

Scheduling of Abstracts by Conveners for

AOGS2018 (Last updated: 09 Nov 2017)

The following scheduling functions for Session Conveners will open after the Section Presidents have finished the time allocations for the Sessions, which is expected to be between **13 February 2018 to 16 February 2018**. The online scheduling needs to be completed by **01 March 2018**. The tasks of scheduling include:

1. Assigning the presentation mode for each paper and observing these AOGS policies
 - a) It is normally a 60% split between Oral and Poster.
 - b) Any author requesting poster presentation should not be assigned to oral! And many requesting oral should be considered for posters as well.
 - c) Invited Talks may not exceed one-third of the papers in the given session.
Typically, each Invited Talk will be 20 minutes in duration but sometimes needs to be 15 minutes in order to fit oral presentations in the time available.
 - d) Conveners and Co-Conveners should not present an invited paper in their own session
2. Scheduling the oral papers within the time slots allocated by the Program Committee and Section President, and
3. Assigning the Chairs for each part of your Session.

Topics at a Glance

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Access your Sessions / Abstracts submitted to your Session(s)

1. Log into MARS (<https://www.meetmatt-svr3.net/aogs/aogs2018/mars2/login.asp>)
2. Click “My Sessions” from the left menu and you will see the My Sessions page, which lists the session(s) you are convening.
3. Under the session summary is a section titled “Abstract Submission Summary”, which is a table that summaries the statistics of the abstracts in your Session.
4. 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.
5. Click one of the abstract IDs. This will bring you to the Abstract Details page, which lists the details of the abstract such as title, author list, review decision, etc.

Assigning the presentation mode

You must assign the presentation mode (Oral or Poster) to each abstract in your session. Note that you may still make changes to the presentation mode assignment after the acceptance notification date, provided that future circumstances demand this. The number of orals and posters in your session will be based on the number of timeslots your Session receives at session scheduling (which will be based on the number of abstracts accepted in the Session relative to the total number for the conference).

The assignment is expected to be based on the abstract content and quality, consideration for the preferences of the authors, and the necessity that the session fits within the time allocated. Session scheduling is based on a ratio of oral to poster presentations of 60:40. Authors who requested for posters should not be assigned oral presentations.

Care needs to be taken that the oral presentations, especially within a single Session, are seen to be fairly distributed. Typically a person should not make more than one oral presentation in a session.

There are two ways you may assign the presentation mode: individually or in batches:

A. Individual Assignment

- 1) Go to the Abstract Details page.
- 2) Under the section “Abstract Status”, go to the row “Assigned Presentation Mode”, and then click the link “Mark as Oral” or “Mark as Poster” where appropriate.

B. Batch Assignment

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

Viewing the timeslots for your session

1. Go to the My Sessions page.
2. Under the abstract summary table is the section titled “Session Schedule”, which shows a list

of timeslots (for oral presentations) that are assigned to your session. It shows the:

- a) Timeslot code;
 - b) Day, Time, and duration (90 min or 120 min);
 - c) Room number & room capacity;
 - d) Number of abstracts you have assigned to the timeslots, and the total time used by these abstracts.
3. Click the link “View Program” to view your timeslots in the overall timetable.
 4. If you have problems with the allocated timeslots, please contact the Section President directly for re-arrangement.

Ordering oral presentations

1. Go to the [My Sessions](#) page.
2. Under the section “Session Schedule”, click the link “Oral Presentation Schedule”
3. Click the link “Order Oral Presentations”
4. On this page, you can choose for each oral abstract:
 - a) The timeslot
 - b) The sequence of its presentation in the timeslot
 - c) The duration of the presentation

Note that only the abstracts which have been assigned “Oral” will be available for ordering. Poster papers will be ordered and assigned to specific poster sessions by the Program Committee.

Contributed abstracts are given a standard 15 minutes for presentation, including questions and changeover between speakers. Only invited abstracts may be given a longer presentation time. Typically this will be 20 minutes, but sometimes may need to be 15 minutes in order to fit oral presentations into the time available.

Assigning session chairs

You should assign Session Chairs for each timeslot: these are the people who will be chairing the presentation session in the meeting room at the conference. The Chairs will ensure that presentations stick to the time available and will facilitate Q&A at the end of each presentation. Usually the Chairs will be conveners of the Session. The Conveners need to have the agreement of the proposed Chair before assigning them to a particular timeslot. Usually the Chair will not present a paper in the portion of the session that they are chairing. It is strongly advised that you assign two chairs to each timetable slot.

1. Go to the [My Sessions](#) page.
2. Under the section “Session Schedule”, click the link “Oral Presentation Schedule”
3. Click the link “Assign Session Chair”
4. On this page, you can enter the chair’s names, organization and country of each of the oral timeslot.