



ScholarOne Abstracts™

# Session Proposal User Guide

24-August-2018

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## PROPOSAL SUBMISSION OVERVIEW

ScholarOne Abstracts streamlines the proposal submission and review process for societies and participants. You may submit a proposal to this online system for the society's consideration. You will receive communications directly through the system including the decision.

## CREATE A NEW SESSION PROPOSAL

The ScholarOne Abstracts Session Proposal Center allows you to submit a proposal or view previously submitted proposals.

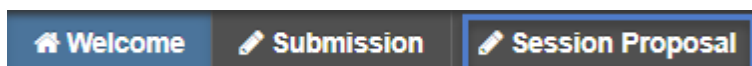
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**Note:** If you need to exit your proposal submission and return to complete it later, remember to click **Save** or **Save & Continue** on any page you enter data.

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## ACCESS THE SESSION PROPOSAL CENTER

1. Select the **Session Proposal** tab in the upper left corner of the page Welcome Page.



2. The Session Proposal Center displays with **View Session Proposals** selected. If you have any drafts or submitted proposals, you can view them here.

The screenshot shows the 'View Session Proposals' page with a navigation bar at the top containing: Welcome, Submission, Session Proposal, Review, Session, Admin, Planner, and Support Config. On the left, there are two buttons: 'View Session Proposals' and 'Create New Proposal'. The main content area is titled 'View Session Proposals' and includes an 'Edit' link. It is divided into two sections: 'Draft Proposals' and 'Submitted Proposals'.

**Draft Proposals**

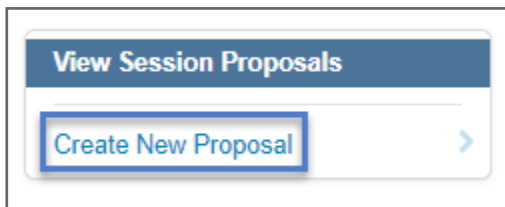
ACTION	TITLE	ID	PARTICIPANTS	MODIFIED	DEADLINE	TYPE
Select ...	Draft #1	311177		Aug 22, 2018 1:54 PM	Dec 31, 2019 11:59 PM	Session Proposal

**Submitted Proposals**

ACTION	TITLE	ID	PARTICIPANTS	SUBMITTED	DEADLINE	TYPE
Select ...	Session Title (2 Linked Abstracts)	311147	Fred Reviewer (Moderator) Ben Host (Moderator)	Aug 22, 2018 1:47 PM	Dec 31, 2019 11:59 PM	Session Proposal
Select ...	Session Title #3 (2 Linked Abstracts)	311175	George Host (Moderator) Alexis Host (Moderator)	Aug 22, 2018 1:46 PM	Dec 31, 2019 11:59 PM	Session Proposal

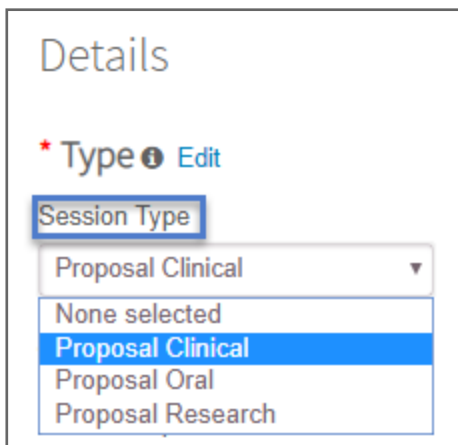
## CREATE NEW SESSION PROPOSAL

1. To submit a new proposal, click the **Create New Session Proposal** link.



## Step 1: Proposal Type

2. Select a **Proposal Type**. Each proposal type has different field requirements, so once you choose a type, you cannot modify it. You must create a new submission to choose a different submission type.



The screenshot shows a form titled "Details". Under the heading "\* Type" (with an information icon and an "Edit" link), there is a dropdown menu labeled "Session Type". The dropdown is open, showing four options: "Proposal Clinical" (which is highlighted in blue), "None selected", "Proposal Oral", and "Proposal Research".

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**Note:** Proposal Type is an optional step and may not be used by your society. If your society does not require this step, then the step numbers used for the submission process will adjust automatically in the system. This guide shows the step numbers with this optional step included.

---


## Step 2: Content

Complete each step and then click **Save and Continue**. Topic and Summary fields are optional configurations by the society and may not be required for your submission.


### Details








**\* Type**  Edit

Session Type  
Proposal Research


**Topic**  Edit








Session Topic  
Immunotherapy

**\* Session Title**  Edit 15 CHARACTERS

**B I U x<sub>2</sub> x<sup>2</sup>**       

Sample Title #5

**\* Summary**  Edit 28 CHARACTERS

**B I U x<sub>2</sub> x<sup>2</sup>**       

This is the session summary.

---

**Note:** All required fields have a red asterisk (\*) to the left of each section title. Each section of the proposal process may vary depending on how your society has it configured.

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### Step 3: Participants

3. You can add participants and change the order of participants on this step. Common types of **Participants** are Moderators and Chairs. If you wish to add participants, click the **Add Participant** button. If you do not need to add participants, skip to **Step 15**.

Participants

\* ORDER \* PARTICIPANTS REMOVE PARTICIPANT

Update Participant Order Add Participant

**Search for Participant to Add**

First/Given Name Last/Family Name Participant's Email

First Name Host Email@Example.com

Search

Previous Step Save Save & Continue

4. When you click the **Add Participants** button, the **Search for Participant to Add** fields will display.
5. Enter search criteria in the any of the fields, and then click **Search**.

**Search for Participant to Add**

First/Given Name Last/Family Name Participant's Email

First Name Reviewer Email@Example.com

Search

6. If a participant is found in the system, the name will populate in the search results below.

- To add a participant from search results, click the **Add** link to the left of the participant's name and the name will be added to the current participant list.

Participant Search Results - 2 Participant(s) Found				
ADD	NAME	DEPARTMENT	INSTITUTION	EMAIL
<a href="#">+ Add</a>	Reviewer, Fred <a href="#">More Info</a>			freviewer@donotsend.demo
<a href="#">+ Add</a>	Reviewer, Mike <a href="#">More Info</a>		S1A	mikereviewer@donotsend.demo

Cancel    Create A Participant

- If the participant in the search results is not the person you are looking for, click the **Create a Participant** button.

Participant Search Results - 2 Participant(s) Found				
ADD	NAME	DEPARTMENT	INSTITUTION	EMAIL
<a href="#">+ Add</a>	Reviewer, Fred <a href="#">More Info</a>			freviewer@donotsend.demo
<a href="#">+ Add</a>	Reviewer, Mike <a href="#">More Info</a>		S1A	mikereviewer@donotsend.demo

Cancel    **Create A Participant**

- If you chose the **Create a Participant** button, follow these steps to create a participant.

The **Create a Participant** screen displays. Complete the required fields First/Given Name, Last/Family Name and Email address.

---

**Note:** Please be sure you have searched for an existing participant account before creating a new participant account.

---



### Create A Participant

\* = Required

* First/Given Name	<input type="text" value="George"/>	* Last/Family Name	<input type="text" value="Jones"/>
Phone	<input type="text"/>	* Email	<input type="text" value="george@donotsend.com"/>

8. Click **Submit Created Participant**. Before the account is created, you will be asked to verify the participant information. If you find an error, click the **Edit Information** link in the left corner to make the necessary changes, or click **Submit Created Participant**.

### Please Verify The Session Participant's Information

First/Given Name	George
Last/Family Name	Jones
Phone	
Email	george@donotsend.com

The new Participant is displayed.

### Participants

* ORDER	* PARTICIPANTS	REMOVE PARTICIPANT
<div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">1 ▼</div>	<p><b>George Jones - <a href="#">More Info</a></b></p> <p>* Institution</p> <div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">None selected ▼</div> <p>* Role</p> <div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">None selected ▼</div>	<p><a href="#">🗑 Remove</a></p>

🔄 Update Participant Order

+ Add Participant

- Once the participants are added to your participant list, you can add their affiliations by using the drop-down menu select an affiliation that is already listed or **Create New Institution**.

### Participants

* ORDER	* PARTICIPANTS
<div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">1 ▼</div>	<p><b>George Jones - <a href="#">More Info</a></b></p> <p>* Institution</p> <div style="border: 1px solid #ccc; padding: 2px; display: inline-block;"> <div style="border-bottom: 1px solid #ccc; padding: 2px;">None selected ▼</div> <div style="background-color: #007bff; color: white; padding: 2px;">None selected</div> <div style="border-bottom: 1px solid #ccc; padding: 2px; border-left: 1px solid #ccc; border-right: 1px solid #ccc;">Create New Affiliation</div> </div> <p>* Role</p> <div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">None selected ▼</div>

🔄 Update Participant Order

+ Add Participant

10. Select **Create New Affiliation**. Fill in the required fields and click on **Submit Created Institution**. You can then use the **Participant Institution** dropdown to select the new affiliation.

### Create Institution 43 CHARACTERS ×

* Institution	Department (Optional)
<input type="text" value="ScholarOne"/>	<input type="text"/>
Country / Region	* State / Province
<input style="background-color: #ffffcc;" type="text" value="United States"/>	<input style="background-color: #ffffcc;" type="text" value="Virginia"/>
* City	Zip/Postal Code
<input style="background-color: #ffffcc;" type="text" value="Charlottesville"/>	<input style="background-color: #ffffcc;" type="text" value="22902"/>
Address 1	Address 2
<input type="text"/>	<input type="text"/>

11. Once the participant's affiliations are added, use the drop-down menu to select a participant **Role**. If there is only one role, the role will automatically populate in this field. This is a configured item by the society.

12. Click **Save & Continue** to move to the next step.

### Step 4: Link Abstracts

Link abstracts to your session proposal and change the order of abstracts on the **Link Abstracts** step.

13. If you wish to link abstracts, click the **Add Abstract** button.

14. Complete the abstract submission fields. Required fields are noted by a red asterisk. Review the **ScholarOne Abstracts Author Guide** for instructions on how to submit an abstract.

15. Click **Save & Continue** after each step.

16. Once the abstracts have been entered and added to the session proposal, click **Save and Continue** at the bottom of the proposal page. You can also reorder the abstracts by clicking on **Update Abstract Order**.

### Linked Abstracts

ORDER	TITLE	ID	AUTHOR	AUTHOR'S EMAIL	ACTION
1	Abstract #2 <i>(Returned To Draft)</i>	3060533	Alexis Host	host21@donotsend.com	Remove  Edit
2	Abstract #1 <i>(Returned To Draft)</i>	3060532	Elsie Host	host15@donotsend.com	Remove  Edit

Update Abstract Order  Add Abstract

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Previous Step Save Save & Continue

## Step 5: Review & Submit

17. **Review & Submit** allows you to preview the information that was entered on each step of the proposal process. A green check mark will display to the left of the step if it was completed successfully. Review your proposal information. If any information needs to be updated, click the **Edit** button next to the step name.

[View Session Proposals](#) >

**Create New Proposal**

- ✔ [Step 1: Content](#) >
- ✔ [Step 2: Participants](#) >
- ✔ [Step 3: Link Abstracts](#) >
- [Step 4: Review & Submit](#) >

## Step 4: Review & Submit

**Deadline:** Dec 31, 2019 11:59 PM

[✎ Edit](#)  
\* = Required Fields

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\* Review Session Input

✔ [Step 1: Content](#) ✎ Edit

SECTION	VALUE
Type	Proposal Research
Topic	Scientific Trials
Session Title	Session Title
Summary	Session Summary
Learning Objective 1	Learning Objective 1
Learning Objective 2	Learning Objective 2
Learning Objective 3	Learning Objectives 3
Please select your Audio-Visual Equipment needs below.	Laser pointer
How many attendees do you expect?	1-50

✔ [Step 2: Participants](#) ✎ Edit

18. When complete, click the **Submit** button.

✓ Step 3: Link Abstracts [Edit](#)

SECTION	VALUE
Presentation type 1	ID
	3060593
	Title
	dsdaAS <i>(Draft)</i>
Author	Alexis Host
Presentation type 2	ID
	3060595
	Title
	DFDSAS <i>(Draft)</i>
Author	Elsie Host

[← Previous Step](#) [Submit →](#)

19. The **View Session Proposal** screen will display and will list the proposal you just created in the Session Proposal submission process.

## VIEW A SESSION PROPOSAL

The ScholarOne Proposals Submission Center allows you to submit a proposal or view previously submitted proposals.

### VIEW AN EXISTING PROPOSAL

Select the Session Proposals tab.



The page will display proposals in a draft status at the top.

### View Session Proposals

[Edit](#)

**Draft Proposals**

ACTION	TITLE	ID	PARTICIPANTS	MODIFIED	DEADLINE	TYPE
<div style="border: 1px solid #ccc; padding: 2px;">                     Select ...                      Select ...                      Edit Draft                      View Emails                      -----                      Delete                 </div>	Session Title	311147	Fred Reviewer (Moderator) Ben Host (Moderator)	Aug 22, 2018 3:13 PM	Dec 31, 2019 11:59 PM	Session Proposal

**Submitted Proposals**

ACTION	TITLE	ID	PARTICIPANTS	SUBMITTED	DEADLINE	TYPE
<div style="border: 1px solid #ccc; padding: 2px;">                     Select ...                 </div>	Session Title #3 (2 Linked Abstracts)	311175	George Host (Moderator) Alexis Host (Moderator)	Aug 22, 2018 1:46 PM	Dec 31, 2019 11:59 PM	Session Proposal
<div style="border: 1px solid #ccc; padding: 2px;">                     Select ...                 </div>	Draft #1 (2 Linked Abstracts)	311177	Erica Host (Moderator)	Aug 22, 2018 3:06 PM	Dec 31, 2019 11:59 PM	Session Proposal
<div style="border: 1px solid #ccc; padding: 2px;">                     Select ...                 </div>	Sample Title #5 (2 Linked Abstracts)	311180	George Jones (Moderator)	Aug 22, 2018 2:47 PM	Dec 31, 2019 11:59 PM	Session Proposal



Using the Action column, you can do the following:

- **Edit Draft:** Continue editing your proposal.
- **View E-Mails:** Display any e-mails associated with the proposal.
- **Delete:** Delete the proposal. (As configured by your society, you may not be able to delete a proposal in draft or returned to draft status).

Submitted Proposals are displayed below drafts.

Submitted Proposals						
ACTION	TITLE	ID	PARTICIPANTS	SUBMITTED	DEADLINE	TYPE
<input type="text" value="Select ..."/> <input type="text" value="Select ..."/> View Proposal & Manage Linked Abstracts View Emails ----- Return to Draft <input type="text" value="Select ..."/>	Session Title #3 (2 Linked Abstracts)	311175	George Host (Moderator) Alexis Host (Moderator)	Aug 22, 2018 1:46 PM	Dec 31, 2019 11:59 PM	Session Proposal
<input type="text" value="Select ..."/>	Draft #1 (2 Linked Abstracts)	311177	Erica Host (Moderator)	Aug 22, 2018 3:06 PM	Dec 31, 2019 11:59 PM	Session Proposal
<input type="text" value="Select ..."/>	Sample Title #5 (2 Linked Abstracts)	311180	George Jones (Moderator)	Aug 22, 2018 2:47 PM	Dec 31, 2019 11:59 PM	Session Proposal

Using the Action column, you may do any the following.

- **View Proposal & Manage Linked Abstracts:** Display the proposal proof and update the linked abstracts list.
- **View E-Mails:** Display any e-mail associated with the proposal.
- **Return to Draft:** Return the proposal to a draft status to make additional changes.

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