



Program Chair

MAPS

User Guide

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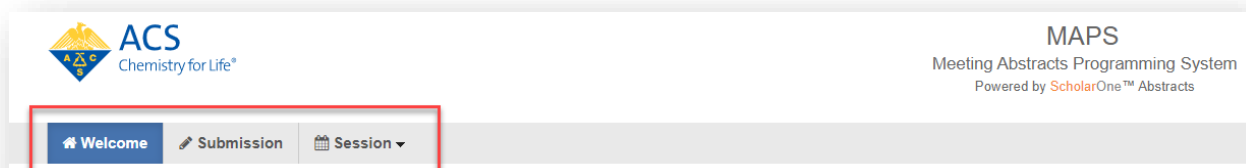
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PROGRAM CHAIR ACCESS

Use your existing ACS ID

If you have accessed ACS online services in the past, then you should already have an ACS ID. Please access MAPS using your existing ACS ID. To log into MAPS, visit <http://maps.acs.org> and click on your upcoming meeting. Once logged in, you should see the three tabs within your MAPS Account (Welcome, Submission and Session):



If you do not see these three tabs after logging in to your account, please contact abstracts@acs.org for assistance.

Creating an ACS ID

If you do not have an ACS ID you may create one at the login prompt using the appropriate button. After you have created your account, then return to <http://maps.acs.org> to log in:



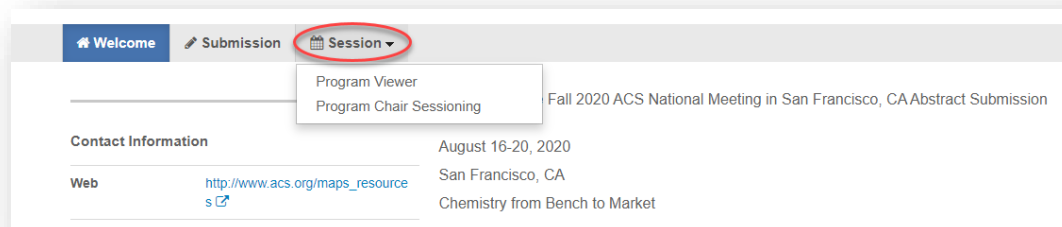
Once you have logged in with your newly created account, please contact abstracts@acs.org for access to your program area.

PROGRAM VIEWER

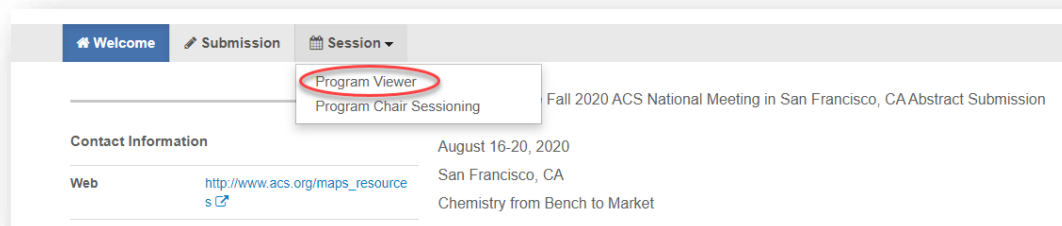
You may use the Program Viewer to see information about your program symposia, sessions, and abstracts before the symposium organizer deadline.

Accessing the Program Viewer

1. From the **Welcome Screen** click **Session** on the upper navigation bar to access the **Session Center**

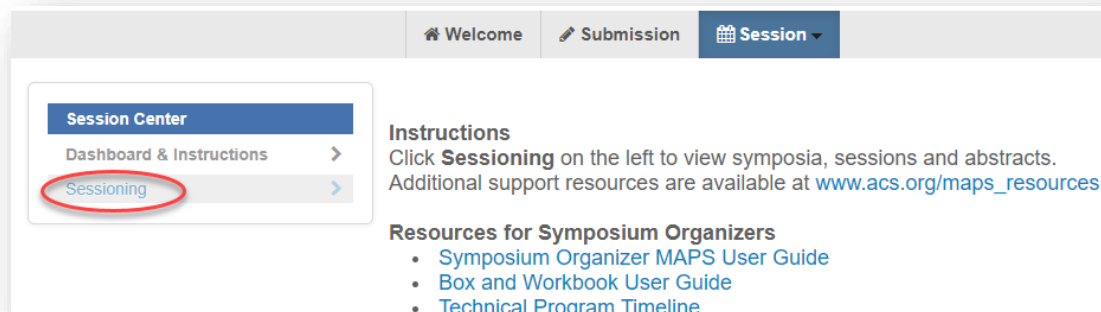


2. Select the **Program Viewer**

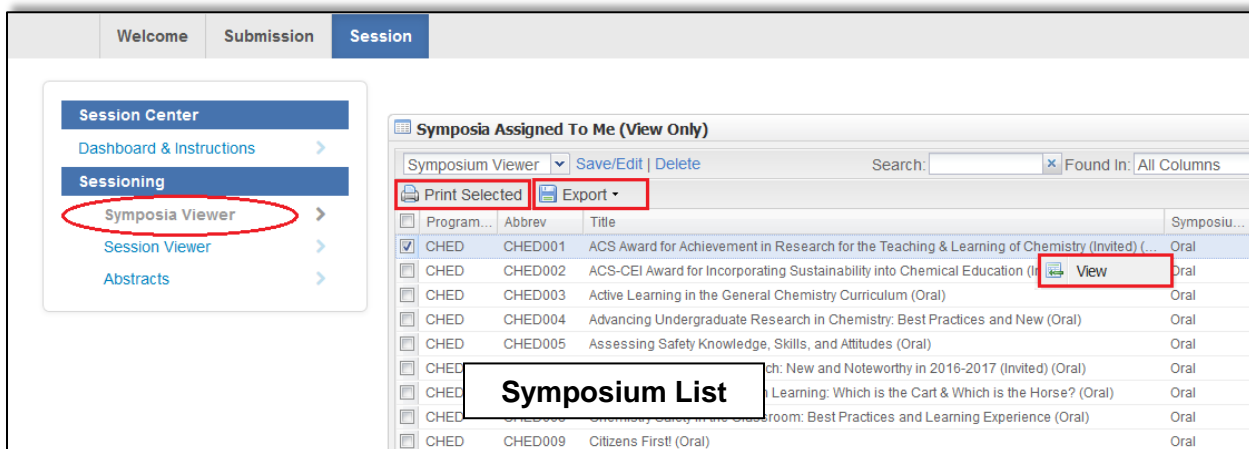


Viewing Symposia

1. Within the **Program Viewer** role, click **Sessioning** on the left navigation bar to access the **Symposia Viewer**

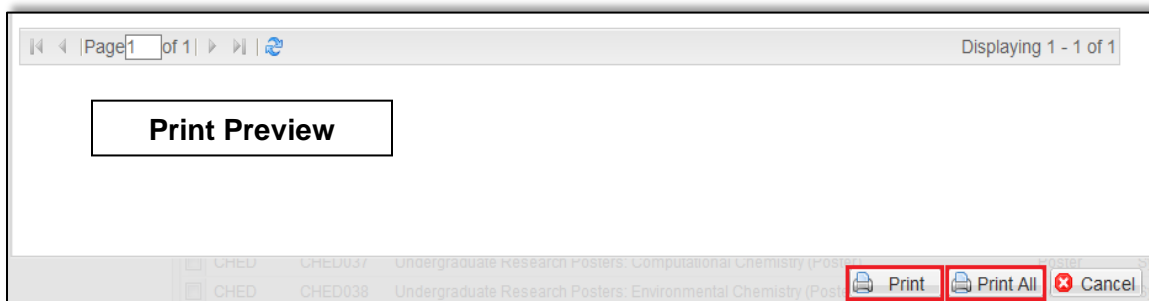


2. Right-click on the symposium you wish to view and click **View** or double-click the symposium name to view symposia details



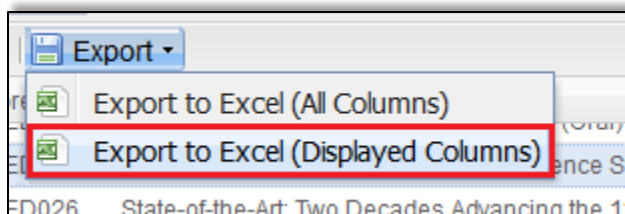
Printing Symposia

1. Select the symposium or symposia from the Symposium List you wish to print and click **Print Selected**
2. Click **Print** to print the current symposium you are viewing or **Print All** to print a summary of all selected symposia



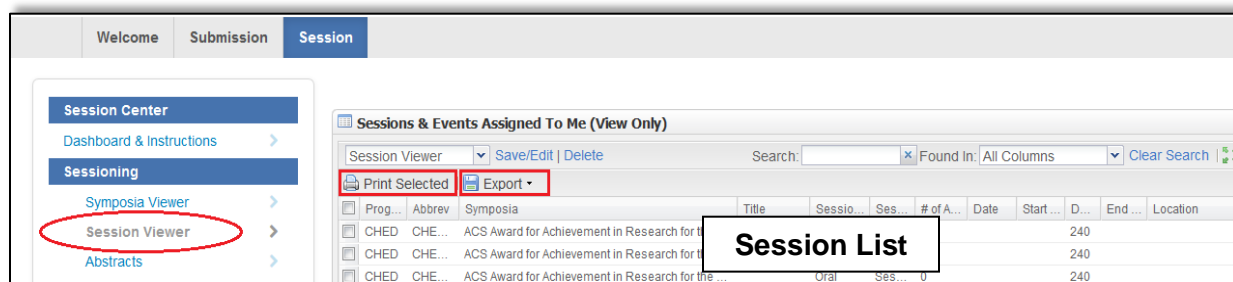
Exporting Symposia to Excel

1. Select the symposium or symposia from the Symposium List you wish to export and click **Export**
2. Select **Export to Excel (Displayed Columns)**



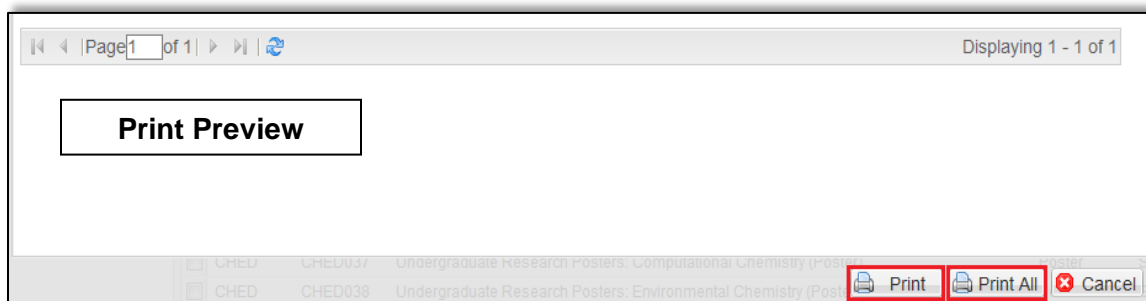
Viewing Sessions

1. Within the **Program Viewer** role, click **Sessioning** on the left navigation bar to access the **Session Viewer**
2. Right-click on the session you wish to view and click **View** or double-click the symposium name to view session details



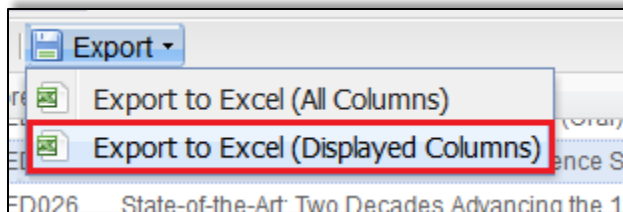
Printing Sessions

1. Select the session(s) from the Session List you wish to print and click **Print Selected**
2. Click **Print** to print the current session you are viewing or **Print All** to print a summary of all selected sessions



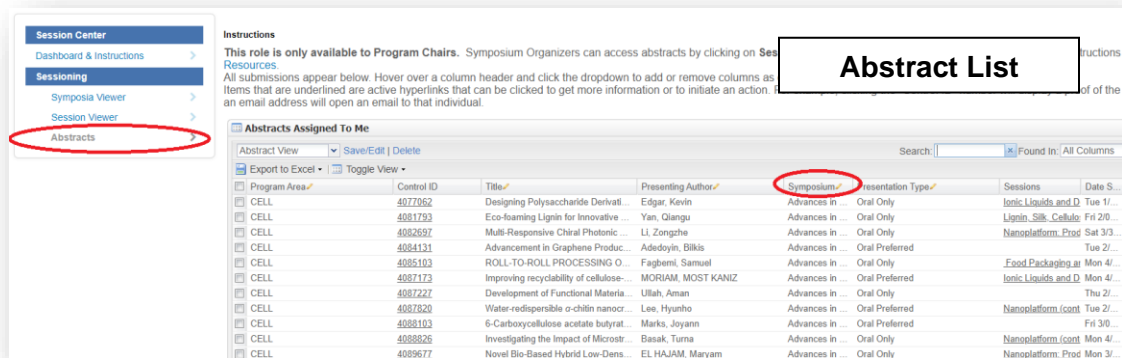
Exporting Sessions to Excel

1. Select the session(s) from the Session List you wish to export and click **Export**
2. Select **Export to Excel (Displayed Columns)**



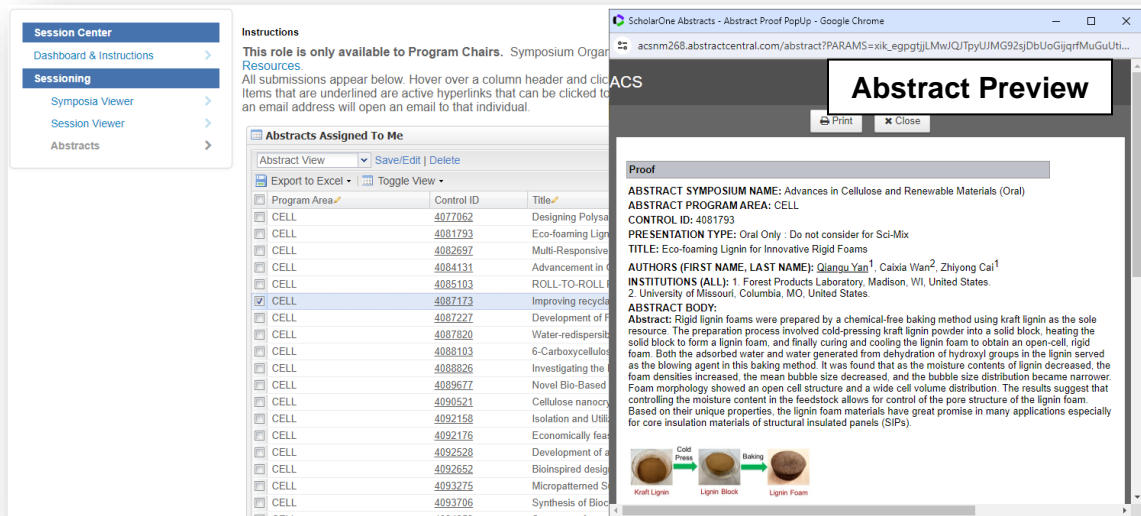
Viewing All Submitted Abstracts

1. Within the **Program Viewer** or **Program Chair Sessioning** roles, click **Sessioning** on the left navigation bar to access **Abstracts**
(**Note:** Abstract submissions can be sorted by Symposium, if needed.)

A screenshot of a web application interface titled 'Abstract List'. On the left is a navigation menu with 'Abstracts' circled in red. The main content area shows a table of abstracts. A box labeled 'Abstract List' is overlaid on the right side of the table. The table has columns: Program Area, Control ID, Title, Presenting Author, Symposium, Presentation Type, Sessions, and Date S. The 'Symposium' column is circled in red. Below the table, there are search and filter options.

Program Area	Control ID	Title	Presenting Author	Symposium	Presentation Type	Sessions	Date S.
CELL	4077062	Designing Polysaccharide Derivat...	Edgar, Kevin	Advances in ...	Oral Only	Ionic Liquids and D	Tue 1/...
CELL	4081793	Eco-foaming Lignin for Innovative ...	Yan, Qiang	Advances in ...	Oral Only	Lignin, Silk, Cellulo	Fri 2/0...
CELL	4082697	Multi-Responsive Chiral Photonic ...	Li, Zongzhe	Advances in ...	Oral Only	Nanoplatfom, Prod	Sat 3/3...
CELL	4084131	Advancement in Graphene Produc...	Adeyoin, Bilkis	Advances in ...	Oral Preferred		Tue 2/...
CELL	4085103	ROLL-TO-ROLL PROCESSING O...	Fagbemi, Samuel	Advances in ...	Oral Only	Food Packaging ar	Mon 4/...
CELL	4087173	Improving recyclability of cellulose...	MORIAM, MOST KANIZ	Advances in ...	Oral Preferred	Ionic Liquids and D	Thu 2/...
CELL	4087227	Development of Functional Materia...	Ullah, Aman	Advances in ...	Oral Only		Tue 2/...
CELL	4087820	Water-redispersible o-chitin nanocr...	Lee, Hyunho	Advances in ...	Oral Preferred	Nanoplatfom (cont	Tue 2/...
CELL	4088103	6-Carboxycellulose acetate butyrat...	Marks, Joyann	Advances in ...	Oral Preferred	Nanoplatfom (cont	Fri 3/0...
CELL	4088826	Investigating the Impact of Microstr...	Basak, Turna	Advances in ...	Oral Only	Nanoplatfom (cont	Mon 4/...
CELL	4089677	Novel Bio-Based Hybrid Low-Dens...	EL HAJAM, Maryam	Advances in ...	Oral Only	Nanoplatfom, Prod	Mon 3/...

2. Use the filter to search for the abstract you wish to view by control ID number, abstract title, presenting author name (last name, first name) or symposium title as needed
3. Click on the control ID number to preview the abstract
(**Note:** Abstract will open in a new window. If a window does not open, a pop-up blocker may be in place. You will need to turn the pop-up blocker off or accept pop-ups to view the abstract.)

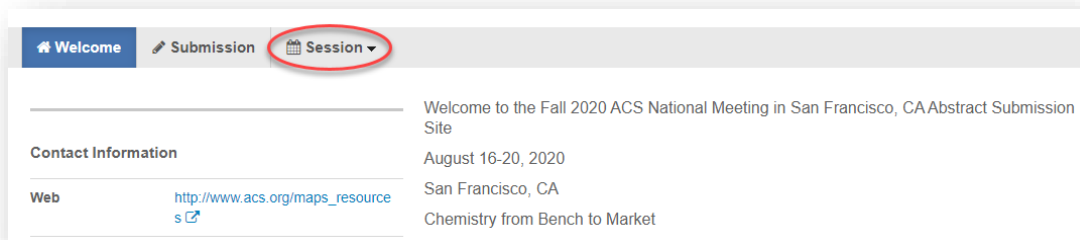


SESSION BUILDER

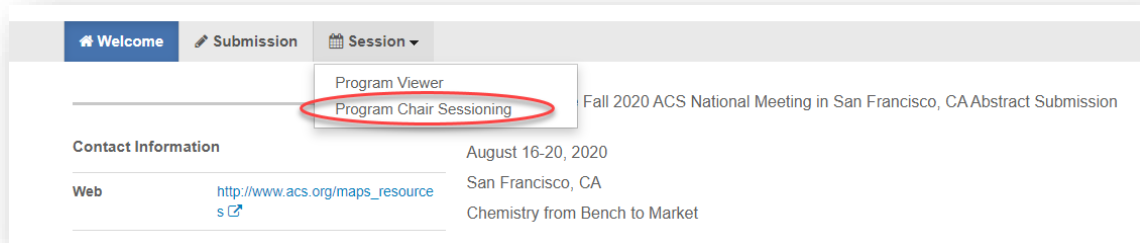
ACS staff will notify you by email when symposium organizer access has ended in MAPS. You will then be able to access the Session Builder and finalize your program.

Accessing the Session Builder

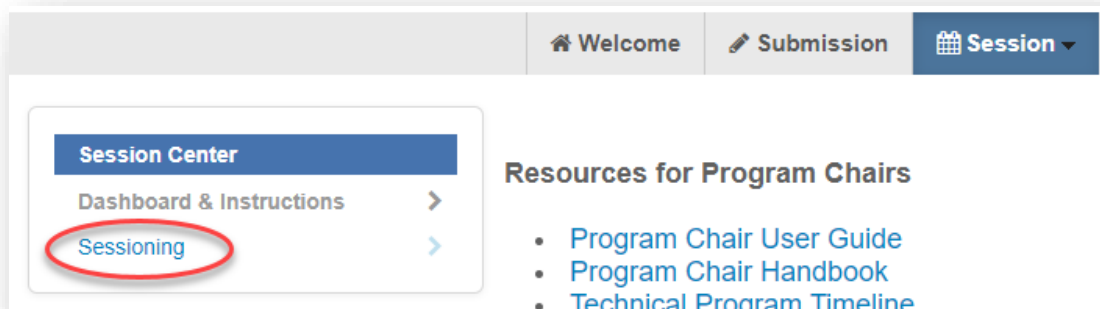
1. From the **Welcome Screen** click **Session** on the upper navigation bar to access the **Session Center**



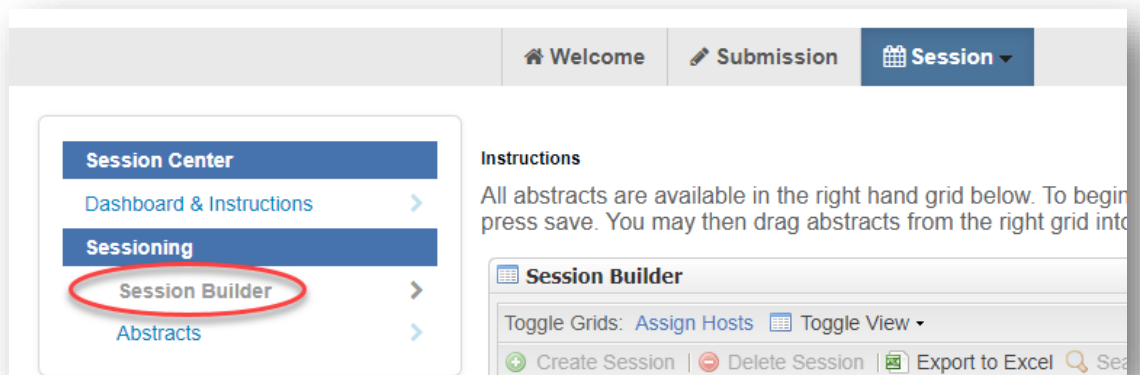
2. Select the **Program Chair Sessioning** role



3. Click **Sessioning** on the left navigation bar



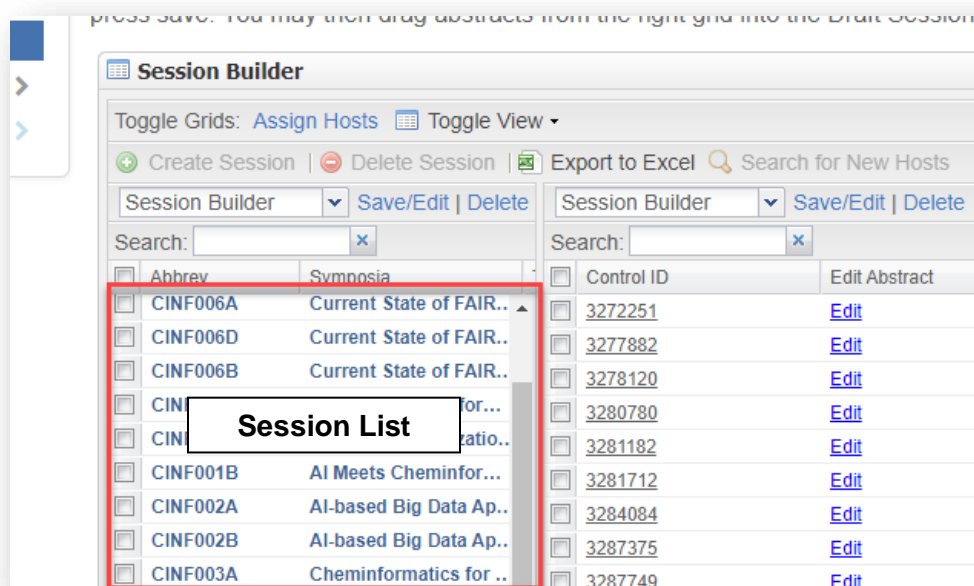
4. Select Session Builder from the left navigation bar



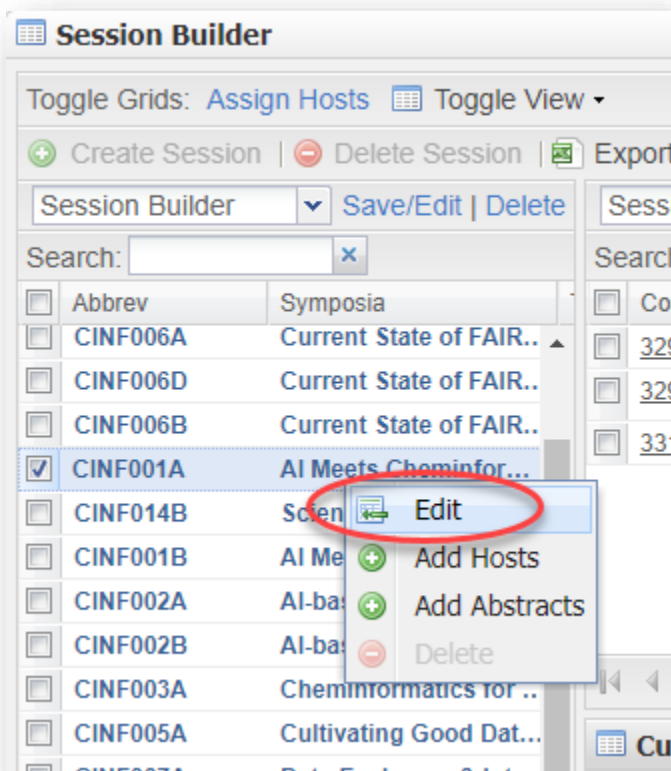
Viewing Sessions

You may view symposia/session details in the Session Builder.

1. Within the **Program Chair Sessioning** role, click **Sessioning** on the left navigation bar to view the sessions in the **Session Builder**
2. Sessions are listed in the left panel of the **Session Builder**



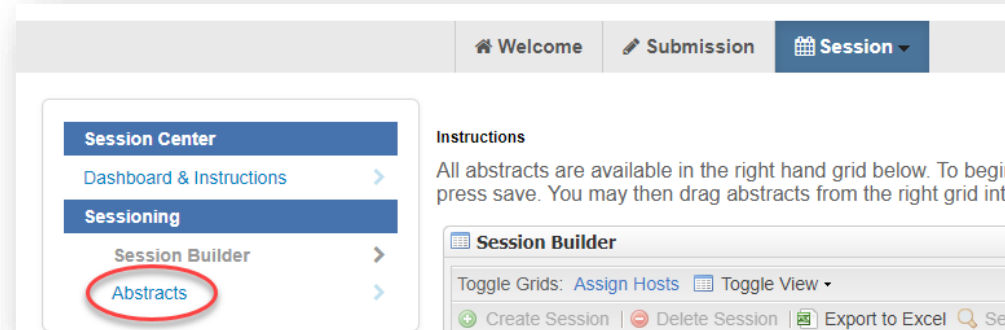
3. Right-click on the session you wish to view and click **Edit** or double-click the symposium name



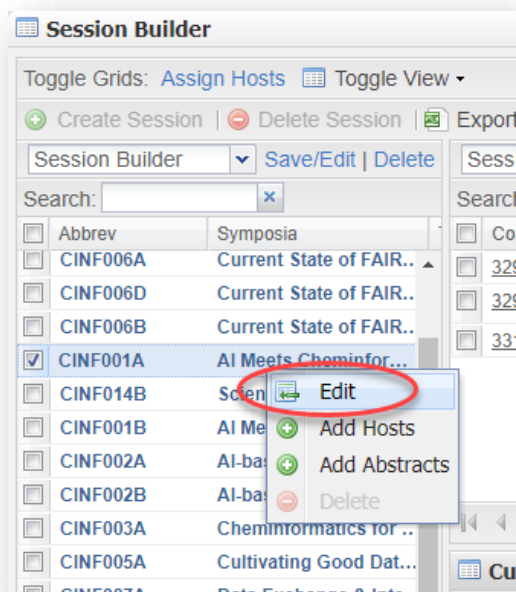
Viewing Submitted Abstracts

You may view abstracts submitted to your program area at any time from the Session Center. Following the final program deadline, please use the Program Viewer for access.

1. Within the **Program Chair Sessioning** role, click **Sessioning** on the left navigation bar to access **Abstracts**



2. Use the filter to search for the abstract you wish to view by control ID number, abstract title, or presenting author name (last name, first name) as needed
3. Click on the control ID number to preview the abstract
(**Note:** Abstract will open in a new window. If a window does not open, a pop-up blocker may be in place. You will need to turn the pop-up blocker off or accept pop-ups to view the abstract.)



3. Under the **Information** tab you may edit any information that is not grayed out (**Note:** To edit any session detail that is disabled, contact abstracts@acs.org)

The image shows a screenshot of the 'Information' tab in the Session Builder application. The 'Information' tab is highlighted with a red box. The interface includes several sections for editing session details. On the left, there are fields for 'Session Abbreviation' (CARB002a), 'Session Title' (empty), 'Session Type' (Oral), 'Session Program Area' (CARB), 'Symposia' (Carbohydrate Synthesis for Medicinal), 'Duration (in minutes)' (195), 'Expected Attendance' (100), 'Sci-Mix' (checkbox), 'Newsworthy' (checkbox), 'Session Half-Day' (AM), 'Session Track' (Section A), 'Symposia Submission Type' (Invited), and 'Co-sponsor - Cooperative' (PRES: Presidential Event). On the right, there are fields for 'Session Creator', 'Session Owner(s)', 'Session Notes', 'Notes to Admin', 'Include in IP?' (checkbox), 'Display Individual Presentation Times?' (checkbox), 'Venue/Room' (Waterfront 3 (250th ACS National Me)), 'Session Date' (Wed, Aug 19, 2015), 'Start Time' (9:00 AM), and 'Level' (Select...). A 'Show Special Characters' button is located at the top right. The 'Level' dropdown menu has a red warning icon next to it.

Adding Cosponsors

When adding cosponsors you must add them to both the symposium from the Program Viewer and the session from the Session Builder.

Assigning Cosponsor to a Symposium via Symposium Viewer

1. From the **Program Viewer** role, click **Sessioning** on the left navigation bar to access the **Symposia Viewer**
2. Right-click on the symposium you wish to assign a cosponsor and click **View** or double-click the symposium name
3. Under the **Information** tab scroll to the cosponsor sections and select the cosponsor(s) you wish to add
(**Note:** Hold down the CTRL button on your keyboard to add more than one cosponsor)



4. Click **Save**

Assigning Cosponsor to a Session via Session Builder

1. From the **Program Chair Sessioning** role, click **Sessioning** on the left navigation bar to access the **Session Builder**
2. Right-click on the session you wish to assign a cosponsor and click **Edit** or double-click the symposium name
3. Under the **Information** tab scroll to the cosponsor sections and select the cosponsor(s) you wish to add
(**Note:** Hold down the CTRL button on your keyboard to add more than one cosponsor)



4. Click **Save**

Assigning Abstracts to Sessions

Symposium organizers are largely responsible for assigning abstracts in MAPS. After symposium organizer has ended, Program Chairs should assign any abstracts that have not been assigned by the symposium organizers.

1. From the **Program Chair Sessioning** role, click **Sessioning** on the left navigation bar to access the **Session Builder**
2. Click on the session you wish assign an abstract to from the Session List

3. Select the abstract(s) in the abstract bucket and **drag and drop** into the Session panel below
 (Note: Remember to assign presentation durations for all abstracts added to the session. Any abstract you add to a session will be considered accepted.)

Moving Abstracts Between Sessions

1. From the **Program Chair Sessioning** role, click **Sessioning** on the left navigation bar to access the role the **Session Builder**
2. Click on the session from the Session List that contains the abstract(s) you wish to move
3. Select the abstract(s) you wish to move and:
 - **drag and drop** into the abstract bucket above
 - OR
 - click **Remove Selected**

The screenshot shows the Session Builder interface. On the left is the **Session List** with a table of sessions. The session 'CARB CARB003B Fundamental and Applied Aspects of Glycona...' is selected and highlighted in red. On the right is the **Abstract Bucket** with a table of abstracts. A red box highlights the abstract with ID '2249556' and title 'Multiplexed biosensing with a chemic...'. A black arrow points from this abstract to the 'drag and drop' text. Below the abstract bucket is the **Currently Assigned Abstracts** panel, which contains a table with the same abstract '2249556' highlighted in red. A red box labeled 'Session' points to this table.

Session ID	Session Title
CARB CARB001a	Advances in Oligonucleotide Therapeutics
CARB CARB002a	Advances in Oligonucleotide Therapeutics
CARB CARB002b	Carbohydrate Synthesis for Medicinal Chemist...
CARB CARB002c	Carbohydrate Synthesis for Medicinal Chemist...
CARB CARB003A	Fundamental and Applied Aspects of Glycona...
CARB CARB003B	Fundamental and Applied Aspects of Glycona...
CARB CARB004a	General Posters
CARB CARB005a	Glycolipid Immunostimulants
CARB CARB005b	Glycolipid Immunostimulants
CARB CARB006a	New Strategies and Applications of Aminogly...
CARB CARB006b	New Strategies and Applications of Aminogly...
CARB CARB007a	Sci-Mix

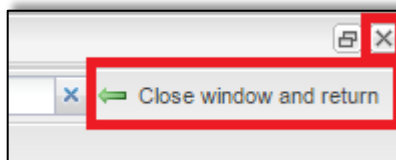
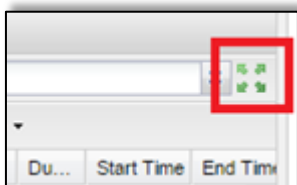
Control ID	Edit Abstract	Title	Presenting Author
[CARB] Divisi...		methods for...	Aminova, Leila
[CARB] Divisi...		onal variety t...	Dong, Yifan
[CARB] Divisi... 2252971	Edit	Cyclopropenium mediated d...	Nogueira, Jas
[CARB] Divisi... 2270770	Edit	Progress towards site-speci...	Wheat, Benja
[CARB] Divisi... 2271521	Edit	Preparation of O-and N-hete...	Marzabadi, Ce
[CARB] Divisi... 2273221	Edit	Development of fluorescent ...	Zhai, Wenlei
[CARB] Divisi... 2273753	Edit	Convergent synthesis of thio...	Nami, Farana
[CARB] Divisi... 2274888	Edit	First synthesis of 2-aminoac...	Witzak, Zbign
[CARB] Divisi... 2275774	Edit		Bhagaloo, Avy

Control ID	Edit A...	Fina...	Title	Presenting Author
1 2249556	Edit		Multiplexed biosensing with a chemic...	Gibson, Matthew
2 2236848	Edit		articles for dise...	Huang, Xuefei
3 2228135	Edit		lucan particles f...	Cohen, Jessica
4 2275931	Edit		Controllable production of nanocellul...	Tang, Jingyu

4. Click on the session from the Session List you wish to move the abstract(s) to
5. Select the abstract(s) in the abstract bucket and **drag and drop** into the Session panel below
(**Note:** Remember to assign presentation durations for abstracts you add to the session)

Finalizing Sessions

When finalizing your sessions in the **Session Builder** click on the green arrows (🏠) located in the far right of the **Currently Assigned Abstract** panel for a better view of your session. When finished click on **Close window and return** to view the full Session Builder.



Changing Presentation Order

1. Select the abstract you wish to move and drag it to the new presentation position
(**Note:** Multiple abstracts can be selected and moved simultaneously)
2. **Wait for the order to update** before moving the next abstract
(**Note:** If you are reordering abstracts within a large poster session contact abstracts@acs.org for assistance)

Currently Assigned Abstracts						
Current Duration: 215 min -- Time Remaining: 0 min						
+ Add Placeholder + Add Stub - Withdraw Selected - Remove Selected ✎ Mass Update						
	Control ID	Edit A...	Fina...	Title	Presenting Author	Order
1	2230464	Edit		Precision glycopolymers and their int...	Becer, Remzi	1
2	2232587	Edit		Glycosylated gold nanoparticle biose...	Miura, Yoshiko	2
3	2246743	Edit		Carbohydrate based s...	Richards, Sarah-J...	3
4	2252105	Edit		Heparin nanoparticles for β amyloid ...	Wang, Peng	4
5	2242930	Edit		Intermission		5
6						6

drag abstract to new position

Changing Presentation Duration

1. Double-click on the duration of the abstract you wish to change

Title	Presenting Author	Order	Du...	Start Time
Preparation of glyco-nanomaterials v...	Miura, Yoshiko	1	30	8:30 AM
Precision glycopolymers and their int...	Becer, Remzi	2	30	9:00 AM
Glycosylated gold nanoparticle biose...	Richards, Sarah-J...	3	30	9:30 AM

2. Update the time (in minutes) e.g. for one hour enter '60'
3. Hit enter on your keyboard to save the change

Adding/Deleting Non-Paper Events

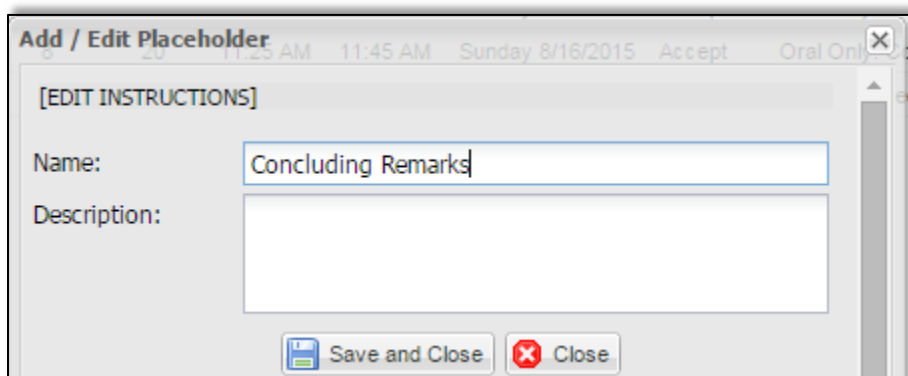
To add a non-paper event (Introductory Remarks, Intermission...) as needed:

1. Right-click on abstract below where you want to add the non-paper event

2. Click **Add Placeholder Above**



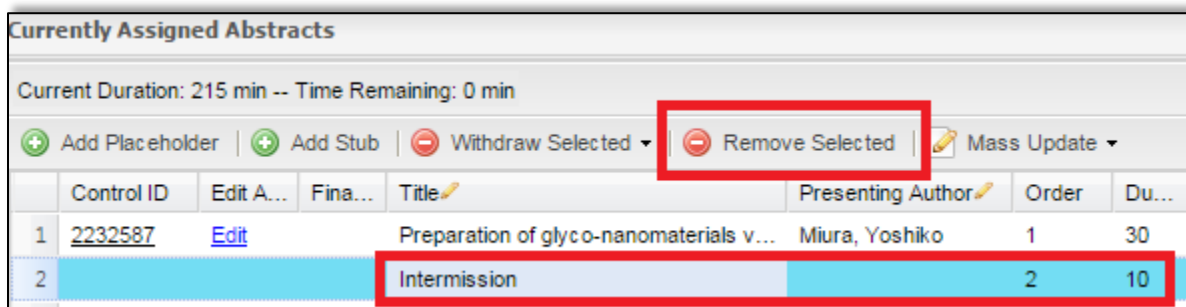
3. Enter the event name and click **Save and Close**



4. Double-click the duration to add the duration of the event
5. To move, select the event and drag it to the new presentation position in the session and **wait for the order number to update** before making your next change

To delete a non-paper event:

1. Select the event you wish to delete

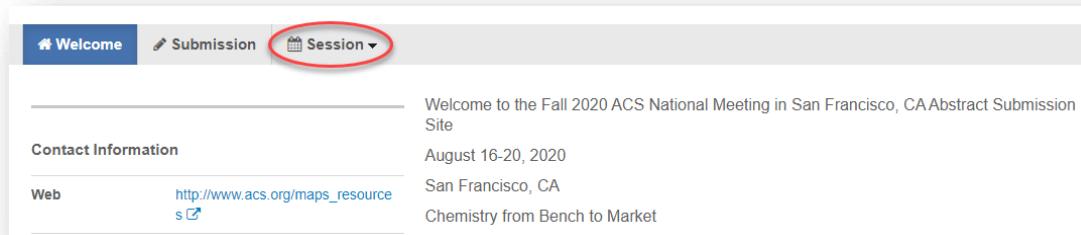


2. Click **Remove Selected**

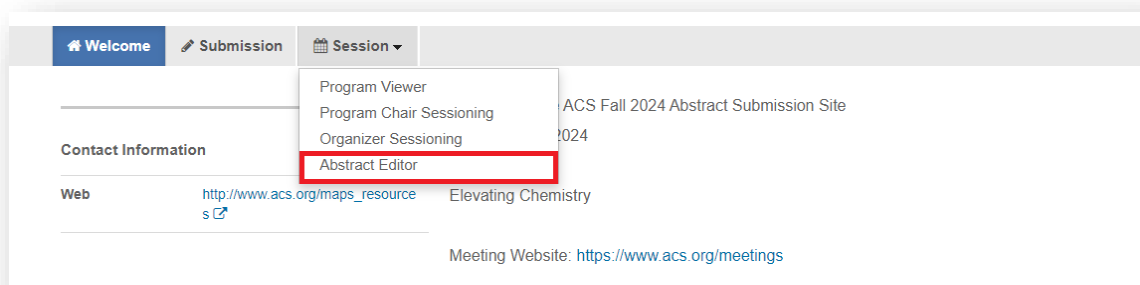
Editing Abstracts with Abstract Editor

ACS Staff will edit abstract titles for spelling and formatting only. Any other edits should be completed by the Program Chair.

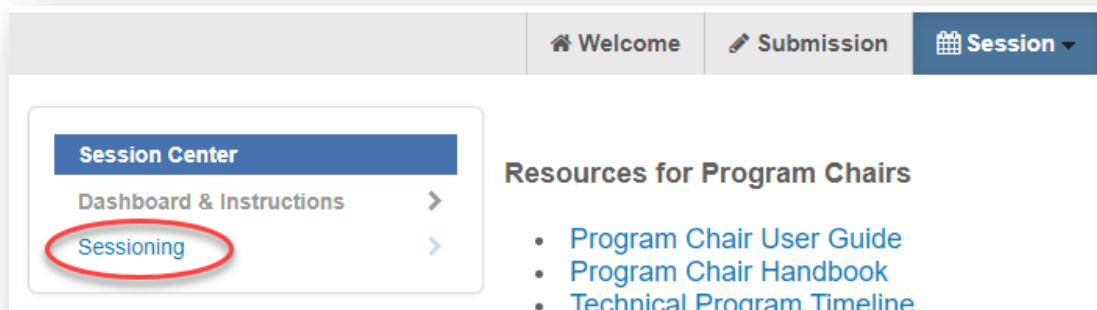
1. From the **Welcome Screen** click **Session** on the upper navigation bar to access the **Session Center**



2. Select the **Abstract Editor** role



3. Click **Sessioning** on the left navigation bar



The screenshot shows a table titled 'Abstracts Assigned To Me'. At the top right, a filter box contains the number '223'. The table has columns for 'Submis...', 'Sessions', 'Edit Ab...', 'Control ID', 'Final ID', 'Title', 'Presenting Author', and 'Presentation Type'. The 'Edit' button for the first row is highlighted with a red box.

Submis...	Sessions	Edit Ab...	Control ID	Final ID	Title	Presenting Author	Presentation Type
[CARB]...	Carbohydrate Synthesis fo	Edit	2223053	none none	Peptidoglycan modifications tune the st...	Melnyk, James	Oral Preferred
[CARB]...	Fundamental and Applied A	Edit	2230464	none none	Precision glycopolymers and their inter...	Becer, Remzi	Oral Only
[CARB]...	General Posters	Edit	2231062	none none	Synthesis and immunostimulatory activi...	Tashiro, Takuya	Poster Only

4. Click **Edit** next for the abstract you wish to edit

(**Note:** Abstract will open in a new window. If a window does not open, a pop-up blocker may be in place. You will need to turn the pop-up blocker off or accept pop-ups to edit the abstract.)

5. Navigate to the appropriate section of the abstract using the links located in the left column and make the edit

Step 6: Review & Submit ID: 2232587

Deadline: Mar 30, 2015 11:59 PM	Contact Name: Yoshiko Miura	Total Characters: 1,094 out of 2,500	Full Instructions [Link]
--	---------------------------------------	---	------------------------------------

[CARB] Division of Carbohydrate Chemistry
[Edit]
* = Required Fields

* Review Submission Input

6. Click **Save** at the bottom of the window to save your changes and close the Edit window

Symposium Organizers

You may view symposium organizers already assigned to symposia. Contact abstracts@acs.org if you would like add or remove symposium organizers from symposia.

1. From the **Program Viewer** role, click **Sessioning** on the left navigation bar to access the **Symposia Viewer**
2. Right-click on the symposium you wish to view and click **View** or double-click the symposium name to view symposia details

Session Center
Dashboard & Instructions
Sessioning
Symposia Viewer
Session Viewer
Abstracts

Symposia Assigned To Me (View Only)

Symposia [Dropdown] Save/Edit | Delete

Print Selected | Export

Title	Sess
<input checked="" type="checkbox"/> Advances in Cellulose and Renewable Materials	Sym
<input type="checkbox"/> CELL - General Poster Session	Sym
<input type="checkbox"/> Symposium on Industrial Renewable Materials	Sym
<input type="checkbox"/> Symposium on Industrial Renewable Materials	Sym
<input type="checkbox"/> Virtual Graduate Students Symposium in Asia-Pacific Region on Cellulose and Renewabl...	Sym

3. Click **View Hosts** to view symposium organizers assigned to the symposium

The screenshot shows a web application window titled "View Symposia: 0 - CARB002 - Carbohydrate Synthesis for Medicinal Chemistry and...". It features a navigation bar with "View Hosts" highlighted in a red box. Below this is a search bar and a table of hosts. A text box labeled "Symposium Organizer and Presider List" is overlaid on the table. At the bottom, a section titled "Current Hosts" contains a table with a "Role" column, where "Organizer" is highlighted in a red box.

First Name	Middle N...	Last Name	Suffix	Institution	Depart...	City	Country	State	Zip	# of Assigned to S...
Ahmed	F	Abdel-M...		Therach...		Ambler	United ...	Pennsyl...	19002-...	2
Mohamed		AbdulHa...					United ...			3
Luke									4061-...	1
Christop...									2139-...	2
Jalees		Afzal		BASF Co...		Durham	United ...	North C...	27709-...	2
Diana	S	Aga		Univ at B...		Buffalo	United ...	New York	14260-...	5

	Depart...	City	Country	State	Zip	Role
1	Dept o...	Boston	United ...	Massa...	02115-...	Organizer

Session Presiders

You may view session presiders already assigned to sessions. Contact abstracts@acs.org if you would like add or remove session presiders from sessions.

1. From the **Program Viewer** role, click **Sessioning** on the left navigation bar to access the **Session Viewer**
2. Right-click on the session you wish to view and click **View** or double-click the symposium name to view session details

The screenshot shows the "Sessioning" section of a navigation menu on the left, with "Session Viewer" circled in red. On the right, the "Symposia Assigned To Me (View Only)" interface is shown, with a "View" button highlighted in a red box next to the selected symposium "Advances in Cellulose and Renewable Materials".

- Click **View Hosts** to view session presiders assigned to the session

The screenshot shows a software interface for managing session hosts. The 'View Hosts' tab is active, displaying two tables: 'Available Hosts' and 'Current Hosts'.

Available Hosts Table:

First Name	Middle Name	Last Name	Suffix	Institution	Depto...	City	Coun...	State	Zip	# of Assigned to Sessions
Ahmed	F	Abdel-Magid		Therachem Re...		Ambler	Unite...	Penn...	1900...	2
Mohamed										3
Luke									2406...	1
Christopher	M	Adams		Novartis Instit f...		Cam...	Unite...	Mass...	0213...	2
Jalees		Afzal		BASF Corporat...		Durham	Unite...	North...	2770...	2
Diana	S	Aga		Univ at Buffalo		Buffalo	Unite...	New ...	1426...	5

Current Hosts Table:

	First Name	Middle Name	Last Name	Suffix	Institution	Depar...	City	Country	State	Zip	Role
1	M									0214...	Organizer
2	M									0214...	Presider
3	Dev	Priya	Arya		Clemson Univer...	Chemi...	Clems...	Unite...	South...	2963...	Presider

Accepting/Rejecting Abstracts

Abstracts are automatically accepted upon sessioning. You will no longer be required to assign an 'Accept' or 'Reject' status. Abstracts that have not been sessioned will be considered rejected. Be sure to review all abstracts to make sure they have been assigned appropriately.

Adding/Deleting Symposia/Sessions

Contact abstracts@acs.org if you would like to add or remove symposia or sessions from your program.

Sci-Mix (optional)

Contact abstracts@acs.org if you would like to include a Sci-Mix session in your program.

Visa Letters

Contact abstracts@acs.org if you would like to make a personalized visa letter available for a presenter to download before abstract submission is closed.

Submitting Late Abstracts

Symposium Organizers have access to submit abstracts only until their set deadline. Any abstracts submitted after the submission deadline must be assigned to the appropriate session.

Program Chairs have access to submit abstracts until the final program deadline. Any abstracts added after the submission deadline must be assigned to a session before the final program deadline to be included in the program.

Abstract Withdrawals

Email withdrawal requests to maps@acs.org. Abstract withdrawal requests received before the program is finalized by ACS Staff will be removed from the session. Requests received after the program is finalized will remain in the session and will be marked as “Withdrawn”.

Messaging (Notifications)

Authors

Accepted Abstracts

Abstract submitters will be notified by ACS Staff of their acceptance. Acceptance and scheduling notices are sent after the program chair deadline has passed and all conflicts have been resolved.

Rejected Abstracts

- ACS staff will send a standard rejection notice for all rejected abstracts, and any abstracts that are not assigned to a session following the final program deadline.

Symposium Organizers

For daily communications with Symposium Organizers, please use email. If you would like to send other program-related information to organizers, please contact abstracts@acs.org.

Session Presiders

If you would like to send other program-related information to presiders, please contact abstracts@acs.org.