

# Acceptance, Rejection, and Movement of Abstracts by Conveners for AOGS 2010

This document describes how a Convener can view the abstracts submitted to their session, accept or reject them, request that specific abstracts be moved to another session, complete the Convener’s portion of a request for financial assistance from AOGS (applications for a Registration Fee Waiver), indicate whether an abstract is for an invited or contributed paper, and provide the Section President and Program Committee with information on when you do and do not want your Session scheduled.

The abstract submission deadline is ~~1 March 2010~~ [extended to 8 March 2010](#), and the acceptance notification is scheduled to be sent to the authors on [23 March 2010](#). Please complete the review at least one week before the notification date so that the Section Presidents can have time to rectify problems if any. For authors who have applied for registration fee waiver, their application evaluation will depend on their abstract review results; hence their abstracts should be reviewed as soon as possible once the submission deadline is passed.

It is requested that you decide as soon as possible on the acceptance, rejection, and movement of the abstracts submitted to your Session. This will then allow the FSC and the Program Chair the maximum amount of time to perform their duties. [These decisions should be made before or on 15 March for AOGS 2010.](#)

This is NOT the time for the detailed time scheduling of your session, meaning deciding when a paper will be presented and whether it will be oral or poster.

## Topics at a Glance

Viewing sessions / Updating session details .....	2
Viewing abstract statistics & list .....	2
Accessing the abstract details.....	2
Reviewing an abstract so as to accept or reject it for the meeting .....	2
Moving an abstract to another session: .....	3
RFW applications.....	3
Entering scheduling preferences .....	3
Indicating invitation mode .....	4
Communication with Section Presidents .....	4

## **Viewing sessions / Updating session details**

Please keep the session information up-to-date, including the session title, descriptions, and convener lists.

1. Log into MARS (<http://www.asiaoceania.org/aogs2010/mars/login.asp>)
2. Click “My Sessions” from the left menu. And you will see the My Sessions page.
3. Click on the session code (e.g., PS03) to view the session details
4. Click the “edit” link on each section and you will be able to
  - a. Update the session details such as title, description, expected duration, scheduling preferences.
  - b. Add / remove co-conveners, and change the main convener.

## **Viewing abstract statistics & list**

Follow the steps below to view the abstracts submitted to your session(s).

1. Go to the My Sessions page.
2. Under the session summary is a section titled “Abstract Submission Summary”, which is a table that summarizes the statistics of the abstracts in your Session.
3. Click the link “List Details” next to the abstract count, and you will see the Abstract List page. This page lists the abstracts that are submitted to your Session.

## **Accessing the abstract details**

- 1) Go to the Abstract List page
- 2) Click one of the abstract IDs. This will bring you to the Abstract Details page. On this page, you can view the:
  - a) Abstract title
  - b) Authors
  - c) Author’s preferred presentation mode (oral, poster, or either)
  - d) Payment status of the abstract processing fee
  - e) Whether the abstract is linked to a Registration Fee Waiver (RFW) application (in other words, whether the author has applied for RFW)
  - f) Review decisions & comments
  - g) Final presentation mode and invitation mode (decided by convener and/or section presidents)
- 3) To download the abstract file, click the link “Download” under the section “Abstract Details”

## **Reviewing an abstract so as to accept or reject it for the meeting**

Note that the acceptance/rejection decisions you will enter online are TENTATIVE, i.e., they are NOT immediately visible to the authors. The review results will be FINALIZED on the

acceptance notification date (23 March), and after that the review results will be sent to and made visible to the authors. You may change your decisions before the acceptance notification date.

- 1) Go to the Abstract Details page
- 2) Click the link “Edit Review (Tentative)” from the top of the page
- 3) Fill up the review form. For the majority of the cases, you are required to enter
  - a) Review Decision: Accept / Reject
  - b) Comments to authors
- 4) For those abstracts that are linked to Registration Fee Waiver (RFW) applications, the review form asks for slightly more information
  - a) Review Decision: Strong Accept / Accept / Weak Accept / Reject
  - b) Comments to authors
  - c) Whether the abstract is essential to the Session.

### **Moving an abstract to another session:**

If you want to do this then contact the Section President, first author, and Lead Convener of the other session with your request. If they agree then the Section President will arrange the abstract’s movement with the Secretariat (Ms Zaiyi Guo, [info@asiaoceania.org](mailto:info@asiaoceania.org)). If the author does not agree, then the responsibility to accept or reject the abstract returns to you.

### **RFW applications**

Please note that as a Convener you do NOT directly evaluate the RFW applications; this is the task of the Financial Support Committee. However, the abstract decisions you enter will form part of the RFW evaluation process.

### **Entering scheduling preferences**

You may enter online your preferences for the scheduling of your Session, e.g., the time/date you prefer, times/dates you want to avoid, whether it should (or should not) be scheduled on the same day that another Session is scheduled. Your preferences will be visible to the Section Presidents at the time of scheduling / time allocation, but it is not guaranteed that they will be satisfied.

- 1) Log into MARS (<http://www.asiaoceania.org/aogs2010/mars/login.asp>)
- 2) Click “Schedule Preference” from the left menu
- 3) You can enter the preference descriptions for each session.

## **Indicating invitation mode**

You may indicate the invitation mode for each abstract in your 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. For invited abstracts:

1. You may give them more than 15 minutes of presentation time at the time of scheduling, if it is an oral abstract (for contributed abstracts, the standard presentation time is 15 minutes).
2. In the program book, the word “Invited” will appear next to those invited abstracts.
3. Besides the two points above, invited abstracts are treated the same way as abstracts. That is, registration fees and abstract fees are applicable to authors of invited abstracts; if the authors wish to receive financial aid, they should also apply for the registration fee waiver online.

There are two ways you may mark assign the invitation mode: individually, or in batches:

### **A. Individual Assignment**

- 1) Go to the [Abstract Details](#) page
- 2) Under the section “Abstract Status”, row “Invited / Contributed” click the link “Mark as Invited” or “Mark as Contributed” where appropriate.

### **B. Batch Assignment**

- 1) Go to the [Abstract List](#) page
- 2) Tick the checkboxes of the abstracts to be assigned as Invited, and press the button “Invited” at the top of the list. This will assign all the select abstracts as “Invited”. The procedure for assigning Contributed abstracts is similar.

## **Communication with Section Presidents**

Conveners should inform their Section President by email when they have fulfilled their duties, or if they anticipate trouble doing so.