

# Itinerary Planner User Guide

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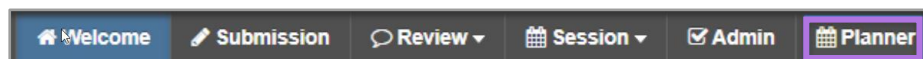
## Overview of Itinerary Planner

With the Itinerary Planner design, you will experience a simplified dashboard including the following capabilities:

- View the program on a single page
- Access session and presentation information with one click
- Search with expanded capabilities
- View schedule conflicts and withdrawals clearly
- Ability to add or delete session information with one click
- Export itinerary with new several options

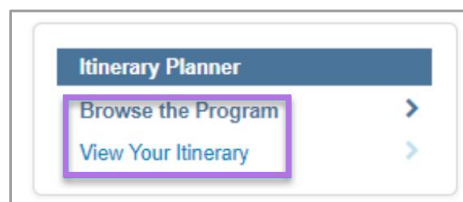
## Access the Itinerary Planner

To access the Itinerary Planner, go to the direct link provided by your Society or click on Planner in the top menu once your login.

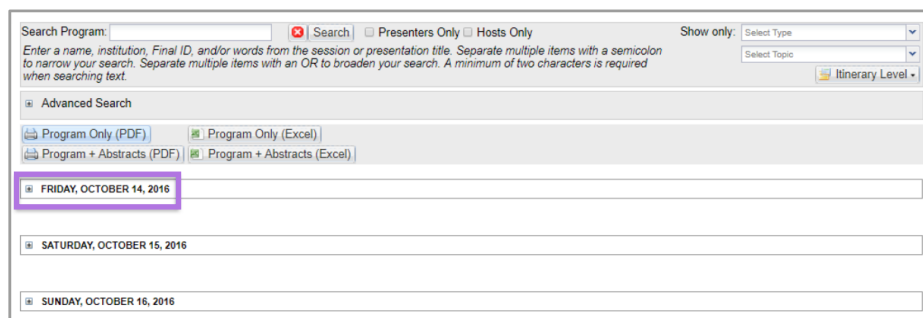


## Itinerary Planner Dashboard

Inside the Itinerary Planner you will see a simplified dashboard in which all information can be reached through two sidebar links, **Browse the Program** and **View Your Itinerary**.



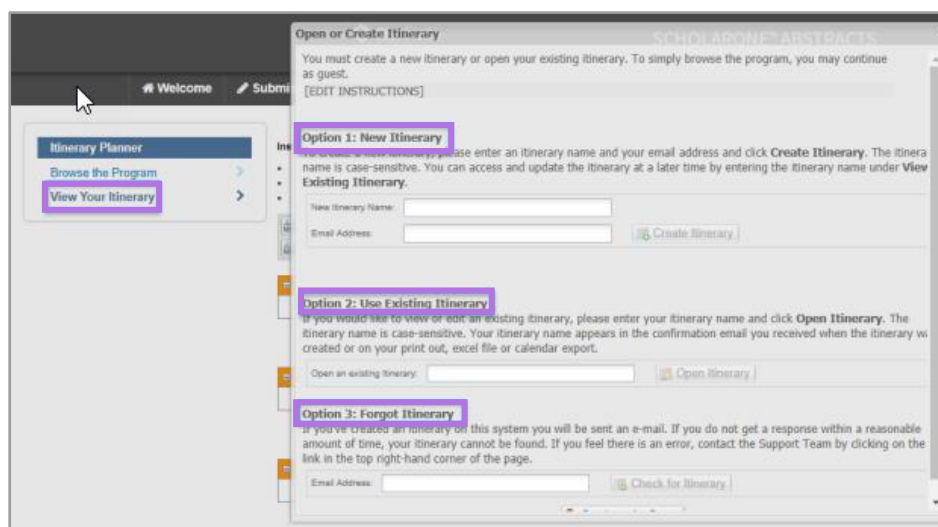
Under Browse the Program you can view the entire program through expandable and collapsible tables. Select the (+) to expand the Itinerary Level and select the (–) to collapse. (Select each date you want to see expanded).



**Note:** If you select the Include in Itinerary checkbox before you have created an itinerary, you will be prompted to create one. See the section below for details.

## Open or Create an Itinerary

When you first click the **View Your Itinerary** link on the left sidebar, a pop-up window will appear giving you three options to choose from.



### Option 1: New Itinerary

Enter your Itinerary Name, Email Address and select the Create Itinerary button.

**Option 1: New Itinerary**  
To create a new itinerary, please enter an itinerary name and your email address and click **Create Itinerary**. The itinerary name is case-sensitive. You can access and update the itinerary at a later time by entering the itinerary name under **View Existing Itinerary**.

New Itinerary Name:

Email Address:

**Create Itinerary**

### Option 2: Use Existing Itinerary

Type in the name of the existing itinerary then chose Open Itinerary.

**Option 2: Use Existing Itinerary**  
If you would like to view or edit an existing itinerary, please enter your itinerary name and click **Open Itinerary**. The itinerary name is case-sensitive. Your itinerary name appears in the confirmation email you received when the itinerary was created or on your print out, excel file or calendar export.

Open an existing Itinerary:

**Open Itinerary**

### Option 3: Forgot Itinerary

Enter your Email Address then click **Check for Itinerary**.

**Option 3: Forgot Itinerary**  
If you've created an itinerary on this system you will be sent an e-mail. If you do not get a response within amount of time, your itinerary cannot be found. If you feel there is an error, contact the Support Team by link in the top right-hand corner of the page.

Email Address:

[Check for Itinerary](#)

If you do not have a username and password, you may browse by clicking **Continue as Guest**.

**Option 3: Forgot Itinerary**  
If you've created an itinerary on this system you will be sent an e-mail. If you do not get a response within amount of time, your itinerary cannot be found. If you feel there is an error, contact the Support Team by link in the top right-hand corner of the page.

Email Address:

[Check for Itinerary](#)

[Continue As Guest](#)

### Browse the Program

Select **Browse the Program** from the left menu to view the program and add items to your itinerary.

**Itinerary Planner**

[Browse the Program](#)

[View Your Itinerary](#)

### Single Page Program View

The entire program can be seen on one page by expanding each day of the conference.

Search Program:  [Search](#) ☐ Presenters Only ☐ Hosts Only

Enter a name, institution, Final ID, and/or words from the session or presentation title. Separate multiple items with a semicolon to narrow your search. Separate multiple items with an OR to broaden your search. A minimum of two characters is required when searching text.

Show only:

[Itinerary Level](#)

**Advanced Search**

[Program Only \(PDF\)](#) [Program Only \(Excel\)](#)

[Program + Abstracts \(PDF\)](#) [Program + Abstracts \(Excel\)](#)

**FRIDAY, OCTOBER 14, 2016**

<b>Clinical # 19</b> Moderator(s): Ben Host (ScholarOne) 7:00 AM - 8:00 AM, Fifeville	<a href="#">View Session Details</a> <input checked="" type="checkbox"/> Include in Itinerary
<b>Clinical Session 25</b> Moderator(s): Christina Host (ScholarOne) 8:15 AM - 9:30 AM, Albemarle Room	<a href="#">View Session Details</a> <input type="checkbox"/> Include in Itinerary
<b>PL15. Equipment</b> Moderator(s): Elsie Host (ScholarOne) 8:00 AM - 9:00 AM, Blue Ridge Room	<a href="#">View Session Details</a> <input type="checkbox"/> Include All in Itinerary
<b>Clinical 19</b> Moderator(s): Alexis Host (ScholarOne) 9:30 AM - 10:30 AM, Christina	<a href="#">View Session Details</a> <input type="checkbox"/> Include All in Itinerary

## One-Click Add/Remove

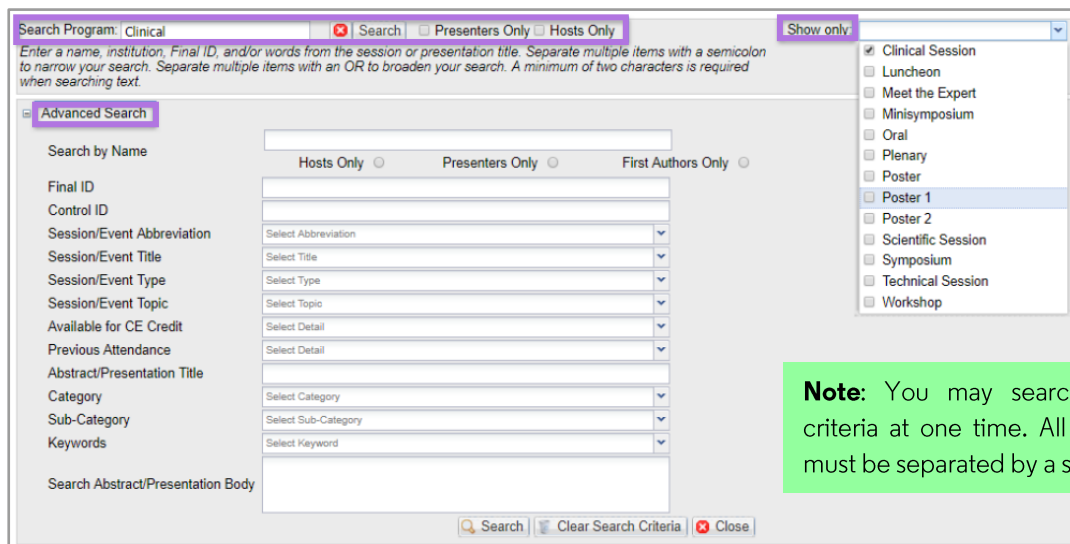
Use the one click feature to include all the abstracts in a session to your Itinerary.



FRIDAY, OCTOBER 14, 2016	
<b>Clinical # 19</b> Moderator(s): Ben Host (ScholarOne) 7:00 AM - 8:00 AM; Fifeville	<a href="#">View Session Details</a> <input checked="" type="checkbox"/> Include in Itinerary
<b>Clinical Session 25</b> Moderator(s): Christina Host (ScholarOne) 8:15 AM - 9:30 AM; Albemarle Room	<a href="#">View Session Details</a> <input type="checkbox"/> Include in Itinerary
<b>PL15, Equipment</b> Moderator(s): Elsie Host (ScholarOne) 8:00 AM - 9:00 AM; Blue Ridge Room	<a href="#">View Session Details</a> <input type="checkbox"/> Include All in Itinerary

## Search Program

You can search by author's name, institution, final ID, words from the session or presentation title and the results can be filtered by session type. There is also an **Advanced Search** with includes many details of sessions and abstract presentations.



Search Program: Clinical ☒ Search ☐ Presenters Only ☐ Hosts Only

Enter a name, institution, Final ID, and/or words from the session or presentation title. Separate multiple items with a semicolon to narrow your search. Separate multiple items with an OR to broaden your search. A minimum of two characters is required when searching text.

**Advanced Search**

Search by Name

Final ID

Control ID

Session/Event Abbreviation

Session/Event Title

Session/Event Type

Session/Event Topic

Available for CE Credit

Previous Attendance

Abstract/Presentation Title

Category

Sub-Category

Keywords

Search Abstract/Presentation Body

**Note:** You may search by multiple criteria at one time. All search criteria must be separated by a semi-colon.

## Withdrawn Papers

If you see that a presentation time is highlighted red and has a W inside a purple circle, this means the paper has been withdrawn.

To remove a Withdrawn presentation from your itinerary, uncheck the **Include in Itinerary** checkbox and the system will display a confirmation message in the lower right corner of your screen to confirm that the session has been removed.



<b>PL06. Plenary 1</b> Steve Host (ScholarOne) 11:00 AM - 12:00 PM, Barboursville Room		<a href="#">View Session Details</a> <input type="checkbox"/> Include All in Itinerary
<input checked="" type="checkbox"/> <b>Withdrawn</b>	2018 Poster 9. Abstract #30 Grace Donovan <a href="#">View Presentation</a>	<input type="checkbox"/> Include in Itinerary
11:30 AM - 11:30 AM Grace Donovan <a href="#">View Presentation</a>	2018 Poster 10. Abstract #26 Grace Donovan <a href="#">View Presentation</a>	<input type="checkbox"/> Include in Itinerary
<b>Plenary #98</b> 1:00 PM - 2:00 PM, Barboursville Room		<a href="#">View Session Details</a> <input type="checkbox"/> Include All in Itinerary
SATURDAY, OCTOBER 15, 2016		
SUNDAY, OCTOBER 16, 2016		

**Information**  
All selected itinerary items were deleted.

**Information**  
Item removed from your itinerary.

## View Session and Presentation Details

Click **View Your Itinerary** on the side bar menu to view the itinerary that you created.

**Itinerary Planner**

[Browse the Program](#)

>

[View Your Itinerary](#)

- >

THURSDAY, OCTOBER 23, 2014		
<b>Jami Test 5</b> Moderator(s): Test Test (Test) 10:00 AM - 12:00 PM, AK Room 1		
10:00 AM - 12:00 PM	test after release author based disclosure Florence Barriew, John Smith <a href="#">View Presentation</a>	<input checked="" type="checkbox"/> Include in Itinerary
10:00 AM - 12:00 PM	begin test + plus ; test apos'trophe and quo'te end Florence Barriew <a href="#">View Presentation</a>	<input checked="" type="checkbox"/> Include in Itinerary
<b>The most interesting session in the world</b> Moderator(s): Christopherr Power (S1) 2:30 PM - 3:30 PM, AK Room 1		
2:30 PM - 3:30 PM	tss1be0015 Steve Testf <a href="#">View Presentation</a>	<input checked="" type="checkbox"/> Include in Itinerary
FRIDAY, OCTOBER 24, 2014		
<b>CLP, CL Test Session</b> 10:00 AM - 12:00 PM, AK Room 1		
10:00 AM - 12:00 PM	tes44old Tester Fourfour <a href="#">View Presentation</a>	<input checked="" type="checkbox"/> Include in Itinerary
10:00 AM - 12:00 PM	Dephadrine & Immunology Alex A. Lehman <a href="#">View Presentation</a>	<input checked="" type="checkbox"/> Include in Itinerary
10:00 AM - 12:00 PM	X-linked adrenal hypoplasia congenita is caused by abnormal nuclear localization of the DAX-1 protein Alex A. Lehman <a href="#">View Presentation</a>	<input checked="" type="checkbox"/> Include in Itinerary

## View Session Details

Click **View Session Details** to see session information.

<div> <div>S104, Administration #2</div> <div>Ben Host (ScholarOne)</div> <div>8:00 AM - 9:30 AM, Barboursville Room</div> </div>	<a href="#">View Session Details</a> <input checked="" type="checkbox"/> Include All in Itinerary
---	---

The session information will then appear in a pop-up box, with the options to **Print** or **Close**.

View Details

[EDIT INSTRUCTIONS]

Session Title:Administration #2

Session Type: Symposium

Session Topic: Medical Administration

Ben Host

Location: Barboursville Room

Ticketed: No

Print

Close

## View presentation details

To view individual presentation information, click on the **View Presentation** link. The abstract proof appears.

<div> <div>S104, Administration #2</div> <div>Ben Host (ScholarOne)</div> <div>8:00 AM - 9:30 AM, Barboursville Room</div> </div>	<a href="#">View Session Details</a> <input checked="" type="checkbox"/> Include All in Itinerary
<div> <div>8:00 AM - 8:18 AM Abstract #1</div> <div>Meetings R_Support</div> <div><a href="#">View Presentation</a></div> </div>	<input checked="" type="checkbox"/> Include in Itinerary
<div> <div>8:18 AM - 8:36 AM Abstract #3</div> <div>Meetings R_Support</div> <div><a href="#">View Presentation</a></div> </div>	<input checked="" type="checkbox"/> Include in Itinerary
<div> <div>8:36 AM - 8:54 AM Abstract #5</div> <div>Meetings R_Support</div> <div><a href="#">View Presentation</a></div> </div>	<input checked="" type="checkbox"/> Include in Itinerary
<div> <div>8:54 AM - 9:12 AM Abstract #6</div> <div>Meetings R_Support</div> <div><a href="#">View Presentation</a></div> </div>	<input checked="" type="checkbox"/> Include in Itinerary
<div> <div>9:12 AM - 9:30 AM Abstract #7</div> <div>Meetings R_Support</div> <div><a href="#">View Presentation</a></div> </div>	<input checked="" type="checkbox"/> Include in Itinerary



View Presentation Details

CONTROL ID: 2082947  
TITLE: Abstract #1  
AUTHORS (FIRST NAME, LAST NAME): Meetings R. Support<sup>1</sup>  
INSTITUTIONS (ALL): 1. ScholarOne, Charlottesville, VA, United States.  
DETAILS  
CURRENT CATEGORY: Basic Science  
CURRENT SUB-CATEGORY: None  
KEYWORDS: aerospace, ADSA, anatomy.  
ABSTRACT BODY:  
**Materials::** Lorem ipsum dolor sit amet, consectetur adipiscing elit. Integer nec odio. Praesent libero. Sed cursus ante dapibus diam. Sed nisi. Nulla quis sem at nibh elementum imperdiet. Duis sagittis ipsum. Praesent mauris. Fusce nec tellus sed augue semper porta. Mauris massa. Vestibulum lacinia arcu eget nulla. Class aptent taciti sociosq.  
**Conclusions::** Lorem ipsum dolor sit amet, consectetur adipiscing elit. Integer nec odio. Praesent libero. Sed cursus ante dapibus diam. Sed nisi. Nulla quis sem at nibh elementum imperdiet. Duis sagittis ipsum. Praesent mauris. Fusce nec tellus sed augue semper porta. Mauris massa. Vestibulum lacinia arcu eget nulla. Class aptent taciti sociosq.  
**Methods::** Lorem ipsum dolor sit amet, consectetur adipiscing elit. Integer nec odio. Praesent libero. Sed cursus ante dapibus diam. Sed nisi. Nulla quis sem at nibh elementum imperdiet. Duis sagittis ipsum. Praesent mauris. Fusce nec tellus sed augue semper porta. Mauris massa. Vestibulum lacinia arcu eget nulla. Class aptent taciti sociosq.  
**Results::** Lorem ipsum dolor sit amet, consectetur adipiscing elit. Integer nec odio. Praesent libero. Sed cursus ante dapibus diam. Sed nisi. Nulla quis sem at nibh elementum imperdiet. Duis sagittis ipsum. Praesent mauris. Fusce nec tellus sed augue semper porta. Mauris massa. Vestibulum lacinia arcu eget nulla. Class aptent taciti sociosq.  
IMAGES  
(No Image Selected)  
TABLES  
TABLE TITLE:  
Test Table

## Itinerary Export Options

With the export options, you can export in several formats. Select the button for the format you wish to use. The calendar options will return a .ics file which may then be used to import itinerary information to your calendar tool.

Instructions

- Your personalized itinerary is below. To remove items from your itinerary, uncheck the associated box.
- Scheduling conflicts are denoted with a red "I" icon.
- Withdrawn presentations are denoted with a purple "w" icon.

 Itinerary Only (PDF)

 Itinerary Only (Calendar)

 Itinerary Only (Excel)

 Itinerary + Abstracts (PDF)

 Itinerary + Abstracts (Calendar)

 Itinerary + Abstracts (Excel)

#### About Clarivate

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Contact our experts today:

**+1 215 386 0100 (U.S.)**

**+44 (0) 20 7433 4000 (Europe)**

**[clarivate.com](https://clarivate.com)**