Guidelines for Program Compilation

27th TOPICAL MEETING
18-21 May 2020, Salt Lake City, Utah, USA
The year of the specific Meeting

The Conference Chairperson having sent invitations and received positive responses will need to follow up on those invited speakers to remind them to submit abstracts if their abstract has not already been submitted.

Determine presentation types (Keynote, Oral, Invited Oral or Poster)

The Conference Chairperson will receive from the ISE Office all abstracts with all Oral presentations in a PDF file and another PDF file with all Poster presentations. These abstracts have to be approved and determined by type of presentation: (oral) (keynote, invited, contributed) or (poster).

Deadline

The accepted abstracts must be specified as Keynote, Oral, Invited Oral or Poster no later than 5 February 2020. Please inform the ISE Office as soon as this has been done.

Rules

No participant can have more than one oral and/or keynote presentations. All participants have to have their registration paid by the specified date. (Deadline for registration of Oral and Poster presentation(s) to be listed in the program)

User interface for presentation type setting

Transpose your presentation type decisions to the system selecting [K], [O], [O-inv] or [P] for each individual abstract.
Notification to authors of abstract acceptance

The ISE Office will send the notification to all presenting authors of their abstract acceptance and presentation status. Authors will be invited to register and make their payment before 25 March 2020 to guarantee their oral presentation status or to have their poster listed in the program. Otherwise, without the required registration fee payment, an oral or poster presentation will be removed from the program.

Setting symposium session program

The Conference Chairperson sets up the program by arranging the presentations in a suitable sequence. This will involve interaction with the ISE Office for preliminary finalization of the program.

User instructions for program compilation

Click on the [Program compilation] button in the navigation bar and then the [Compile Session] button in the “Action” column of the specific morning or afternoon session you wish to fill with oral presentations.

<table>
<thead>
<tr>
<th>Sessions</th>
<th>Abs.</th>
<th>Created</th>
<th>ID</th>
<th>Rename</th>
<th>Del.</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday 4 Juin 2008</td>
<td>4</td>
<td>2008-02-08</td>
<td>000018</td>
<td>Rename</td>
<td>Del.</td>
<td>Compile session</td>
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</tbody>
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The [ADD ORAL PRESENTATION] button gives you access to all submitted abstracts selected for oral presentation.

Select the presentations you wish to add to the open session and press the [ADD SELECTED PRESENTATION] button at the bottom of the page.
User instructions for setting order of presentations

Use the UP ↑ and DOWN ↓ buttons to move the presentations to their final positions. Be aware of the registration and payment status before finalizing the programme.

User instructions for setting time of presentations

Click on the presentation time in the program composition window and then set the start and stop time for the selected presentation. Register the entry and set the time for the next presentation.

User instructions for session chair selection

The Conference Chairperson chooses the chair persons for each session. Please choose only two session chairs per half day.

Find and select a specific person to be invited to chair a session by clicking on the “pull-down menu” and immediately typing the first 3-4 characters of the family name of the person.
The pulldown menu will then automatically scroll to the typed name or very close to it (if there are other names which begin with the same letters).

If you wish to add a personal note you may change the text in the field. Please note that the [name] item in brackets [ ] will automatically insert the first and last name of the selected person.

Upon receipt of acceptance from the invited chairman, we shall update the system and [Waiting for response] will be changed to [accepts to chair the session] showing that the person has accepted.

Rejected invitations will be forwarded by us to the coordinating symposium organizer. These invitations should be deleted (Cancel invitation) and replaced by a new invitation to another person.

If you receive a personal reply from an invited person we would appreciate it if you could update the interface with this information or forward the information to the ISE Office who will take care of updating the information in the system.

Backup list of 10 potential speakers
The Conference Chairperson selects a backup list of 10 potential speakers from the list of poster presenters (considering first those who requested an oral presentation) in order of preference in the event there are cancellations. In order to maintain consistency of topics, the Conference Chairperson should also specify the session (day and morning and/or afternoon) in the program that each contribution would be inserted in the case of a cancellation. If the presenter has requested a poster presentation, the Conference Chairperson must first contact the presenter and receive permission before changing the presenter to an oral presentation.

The ISE Office removes non registered oral and poster presentations from the program and Conference Chairperson oversees that the backup speakers are inserted as necessary.