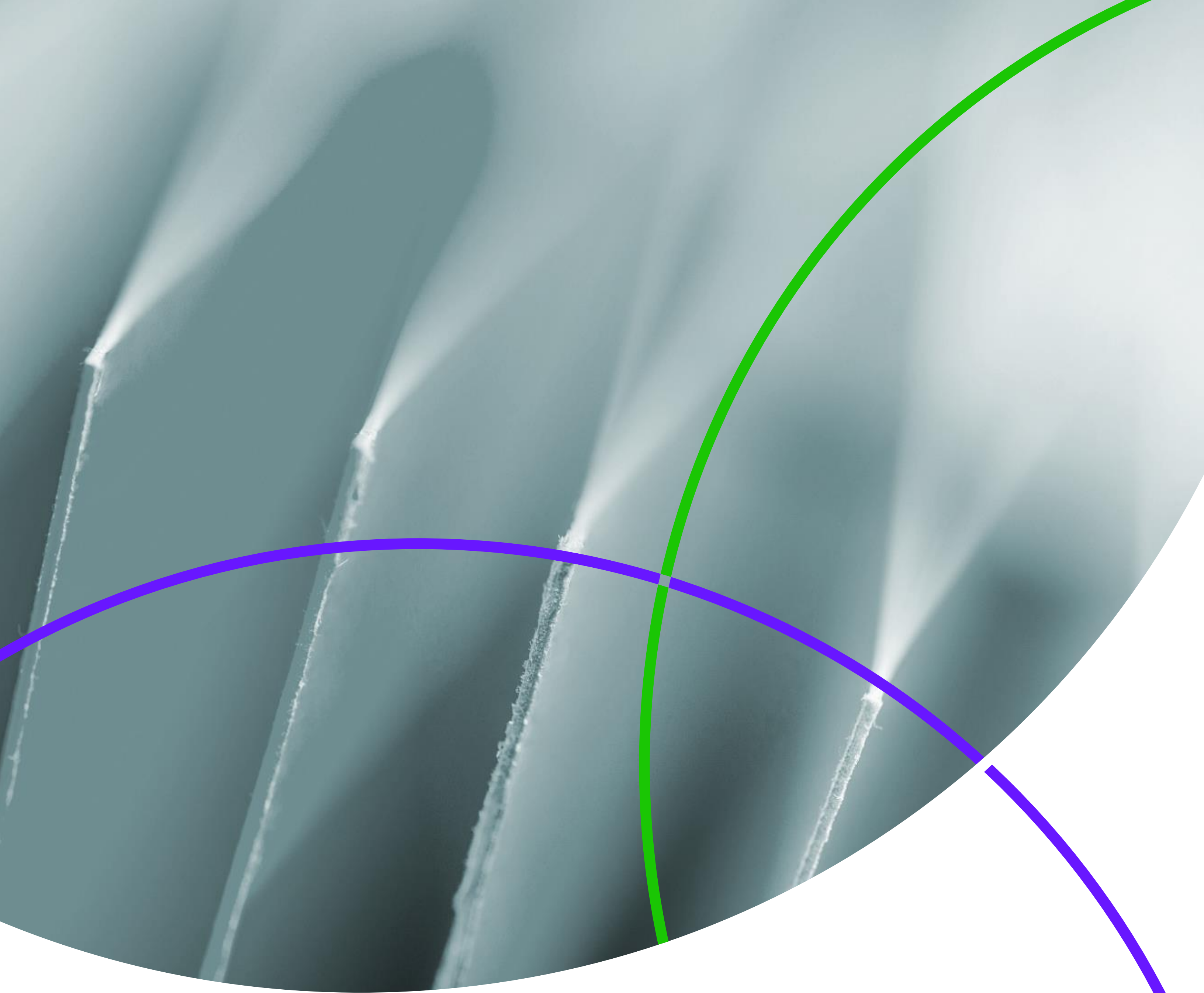


ScholarOne Abstracts ™

Session Proposal Administrator Guide

28-November-2018

Clarivate Analytics

TABLE OF CONTENTS

Select an item in the table of contents to go to that topic in the document.

OVERVIEW OF SESSION PROPOSALS 1
Definition of Session Proposals 1
Set Up of Session Proposals 1
Session Types 1
Roles 3
Schedule 4
Session Proposal Proofs 4
Accepted Session Proposal Points to Remember 6
Editing a Session Proposal 7
MANAGING PROPOSALS AFTER SUBMISSION AND BEFORE SESSIONING 8
Admin Review Center: Proposals 8
MANAGING SESSION PROPOSALS DURING AND AFTER SESSIONING 10
Session Center: Proposals 10
Invitations and Emails: Proposals 11
Admin Center Searches: Proposals 11
DATA EXPORT TOOL: SESSION PROPOSALS 12
SESSION PROPOSAL EMAIL TEMPLATES 13

Effective Date: 28-November-2018
Document Version: 1.4

OVERVIEW OF SESSION PROPOSALS

DEFINITION OF SESSION PROPOSALS

Session proposal submission(s) through ScholarOne Abstracts allow associations/societies to collect session ideas from their users. Collecting the proposals begins the submission process. There are two types of proposal submissions.

Inline proposal submission entails submitting the session overview and the linked abstracts within the single proposal submission.

Standard proposals require the individual abstract submitters to input their abstracts separately and tie them to a proposal via a selection dropdown. For more information on this type of proposal submission, contact your Client Implementation Manager.

This guide is written for the inline submission type.

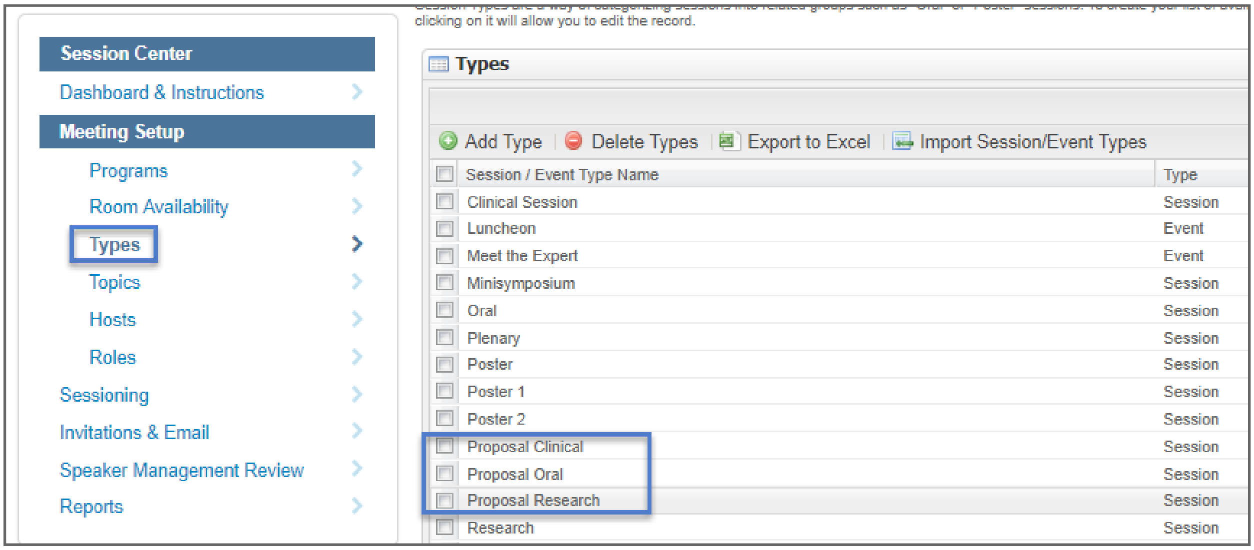
SET UP OF SESSION PROPOSALS

A Summary of the Steps:

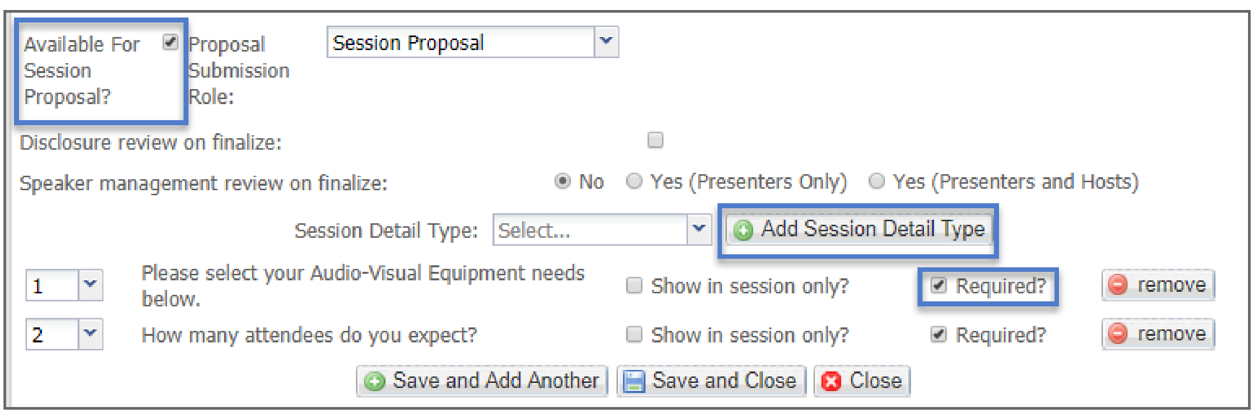
- Configure Session Types to appear in the Session Proposal drop-down menu
- Set the schedule
- Configure the proofs

Session Types

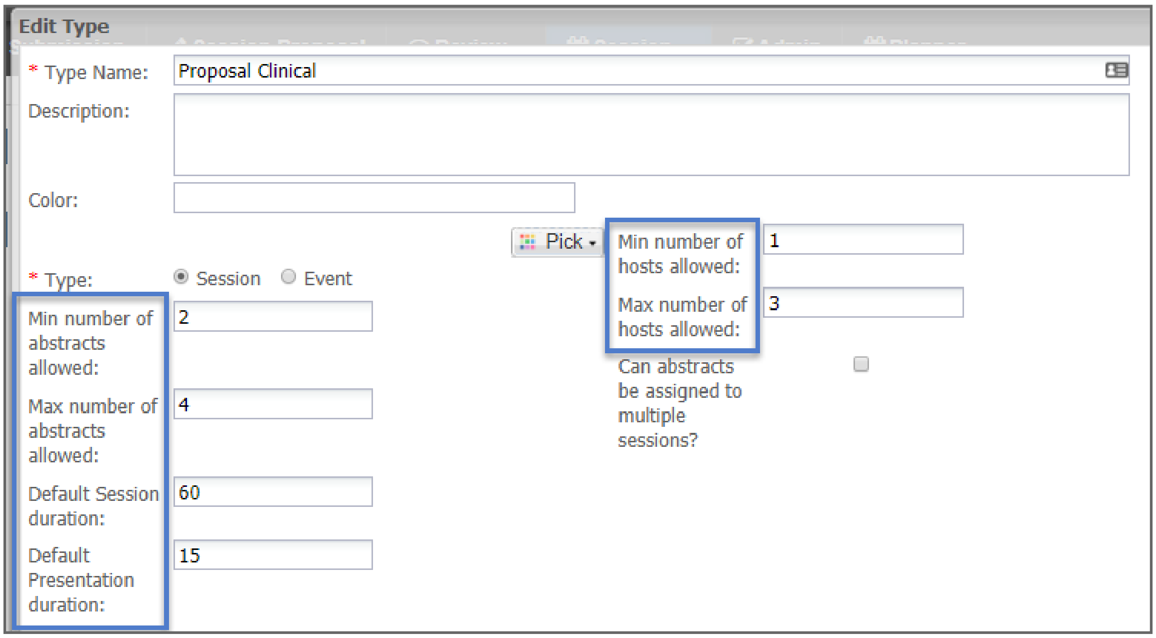
Proposal session types carry through to the Session Information tab on the Session & Events Grid. The proposal session types should be configured in **Meeting Setup** under Sessioning.



When setting up a Session Proposal Type, you will need to check that it is available for proposals. (View all non-proposal types to make sure the **Available for Session Proposal** is unchecked). If there are custom questions available, add them to each proposal type as needed. The **custom questions** can be marked to be required or non-required. The custom questions appear on the submission steps and on the proposal session in the Session & Events grid.

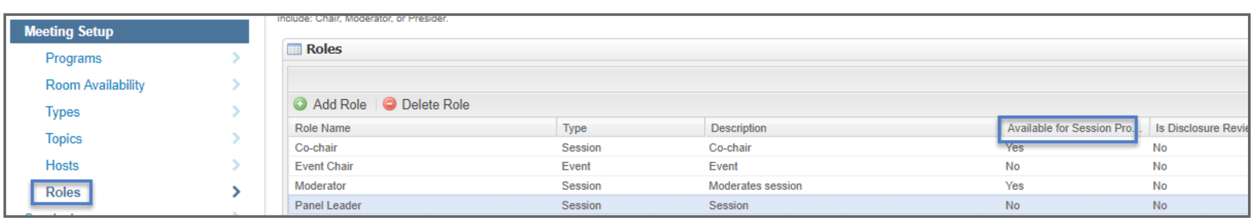


The next step is to enter a **min/max for abstracts allowed**. Enter a **min/max for number of hosts allowed** (participants in the submission process, many times called a moderator or a chair). **Default session duration** and **default presentation duration** may be entered. Both are optional, but highly recommended, as it will save time once sessions are accepted. If default session duration is entered, the figure will populate automatically when the session is accepted. The same applies to the default presentation duration.



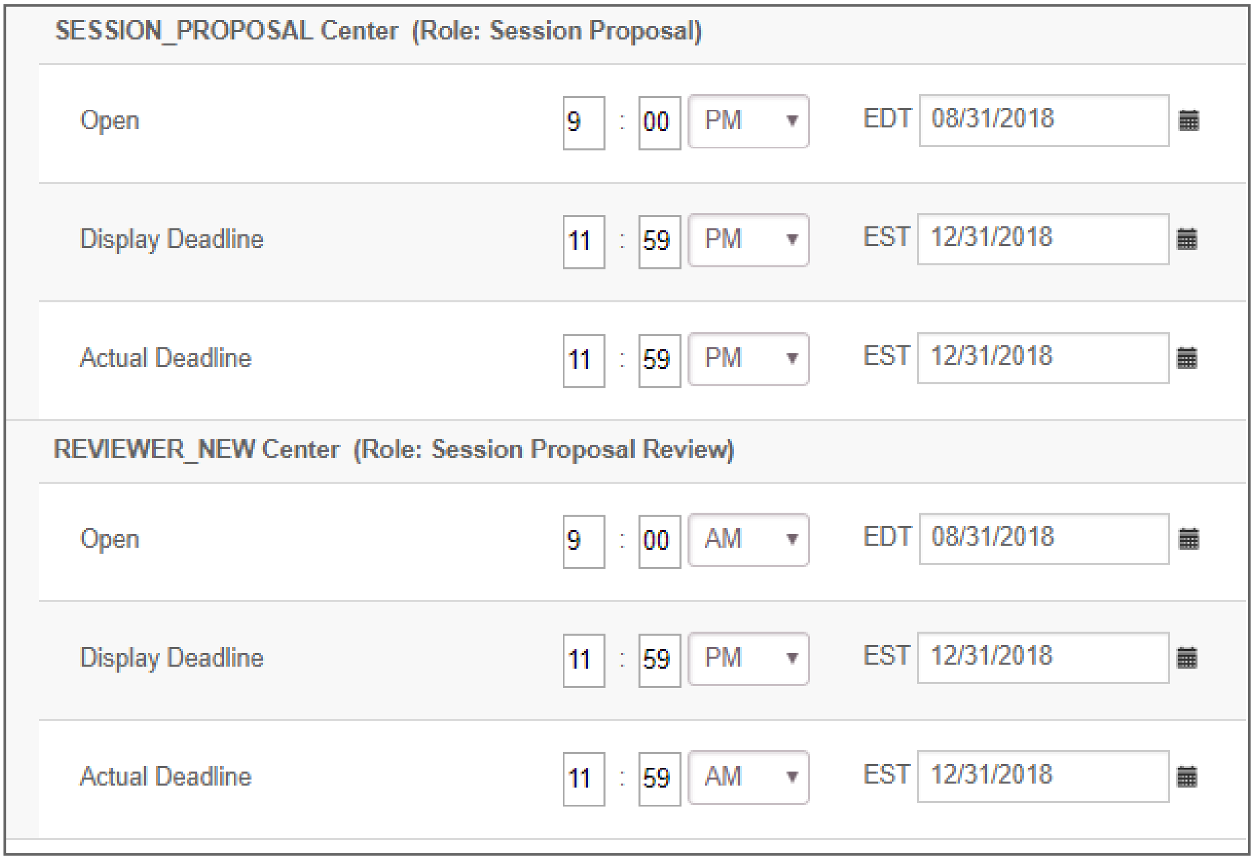
Roles

Roles refer to the participant's function in the session; these are most commonly called Moderators or Chairs. If you have one host role, that role will automatically populate when the session is accepted. You will want to note what roles are available for session proposal participants. To edit a role, double click on the **role name**. Click **Yes** to **Available for Session Proposals**.



Schedule

Set the open and close dates for the session proposal roles. Schedules can be found under **Admin > Client Configuration > Schedule**.

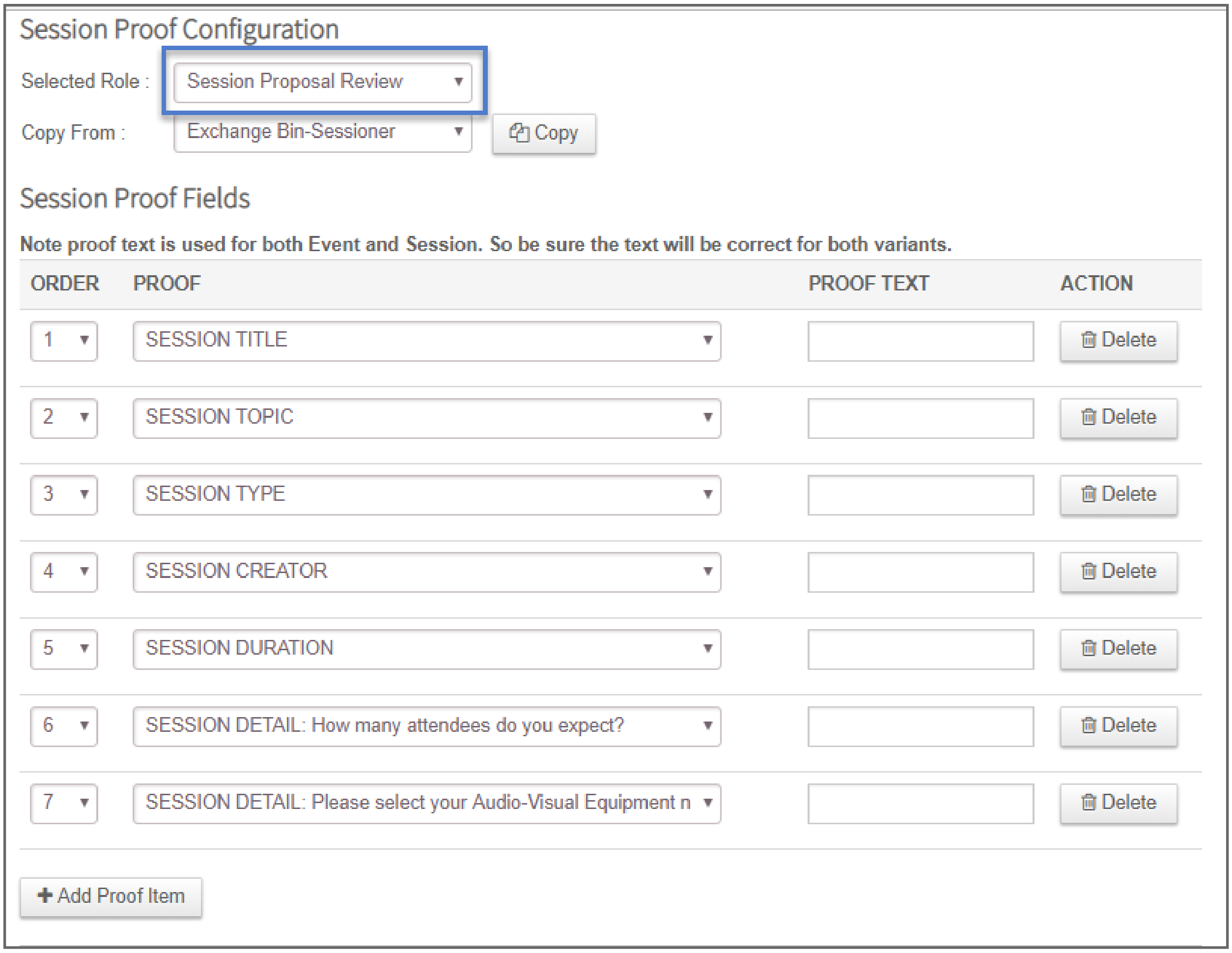


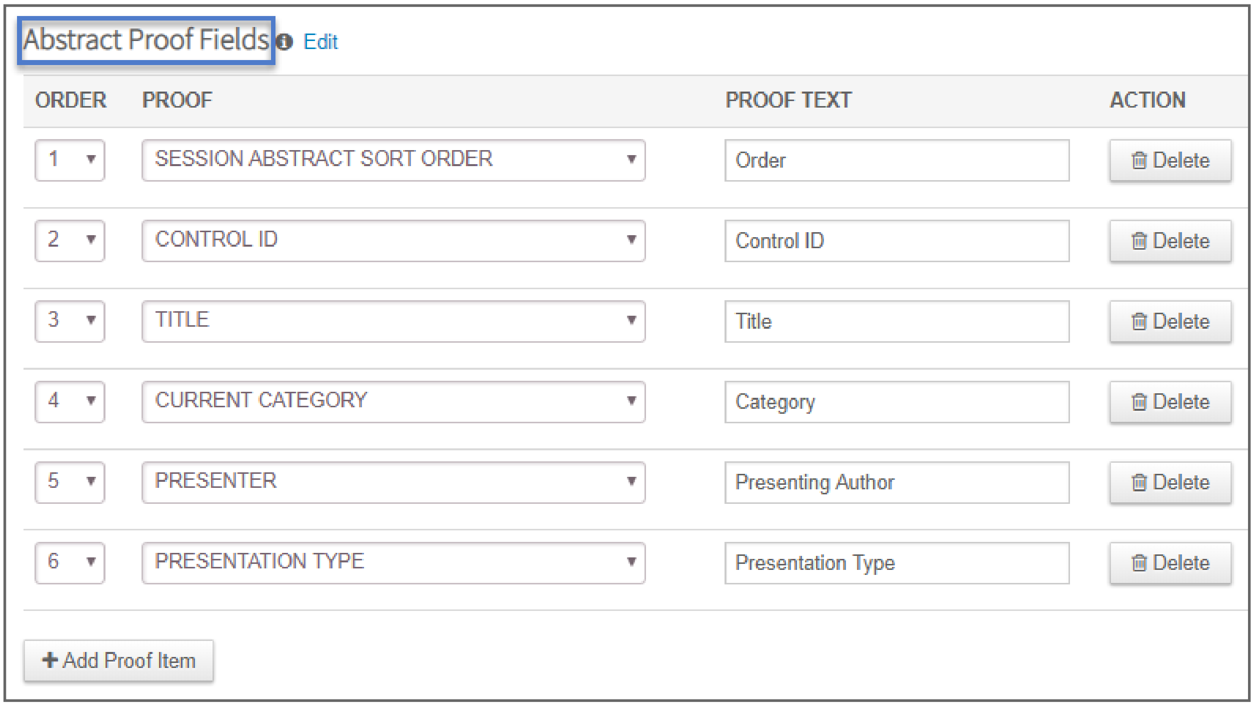
Session Proposal Proofs

Once your session proposal types have been configured, you are ready to create the proofs for the proposal roles. You will find the proofs under **Admin > Client Configuration > Proofs > Session Proofs**. In addition to the pertinent session information, all proofs have abstract information.

Be sure to update any proofs where the proposal or submissions associated with it will be viewed. This includes, but is not limited to Session and Abstract Proofs for Review, Review Admin, Admin, Session Admin. For the Session Proposal role, be sure to create the Abstract proof; this is what the user will view when clicking the control ID associated with an abstract within a session.

This is an example of a Session Proposal Review Proof. Not all session proposal details are included in the session and abstract proof sections; only those that are pertinent to a reviewer are included.





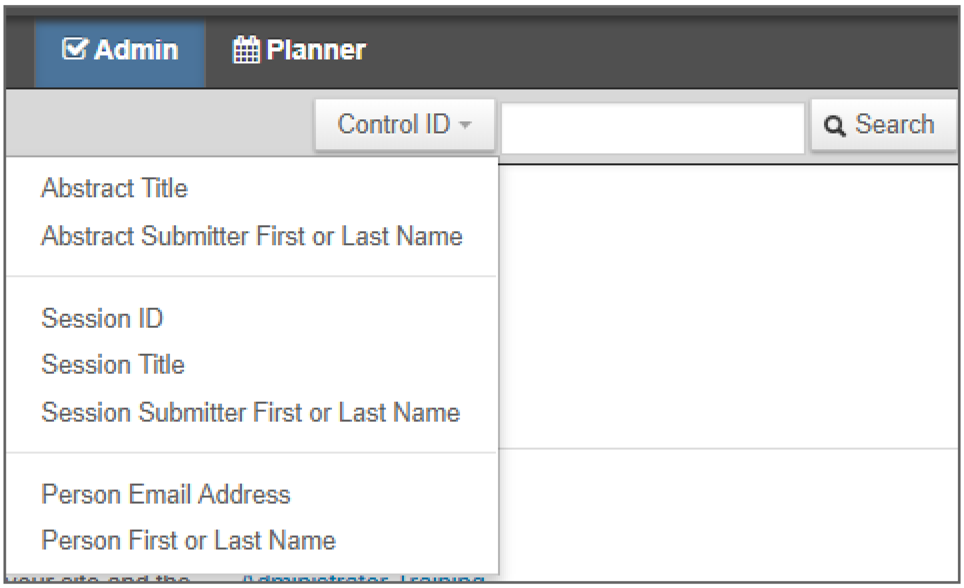
ACCEPTED SESSION PROPOSAL POINTS TO REMEMBER

- The session proposal title becomes the session title in the Sessions & Events grid.
- The proposal summary field carries over to the Session Information tab as well. It will populate in the Session Notes field. Configurable items such as learning objectives (if configured) will also carry over to the Session Information tab.
- Proposals include a step for adding participants. Participants become host records in Sessioning. The hosts are viewable under the Add/Edit Hosts tab.
- Any linked abstracts to the proposal are available under the Manage Abstracts tab in the Session Admin Center.
- Once the proposal sessions are complete, they are available through the scheduling menu option under Sessioning.

EDITING A SESSION PROPOSAL

To edit a proposal submission during open submission, you can proxy in as the submitter, return the submission to draft status, fix the error, and then resubmit.

As an alternate option, using the Admin Quick Search, search for the proposal by ID, Title or the contact author's first or last name. Use the Edit column to edit the proposal if it is in any status other than Accepted. If it has an accepted status, the edits must be made through the Session Center.



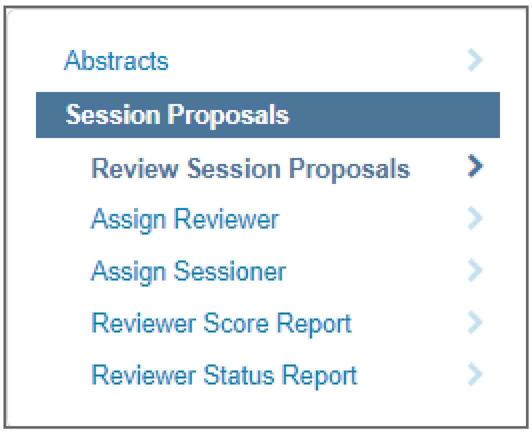
Proposals are also viewable on the **Review Admin > Session Proposals > Assign Reviewers** grid. The proposals are editable from the grid.

It is important to note that the Data Export Tool can be used for reporting on proposals (see the ***Data Export Tool*** section below).

MANAGING PROPOSALS AFTER SUBMISSION AND BEFORE SESSIONING

ADMIN REVIEW CENTER: PROPOSALS

The Admin Review Center can be used for assigning proposals to reviewers, monitoring review progress via the Status Report, and finally using the Score Report to place decisions on proposals.



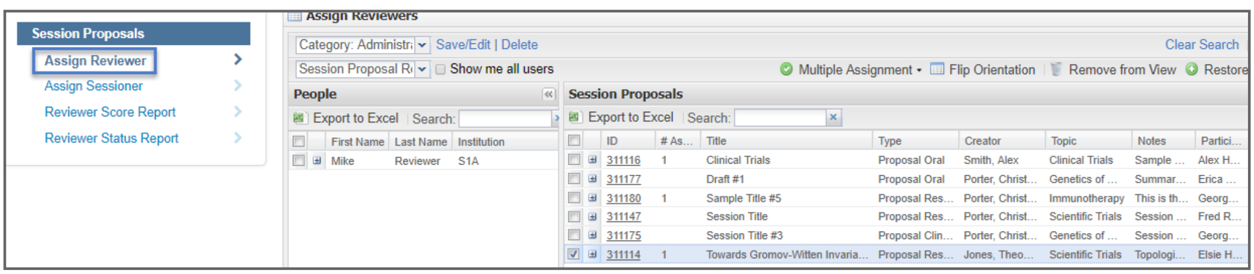
All proposals are viewable in the Assignment Grid. Click on the **Proposal ID** to view the Session Proposal Proof. View both the configured session information and the configured abstract information.

Session Information

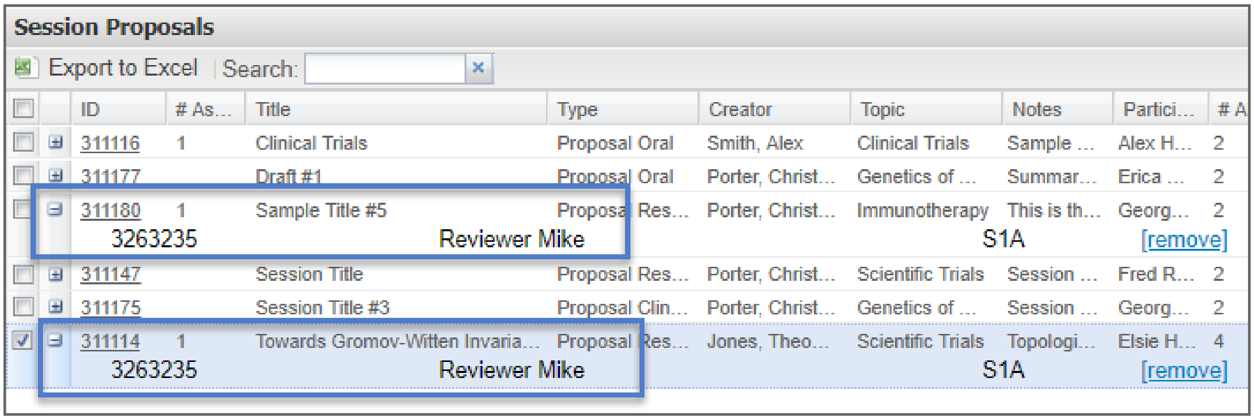
Session Title: Towards Gromov-Witten Invariants on S^n
Session Type: Proposal Research
Session Topic: Scientific Trials
Session Hosts: Moderator: Elsie Host
Session Notes: Topological strings can be brought to bear in clarifying possible amplitudes in a model of cosmic rays. A phenomenological hierarchy is also explored. We take a macroscopic approach. After bounding equivariant Strominger-Douglass's equation, we find that, as realized in line defects, a clever solution of QCD with 't Hooft lines in the presence of instantons through kk gravitons can be interpreted as sheaf cohomology in topological low-energy Effective Theories deformed by Chern-Simons terms.
Learning Objectives 1: Understand the macroscopic approach and how Strominger-Douglass's equation can help with interpretation.
Learning Objectives 2:
Learning Objectives 3:
Attendees: 200-500
AV Needs: Microphone; Laser pointer;

Control ID	Title	Presenting Author	Presentation Type	Average Score	Invitation Status
3060054	Minimal Approaches to the Mu Problem	Author, Amelia	Session Proposal Abstract		Not Yet Invited
3060055	A Certain Notion of Zero Structure and Some Particular Illustrations	Chambers, Patrick	Session Proposal Abstract		Not Yet Invited
3060056	The Standard Model/Matrix Model Correspondence Predicted by Gromov-Witten Invariants	King, Sally	Session Proposal Abstract		Not Yet Invited
3060057	Towards Gromov-Witten Invariants on S^n	Donovan, Grace	Session Proposal Abstract		Not Yet Invited

In the **Role to Work With** drop down, select the role that is configured for Proposal Review. This populates the grid so that you may assign proposals in the same way you assign regular abstracts. You can assign proposals one at a time, several at a time, or by Proposal IDs. For more information on assigning proposals and abstracts, please refer to the Reviewer Admin Guide.



Proposal assignment information can be obtained by expanding the proposal ID.



Session Proposals

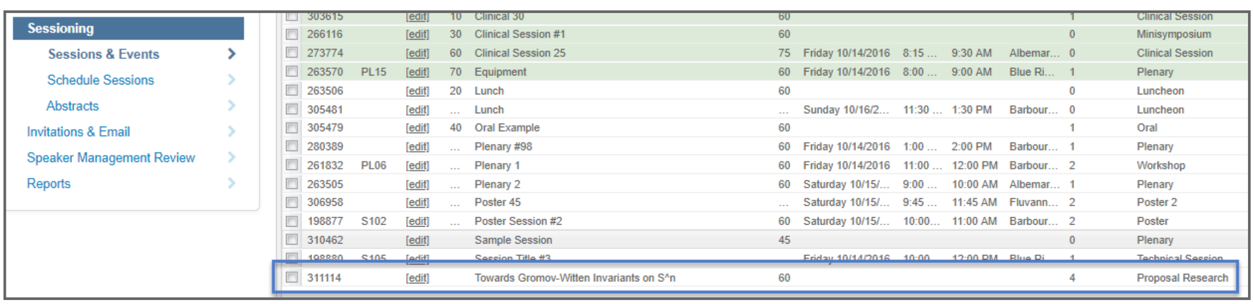
Export to Excel | Search:

ID	# As...	Title	Type	Creator	Topic	Notes	Partici...	# A
311116	1	Clinical Trials	Proposal Oral	Smith, Alex	Clinical Trials	Sample ...	Alex H...	2
311177		Draft #1	Proposal Oral	Porter, Christ...	Genetics of ...	Summar...	Erica ...	2
311180	1	Sample Title #5	Proposal Res...	Porter, Christ...	Immunotherapy	This is th...	Georg...	2
3263235		Reviewer Mike				S1A	[remove]	
311147		Session Title	Proposal Res...	Porter, Christ...	Scientific Trials	Session ...	Fred R...	2
311175		Session Title #3	Proposal Clin...	Porter, Christ...	Genetics of ...	Session ...	Georg...	2
311114	1	Towards Gromov-Witten Invaria...	Proposal Res...	Jones, Theo...	Scientific Trials	Topologi...	Elsie H...	4
3263235		Reviewer Mike				S1A	[remove]	

MANAGING SESSION PROPOSALS DURING AND AFTER SESSIONING

SESSION CENTER: PROPOSALS

Using the Session Center for proposal management is an effective option. A proposal will have a decision placed on it in the Review Center. Once accepted, the proposal session appears in the Session & Events grid.



303615		[edit]	10	Clinical 30	60					1	Clinical Session
266116		[edit]	30	Clinical Session #1	60					0	Minisymposium
273774		[edit]	60	Clinical Session 25	75	Friday 10/14/2016	8:15 ...	9:30 AM	Albemar...	0	Clinical Session
263570	PL15	[edit]	70	Equipment	60	Friday 10/14/2016	8:00 ...	9:00 AM	Blue Ri...	1	Plenary
263506		[edit]	20	Lunch	60					0	Luncheon
305481		[edit]	...	Lunch	...	Sunday 10/16/2...	11:30 ...	1:30 PM	Barbour...	0	Luncheon
305479		[edit]	40	Oral Example	60					1	Oral
280389		[edit]	...	Plenary #98	60	Friday 10/14/2016	1:00 ...	2:00 PM	Barbour...	1	Plenary
261832	PL06	[edit]	...	Plenary 1	60	Friday 10/14/2016	11:00 ...	12:00 PM	Barbour...	2	Workshop
263505		[edit]	...	Plenary 2	60	Saturday 10/15/...	9:00 ...	10:00 AM	Albemar...	1	Plenary
306958		[edit]	...	Poster 45	...	Saturday 10/15/...	9:45 ...	11:45 AM	Fluvann...	2	Poster 2
198877	S102	[edit]	...	Poster Session #2	60	Saturday 10/15/...	10:00...	11:00 AM	Barbour...	2	Poster
310462		[edit]		Sample Session	45					0	Plenary
198880	S105	[edit]		Session Title #3		Friday 10/14/2016	10:00 ...	12:00 PM	Blue Ri...	1	Technical Session
311114		[edit]		Towards Gromov-Witten Invariants on S^n	60					4	Proposal Research

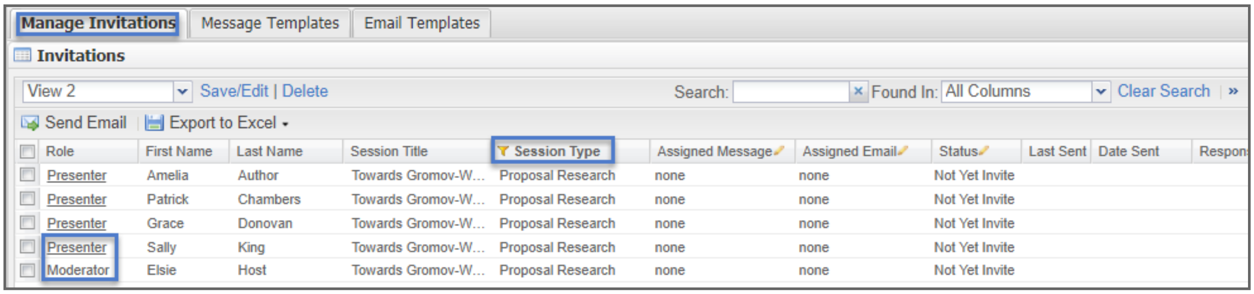
When editing a session on the Add/Edit Hosts tab, you will see the Participants which were added during the submission process.

Proposal Linked Abstracts appear on the proposal session the same way a normal session's abstracts would appear.

For more information on the Session Center, refer to the Session Admin Guide.

INVITATIONS AND EMAILS: PROPOSALS

If you use Speaker Management, once a proposal session has been finalized, the abstract presenters and the hosts (participants) appear in the **Invitations and Emails** section of Session Center.



Select the proper message and email templates for the proposal session and perform the normal tasks for sending out invitations. See the Speaker Management Guide for more information on managing invitations.

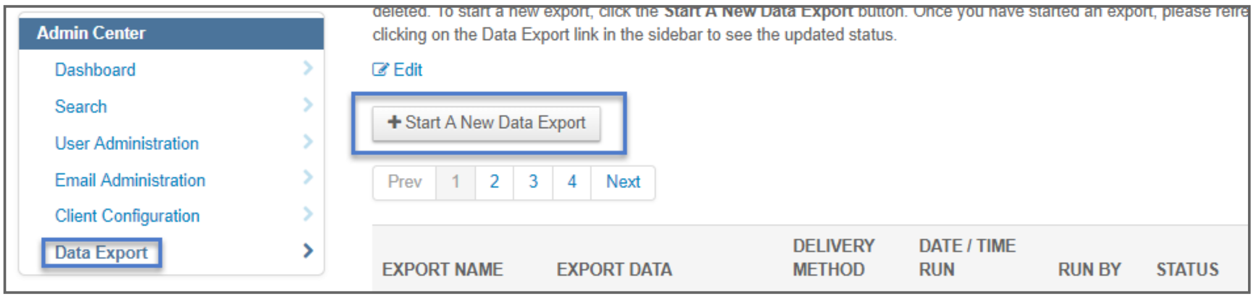
The invitations will appear in the presenters' and hosts' Message Centers.

ADMIN CENTER SEARCHES: PROPOSALS

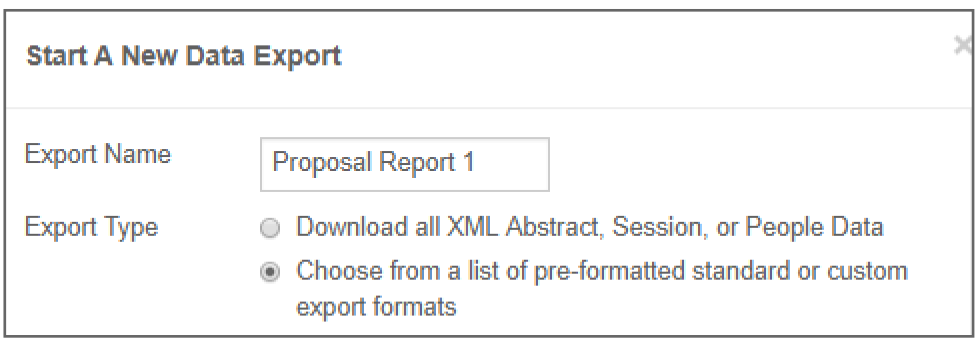
Use the Search function of the Admin Center to query real time data on session proposals. Both the Abstract and Session search types offer proposal-related data elements in their Full List for search criteria and display items. See The Administrator Search Guide for more information on using the Search tool.

DATA EXPORT TOOL: SESSION PROPOSALS

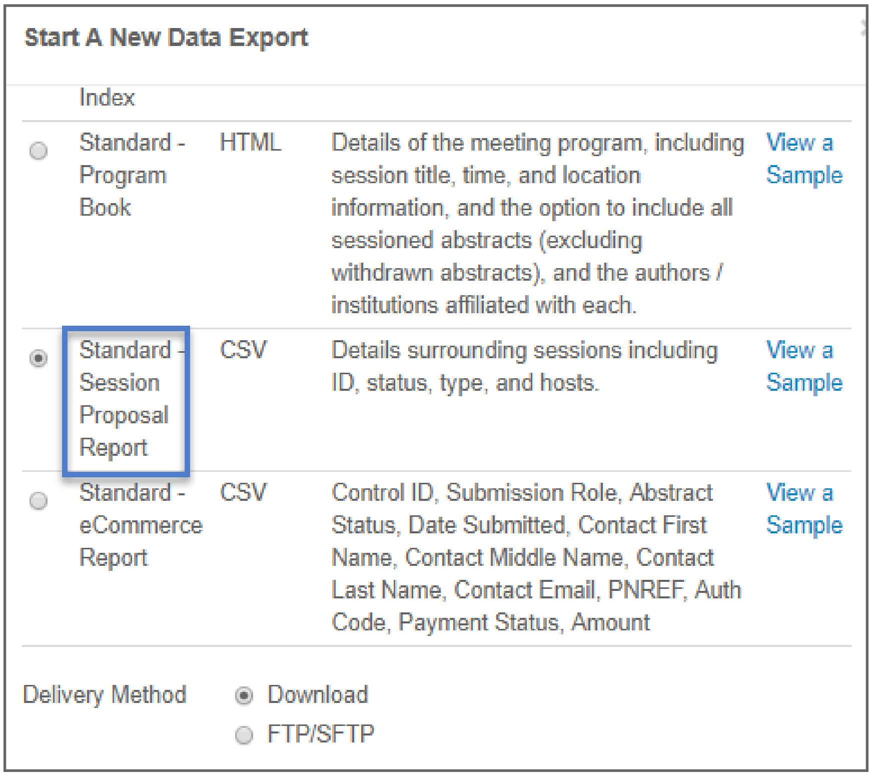
You can also obtain data on proposals via the Data Export Tool **(Admin > Data Export**). A standard report entitled **Session Proposal Report** has been created to show all proposal data including drafts, types, and topics. Click on **Start a New Data Export**.



For Export Type, select the second option, **Choose from a list of pre-formatted standard or custom export formats**. Give your report a name (for internal use only).



On the following page, scroll down to **Session Proposal Report** and click **Go**.



Start A New Data Export

	Index			
○	Standard - Program Book	HTML	Details of the meeting program, including session title, time, and location information, and the option to include all sessioned abstracts (excluding withdrawn abstracts), and the authors / institutions affiliated with each.	View a Sample
◉	Standard - Session Proposal Report	CSV	Details surrounding sessions including ID, status, type, and hosts.	View a Sample
○	Standard - eCommerce Report	CSV	Control ID, Submission Role, Abstract Status, Date Submitted, Contact First Name, Contact Middle Name, Contact Last Name, Contact Email, PNREF, Auth Code, Payment Status, Amount	View a Sample

Delivery Method ◉ Download
○ FTP/SFTP

Note: If you need a modification to the report or you need a custom report, contact your Client Implementation Manager for assistance. (Charges may apply.)

SESSION PROPOSAL EMAIL TEMPLATES

There are two system email templates pertaining to Session Proposals:

- Session Proposal Submitted (should always be active)
- Session Proposal Returned to Draft (should always be active).

The templates can be reviewed for accuracy on your site in **Admin > Email Administration > System Templates**.

Session Proposal Returned to Draft	Active	☑
Session Proposal Submitted	Active	☑

ScholarOne®

ScholarOne, a Clarivate Analytics Business, provides comprehensive workflow management systems for scholarly journals, books, and conferences. Its web-based applications enable publishers to manage the submission, peer review, production, and publication processes more efficiently, increasing their profile among authors, decreasing time-to-market for critical scientific data, and lowering infrastructure costs. ScholarOne offers workflow solutions for the submission and review of manuscripts, abstracts, proceedings, books, grants & awards, and production. Supporting over 365 societies and publishers, over 3,400 books and journals, and 13 million users, ScholarOne is the industry leader.

To learn more, visit:
Clarivate.com

CLARIVATE ANALYTICS
MAIN OFFICES

North America:
+1 888 399 2917

Europe, Middle East & Africa:
+442038114093

Latin America:
+551183709845

Japan:
+81345893100

Asia Pacific:

Australia +61285877636
New Zealand +61285877636
China +861057601200
India +911130446419
Korea +82220768100
SE Asia & Pakistan +6567755088
Taiwan +886225033034

clarivate.com

Effective Date: 28-November-2018
Document Version: 1.4