



Convener Abstract Scheduling Tutorial

Please take a few moments to review this tutorial
and become oriented to the 2019 process.

AGU
100
ADVANCING EARTH
AND SPACE SCIENCE

FALL MEETING
San Francisco, CA | 9–13 December 2019

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UPCOMING DEADLINES

- **30 August (12:00 PM (noon) EDT)**: Online scheduling tool closes to conveners; there are **NO** exceptions to this deadline.
- **4 September**: Program committee scheduling meeting begins
- **6 September**: Program committee scheduling meeting ends
- **1 October**: Acceptance notifications sent to authors
- **9-13 December**: AGU Fall Meeting 2019, San Francisco, CA, USA

OVERVIEW

Conveners, please take a moment to [read this important message](#) about promoting diversity and strengthening the next generation of scientists through your sessions from Denis-Didier Rousseau, AGU Fall Meeting Program Committee Chair, and Robin Bell, AGU President.

Thank you for choosing to convene a session at the AGU Fall Meeting 2019. We have compiled some guidelines about convening a session, along with detailed instructions on scheduling your session.

The Fall 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 Fall Meeting 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 [here](#).

Scheduling Your Session

Once the abstracts have been submitted, your role as session convener 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. Proposed session schedules must be entered into the system no later than **30 August at 12:00 PM (noon) EDT**. Access to the scheduling system **will not** be available after this date.

Conveners who are **NOT AGU members** do not have access to the scheduling system.

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

SCHEDULING GUIDELINES

Session Information

- 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. Complete guidelines regarding AGU abstract submissions can be found [here](#).
- Session conveners **may not** be the first author or presenter on an invited abstract in the session they are convening. Conveners may submit a contributed abstract to any session or a session they are convening; however, they **must be** scheduled as a poster presentation.
- 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 submitted will be presented as posters.
- Each session must include the following information and be entered in the scheduling system:
 - Session chairs: These individuals must attend the meeting in order to preside over the session. The recommended number of session chairs is two per session, although up to four chairs are permitted. Session conveners may also serve as session chairs and you may assign different chairs per allocated session.
 - [Outstanding Student Presentation Award](#) liaison
 - 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.

SCHEDULING GUIDELINES (CONTINUED)

- An abstract can be scheduled in only one session.
- The scheduling system will include the number of oral session rooms and poster or eLightning allocations the session has been assigned.
- If a session receives multiple oral, poster, or eLightning allocations, session conveners can retroactively mark up to two abstracts as '**Highlighted**' per each additional session during the scheduling period, not including invited authors who were previously identified. This option is intended to assist authors with obtaining travel approval if needed.
- Session conveners **must not** provide information to authors regarding session schedules or presentation type (oral, poster, or eLightning). 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 September.
- The program committee has the final authority to adjust 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.

SCHEDULING GUIDELINES (CONTINUED)

Oral Sessions:

- An oral session is two hours in length with **NO** breaks.
- There are two morning time slots: 0800h-1000h and 1020h-1220h and there are two afternoon time slots: 1340h-1540h and 1600h-1800h.
- Half sessions or one-hour sessions will **NOT** be scheduled.
- **Number of Presentations:** It is recommended that a typical oral session contains eight papers; however, you may schedule the presentations in your session in different formats. For example, you may schedule six 20-minute talks, twelve 10-minute talks, or include extended Q&A or discussion, so long as the presentation does not exceed the two-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 papers, the standard time for a contributed presentation is 15 minutes (10 minutes presentation time plus 4 minutes discussion time and 1 minute of 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 two-hour limit.

Poster Sessions:

- A standard poster session should contain a maximum of roughly 25 papers.
- Morning poster sessions are scheduled 0800h-1220h and afternoon poster sessions are scheduled 1340h-1800h.
- Posters remain in the poster hall for the entire day they are scheduled.

eLightning Sessions:

- An eLightning session is two hours in length. Each session begins with 3-minute oral presentations before presenters adjourn to individually assigned monitors for discussion of their digital poster presentation.
- An eLightning session can hold a maximum of 20 papers.
- An eLightning session is arranged like a traditional poster session and only the sequence of presentations needs to be updated.

SCHEDULING STEPS/CHECKLIST

The tutorial provides you with step-by-step instructions on the scheduling process. You must complete the selection of the required two session chairs and one [OSPA](#) liaison for each session before accessing the abstracts.

- **Step 1**: Update session descriptions or SWIRL Theme as needed (descriptions will be published).
- **Step 2**: Review or update index terms if needed.
- **Step 3**: Search for and select two session chairs (the primary or co-conveners can also be added as session chairs; although two chairs are recommended, up to four are permitted).
- **Step 4**: Search for and select one [OSPA](#) liaison (can be one of the conveners or chairs).
- **Step 5**: Transfer abstracts to additional 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 if necessary, to oral sessions (not required).

USER PORTAL/SCHEDULING SITE

To access the 2019 AGU Fall Meeting Scheduling Tool,
go to: <https://agu.confex.com/agu/fm19/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.

Scientific Program Login

The abstract submission deadline has passed.
See the [Fall Meeting Session and Abstract Viewer](#)
-login is not required.

To access the User Portal, log in with your AGU login credentials.

Email Address:

Password:

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

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, Poster, or eLightning) 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 before accessing the abstracts. When you open the 'Arrange' link in the [Control Panel](#) to access the abstracts, you will also see the label of oral or poster after the session title.

The screenshot shows the 'User Portal' interface. At the top, there is a purple header with the text 'User Portal' on the left and 'Hermione Gr' and 'Si' on the right. Below the header, there are two navigation tabs: 'My Account -view current submissions' (highlighted in dark purple) and 'Technical Support' (in light grey). The main content area is divided into several sections, each with a black header and a grey body:

- Role Selection**: A list of roles with checkboxes, all of which are checked:
 - Session Proposal Ospa Liaison
 - Session Proposal Chair
 - Session Proposal Primary Convener
 - Session Proposal Convener
- Session Proposal Ospa Liaison**: REJ1. Testing merging and cloning IV Poster MERGE TEST I SUCCESS! - Poster Only Session (Oral) **Contains 2 completed abstracts.**
- Session Proposal Chair**: REJ1. Testing merging and cloning IV Poster MERGE TEST I SUCCESS! - Poster Only Session (Oral) **Contains 2 completed abstracts.**
- Session Proposal Primary Convener**: REJ1. Testing merging and cloning IV Poster MERGE TEST I SUCCESS! - Poster Only Session (Oral) **Contains 2 completed abstracts.**
- Session Proposal Convener**: TEST004. Merge test 1122334455 **Contains 0 completed abstracts.**
TEST002. New Title for Merged Test Submission - Short Talks **Contains 0 completed abstracts.**

Please note: all abstracts are currently included in the primary or 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.](#))

CONTROL PANEL

The **Session Control Panel** button appears on the right 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 chairs and one [OSPA](#) 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:

- **People:** Search for and add two session chairs and one OSPA liaison.
- **Description/SWIRL:** Update the session description and select a [SWIRL theme](#) if needed (not required).
- **Index Terms:** You may review or update the index terms on the session if needed. This is encouraged for sessions that have been merged.

OPTIONS:

- **View Submission:** Print individual session proposals.
- **User Portal:** Return to your session list to view/arrange additional allocated sessions.
- **Abstract/Session Viewer:** Access public abstract/session viewer (frozen/not updated as of 5 August 2019).
- **Non-Paper Events:** Add welcome and/or closing remarks, panels, etc. to your session schedule.
- **Presenting Author Info:** Access email addresses for presenting authors. Please use with discretion and please consult [AGU's Privacy Policy](#).
- **View Abstracts (Excel):** Download Excel file containing abstract details.

ARRANGE ABSTRACTS (The link will not display until chairs and OSPA liaison are selected):

- **Print:** Print/view individual abstracts.
- **Arrange:** Utilize to view, transfer, and complete the sequence of abstract presentations with allocated sessions.

HELP:

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

Session Proposal Submissions

Session ID#: 76428 Primary Section: AE Last Modified: 2019-08-22 17:07:26 Click on the Control Panel menu to see more options.

Control Panel

Session Details People Description/SWIRL Index Terms Proof & Submit

Options: View Submission User Portal Abstract/Session Viewer (frozen as of 8/5/19) Non-Paper Events

Presenting Author Emails View Abstracts (Excel)

Abstracts: Print Arrange

Impersonate: Impersonate ...

Help: Report a Technical Issue Privacy Policy

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 added before viewing or scheduling the abstracts. You will need to complete this step for **EACH** session allocated.

Chairs: Select session chairs **who will be onsite** in San Francisco to chair the session. The required minimum number of chairs is two and this is also the recommended total, although you may select up to four individuals as chairs if needed. You may select an existing convener to serve as a chair by clicking on the blue arrow under the 'Roles' column and selecting the additional role of chair. Select **'Add Another Person'** to search for a person that is **NOT** an existing convener on the session.

OSPA Liaison: Select one Outstanding Student Presentation Award liaison. An OSPA liaison is responsible for securing judges to evaluate OSPA student presentations within your session. An OSPA liaison **cannot be a current student**. You may select an existing convener to serve as OSPA liaison by clicking on the blue arrow under the 'Roles' column and selecting the additional role of OSPA liaison. Select **'Add Another Person'** to search for a person that is **NOT** an existing convener on the session.

As a reminder, there is a limit of **four session conveners**, including the primary convener.

Roles ⓘ	Person	Edit	Delete
Primary Convener, Chair	Hermione Jean Granger : Brown University, Muggle Studies		
Convener	Noella Soucy : MIT, technical		
Convener	Harry Potter : American Geophysical Union		
Primary Convener: <input type="checkbox"/>	Ronald Weasley : Abbot Laboratories, Pakistan		
Convener: <input checked="" type="checkbox"/>			
Primary Liaison: <input type="checkbox"/>			
Chair: <input checked="" type="checkbox"/>			
OSPA Liaison: <input checked="" type="checkbox"/>			

OK

Low Role Requirements

people within a Role? Use the "1st/2nd..." drop-down menu next to each name. tically and the people will be displayed in that order in printed and online output where people roles are broken out.

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

SEARCHING FOR NEW SESSION CHAIRS/OSPA LIAISON

To search for a session chair that is **NOT** listed as a current convener, 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 a session chair or OSPA liaison does not have a record in the AGU database, you may select '**Click to add a Person not found in search**' to add a new record.

Select the role of chair or OSPA liaison:

1. Search by name or email address. Please ensure you are searching for the full name and using the preferred email address.

2. Hover over the correct name with your mouse until the name appears, then select the name to add to the session or click on 'Select'.

Add Another Person

Add another person as: ⓘ

Chair

🔍

DemiGod, Thor, thor.demigod@agu.org

Select ⓘ

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

[Cancel](#)

SESSION CONVENER/CHAIR ROLE ORDER

Also on the 'People' step, you can 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. Changes will save automatically.

Instructions

Need to change the order of people within a Role? Use the "1st/2nd..." drop-down menu next to each name.

Your changes will save automatically and the people will be displayed in that order in printed and online output where people roles are broken out.

Role Order	
Primary Conveners	
1st ▼	Hermione Jean Granger : Brown University, Muggle Studies
Conveners	
1st ▼	Noella Soucy : MIT, technical
2nd ▼	Harry Potter : American Geophysical Union
3rd ▼	Ronald Weasley : Abbot Laboratories, Pakistan
Primary Liaisons	
1st ▼	Ronald Weasley : Abbot Laboratories, Pakistan
Chairs	
1st ▼	Hermione Jean Granger : Brown University, Muggle Studies
2nd ▼	Harry Potter : American Geophysical Union
OSPA Liaisons	
1st ▼	Harry Potter : American Geophysical Union

Add Team

→ Next Step: Description/SWIRL

Continue

UPDATING SESSION DESCRIPTION AND SWIRL THEMES

Click on Step 3 **'Description/SWIRL'** on the Control Panel to edit the session description, if needed. There is a limit of 150 words per description. You can also select a **SWIRL theme** (optional) if the session falls into one of the themes. There is a limit of one SWIRL theme per session. Click 'Save' at the bottom of page to save selections.

You will need to do this for each session allocated.

Session Description

Session proposals must focus on scientific results and/or their applications, must include a concise definition of the scientific topic and a description of why the topic is relevant and timely, and must be based on scientific value. Thus, celebratory or memorial sessions will not be considered for AGU meetings.

12 words entered. You may not exceed 150.

Ω ☰ ☷ ☹ ☺ ☻ ☼ ☽ ☿ ♀ ♂ ♁ ♃ ♄ ♅ ♆ ♇ ♈ ♉ ♊ ♋ ♌ ♍ ♎ ♏ ♐ ♑ ♒ ♓ ♁

Testing merging and cloning Testing merging and cloning Testing merging and cloning

NOTE: There is a minimum of 5 and a maximum of 150 words.

SWIRL Themes (Optional):

If this session proposal applies to one of the following themes, make that selection below. There is a limit of 1 SWIRL selection per session.

- Centennial
- Climate
- Data & Rising Technologies
- Earth Processes
- Extreme Events & Hazards
- Natural Resources
- Planetary Discovery
- Science Communication
- Science & Society
- Soils

SWIRL (Sessions With Interdisciplinary Research Linkages) themes are a mechanism to identify, link, and organize sessions from various disciplines and provide solutions through the sharing of research, discoveries, and approaches across section. These sessions will be reviewed and selected by the Program Committee per theme.

INDEX TERMS

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.

Index Terms

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

► ATMOSPHERIC COMPOSITION AND STRUCTURE

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

3303 Balanced dynamical models|ATMOSPHERIC PROCESSES
0402 Agricultural systems|BIOGEOSCIENCES
0404 Anoxic and hypoxic environments|BIOGEOSCIENCES

Save

► ATMOSPHERIC PROCESSES

► BIOGEOSCIENCES

3303 Balanced dynamical models

3304 Atmospheric electricity

3305 Climate change and variability

3307 Boundary layer processes

3309 Climatology

3310 Clouds and cloud feedbacks

3346 Planetary meteorology

3349 Polar meteorology

3354 Precipitation

3355 Regional modeling

3359 Radiative processes

3360 Remote sensing

3362 Stratosphere/troposphere

0402 Agricultural systems

0404 Anoxic and hypoxic environments

0406 Astrobiology and extraterrestrial materials

0408 Benthic processes

0409 Bioavailability: chemical speciation and complexation

0458 Limnology

0459 Macro- and micropaleontology

0460 Marine systems

0461 Metals

0463 Microbe/mineral interactions

0465 Microbiology: ecology, physiology and genomics

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, POSTER, AND/OR ELIGHTNING SESSION, YOU WILL NEED TO TRANSFER THE ABSTRACTS TO THE ADDITIONAL SESSIONS THAT YOU HAVE BEEN ALLOCATED.

*If you have been allocated the eLightning format only, your abstracts will appear in the eLightning session and not a separate poster session.

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 selecting the check box next to the abstract title and using the 'Up' and 'Down' buttons to reorder the abstract list. This will adjust the order of presentations in the session.
- **Transfer:** Select to transfer an abstract to an additional oral, poster, and/or eLightning session you have been allocated.
- **View/Rate Abstracts:** Click on the hyperlinked abstract title at any time to view the abstract details and to enter ratings (Accept or Preliminary Reject). Conveners **do not have the authority to reject an abstract** or move an abstract to another session they are not also convening. If an abstract is not appropriate for the session, the convener should contact the appropriate [program committee member](#) or recommend its rejection to the program committee. Click [here](#) to find complete guidelines regarding AGU abstract submissions.

ARRANGE SESSIONS (CONTINUED)

Additional Fields (see screenshot on next page)

- **Duration/Special Duration:** The default duration of an oral presentation is 15 minutes. You may change the default or set special durations for oral presentations using the 'Duration' button. Poster sessions and eLightning sessions **do not** require durations.
- **Preferred Format:** This indicates if the author chose to be assigned to either an oral or poster session (E) or requested a poster only (P). **DO NOT SCHEDULE A POSTER ONLY REQUEST IN AN ORAL SESSION WITHOUT OBTAINING THE AUTHOR'S PERMISSION.** If permission is obtained, please include that in the Comments for Program Chair box.
- **Format Change Approved (FC Approved):** Conveners can indicate if the author of a Poster Only abstract has consented to present in an oral session.
- **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.
- **On-Demand:** This column indicates if an author has accepted the waiver for their presentation to be recorded.
- **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 hit 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](#).

ARRANGE SESSIONS (CONTINUED)

REJ1. Testing merging and cloning IV Poster MERGE TEST I SUCCESS! [Oral #85581 contains 3 abstracts.]

Selected	Duration	Preferred Format	FC Approved	Student Invited	On-Demand	Highlighted	Career/Stage	Rating	
<input checked="" type="checkbox"/>	15	P	N		O				A (id=485634) teeeeeeeeeeeeeest *Rich Renaud
<input type="checkbox"/>	15	E			O				A (id=636317) Testing the ability to schedule a paper in an oral session where the first author is a Convener but not the Primary Convener *Harry Potter, Donna Brousseau
<input type="checkbox"/>	15	E							- (id=485650) more testing of step validation by donna *FM17Test Lifeone

Comments for Program Chair (optional):

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.

Instructions Select: **All** **None** **Toggle** Move: **Up** **Down**

Change: **Duration** **Rating** **Transfer** **Highlighted** **Format Change Approved**

TRANSFER ABSTRACTS

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 NEW Arrange page.

✕

Transfer the following papers?

(id=434804) Energetic IC Lightning Prediction Model for GLM Data
(id=456864) Comparison of Different Engineering Models of Narrow Bipolar Pulses

What session should these be transferred to?

AE003-I. Thunderstorm electrification and lightning I
 AE003-III. Thunderstorm electrification and lightning III Poster

ALTERNATE FORMATS: PANELS AND SHORT TALKS

If you requested the alternate format of panels or short talks for your session and **it has been designated as an oral session** by the AGU Fall Meeting Program Committee, please do the following:

- **Panels:** Please use the [Non-Paper Events](#) screen, accessible from the Control Panel, to schedule events for your panel (e.g. introductory remarks, discussion).
- **Short Talks:** Short talks conveners can override the default duration and set special durations of any amount of time for certain abstracts using the 'Duration' button. Remember: The total duration cannot exceed 120 minutes for an oral session. If your short talks session has a corresponding poster session and you would like to highlight poster presenters in an oral session, please contact abstracts@agu.org with the authors/poster presenters from the companion session that you would like to include in your short talks session. AGU staff will dually schedule the poster presentations in the oral session.

NON-PAPER EVENTS

Oral sessions are 120 minutes. If you schedule an introduction, panel discussion, or break, you must stay within the allotted time for your session so that your speakers are given enough time to present. You may wish to have someone give a brief introduction at the beginning of your session (usually five minutes) or to schedule a panel discussion during the session. **Click 'Non-Paper Events' from the [Control Panel](#) to add an event.**

Simply 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'.

Not required for poster sessions.

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:

Update

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.

REJ1. Testing merging and cloning IV Poster MERGE TEST I SUCCESS! [Oral #85581 contains 3 abstracts.]

Selected	Duration	Preferred Format	FC Approved	Student Invited	On-Demand	Highlighted	Career/Stage	Rating	
<input type="checkbox"/>	-	P	N					O	A (id=485634) teeeeeeeeeeeeeest *Rich Renaud, Thor DemiGod
<input type="checkbox"/>	-	E						O	A (id=636317) Testing the ability to schedule a paper in an oral session where the first author is a Convener but not the Primary Convener *Harry Potter, Donna Brousseau
<input type="checkbox"/>	-	E							A (id=485650) more testing of step validation by donna *FM17Test Lifeone

Comments for Program Chair (optional):

Instructions All None Toggle Move: Up Down

Change: Duration Rating Transfer Highlighted Format Change Approved

Conclude Convener Scheduling

Session scheduling completed.

Save

AGU GO

Oral sessions included in the Climate SWIRL or that are co-sponsored by the World Climate Research Programme (WCRP) are being considered for inclusion in the AGU GO virtual program which will include live-streamed and/or on-demand presentations.

- As a convener of an AGU GO session, please note that any remarks, including introductory or concluding, or discussion will be recorded as a part of this session.
- The AGU GO program will also include all Union sessions, keynotes, and named lectures.
- Abstract submitters were asked during the abstract submission process to accept a waiver granting AGU permission to record their presentation. Please confirm that an author has accepted the waiver when scheduling your oral session (noted in the On-Demand column in the [Arrange view](#)).
- Conveners will be notified of final selection for AGU GO in September.

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. At the prompt, enter support code 1438.

Your Email Address

Comments

You may add an attachment up to 10 MB in size by clicking the button below. Larger files may prevent your message from being received.

No file chosen

Submit

Close Window

ADDITIONAL RESOURCES

- [Session/Abstract Submission Search](#) (*site frozen on 5 August)
- [Session Proposal Guidelines](#)
- [Convener Resources](#)
- [Abstract Guidelines](#)
- [Fall Meeting Program Committee Representatives](#)
- [AGU Abstract Archives](#) (search abstracts from previous meetings)



**Thank you for your
participation in the AGU
Fall Meeting 2019!**

**We hope to see you in
San Francisco, CA!**

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FALL MEETING

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