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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 2: Use Existing Itinerary**

Type in the name of the existing itinerary then chose Open Itinerary.
Option 3: Forgot Itinerary
Enter your Email Address then click Check for Itinerary.

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

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

Single Page Program View
The entire program can be seen on one page by expanding each day of the conference.
One-Click Add/Remove

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

![Session Details](image)

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.

![Advanced Search](image)

**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.
View Session and Presentation Details

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

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

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

View presentation details

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

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- Withdrawn presentations are denoted with a purple "W" icon.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

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