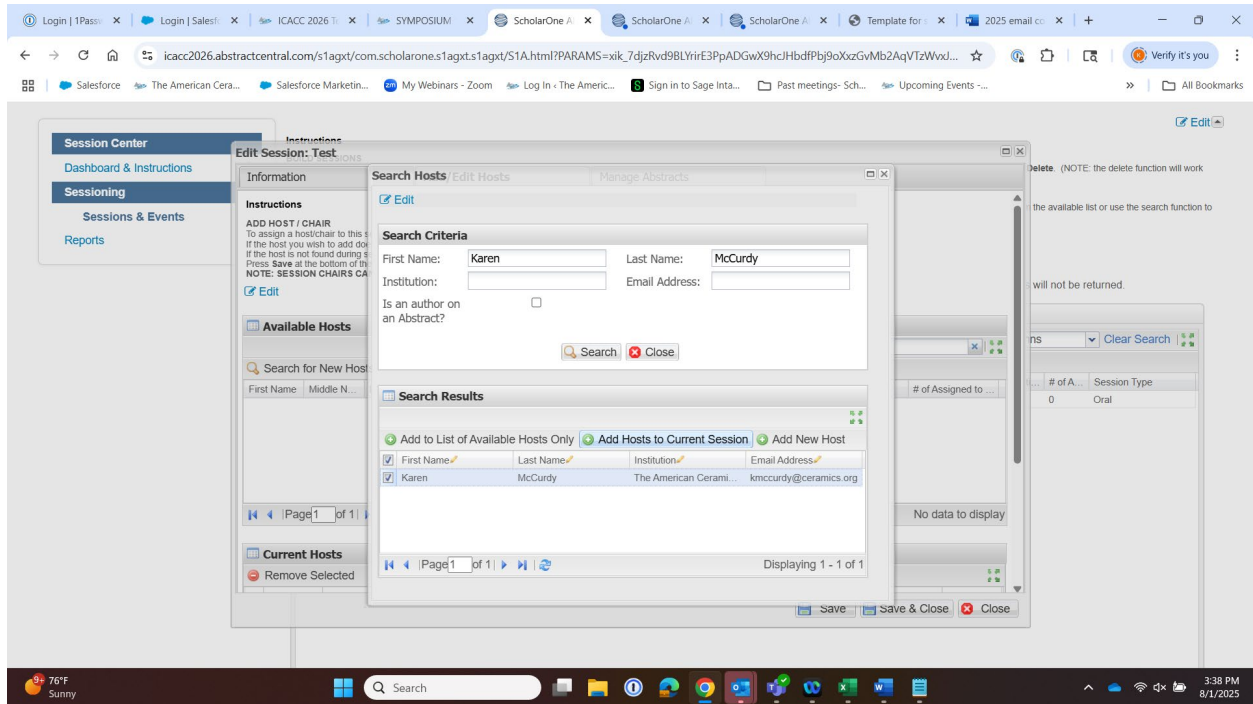
Search Results

Displaying 1 - 1 of 1

First Name	Last Name	Institution	Email Address
Karen	McCurdy	The American Ceramics Society	kmccurdy@ceramics.org

Save Save & Close Close

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”.