

Program Coordinator Instructions for AbstractCentral ASAC 2021

As a Program Coordinator, you will need an account on the submission site,
<https://asac2021.abstractcentral.com>:

- If you were an editor, submitter or reviewer last year, the account information will be the same as your account last year.
- If you did not have access to the system, you will have received an email from AbstractCentral with login instructions. Be sure to add abstractcentral.com as an acceptable domain in your email provider.

Overview Of This Document

This document is designed to provide all of the guidance you need in performing your role as Program Coordinator, using AbstractCentral (also known as ScholarOne):

- Accessing The System
- Review Your Available Sessions
- Identify Divisional Meeting/Divisional Speaker Sessions
- Assign Papers To Each Session
- Give The Session A Name
- Assign Program Chairs (and Discussants)
- Edit Paper Title/Paper Abstract

Accessing The System

When you login to AbstractCentral you'll see the Welcome, Submission, and Session menus (you may also see a Review menu, depending on your other roles).

Select Session, and then select Sessioning. This will take you to your work area for building your program.

1. Review Your Available Sessions

Sessions are assigned by the Conference Manager. You will be given sufficient sessions to accommodate:

- All of your accepted papers (at four papers per session)
- Your divisional meeting
- Any divisional speakers or events that are part of your normal divisional program.

Sessions are scheduled in order to balance the overall program of the conference (so that there are a consistent number of sessions at any one time, rather than front-loading the program for all divisions with dwindling session counts as the conference progresses).

To view your assigned sessions:

- Click on Sessions & Events

You will see a list of all available sessions and events for your division that have been assigned to you for programming.

To see the date and start time of each session, you can add those columns:

- Hover over the column name of any column in the grid.
- Click on the right-hand pull-down button, and then move your cursor to Columns
- Turn on the checkbox for Date and Start time

2. Identify Divisional Meeting/Divisional Speaker Sessions

In consultation with your Division Chair, identify which slots you would like to use for:

- Your divisional meeting
- A divisional speaker, if:
 - You have one
 - They are not one of the divisional keynotes and are being scheduled as part of the overall conference program.

Send an email to the Conference Manager (ccing the VP, Program) on which sessions you would like to be made divisional events (these are handled differently within AbstractCentral).

3. Assign Papers To Each Session

To assign papers to each session:

- Click on Session Builder in the left-hand Sessioning menu.
- A list of available sessions will appear in the left-hand side of the grid (only sessions can have abstracts assigned to them; once set up, you will not see your divisional meeting, divisional speaker or divisional event on this screen).
- A list of abstracts that have been assigned to you will appear in the right-hand side of the grid.
- Click and drag an abstract to the session you wish to assign it to.

To see the date and start time of each session, you can add those columns:

- Hover over the column name of any column in the grid.
- Click on the right-hand pull-down button, and then move your cursor to Columns
- Turn on the checkbox for Date and Start time

To remove a paper from a session it has been assigned to:

- Click on the session you wish to edit.
- In the Currently Assigned Abstracts grid (lower right) click the checkbox next to the paper you wish to remove.
- Click the Remove Selected button.

4. Give The Session A Name

To name each session in your program:

- Click on Sessions & Events in the left-hand Sessioning menu.

- Click “edit” next to the session you wish to name.
- Enter the session name in the Session Title field.
- For events (e.g a division speaker), enter the session description in the Session Notes field.
- Click on the Save & Close button.

5. Assign Program Chairs (and Discussants)

To assign hosts (chairs and/or discussants) to your sessions:

- Click on Sessions & Events in the left-hand Sessioning menu.
- Click “edit” next to the session you wish to assign hosts to.
- Click on the Add/Edit Hosts tab.
- A list of available hosts will appear under Available Hosts. These are people that have already been assigned the host role. You can search this list using the Search field in the top-right of the Available Hosts grid.
- If your host does not yet appear, click on the Search for New Hosts button.
- Search for the person you wish to assign as a host. This will allow anyone with a current account to be assigned to the host role.
- If the host you wish to assign does not appear, click on the Add New Host button.
- In the pop-up fields, enter the First name, Last name, Institution and Email Address of the host account you wish to create.
- Click the Save button.
- Click the checkbox of the host you wish to assign.
- Click the Add hosts to Current Session button.
- In the Current Hosts grid, choose the role that the host is to perform in the session.
- Click the Save & Close button.

6. Edit Paper Title/Paper Abstract

Paper titles need to be in proper case for preparation of the program. ASAC standards for title case are:

- APA English title case for English titles (see <https://www.thoughtco.com/title-case-capitalization-1692469> for a good summary)
- French title case for French titles (see <https://www.thoughtco.com/capitalize-french-titles-4086495> for more information).

To edit the title:

- Click on Abstracts in the left-hand Sessioning menu.
- For each abstract, click “Edit” for the paper.
- Review the title and abstract body in Step 1: Title/Body
- If changes are required, click the Edit button next to the Step 1: Title/Body header.
- Make the required changes.
- Click the Save & Continue button.
- Continue to click Save & Continue through each stage (being sure not to change anything on subsequent steps).
- Click the Finish button to complete your edits.