

Chair Abstract Scheduling Instructions

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



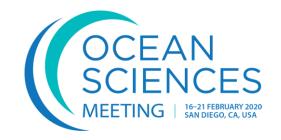


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UPCOMING DEADLINES

23 September – Program Committee completes any session mergers, abstract transfers and assigns allocation utilizing the online scheduling tool

24 September – Online scheduling tool opens to Chairs

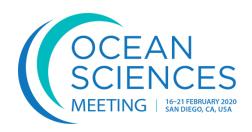
2 October – Online scheduling tool closed to Chairs (11:59 PM EDT)

3 October – Scheduling Meeting begins

4 October – Scheduling Meeting ends

31 October – Acceptance notifications sent to authors and online program posted

16-21 February 2020 – Ocean Sciences Meeting 2020, San Diego, California, USA



OVERVIEW

Thank you for choosing to chair a session at the Ocean Sciences Meeting 2020. We have compiled some guidelines about chairing a session, along with detailed instructions on scheduling your session.

The Ocean Sciences Meeting is planned on a very compact schedule that relies on your cooperation and support. All decisions regarding the final program are made by the Ocean Sciences 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 <a href="https://example.com/hee-committee-comm

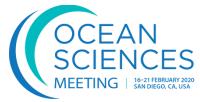
Scheduling Your Session

Once the abstracts have been submitted, your role as session chair is to assist the program committee in organizing and scheduling your approved session(s).

You will propose a session schedule using the online scheduling tool which will be available on 24 September. Proposed session schedules must be entered into the system no later than 2 October at 11:59 PM EDT. Access to the scheduling tool will not be available after this date.

The scheduling tool will display the number of oral, eLightning and/or poster session allocations your session proposal has been assigned by the Ocean Sciences Meeting Program Committee. Approved panel sessions will include "Panel" in the session title.

Allocations cannot be changed. If you have any questions regarding your assigned allocations, please contact your <u>program committee</u> representative(s) to discuss.



SCHEDULING GUIDELINES

Session Information

- Chairs are responsible for reviewing all abstracts submitted to their session. Chairs do not have the authority to reject an abstract. If an abstract is not appropriate for the session, the Chair may preliminarily reject the abstract and recommend its rejection to the appropriate <u>program committee</u> member. Complete guidelines regarding abstract submissions can be found <u>here</u>.
- Chairs can only propose a session outline for approval by the Program Committee. The Program Committee has the final approval for scheduling all abstracts and sessions for the meeting. This includes the day, time, type of session, and abstracts within the session.
- Approved sessions are **not guaranteed an oral slot**. More than 65% of the abstracts submitted will be presented as posters.
- Each session must include the following information and be entered in the scheduling system
 - Session Moderators (Sessions may have two (2) Moderators in addition to the four (4) Chairs).
 - Current Session Chairs may also serve as Session Moderators
 - Select one or two Student Paper Review Liaison(s) (can be existing Session Chairs)
 - Sequence of abstract presentations
 - Length of presentations (oral sessions only); Standard oral presentation length is 15 minutes; however you determine the length of each oral
 presentation.
- An abstract can be scheduled in only one session.
- The scheduling system will include the number of oral and poster allocations the session has been assigned.
- Poster only requests from authors **must** be honored. If you want to include a poster only requested presentation in an oral session you **must** receive approval by the author.
- Session chairs **must not** provide information to authors regarding session schedules or presentation type (oral or poster). Please do not relay or guarantee information to authors about sessions regarding type of presentation, duration, date, or other scheduling-related matters. These decisions will be approved and finalized by the Program Committee in October.

SCHEDULING GUIDELINES CONTINUED

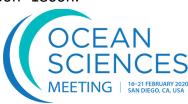
- The Program Committee has the final authority to make adjustments to all proposed schedules in order to ensure the success of the meeting plan. Adjustments may include:
 - Moving papers to alternative sessions to avoid scheduling conflicts
 - Changing the duration of presentations
 - Changing the type of session
 - Rejecting inappropriate abstracts
- Once sessions are scheduled by the Program Committee, they cannot be rescheduled or changed in any way.

Oral Sessions:

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

Poster Sessions:

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

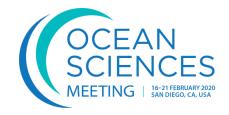


SCHEDULING STEPS/CHECKLIST

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

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

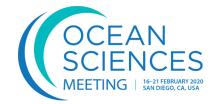
Once this is completed, you're done!



SCIENTIFIC PROGRAM LOGIN

To access the 2020 Ocean Sciences Meeting Scheduling Tool, go to: https://agu.confex.com/agu/osm20/gateway.cgi

On the login page, Scientific Program Login enter the email To submit an Ocean Sciences Meeting abstract, town hall or ancillary event address and request, you must log in using your AGU universal account. If you do not password associated have an account you may create one by clicking here. Please note that you with your AGU do not have to be a member of AGU, ASLO or TOS to submit an abstract universal account. proposal. All members of the ocean sciences community are welcome to submit an abstract proposal. Email Address: If you have forgotten Password: your password, click the link to reset your password. If you have an AGU universal account but have forgotten your password you may request an email to reset your password here. Login



USER PORTAL

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

The session type, Oral, Poster or eLightning appears in parenthesis after the session title. Panel will appear in the session title if you have been allocated a panel session.

Under the header 'Session Proposal Chair' click on the session title to access the session details for the session you will arrange. You must first select Session Moderators and at least one Student Paper Review liaison in each session before accessing the abstracts.

<u>Please note:</u> ALL abstracts are currently included in the Poster session. If you have been allocated an additional oral, eLightning and/or poster session, <u>you will</u> <u>need to transfer</u> the abstracts as needed to the other session(s) you have been allocated (please see instructions on transferring abstracts on <u>page 16</u>).

You must return to the <u>user portal</u> to access the oral sessions you have been allocated to schedule those sessions after the abstracts have been transferred.





CONTROL PANEL

The **Session Control Panel** 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 Moderators and Student Paper Review liaison <u>before</u> accessing the abstracts via the **'Arrange'** link which will appear after all steps are completed.

During scheduling, please utilize the Control Panel to update:

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

ARRANGE ABSTRACTS (Link <u>will not</u> display until Moderators and Liaison are selected)

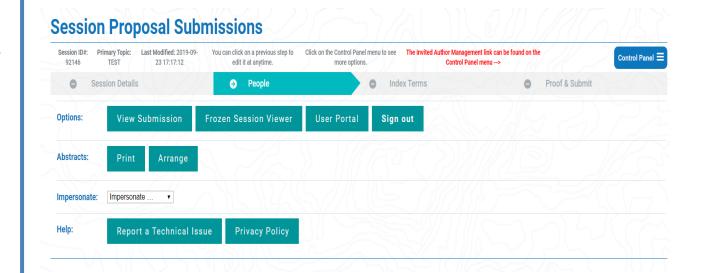
- Print: Print/view individual abstracts
- Arrange: Utilize to view, transfer and complete the sequence of abstract presentations with allocated sessions. **NOTE:** Arrange option will NOT display until you have assigned Moderators and Student Paper Review Liaison(s) to the session.

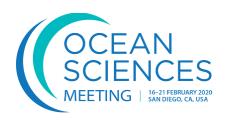
OPTIONS

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

HELP

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





ADDING SESSION CHAIRS/STUDENT PAPER REVIEW LIAISON

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

<u>STEP 1</u>: Select two (2) Session Moderators **who will be onsite** in San Diego to chair the session. You may select an existing Chair to serve as a Moderator and Liaison by clicking on the blue arrow under the 'Roles' column and selecting the additional role of Moderator or Liaison.

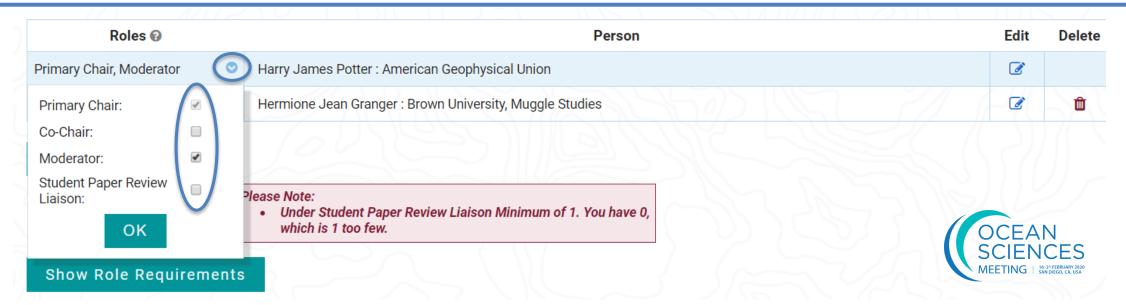
Select 'Add Another Person' to search for a person that is NOT an existing chair on the session.

<u>STEP 2</u>: Select at least one (1) liaison. You may select an existing Chair to serve as a Moderator or Liaison by clicking on the blue arrow under the 'Roles' column and selecting the additional role of Moderator or Liaison.

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

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

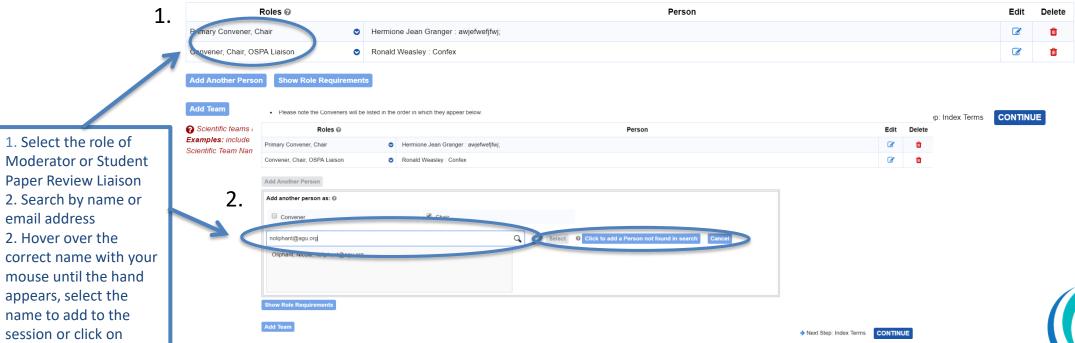
**WARNING ** DO NOT DELETE ANY EXISTING CHAIRS FROM THE SESSION. IF YOU DO SO THEY WILL NO LONGER HAVE ACCESS TO SCHEDULE ABSTRACTS IN THE SYSTEM AS A CHAIR.



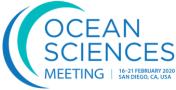
SEARCHING FOR NEW SESSION MODERATORS/STUDENT PAPER REVIEW LIAISON CONTINUED

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

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



'Select'



SESSION CHAIR/ROLE ORDER

Also on the 'People' step, you can edit the role order of the chairs and liaisons associated with your session. Use the drop-down menu next to each name to adjust the order. Changes will save automatically.

Instructions

Add Team

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.

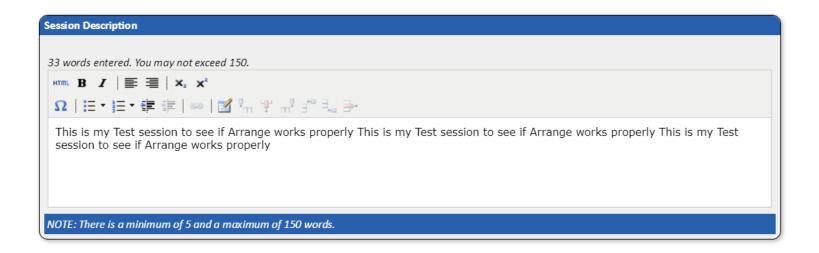
		Role Order	
	Primary Chairs		
	1st ▼	Nathan Laxague : Columbia University, Lamont-Doherty Earth Observatory	
	Co-Chairs		
	1st ▼	Melanie R Fewings : Oregon State University, College of Earth, Ocean, and Atmospheric Sciences	
	2nd ▼	David H Richter: University of Notre Dame, Department of Civil & Environmental Engineering & Earth Sciences	
	3rd ▼	David G Ortiz-Suslow : Naval Postgraduate School, Department of Meteorology	
	Primary Liaisons		
	1st v	Nathan Laxague : Columbia University, Lamont-Doherty Earth Observatory	
	V / V = (/ /	→ Next Step: Index Terms	

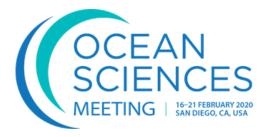
Continue



UPDATING SESSION DESCRIPTIONS

Click on Step 3 'Session Details' from the Control Panel to edit the session description if needed. You will need to do this for each session allocated. Click 'Save' at the bottom of page to save selections.

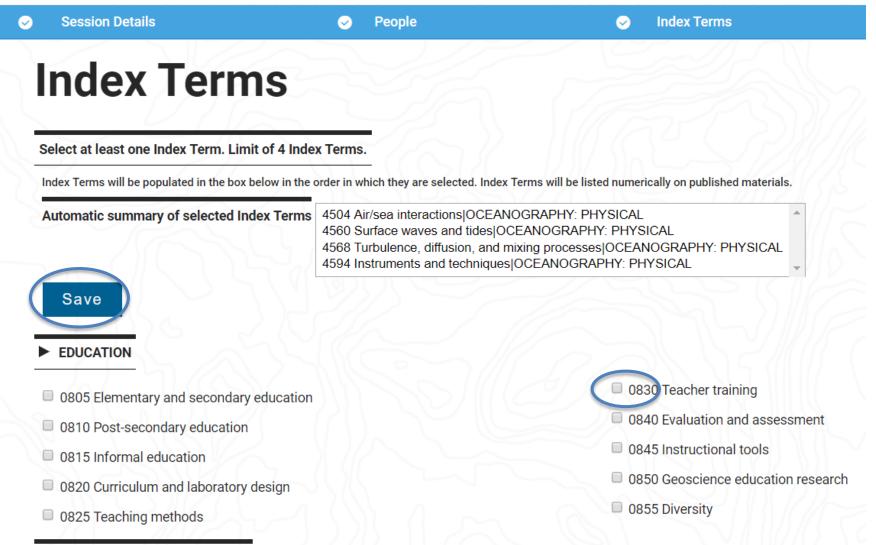




INDEX TERMS

Step 3: **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.

GENERAL OR MISCELLANEOUS





TRANSFER ABSTRACTS AND ARRANGE ORAL AND POSTER SESSIONS

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

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

<u>Step 4</u>: Click on 'Arrange' under Abstracts on the <u>Session Control Panel</u> 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 Student Paper Review Liaison have been assigned.

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

Additional Fields (see next page)

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

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

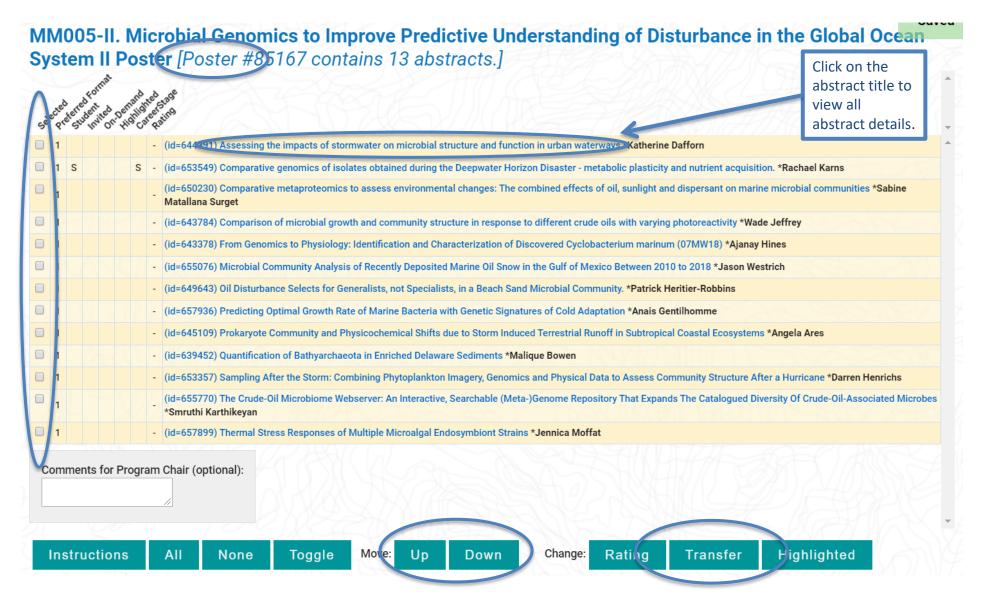
Preferred Format: Indicates if author chose to be assigned to an Oral or Poster or chose Poster Requested Only. **DO NOT SCHEDULE A POSTER ONLY REQUEST IN AN ORAL SESSION WITHOUT OBTAINING THE AUTHORS PERMISSION.** If permission is obtained please include that in the notes to Program Committee box.

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

Scheduling Notes: If there is a scheduling request by the author it will appear immediately below the abstract title. Scheduling requests are <u>not</u> guaranteed. **Student or Early Career**: Student or Early career status is available for those authors that disclosed.

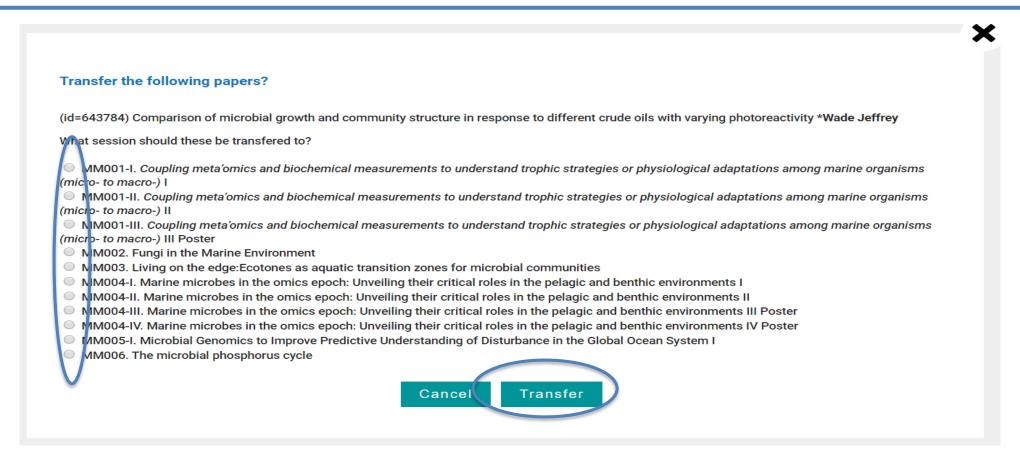
Preliminary Rejection: if you want to reject an abstract or if you are recommending the abstract to be transferred to another session within the Section or Focus Group, please contact your Program Committee representative directly for approval.

TRANSFER ABSTRACTS AND ARRANGE ORAL AND POSTER SESSIONS CONTINUED



TRANSFER ABSTRACTS AND ARRANGE ORAL AND POSTER SESSIONS CONTINUED

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.



NON-PAPER EVENTS

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

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

Add/Delete Other Events Within This Session

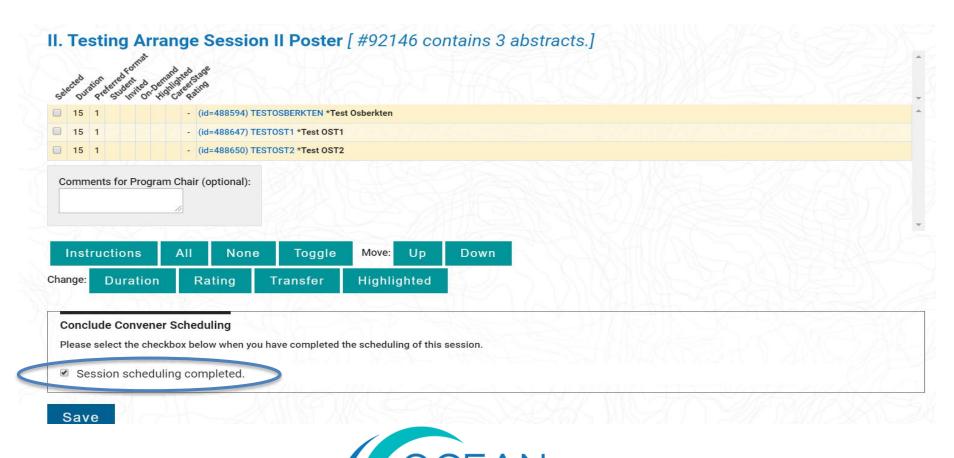
In addition to technical papers delivered in poster or oral format, you may add other 'non-paper' events to this session. Simply check (or 'un-check') the box in front of any predefined nonpaper event. Enter the title of other custom event(s) in the freeform event box(es). To eliminate a custom event,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

☐ Welcoming Remarks	
☐ Introductory Remarks	
□ Intermission	
□ Break	
Discussion	
Panel Discussion	
Concluding Remarks	
Freeform Eve 11:	
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:	Undate

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

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.





eLIGHTNING SESSIONS



An eLightning session is a three-minute oral presentation, paired with a digital interactive poster, that creates an engaging experience for both presenters and attendees, providing significant additional value, including the ability to incorporate videos and audio recordings and to show complex data sets.

<u>Visit the eLightning gallery</u> to see what eLightning sessions are all about and explore captivating eLightning presentations from previous meetings

If you have been allocated an eLightning session follow the <u>transfer abstracts</u> <u>instructions</u>.

- Order Within Group: arrange the sequence of abstracts in the session by updating the number in the box. This will be the order of presentations in the session eLightning session.
- **Transfer:** if you also have a poster session also, you will need to select the abstracts to transfer to the elightning session you have been allocated.
 - If you have been allocated an eLightning format only, your abstracts will appear in the eLightning session and not a separate poster session.



TECHNICAL SUPPORT

Feedback Form

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

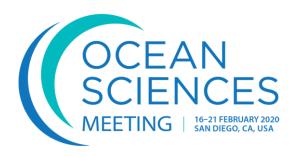
You may attach one file when submitting a request for technical support. For example, attaching a screen shot of an error message.

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.

Choose File No file chosen

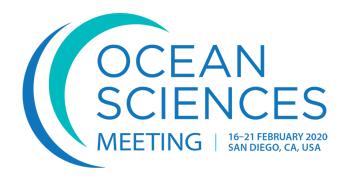
Submit

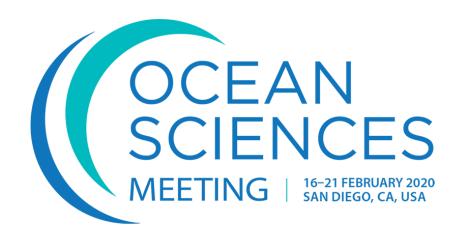
Close Window



ADDITIONAL RESOURCES

- Public-facing abstract/session viewer
- Session Proposal Guidelines
- Chair Guidelines
- Abstract Submission Guidelines
- Ocean Sciences Meeting Program Committee
- AGU Abstract Archives (search abstracts from previous meetings)





Thank you for your help in organizing the 2020 Ocean Sciences Meeting!

Questions? Contact abstracts@agu.org