



Session Chair

Abstract Scheduling Tutorial

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

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UPCOMING DEADLINES

26 September – Online scheduling tool opens to Chairs

3 October (**23:59 EDT**) – Online scheduling tool closed to Chairs

5 October – Program Committee Scheduling Meeting begins

6 October – Program Committee Scheduling Meeting ends

Early November – Acceptance notifications sent to authors

11-16 February – Ocean Sciences Meeting, Portland, Oregon



Overview

Thank you for choosing to convene a session at the 2018 Ocean Sciences Meeting. We have compiled some guidelines about convening a session, along with detailed instructions on scheduling your session.

The 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 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 Program Committee to organize and schedule your approved session(s).

You will propose a session schedule using the online scheduling system, which will be available on 26 September. Proposed session schedules must be entered into the system no later than **3 October at 12:00 EDT**. Access to the scheduling system **will not** be available after this date.

The scheduling system will include the number of oral and poster session allocations your session proposal has been assigned by the Program Committee. **Allocations cannot be changed**. If you have any questions regarding your assigned allocations, please contact the [Program Committee](#) representative to discuss.

Scheduling Guidelines

Session Information

- ✚ Chairs are responsible for reviewing all abstracts submitted to their session. Chairs do not have the authority to reject an abstract. If an abstract is not appropriate for the session, the Chair may preliminarily reject the abstract and recommend its rejection to the appropriate [program committee](#) member. Complete guidelines regarding abstract submissions can be found [here](#).
- ✚ Chairs 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 submitted 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) Moderators **in addition** to the four (4) Chairs).
 - Current Session Chairs may also serve as Session Moderators
 - Select one or two Student Paper Review Liaison(s) (can be existing Session Chairs)
 - Sequence of abstract presentations
 - Length of presentations (oral sessions only); Standard oral presentation length is 15 minutes; however you determine the length of each oral presentation.
- ✚ An abstract can be scheduled in only one session.
- ✚ The scheduling system will include the number of oral and poster allocations the session has been assigned.
- ✚ Poster only requests from authors **must** be honored. If you want to include a poster only requested presentation in an oral session you **must** receive approval by the author.
- ✚ Session chairs **must not** provide information to authors regarding session schedules or presentation type (oral or poster). 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 in October.

Scheduling Guidelines Continued

- ✦ 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 scheduling conflicts
 - Changing the duration of presentations
 - Changing the type of session
 - Rejecting inappropriate abstracts
- ✦ Once sessions are scheduled by the Program Committee, they cannot be rescheduled or changed in any way.

Oral Sessions:

- An oral session is 2 hours in length with **NO** breaks. The schedule is as follows:
 - Monday, Thursday and Friday: 0800h-1000h, 1030h-1230h, 1400h – 16:00h
 - Tuesday, and Wednesday: 0800h-1000h, 1400h – 16:00h
- **Number of Presentations:** A typical oral session contains eight (8) papers; however, you may schedule the presentations in your session in different formats. For example, six 20-minute talks or four 30-minute talks, so long as the presentation does not exceed the 2 hour limit.
- **Presentation Time:** As with the number of presentations, you may schedule the presentations in your session in different formats. For sessions with the recommended eight (8) papers, the standard time for a contributed presentation is 15 minutes (10 minutes presentation time plus 4 minutes discussion time and 1 minute transition time to the next speaker). Invited presentations may be given longer presentation times, but this extended time must function within the standard session times and not exceed the 2 hour limit.

Poster Sessions:

- A standard poster session should contain roughly 25 papers.
- Afternoon poster sessions are scheduled each day from 1600h- 1800h.
- Posters remain in the poster hall for the entire week.

Scheduling Steps/Checklist

The tutorial provides you with step-by-step instructions on the scheduling process. You must complete the selection of the two Session Moderators for each session before accessing the abstracts.

- Step 1:** update session descriptions as needed (descriptions will be published)
- Step 2:** Search for and select two (2) – four (4) Session Moderators (can be existing Session Chairs)
- Step 3:** Search for and select one (1) – two (2) Student Paper Review Liaison(s) (can be existing Session Chairs)
- Step 4:** Accept abstracts, preliminary reject abstracts if needed, recommend abstracts for transfer to a more appropriate session, if necessary.
- Step 5:** Transfer abstracts between the oral and/or poster session(s) that have been allocated.
- Step 6:** Arrange sequence of abstract presentations within each oral and/or poster session that have been allocated.
- Step 7:** Add non-paper events such as opening/closing remarks, discussion and Q&A if necessary (not required).

Scientific Program Login

To access the 2018 Ocean Sciences Meeting Scheduling Tool, go to:
<https://agu.confex.com/agu/os18/gateway.cgi>



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

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

Scientific Program Login

To submit an Ocean Sciences Meeting abstract, town hall or ancillary event request, you must log in using your AGU universal account. If you do not have an account you may create one by clicking [here](#). Please note that you do not have to be a member of AGU, ASLO or TOS to submit an abstract proposal. All members of the ocean sciences community are welcome to submit an abstract proposal.

Email Address:

Password:

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

Login



User Portal

Once logged in, you will be directed to the 'User Portal' page. The tab 'My Account' will provide you with the list of sessions you have been allocated.

❖ The session type, Oral or Poster appears in parenthesis after the session title.

Under the header 'Session Chair' click on the session title to access the session details for the session you will arrange. You must first select Session Moderators and at least one Student Paper Review liaison before accessing the abstracts. When you open the 'Arrange' link to access the abstracts, the session opens you will also see the label of oral or poster after the session title.

Please note: ALL abstracts are currently included in the Poster session. If you have been allocated an additional oral and/or poster session, **you will need to transfer** the abstracts as needed to the other session(s) you have been allocated (please see instructions on transferring abstracts on page 15).

User Portal

The screenshot shows the 'User Portal' interface. On the left, there is a vertical menu with three options: 'Roles in Meeting' (highlighted with a green oval), 'Add Co-Authors', and 'Technical Support'. On the right, under the 'Session Chair' header, there are two session entries. The first entry is 'HI001 Advancing Water Quality Monitoring, Desalination and Forecasting in Urban Coastal and Inland Waters I (Oral)' with '(Oral)' circled in green. The second entry is 'HI001 Advancing Water Quality Monitoring, Desalination and Forecasting in Urban Coastal and Inland Waters II Posters (Poster)' with '(Poster)' circled in green.

Control Panel

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

Upon selecting a session title, you will automatically be placed on the '**People**' step. You must complete the selection of two Session Moderators and Student Paper Review liaison **before** accessing the abstracts via the '**Arrange**' link which will appear after all steps are completed.

During scheduling, please utilize the Control Panel to update:

- **Session Details:** Update the session description if needed.
- **Index Terms:** You may review or update the Index Terms on the session if needed. This is encouraged for sessions that have been Merged.
- **People:** Search for and add two (2) Session Moderators and one (1) Student Paper Reviewer Liaison

ARRANGE ABSTRACTS (Link will not display until Moderators and Liaison are selected)

- **Print:** Print/view individual abstracts
- **Arrange:** Utilize to view, transfer and complete the sequence of abstract presentations with allocated sessions. **NOTE:** Arrange option will NOT display until you have assigned Moderators and Liaison(s) to the session.

OPTIONS

- **View Submission:** Print individual session proposals
- **User Portal:** Return to session list to view/arrange additional allocated sessions
- **Session Viewer:** Access public session viewer
- **Non-Paper Events:** Add welcome and/or closing remarks, panels, etc. to session schedule

HELP

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

SESSION PROPOSAL CONTROL PANEL

Session ID#: 37899
Primary Topic: Fisheries
Last Modified: 2017-09-26 14:22:26

4 Steps to submit a session proposal:

- ✓ 1. [Session Details](#)
- ✓ 2. [People](#)
- ✓ 3. [Index Terms](#)
- ✓ 4. [Proof & Submit](#)

Options:

[Sign out](#)

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

[Arrange](#)

Impersonate:

[Help:](#)

[Report a Technical Issue](#)

Adding Session Chairs/Student Paper Review Liaison

Each session proposal **MUST** have at least two (2) Session Moderators in addition to the Session Chairs and at least one Student Paper Review Liaison added before viewing or scheduling the abstracts. You will need to complete this step for **EACH** session allocated.

STEP 2: Select two (2) Session Moderators **who will be onsite** in Portland to chair the session. You may select an existing Chair to serve as a Moderator and Liaison by clicking on the blue arrow under the 'Roles' column and selecting the additional role of Moderator or Liaison.

Select **'Add Another Person'** to search for a person that is **NOT** an existing chair on the session.

STEP 3: Select at least one (1) liaison. You may select an existing Chair to serve as a Moderator or Liaison by clicking on the blue arrow under the 'Roles' column and selecting the additional role of Moderator or Liaison.

Select **'Add Another Person'** to search for a person that is **NOT** an existing chair on the session.

As a reminder, there is a limit of **four (4) Session Chairs**, including the Primary Chair. Click on the "Continue" link to save all selections.

****WARNING ** DO NOT DELETE ANY EXISTING CHAIRS FROM THE SESSION. IF YOU DO SO THEY WILL NO LONGER HAVE ACCESS TO SCHEDULE ABSTRACTS IN THE SYSTEM AS A CHAIR.**

Roles	Person	Edit	Delete
Primary Convener, Chair	Hermione Jean Granger : awjefwejfjw;		
Convener, Chair, OSPA Liaison	Ronald Weasley :		

Primary Convener:

Convener:

Chair:

OSPA Liaison:

[Next Step: Index Terms](#)

Scientific team names will appear with the author list in the Online Scientific Program.

Searching for New Session Moderators/Student Paper Review Liaison Continued

To search for a Session Chair that is **NOT** listed as a current chair, you may search by First Name and Last Name and/or Email Address (email address is the preferred search option).

Your search results will return on the same page. If the Session Chair or OSPA Liaison does not have a record in the AGU database, you may select '**Click here to search again**' and add a new record on the next page.

1.

Roles Person Edit Delete

Primary Convener, Chair	<input checked="" type="checkbox"/>	Hermione Jean Granger : awjefwefjwj;		
Convener, Chair, OSPA Liaison	<input checked="" type="checkbox"/>	Ronald Weasley : Confex		

[Add Another Person](#) [Show Role Requirements](#)

[Add Team](#)

Please note the Conveners will be listed in the order in which they appear below.

Roles Person Edit Delete

Primary Convener, Chair	<input checked="" type="checkbox"/>	Hermione Jean Granger : awjefwefjwj;		
Convener, Chair, OSPA Liaison	<input checked="" type="checkbox"/>	Ronald Weasley : Confex		

[Add Another Person](#)

Add another person as:

Convener Chair

[Select](#) [Click to add a Person not found in search](#) [Cancel](#)

Oliphant, Nicole, noliphant@agu.org

[Show Role Requirements](#)

[Add Team](#)

[Next Step](#) [Index Terms](#) [CONTINUE](#)

3.

1. Select the role of Moderator or Student Paper Review Liaison
2. Search by name or email address
2. Hover over the correct name with your mouse until the hand appears, select the name to add to the session or click on 'Select'

Index Terms

- **Step 1: Update Index Terms:** You may review, update or add the Index Terms on the session if needed. This is encouraged for sessions that have been merged.

Index Terms

Select at least one Index Term. Limit of 4 Index Terms.

Index Terms will be populated in the box below in the order in which they are selected. Index Terms will be listed numerically on published materials.

Automatic summary of selected Index Terms

9805 Instruments useful in three or more fields|GENERAL OR MISCELLANEOUS

SAVE

▶ EDUCATION

▶ GENERAL OR MISCELLANEOUS

9805 Instruments useful in three or more fields

9810 New fields (not classifiable under other headings)

9815 Notices and announcements

9820 Techniques applicable in three or more fields

▶ GEOGRAPHIC LOCATION

▶ GLOBAL CHANGE

▶ INFORMATICS

▶ MARINE GEOLOGY AND GEOPHYSICS

▶ OCEANOGRAPHY: GENERAL

▶ OCEANOGRAPHY: PHYSICAL

▶ OCEANOGRAPHY: BIOLOGICAL AND CHEMICAL

▶ PALEOCEANOGRAPHY

▶ POLICY SCIENCES

▶ PUBLIC ISSUES

Updating Session Descriptions

Click on Step 1 '**Session Details**' from the Control Panel to edit the session description if needed. You will need to do this for each session allocated. Click 'Save' at the bottom of page to save selections.



The screenshot shows a web form titled "Session Description". At the top, it indicates "33 words entered. You may not exceed 150." Below this is a rich text editor toolbar with icons for bold, italic, text color, background color, bulleted list, numbered list, link, unlink, and undo. The text area contains the placeholder text: "This is my Test session to see if Arrange works properly This is my Test session to see if Arrange works properly This is my Test session to see if Arrange works properly". At the bottom of the form, a blue bar contains the note: "NOTE: There is a minimum of 5 and a maximum of 150 words."

Transfer Abstracts and Arrange Oral and Poster Sessions

PLEASE NOTE: ALL ABSTRACTS WILL APPEAR UNDER THE SESSION THAT HAS BEEN MARKED AS A POSTER SESSION. IF YOU HAVE BEEN ALLOCATED AN ADDITIONAL ORAL AND/OR POSTER SESSION, YOU WILL NEED TO TRANSFER THE ABSTRACTS TO THE ADDITIONAL SESSIONS THAT YOU HAVE BEEN ALLOCATED.

STEP 4 & STEP 5: Click on 'Arrange' under Abstracts on the **Session Control Panel** to access the list of abstracts submitted to transfer abstracts and arrange the sequence of abstracts. The 'Arrange' option will not appear until the Session Chairs and OSPA Liaison have been assigned.

- **Order Within Group:** arrange the sequence of abstracts in the session by updating the number in the box. This will be the order of presentations in the session.
- **Invited Poster Authors:** All invited poster abstracts must be scheduled in your poster session.
- **Transfer:** select to transfer abstract to an additional oral and/or poster session you have been allocated

Additional Fields (see next page)

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

Duration/Special Duration: Sessions are defaulted to 15 minutes presentations. You may change the default or update oral presentations individually. Poster sessions **do not** require durations.

Preferred Format: Indicates if author chose to be assigned to an Oral or Poster or chose Poster Requested Only. **DO NOT SCHEDULE A POSTER ONLY REQUEST IN AN ORAL SESSION WITHOUT OBTAINING THE AUTHORS PERMISSION.** If permission is obtained please include that in the notes to Program Committee box.

Invited: If the abstract is Invited, a check box will appear the Invited column as well as before the abstract title.

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

Preliminary Rejection: if you want to reject an abstract or if you are recommending the abstract to be transferred to another session within the Section or Focus Group, please contact your [Program Committee representative](#) directly for approval.

Transfer Abstracts and Arrange Oral and Poster Sessions Continued

Click on the abstract title to view all abstract details.

Unscheduled

(Test01)Atmospheric and Space Electricity General Contributions [Oral #146 2 contains 2 abstracts.]

Marie Sidla¹, Marie Sidla¹, Marie Sidla¹ and John Kevin O'Neill², (1)Cape Cod, Cumberland, United States(2)Massachusetts Institute of Technology, Cambridge, MA, United States

15 minutes/paper (default duration)

Preferred Format	Special Duration (min.)	Final Paper Number	Order Within Group	Invite	Accept	Transfer	Event
Poster Only				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Invited (id=119889) testing peoplelist again 3333 Noella Soucy, MIT, technical, Cumberland, RI, Zimbabwe, Hermione Jean Granger, University of Maryland College Park, College Park, MD, United States and Harry James Potter, GSA, Boulder, RI, United States
Assigned by Program Committee (oral, panel, poster, or lightning poster talk)				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(id=122692) Testing Author Ordering 1 John Kevin O'Neill, MIT Lincoln Laboratory, Lexington, MA, United States, Hermione Jean Granger, University of Maryland College Park, College Park, MD, United States, Donna Marie Brousseau, Massachusetts Maritime Academy, Buzzards Bay, MA, United States and Harry James Potter, GSA, Boulder, RI, United States

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

Transfer Abstracts and 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 want to transfer (you may select multiple abstracts) and then 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. **AI003-01, AI003-02, or AI003-03**).
- Once the session is complete and scheduled, check **'Update'** to save all selections including sequence order and transfers. Only check the **'Session Complete'** option once the session is final and no further edits are needed.
- **Please note**, you will not be able to make any changes to the session once the **'Session Complete'** box is checked. You may click on **'Update'** to save all selections and come back to the session later to make any changes and mark the session as complete.
- You may include any comments or requests to the Program Committee by adding them to the **'Comments for Program Chair'**. Please note scheduling requests cannot be guaranteed.

Contact your [Program Committee representative](#) if you would like to reject or transfer an abstract to another session within the Topic Area.

The screenshot shows a web interface for transferring abstracts. At the top, there is a table with columns for 'Assigned by Program Committee (oral, panel, poster, or lightning poster talk)', a dropdown menu, a text input field containing '2', and a checkbox. A green circle highlights the checkbox, which is checked. Below this is a text area for 'Comments for Program Chair (optional):'. A green circle highlights this text area. Below the comments area is a list of session options with a dropdown arrow. A green circle highlights the dropdown menu. Below the session list is a text area for 'Please note that once this session is marked "Session Complete" you will not be able to make further changes to this session.' A green circle highlights this text area. Below the note is a checkbox for 'Session complete?'. A green circle highlights this checkbox. Below the checkbox is a red button labeled 'UPDATE'. A green circle highlights the 'UPDATE' button. A green arrow points from the 'UPDATE' button to the 'Session complete?' checkbox. A green box with a white background and black border contains the text 'Click the "Update" button to save all selections.' A green circle highlights this box.

Non-Paper Events

STEP 6: You may add other 'non-paper' events to this session such as welcome, closing remarks, discussion, Q&A, panel, etc.

Simply check (or 'un-check') the box in front of any predefined non-paper event. Enter the title of other custom event(s) in the freeform event box(es). To eliminate a custom event, simply erase that title from the freeform event box.

Add/delete other events within this session

In addition to technical papers delivered in poster or oral format, you may add other 'non-paper' events to this session. Simply check (or 'un-check') the box in front of any predefined non-paper event. Enter the title of other custom event(s) in the freeform event box(es). To eliminate a custom event, simply erase that title from the freeform event box.

- Welcoming Remarks
- Introductory Remarks
- Intermission
- Break
- Discussion
- Panel Discussion
- Concluding Remarks

Freeform Event 1:

Freeform Event 2:

Freeform Event 3:

Freeform Event 4:

Freeform Event 5:

Freeform Event 6:

Freeform Event 7:

Freeform Event 8:

Freeform Event 9:

Freeform Event 10:

Freeform Event 11:

Freeform Event 12:

Freeform Event 13:

Freeform Event 14:

Freeform Event 15:

Click the **'Update'** button to save and either select the **'Arrange'** view to return to the abstract list or **'Full Menu Options'** from the **Session Control Panel** to access any other sessions you have been allocated.

UPDATE

Technical Support

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.

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.

Your Email Address

Comments

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

No file selected.

Additional Resources

- [Session/Abstract Submission Search](#) (*site frozen on 6 September)
- [Session Proposal Guidelines](#)
- [Chair Guidelines](#)
- [Abstract Guidelines](#)
- [Ocean Sciences Program Committee Representatives](#)
- [2016 Ocean Sciences Meeting Archive](#) (search abstracts from previous meetings)

Thank you for your help in organizing the 2018 Ocean Sciences Meeting!

Questions? Contact abstracts@agu.org

