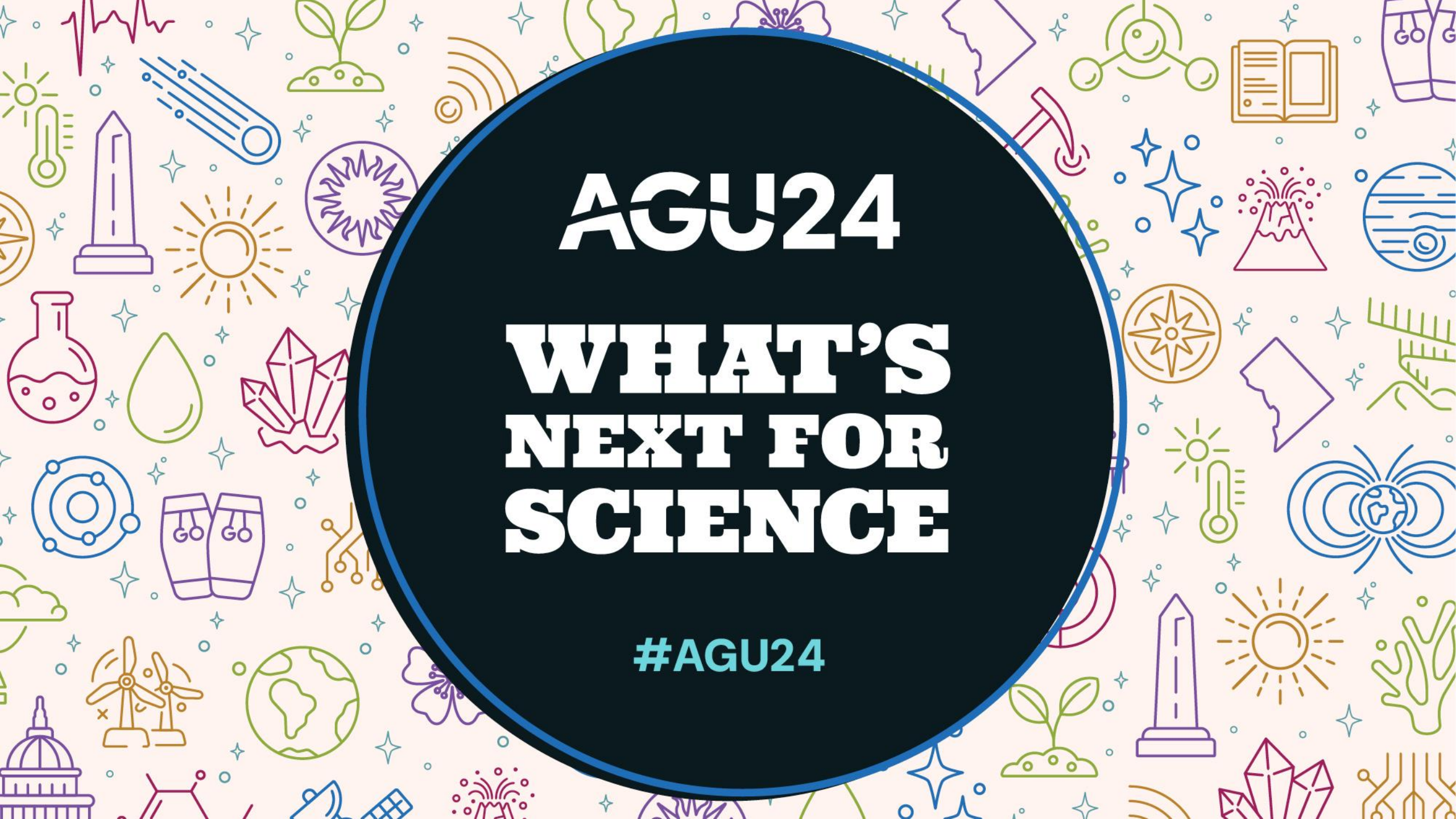
AGU24
WHAT'S NEXT FOR SCIENCE
#AGU24

Convener Session and Abstract Scheduling Tutorial

AGU24

Please take a few moments to review this tutorial and become oriented to the 2024 process.

Table of Contents

Upcoming Deadlines ..... Page 3
Scheduling Steps/Checklist ..... Page 4
Scheduling Guidelines ..... Pages 5-9
Session Types ..... Page 10-12
User Portal/Scheduling Site Log-In ..... Pages 13-14
Control Panel ..... Pages 15-16
Adding Chairs/OSPA Liaison ..... Pages 17-18
Session Convener Role Order ..... Page 19
Update Session Details ..... Page 20
Arrange Sessions ..... Page 21-25
Non-Paper Events ..... Page 26
Sample Oral Sessions and Session Duration Check ..... Page 27
Session Samples: eLightning and Poster ..... Page 28
Report Scheduling Completion ..... Page 29
Available Reports ..... Page 30
Technical Support ..... Page 31
Additional Resources ..... Page 32

AGU24

WHAT'S NEXT FOR SCIENCE

Upcoming Deadlines

- **29 August (12:00 PM/noon EDT):** Online scheduling tool closes to conveners; there are **NO** exceptions to this deadline.
- **4 September**: Program committee scheduling period begins.
- **6 September**: Program committee scheduling period ends.
- **Early October**: Online program is released, and acceptance notifications are sent to authors.
- **9–13 December**: AGU24 in Washington, D.C.

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WHAT'S NEXT FOR SCIENCE

Scheduling Steps/Checklist

The tutorial provides you with step-by-step instructions on the scheduling process.

- ❑ **Step 1**: Search for and select two to four session chairs
  - The primary or co-conveners can also be added as session chairs; although two chairs are recommended, up to four are permitted.
  - Different chairs can be added for each allocation of a session (e.g., oral, poster).
- ❑ **Step 2**: Search for and select one OSPA liaison (can be one of the existing conveners or chairs).
- ❑ **Step 3**: Select suggested itinerary if appropriate.
- ❑ **Step 4**: Review or update index terms if needed.
- ❑ **Step 5**: Transfer abstracts to additional allocated poster, oral, or eLightning sessions as needed.
- ❑ **Step 6**: Arrange sequence/order of abstract presentations in each session.
- ❑ **Step 7**: Add non-paper events such as opening/closing remarks, discussion, and Q&A to oral sessions (recommended).

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WHAT'S NEXT FOR SCIENCE

Scheduling Guidelines – Overview

Thank you for choosing to convene a session at the AGU24. We have compiled some guidelines about convening a session, along with detailed instructions on scheduling your session.

AGU24 is planned on a very compact schedule that relies on your cooperation and support. All decisions regarding the final program are made by the AGU24 Program Committee. Contact information for all committee members can be found here.

Approved sessions are not guaranteed an oral slot. More than 65% of the abstracts submitted will be presented as poster presentations.

As you schedule your session(s), we ask for your consideration to assist in creating a diverse and inclusive program. When we think about diversity, it's everything from race, geographic region, ethnicity, and gender, but also opinion, age, and science.

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WHAT'S NEXT FOR SCIENCE

Scheduling Guidelines – Scheduling Your Session

Once abstracts have been submitted, your role as session convener is to organize and schedule the abstracts in your approved session(s). You will propose a session schedule using the online scheduling system by **29 August at 12:00 PM/noon EDT**. Access to the scheduling system will not be available after this time.

1. Abstract Review:
   i. Review all abstracts submitted to your session in the online scheduling system. 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. Guidelines regarding AGU abstract submissions can be found here.

2. Access and Allocations:
   i. Conveners who are not AGU members do not have access to the scheduling system. Your session's allocation details (oral, eLightning, or poster) are final and cannot be changed. If you have any questions regarding your assigned allocations, please contact your program committee representative(s) to discuss.

3. Session Formats:
   i. If a session receives multiple allocations, session conveners should assign each abstract to a particular session format. An abstract can only be scheduled in one session allocation/format.
   ii. Any presenter who has requested an online presentation and is assigned to the poster format will be moved by AGU staff into an online poster session after the convener scheduling period.
   iii. Refer to the session types for detailed information.

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WHAT'S NEXT FOR SCIENCE

Scheduling Guidelines – Scheduling Your Session

- If a session receives multiple allocations, conveners can mark up to two abstracts as “Highlighted” for each additional session. This helps authors obtain approval to attend the meeting if needed, excluding previously identified invited authors.

- Conveners must not provide authors with information about session schedules or presentation types (oral, eLightning, or poster). All scheduling details will be finalized by the program committee in September.

- Conveners cannot be presenters on invited abstracts within their own session. They may submit a contributed abstract to any session, including their own, but must be scheduled as a poster presenter in their own session. As an exception, student and early career conveners may be scheduled for an oral presentation in their own session.
  **Please note, the program committee has determined that this exception will be removed for AGU25.*

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WHAT'S NEXT FOR SCIENCE

Scheduling Guidelines – Session Information

Each session must include the following information and be entered in the scheduling system:

- **Session chairs**: Register and attend the meeting to preside over the session. Two chairs are recommended per session, with a maximum of four allowed. Conveners can also serve as chairs, and different chairs may be assigned per allocated session. **At least one chair must be physically present for in-person sessions. Presenting authors may be asked in October if they are "Willing to Chair" to provide potential onsite chairs**.
- **Outstanding Student Presentation Award (OSPA) liaison**: Assigned by the session convener to help secure reviewers.
- **Schedule session**: Arrange sequence of abstract presentations within all allocated sessions
- **Length of presentations (oral and eLightning sessions only):**
  - **Oral Presentations**: AGU recommends 8 presenters per session, with each presenter giving an 8-minute presentation followed by a 2-minute Q&A period (10 minutes total). The remaining time can be scheduled as general discussion.
    - If conveners would like slightly longer talks, AGU recommends 5 presenters per session, with each presenter giving a 13-minute presentation followed by a 2-minute Q&A period (15 minutes total). The remaining time can be scheduled for discussion or chair introductory and concluding remarks.
  - **eLightning Presentations**: All eLightning presentations will be 3 minutes in length, followed by additional time for audience discussion at individual touchscreen monitors.

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WHAT'S NEXT FOR SCIENCE

Scheduling Guidelines – Program Committee Review

- Session conveners can only propose a session outline for approval by the program committee. The program committee has the final authority to adjust proposed schedules 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.

AGU24

WHAT'S NEXT FOR SCIENCE

Session Types

All accepted scientific sessions will receive, at the minimum, a poster component. Sessions will be allocated by the program committee after abstract submission, the presentations selected for sessions are determined by the session conveners.

Oral Sessions

Oral sessions will consist of 90-minute scientific sessions and will be allocated by the program committee after abstract submission. The sessions will encompass in-person and online pre-recorded presentations and moderated Q&A discussions with presenters and the audience.

New for AGU24, please note the following virtual participation options:

- Will include a mix of in-person and online pre-recorded presentations in early December.
- Will not be live-streamed in real-time and will be recorded for on-demand viewing only.
- Online presenting authors will be required to upload a pre-recorded presentation.
- Online presenting authors will not participate in live sessions via Zoom and will not have the option for live participation in the session or Q&A with the audience. Online, asynchronous Q&A chat functionality will be available for attendees.
- The presentations selected for oral sessions are determined by the session conveners. It is not possible to request an oral presentation.
- Chairs must participate in the session in person; it is not possible for chairs to facilitate the session online.

eLightning Sessions

eLightning sessions will consist of 90-minute scientific sessions and will be allocated by the program committee after abstract submission. These live, in-person only sessions begin with **a maximum of ten (10)** three-minute lightning talks from each presenter with:

- An overview of their dynamic, digital, and interactive poster.
- Discussion of their digital poster at their assigned touchscreen monitor following the lightning talk.

eLightning presenters:

- Will only be scheduled **in-person** in Washington D.C.
- Must create an interactive poster for display in the online poster gallery.
- Will be selected for eLightning sessions by the session conveners.

AGU24

WHAT'S NEXT FOR SCIENCE

Session Types (Continued)

All poster presenters will be scheduled in allocated poster sessions. AGU staff will transfer any online abstracts scheduled as posters into the appropriate online-only general poster session after the convener scheduling period.

In-Person Poster Sessions

- Scheduled sessions will take place in-person in the poster hall in Washington, D.C.
- Poster sessions will be held in two daily blocks (morning and afternoon). In-person poster presenting authors will be required to print a paper poster to hang on their assigned board on the date of their session.
- Presenting authors will also have the option to create an interactive poster to be displayed in the online iPoster gallery to extend visibility of their research.

Online Poster Presentations

- Online presenting authors will create their own schedules during the week of the meeting and will not be included in a dedicated session.
- Accepted online poster presenting authors must create an interactive poster to be displayed in the online iPoster gallery.
- Presenting authors will have the opportunity to showcase their posters via asynchronous, online discussions with attendees via self scheduled video or chat times that will be listed in the online program and through direct messages.
- Presenters can also create pre-recorded videos or audio narrations for attendees to view with their poster.

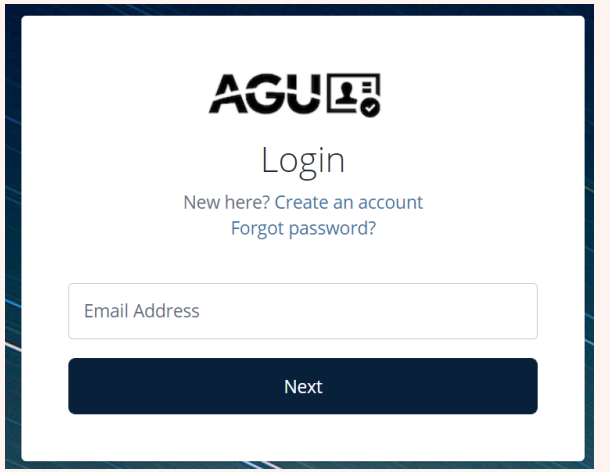
User Portal/Scheduling Site

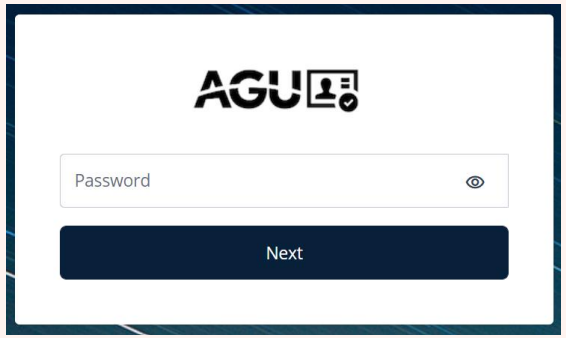
To access the AGU24 scheduling tool, go to: https://agu.confex.com/agu/agu24/gateway.cgi?

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

Only conveners who are AGU members can access the scheduling site.

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





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WHAT'S NEXT FOR SCIENCE

User Portal

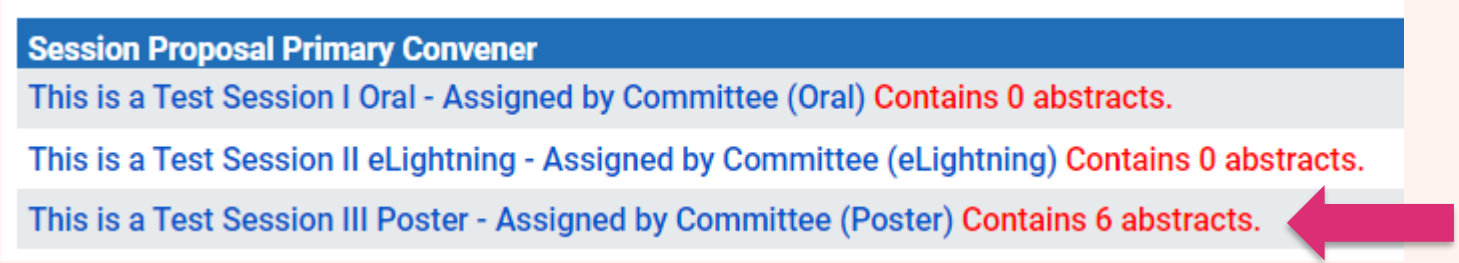
Once logged in, you will be directed to the "User Portal" page. The tab "My Account" will provide you with the list of sessions you have been allocated. The session type (oral, eLightning, or poster) appears in parenthesis after the session title.

Under the header "**Session Proposal Primary Convener**" or "**Session Proposal Convener**," click on the session title to access the session details for the session you will arrange.

You must first select session chairs and an OSPA liaison on the session before you are given access to view and arrange the abstracts.

After completing the step above, when you open the "**Arrange**" link in the Control Panel to access the abstracts, you will also see the label of oral, eLightning, 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, eLightning, 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.)



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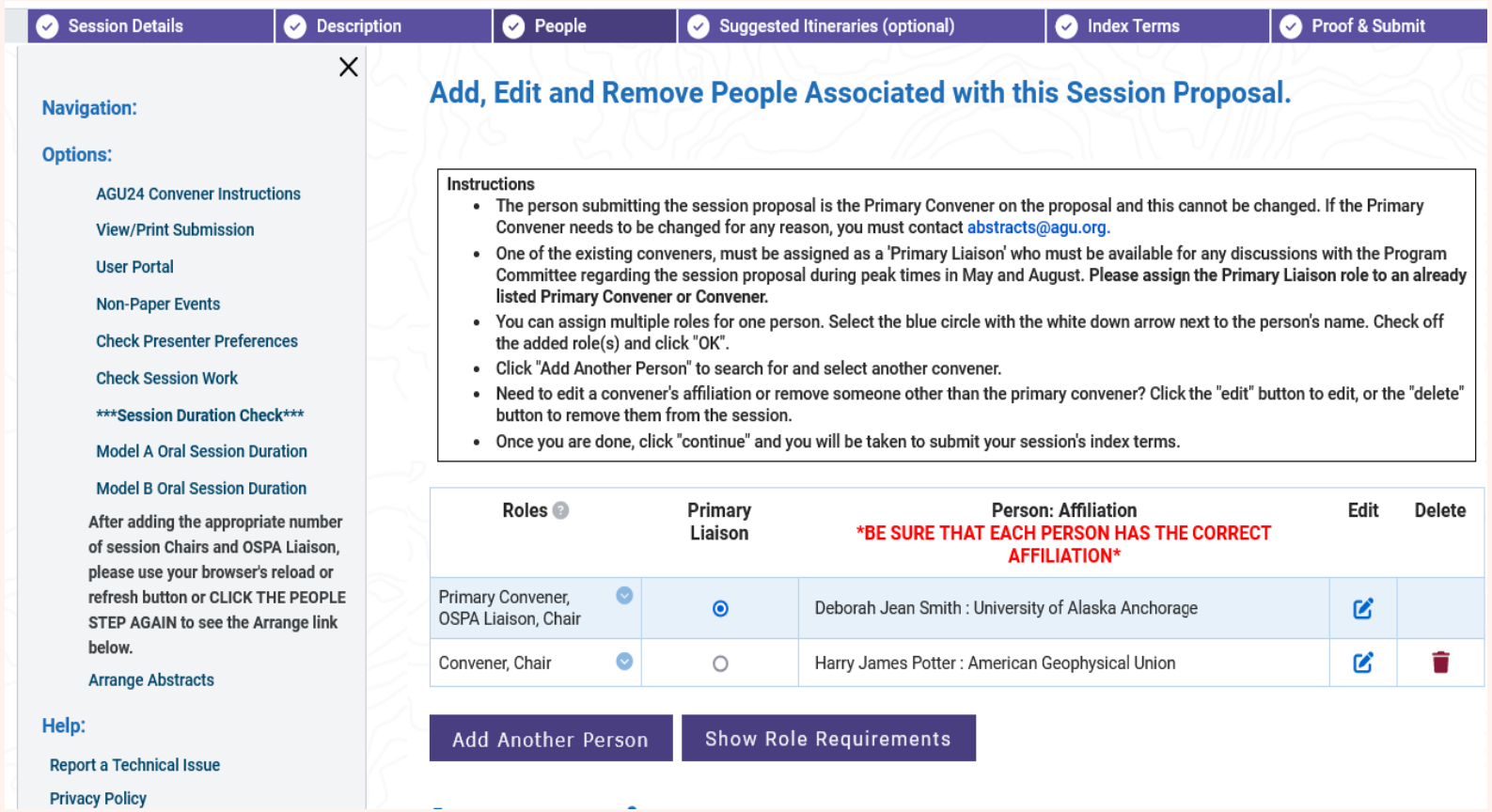
WHAT'S NEXT FOR SCIENCE

Control Panel

- The **Session Control Panel** appears along the top of each page in the scheduling process.
- Upon selecting a session title, you will automatically be placed on the "**People**" step. **Please complete the selection of two session chairs and one OSPA liaison. Once you have selected these roles, you must then refresh your browser to access the abstracts** via the "**Arrange**" link that will appear in the left-hand menu after this step has been completed.
- You may review or update the **index terms** and **suggested itineraries** on the session if needed. This is encouraged for sessions that have been merged.



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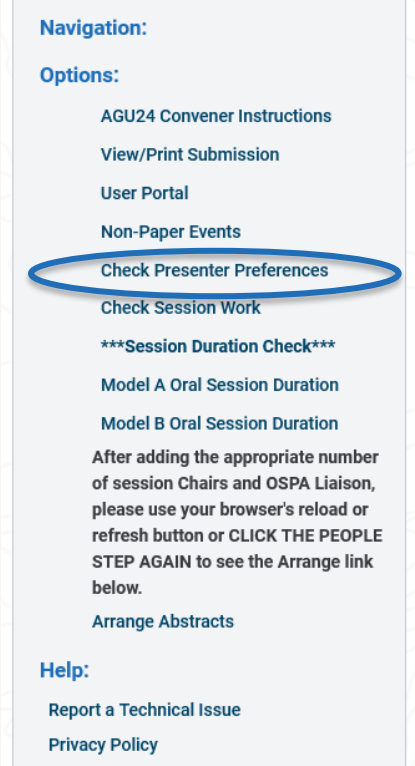
WHAT'S NEXT FOR SCIENCE

Control Panel (Continued)



OPTIONS:

- **View/Print Session:** View and print individual session proposals.
- **User Portal**: Return to your session list to view/arrange additional allocated sessions.
- **Non-Paper Events**: Add welcome and/or closing remarks, panels, Q&A, etc. to your session schedule.
- **Check Presenter Preferences**: Download an Excel file containing abstract details and email addresses for presenting authors. Please use with discretion and please consult AGU's Privacy Policy. You can use this report to check if a presenter has indicated that they will participate in person or online.
    - In-person poster presenters may be scheduled in oral, eLightning, or poster sessions.
    - Online presenters may be scheduled in oral or poster sessions. AGU staff will transfer any online abstracts scheduled as posters into the appropriate online-only general poster session after the convener scheduling period.
    - Online presenters **must not** be scheduled in eLightning sessions.
- **Check Session Work**: Check the abstract and convener/chair role counts for your session.
- **AGU24 Convener Instructions**: This is a direct link to the instructional document you are currently viewing.
- **Model A Oral Session Duration**: This link shows the preferred and default presenter durations for oral sessions
- **Model B Oral Session Duration**: This link shows an example of a separate option for oral session presenter durations

Session Duration Check: Use this report for oral and eLightning sessions to ensure sessions do not exceed 90 minutes.

ARRANGE ABSTRACTS:

- **Arrange:** Use to view, transfer, and complete the sequence of abstract presentations with allocated sessions.
  Note: Arrange will only appear as a menu item once you have named chairs and an OSPA liaison for the session. Refresh your browser after naming these roles and the Arrange link will appear. You must do this for each allocation of the session.

HELP:

- **Report a Technical Issue**: Use to report any technical issues with site functionality.
- **Privacy Policy**: View AGU's privacy policy.

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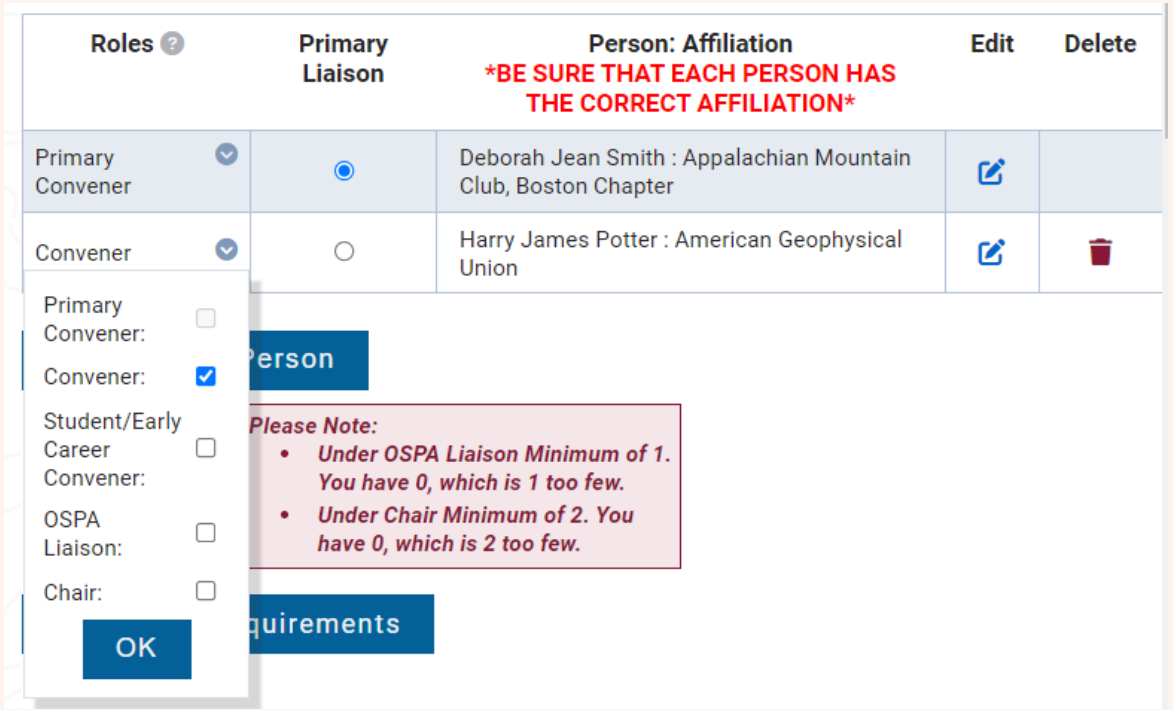
Adding Session Chairs/OSPA Liaison

- Each session proposal **MUST** have at least two session chairs in addition to the session conveners and one OSPA liaison. You will need to complete this step for **EACH** session allocated.

- **Session Chairs**: Select at least two chairs who will be available to attend the meeting in person. While two chairs are required and recommended, up to four can be chosen.
    - For oral and in-person poster sessions, at least one chair must be present in the session room.
    - All chairs must register for the meeting.
    - To select a chair from existing conveners, click the blue arrow under the "**Roles**" column and choose the chair role. To add a new person, select "**Add Another Person**."

- **OSPA Liaison**: Choose one OSPA liaison to secure reviewers for student presentations. Student members are eligible to serve as liaisons if they are not participating in OSPA as a student presenter. You can select an existing convener as the OSPA liaison by clicking the blue arrow under the "**Roles**" column and choosing the OSPA liaison role. To add someone new, select "**Add Another Person.**"

- **Convener Limits**: Each session can have one primary convener, three co-conveners, and one optional student/early career convener.



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WHAT'S NEXT FOR SCIENCE

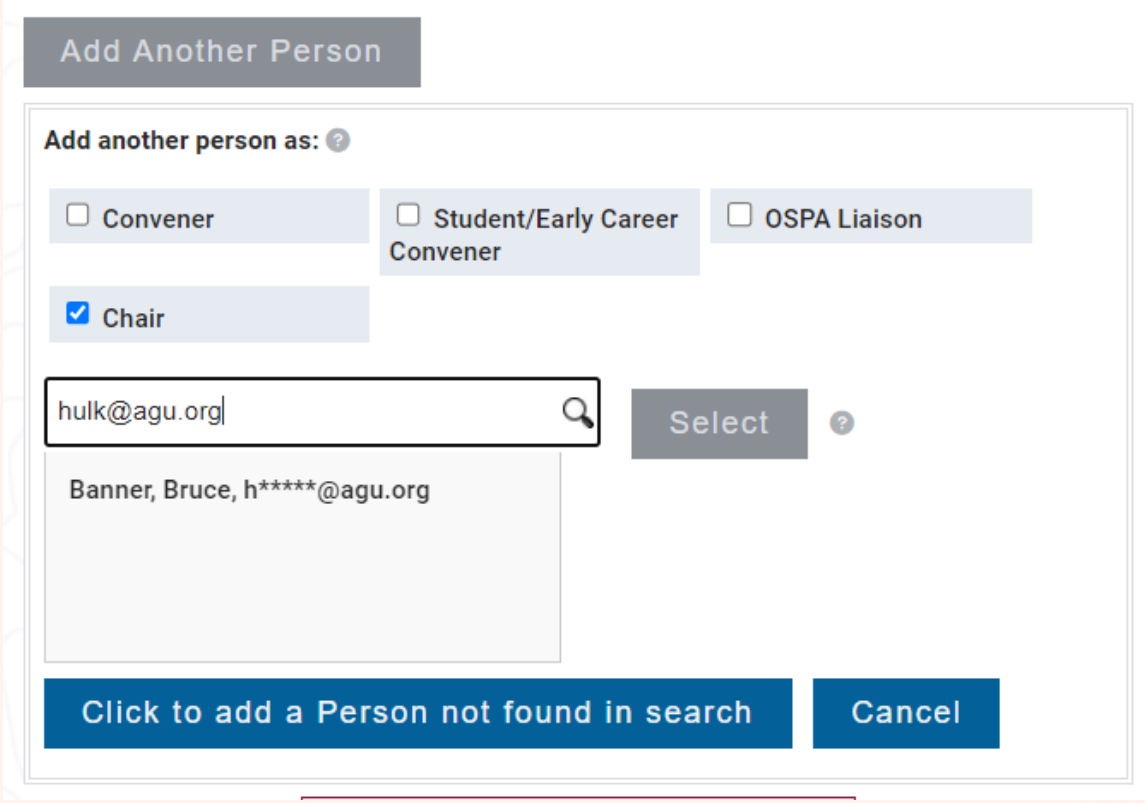
Searching for New Session Chairs/ OSPA Liaison

To search for a session chair or OSPA liaison not listed as a current convener:

Search Options: Use the preferred email address or full name to search. The search results will appear on the same page.

Selecting a Role:

- Hover over the correct name until it appears, then select it or click “Select” to add to the session.
- If the person is not in the AGU database, choose “Click to add a Person not found in search” to create a new record.



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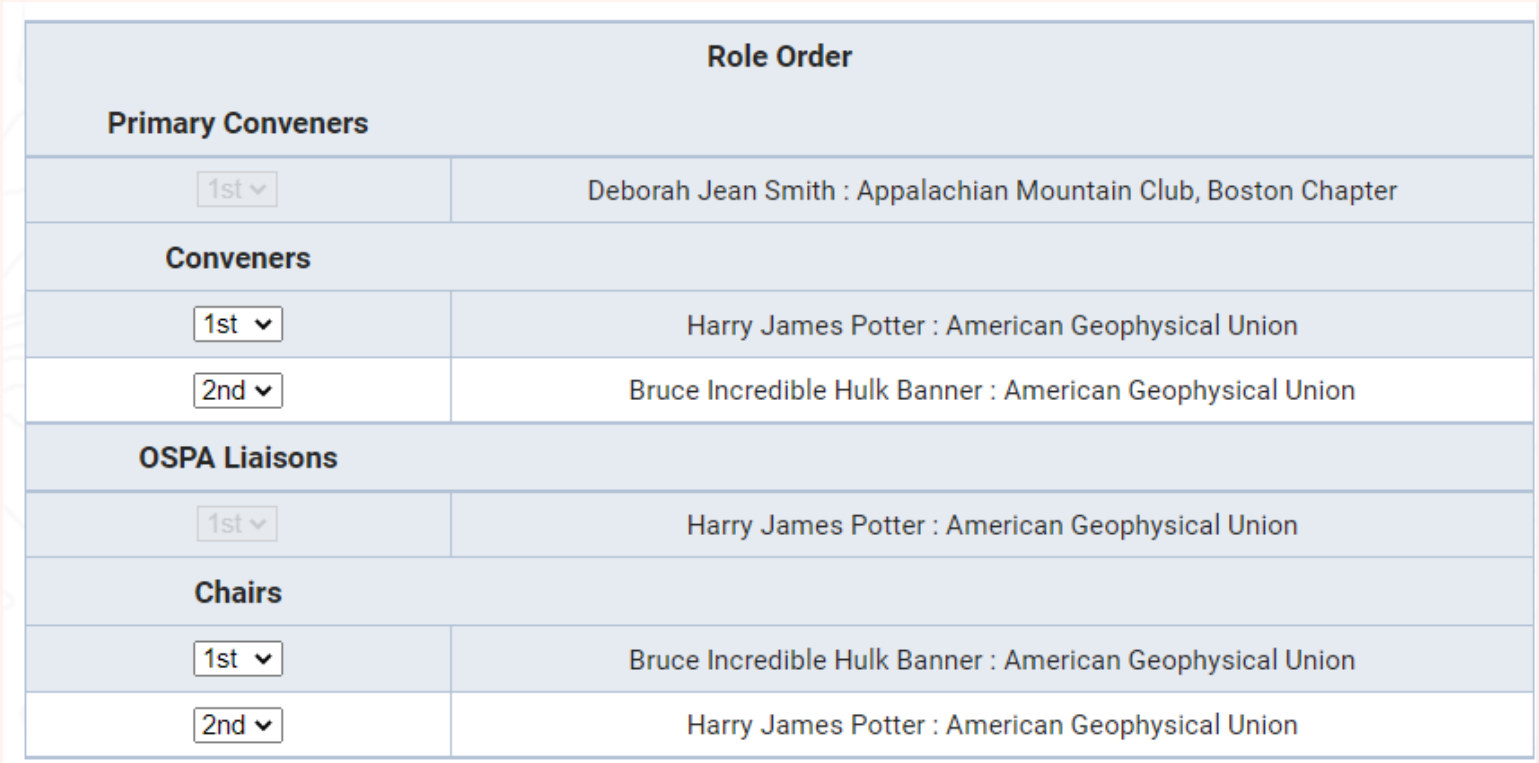
WHAT'S NEXT FOR SCIENCE

Session Convener/Chair Role Order

On the “**People**” step, you can also edit the role order of conveners and chairs associated with your session. Use the drop-down menu next to each name to adjust the order of names displayed. Changes will save automatically.



Role Order	
Primary Conveners	
1st	Deborah Jean Smith : Appalachian Mountain Club, Boston Chapter
Conveners	
1st	Harry James Potter : American Geophysical Union
2nd	Bruce Incredible Hulk Banner : American Geophysical Union
OSPA Liaisons	
1st	Harry James Potter : American Geophysical Union
Chairs	
1st	Bruce Incredible Hulk Banner : American Geophysical Union
2nd	Harry James Potter : American Geophysical Union

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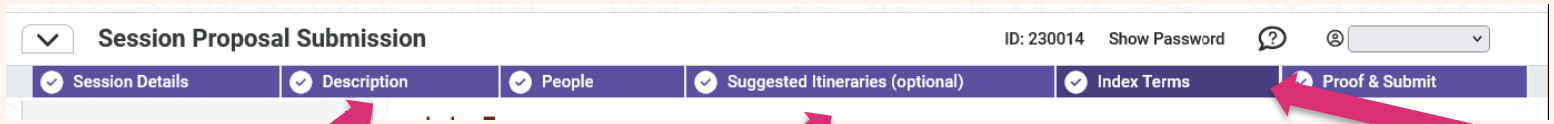
WHAT'S NEXT FOR SCIENCE

Update Session Details If Needed:
–Session Description, Suggested Itineraries, Index Terms



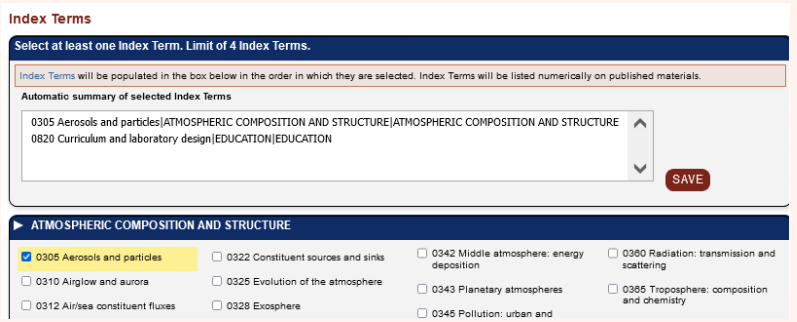
Update Session Description: You may make minor grammatical edits to the session description, if needed. **DO NOT** alter the original scientific and topical intent of the approved session. There is a limit of 150 words per description.

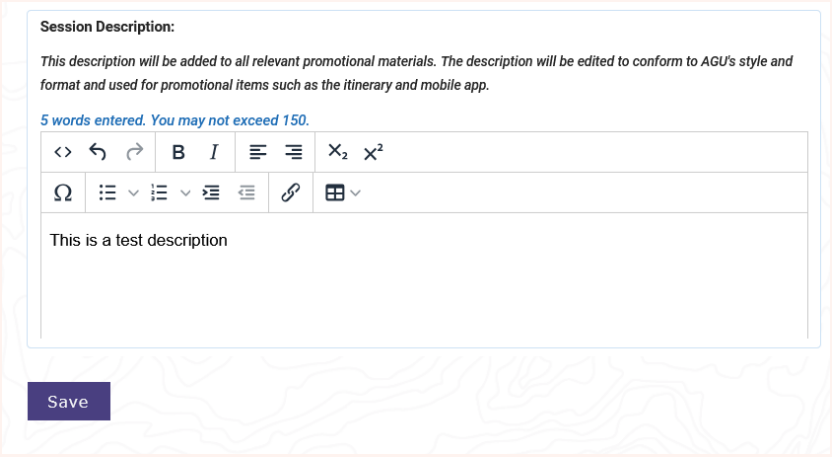
Please note, you will need to do this for each session allocated.

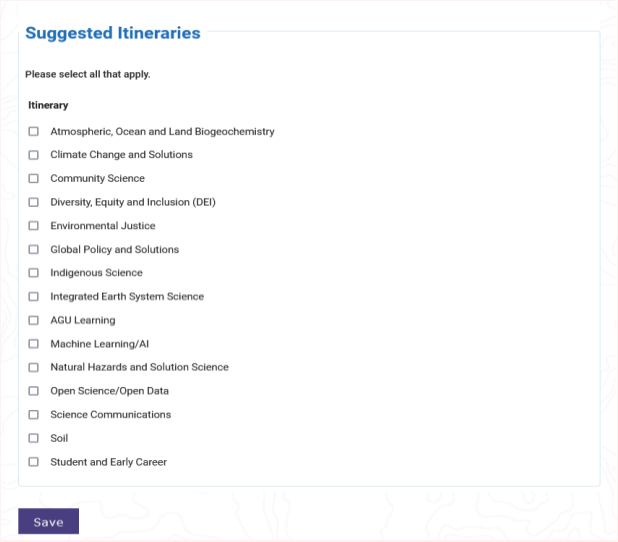
Select the suggested itinerary: You may add an optional suggested itinerary to transdisciplinary sessions if needed. Please note, this step is not required.

Suggested itineraries are used in the online program and mobile app to aid attendees in building their itineraries.

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. There is a limit of four index terms per session.







WHAT'S NEXT FOR SCIENCE

Arrange Sessions

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

YOU CAN VIEW WHETHER A PRESENTER HAS SELECTED TO PRESENT ONLINE OR IN PERSON IN THE "CHECK VIRTUAL PREFERENCE" REPORT ACCESSIBLE VIA THE SESSION CONTROL PANEL MENU.

- In-person poster presenters can be scheduled in oral, eLightning, or poster sessions.
- Online presenters can only be scheduled in oral or poster sessions. AGU staff will move online poster abstracts to online-only general discussion sessions after the scheduling period.
- Online presenters **must not** be scheduled in eLightning sessions.

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.

- **Order Within Group**: Use the checkboxes and "Up"/"Down" buttons to reorder abstracts.
- **Transfer**: Move abstracts to your additional allocated sessions.
- **View/Rate Abstracts**: Click on the abstract title to view details and rate (Accept or Preliminary Reject). Conveners cannot reject abstracts or move them to other sessions they do not convene. Contact the program committee for any rejection recommendations. Click here to find complete guidelines regarding AGU abstract submissions.

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Arrange Sessions (Continued)

Additional Fields (see screenshot on next page):

- **Duration/Special Duration:** The default duration of an oral presentation is 10 minutes. You may change the default or set special durations for presentations using the "Duration" button. In-person poster sessions do not require durations.
- **Preferred Format:** This indicates if the author chose to be assigned to either an oral, eLightning, or poster session (E) or requested a poster only session (P). **DO NOT SCHEDULE A POSTER-ONLY REQUEST IN AN ORAL SESSION WITHOUT OBTAINING THE AUTHOR'S PERMISSION.** If permission is obtained, please use the Format Change Approved function (see below).
- **Student** and **Career Stage**: The Student and Career Stage (Early Career) columns indicate the status of the first/presenting author.
- **Invited**: If the abstract is invited, an "I" will appear the Invited column.
- **Record**: This column indicates if an author has accepted the waiver for their presentation to be recorded. If the presenter has not accepted the recording waiver, they must be scheduled as an eLightning or poster presentation.
- **Highlighted Authors**: Invited author status cannot be changed or added for additional authors. If a session receives multiple oral or poster slot allocations, session conveners can retroactively mark up to TWO abstracts as "Highlighted" per each additional session during the scheduling period. This option is intended to assist authors with obtaining travel approval if needed. To designate a highlighted author, select the check box next to the abstract title and click the "Highlighted" button at the bottom of the page.
- **Scheduling Notes**: If there is a scheduling request by the author, it will appear immediately below the abstract title. These scheduling requests should be reviewed; however, it is not guaranteed that all requests can be honored. Please communicate any specific scheduling requests for your session to your program committee representative.

The "Check Virtual Preference" report is located in the session control panel menu on the left side of the screen.
This will tell you if a presenter has decided to present in person or online.

This location must be referenced when you are scheduling eLightning sessions, which are in-person only.

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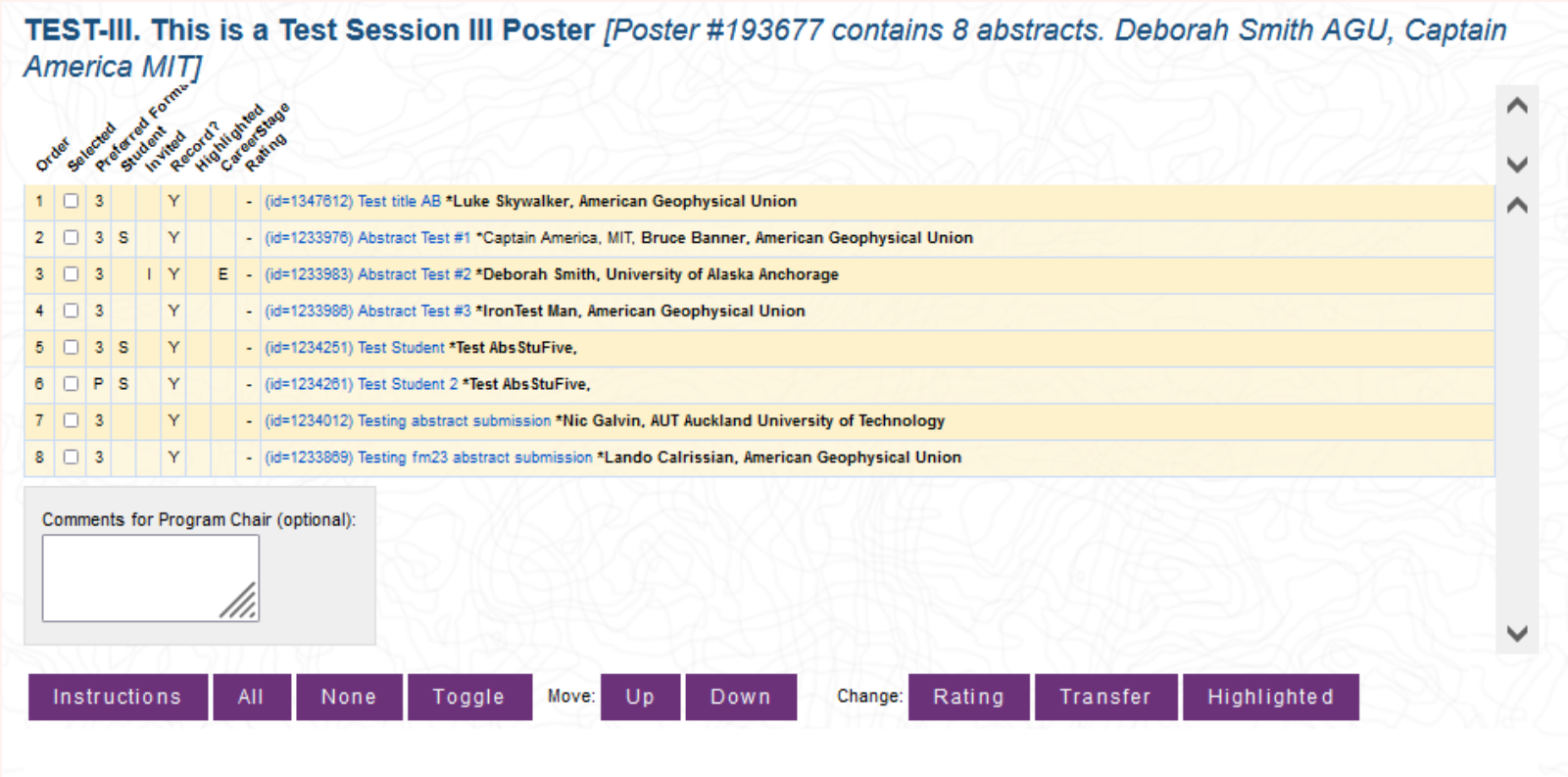
WHAT'S NEXT FOR SCIENCE

Arrange Sessions (Continued)

Click on any abstract title to view all abstract details.

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



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WHAT'S NEXT FOR SCIENCE

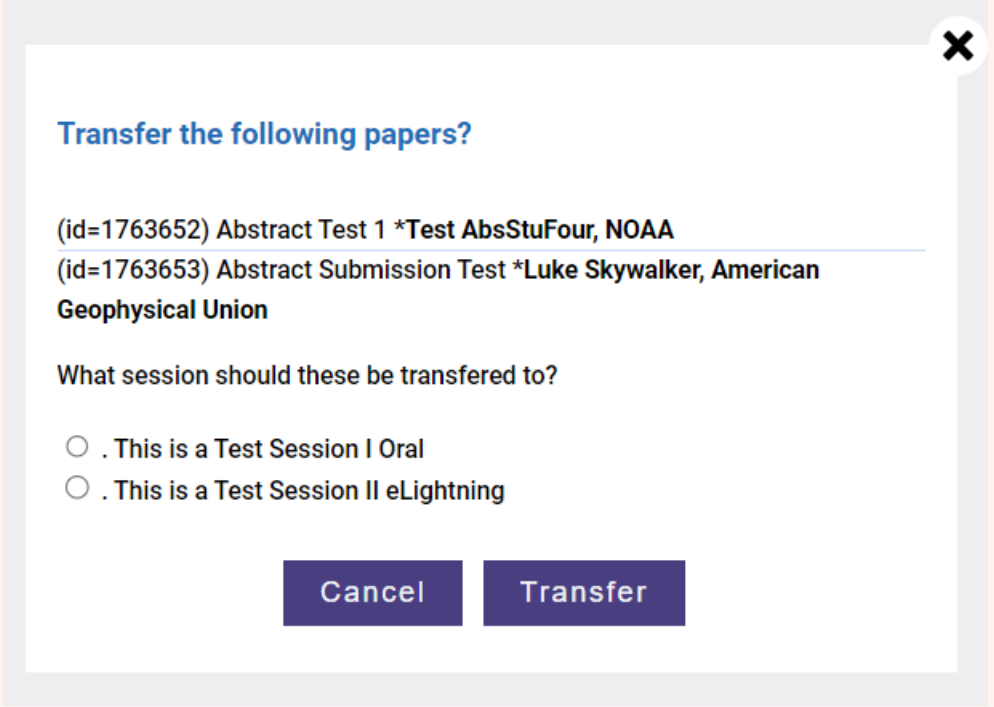
Transfer Abstracts from Poster to Oral/eLightning Sessions

Within "Arrange," select the abstracts you want to transfer (you may select multiple abstracts) and click the "Transfer" button at the bottom of the abstract list. This will bring you to a screen with all your sessions. Select the session you wish to transfer the abstract(s) to and click the "Transfer" button again. The transfer will take place and you will be returned to the Arrange page.

- Before transferring an abstract into an oral session, check that the presenter **has accepted the recording waiver**.
  - You can check this using the "Record" column in "Arrange."
  - If the presenter has not accepted the waiver, the abstract **must be** scheduled as an eLightning or poster presentation.

- Before scheduling an abstract in an eLightning session, check whether the presenter has indicated that they will attend in person or online using the "**Check Presenter Preferences**" report in the session control panel menu.
  - In-person presenters may be scheduled in oral, eLightning, or poster sessions.
  - Online presenters may be scheduled in oral or poster sessions. AGU staff will transfer any online abstracts scheduled as posters into the appropriate online-only general discussion session after the scheduling period.
  - Online presenters **must not** be scheduled in eLightning sessions.

- *Please note: if you are attempting to transfer a student or early career convener's abstract into their own oral session allocation, please contact abstracts@agu.org to complete this request.*



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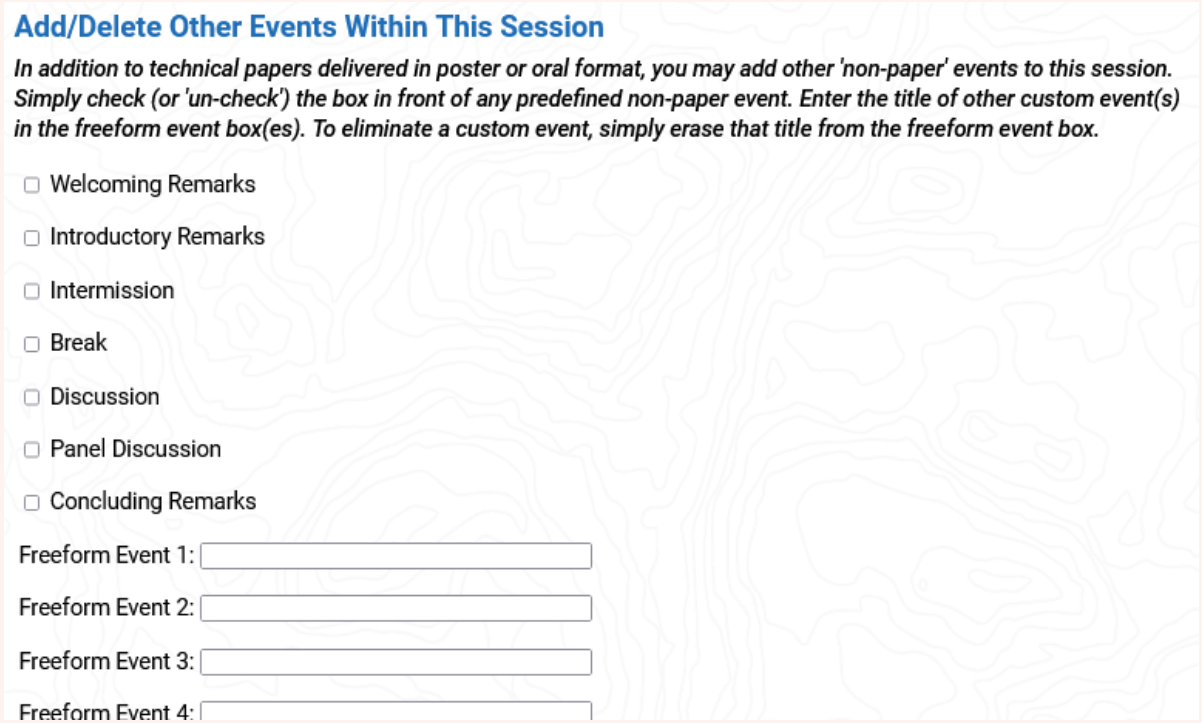
WHAT'S NEXT FOR SCIENCE

Non-Paper Events

- Oral sessions and eLightning sessions are 90 minutes in length.
- For oral sessions, you must add any opening remarks, closing remarks, discussion/Q&A, individual presenter Q/A (if applicable) and any other agenda item in your session as a non-paper event.
  - **Please include these events and also include the general discussion/Q&A time at the end of the session.**
- You must stay within the 90 minutes allotted time for your session so that your speakers are given enough time to present. **Click "Non-Paper Events" from the Control Panel to add an event.**
- Check the box in front of any predefined non-paper event and click "Update" to add it (or un-check to remove it). Enter the title of other custom event(s) in the freeform event box(es). To eliminate a custom event, delete that title from the freeform event box and click "Update."
- **Non-paper events are not applicable for poster sessions.**

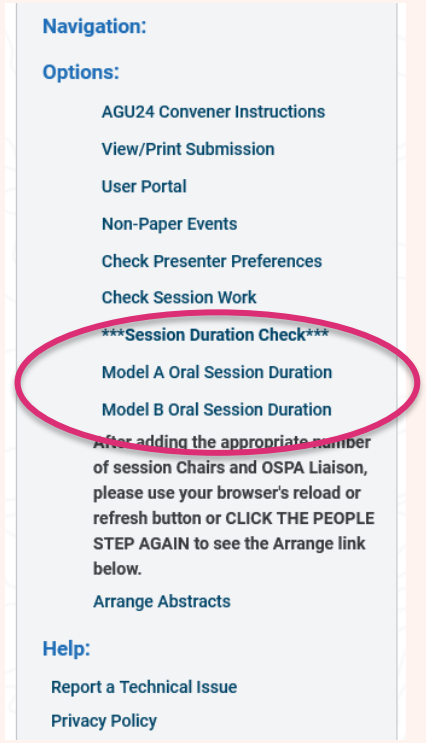


AGU24

WHAT'S NEXT FOR SCIENCE

Sample Oral Sessions and Session Duration Check

When you are done scheduling, use the "**Session Duration Check**" to confirm that your session schedule adds up to 90 minutes.



AGU recommends using one of two models for oral presenter durations:

Model A (Default and preferred model): 10 minutes (8 minutes per presenter plus 2 minutes Q&A and transition) accommodates either 8 presenters with additional Q&A at close of session or 9 presenters with no additional Q&A or;
Model B: 15 minutes (13 minutes plus 2 minutes Q&A and transition) accommodates either 5 presenters with additional Q&A at close of session or 6 presenters with no additional Q&A).

Oral Model A (Default and preferred model):

. This is a Test Session I Oral *[Oral #230014 contains 8 abstracts. Deb*
University of Alaska Anchorage, Harry Potter American Geophysical Ur

Order	Duration	Selected	Preferred Format	FC Approved	Student	Invited	Record?	Highlighted	CareerStage	Rating	
1	10	☐	E			Y			A		(id=1763682) Testing 2 *Test ConfexAssocone, New York University
2	10	☐	E			Y			A		(id=1763681) Testing 1 *Test Testing, American Geophysical Union
3	10	☐	E		S	Y			A		(id=1763652) Abstract Test 1 *Test AbsStuFour, NOAA
4	10	☐	E			Y			A		(id=1763653) Abstract Submission Test *Luke Skywalker, American Geophysical Union
5	10	☐	E			Y			A		(id=1763636) AGU Test Session *Iron Man, Stark Industries
6	10	☐	P	N		Y			A		(id=1511563) testestest *Test ConfexAssocone, New York University
7	10	☐	E			Y			A		(id=1504876) Testing for AGU 24 submission *Anakin Skywalker, American Geophysical Un
8	10	☐	E		S	Y			A		(id=1504868) Abstract Testing Title for AGU 24 *Captain America, MIT
9	10	☐	B			N			A		(id=1763699) Discussion

Oral Model B:

. This is a Test Session I Oral *[Oral #230014 contains 5 abstracts. Deb*
University of Alaska Anchorage, Harry Potter American Geophysical Un

Order	Duration	Selected	Preferred Format	Student	Invited	Record?	Highlighted	CareerStage	Rating	
1	15	☐	E		Y			A		(id=1763682) Testing 2 *Test ConfexAssocone, New York University
2	15	☐	E		Y			A		(id=1763681) Testing 1 *Test Testing, American Geophysical Union
3	15	☐	E	S	Y			A		(id=1763652) Abstract Test 1 *Test AbsStuFour, NOAA
4	15	☐	E		Y			A		(id=1763653) Abstract Submission Test *Luke Skywalker, American Geophysical Union
5	15	☐	E		Y			A		(id=1763636) AGU Test Session *Iron Man, Stark Industries
6	15	☐	B		N			A		(id=1763699) Discussion

AGU24

WHAT'S NEXT FOR SCIENCE

Session Samples – Poster and eLightning

Sample eLightning session schedule: Ensure all presentation slots are set to 3 minutes each with a maximum of **10 presenters**

. This is a Test Session II eLightning *[eLightning #228933 contains 10 abstracts. Deborah Smith University of Alaska Anchorage, Harry Potter American Geophysical Union]*

Order	Duration	Selected	Preferred Format	Student	Invited	Record?	Highlighted	CareerStage	Rating	
1	3	☐	P		Y			A		(id=1511563) testestest *Test ConfexAssocone, New York University
2	3	☐	E		Y			A		(id=1763682) Testing 2 *Test ConfexAssocone, New York University
3	3	☐	E	S	Y			A		(id=1504868) Abstract Testing Title for AGU meeting *Captain America, MIT
4	3	☐	E		Y			A		(id=1504876) Testing for abstract submission 2 *Anakin Skywalker, American Geophysical Union
5	3	☐	E		Y			A		(id=1763709) Abstract title for testing 4 *Darth Vader, American Geophysical Union
6	3	☐	E		Y			A		(id=1763706) Abstract title for testing 3 *Han Solo, American Geophysical Union
7	3	☐	E		Y			A		(id=1763681) Testing 1 *Test Testing, American Geophysical Union
8	3	☐	E	S	Y			A		(id=1763652) Abstract Test 1 *Test AbsStuFour, NOAA
9	3	☐	E		Y			A		(id=1763653) Abstract Submission Test *Luke Skywalker, American Geophysical Union
10	3	☐	E		Y			A		(id=1763636) AGU Test Session *Iron Man, Stark Industries

Sample Poster session schedule: Duration time is not required for poster sessions

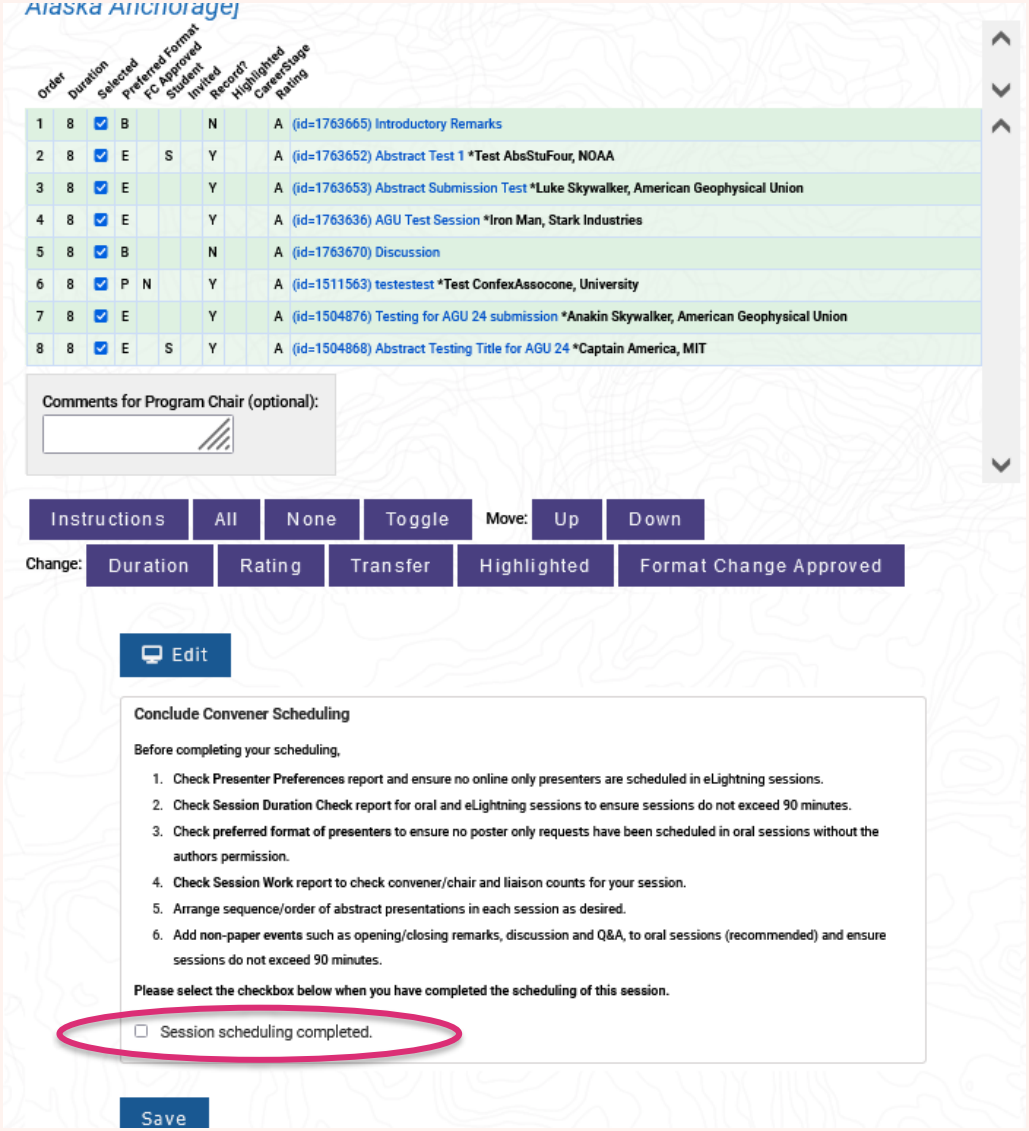
. This is a Test Session III Poster *[Poster #228936 contains 10 abstracts. Deborah Smith University of Alaska Anchorage, Harry Potter American Geophysical Union]*

Order	Selected	Preferred Format	Student	Invited	Record?	Highlighted	CareerStage	Rating	
1	☐	P		Y			A		(id=1511563) testestest *Test ConfexAssocone, New York University
2	☐	E		Y			A		(id=1763682) Testing 2 *Test ConfexAssocone, New York University
3	☐	E	S	Y			A		(id=1504868) Abstract Testing Title for AGU meeting *Captain America, MIT
4	☐	E		Y			A		(id=1504876) Testing for abstract submission 2 *Anakin Skywalker, American Geophysical Union
5	☐	E		Y			A		(id=1763709) Abstract title for testing 4 *Darth Vader, American Geophysical Union
6	☐	E		Y			A		(id=1763706) Abstract title for testing 3 *Han Solo, American Geophysical Union
7	☐	E		Y			A		(id=1763681) Testing 1 *Test Testing, American Geophysical Union
8	☐	E	S	Y			A		(id=1763652) Abstract Test 1 *Test AbsStuFour, NOAA
9	☐	E		Y			A		(id=1763653) Abstract Submission Test *Luke Skywalker, American Geophysical Union
10	☐	E		Y			A		(id=1763636) AGU Test Session *Iron Man, Stark Industries

AGU24

WHAT'S NEXT FOR SCIENCE

Report Scheduling Completion



When you have completed all scheduling steps, check the “Session scheduling completed” box and click “Save” to indicate to the program committee that you have finished the scheduling process.

If needed, you can still return to the session to make changes after checking this box.

WHAT'S NEXT FOR SCIENCE

Available Reports

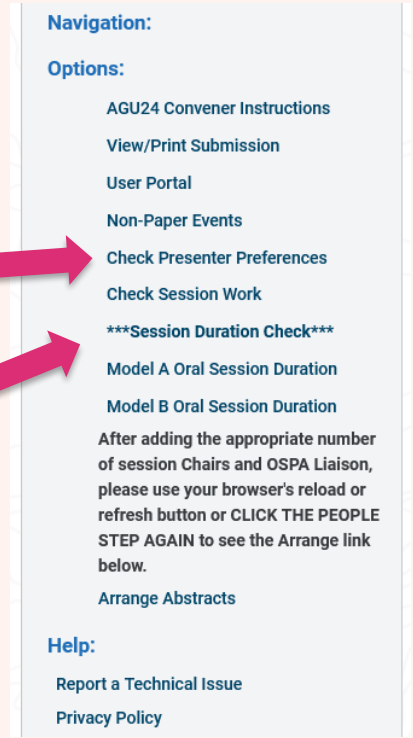
Check Presenter Preferences

Download: Check Presenter Preferences

VirtualRecordingPermission	OnSitePreference	Presentation Preference	Invited Author	Abstract ID#	FinalPaperNumber	Title	Comments	1st Author First Name	1st Author Last Name	1st Author Email	1st Author Institution	1st Author Student?	Presenter First Name	Presenter Last Name	Presenter Email	Presenter Institution	Presenter Student?	Co-Authors	Abstract
Yes	In-person	Poster Only		1511563		testestest		Test	ConfexAssocone	amgeou+confexassocone@gmail.com	University	Non-Student	Test	ConfexAssocone	amgeou+confexassocone@gmail.com	University	Non-Student		- There is no limit on the number of tables, etc. that you can combine into your one ima upload, however, the more components you your overall image file, the smaller the indi images will appear.
Yes	In-person	Assigned by Committee (oral, poster, or eLightning)		1504876		Testing for AGU 24 submission		Nicole	Lehmer	nlehmer@agu.org	American Geophysical Union	Self Disclosed Student	Nicole	Lehmer	nlehmer@agu.org	American Geophysical Union	Self Disclosed Student		
Yes	In-person	Assigned by Committee (oral, poster, or eLightning)		1504868		Abstract Testing Title for AGU 24		Captain	America	abdddc@gmail.com	MIT	Student	Captain	America	abdddc@gmail.com	MIT	Student		- Abstracts must focus on scientific results application. The Program Committee may d consider an abstract with another focus.

Check Presenter Preferences: View Abstracts with presenter emails and view any abstracts currently housed in the session. Also view abstract authors who have requested virtual participation only

Session Duration Check: When you are done scheduling, use the "to confirm that your session schedule adds up to 90 minutes and adjust if needed.

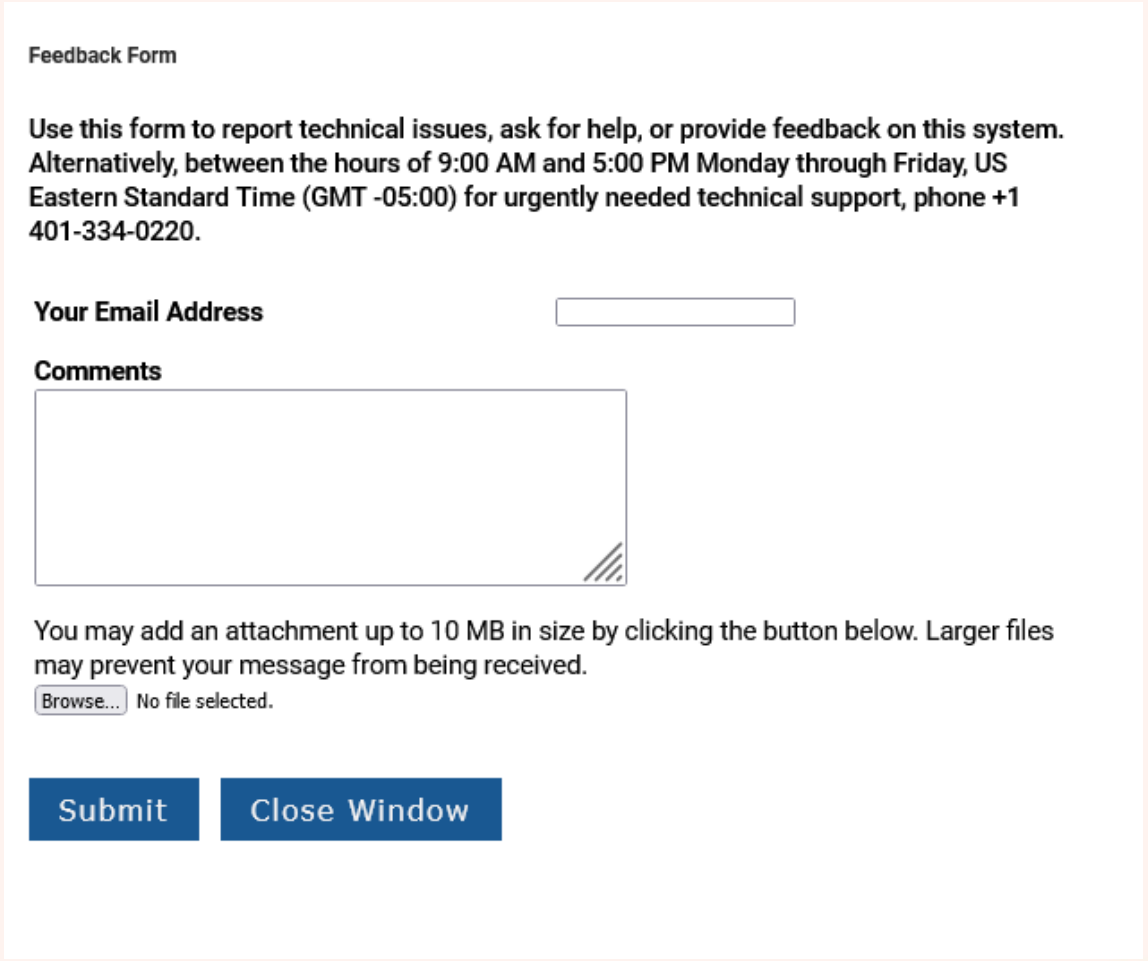


AGU24

WHAT'S NEXT FOR SCIENCE

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 (for example, a screen shot of an error message) when submitting a request for technical support.



AGU24

WHAT'S NEXT FOR SCIENCE

Additional Resources

- Overview of Session Types
- Session Proposal Guidelines
- Convener Resources
- Abstract Guidelines
- AGU24 Program Committee Representatives
- AGU Abstract Archives (search abstracts from previous meetings)

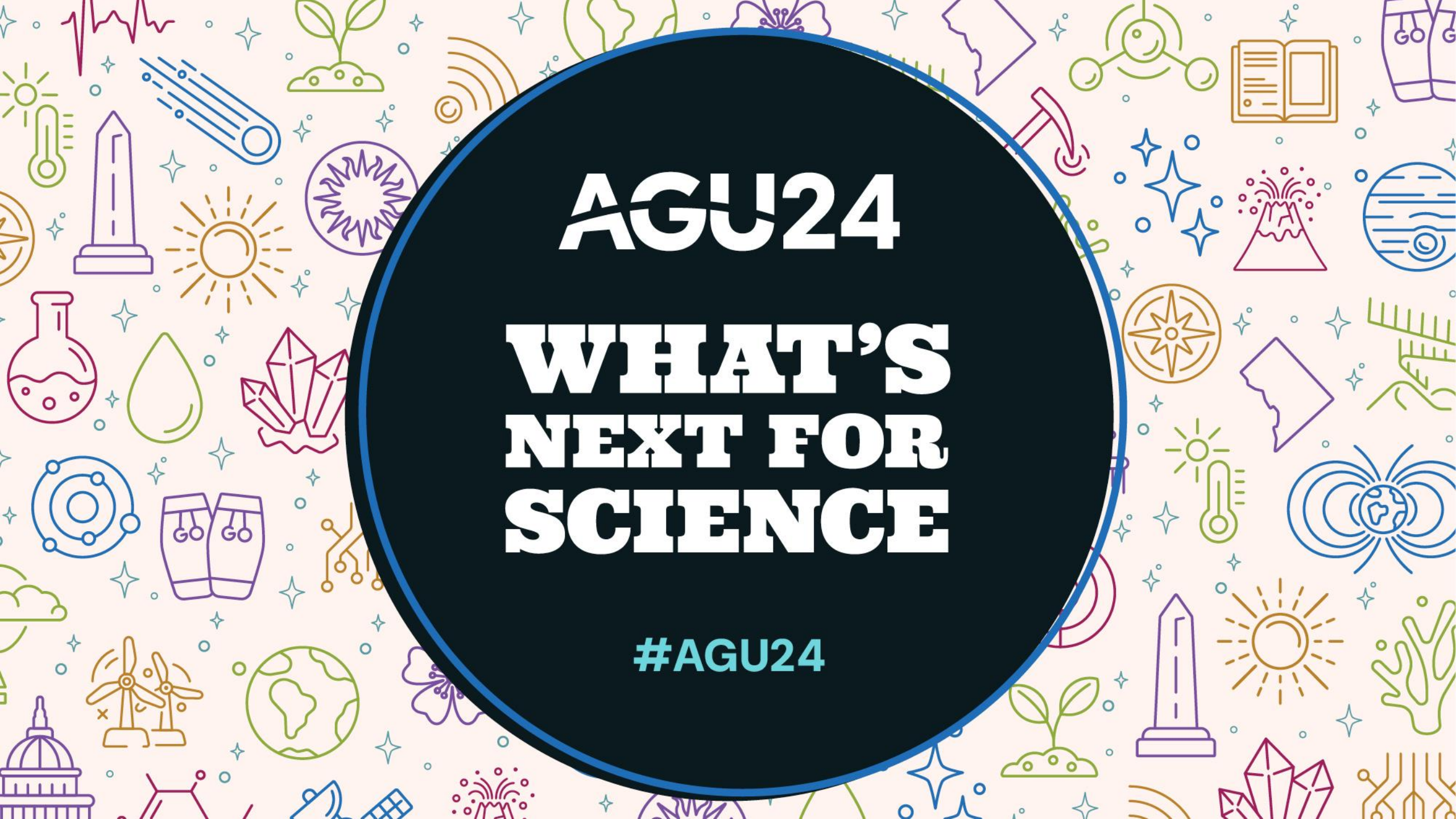
AGU24

WHAT'S NEXT FOR SCIENCE

Thank you

Thank you for your participation in AGU24!
We hope to see you in December!

AGU24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