Step by Step Directions for Rescheduling Virtual Sessions in Confex

OVERVIEW
The virtual delivery method will be a shift in thinking and format compared to the traditional delivery of an in-person session. It will allow us to reach more people and provide flexibility to access more content over the course of the week during times that work for attendees’ schedules.

Because of the sheer volume of content our Annual Meeting contains, the majority of content will be preredcorded. We will have the ability to schedule live segments for those sessions that include a panel or live Q&A. If this is a requirement, we will be back in touch to get these live sessions scheduled.

Anything that is a delivered “presentation” from a speaker to an audience will be preredcorded for the audience to access at any time throughout the event, which is referred to as “on-demand”. Each of these presentations will be set up as a submission, pre-recorded, and available for on-demand viewing. They are not “scheduled” the way we normally think of it. This allows more people to view the presentation over the course of the event and gives viewers the flexibility to create their own agenda.

Live interaction is possible for everyone and can take place via “Zoom-like” meetings (at the session level) and “roundtable” discussions (at the presentation level). You will be able to schedule these times to engage in discussions on a specific day and time if interested. These are Zoom-like interactive events between the presenter(s) and any audience members that are interested in participating after watching the preredcorded presentations on their own time. (Details on scheduling these interactive sessions is as simple as filling out a form and can be found at the bottom of this document).

LOGIN INFORMATION
Reminder of link to Confex: [http://scisoc.confex.com/scisoc/2020am/gateway.cgi](http://scisoc.confex.com/scisoc/2020am/gateway.cgi)
You will need to login with your membership username and password in order to access the link.

REQUIRED ACTION/STEPS
You will use the link above to do the following:

- Accept any additional abstracts – do not “Reject” any abstracts. If it does not fit, move it to a different session or contact Nate Ehresman.
- Remove any “non-paper events” that refer to an in-person meeting - such as Introductory Remarks, Adjourn, Breaks, Concluding Remarks, Sanitize Minute, etc.
- Arranging speakers is no longer required since presentations are on-demand, but is helpful for suggesting themes to attendees
- Assign time limits to speakers (topical session speakers are allowed 15 minutes, and rapid session speakers are allowed 5 minutes, but symposia speakers can be assigned various amounts of time)
- Un-schedule the time, date, estimated attendance and catering requests for your session
- Assign no less than two moderators to only sessions that include panel or Q&A discussions (via Zoom, “roundtable” events, etc.) – one person will lead the discussion while the other monitors the session, watches the chat feed, and relays questions
DETAILED INSTRUCTIONS:

Choosing a session to unschedule/edit—you should see all your sessions listed after logging in. Click on the title of the session to begin unscheduling/editing that session.

*Section/Division Chairs only: Click on your section/division under the “Program Chair” role to see all the sessions in your section/division.

Viewing the Abstracts—the opening screen will allow you to view all the abstracts. If you navigate away from this page, look in the left control panel under the heading “Abstracts,” and click on “Arrange” to view all abstracts in the session again. You can also click “Arrange” to refresh the page.

Accepting Abstracts—after making sure all abstracts are appropriate, check the box to the left of the abstract title that says “Accept” at the top of the column. Then click “Update” at the bottom of the page to save it. Do not “reject” abstracts. If an abstract does not fit, transfer it or contact Nate Ehresman.

Non-Paper Events—in the left control panel, under the heading “Options,” click on “Non-Paper Events.” Uncheck and delete any entries that refer to an in-person meeting - such as Introductory Remarks, Adjourn, Breaks, Concluding Remarks, Sanitize Minute, etc. Click “Update” to save.

Regarding ASA “Community Planning Sessions”:
ASA Communities are encouraged to hold “Planning Sessions” instead of “Business Meetings” at the Annual Meeting. Such sessions have already been set up for you in your Community program - they are not non-paper events. “Planning Sessions” are a 15-minute slot of time held earlier in the week (Monday – Thursday) before Section Business Meetings. Planning Sessions are held to elect future community leaders and decide topics for your community’s program next year. Community updates and awards should be presented at your Section’s Business Meeting to increase awareness and give your recipients greater exposure.

To accommodate Community awards and news, Sections with many Communities may need to schedule their business meetings for longer than a single hour (possibly an hour-and-a-half or two hours). Business Meetings should be scheduled on Friday to allow planning sessions and competition judging earlier in the week.

Additional instructions for the setup of Planning Sessions and Section Business Meetings can be found at the bottom of this document.

Ordering Papers—to the left of the abstract titles is a box with a number in it under a column titled “Order of Papers.” Since presentations are now on-demand, you can use this feature to group submissions into themes within the session but ordering them is no longer truly necessary. However, grouping submissions into themes will allow us to make suggestions to attendees on what other submissions they might be interested in viewing. Click “Update” to save.

Speaker Durations—to the left of the “Order of Papers” column is a “Special Duration” column that you can use to enter a specific amount of time. The default duration just above the column is automatically set to 15 minutes, so if the “special duration” box is blank, it will count it as a 15-minute paper. Since presentations are now on-demand, assigning durations is helpful to let your presenters know how long their prerecorded presentations should be.

Unscheduling the Time and Date—in the left control panel, click on “Schedule” which will open a pop up dialogue box. If you have previously entered the time, date, and estimated attendance, please click on the “Unschedule” button in the top left hand corner. You should unschedule all your sessions at this time. Only Zoom-like interactions can be scheduled, and these are a separate process from session setup. (Details below.)

*Please note that the Annual Meeting Planning Committee will be finalizing the schedule in late August. Presenting authors will be notified with acceptance and pre-recording instructions in early September.
Adding Moderators—in the left control panel, under the heading “Steps to Submit a Session,” click on “People.” Click on “Add a Person,” enter their name and check their role as “Moderator.” If their name comes up in the system, please select that name rather than creating a new entry.

Helpful Tip: Approaching a speaker already presenting within the session is an easy way to start your moderator search. Also, student attendees are often honored to moderate a session or two.

By the end of scheduling, you will only need moderators entered for sessions containing live interaction (meetings, panels, Q&A, etc.). If you are organizing Zoom type interaction for any portion of your session, you will need to assign a moderator. If that interaction has a webinar feel, you will need to assign no less than two moderators - one to lead the discussion while the other monitors the session, watches the chat feed, and relays questions.

Transferring Papers—if you need to transfer an abstract, you can check the box to the left of the abstract title and use the two dropdown boxes at the bottom of the page select a new Section/Division and then session. Click “Update” to save.

If you transfer a paper, please make sure the other chair/leader is aware in case they have already finished their program rescheduling. Community, Section, and Division leaders contact information can be found within their respective PDFs at: https://www.acsmeetings.org/contacts

Adding and Withdrawing Sessions—Section/Division Chairs can enter their program and choose “Add” under “Sessions” in the left control panel. Community leaders will either need to ask their section chair to add a session or email Nate Ehresman. You can also change the title and description of an existing session that you no longer need in the “Setup Session” step. (In other words, morph an unused session into the new one you need.)

To withdraw sessions, first make sure all the abstracts are moved out of the session. Then choose “withdraw” from the left control panel, enter a reason, and submit the withdrawal.

Scheduling Interactive Segments for your Sessions—Whether you are scheduling a fully interactive Zoom-style meeting for your Business Meeting or just a simple Q&A segment to go along with your prerecorded session presentations, we can help you put it together. Please click here to select the type of interactive session/segment you would like to schedule. IMC (our virtual event partner) will contact you in the coming weeks with instructions on how to set up the session and train your moderators.

Additional Questions? Contact Nate Ehresman.