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!

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 the 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:

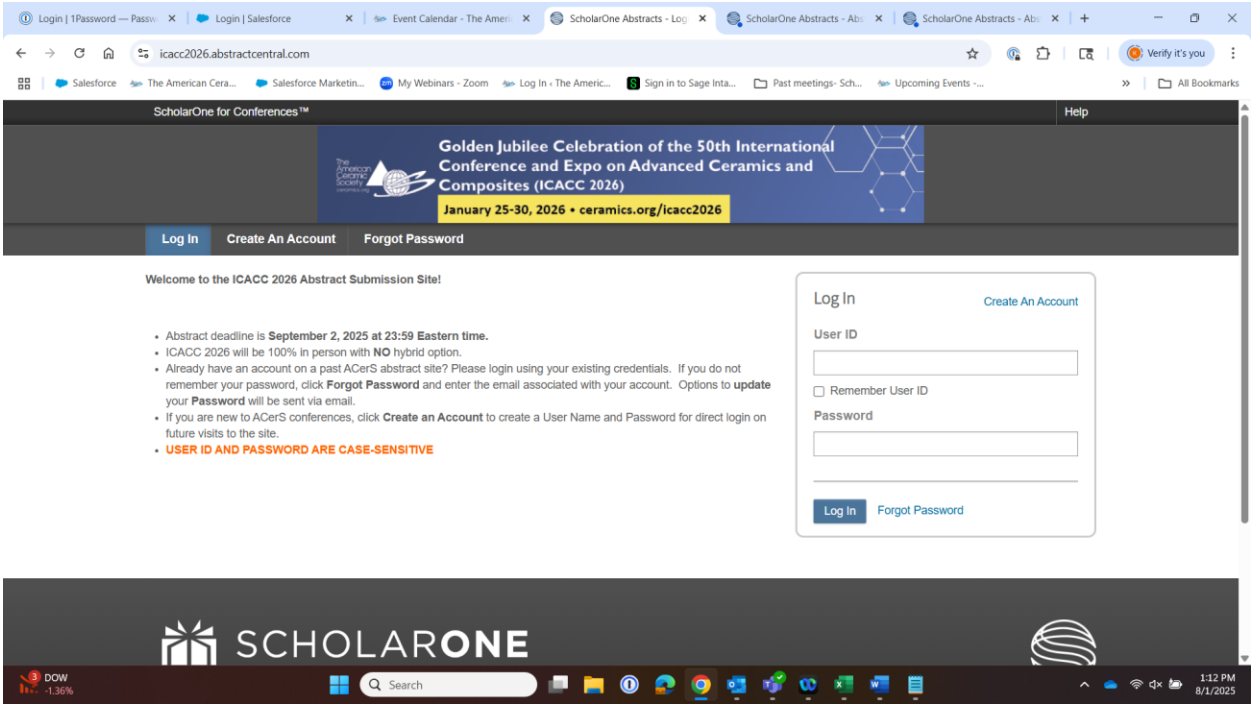
a. Provide speakers with a 5 minute warning

b. Politely ask them to wrap up within the one minute if their talk runs over.

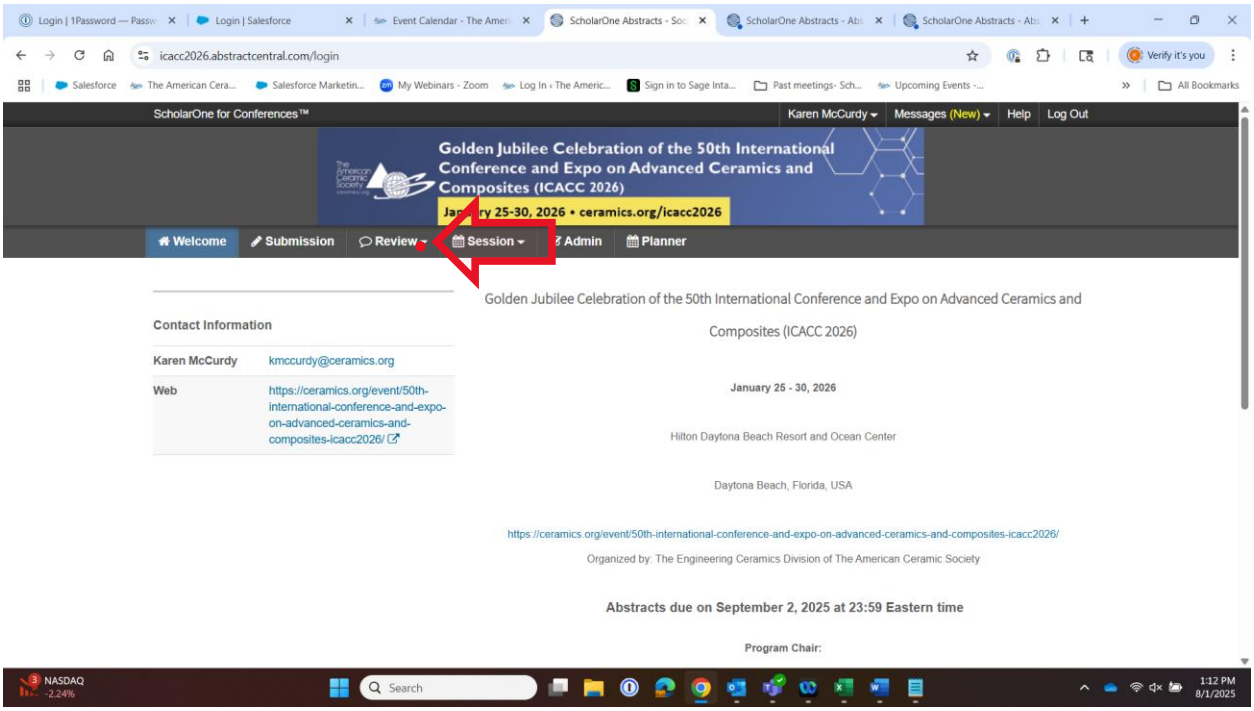
c. If there is a cancellation or no-show do not skip to the next speaker. Instead, make the announcement and take a break or initiate topical discussion until the next scheduled talk.

Scholar One- Abstract Review

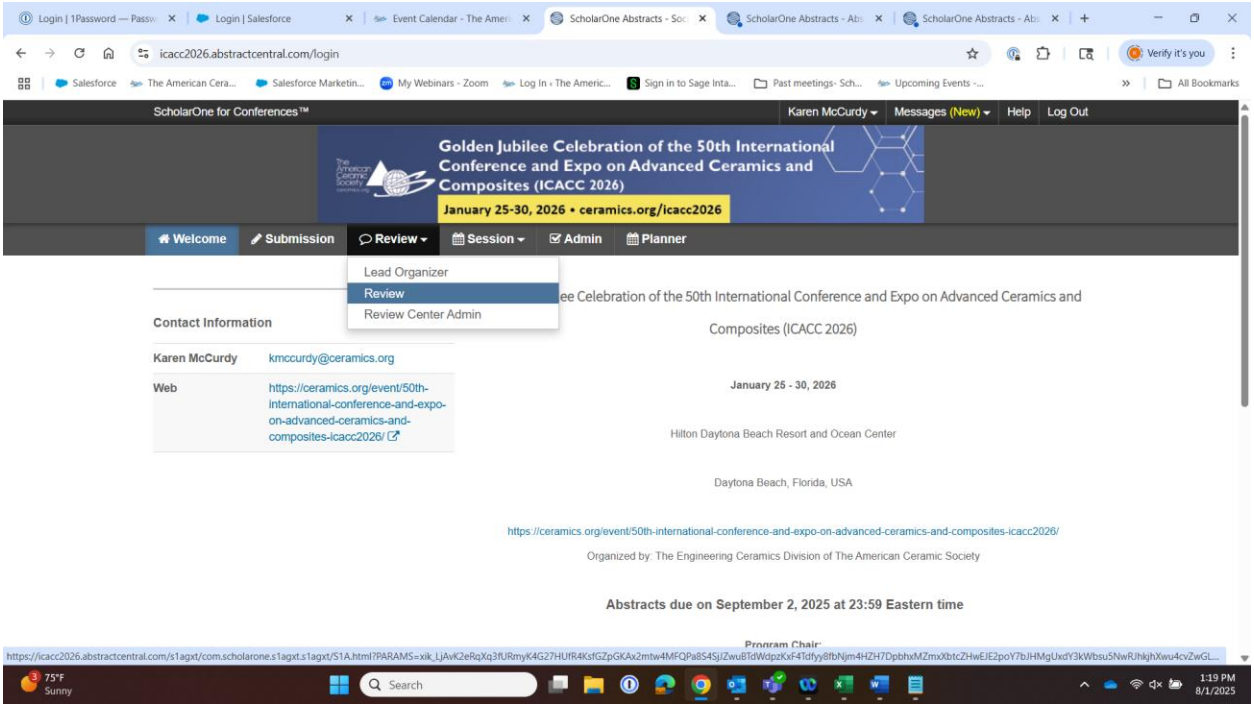
Log into Scholar One at https://icacc2027.abstractcentral.com/.



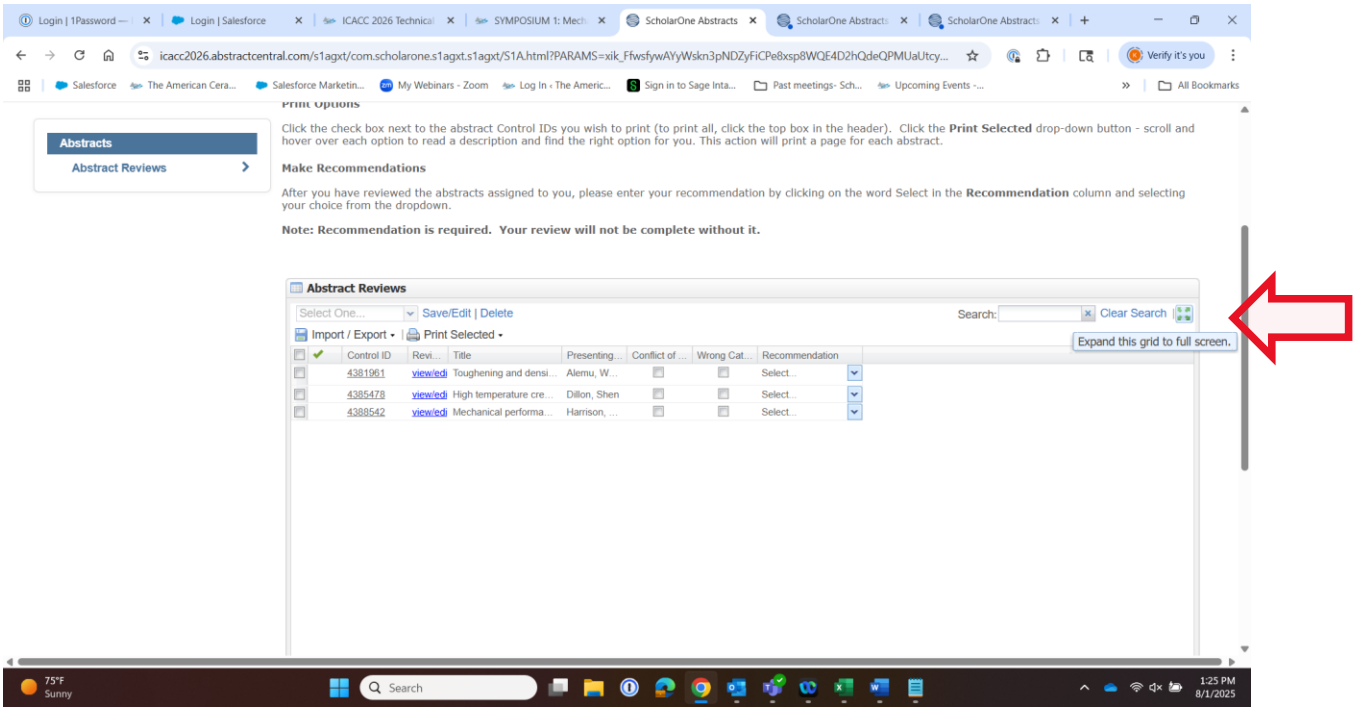
Select the Review tab:



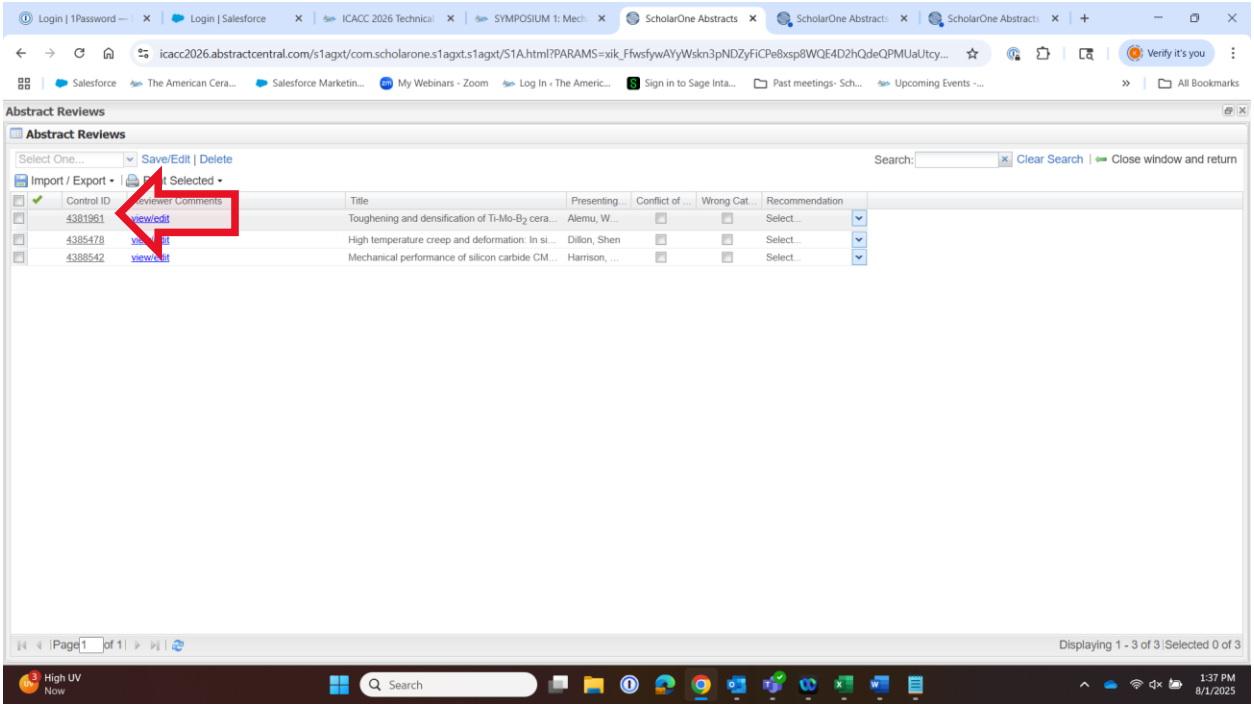
Reviewers: Select review tab



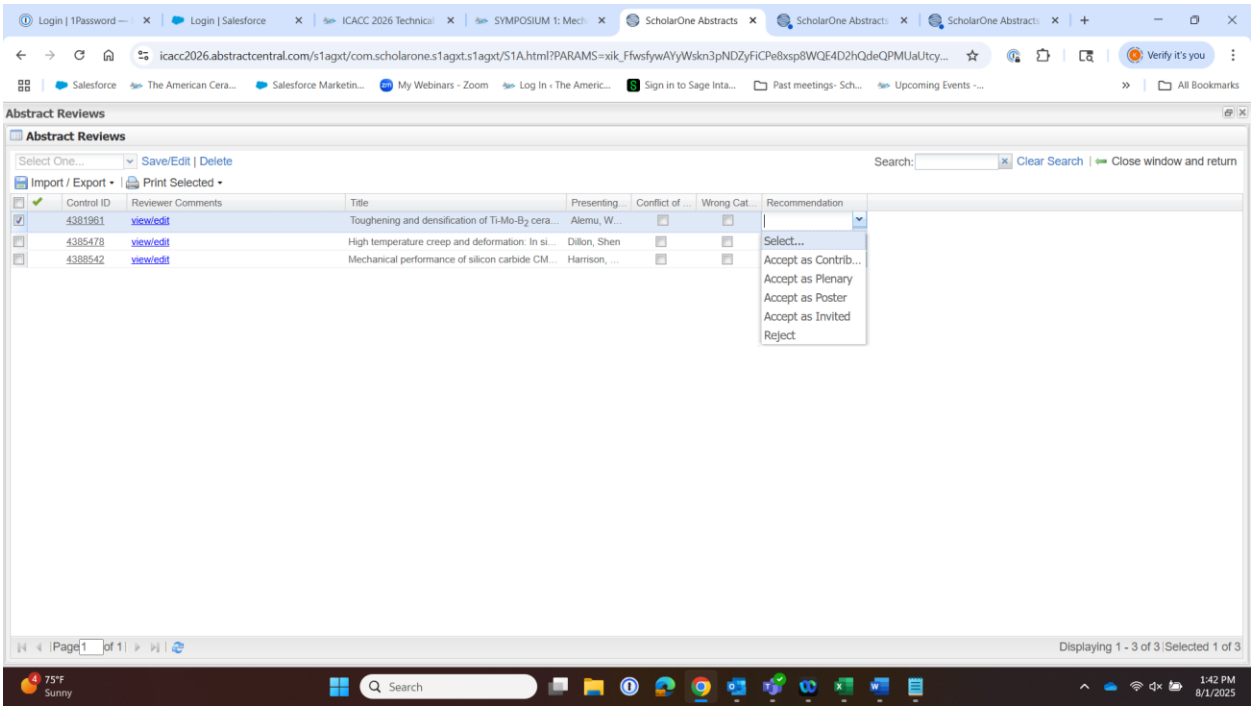
Click on the four green arrows to enlarge the screen.



Click on the control id number to read the abstract:



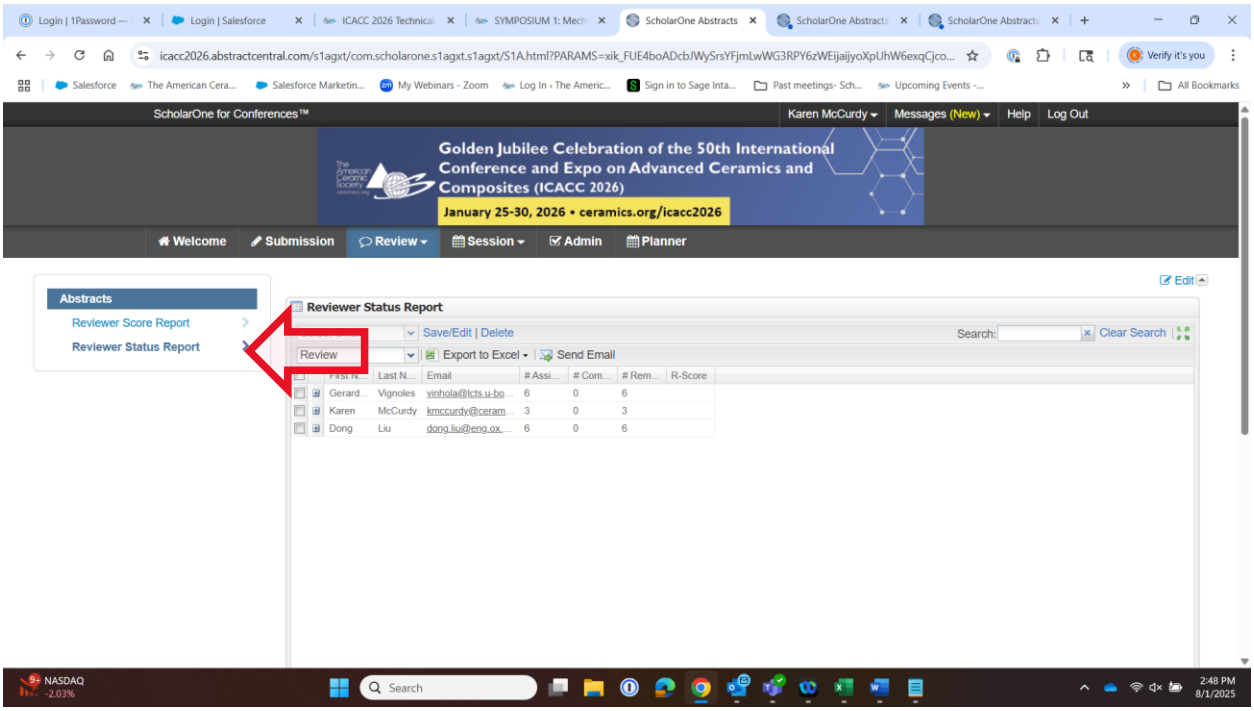
Register your recommendation under the “Recommendation” column. There is option to make a confidential comment in the control id screen.



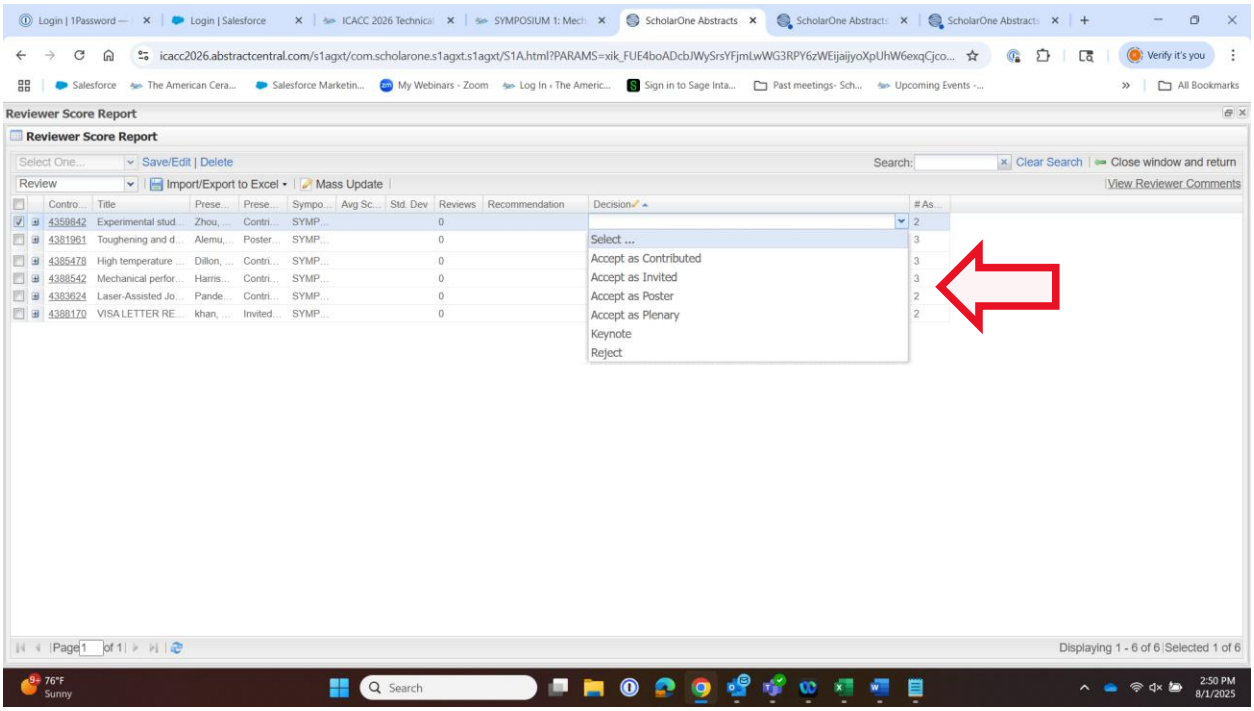
A note about Reviewers and Lead Organizers, only the LEAD ORGANIZER can register a decision. The remaining session organizers may **review** and **make recommendations**, however, only the lead organizer will record the final decision (based on the recommendation of all reviewers).

LEAD ORGANIZER

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



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



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.

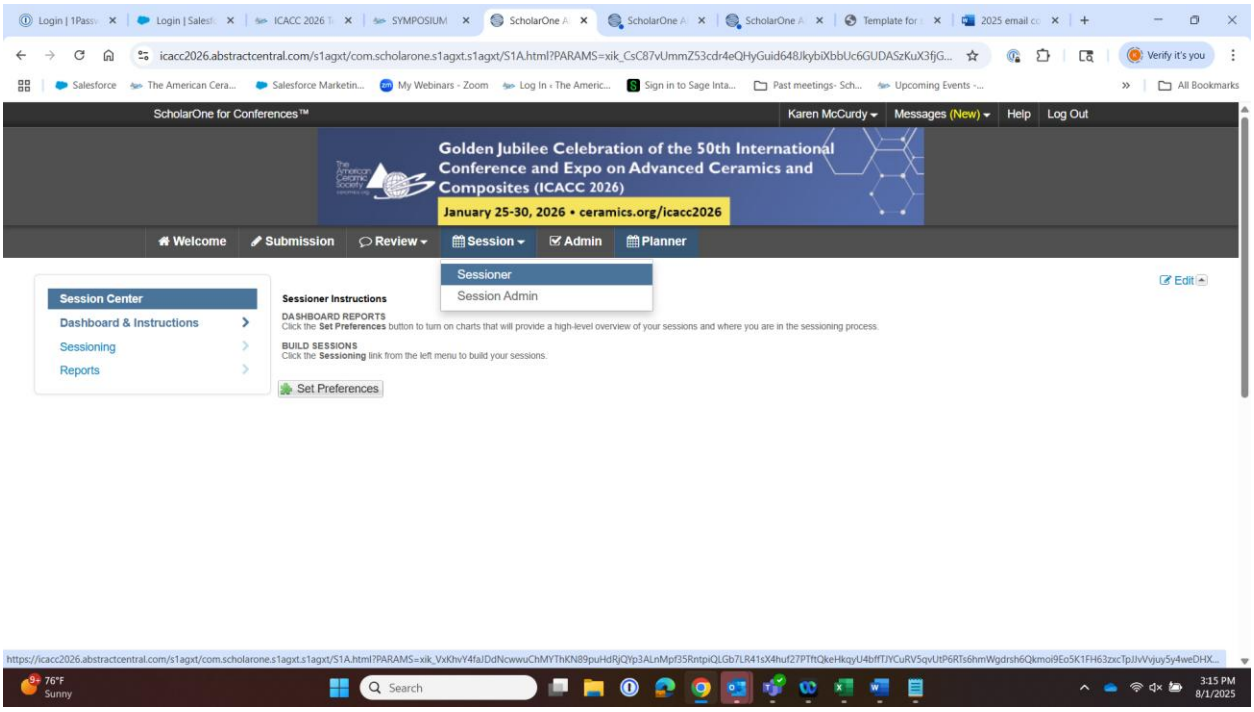
As a reminder, Contributed talks are 20 minutes and Invited talks are 30 minutes.

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.

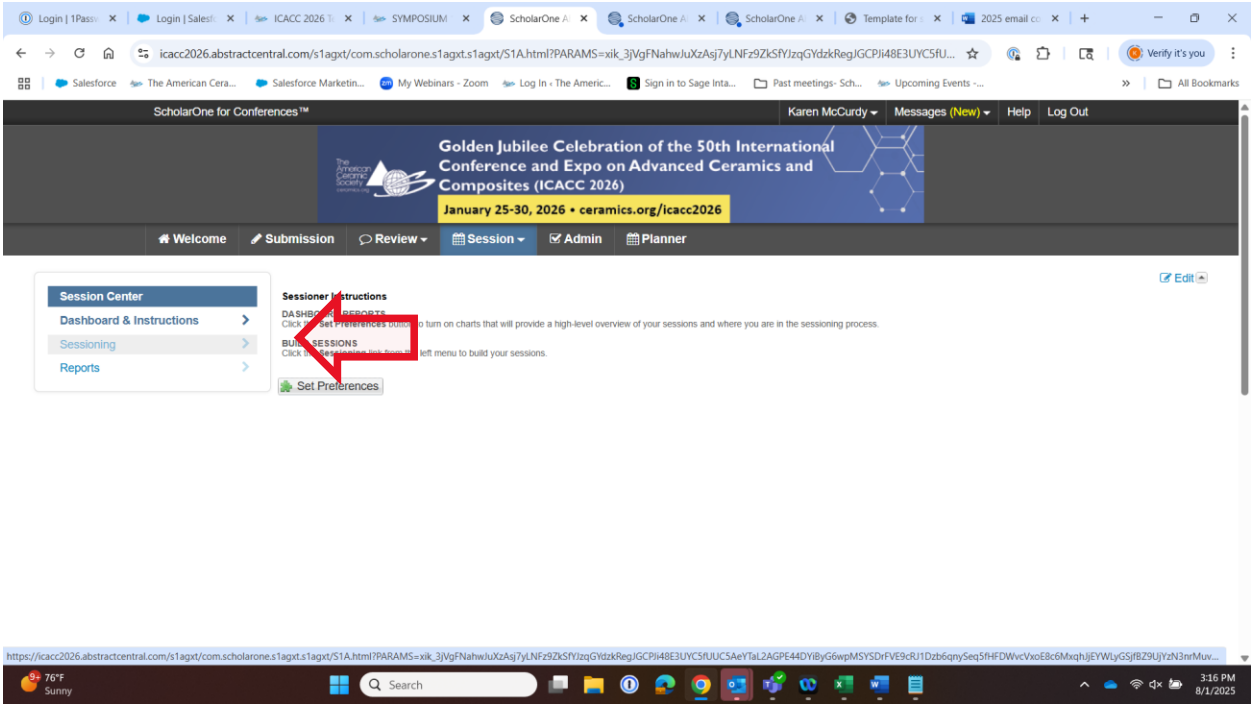
To Create Sessions

<u>Create Sessions</u>

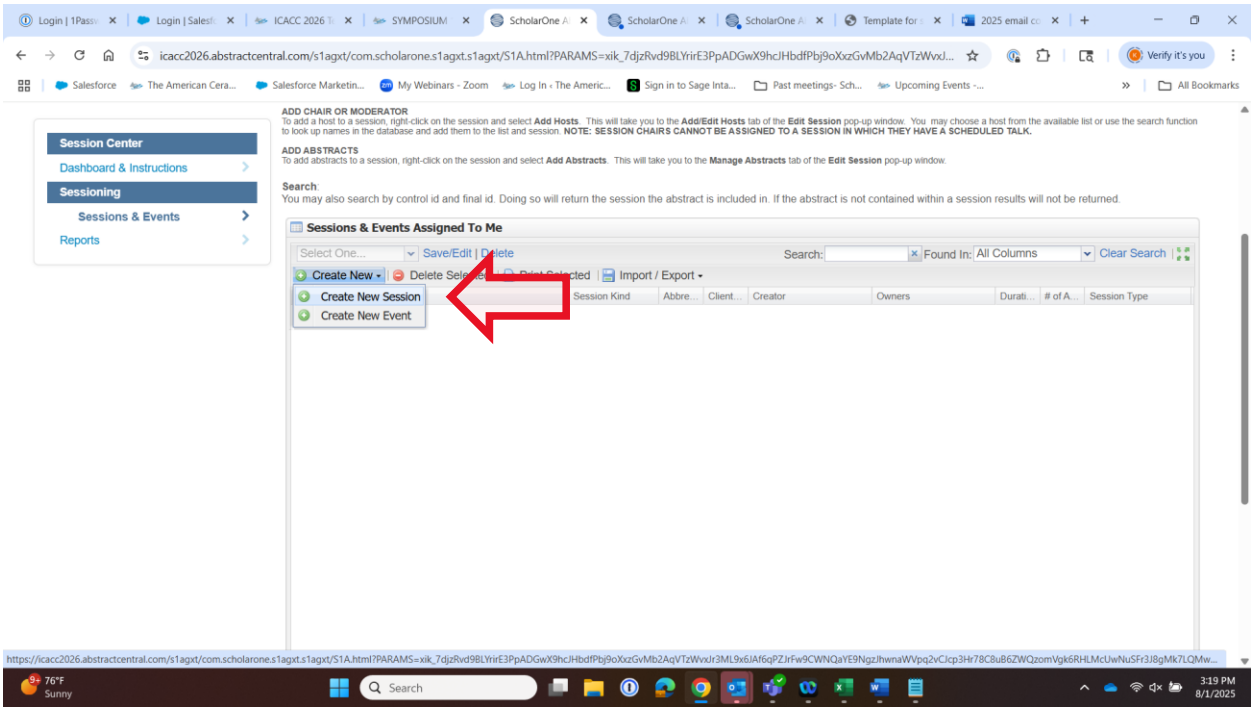
When your session layout is complete, return to the Scholar One website, login and select the Session Tab:



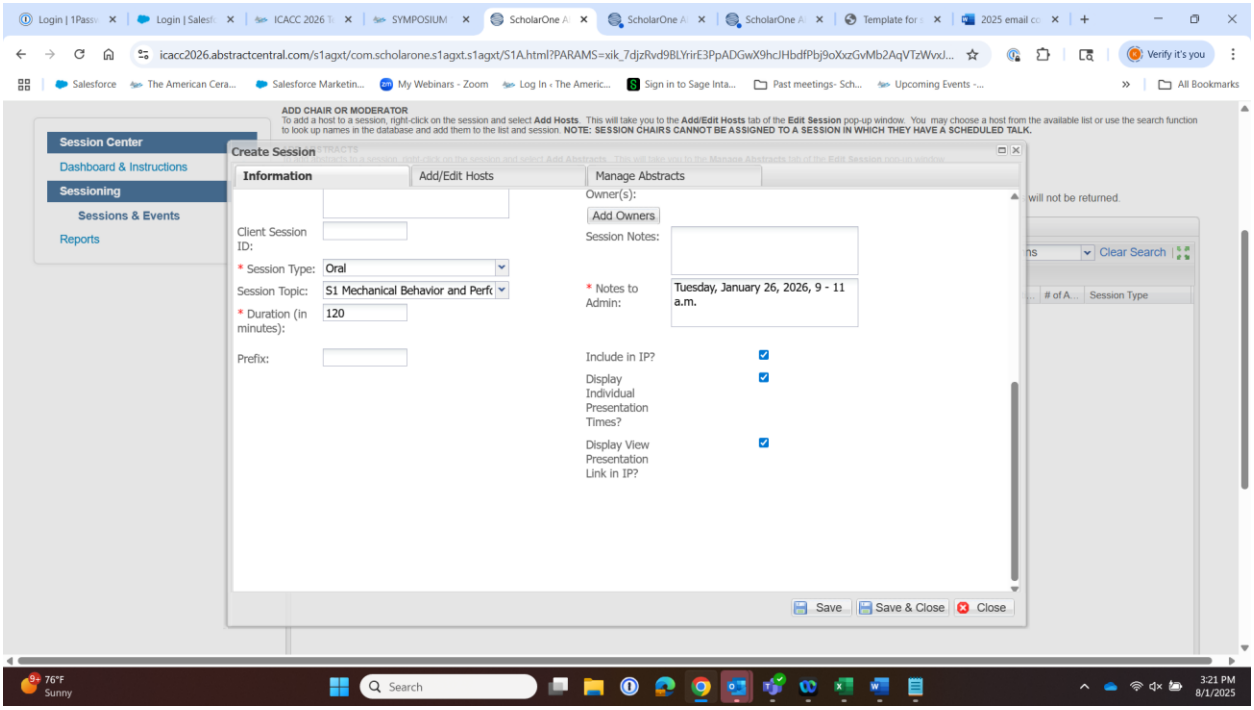
From the sidebar menu choose “Sessioning”:



In the Sessions & Events table, click **Create New Session** <u>for each time block</u> 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.



Other fields are optional but please do <u>not</u> 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.

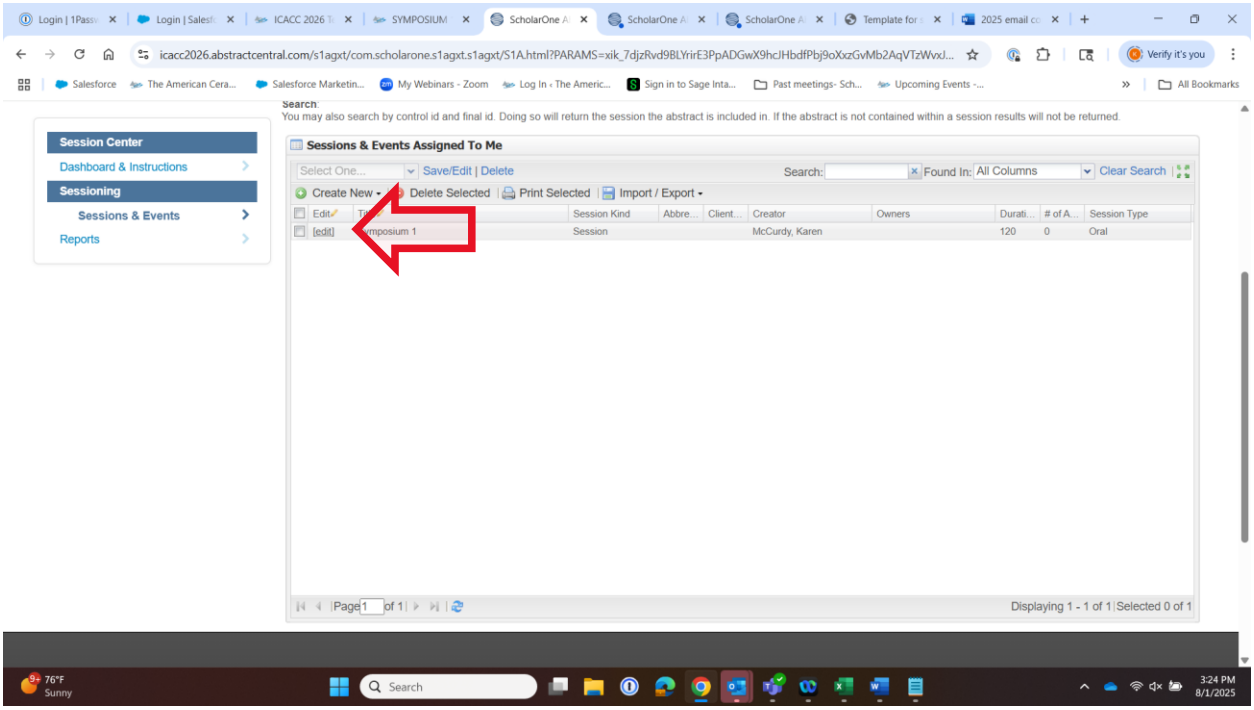
The three check boxes below **Notes to Admin**, by default, must remain checked.

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

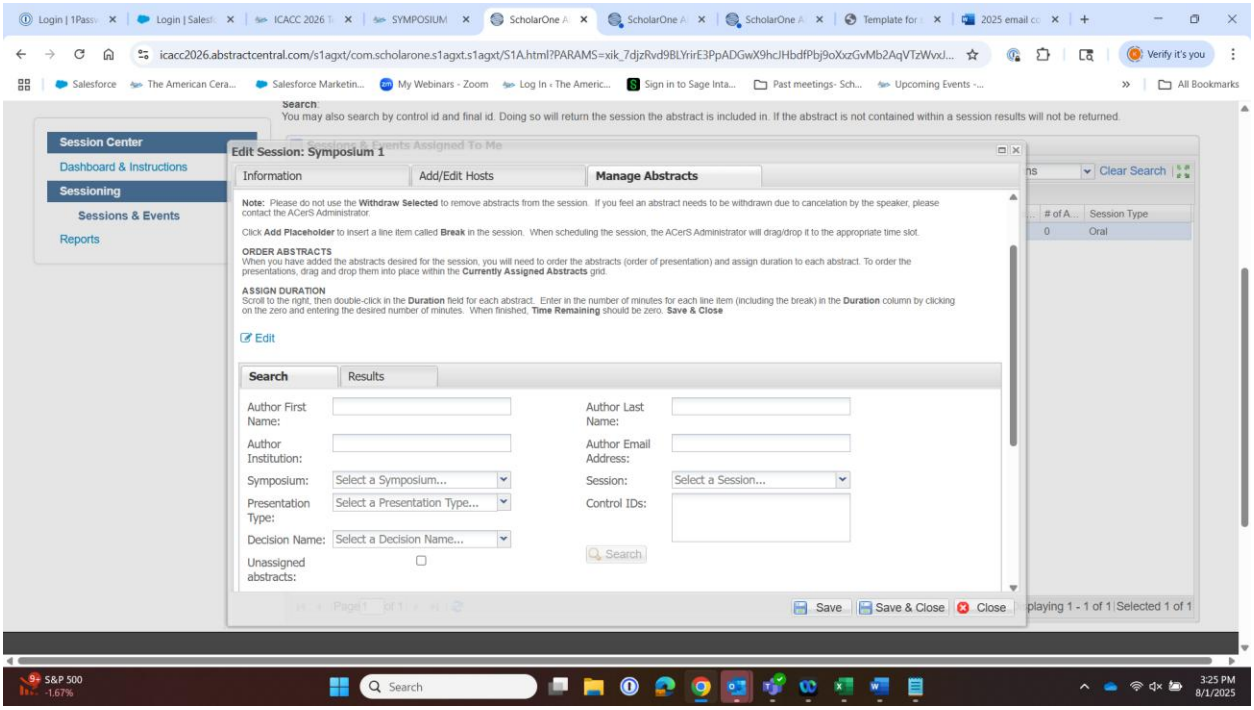
Save

Identifying abstracts for a session

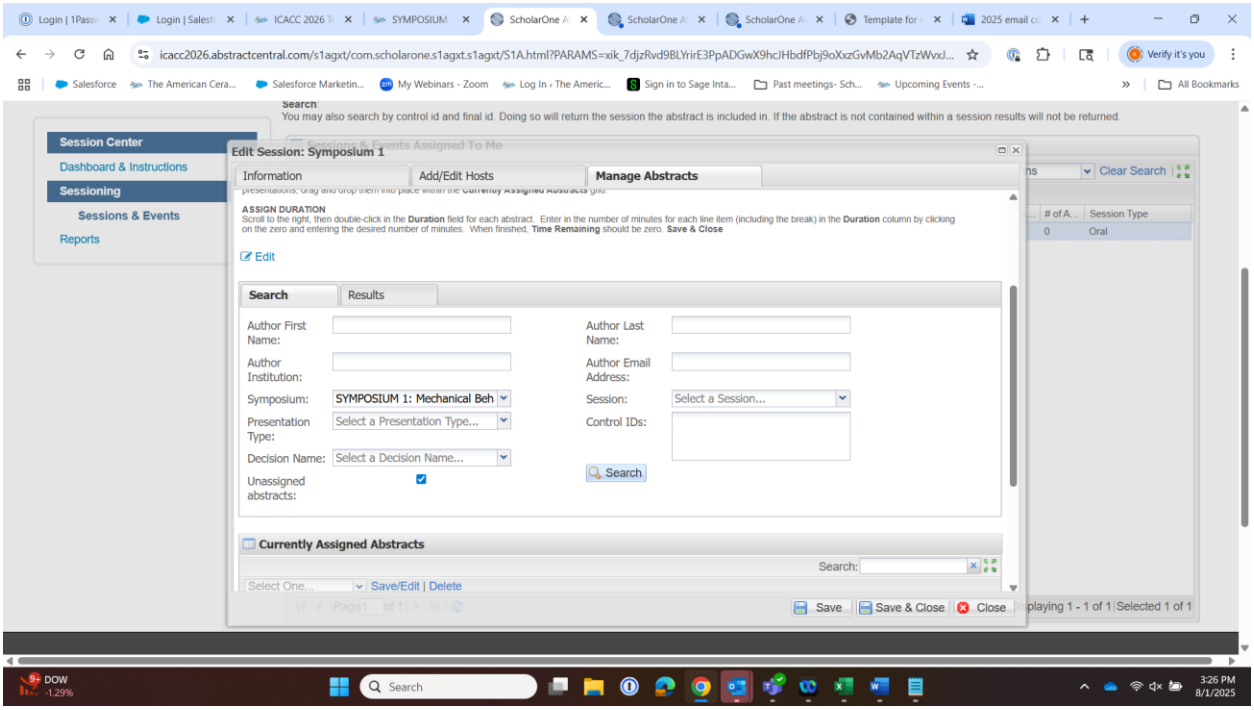
Click the edit button:



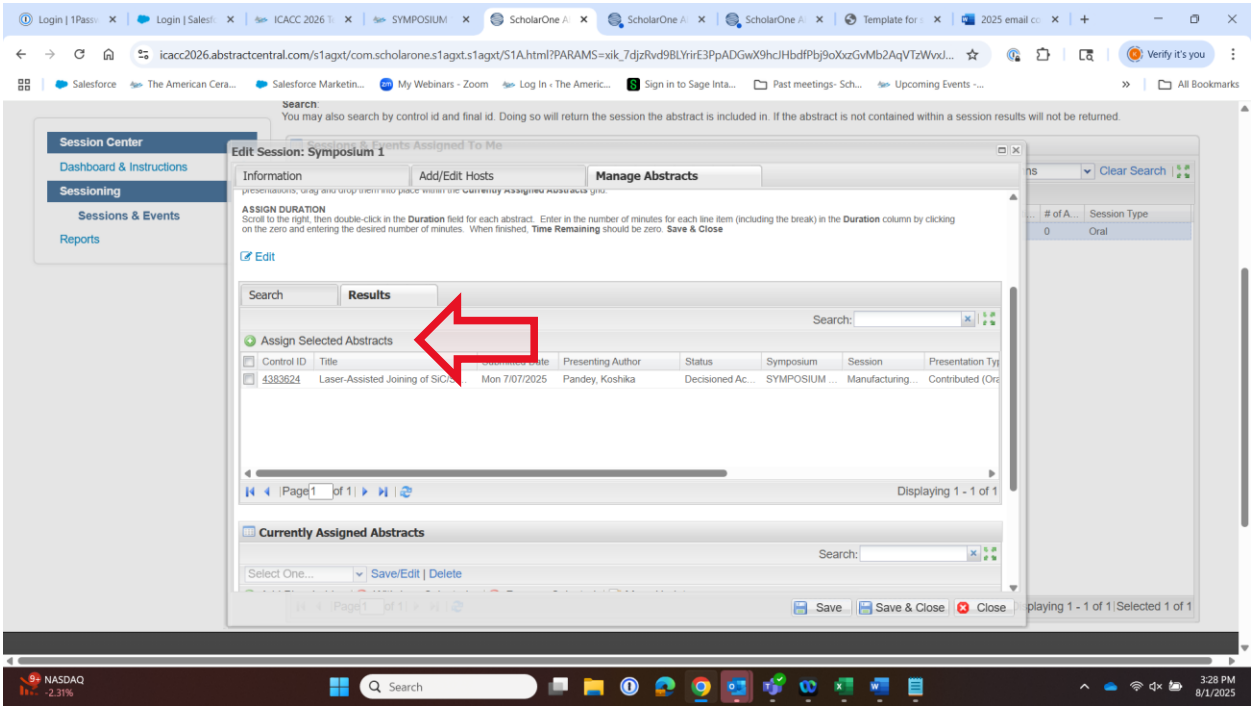
Select the Manage Abstracts Tab



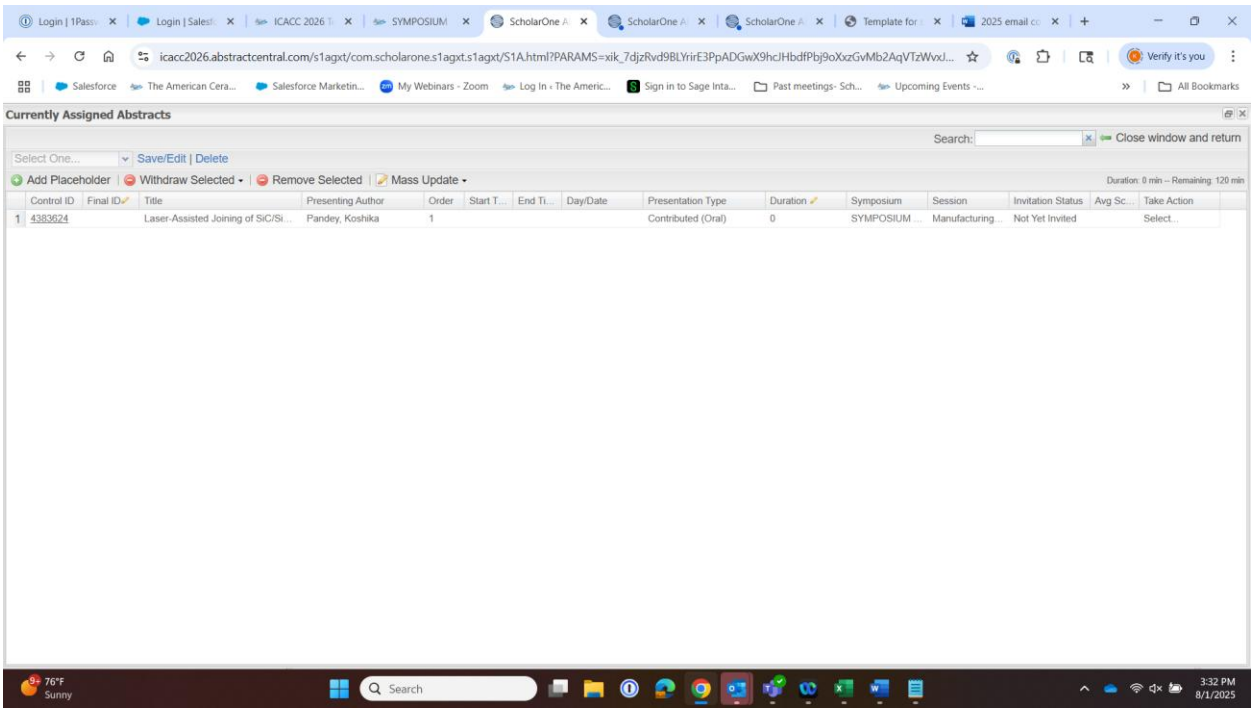
Select the appropriate Symposium and check the “Unassigned Abstracts” box. Then select Search.



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



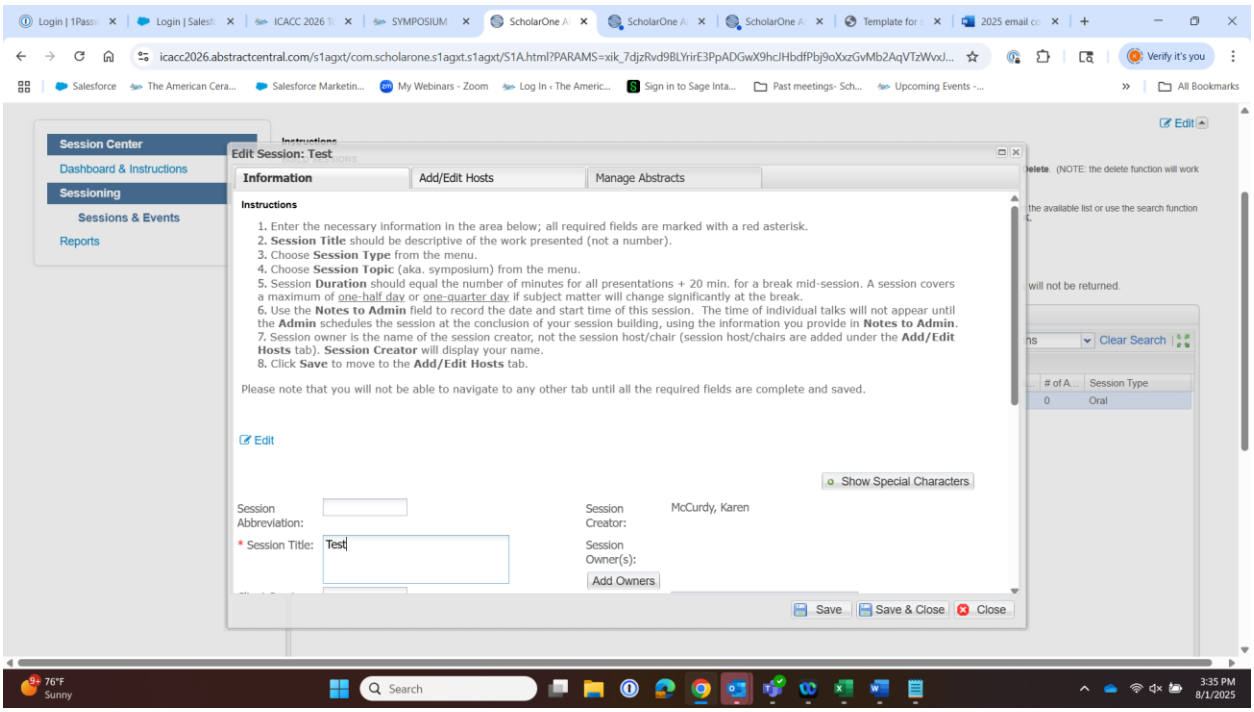
Arrange the order of speakers by drag and drop of the lines within the **Currently Assigned Abstracts** grid.
Assign a duration for each talk by clicking on the zero and replacing it with the number of minutes. **You cannot set the start and end time for the talks.** This will be set when ACerS staff schedules the sessions.
Save & Close



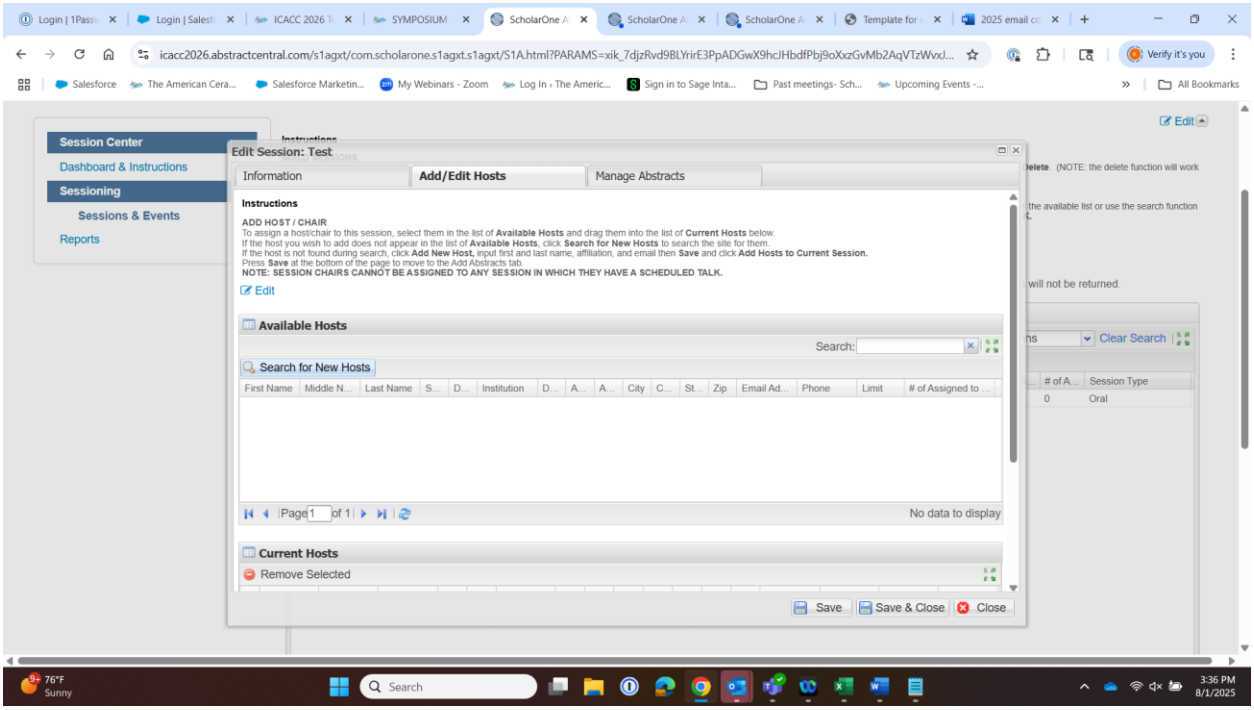
You do not need to create a poster session. The Administrator will create the poster session(s) and assign to it any abstract that was accepted as a poster. If any oral abstracts in your symposium are being converted to poster, please contact us with the author name and control ID number so we may add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

Assigning Session Hosts/Chairs

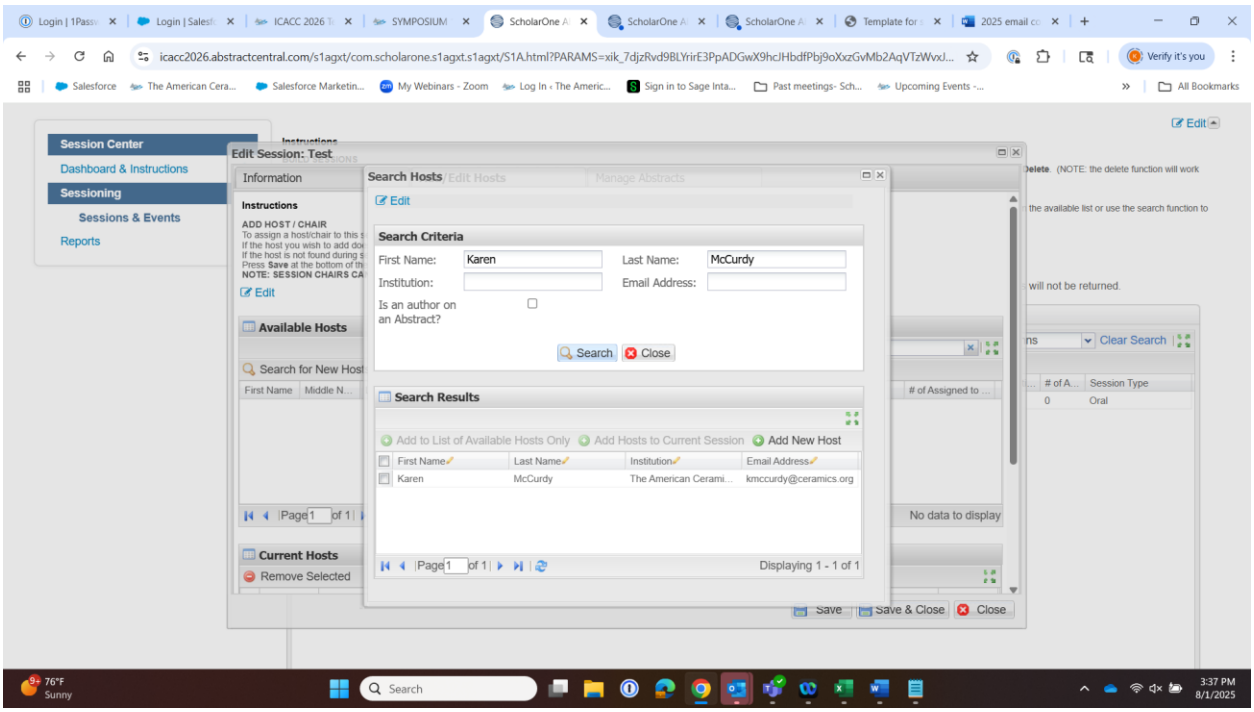
Select the Add/Edit Hosts Tab



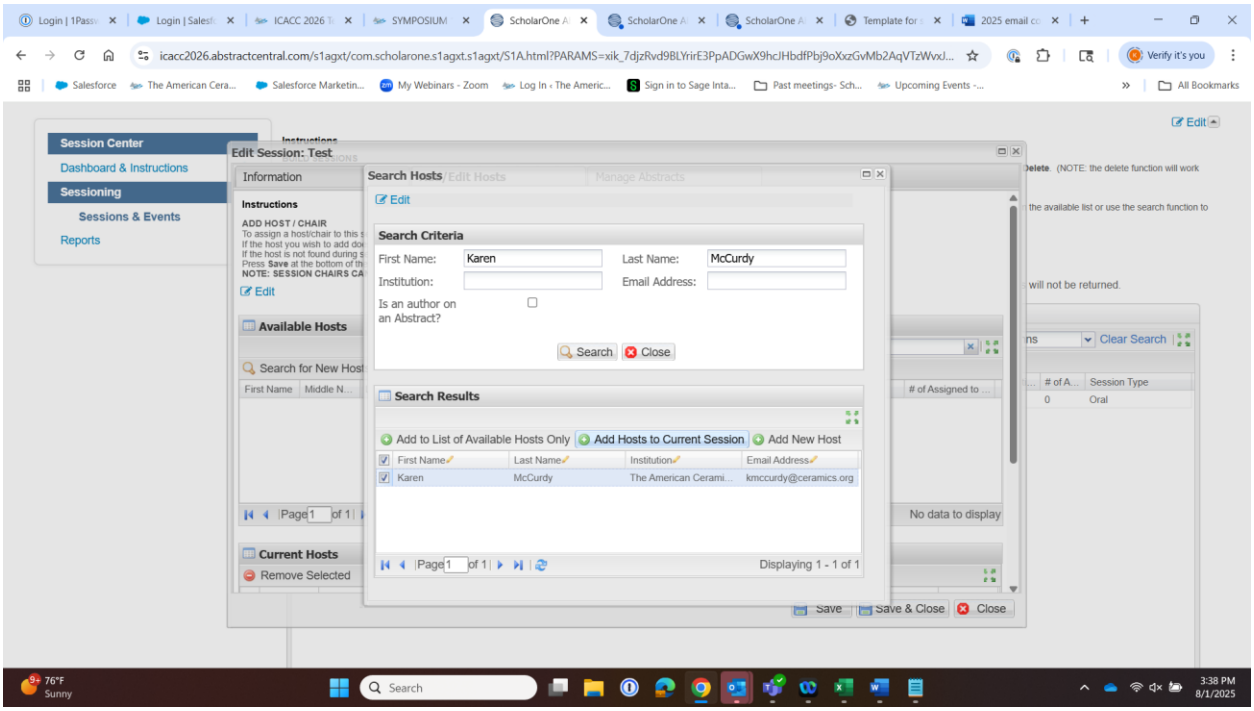
Click the Search for New Hosts Tab



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".