

2.0 Convener's Guide for Reviewing Abstract Submissions

A. Abstracts – Processing Fee

A processing fee of **SGD35** applies for each submitted abstract. This amount must be paid at the time of abstract submission or the abstract **will not be processed**. The fee is non-refundable and not waived under almost any circumstances especially for withdrawn/rejected abstracts or for successful registration fee waiver applicants.

B. Abstracts – Submission & Review Guide

1. This is not the time for the detailed scheduling of a session, meaning deciding when the accepted submission will be presented and whether it will be oral or poster, invited or contributed.
2. A presentation slot will only be assigned to accepted submissions that are supported by a paid registration. Authors & Presenters must complete all fee payment by the given deadline. The deadlines are listed on the home page of the conference website.
3. Having an accepted abstract is a mandatory requirement for receiving AOGS financial support. This means that applicants are dependent on Conveners who must do their best to complete their abstract reviews on time.
4. For every 20 accepted abstracts, 1 complimentary registration is given for the Convener to decide the recipient. This cannot start until all abstract reviews are completed.
5. Please kindly complete reviews within the assigned deadline to allow attendees maximum time to make travel arrangements (visa application, etc.) and for obtaining other means of financial support (in case needed) from their home institutions.

Thank you for your valuable contribution to the review process.

C. This Section Covers:

1. Acceptance, Rejection, and Movement of Abstracts by Conveners
2. Viewing Sessions/ Updating Session Details
3. Viewing Abstract Statistics & List
4. Accessing the Abstract Details
5. Reviewing an Abstract so as to Accept or Reject it for the Meeting
6. Moving an Abstract to another Session
7. Complimentary Registration (AOGS Comps)
8. Entering Scheduling Preferences for Your Session
9. Communication with Section Presidents

1. Acceptance, Rejection, and Movement of Abstracts by Conveners

This guideline is intended to explain how conveners can view the abstracts submitted for their session, decide which ones to accept or reject, ask for certain abstracts to be moved to another session, take advantage of the one free registration for every twenty accepted abstracts, and let the program

committee and section president know when you would like your session scheduled.

It is requested that you decide as soon as possible on the acceptance, rejection, and movement of the abstracts submitted to your Session. Because review decisions (accept or reject) are a compulsory requirement for determining funding support (AOGS Comps and Reduced Registration Fee), it is very important that Conveners complete their reviews on time. This will then allow the Treasurer and the Program Chair the maximum amount of time to perform their duties.

Abstract Submission Policy (since AOGS2011)

From AOGS2011, authors will need to complete the payment of the abstract processing fee BEFORE an abstract can be further processed. Abstracts in the PENDING state are those whose abstract processing fees remain unpaid. These abstracts are not eligible for review or acceptance. Conveners can review abstracts in the ACTIVE state only. They are not duplicates, withdrawals and cleared abstract processing fee payment. Due to deadline extensions and whatever reasons, some abstract processing fees may take longer time to settle. These abstracts can only progress to the ACTIVE state and qualify for review later. Please make periodic checks to see if there are any new ACTIVE abstracts that need to be reviewed.

2. Viewing sessions / Updating session details

Please keep the session information up-to-date, including the session title, descriptions, and convener lists.

- 2.1 Log into MARS: <https://meetmatt-svr.net>
- 2.2 Click “My Sessions” from the left menu. And you will see the My Sessions page.
- 2.3 Click on the session code (e.g., PS03) to view the session details
- 2.4 Click “edit” and you will be able to
 - a. Update the session details such as title, description, scheduling preferences.
 - b. Add / remove co-conveners, and change the main convener.

3. Viewing abstract statistics & list

Follow the steps below to view the abstracts submitted to your session(s).

- 3.1 Navigate to the “My Sessions” page.
- 3.2 Under the session summary is a section titled “Abstract Submission Summary”, which is a table that summaries the statistics of the abstracts in your Session.
- 3.3 Click the abstract count next to “Total Submitted” and you will see the Abstract List page. This page lists the abstracts that are submitted to your Session.

4. Accessing the abstract details

4.1 Go to the Abstract List page

4.2 Click one of the abstract IDs. This will bring you to the Abstract Details page.

On this page, you can view

- a. The full abstract – title, author list, content.
- b. Abstract Status (ACTIVE, PENDING, WITHDRAWN, or DUPLICATE). Note that you will only be able to review the ACTIVE abstracts.
- c. Author's preferred presentation mode (oral, poster, or either)
- d. Payment status of the abstract processing fee
- e. Review decisions & comments
- f. Decision (by Conveners and/or Section Presidents) the presentation mode and status (whether Invited or Contributed) of the paper

5. Reviewing an abstract so as to accept or reject it for the meeting

Note that the acceptance/rejection decisions you will enter online are TENTATIVE, i.e., they are NOT immediately visible to the authors. The review results will be FINALIZED on the acceptance notification date, and after that the review results will be sent to and made visible to the authors. You may change your decisions before the acceptance notification date.

5.1 Navigate to the Abstract Details page

5.2 On top of the page, click the link "Review".

5.3 Fill up the review form. For the majority of the cases, you are required to enter

- a. Review Decision: Accept / Reject
- b. Comments to authors

5.4 Click "Save" to save the changes.

6. Moving an abstract to another session

If you want to do this then contact the Section President, first author, and Lead Convener of the other session with your request. If they agree then the Section President will arrange the abstract's movement with the Secretariat by email to: info@asiaoceania.org. If the author does not agree, then the responsibility to accept or reject the abstract returns to you.

7. Deciding Complimentary Registrations (AOGS Comps)

7.1 A new funding support program was launched in 2012; further information may be found under the "Applications" section on the conference website's home page.

- a. For every 20 accepted abstracts, 1 complimentary registration provided to the Session Convener for deciding the recipient. Total funding available is up to 200 complimentary registrations.
- b. Who is Eligible?
 - o All regular and invited speakers are eligible.

- o The recipient must be an author-presenter and the benefit is not transferable.
- o **Conveners may not award themselves. Society policy forbids such practices.**
- c. How the AOGS Comps Scheme Operates:
For each session, the allocation of AOGS Comps is auto-computed after abstract review is completed and only authors with an accepted abstract can be considered. Convener(s) can access this information in MARS. The Convener needs decide and make the selection online as soon as possible. Upon being selected, the registration fee of the AOGS Comps recipient will automatically be set to zero.

7.2 This is how Conveners can go about deciding the “AOGS Comps” recipient:

- a. Navigate to the “My Sessions” page.
- b. Click the link “Assign Complimentary Registration” next to the abstract count, to view the page.
- c. This page displays the session’s AOGS Comps quota calculated based on the number of abstracts that have been marked “To Accept” in the session. It also lists all the authors in the session, and if he/she is already an “AOGS Comps” recipient (by another Session), it will also show up here. Each person can only benefit once and the benefit is not transferable.
- d. Always click the “Assign Complimentary Registration” link to check any unconsumed quota. Click “Comps” to utilize the quota. Click “Clear Comps” if you would like to remove the AOGS Comps benefit to the author.

8. Entering scheduling preferences for your session

You may enter online your preferences for the scheduling of your Session, e.g., the time/date you prefer, times/dates you want to avoid, whether it should (or should not) be scheduled on the same day that another Session is scheduled. Your preferences will be visible to the Section Presidents at the time of scheduling / time allocation, but it is not guaranteed that they will be satisfied.

- 8.1 Navigate to the “My Sessions” page.
- 8.2 Click on the session code (e.g., PS03)
- 8.3 Click the link “Edit” above Session Details.
- 8.4 Enter Remarks and Special Requirements and save.

9. Communication with Section Presidents

- 9.1 Conveners should send an email to their Section President notifying them when they expect difficulties in fulfilling their tasks or when they have completed them. All email addresses can be found in the “Leadership” section under “About AOGS” on the society’s website www.asiaoceania.org

- 9.2 The next stage of the Convener's responsibility involves scheduling the accepted abstracts
- a. The Section Presidents send emails to the Conveners, Program Chair, and Secretariat regarding the scheduling of each session.
 - b. The number of submitted abstracts for each Session will determine how much meeting space each Session receives.
 - c. The AOGS Secretariat activates the online scheduler (section by section) upon receiving the section's schedule from the relevant Section President.
 - d. The Conveners complete scheduling online
Note that only accepted abstracts assigned to "Oral" presentation mode are available for ordering in the session schedule. The Program Committee pre-assigns poster presentations to designated poster sessions.