255<sup>th</sup> National Meeting
New Orleans, LA.

- Definition of Programming Terms
- Important Dates/ Deadlines
- MAPS
- Box
- Symposium Organizer Workbooks
- Important Contacts

Presented by: ACS Staff
Host: Joshua Blair
Wednesday, October 11, 2017
Technical Programming Roles

Program Chair
- Sets deadlines for division/committee
- Manages division/committee organizers.
- Reviews and approves final program.

Program Admin/Staff Liaison
- Similar Duties to Program Chair
- Optional
- Not listed in Program

Symposium Organizers
- Organizes individual symposia
- Confirmed by Program Chair
- Can be one or more than one per symposium

Session Presiders
- Present during session
- Oral sessions only
- Responsible for flow of sessions and time-keeping
- Tracks attendance and presenter no shows
Symposium Organizer Responsibilities

- Review submissions in MAPS
- Communicate with invited speakers
- Assign abstracts to sessions
- Set presentation order for abstracts in sessions
- Assign durations
- Add non-technical events (ex: Introductory or Concluding Remarks)
- Assign presiders for oral sessions
## Important Dates & Deadlines

<table>
<thead>
<tr>
<th>Task</th>
<th>Date/Deadline</th>
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<tr>
<td>MAPS closes to Authors</td>
<td>10/16 – 10/23</td>
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<tr>
<td>Symposium Organizer Workbooks Available in Box</td>
<td>Up to 3 business days after submission deadline, no later than 10/26</td>
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<tr>
<td>Symposium Organizer Workbooks Due in Box</td>
<td>10/30-11/3</td>
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<tr>
<td>Symposium Organizers Review Sessions in MAPS</td>
<td>3 business days after organizer deadline</td>
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Go To: Maps.acs.org

Please select below the meeting/program to access.

National Meetings

**254th ACS National Meeting in Washington, DC**

Click [here](#) to access the site.
(Closed to Submissions)

**255th ACS National Meeting, New Orleans, LA**

Click [here](#) to access the site.
(Open for Submissions)

Regional Meetings

**2017 Southeast Regional Meeting (SERMACS)**

Click [here](#) to access the site.
(Closed to Submissions)

**2017 Midwest Regional Meeting (MWRM)**
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Log In

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Before the Submission Deadline

- Review your symposium in MAPS
- Monitor and review submissions
- Confirm submission by invited presenters
After the Submission Deadline

• Receive E-mail invitation to access Box
  – Check your spam folders! If not received within 3 days of submission deadline, contact abstracts@acs.org
• Download and complete your workbook(s)
• Enter late submissions and add to workbooks
• Upload completed workbook(s) to Box
Box Invitation

NUCL001 General Topics (Oral)
Collaborated Folder

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Correct Box Login:
### Box Folder List

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<tr>
<th>Name</th>
<th>Updated</th>
<th>Size</th>
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<tbody>
<tr>
<td>NUCL001 General Topics (Oral)</td>
<td>Today by Joshua Blair</td>
<td>1 File</td>
</tr>
<tr>
<td>NUCL002 General Student Posters (Poster)</td>
<td>Today by Joshua Blair</td>
<td>1 File</td>
</tr>
</tbody>
</table>
Late Abstract Submissions

• Accepting abstracts after the deadline is optional
• Organizers may submit on author’s behalf
• Authors must provide abstract details to Organizer
  – Title
  – Presenter/coauthors name, email, institution
  – Full abstract

• Online Help at www.acs.org/maps_resources

• Organizers must add late submissions to MAPS and to workbooks
Completing your **Oral** Workbook

**Assign Abstracts Tab**

- Presentation Order
- Control ID
- Abstract Title
- Presentation Durations
- Non-Paper Events (Intermissions, etc.)
- Session Title (optional)
- Organizer Names/Emails
- Presider Names/Emails
- Cosponsors
- Session Duration max 240 minutes (4 hours)

It is your responsibility as Symposium Organizer to make sure your symposium is finalized and uploaded to Box by your Division’s Organizer deadline!

Program Chairs can make edits to the program until the final program deadline. Once the final program deadline has passed, no edits will be allowed with the exception of abstract withdrawals.
Completing your **Poster Workbook**

**Assign Abstracts Tab**

- Presentation Order
- Control ID
- Abstract Title
- Cosponsors
- Session Title (optional)
- Organizer Names/Emails

**It is your responsibility as Symposium Organizer to make sure your symposium is finalized and uploaded to Box by your Division’s Organizer deadline!**

Program Chairs can make edits to the program until the final program deadline. Once the final program deadline has passed, no edits will be allowed with the exception of abstract withdrawals.
Support Contacts

For help logging into MAPS and Box:

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

Websites

- MAPS: http://maps.acs.org
- MAPS & Box User Guides: www.acs.org/maps_resources
- ACS Staff Administrator:
  - abstracts@acs.org
Thank You!