Symposium Organizer

ACS Network
&
Meeting Abstracts
Programming System (MAPS)

User Guide

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MAPS and the ACS Network

Two systems are used to complete a meeting program:

1. **MAPS** – MAPS (Meeting and Abstracts Programming System) is used by authors to submit their abstracts for the meeting. Program Chairs will have access to the system to view their final program once they have submitted it in the ACS Network for your ACS Staff Administrator to upload into the system.

2. **ACS Network** – The ACS Network is a file sharing tool where Program Chairs and Symposium Organizers receive program files in secret groups that can only be accessed by Program Chairs and Symposium Organizers who have been granted access. Microsoft Excel Workbooks and Word Documents are used to organize the meeting program including reviewing, editing, accepting/rejecting, and sessioning abstracts. The ACS Network also serves as a program repository and communication tool between Program Chairs, Symposium Organizers, and ACS Staff Administrators**.**

Accessing MAPS and the ACS Network

MAPS and the ACS Network are accessed using your ACS ID, which is used to log into many ACS services on www.acs.org. More than likely you already have an ACS ID. You can log into the systems at:

- ACS Network – www.acs.org/network

- MAPS - http://maps.acs.org

Creating an ACS ID

If you do not have an ACS ID you may create one at http://maps.acs.org.

1. Click on the meeting you wish to submit to
2. Click Registering is easy
3. Create your ACS ID by providing the required information marked with an asterisk (*)
4. Select ✓ "**Yes**, I want to participate in the ACS Network"…
5. Click Create an account
6. Click "**Return to MAPS**" and log in

# Accessing Your Meeting Group

An invitation to your meeting group will be sent to the email address associated with your ACS ID by ACS Staff administrator. Once you have been invited to your group you may access the group via the invitation email or by logging in to the network.

Accessing Your Group via Email

1. An invitation to your group will be sent to the email address associated with your ACS ID

2. Click the on the link in the email (This link is unique to your meeting)
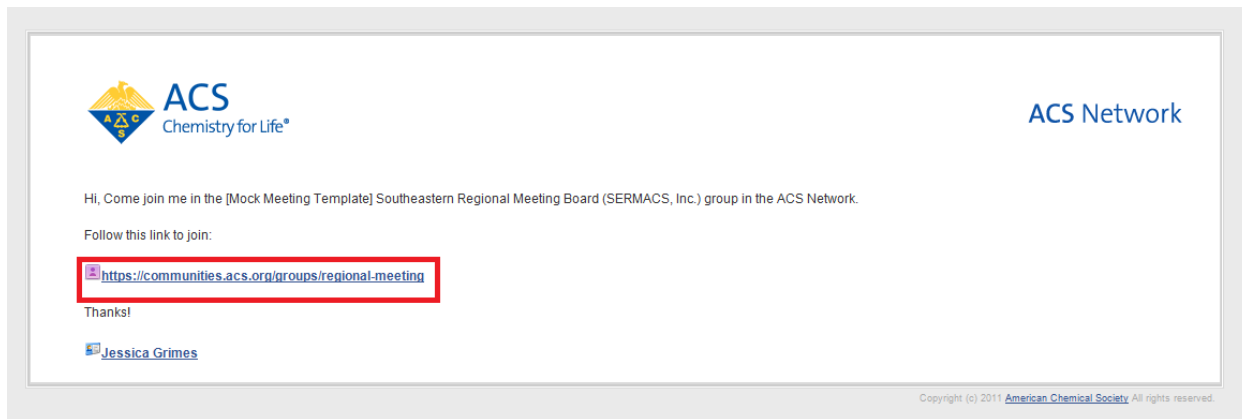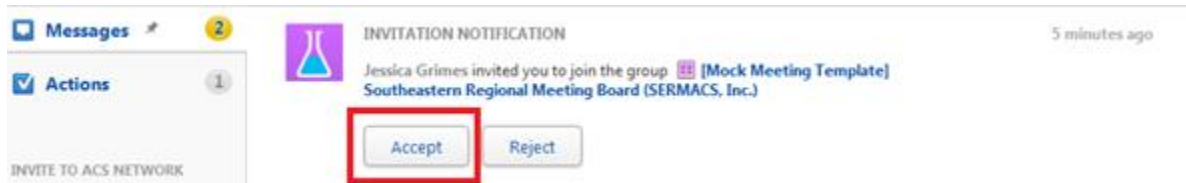

3. Click " **Accept the Invitation**"
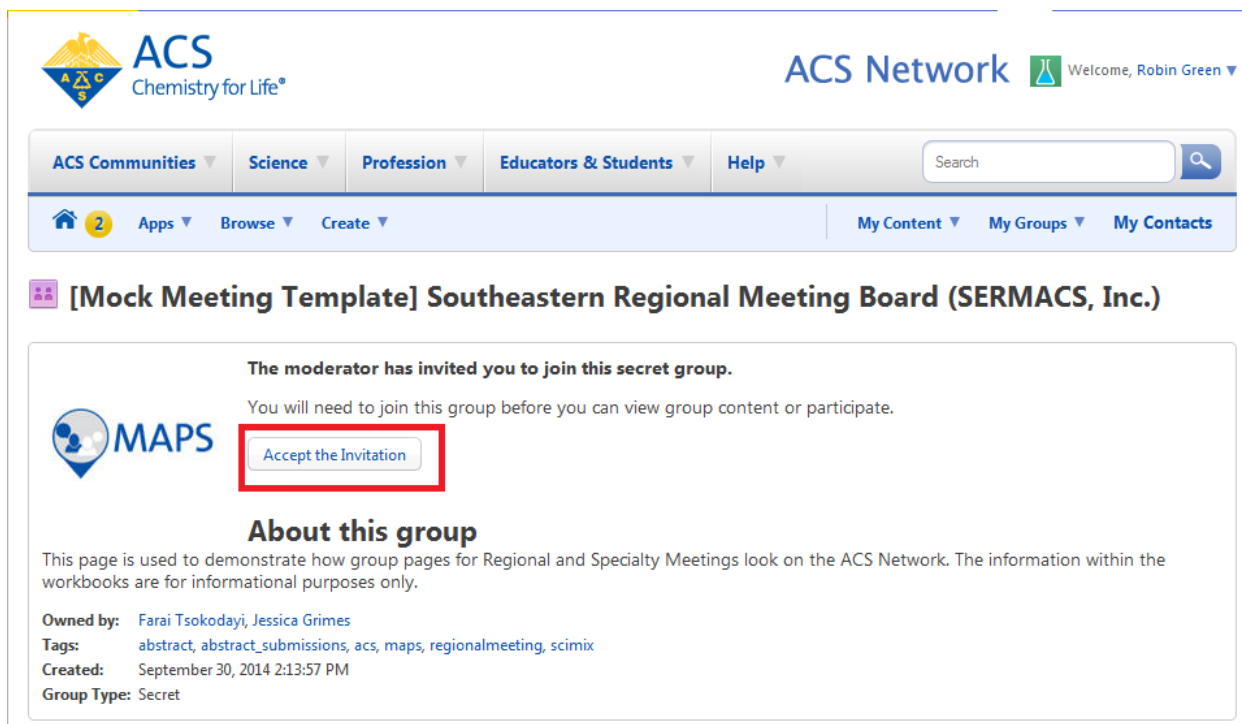
Accessing Your Group via the ACS Network

1. Log into the ACS Network at www.acs.org/network
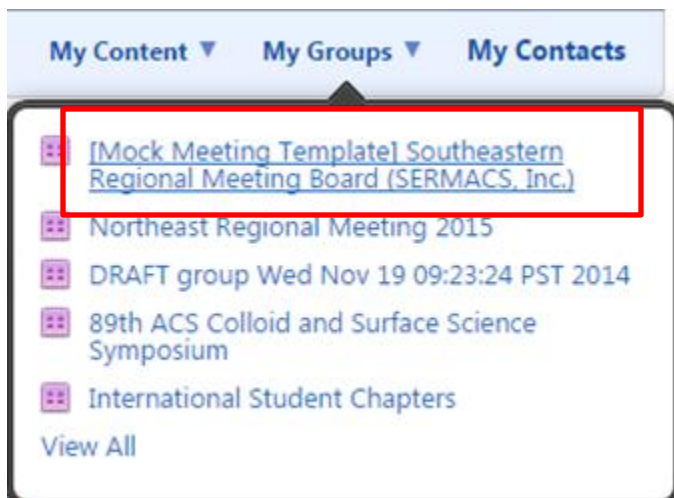2. Click "**Messages**" located on the left navigation bar

3. Your invitation will be listed under **Notifications**
4. Click "**Accept**"

Returning to Your Group

1. Click "**My Groups**"

2. Select your group from the list

ACS Network Group Page Overview

Workbooks and other program related content will be located the under the **Overview** tab and will be the primary area of use.

Abstract Review (Accept/Reject)

After the submission deadline, abstracts will be available for review in the ACS Network.

To view abstracts:

1. From the **Overview** page, scroll down to **Abstracts**
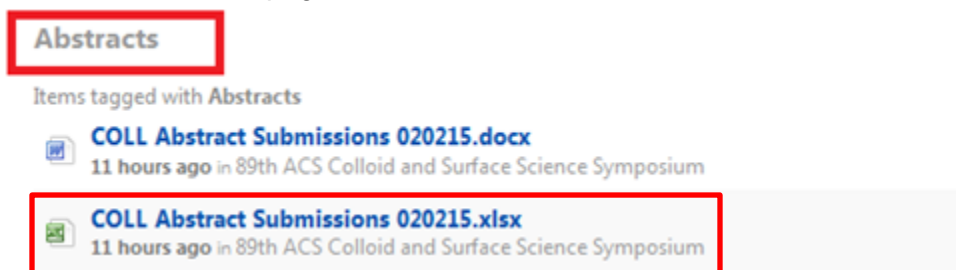
2. Click the MS Excel workbook you wish to download

3. Scroll to the bottom of the page and click '**Download**'

4. Enter '**Accept**' or '**Reject**' in the **Decision** column of the Abstracts tab.

   (**Note:** *Use the MS Word file if reviewing abstracts is difficult in the Excel workbook. Use the Control ID to identify the abstract in the Word file. Assign abstract decisions in the Excel workbook only.*)

5. Save the workbook to your computer. **DO NOT** upload until the entire workbook is completed.

Editing Abstracts

ACS Staff Administrators will edit abstract titles for spelling and formatting only. Any other edits can be done by the Program Chair or Symposium Organizer.

1. From the **Overview Page**, scroll down to **Abstracts**
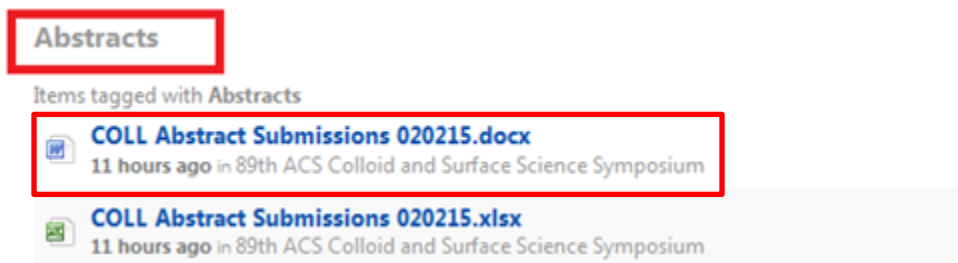
2. Click the MS Excel workbook you wish to download

3. Scroll to the bottom of the page and click "**Download**"

   (*Note: The document will open with **Track Changes** turned on.**DO NOT** turn off Track Changes. Staff will not be able to make changes to the abstract if the feature is turned off.*)

4. Make the necessary edits to the abstract(s)

5. Save the document to your computer

6. Upload the document to your group with the tag '**Abstracts**'.

   (*Note: Include your **Initials** and the **Date** at the end of the document name.*)
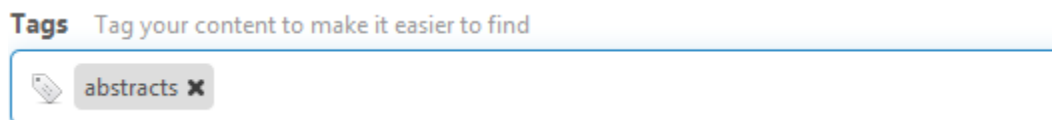
Submitting Late Abstracts

Contact your Staff Administrator in the event that you have a late abstract submission **prior** to the final program deadline. Late abstracts will not be accepted after the final program deadline.

Sessioning Abstracts
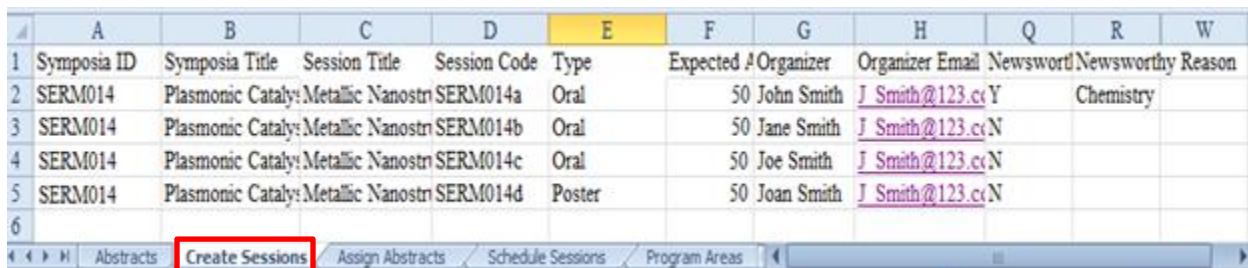
Once abstract submission has closed and symposium workbooks are available in the Network you may begin creating sessions for the abstracts submitted for your meeting.

Creating Sessions

1. From the **Overview** page, click on the name of the symposium workbook you are to organize under **Symposium Workbook**

Symposia Workbook

Items tagged with symposia

Sermacs 171331 Advances in Teaching Organic Chemistry.xlsx
3 months ago in [Mock Meeting Template] Southeastern Regional Meeting Board
(SERMACS, Inc.)   by Jessica Grimes

2. Scroll to the bottom of the page and click "**Download**"

3. Navigate to the **Create Sessions** tab of the workbook

	A	B	C	D	E	F	G	H	Q	R	W
1	Symposia ID	Symposia Title	Session Title	Session Code	Type	Expected A	Organizer	Organizer Email	Newsworth	Newsworthy Reason	
2	SERM014	Plasmonic Cataly:	Metallic Nanostr	SERM014a	Oral	50	John Smith	J Smith@123.cc	Y	Chemistry	
3	SERM014	Plasmonic Cataly:	Metallic Nanostr	SERM014b	Oral	50	Jane Smith	J Smith@123.cc	N		
4	SERM014	Plasmonic Cataly:	Metallic Nanostr	SERM014c	Oral	50	Joe Smith	J Smith@123.cc	N		
5	SERM014	Plasmonic Cataly:	Metallic Nanostr	SERM014d	Poster	50	Joan Smith	J Smith@123.cc	N		
6											

Abstracts / **Create Sessions** / Assign Abstracts / Schedule Sessions / Program Areas

4. Complete the **Create Sessions** tab.
   - **Symposium Code:** pre-assigned by the Program Chair and can be found in the file name, e.g. SERM001
   - **Symposium Title**
   - **Session Code:** we suggest following the naming convention of your meeting acronym and a three digit number and a letter e.g. SERM001a, SERM001b, SERM0031c, etc. where SERM001 is the symposium code
   - **Session Title (optional):** chosen session title (symposia subtitle)
   - **Session Type:**
     - oral
     - poster
   - **Symposium Organizer(s):** first and last name
   - **Symposium Organizer Email(s):** corresponding email address
   - **Session Presider(s):** first and last name
   - **Session Presider Email(s):** corresponding email address
   - **Newsworthy:**
     - **N** for no
     - **Y** for yes

- **Newsworthy Reason:** explanation of why the session is newsworthy. This field is required if there is a **Y** in the **Newsworthy** column
- **Expectance attendance (optional)**:

5. Save the workbook to your computer. **DO NOT** upload until the entire workbook is completed.

Assigning Abstracts

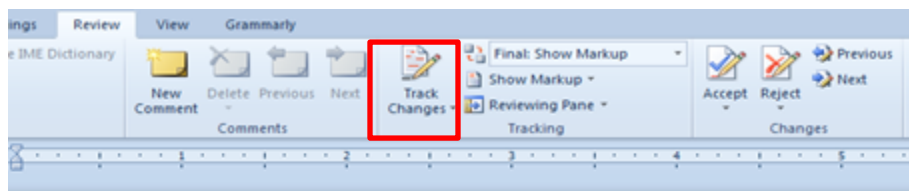Once you have created the sessions you can assign abstracts to them.

1. Navigate to the **Assign Abstracts** tab of the workbook

	A	B	C	D	E	F	G	H
1	Symposia Code	Symposium Title	Session Code	Session Title	Control ID	Abstract Title	Duration	Presentation Order
2								
3								

Abstracts / Create Sessions / **Assign Abstracts** / Divisions & Committees

2. Assign abstracts to sessions by completing the appropriate fields

    (***Note**: You may copy-paste session and abstract information from other tabs.*)

    - **Symposium Code:** copy-paste from Create Sessions tab
    - **Symposium Title:** copy-paste from Create Sessions tab
    - **Session Code:** copy-paste from Create Sessions tab
    - **Session Title (optional):** copy-paste from Create Sessions tab
    - **Control ID:** copy-paste from Abstracts tab
    - **Abstract Title:** copy-paste from Abstracts tab
    - **Duration:**
   - o **Oral presentations:** enter duration for each presentation in minutes (e.g. for 30 minutes enter '30', for 1 hour enter '60')
        - o **Poster presentations:** not required
    - **Presentation Order:** enter the order number (the order restarts for each session)
    - **Non-Paper Events:** copy-paste your chosen event(s), e.g. Intermission, from the Non-Paper Events tab. When entering a non-paper event follow these guidelines:
        - o **Control ID:** leave blank
        - o **Abstract Title**: name of event, e.g. Intermission
        - o **Duration:** enter duration in minutes (e.g. for 30 minutes enter '30')
        - o **Presentation Order**: adjust the presentation order accordingly

	A	B	C	D	E	F	G	H	I
	Symposiur	Symposiu	Session Code	Session Title	Control ID	Abstract Title	Duration	Presentation Order	
	SERM001	Amazing	SERM001a	Teaching the		Introductory Remarks	10	1	
	SERM001	Amazing	SERM001a	Teaching the	2002779	Guided, guided inquiry	20	2	
	SERM001	Amazing	SERM001a	Teaching the	2002780	Safe chemistry is green	20	3	
	SERM001	Amazing	SERM001a	Teaching the		Intermission	30	4	
	SERM001	Amazing	SERM001a	Teaching the	2002783	Metacognitive abilities of	30	5	
	SERM001	Amazing	SERM001a	Teaching the	2002784	Pushing from a commun	30	6	
	SERM001	Amazing	SERM001a	Teaching the		Concluding Remarks	5	7	
	SERM001	Amazing	SERM001b			Introductory Remarks	5	1	
	SERM001	Amazing	SERM001b		2002785	Integration of chemistry a	20	2	
	SERM001	Amazing	SERM001b		2002787	Effect of iPad Minis and i	20	3	

Abstracts / Create Sessions / Assign Abstracts

3. Save the workbook to your computer (***Note**: Include your **Initials** and the **Date** at the end of the document name e.g. SERM001_Amazing Chemistry_JD_031015.xlxs.*)

Upload a Completed Workbook

1. From the Overview page, click "**Upload a file**" under **Actions**
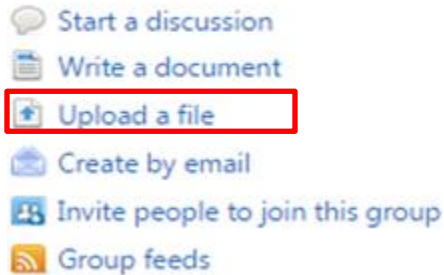
2. Click "**Click to select a file"** from your computer or drag & drop a file to upload. (***Note***: *Files cannot have the same name as files already in your group. Add your initials and date to the file name e.g. Call for Papers JD 031015.xlxs.*)
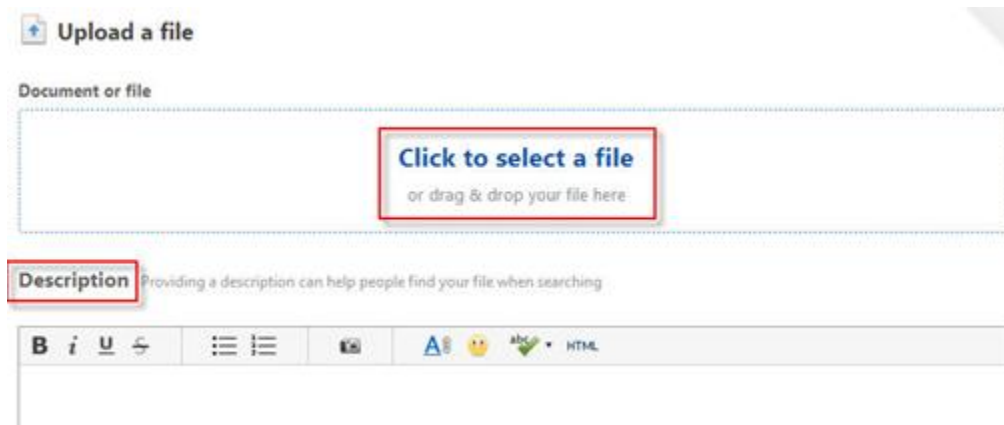
3. **Description** is optional
4. Select "**In a Place"** which is defaulted to your meeting's group
5. **Tags**: enter 'Symposia'
6. Click "**Publish"** to upload your file to the group

○ **In a Place**   Reach a specific audience or organize your posts by subject or group.

▦ 🌐 MAPS   **[Mock Meeting Template] Southeastern Regional Meeting Board (SERMACS, Inc.)** Change
🖊 Secret
3 Followers
3 Members

○ **Hidden**   Hide your content from everyone else.

○ **Specific People**   Work privately with a few people before opening it up to your community.

○ **The ACS Network Community**   Make your content visible to everyone in your community.

Tags   Tag your content to make it easier to find

🏷

▶ **Advanced options**

Publish   Save Draft   Cancel

Messaging (Notifications)

Authors
Staff Administrators will send the acceptance and scheduling notices to presenters.

Symposium Organizers
For daily communications with Symposium Organizers, please use the ACS Network. If you would like to send other program-related information organizers, please contact your Staff Administrator.

Session Presiders
If you would like to send other program-related information to presiders, please contact your Staff Administrator.

What to Do Before the Final Deadline

Ensure that all required information for your s is complete before the final deadline.

Abstract Review Tab
- ❑ Decision: Accept or Reject

Create Sessions Tab
- ❑ Symposium Code
- ❑ Symposium Title
- ❑ Session Code
- ❑ Session Title

- ❑ Type: Oral or Poster
- ❑ Expected Attendance
- ❑ Organizer Names/Emails
- ❑ Presider Names/Emails (oral sessions only)

Assign Abstracts Tab
- ❑ Session Code
- ❑ Session Title
- ❑ Control ID
- ❑ Abstract Title

- ❑ Duration (oral presentations only)
- ❑ Non-Paper Events (intermissions, etc.)
- ❑ Presentation Order
- ❑ Each Session Duration Does Not Exceed 240 minutes (4 hours)

Program Chairs can make edits to your program until your final program deadline. **It is your responsibility to make sure your program is finalized by the deadline**. Once the final program deadline has passed, no edits will be allowed with the exception of abstract withdrawals.