

2016 Ocean Sciences Meeting Chair Scheduling Tutorial

*Please take a few moments to review
this tutorial and become oriented
with the 2015 process*

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UPCOMING DEADLINES

Dates	Action Items
30 September – 31 December	First Authors add co-authors to abstracts
19-20 October	Program Committee Scheduling Meeting
26 October – 2 November (Noon EST)	Session Chairs access scheduling site
2 November (Noon EST)	Scheduling site closes to Session Chairs
18 November	Acceptance notifications issued to presenters
21-26 February (6:00 PM)	Ocean Sciences Meeting

Overview

Thank you for choosing to chair a session at the 2016 Ocean Sciences Meeting. We have compiled some guidelines about chairing a session, along with detailed instructions on scheduling your session.

The Ocean Sciences Meeting is planned on a very compact schedule that relies on your cooperation and support. All decisions regarding the final program are made by the Ocean Sciences Program Committee. You should plan to stay in touch and coordinate with the appropriate Committee member throughout the scheduling process. Contact information for all committee members can be found at [here](#).

Scheduling Your Session

Once the abstracts have been submitted, your role as session chair is to assist the appropriate Program Committee member to organize and schedule your approved session.

You will propose a session schedule using the online scheduling system, which will be available on 26 October. Proposed session schedules must be entered into the system no later than **Noon EST, 2 November**. Access to the scheduling system will not be available after this date.

The scheduling system will include the number of oral sessions and poster allocations the session has been assigned. If you have any questions regarding your assigned allocations or merged sessions please contact the [Program Committee](#) representative immediately.

Guidelines

Guidelines for Scheduling Sessions

- ✚ Conveners are responsible for reviewing all abstracts submitted to their session. Conveners do not have the authority to reject an abstract. If an abstract is not appropriate for the session, the convener may preliminarily reject the abstract and recommend its rejection to the appropriate [program committee](#) member.
- ✚ Session conveners can only propose a session outline for approval by the Program Committee. The Program Committee has the final approval for scheduling all abstracts and sessions for the meeting. This includes the day, time, type of session, and abstracts within the session.
- ✚ Approved sessions are not guaranteed an oral slot. More than 65% of the abstracts will be presented as posters.
- ✚ Each session must include the following information, and be entered in the scheduling system:
 - Session Moderators (Sessions may have two (2) Session Moderators in addition to the four (4) Session Chairs)
 - Student Paper Review Liaison(s)
 - Sequence of abstract presentations
 - Default oral presentation length is 15 minutes;
- ✚ An abstract can be scheduled in only one session.
- ✚ Your Program Committee representative will provide you with a tentative number of oral and/or poster sessions that can be scheduled.
- ✚ Session conveners **must not** provide information to authors regarding session schedules. Please do not relay or guarantee information to authors about sessions regarding type of presentation, duration, date, or other scheduling-related matters. These decisions will be approved and finalized by the Program Committee.
- ✚ The Program Committee has the final authority to make adjustments to all proposed schedules in order to ensure the success of the meeting plan. Adjustments may include:
 - Moving papers to alternative sessions to avoid presenter conflicts
 - Changing the type of session
 - Rejecting inappropriate papers
- ✚ Once sessions are scheduled by the Program Committee, they cannot be moved or changed.

Guidelines Continued

Oral Sessions:

- An oral session is 2 hours in length with no breaks. The schedule is as follows:
 - Monday and Friday: 0800h-1000h, 1030h-1230h, 1400h – 16:00h
 - Tuesday, Wednesday and Thursday: 0800h-1000h, 1400h – 16:00h
- An oral session contains 8 papers
- Presentation Time: The standard time for a contributed presentation is 15 minutes (10 minutes presentation time plus 5 minutes discussion time).

Poster Sessions:

- Poster sessions are scheduled:
Monday – Thursday: 1600h -1800h
Friday: 1600h -1700h
- Invited papers **MUST** only be scheduled in a Poster Session.
- Posters remain in the poster hall for the entire week.

Scheduling Steps

The tutorial provides you with step-by-step instructions on the scheduling process. You must complete the selection of Session Chairs/Presiders and Student Paper Reviewers before accessing the abstracts.

Step 1: Search for and select two (2) – four (4) Session Moderators (can be existing Session Chairs)

Step 2: Search for and select one (1) – two (2) Student Paper Review Liaison(s) (can be existing Session Chairs)

Step 3: Accept abstracts, preliminary reject abstracts if needed, recommend abstracts for transfer to a more appropriate session, if necessary.

Step 4: Transfer abstracts between the oral and/or poster session(s) that have been allocated.

Step 5: Arrange sequence of abstract presentations within each oral and/or poster session that have been allocated.

Login Site

To access the 2016 Ocean Sciences Meeting Scheduling Tool, go to: <https://agu.confex.com/agu/os16/gateway.cgi>



Scientific Program Login

All submitters must log in with their email address and AGU password to begin or continue a submission. If you do not have an AGU login, you may [create a new user account by clicking here.](#)

and then return to this page.

Email Address:

Password:

If you have an AGU account but have forgotten your password, you may [request an email to reset your password.](#)

On the login page, enter the email address and password associated with your **AGU member account.**

If you have forgotten your password, click the link to reset your password.



User Portal Options

Once logged in, you will be directed to the 'User Portal' page. The tab 'Roles in Meeting' will provide you with the list of sessions (Oral and Poster) you have been allocated.

Under the header 'Session Chair' click on the session title to access the session details for the session you will arrange. You must identify the Session Moderators and Student Paper Review Liaison(s) **before** accessing the abstracts. When you open the 'Arrange' link to access the abstracts, the session opens and you will see the type of session (oral or poster) that has been assigned.

Please note: all abstracts will currently be listed under only one of the sessions, the poster session. Abstracts will need to be transferred to the other oral and/or poster sessions you have been allocated.

2016
OCEAN
SCIENCES
MEETING

AGU • ASLO • THE OCEANOGRAPHY SOCIETY
21-26 February • New Orleans, Louisiana, USA

User Portal Steve Ackleson
Logout

Roles in Meeting
Add Co-Authors
Technical Support

Session Chair
[HI001. Advancing Water Quality Monitoring, Desalination and Forecasting in Urban Coastal and Inland Waters I \(Oral\)](#)
[HI001. Advancing Water Quality Monitoring, Desalination and Forecasting in Urban Coastal and Inland Waters II Posters \(Poster\)](#)

[About the 2016 Ocean Sciences Meeting](#)

Control Panel

The **Session Control Panel** appears on the left side of each page in the scheduling process.

You must identify the Session Moderators and the Student Paper Review Liaison before accessing the abstracts via the '**Arrange**' link.

Please utilize the Control Panel to update:

OPTIONS

- **People:** Search for and add Session Moderators and Student Paper Review Liaison
- **View Submission:** Print individual session proposals and abstracts
- **User Portal:** Return to login/session list
- **Session Viewer:** View online session and abstract viewer

ABSTRACTS

- **Print:** Print individual abstracts
- **Arrange:** Utilize to view and complete the sequence of abstract presentations (only visible after Moderators and Liaisons have been added).

HELP

- **Report a Technical Issue:** Utilize to report any technical errors found



SESSION CONTROL PANEL

Session ID#: 9462
Primary Topic: A
Last Modified: 2015-10-26
16:17:02

2 Steps to submit a session:

1. [People](#)
2. Setup Session

Options:

[Sign out](#)

[View Submission](#)
[User Portal](#)
[Session Viewer](#)

Abstracts:

[Print](#)

Help:

[Report a Technical Issue](#)



Adding People

Each session proposal **MUST** have two (2) – four (4) Session Moderators at least one (1) Student Paper Review Liaison before scheduling.

STEP 2: Select **'Add Individual'** to search for and select Session Moderators. The Session Moderator will be onsite in New Orleans to manage the session. Moderators may be an existing convener on the session, however you will need to search for the individual and assign them the additional role of Moderator.

STEP 3: Select **'Add Individual'** to search for and select for a Student Paper Review Liaison. The Liaison may be an existing convener on the session, however you will need to search for the individual and assign them to the role of liaison.

DO NOT UTILIZE THE DELETE OPTIONS FOR EXISTING CHAIRS. PEOPLE WITH MULTIPLE ROLES, MODERATOR, CHAIR, LIASION WILL NEED TO BE LISTED MULTIPLE TIMES.

People

Moderator – The person(s) that are physically present during the session at the Ocean Sciences Meeting. Moderator/presider responsibilities include speaker introductions, facilitating Q&A between the audience and speakers, keeping time for each speaker, and encouraging discussion.

- A Moderator can be an existing Chair. **DO NOT DELETE EXISTING CHAIRS FROM THE SESSION. IF A CHAIR IS ALSO SERVING AS A MODERATOR, YOU MUST ADD AN ADDITIONAL ROLE FOR THE PERSON IN THE SCHEDULING SYSTEM.**
- To create a list of Moderators for the session proposal, click the "ADD INDIVIDUAL" button below. In the resulting window, you may search for an existing record or add a new record. When adding a new record, enter the required information, including full name, affiliation and email address. Do not enter a period after initials. Click "Save" after entering each person.
- The session **MUST** have at least 2 Moderators to continue to the next step in the session submission process. Each session is limited to four Moderators.
- All individuals selected as Moderators must have agreed to do so in advance of being added to the session.
- Please note the Co-Chairs will be listed in the order in which they appear below. You can drag and drop Co-Chairs below to re-order them if needed. Failure to properly order the Co-Chairs will result in the individuals being incorrectly listed if the session is approved and publicized. If the Primary Chair needs to be changed, you must contact abstracts@agu.org.

You must add each of the following before you can proceed to the next step:

- at least 2 and no more than 4 Moderators

Role	Person	Edit	Delete
Primary Chair	Wilbert Weijer		
Chair	Paul A Elmore		
Chair	Mark R Petersen		
Chair	Omer Khan		

ADD INDIVIDUAL

Wilbert Weijer¹, Paul A Elmore², Mark R Petersen¹ and Omer Khan³, (1)Los Alamos National Laboratory, Los Alamos, NM, United States(2)Naval Research Lab Stennis Space Center, Marine Geosciences Division, Stennis Space Center, MS, United States(3)University of Connecticut, Electrical and Computer Engineering, Storrs, CT, United States

Click the **'Add Individual'** button to search for Chairs, Moderators, or Liaison.

Adding People

You may search by First Name and Last Name and/or Email Address (email address is the preferred search option)

Select the role of Chair, Moderator, or Student Paper Review Liaison

Your search results will return on the subsequent page. If the person does not have a record in the database, you may select '**Record not Found**' and add a new record on the next page.

Search for a Person to Add

- This search does not accept partial strings (i.e. you must enter the full last name of "Smith", not just "Smi").
- If an account exists for this person, you can add them to your submission by clicking the "add" button.
- Do not use wildcard characters such as *
- You may use [special \(accented\) characters](#)
- If the person's account does not exist, please select the "Not Found - Add New Record" option to create a new record.
- Please note you are unable to edit the primary contact information on a created record. If you need to make any changes to the record you just created, please contact abstracts@agu.org.

First Name:

Last Name:

Email Address:

Role:

- Chair
- Moderator
- Student Paper Review Liaison

Arrange Oral and Poster Sessions

PLEASE NOTE: ALL ABSTRACTS WILL APPEAR UNDER ONE OF THE POSTER SESSIONS YOU HAVE BEEN ALLOCATED. YOU WILL NEED TO TRANSFER THE ABSTRACTS TO THE ADDITIONAL SESSION(S) THAT YOU HAVE BEEN ALLOCATED.

STEP 4: Click on 'Arrange' on the **Session Control Panel** to access the list of abstracts submitted and arrange the sequence of abstracts.

- **Order Within Group:** arrange the sequence of abstracts in the session by updating the number in the box
- **Accept:** select to accept the abstract to the session
- **Preliminary Rejection:** if you would like to recommend the abstract to be transferred to another session within the Section or Focus Group or rejected, click on the abstract title, scroll down, and update the session rating. You must include remarks to the Program Committee and please also relay this decision directly to your [Program Committee representative](#) for approval.
- **Transfer:** select to transfer abstract to an additional oral and/or poster session you have been allocated.

Additional Fields

Oral/Poster Allocation: The designation of an Oral or Poster session will appear after the session title.

Duration/Special Duration: Sessions are defaulted to 15 minutes. Poster sessions do not require durations.

Preferred Format: Indicates if author chose to be assigned to an Oral or Poster or chose Poster Requested.

Invited: If the abstract is Invited, it will display before the abstract title. **ALL invited abstracts must be scheduled in a poster session.**

Scheduling Notes: If there is a scheduling request by the author it will appear immediately below the abstract title. Scheduling requests are not guaranteed.

Monday, February 22, 2016: 04:00 PM - 06:00 PM, ENMCC, Poster Hall

Computational Oceanography - New Knowledge, Capabilities and Challenges Posters [Poster #9951 contains 17 abstracts.]

Wilbert Weijer¹, Paul A Elmore², Mark R Petersen¹ and Omer Khan³, (1)Los Alamos National Laboratory, Los Alamos, NM, United States(2)Naval Research Lab Stennis Space Center, MS, United States(3)University of Connecticut, Electrical and Computer Engineering, Storrs, CT, United States

Preferred Format	Final Paper Number	Order Within Group	Invited	Accept	Transfer	Event
			All None	All None	All None	
Poster (note: all invited presentations will be assigned posters)	1		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(id=61107) A Conservative High-Order Characteristic Discontinuous Galerkin Advection Scheme for MPAS-Ocean . D Petersen ¹ , Roy Lowrie ² , Todd D. Ringler ¹ and William H Lipscomb ² , (1)Los Alamos National Laboratory, Climate, Ocean Modeling, Los Alamos, NM, United States, (2)Los Alamos National Laboratory, Los Alamos, NM, United States
Poster (note: all invited presentations will be assigned posters)	2		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(id=63866) Overflow Simulations using MPAS-Ocean in Idealized and Realistic Domains . Shanon Reckinger, Fairfield University, Fairfield, CT, United States, Mark R Petersen, Los Alamos National Laboratory, Los Alamos, NM, United States and Scott James Reckinger, Brown University, Department of Earth, Environmental, and Planetary Sciences, Providence, RI, United States NOTE: Second: 9469Third: 9642
Assigned by Session Chairs/Program Committee (Oral or Poster)	3		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(id=88002) Delft3D Sensitivity and Uncertainty Analysis for Hurricane Simulations in the North Atlantic . LUIS A Knighton, Shaun W Kline and Justin Pistinzi, ENERCON Services Inc., Pittsburgh, PA, United States
Poster (note: all invited presentations will be assigned posters)	4		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(id=88263) Comparison of different tracer advection schemes and estimation of their numerical mixing properties

Click on the abstract title to view all abstract details.

If there are any scheduling notes from the author they will appear under the abstract.

Arrange Oral and Poster Sessions Continued

To transfer an abstract to an additional oral and/or poster session you have been allocated, select the abstracts (you may select multiple abstracts) and scroll down to the bottom of the abstract list.

From the drop down menu select the additional oral or poster session that you have been allocated to transfer abstracts. (ex. AE003-01, AE003-02, AE003-03) . **Contact your [Program Committee representative](#) if you would like to reject or transfer an abstract to another session within the topic area.**

Select **'Update'** to save all selections including sequence order, accept, and transfer.

Assigned by Session Chairs/Program Committee (Oral or Poster)	15	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(id=92373) Immersed Boundary Conditions in a General Circulation Model . Nicolas wienders , Florida St Univ--USB 4 FL, United States and William K Dewar, Florida State Univ, Tallahassee, FL, United States
Poster (note: all invited presentations will be assigned posters)	16	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(id=92643) Application of a Newton-Krylov Solver to Spin-up Biogeochemical Tracers . Keith T Lindsay , National Center Research, Climate & Global Dynamics Division, Boulder, CO, United States
Assigned by Session Chairs/Program Committee (Oral or Poster)	17	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(id=93286) Design and analysis of a global sub-mesoscale and tidal dynamics admitting virtual ocean . Christopher N F Dimitris Menemenlis, Jet Propulsion Laboratory, Pasadena, CA, United States

Transfer selected abstract to this session

No Transfers

UPDATE

Click the **'Update'** button to save all selections.

Technical Support

Feedback Form - Internet Explorer

https://agu.confex.com/agu/feedback.epl?jsclose=1

Feedback Form

Use this form to report technical issues, ask for help, or provide feedback on this system. Alternatively, between the hours of 8:30 AM and 6:00 PM Monday through Friday, US Eastern Standard Time (GMT -05:00) for urgently needed technical support, phone +1 401-334-9903. At the prompt, enter support code 1438.

Your Email Address

Comments

If you have an attachment to send, you can upload it

95%

Click on **'Report a Technical Issue'** on the Control Panel at any time during the scheduling process to report a technical issue or ask for assistance.

You may attach one file when submitting a request for technical support. For example, attaching a screen shot of an error message.

Additional Resources

- [Session/Abstract Submission Search](#)
- [Session Proposal Guidelines](#)
- [Chair Guidelines](#)
- [Abstract Guidelines](#)
- [Ocean Sciences Program Committee Representatives](#)
- [AGU Abstract Archives](#) (search abstracts from previous meetings)

Thank you for your help in organizing the 2016 Ocean Sciences Meeting!

Questions? Contact abstracts@agu.org with any questions.

