Instructions for Session Organizers

I. Accepting email invitation from Track Chairs for becoming a Session Organizer
   a. You would have received an email from the Program Chair / Track Chair inviting you to become a session organizer. That email has a link that you should click on to accept this assignment.
   b. After accepting the invitation you will receive another automatically generated email from the Conference Management system which will have your login and password to access the System.

II. Accessing the Conference Management System
   a. Copy paste this URL in the web browser:
   b. At the conference page, click on the “Admin Login” icon on the top menu bar.
   c. On the login screen enter your ID and password (which you received in the email).
   d. After login you should see the following page for this year’s conference which is called Launchpad.
   e. The “Launchpad” link on the top right hand side brings you back to this homepage from anywhere in the system. Use “My Profile” to update your information.
III. Adding Session Description

a. Click the “Sessions” button.

b. On the subsequent page, choose the track name, from the drop down menu, from which you have received the Session Organizer invitation. Details of all the sessions created by the track chair appear.

c. Click on the “Edit” button against your session’s name. The following pop up window should appear.

d. In the pop up window that appears click on the icon next to “Description.” Review (or enter if it is not already entered) your session’s description and make changes, as needed. Then click on “Save Description” to save the changes. The description is not printed in the program book, but will be visible online in the conference program.

e. You can add comments for your own use using the “Comments” text box. These are not printed in the Program Book.

f. Do not make any changes to the Session Title, its status or other parameters. You can change the title of the session in consultation with your track chair. If you have any suggestions related to this information contact the Track Chair.

g. Click on “Close” to close the pop up window.
Instructions for Session Organizers – Set 2

IV. Adding Invited Authors to the session

IV. Adding Authors

a. Click on the “Invited Authors” icon. Then, click on the green colored “+ Add Invited Author” icon.
b. After you click “+” button, the following popup window will appear. The person whom you want to invite as an author may already exist in the POMS database. We have close to 8,000 records. Search for the potential author in the database using her/his email address and last name combination. If the search results are null, enter the person’s email, last name, and first name and click on the “Add New Participant” button to enter the person in the system.

c. Choose the identified person and then click “Select and Continue.”

d. The person gets added as an Invited Author. Click on “close” in the subsequent screen to close the pop screen and save your choice. You can undo your choice by clicking on the red X symbol and removing the person as an author.

e. You can repeat the above steps and add more invited authors. Each invited author corresponds with one presentation in your session. You should plan for at least 4 presentations in your session.

f. **Do not make the Session Chair assignment as of now.** Either the track chair or you (the session organizer) will do this after the registration deadline has passed and we have made sure that the person has registered for the conference. After organizing the session, you are also expected to chair the session during the conference. Only a person, who has registered for the conference will be assigned the role of the session chair.

**Instructions for Session Organizers – Set 3**

V. Sending invitation to Invited Authors to accept the assignment

V. **Sending Email Invites to Invited Authors**
   a. After login click on the Sessions tab.
   b. Choose the track name for which you are the session organizer from the drop down menu. A list of all invited sessions created in your track by the track chair should appear.
   c. To send an email invite to your session’s invited author (or all invited authors at the same time), click on “All Invited Authors / Send Emails”.
   
   d. The subsequent page lists all invited authors created so far in your session. Select the names of all the invited authors session(s) for which you want to send an email invites. Then click on “Send Email.”
e. In the popup screen that appears, from the Email Template drop down menu select “Invited Authors – Invitation to Submit Papers”.

f. The screen will refresh and the Text Editor box should get populated with an email template. This email is automatically embedded with all the relevant details specific for that invite.

g. Add your email address in the “From Email”.

h. Scroll down to the bottom of the text editor, and if you wish you can replace the contact details with your own. The default contact details are that of the Program Chair. Replacing this with your contact details will help the invited author know that this email is from you (the session’s organizer).

i. **Do not change any other content in this text box.**

j. Check this message to validate that this is indeed the message that you intend to send.

k. Finally, click on “Send Emails”. If successful the following message appears. Click on “X” to close this win
I. The invited author will receive an email with a link to submit their abstract.

m. Invited authors should save this email as they should use this “Submit Abstract” link to upload their abstract. Using this abstract submission link ensures that they don’t have to choose the Track or the Session Organizer’s details during abstract submission. The submitted abstract gets placed in the correct session automatically.

n. As a session organizer, you can log back in the system anytime and check which invited authors have submitted their abstracts and use that information to follow up with them, as necessary.

The instructions are also posted on the right hand side on the landing page after you login.