

# Abstract Scheduling Tutorial for AbSciCon 2024 Conveners

**AbSciCon**

Providence, Rhode Island, USA  
5–10 May 2024



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# Upcoming Deadlines



- **2 February 2024, 5:00 PM EST:** Online scheduling tool closes to conveners; there are no exceptions to this deadline.
- **9 February 2024:** Scientific Organizing Committee completes program scheduling.
- **20 February 2024:** Authors receive notification of abstract acceptance or rejection.
- **5-10 May 2024:** AbSciCon 2024 is held in-person in Providence, RI, USA and online.

# Overview



Thank you for choosing to convene a session at AbSciCon 2024. We have compiled some guidelines about convening a session, along with detailed instructions on scheduling your session.

AbSciCon 2024 is planned on a very compact schedule that relies on your cooperation and support. All decisions regarding the final program are made by the Scientific Organizing 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

1. Now that abstracts have been submitted, your role as session convener is to assist the Scientific Organizing Committee to organize and schedule your approved session(s).
2. You will propose a session schedule using the online scheduling system, accessible via the [User Portal](#). Proposed session schedules must be entered into the system **no later than 5:00 PM EST on Friday, 2 February**. Access to the scheduling system will not be available after this date.
3. Use your **AGU universal login and password** or you may create an account if you have not accessed the submission system before.
4. The scheduling system will include the number of oral, eLightning, and/or poster session allocations your session proposal has been assigned by the Scientific Organizing Committee. Information on session formats can be found [here](#).
5. Session format allocations cannot be changed. If you have any questions regarding your assigned allocations, please contact your [Scientific Organizing Committee representative\(s\)](#) to discuss.

# Overview: Session Types



## **In-person Oral Sessions:**

- In-person oral sessions are 90 minutes in length with no breaks. There is one morning time slot (10:00-11:30) and two afternoon time slots (13:00-14:30 and 15:00-16:30).
- A recommended oral session schedule contains 6 presenters. Time can be set aside for general audience discussion if desired, or all time can be allotted for presentations and individual Q&A.
  - Time can specifically be set aside for general discussion if required, or all time can be allotted for presentations and individual Q&A.
  - Conveners can schedule longer durations to certain talks (e.g., for invited presentations) but the session schedule must not exceed the standard 90-minute limit.

## **In-person Poster Sessions:**

- Poster sessions are 90 minutes in length with no breaks. The afternoon poster sessions is scheduled from 16:30-18:00. Posters remain in the poster hall for the entire day.

## **In-person eLightning Sessions:**

- eLightning sessions are 90-minute sessions and are scheduled within each oral and poster block daily.
- They include a three-minute lightning presentation from each presenter.
- The remainder of the onsite session will have each presenter at a touchscreen monitor for direct interactions and discussions.
- There is a **maximum of 10 presenters** per eLightning session.

# Overview: Session Types (continued)



## Online Sessions:

- **Online-only sessions** will consist of presenters who requested to present virtually at the meeting. These sessions will be 90 minutes in length. The schedule will be determined by the Scientific Organizing Committee and will consist of shorter presentations and at least 20 minutes of discussion.
- Due to the small number of requests for online presentations, these abstract submissions have been moved into a separate virtual program that will be scheduled by the Scientific Organizing Committee.

# Scheduling Guidelines



- 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 recommend its transfer or rejection to the appropriate [Scientific Organizing Committee \(SOC\) member](#). Complete guidelines regarding AbSciCon abstract submissions can be found [here](#).
- The [scheduling system](#) will include the number of oral, eLightning, and/or poster allocations the session has been assigned.
- Approved sessions are not guaranteed an oral slot.
- An abstract can be scheduled in only one session/format.
- Session conveners can only propose a session outline for approval by the SOC. The SOC 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.
- Session conveners must not provide information to authors regarding session schedules or presentation type (oral, eLightning, and/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 SOC in early February.

# Scheduling Guidelines (continued)



- **Each session must include the following information and be entered in the scheduling system:**
  - Between **two to four session chairs** who will be onsite in Providence, RI to facilitate session. Current session conveners may serve as session chairs, or new individuals can be added to the session to serve as chairs.
  - **Sequence** of abstract presentations
  - **Duration** of presentations in 90-minute sessions:
    - Oral sessions: conveners can determine the length of each oral presentation and can set it to their preference in the scheduling tool.
      - Verify that your preferred duration is reflected in the tool.
      - The recommended number of presentations per oral session is 6. It is recommended but not required to include time for general audience discussion.
    - eLightning sessions: all eLightning presentations are three minutes in length. Any custom times set by conveners for eLightning presentations will be reset to three minutes by the Scientific Organizing Committee (SOC).
    - Poster sessions: no duration is required for in-person poster presentations.

# Scheduling Steps/Checklist



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

- Step 1:** Search for and select two to four session chairs (the primary or co-conveners can also be added as session chairs).
- Step 2:** Review or update index terms if needed.
- Step 3:** Transfer abstracts to additional oral, eLightning, or poster sessions as needed.
- Step 4:** Arrange sequence/order of abstract presentations.
- Step 5:** Add discussion/Q&A time as a “non-paper event.” Add any other agenda items, like opening or closing remarks. (Non-paper events are not needed for poster sessions.)
- Step 6:** If you were allocated oral and/or eLightning sessions, confirm that these sessions have the correct duration of 90 minutes.

# User Portal/Scheduling Site

A screenshot of the AGU login page. At the top is the AGU logo, which includes a person icon. Below the logo is the word 'Login'. Underneath are two links: 'New here? Create an account' and 'Forgot password?'. There is a text input field labeled 'Email Address' and a dark blue button labeled 'Next'.

- To access the AbSciCon 2024 scheduling tool, go to: <https://agu.confex.com/agu/abscicon24/gateway.cgi>
- Use your AGU universal log-in email address and password.
- Follow instructions to reset password or create an account if needed.

# 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 format assignments you have been allocated. The session format (oral, eLightning, or poster) will appear after the session title.

Under the header “**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 before accessing the abstracts.
- Once you have added session chairs, the “**Arrange**” link will become available and you may access the abstracts in your session.

**Please note:** if your session has multiple allocations (e.g., one oral session, one eLightning session, and one poster session), some of these allocations will be empty and all abstracts will be included in the final allocation of your session (typically the poster session, such as in the screenshot below).

If you have been granted multiple formats for your session, you will need to [transfer the abstracts](#) as needed to the other session format(s) you have been allocated.

If your session received abstracts from presenters who requested an online presentation, these abstracts have been moved into a separate online program that will be scheduled by the Scientific Organizing Committee.

## AGU User Portal - 2024 Astrobiology Science Conference

The screenshot shows the AGU User Portal interface. On the left is a navigation sidebar with three items: 'Welcome to the User Portal', 'My Account' (which is highlighted with a dark background), and 'Technical Support'. The main content area is titled 'Role Selection' and contains two checkboxes: 'Session Proposal Primary Convener' (checked) and 'Session Proposal Primary Liaison' (unchecked). Below this is a section titled 'Session Proposal Primary Convener' which lists three session formats: '-I. AbSciCon24 Test Session I Oral (Oral) Contains 0 complete abstracts.', '-II. AbSciCon24 Test Session II eLightning (eLightning) Contains 0 complete abstracts.', and '-III. AbSciCon24 Test Session III Poster (Poster) Contains 6 complete abstracts.'. A red arrow points to the third session format.

#AbSciCon24

# Control Panel and Menu



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.

Complete the selection of two to four session chairs and review your session’s index terms before accessing the abstracts via the “**Arrange**” link in the left-hand menu.

The screenshot shows the 'People' step of the session control panel. At the top, there are navigation tabs: 'Session Details', 'People' (selected), 'Index Terms', and 'Proof &amp; Submit'. On the left, there is a sidebar menu with sections: 'Options' (View Submission, User Portal, Session Viewer, Non-Paper Events), 'Reports' (Abstracts and emails, Check Session Work, Session Duration Check, Check Virtual Preference), and 'Help' (Report a Technical Issue, Privacy Policy). A note in the sidebar says: 'After adding the appropriate number of session Chairs, please CLICK THE PEOPLE STEP AGAIN to see the Arrange link if it doesn't automatically load below this line.' The main content area is titled 'Add, Edit and Remove People Associated with this Session Proposal.' It contains an 'Instructions' box with a list of guidelines for assigning roles. Below the instructions is a table with columns: 'Roles', 'Primary Liaison', 'Person: Affiliation', 'Edit', and 'Delete'. The table lists two people: Han Solo (Columbia University) and Luke Skywalker (American Geophysical Union). A blue button 'Add Another Person' is located below the table. A 'Please Note' box at the bottom right states: 'Under Chair Minimum of 2. You have 0, which is 2 too few.'

## Options:

- [View Submission](#)
- [User Portal](#)
- [Session Viewer](#)
- [Non-Paper Events](#)

## Reports:

- [Abstracts and emails](#)
- [Check Session Work](#)
- [Session Duration Check](#)
- [Check Virtual Preference](#)

After adding the appropriate number of session Chairs, please **CLICK THE PEOPLE STEP AGAIN** to see the **Arrange** link if it doesn't automatically load below this line.

## Help:

- [Report a Technical Issue](#)
- [Privacy Policy](#)

## Add, Edit and Remove People Associated with this Session Proposal.

### Instructions

- The person submitting the session proposal is the Primary Convener on the proposal and this cannot be changed. If the Primary Convener needs to be changed for any reason, you must contact [abstracts@agu.org](mailto:abstracts@agu.org).
- In order to proceed, you must assign a minimum of 2 conveners and only 1 Primary Liaison.
- You can assign the Primary Liaison by either designating the role for the already listed Primary Convener or Conveners, or by adding a new person.
- You can assign multiple roles for one person. Select the blue circle with the white down arrow next to the person's name. Check off the added role(s) and click "OK".
- Is your Convener or Primary Liaison not already listed? Click "Add Another Person" and select their role.
- Need to edit a convener's affiliation or remove someone other than the primary convener? Click the "edit" button to edit, or the "delete" button to remove them from the session.
- Once you are done, click "continue" and you will be taken to review your session's index terms. If you don't want to edit your index terms, you can simply click the "arrange" box on the left hand side of the screen once you have continued from the People step.
- Click on the 'Continue' button at the bottom of the page to save selections.

Roles ?	Primary Liaison	Person: Affiliation	Edit	Delete
		<b>*BE SURE THAT EACH PERSON HAS THE CORRECT AFFILIATION*</b>		
Liaison, Primary Convener <input checked="" type="checkbox"/>	<input type="radio"/>	Han Solo : Columbia University	<a href="#">Edit</a>	<a href="#">Delete</a>
Convener <input checked="" type="checkbox"/>	<input type="radio"/>	Luke Skywalker : American Geophysical Union	<a href="#">Edit</a>	<a href="#">Delete</a>

[Add Another Person](#)

### Please Note:

- Under Chair Minimum of 2. You have 0, which is 2 too few.

# Control Panel and Menu (continued)



During scheduling, please utilize the Control Panel to update:

- **People:** Add two to four session chairs. These can be existing conveners or new individuals.
- **Index Terms:** You may review or update the index terms on the session if needed. This is encouraged for sessions that have been merged.

Use the menu to access:

- Abstracts:
  - **Arrange Abstracts:** Utilize to view, transfer, and complete the sequence of abstract presentations with allocated sessions.
- Options
  - **View Submission:** Print individual session proposals.
  - **User Portal:** Return to your session list to view/arrange additional allocated sessions.
  - **Frozen Preliminary Viewer:** Access a public abstract/session viewer. This site was last updated at the abstract submission deadline and will not reflect recent abstract transfers.
  - **Non-Paper Events:** Add welcome and/or closing remarks, panels, etc. to your oral or eLightning session schedule. (Non-paper events are not applicable to poster sessions).
- Reports
  - **Abstracts and Emails:** Obtain abstract titles, text, and presenter email addresses.
  - **Check Session Work:** Check the number of conveners, chairs, and abstracts assigned to the session.
  - **Session Duration Check:** Check length of session.
- Help
  - **Report a Technical Issue:** Utilize to report any technical errors found.

# Session Chairs



Each session proposal **MUST** have between two to four session chairs in addition to the session conveners. You will need to complete this step for **EACH** session allocated.

**Chairs:** Select two to four session chairs who will facilitate the session onsite in Providence, RI.

You may select an existing convener to serve as a chair by clicking on the gray arrow within 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.

As a reminder, there is a limit of five session conveners, including the optional student/early career convener.

Click on the **“Continue”** button at the bottom of the page to save selections.

## Add, Edit and Remove People Associated with this Session Proposal.

### Instructions

- The person submitting the session proposal is the Primary Convener on the proposal and this cannot be changed. If the Primary Convener needs to be changed for any reason, you must contact [abstracts@agu.org](mailto:abstracts@agu.org).
- In order to proceed, you must assign a minimum of 2 conveners and only 1 Primary Liaison.
- You can assign the Primary Liaison by either designating the role for the already listed Primary Convener or Conveners, or by adding a new person.
- You can assign multiple roles for one person. Select the blue circle with the white down arrow next to the person's name. Check of the added role(s) and click "OK".
- Is your Convener or Primary Liaison not already listed? Click "Add Another Person" and select their role.
- Need to edit a convener's affiliation or remove someone other than the primary convener? Click the "edit" button to edit, or the "delete" button to remove them from the session.
- Once you are done, click "continue" and you will be taken to review your session's index terms. If you don't want to edit your index terms, you can simply click the "arrange" box on the left hand side of the screen once you have continued from the People step.
- Click on the 'Continue' button at the bottom of the page to save selections.

Roles ?	Primary Liaison	Person: Affiliation <i>*BE SURE THAT EACH PERSON HAS THE CORRECT AFFILIATION*</i>	Edit	Delete
Liaison, Primary Convener <input checked="" type="checkbox"/>	<input type="radio"/>	Han Solo : Columbia University		
Convener <input checked="" type="checkbox"/>	<input type="radio"/>	Luke Skywalker : American Geophysical Union		

Add Another Person

### Please Note:

- Under Chair Minimum of 2. You have 0, which is 2 too few.

# Session Chairs: Search



To search for a session chair who is **NOT** listed as a current convener, you may search by name and/or email address (email address is the preferred search option). Select the “**Chair**” check box above the search bar.

Your search results will return on the same page. If the person has an existing record, select their name from the search results to add to the session.

If the session chair 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.

Add Another Person

Add another person as: ?

Convener  Chair

Obi-Wan Kenob|

Kenobi, Obi-Wan, kenobi@test.com

Select ?

Click to add a Person not found in search Cancel

# Session Chair/Convener 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. Changes will save automatically and will be visible in the online program when this is published in late February.

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	
<b>Primary Conveners</b>	
1st ▼	Han Solo : Columbia University
<b>Conveners</b>	
1st ▼	Luke Skywalker : American Geophysical Union
2nd ▼	Obi-Wan Kenobi : University of Maryland College Park
<b>Chairs</b>	
1st ▼	Luke Skywalker : American Geophysical Union
2nd ▼	Han Solo : Columbia University
3rd ▼	Obi-Wan Kenobi : University of Maryland College Park

# Index Terms



Click on the “**Index Terms**” step at the top of the form to review, update, or add the index terms on the session if needed.

This is encouraged for sessions that have been merged.

People Index Terms Proof & Submit

### 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

5205 Formation of stars and planets|PLANETARY SCIENCES: ASTROBIOLOGY|PLANETARY SCIENCES: ASTROBIOLOGY  
5225 Early environment of Earth|PLANETARY SCIENCES: ASTROBIOLOGY|PLANETARY SCIENCES: ASTROBIOLOGY  
3354 Precipitation|ATMOSPHERIC PROCESSES|ATMOSPHERIC PROCESSES

SAVE

#### ▶ ATMOSPHERIC COMPOSITION AND STRUCTURE

#### ▶ ATMOSPHERIC PROCESSES

<input type="checkbox"/> 3303 Balanced dynamical models	<input type="checkbox"/> 3324 Lightning	<input type="checkbox"/> 3349 Polar meteorology	<input type="checkbox"/> 3371 Tropical convection
<input type="checkbox"/> 3304 Atmospheric electricity	<input type="checkbox"/> 3325 Monte Carlo technique	<input checked="" type="checkbox"/> 3354 Precipitation	<input type="checkbox"/> 3372 Tropical cyclones
<input type="checkbox"/> 3305 Climate change and variability	<input type="checkbox"/> 3329 Mesoscale meteorology	<input type="checkbox"/> 3355 Regional modeling	<input type="checkbox"/> 3373 Tropical dynamics
<input type="checkbox"/> 3307 Boundary layer processes	<input type="checkbox"/> 3332 Mesospheric dynamics	<input type="checkbox"/> 3359 Radiative processes	<input type="checkbox"/> 3374 Tropical meteorology

# Arrange Session(s)



**Please note: if your session has multiple allocations (e.g., one oral session, one eLightning session, and one poster session), some of these allocations will be empty and all abstracts will be included in the final allocations of your session, which is typically a poster session.**

**If you have been granted more than one allocation of your session, you will need to [transfer the abstracts](#) as needed to the other session(s) you have been allocated.**

Click on **“Arrange Session”** under Abstracts in the left-hand menu to access the list of abstracts submitted to transfer abstracts and arrange the sequence of abstracts.

## **Functions within Arrange Session (see screenshot of tool):**

- **Order Within Group (Move Up/Down):** 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, eLightning, and/or poster session you have been allocated.
- **View/Rate Abstracts:** Click on the hyperlinked abstract title at any time to view the full abstract details. 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 or the meeting, the convener should contact the appropriate [Scientific Organizing Committee member\(s\)](#) to recommend its transfer to another session or rejection. View complete guidelines regarding AbSciCon abstract submissions [here](#).

# Arrange Session(s) (continued)



## Additional Functions ([see screenshot on next page](#)):

- **Duration/Special Duration:** You may set the desired durations for oral presentations using the “Duration” button. Select the check box next to abstract(s) that you would like to set a duration for and click the “Duration” button to set custom durations. The required duration for all eLightning presentations is three minutes. Poster sessions **do not** require durations.
  - AS A REMINDER, THE DURATION FOR ORAL AND ELIGHTNING SESSIONS IS **90 MINUTES**. PLEASE CREATE YOUR SCHEDULES ACCORDINGLY.
- **Preferred Format:** This indicates if the author chose to be assigned to either an oral, eLightning, or poster presentation (E) or chose poster only (P). Do not schedule a poster-only request in an oral session without obtaining the author’s permission. If permission is obtained, select the checkbox next to the poster-only abstract within the oral session and click the “Format Change Approved” to note this.
- **Format Change 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.
- **Record:** 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 (2)** 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 [Scientific Organizing Committee representative](#).

# Arrange Session(s) (continued)



**-I. AbSciCon24 Test Session I Oral** [Oral #222694 contains 6 abstracts. Han Solo Columbia University, Luke Skywalker American Geophysical Union]

Order	Duration	Selected	Preferred Format	FC Approved	Student Invited	Record?	Highlighted	Career Stage	Rating
1	15	<input type="checkbox"/>	E			Y			- (id=1502126) Example Abstract 1 *Lando Calrissian, Cloud City
2	15	<input type="checkbox"/>	E			Y			- (id=1502127) Example Abstract 2 *Darth Vader, American Geophysical Union
3	15	<input type="checkbox"/>	P	Y		Y			- (id=1502820) Example Abstract 3 *Boba Fett, University of Pittsburgh
4	15	<input type="checkbox"/>	P	N	S	Y			- (id=1502832) Example Abstract 4 *Princess Leia, NASA Ames Research Center
5	15	<input type="checkbox"/>	E			I	Y		- (id=1502841) Example Abstract 5 *Padme Amidala, SETI Institute
6	15	<input type="checkbox"/>	E			I	Y		- (id=1502852) Example Abstract 6 *R2- D2, NASA Jet Propulsion Laboratory

Comments for Program Chair (optional):

Instructions

All

None

Toggle

Move:

Up

Down

Change:

Duration

Rating

Transfer

Highlighted

Format Change Approved

- Click the instructions button to reference key information while you're working in the system.
- Click on an abstract title to view all abstract details.
- If there are any scheduling notes from a submitter, they will appear under the abstract title.
- To change the default 15-minute duration for oral sessions, use the “**Duration**” button.
- Move abstracts up and down using the check boxes and “Up” and “Down” buttons.
- Use the “All” button to select all or “None” to deselect all.

# Transfer Abstracts



Within “**Arrange Session**,” use the check boxes to 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 Session page.

**Transfer the following papers?**

(id=1502820) Example Abstract 3 \*Boba Fett, University of Pittsburgh

---

(id=1502832) Example Abstract 4 \*Princess Leia, NASA Ames Research Center

What session should these be transferred to?

-I. AbSciCon24 Test Session I Oral

-II. AbSciCon24 Test Session II eLightning

# Non-Paper Events

During your session, you may also wish to have someone give a brief introduction at the beginning of your session or to schedule a panel discussion during the session.

All oral sessions are encouraged to include time for general audience discussion in additional to individual Q&A.

Use the “**Non-Paper Events**” menu item to add agenda items, such as discussion time, to your oral and/or eLightning session.

Simply check the box in front of any predefined non-paper event to add it to your session.

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 and click update. To eliminate a predefined event, uncheck the box and click update.

All sessions are **90 minutes** in length. When scheduling non-paper events, keep in mind that you must stay within the allotted time for your session so that your speakers are given sufficient time to present.

#AbSciCon24



## 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](#)

# Session Duration Check



Session Details | People | Index Terms | Proof & Submit

**-I. AbSciCon24 Test Session I Oral** [Oral #222694 contains 6 abstracts. Han Solo Columbia University, Luke Skywalker American Geophysical Union]

Order	Duration	Selected	Preferred Format	FC Approved	Student	Invited	Record?	Highlighted	Career-Stage	Rating
1	15	<input type="checkbox"/>	E			Y			A	(id=1502126) Example Abstract 1 *Lando Calrissian, Cloud City
2	15	<input type="checkbox"/>	E			Y			A	(id=1502127) Example Abstract 2 *Darth Vader, American Geophysical Union
3	15	<input type="checkbox"/>	P	Y		Y			A	(id=1502820) Example Abstract 3 *Boba Fett, University of Pittsburgh
4	15	<input type="checkbox"/>	P	N	S	Y			A	(id=1502832) Example Abstract 4 *Princess Leia, NASA Ames Research Center
5	15	<input type="checkbox"/>	E			I	Y		A	(id=1502841) Example Abstract 5 *Padme Amidala, SETI Institute
6	15	<input type="checkbox"/>	E			I	Y		A	(id=1502852) Example Abstract 6 *R2- D2, NASA Jet Propulsion Laboratory

Comments for Program Chair (optional):

Instructions | All | None | Toggle | Move: Up | Down

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

Options:  
View Submission  
User Portal  
Session Viewer  
Non-Paper Events

Reports:  
Abstracts and emails  
Check Session Work  
**Session Duration Check**  
Check Virtual Preference

After adding the appropriate number of session Chairs, please **CLICK THE PEOPLE STEP AGAIN** to see the Arrange link if it doesn't automatically load below this line.

Arrange Abstracts

Help:  
Report a Technical Issue  
Privacy Policy

When you are done scheduling, use the **“Session Duration Check”** to confirm that your oral or eLightning session schedule adds up to **90 minutes**.

Sessions must not go over time.

# Example Session Schedules



Here are example schedules for **oral sessions**. The schedule on the left includes time for general discussion at the end of the session. The schedule on the right includes slightly longer talks and no time for general discussion.

All individual presenter Q&A time should be factored into the total time you assign to each presenter and sessions must not exceed **90 minutes**.

As a reminder, you can set your desired duration for each abstract and non-paper event (e.g., discussion, introductory remarks) using the Duration button.

Check the box next to the item you would like to adjust the duration for.

## -I. AbSciCon24 Test Session I Oral [Oral #222694 contains 6 abstracts. Han Solo Columbia University, Luke Skywalker American Geophysical Union]

Order	Duration	Selected	Preferred Format	FC Approved	Student	Invited	Record?	Highlighted	CareerStage	Rating	
1	3	<input type="checkbox"/>	B				N				A (id=1502932) Introductory Remarks
2	12	<input type="checkbox"/>	E				Y				A (id=1502126) Example Abstract 1 *Lando Calrissian, Cloud City
3	12	<input type="checkbox"/>	E				Y				A (id=1502127) Example Abstract 2 *Darth Vader, American Geophysical Union
4	12	<input type="checkbox"/>	P	Y			Y				A (id=1502820) Example Abstract 3 *Boba Fett, University of Pittsburgh
5	12	<input type="checkbox"/>	P	N	S		Y				A (id=1502832) Example Abstract 4 *Princess Leia, NASA Ames Research Center
6	12	<input type="checkbox"/>	E			I	Y				A (id=1502841) Example Abstract 5 *Padme Amidala, SETI Institute
7	12	<input type="checkbox"/>	E			I	Y				A (id=1502852) Example Abstract 6 *R2- D2, NASA Jet Propulsion Laboratory
8	15	<input type="checkbox"/>	B				N				A (id=1502936) Discussion

## -I. AbSciCon24 Test Session I Oral [Oral #222694 contains 6 abstracts. Han Solo Columbia University, Luke Skywalker American Geophysical Union]

Order	Duration	Selected	Preferred Format	FC Approved	Student	Invited	Record?	Highlighted	CareerStage	Rating	
1	3	<input type="checkbox"/>	B				N				A (id=1502942) Introductory Remarks
2	14	<input type="checkbox"/>	E				Y				A (id=1502126) Example Abstract 1 *Lando Calrissian, Cloud City
3	14	<input type="checkbox"/>	E				Y				A (id=1502127) Example Abstract 2 *Darth Vader, American Geophysical Union
4	14	<input type="checkbox"/>	P	Y			Y				A (id=1502820) Example Abstract 3 *Boba Fett, University of Pittsburgh
5	14	<input type="checkbox"/>	P	N	S		Y				A (id=1502832) Example Abstract 4 *Princess Leia, NASA Ames Research Center
6	14	<input type="checkbox"/>	E			I	Y				A (id=1502841) Example Abstract 5 *Padme Amidala, SETI Institute
7	14	<input type="checkbox"/>	E			I	Y				A (id=1502852) Example Abstract 6 *R2- D2, NASA Jet Propulsion Laboratory
8	3	<input type="checkbox"/>	B				N				A (id=1502946) Concluding Remarks

# Example Session Schedules (continued)



Here is an example schedule for an **eLightning session**.

Note that all presentation times should be set to three (3) minutes, and this should not be changed.

The remainder of the session will have each presenter at a touchscreen monitor for direct interactions and discussions.

There is a maximum of **10 presenters** per eLightning session.

**-II. AbSciCon24 Test Session II eLightning [eLightning #222698 contains 6 abstracts. Han Solo Columbia University, Luke Skywalker American Geophysical Union, Obi-Wan Kenobi University of Maryland College Park]**

Order	Duration	Selected	Preferred Format	Student	Invited	Record?	Highlighted	Career Stage	Rating
1	3	<input type="checkbox"/>	E		Y		A	(id=1502126) Example Abstract 1 *Lando Calrissian, Cloud City	
2	3	<input type="checkbox"/>	E		Y		A	(id=1502127) Example Abstract 2 *Darth Vader, American Geophysical Union	
3	3	<input type="checkbox"/>	P		Y		A	(id=1502820) Example Abstract 3 *Boba Fett, University of Pittsburgh	
4	3	<input type="checkbox"/>	P	S	Y		A	(id=1502832) Example Abstract 4 *Princess Leia, NASA Ames Research Center	
5	3	<input type="checkbox"/>	E	I	Y		A	(id=1502841) Example Abstract 5 *Padme Amidala, SETI Institute	
6	3	<input type="checkbox"/>	E	I	Y		A	(id=1502852) Example Abstract 6 *R2- D2, NASA Jet Propulsion Laboratory	
7	72	<input type="checkbox"/>	B		N		A	(id=1502956) Discussion	

# Example Session Schedules (continued)



Here is an example of a **poster session**.

Durations are not required for presentations in these sessions.

Non-paper events are not applicable to poster sessions.

**-III. AbSciCon24 Test Session III Poster** [Poster #222680 contains 6 abstracts. Han Solo Columbia University, Luke Skywalker American Geophysical Union]

Order	Selected	Preferred Format	Student	Invited	Record?	Highlighted	Career-Stage	Rating
1	<input type="checkbox"/>	E		Y			A	(id=1502126) Example Abstract 1 *Lando Calrissian, Cloud City
2	<input type="checkbox"/>	E		Y			A	(id=1502127) Example Abstract 2 *Darth Vader, American Geophysical Union
3	<input type="checkbox"/>	P		Y			A	(id=1502820) Example Abstract 3 *Boba Fett, University of Pittsburgh
4	<input type="checkbox"/>	P	S	Y			A	(id=1502832) Example Abstract 4 *Princess Leia, NASA Ames Research Center
5	<input type="checkbox"/>	E		I	Y		A	(id=1502841) Example Abstract 5 *Padme Amidala, SETI Institute
6	<input type="checkbox"/>	E		I	Y		A	(id=1502852) Example Abstract 6 *R2- D2, NASA Jet Propulsion Laboratory

# Technical Support



## Feedback Form

Use this form to report technical issues, ask for help, or provide feedback on this system. Alternatively, between the hours of 9:00 AM and 5:00 PM Monday through Friday, US Eastern Standard Time (GMT -05:00) for urgently needed technical support, phone +1 401-334-0220.

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

Click on “Report a Technical Issue” on the Control Panel at any time during the process to report a technical problem or ask for assistance.

You may attach one file when submitting a request for technical support (for example, a screenshot of an error message).

# Additional Resources



If you have a question on AGU's scientific program policies or general procedures, contact the AGU Scientific Program Team at [abstracts@agu.org](mailto:abstracts@agu.org).

- [Convener Guidelines](#)
- [Abstract Submission Guidelines](#)
- [Scientific Organizing Committee](#)



**Thank you for  
your participation  
in AbSciCon 2024!**