Organizing your symposium using PACS

In this document are screen shots of the various screens that you might see while organizing your symposium using PACS. The screen shots were made from the Firefox web browser using a Macintosh computer. You may notice some slight differences if you use a different browser or computer.

Please remember that PACS is a system that is still under revision. This set of screen shots was created in October 2010 and shows how to organize your symposium using PACS as it exists at that time.

1. Sign in to PACS with your ACS ID and password.

2. On the Symposium Organizer Dashboard, under Session Assignment, click “Assign Abstracts”

You should now see a screen something like this:

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Type</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEED01</td>
<td>Advanced in Teaching Organic CHEMISTRY</td>
<td>Oral</td>
<td>Active</td>
</tr>
<tr>
<td>CHEED02</td>
<td>Applications of Visualization Techniques in the Classroom</td>
<td>Oral</td>
<td>Active</td>
</tr>
<tr>
<td>CHEED04</td>
<td>Chemistry Education Research: A Symposium Focusing on the Presentation and Discussion of Graduate Student Research</td>
<td>Oral</td>
<td>Active</td>
</tr>
<tr>
<td>CHEED05</td>
<td>Chemistry Misconceptions Research</td>
<td>Oral</td>
<td>Active</td>
</tr>
<tr>
<td>CHEED06</td>
<td>Diversity in Chemistry: Research, Programs and Interventions</td>
<td>Oral</td>
<td>Active</td>
</tr>
<tr>
<td>CHEED07</td>
<td>The Ethics of Publishing</td>
<td>Oral</td>
<td>Active</td>
</tr>
<tr>
<td>CHEED08</td>
<td>From Scribbles to Symbols: Investigating the Development of Representational Competence</td>
<td>Oral</td>
<td>Active</td>
</tr>
<tr>
<td>CHEED09</td>
<td>General Posters</td>
<td>Poster</td>
<td>Active</td>
</tr>
<tr>
<td>CHEED10</td>
<td>General Papers</td>
<td>Oral</td>
<td>Active</td>
</tr>
</tbody>
</table>

The Assign Abstracts task allows you to assign abstracts to assigned sessions. You can assign abstracts and presentations to sessions or unassign abstracts and presentations from sessions. You can also edit and add notes to a session.
3. Click on the name of the session that you wish to organize. Be patient. It takes 5-10 seconds for PACS to process this click and move to the next screen. Note that you may need to scroll down on the screen to find your session. Or you may need to click the “Next” link in the black bar at the top of the screen to move the screen to the next set of sessions. In this handout, assume that you wish to organize “General Papers”

After several seconds the screen should look something like this:

4. Click the “Edit” button found after the “Session Information” box.
5. After several seconds the screen should look something like this:

You probably will not need to modify any information on this screen. Your program co-chairs will handle that. If you do make any modifications, please let your program co-chairs know what you’ve done.
6. Immediately beneath the “Session Information” box you will find another box listing all of the abstracts that are currently submitted to your session. Scroll down and you may see a screen like the one below. Note that if you are organizing a poster session you will not see the Duration column on your screen.

To organize your session you may need to do any of the following actions:

- Add program activities (e.g. Welcome, Intermission, Closing remarks)
- Change the order of activities
- Edit an abstract (e.g. title)
- Split a large session into multiple sessions
If you are organizing an oral session then you will need to add program activities (such as the welcome, intermission, and conclusion) to your session. If you are organizing a poster session, then you can skip these instructions.

Click the “Add Program Activity” button. A popup screen will appear:

You can select one of the predefined activities or add a custom activity of your choice. In this demo we will add four activities, one of which is a custom activity.

Select radio button next to “Introductory Remarks”
Click Add

Click “Add Program Activity”
Select radio button next to “Intermission”
Click Add

Click “Add Program Activity”
Select radio button next to “Concluding Remarks”
Click Add

Click “Add Program Activity”
Select radio button next to the blank box
In the blank box enter a name, e.g. Workshop Activities
In the duration box enter a time, e.g. 45
Click Add

Click Save to make your changes permanent.
The screen should now look like this:

<table>
<thead>
<tr>
<th>Selected</th>
<th>Abstract</th>
<th>Title</th>
<th>Presenter</th>
<th>Duration (MM)</th>
<th>Category</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1087</td>
<td>Dummy abstract for testing purposes</td>
<td>Levy, Irv</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td></td>
<td>10918</td>
<td>Women chemists in the National Inventors Hall of Fame: A website with pedagogical potential</td>
<td>Oma, Mary Virginia</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td></td>
<td>10967</td>
<td>Green Reductive Homocoupling of Bremobenzene</td>
<td>Ballard, C. Eric</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td></td>
<td>12981</td>
<td>Chemotaxonomic investigation to classify three species of Northern California Ribles so.</td>
<td>Nijmeh, Tamara</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td></td>
<td>14085</td>
<td>Fermentation and Biofuel Research of Wild Mustard (Brassica campestris): a Native Californian Flora as a Potentially Viable Source of Ethanol Production</td>
<td>Connelly, Christopher</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td></td>
<td>15353</td>
<td>Benzobisazole cruciforms - 2D pi-delocalized systems</td>
<td>Leman, Deborah</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td></td>
<td>15693</td>
<td>Science and art of wine: A physical chemist’s perspective</td>
<td>Jarvis, Emily</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td></td>
<td>15120</td>
<td>Plan for a top level of the global universities (IIII)</td>
<td>Hu, Lijiang</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td></td>
<td>17179</td>
<td>Becoming a Chemistry Professor at a Community College: How to get there and what’s in it for you, your students and the community</td>
<td>Swelmeh, Khuloud</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td></td>
<td>17291</td>
<td>Motivating students in the instrumental analysis course with mini-research projects</td>
<td>Indralingam, Ramee</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td></td>
<td>17640</td>
<td>Get FIT! (Faculty in Training Program)</td>
<td>Blum, Suzanne</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td></td>
<td>17861</td>
<td>Assessment of pedagogy in chemistry courses for non-science majors at Kean University</td>
<td>Huddie, Benjamin</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td></td>
<td>18066</td>
<td>Serious horsepower, super excitement, and “hot” thermodynamics in physical chemistry laboratory: hands-on analysis of a V-8 automobile engine</td>
<td>Kenney, John</td>
<td>20</td>
<td></td>
</tr>
</tbody>
</table>

If you accidentally add a program activity that you didn’t intend to add, you can use the “Remove Item” button to handle that scenario.

For example, to delete the Workshop Activities from the session, do the following:

- Select the checkbox to the left of Workshop Activities
- Press the Remove Item button

**WARNING:** Surprisingly, this button does not ask you to confirm your deletion. PLEASE BE CAREFUL. Do not use this on an abstract unless you are absolutely certain that the abstract needs to be removed from the entire ACS program. Usually abstracts are moved to other areas rather than deleted by organizers.
CHANGING THE ORDER OF ACTIVITIES

You can move the activities to their correct order.

For example, the Introductory Remarks should be first on this list, the Concluding Remarks should be last, and so forth. To move the Introductory Remarks to the first position on the list, do the following:

- Select the checkbox to the left of Introductory Remarks
- Press the Move Item Up/Down buttons until the activity is where it belongs
- De-select the checkbox

Note that you might also wish to change the order of abstracts, to put them into a logical order for your session. IMPORTANT! Click the Save button when the order is correct.
EDITING AN ABSTRACT

There are numerous reasons why you might want to modify an abstract. The most obvious is the title. ACS style requires titles to use sentence case rather than title case. For example, in the listing above, abstract #10967 uses title case.

To edit abstract 10967, proceed as follows.

1. First be sure that you’ve written down the abstract number. You’ll need that!
2. Click Home in the blue bar across the top of the screen.
3. Click Documents under Administration in the Symposium Organizer dashboard.
4. Enter the abstract number into the “Look for” textbox and press GO to search for that document ID. The result screen should be something like this:

   ![Screen shot of Documents page](image)

Click on the Document ID number and wait for a few moments. The screen should change to something like this:
5. Click the Edit button. The screen should change to something like this:

6. Click on the area that needs editing. In this example, we are only editing the title, so we would click on “Abstract Title”.

7. At this point, a new window will open with something like this:
8. Make the changes in the Abstract Title screen

9. Click “Save”

10. Close the window to get back to your original window

11. Click “Home” in the blue bar at the top of the screen
SPLITTING A LARGE SESSION INTO MULTIPLE SESSIONS

If your session has many abstracts, you will need to split it into several sessions (e.g. AM/PM or even over several days). This demonstration shows the steps involved in the process.

Creating New Sessions
Before you can create a new session, you must move at least one abstract out of an existing session into a new session.

Unassigning Abstracts
First unassign the abstracts from the session you want to create a new session for

1. From the Dashboard, click on “Assign Abstracts” under Session Assignment
2. Click on the session containing the abstracts to be reassigned
3. Click “Edit”
4. Check the boxes of the abstracts you wish to reassign and click the Minus (-) button. (This will remove them from the session and make them available for re-assignment)
5. Click “Save”

Assigning Abstracts to New Session

1. From the Dashboard, click on “Assign Sessions” under Session Assignment
2. Select the appropriate abstracts from the list of unassigned abstracts to use to create a session
3. Click “Assign” button. (A new session will be created)
4. Add the session information. (Please note: Use the naming convention for the Session Code, which is the acronym of the division plus the next 3-digit number, i.e. CHED056 or CHED056b)
5. Click “Save”

Assigning Unassigned Abstracts to Existing Sessions

1. From the Dashboard, click on “Assign Abstracts” under Session Assignment
2. Click on the session you want to add the abstract to
3. Click “Edit”
4. Click the ‘Plus’ (+) button below the list of assigned abstracts
5. Check the boxes of the abstracts you want to add to the session
6. Click “Assign” then “Save”

Moving Assigned Abstracts Between Sessions
To move an abstract between two sessions:

1. From the Dashboard, click on “Assign Abstracts” under Session Assignment
2. Click on the session where the abstract you want to move is located
3. Click “Edit”
4. Check the box(es) next to the abstract(s) you want to move
5. Click “Move”
6. Select the session you want to move the abstract to
7. Click “Assign”