



ACS Meeting

Abstract Submitter

MAPS User Guide

Table of Contents

GETTING STARTED	3
MAPS (Meeting Abstracts Programming System)	3
Creating an ACS ID.....	3
CREATING A NEW ABSTRACT	4
Step 1: Title/Body (Title and Abstract Body)	4
Guidelines for Entering an Abstract.....	5
Images and Tables	5
Step 2: Select a Symposium.....	6
Presentation Type.....	6
Sci-Mix Consideration	7
Symposium	7
Step 3: Authors (Presenters, Coauthors, and Affiliations)	9
Adding Presenters or Coauthors	9
Create New Author	10
Assigning Affiliations	11
Adding Affiliations	11
Editing Affiliations.....	12
Ringgold	12
Assigning Presenters	12
Changing Presenter and Coauthor Order.....	13
Step 4: Disclosures.....	13
*Reason for Submitting	14
* Standing Rule Agreement.....	14
* Registration and Meeting Attendance Requirement.....	14
* Multiple Submissions	14
Equipment Needs (Optional).....	14
Comments to Organizers (Optional).....	14
Student Type (Optional)	14
Employment Sector (Optional)	15
International Applicants (Optional)	15
Step 5: Review and Submit	15
Editing an Abstract	16
Withdrawing an Abstract	17
Visa Letters	18

Acceptance and Scheduling Notices 19
Help (MAPS Support) 20

GETTING STARTED

MAPS (Meeting Abstracts Programming System)

MAPS is ACS' online meeting programming system. MAPS will allow you to view, edit, and prepare abstracts seamlessly in a central location. MAPS can be accessed using your ACS ID. More than likely you already have an ACS ID, which is used to log into many ACS services.

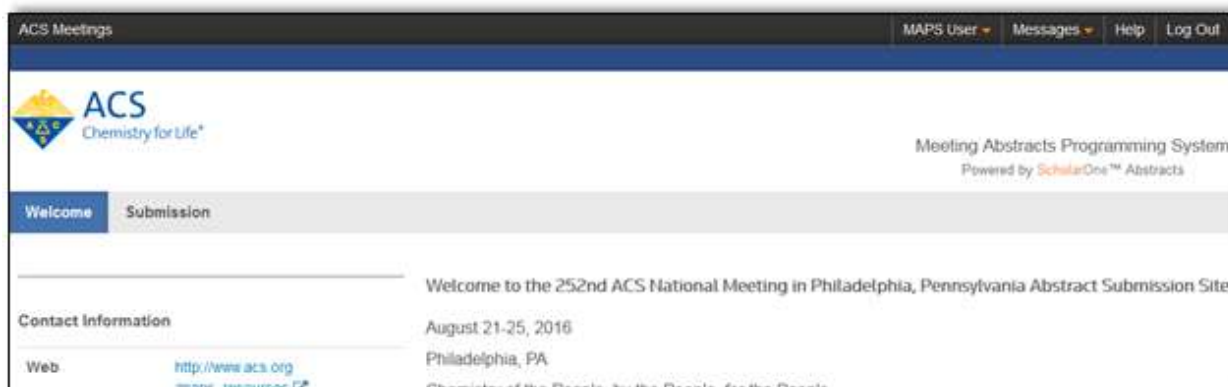
To access the MAPS:

1. Go to <http://maps.acs.org>
2. Click on the meeting you wish to submit an abstract to
3. Sign in using your ACS ID and password

Creating an ACS ID

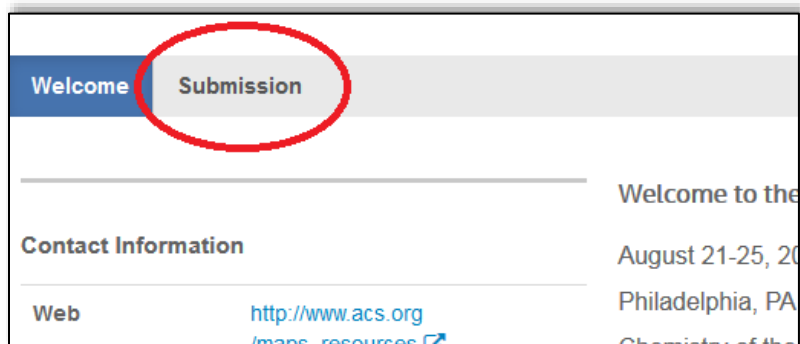
If you do not have an ACS ID you may create one at <http://maps.acs.org>.

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

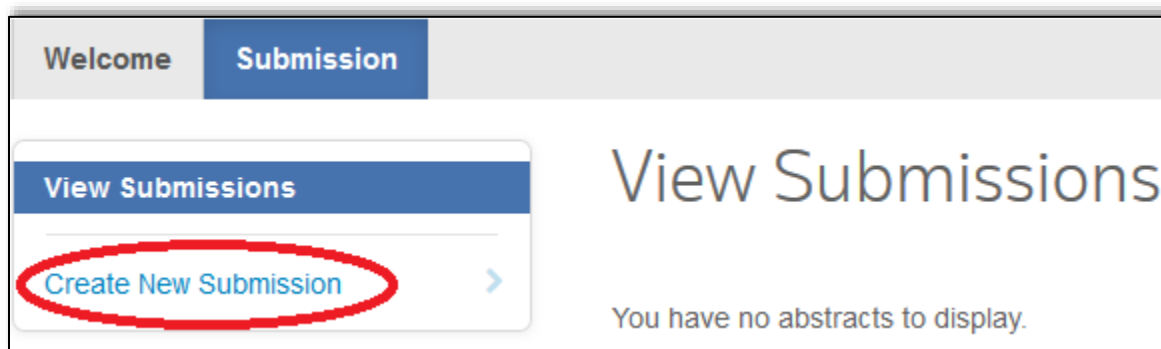


CREATING A NEW ABSTRACT

1. From the **Welcome Screen** click **Submission** to access the **Submission Center**



2. Click **Create New Abstract** on the left navigation bar



3. Complete Steps 1 – 5



Step 1: Title/Body (Title and Abstract Body)

Abstract Word Limit (Total Characters) is 300 words or 2,500 characters (including: Abstract Body, Images, and Tables (in image format); each image counts as 560 characters). You are allowed a maximum of 2 tables and/or images.

Step 1: Title/Body

ID: 3487825

Deadline: Oct 26, 2020 11:59 PM EDT	Contact Name: [REDACTED]	Total Characters: 0 out of 2,500	Full Instructions
---	------------------------------------	--	-----------------------------------

Abstract Submission

Guidelines for Entering an Abstract

Guidelines for Entering an Abstract

Complete all required fields as denoted by an asterisk (*).

Title

The title should be entered in sentence case. Capitalize only the **first letter** of the title, any **proper nouns or acronyms**, and the first word following a colon (:).

- Do **NOT** begin abstract titles with "**The**", "**A**", or "**And**". These will be removed before publication
- Do **NOT** end titles with a **period** (.)

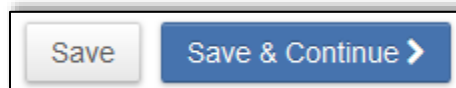
Sample Title:

Engineering gene expression of *Escherichia coli* by mRNA: Applications in molecular biology

Abstract Body

Do **NOT** include self-citations, references, keywords, bibliographies, acknowledgments, support/grants, or disclaimers in your abstract. Any references found in the abstract will be removed before publication.

When you have completed Step 1, click **Save** to save changes and remain on the page or click **Save & Continue** to proceed to Step 2



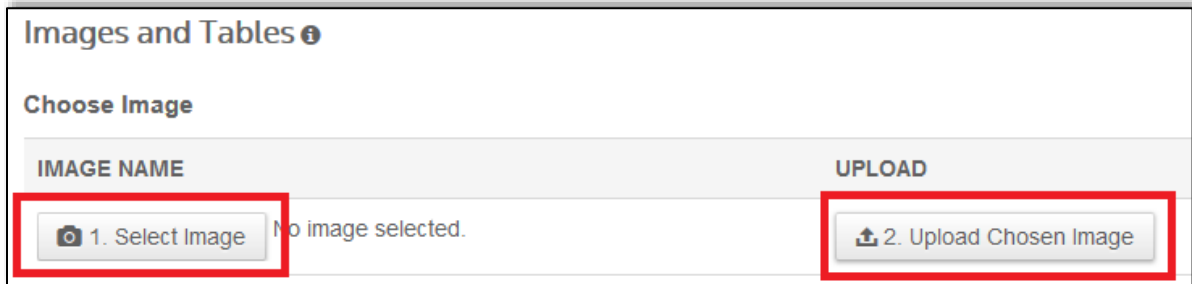
Images and Tables

- Images include both figures and tables
- Each image is **70 words** or **560 characters** from your total count
- You are allowed a **maximum of 2 images/tables**

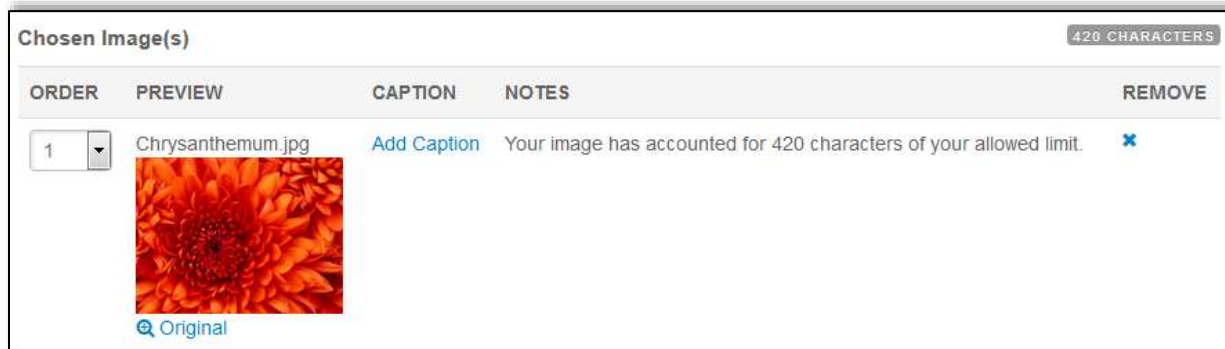
- The following file types are allowed: **gif, png, tiff, tif, jpg, and jpeg**
- Recommended file size is 2–4 MB
- **NOTE:** An image is **required for all POLY division submissions**. Omission of an image will POLY division submission may affect consideration for acceptance

To upload an image:

1. Click **Select Image** to open a file upload window and choose your image
2. Click **Upload Chosen Image** to include the image in your abstract submission



3. Uploaded images will display in the **Chosen Image(s)** table
4. Add an optional caption by clicking on the **Add Caption** link



To delete an image:

1. Clicking on the **X** under **REMOVE** in the **Chosen Image(s)** table

When you have completed Step 1, click **Save** to save changes and remain on the page or click **Save & Continue** to proceed to Step 2



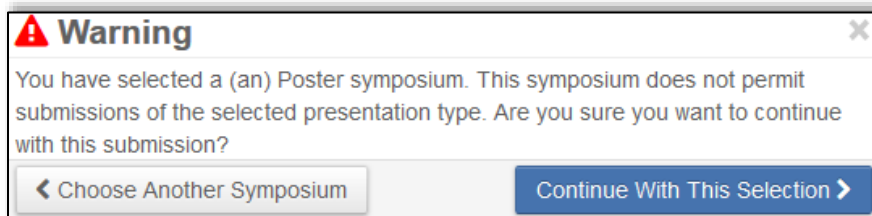
Step 2: Select a Symposium

Presentation Type

Select from one of the presentation types:

- **Oral Only** – can only submit to an oral symposium
- **Oral Preferred** – can submit to either an oral or poster symposium
- **Poster Only** – can only submit to a poster symposium
- **Poster Preferred** – can submit to either a poster or oral symposium

(**Note:** If you select a symposium that does not match your preference, you will receive a warning message. You can either choose another symposium or continue with your selection.)



Sci-Mix Consideration

Participation in Sci-Mix is optional. Sci-Mix is a large poster session and mixer held Monday evening at each ACS national meeting. Most divisions participate in Sci-Mix, and normally draws a very large crowd. You may present your abstract in another contributed or invited session and also request to present this same abstract as a poster at Sci-Mix. Not all requests will be honored. Selection of abstracts for poster presentation at Sci-Mix is at the discretion of the program chair.

Select if you'd like your abstract included as a poster at Sci-Mix:

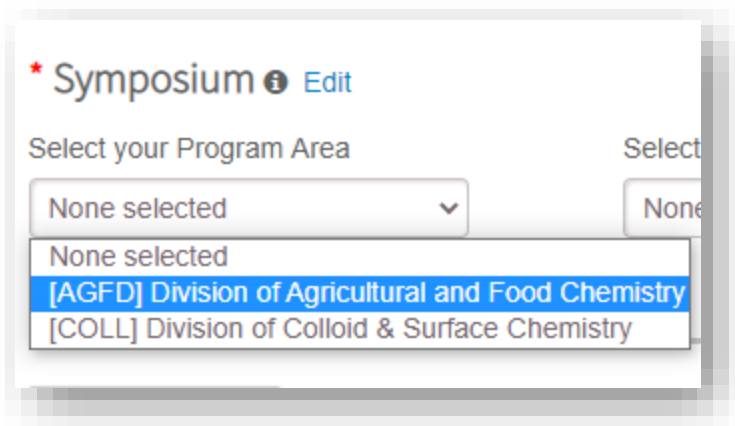
- **Consider for Sci-Mix**
- **Do not consider for Sci-Mix**

***Presentation Type** ⓘ

<p>Type</p> <div style="border: 1px solid gray; padding: 5px;"> <div style="background-color: #f0f0f0; padding: 2px;">2. Oral Preferred</div> <div style="background-color: #007bff; color: white; padding: 2px;">None selected</div> <div style="padding: 2px;">1. Oral Only</div> <div style="padding: 2px;">2. Oral Preferred</div> <div style="padding: 2px;">3. Poster Only</div> <div style="padding: 2px;">4. Poster Preferred</div> </div>	<p>Sci-Mix Consideration</p> <div style="border: 1px solid gray; padding: 5px;"> <div style="background-color: #f0f0f0; padding: 2px;">None selected</div> <div style="background-color: #007bff; color: white; padding: 2px;">None selected</div> <div style="padding: 2px;">1. Consider for Sci-Mix</div> <div style="padding: 2px;">2. Do not consider for Sci-Mix</div> </div>
--	--

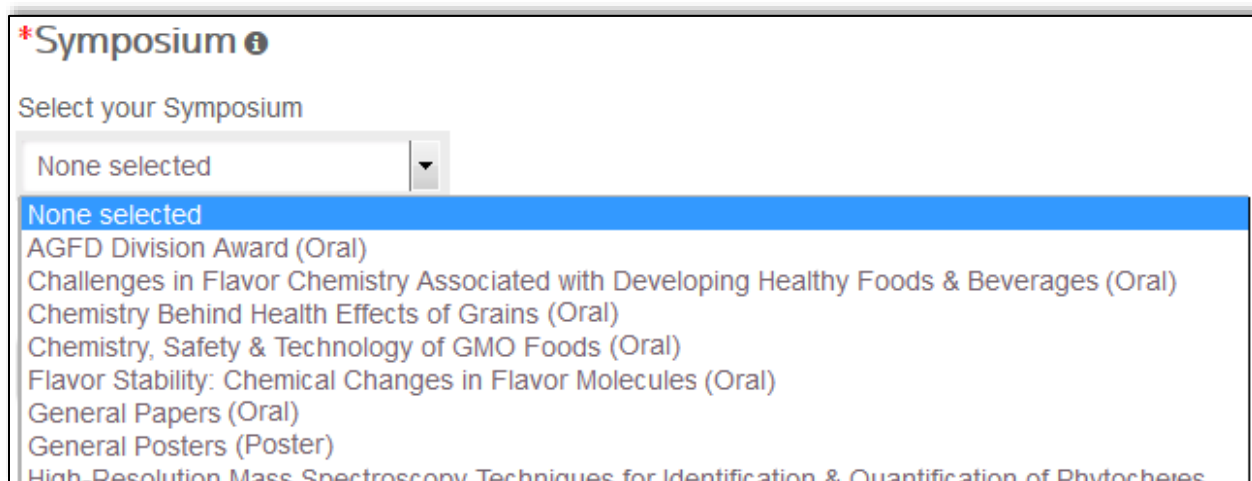
Symposium

Select your desired division/committee from the program area drop down list:



Select the desired Symposium from the Symposium drop-down list

(Note: You must first select a Presentation Type before selecting a symposium otherwise the symposium list will be blank.)



When you have completed Step 2, click **Save** to save changes and remain on the page, click **Save & Continue** to proceed to Step 3, or click **Previous Step** to go back to Step 1



Step 3: Authors (Presenters, Coauthors, and Affiliations)

As the submitter you will be listed as the presenter by default. If you are not the presenter or coauthor of the abstract you, can remove your name by clicking **x Remove**.

Adding Presenters or Coauthors

1. Click the **Add Author** button



AUTHOR ORDER	PRESENTER	AUTHORS	REMOVE AUTHOR
1	<input checked="" type="checkbox"/>	MAPS User - More Info	x Remove

[+ Show Affiliations](#)


*Affiliation #1
American Chemical Society

[Edit](#) [x Remove](#)

Affiliation #2
None selected

[Update Author Order](#) [+ Add Author](#)

2. Enter first name, last name, and/or author's email and click **Search**



[Update Author Order](#) [+ Add Author](#)

Search for Author to Add (a minimum of 1 field below is required)

First/Given Name Last/Family Name Author's E-mail

[Q Search](#)

3. Click **Add** to add the person as an author

Author Search Results (16 Authors Found)				
ADD	NAME	DEPARTMENT	INSTITUTION	E-MAIL
+ Add	Test, Tester More Info			test1@acs.org
+ Add	Test, Non More Info		American Chemical Society	test3@acs.org

Prev 1 2 Next

Cancel Create An Author

(**Note:** If the author does not have an affiliation you will be prompted to add one. Only create an affiliation for the author if the affiliation is different from other authors on the abstract. Click **Cancel** and select an affiliation under **Affiliation #1** for the author.)

Create New Author

In the event that you cannot find the author you are looking for:

1. Click **Create An Author**

More Info				test1@acs.org
+ Add	Test, Non More Info		American Chemical Society	test3@acs.org

Prev 1 2 Next

Cancel **Create An Author**

2. Complete the required fields (First/Given Name, Last/Family Name, and Author's Email)

Create An Author

* = Required for all Authors
 * = Required for Presenter
 * = Required for Contact Author

Prefix [Add Special Characters](#)

None selected ▼

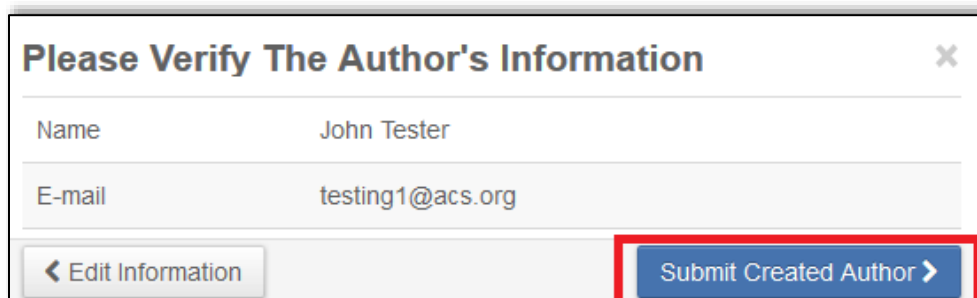
* First/Given Name Middle * Last/Family Name

Suffix * E-mail

Cancel **Submit Created Author**

3. Click **Submit Created Author**

4. Before the author is added, please verify the author's information. If an error is found, click **Edit**. If the information is correct, click **Submit Created Author**.



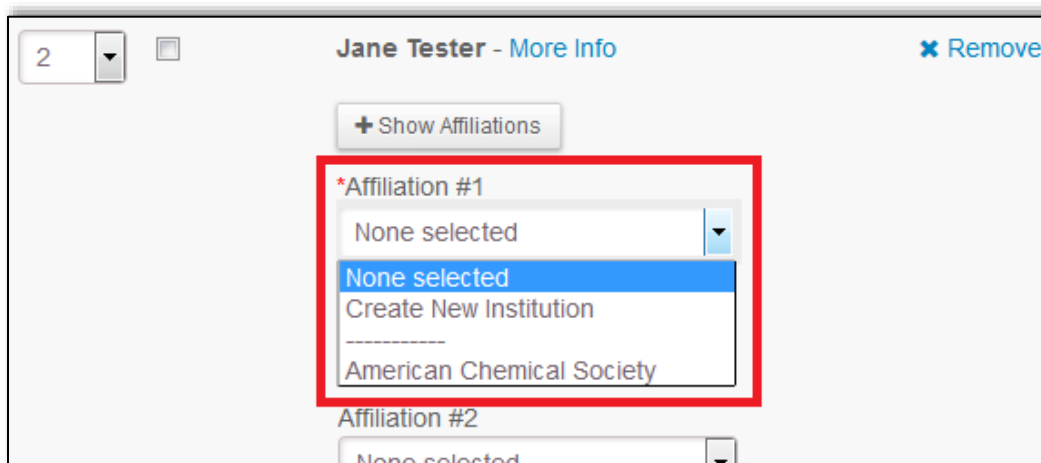
Please Verify The Author's Information [X]

Name	John Tester
E-mail	testing1@acs.org

[< Edit Information] [Submit Created Author >]

Assigning Affiliations

All authors must have an affiliation. To assign an affiliation to an author, select an affiliation from the dropdown list.



2 [X] Jane Tester - More Info [X Remove]

+ Show Affiliations

*Affiliation #1

None selected

None selected

Create New Institution

American Chemical Society

Affiliation #2

None selected

Adding Affiliations

In the event that the affiliation is not listed, select **Create New Institution** from the dropdown list, enter the required fields, and click **Submit Created Institution**.

Create Institution [X]

* Institution Department

* Country/Territory/Area State/Province

* City

< Cancel Submit Created Institution >

Editing Affiliations

To edit an affiliation, click **Edit** under the affiliation you wish to edit.

1 [v] **MAPS User - More Info**

+ Show Affiliations

*Affiliation #1

✎ Edit ✕ Remove

Ringgold

MAPS is integrated with Ringgold allowing users to select their institution from the Ringgold database of over 500,000 organizations from around the globe. This will help eliminate naming confusion from similarly named organizations / universities. When editing or creating affiliations for abstract authors, you are encouraged to select from the Ringgold suggestions when offered:

Create Institution [X]

* Institution Department

American Chemical Society, American Chemical Society, Washington, DC, US, other
 American Chemical Society Columbus Section, American Chemical Society Columbu
 A&C American Chemicals Ltd, A&C American Chemicals Ltd, Saint-Laurent, QC, CA

Assigning Presenters

Select one or multiple presenters by click the checkbox in the Presenter column.

AUTHOR ORDER	PRESENTER	AUTHORS	REMOVE AUTHOR
1	<input checked="" type="checkbox"/>	MAPS User - More Info + Show Affiliations	✕ Remove
2	<input type="checkbox"/>	Jane Tester - More Info + Show Affiliations	✕ Remove
3	<input checked="" type="checkbox"/>	Librarian Test - More Info + Show Affiliations	✕ Remove
4	<input type="checkbox"/>	Tester Test - More Info + Show Affiliations	✕ Remove

Changing Presenter and Coauthor Order

You may change the order of presenters and coauthors by selecting the appropriate numbers in the **Author Order** column. Click **Update Author Order**.

AUTHOR ORDER	PRESENTER	AUTHORS	REMOVE AUTHOR
1	<input checked="" type="checkbox"/>	MAPS User - More Info + Show Affiliations	✕ Remove
2	<input type="checkbox"/>	Jane Tester - More Info + Show Affiliations	✕ Remove
3	<input checked="" type="checkbox"/>	Librarian Test - More Info + Show Affiliations	✕ Remove
4	<input type="checkbox"/>	Tester Test - More Info + Show Affiliations	✕ Remove

[↻ Update Author Order](#) [+ Add Author](#)

When you have completed Step 3, click **Save** to save changes and remain on the page, click **Save & Continue** to proceed to Step 4, or click **Previous Step** to go back to Step 2.

[← Previous Step](#)
[Save](#)
[Save & Continue >](#)

Step 4: Disclosures

You will be required to complete the disclosure page before you can submit your abstract. Questions marked with an asterisks (*) are required.

***Reason for Submitting**

Are you submitting your abstract in response to the Call for Papers, or from a specific invitation to present?

*** Standing Rule Agreement**

The [ACS Governing documents](#) Standing Rule VI, Section 8(c) states that "No paper by a chemical scientist residing in the United States who is not a member of the SOCIETY shall appear on the program of a national, regional, divisional, or other major meeting of the SOCIETY unless it be a joint paper with one or more SOCIETY members, or unless for a national, regional, or national-divisional meeting the author has been invited to present the paper at a symposium organized by a Division of the SOCIETY or by Sections of the SOCIETY, and the Chair of such Division or of the host Section has certified to the Executive Director of the SOCIETY prior to publication of the program that presentation by the author of such paper is important to the success of the symposium.

*** Registration and Meeting Attendance Requirement**

In submitting this abstract, the presenting author agrees to the following if accepted:

1. If the presenting author does not register for the meeting and make their presentation based on this abstract, the abstract will be considered withdrawn and removed from the meeting program, technical programming archive and CAS database.
2. If the presenting author will be unable to make their presentation at the assigned time and location, it is the author's responsibility to submit a withdrawal prior to the start of the meeting.

*** Multiple Submissions**

Submission of an abstract that describes the same work to more than one session is not allowed.

In submitting this abstract, the presenting author agrees to the following:

This abstract will only be submitted once to the national meeting.

Equipment Needs (Optional)

All technical session rooms are equipped with LCD projector with VGA connection cable and switcher, Screen, Laser pointer, and Lighted podium with microphone.

Comments to Organizers (Optional)

Please enter any comments you wish to send to the program organizers.

Student Type (Optional)

Select a student type if applicable.

Employment Sector (Optional)

Select a sector that applies to the presenter(s).

International Applicants (Optional)

International applicants may answer that may assist with obtaining a visa.

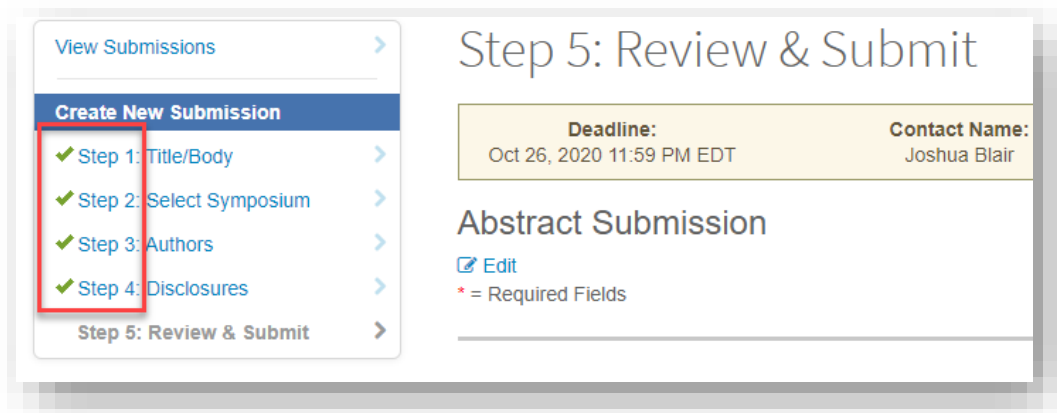
When you have completed Step 4, click **Save** to save changes and remain on the page, click **Save & Continue** to proceed to Step 5, or click **Previous Step** to go back to Step 3.



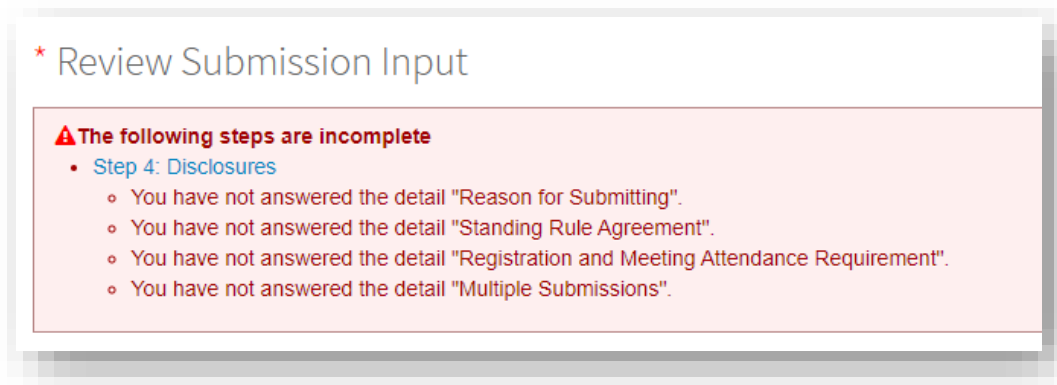
Step 5: Review and Submit

Before you submit your abstract, you can preview and edit all the information entered in each step of the submission process.


A green check mark displays to the left of successfully completed steps. The checks confirm that each section has been completed. It does not assess the content. Please take the time to review what you have entered.




If there are any incomplete sections, you will receive an **error message** at the top of the page. The error message provides you with the area that needs to be completed.



To view the final version of your submission, click **View Proof** at the bottom of the page.

 **View Proof**

The proof is the final version of your submission, based on the society's guidelines.

[View Proof](#) 

When you have reviewed your abstract, click **Submit** to submit the abstract, or click **Previous Step** to go back to Step 4.

[← Previous Step](#) [Submit](#)

Editing an Abstract

You can edit your abstract any time before submission closes. When you edit your abstract it is returned to draft and is no longer submitted for review. **You must resubmit** your abstract for it to be include for review.

To edit an abstract:

1. Go to the **Submission Center**
2. Use the **Action** dropdown list of the abstract you wish to edit and select **Edit**

View Submissions

252nd ACS National Meeting in Philadelphia, PA

Submissions

ACTION	TITLE	ID	SUBMITTED	TYPE	STATUS
Select ... Select ... View Abstract View E-mails Edit Withdraw Abstract	Test abstract	2482457	Mar 13, 2016 3:46 PM	[AGFD] Division of Agricultural and Food Chemistry	Under Review

3. Click **Yes, Move to Draft** to proceed with editing your abstract.

Move to Draft status? ×

You will need to resubmit the file to qualify for review. Are you sure you want to move your submission to Draft status?

4. Make any necessary edits
5. Navigate to the **Review and Submit** and click **Resubmit** at the bottom of the page

Withdrawing an Abstract

You may withdraw your abstract if you no longer wish to present your abstract at the meeting.

To withdraw an abstract:

1. Go to the **Submission Center**
2. Use the **Action** dropdown list of the abstract you wish to withdraw and select **Withdraw Abstract**

View Submissions

252nd ACS National Meeting in Philadelphia, PA

Submissions

ACTION	TITLE	ID	SUBMITTED	TYPE	STATUS
<div style="border: 1px solid gray; padding: 2px;"> Select ... Withdraw Abstract </div>	Test abstract	2482457	Mar 13, 2016 3:46 PM	[AGFD] Division of Agricultural and Food Chemistry	Under Review

3. Provide a reason for withdrawing your abstract

Withdraw Abstract ✕

Are you sure you want to withdraw this abstract?

* Please, supply a reason for withdrawing:

< No
Yes >

4. Click **Yes**. Your abstract status will be listed as **Author Withdrawn**

Submissions					
ACTION	TITLE	ID	SUBMITTED	TYPE	STATUS
<div style="border: 1px solid gray; padding: 2px;"> Select ... ▼ </div>	Test abstract	2482457	Mar 13, 2016 3:46 PM	[AGFD] Division of Agricultural and Food Chemistry	Author Withdrawn

Visa Letters

Personalized visa letters are available for presenting authors to download once your abstract has been accepted by the symposium organizer or program chair.

(Note: If you are a presenter of an abstract but did not submit the abstract, please email maps@acs.org for a copy of your visa letter.)

To download a visa letter:

1. First check the status of your abstract to see if it has been accepted

View Submissions

252nd ACS National Meeting in Philadelphia, PA

Submissions

ACTION	TITLE	ID	SUBMITTED	TYPE	STATUS
<div style="border: 1px solid gray; padding: 2px;"> Select ... ▼ </div>	Test abstract	2482457	Mar 13, 2016 3:46 PM	[AGFD] Division of Agricultural and Food Chemistry	Accepted

2. Click **Messages** on the top right of the page, then **Visa Letters**

3. Click the **View Visa Letter**

TITLE	ID	SUBMITTED	TYPE
Test	2554329	Jun 16, 2016 11:32 AM	[AGFD] Division of Agricultural and Food Chemistry

4. The visa letter will open or save as a PDF

Acceptance and Scheduling Notices

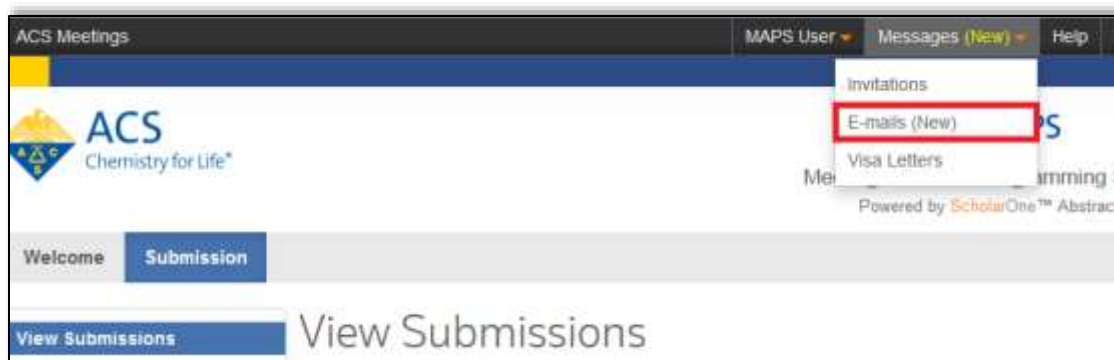
Notices are sent out via email approximately 3-4 months before the meeting once program chairs have finalized the program. Once acceptance and scheduling notices have been sent, you may also view them via MAPS.

To view an acceptance or scheduling notice:

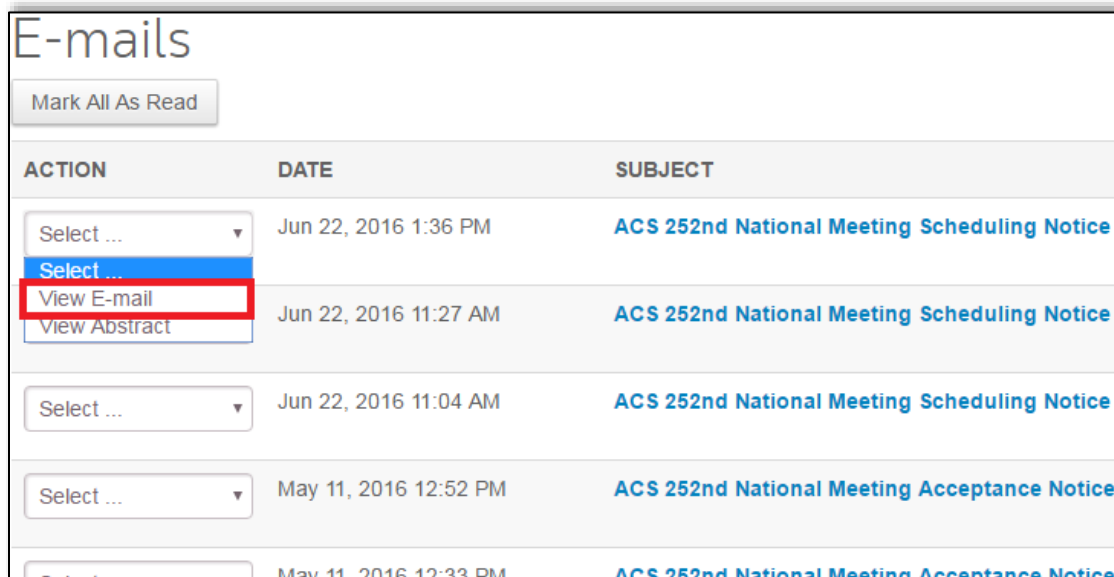
1. First check the status of your abstract to see if it has been accepted

ACTION	TITLE	ID	SUBMITTED	TYPE	STATUS
Select ...	Test abstract	2482457	Mar 13, 2016 3:46 PM	[AGFD] Division of Agricultural and Food Chemistry	Accepted

2. Click **Messages** on the top right of the page, then **E-mails**



3. Use the **Action** dropdown list of the email you wish to view and click **View E-mail**



Help (MAPS Support)

Visit the MAPS Resource Page at www.acs.org/maps_resources which includes:

- User Guides
- Webinars
- FAQs

If you have additional questions or concerns about MAPS:

- E-mail: maps@acs.org
- Call MAPS Support: 8:30 a.m. to 5:00 p.m. ET
 - 1-800-333-9511 (US only)
 - 1-614-447-3776 (outside the US)