3.0 Convener's Guide for Scheduling Presentations and Designating Session Chairs

3.1 Session Scheduling

   a. As soon as the deadline for abstract submissions ends, the scientific program is developed. The amount of meeting space and presentation time allotted to each Section will depend on how many abstracts are received for that Section. The Program Chair decides and informs every Section President via email.

   b. Depending on how many abstracts are received, each session will receive a different amount of meeting space and presentation time. After the deadline for abstract submission, session conveners should hear from the corresponding Section Presidents within three to four weeks with this information.

   c. The AOGS Secretariat activates the online scheduler (section by section) upon receiving the section's schedule from the relevant Section President.

   d. The goals of conveners should be to finish the programs for their session in seven to ten days.

   e. Note: 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.

3.2 Assigning the Presentation Mode for Each Accepted Abstract and Observing These Society Policies and Rules

   a. For in-person meetings, it is normally a 60%-40% split between Oral and Poster.

   b. Any author requesting poster presentation SHOULD NOT be assigned to oral and many requesting oral should be considered for posters as well.

   c. Invited papers should not exceed one third of oral presentations in a given session, the only exception is for sessions of great timeliness (such as a recent natural disaster or the first reports from new international scientific programs or space missions). Typically, each Invited Talk will be 20 minutes in duration but sometimes needs to be 15 minutes in order to fit oral presentations in the time available.

   d. Convener and Co-conveners cannot present or be a co-author to an invited paper in their own session. Any paper with an overlap between the co-authors and the co-conveners cannot be designated as "Invited".

   e. 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.

3.3 Accessing your Session(s) and Abstract List(s)

   a. Log into MARS with your email and password at this URL: https://meetmatt-svr.net/Account/Login

   b. Under Convener Options on the left menu, click "My Sessions" to see the "My Sessions" page. This lists the session(s) that you are convening.

c. The "Abstract Submission Summary" provides a quick preview about the abstracts in your session.
d. Click the abstract count next to "Total Submitted", and you will see the "Abstract List" page. This lists all the abstracts in your Session.
e. Click on the "ID" to view the abstract's details including Title, Author List, Review Decision, etc.

3.4 Assigning Presentation Mode

a. Decide for every abstract, its presentation mode – whether "Oral" or "Poster". For as long as the session's program is still work-in-progress, changes can be made as often as you wish.
b. The total number of accepted abstracts in your session determines the number of "Oral" and "Poster" presentations and presentation schedule allocated to your Session which, is calculated based on the total number of accepted abstracts in your Session relative to the total number for the conference.
c. The assignment is expected to be based on the abstract content and quality, consideration for preferences of the authors, and the necessity that the session fits within the time allocated. Session scheduling is based on a ratio of oral to poster presentations of 60:40. Note: Authors who requested for posters should not be assigned to oral presentations.
d. Care needs to be taken that the oral presentations, especially within a single Session, are seen to be fairly distributed. Typically, a person should not make more than one presentation in a session.
e. To assign the Presentation Mode: **For each Abstract**
    i. Go to "Abstract Details" page. (See Point 2 above for detailed instructions)
    ii. Under "Abstract Status" section, go to "Assign Presentation Mode" and click the link "Mark as Oral" or "Mark as Poster", as desired and where appropriate

3.5 Indicating "Invited Speaker" Mode

You may assign an abstract to "Invited" status for your own Session. By default, every abstract is "Contributed" at the time it is submitted. You may indicate abstracts are invited in the system if they are invited by the conveners.

Reminder Please!
Rules for invited abstracts:
a. Invited papers should not exceed one third of oral presentations in a given session, the only exception is for sessions of great timeliness (such as a recent natural disaster or the first reports from new international scientific programs or space missions).
b. Convener and Co-Conveners cannot present or be a co-author to an invited paper in their own session. Any paper with an overlap between the co-authors and the co-conveners cannot be designated as invited.
c. Duration of the presentation – typically this is 20 minutes (but sometimes may have to be 15 minutes) for an Invited Talk. For contributed talks, the

standard presentation time is 15 minutes. In the program book, the word "Invited" will appear next to those invited abstracts.

d. Besides the above, invited abstracts are treated the same way as contributed abstracts. That is, registration fees and abstract fees are applicable to authors of invited abstracts.

e. There are two ways to assign presentation category "Invited" or "Contributed"

Either:
Go to the "Abstract Details" page. Follow detailed instructions in 3.3 above.

Or:
Under "Abstract Status" section, row "Invited / Contributed" click "Mark as Invited" or "Mark as Contributed" where appropriate.

3.6 Viewing Your Session's Schedule

a. Go to the "My Sessions" page
b. In the Abstract Summary Table is a section titled "Session Schedule". This lists the schedules (for oral presentations) assigned to your Session. It shows the:
   o Session Schedule code
   o Day, time and duration (90min or 120min)
   o Presentation room and capacity (in theatre seats)
   o Number of abstracts you have scheduled and the amount of time utilized
c. To view your session's schedule in the overall timetable, click the "View Program" link.
d. Please contact the appropriate Section President for assistance with the session's duration, schedule, and modification requests.

3.7 Ordering the Talks

a. Go to the "My Sessions" page.
b. Click on "Presentation Schedule" in the "Session Schedule" section.
c. Click on "Order Presentations"
d. On this page, you can choose for each accepted abstract
   o The timeslot
   o Presentation sequence
   o Talk duration (this is pre-set to 15 min for contributed talks, 20 min for invited talks)
e. Note that only accepted abstracts assigned to "Oral" presentation mode are available for ordering. Poster presentations are pre-assigned to designated poster sessions.

3.8 Assigning Session Chairs

a. You should assign Two Session Chairs to every Oral Session. These are the people who will be chairing the session in the presentation room at the conference.
b. It is the responsibility of the Session Chairs to:
    o Ensure that presentations stick to the time available
    o Facilitate the Q&A at the end of each presentation
c. Usually, the Session Chairs will be the Conveners of the Session. The Conveners need to have the agreement of the proposed Chair before assigning them to a particular session.
d. Usually, the Session Chair will not deliver a presentation in the portion of the session that they are chairing. It is strongly advised that you assign Two Session Chairs (not more than three) to each timetable slot.
e. Follow these steps to assign Session Chairs
    o Navigate to the "My Sessions" tab.
    o Under the "Session Schedule" section, select the link labeled "Assign Session Chairs."
    o Enter the email address of the session chair on this page.
    o The session chair will receive an email after the email address is added, enabling them to accept or reject this assignment. The name of the session chair will automatically be added to the program upon acceptance.
    o The invitation is good for seven days, after which the assignment automatically expires and a fresh invitation to the session chair is required.