2023 SESSION BUILDING

GUIDELINES

Please ReadNew for 2023***These Rules Are Not the Same***Please Read***

- Oral abstract sessions in 2023 are a return to **90-MINUTE** sessions containing **6 ABSTRACTS**.
- Each abstract oral presentation will last 10 minutes with 5 minutes allotted for questions.
- Co-chairs should select **TWO MODERATORS** and **TWO ALTERNATE MODERATORS** for each oral session. Moderators must be ACR/ARP members.

Please ReadNew for 2023***These Rules Are Not the Same***Please Read***

As Abstract Category Co-chair you will fulfill your session building responsibilities from this system. Here are some basic instructions for session building. Please collaborate with your co-chair(s) to session build. You may refer to this list of co-chair names and email addresses.

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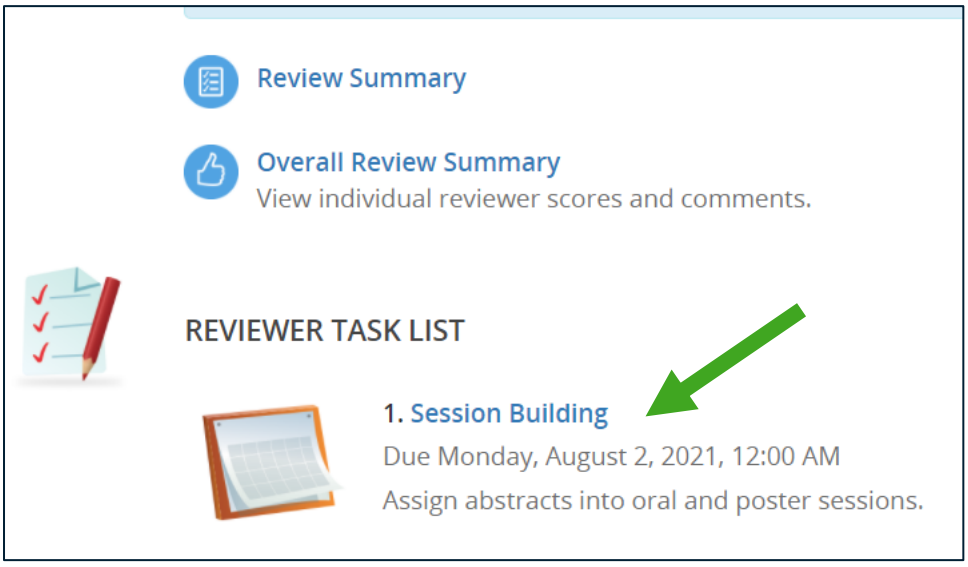
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2. Session Overview Page
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Getting Started

Log in under the category credentials you used to make your plenary nominations.

These credentials will be sent to you by ACR staff. Logging in under the credentials for your category will allow you and your fellow co-chair(s) to work collaboratively during session building.

Click on "Session Building" to access the page.



Oral Sessions

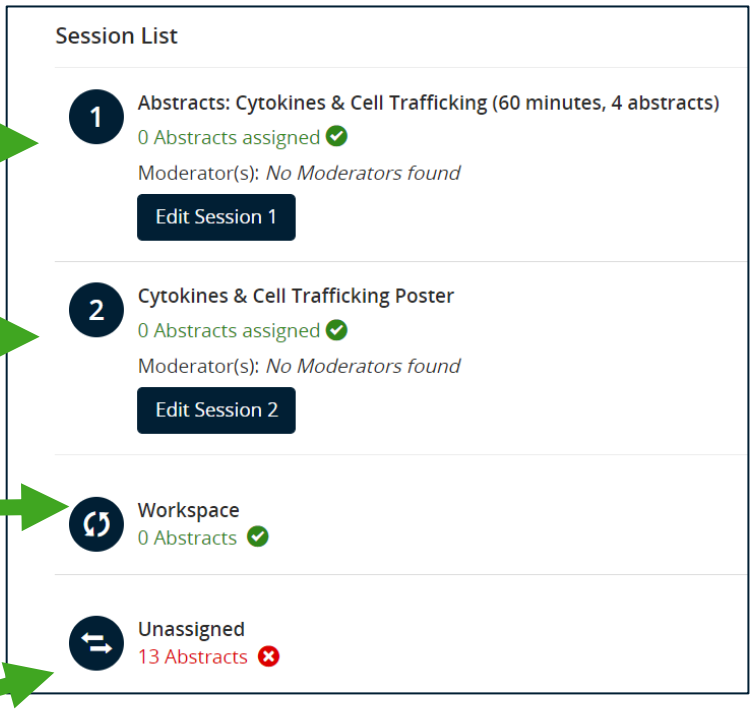
- Oral sessions should contain **6 abstracts**. If they do not contain the correct number of abstracts at the conclusion of session building, ACR staff must edit them to fit into the schedule.
- **Please be careful not to add "Poster ONLY" abstracts to an oral session.** You may check the **Preferred Presentation Format** in the abstract information at the top of an abstract's **Preview** page.

Poster Sessions

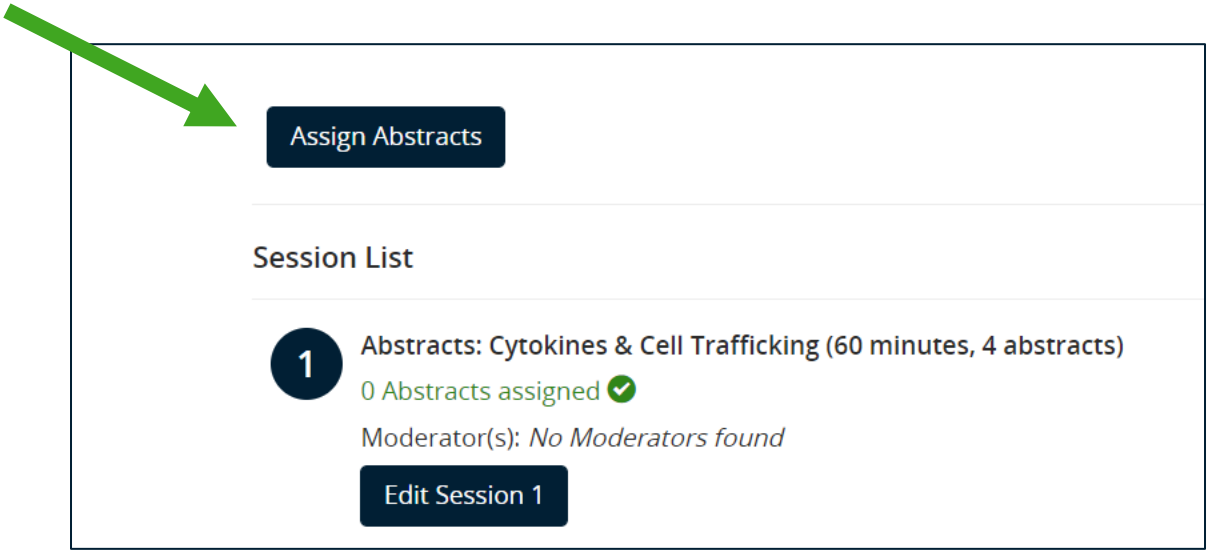
- Poster sessions do not have a fixed number of required abstracts, but please divide approximately equally between the number of poster sessions available.
- You are encouraged to divide poster abstracts into sessions by theme or topic when possible.
- If you feel your abstracts are best divided up by theme/topic into a number of sessions inconsistent with the number of poster sessions you have been assigned, please let ACR staff know at abstracts@rheumatology.org. The number of poster sessions can be adjusted (maximum is 3).

Session Builder Overview Page

- Category sessions have already been created. The number of sessions per category is determined based on submissions.
  - Oral session(s) are listed first. **See title for number of abstracts required.**
  - Poster session(s) are listed underneath the oral sessions.
  - **"Workspace"** is an area you may use to temporarily place abstracts you are still placing.
  - **"Unassigned"** holds all accepted abstracts that have not been assigned to a session.

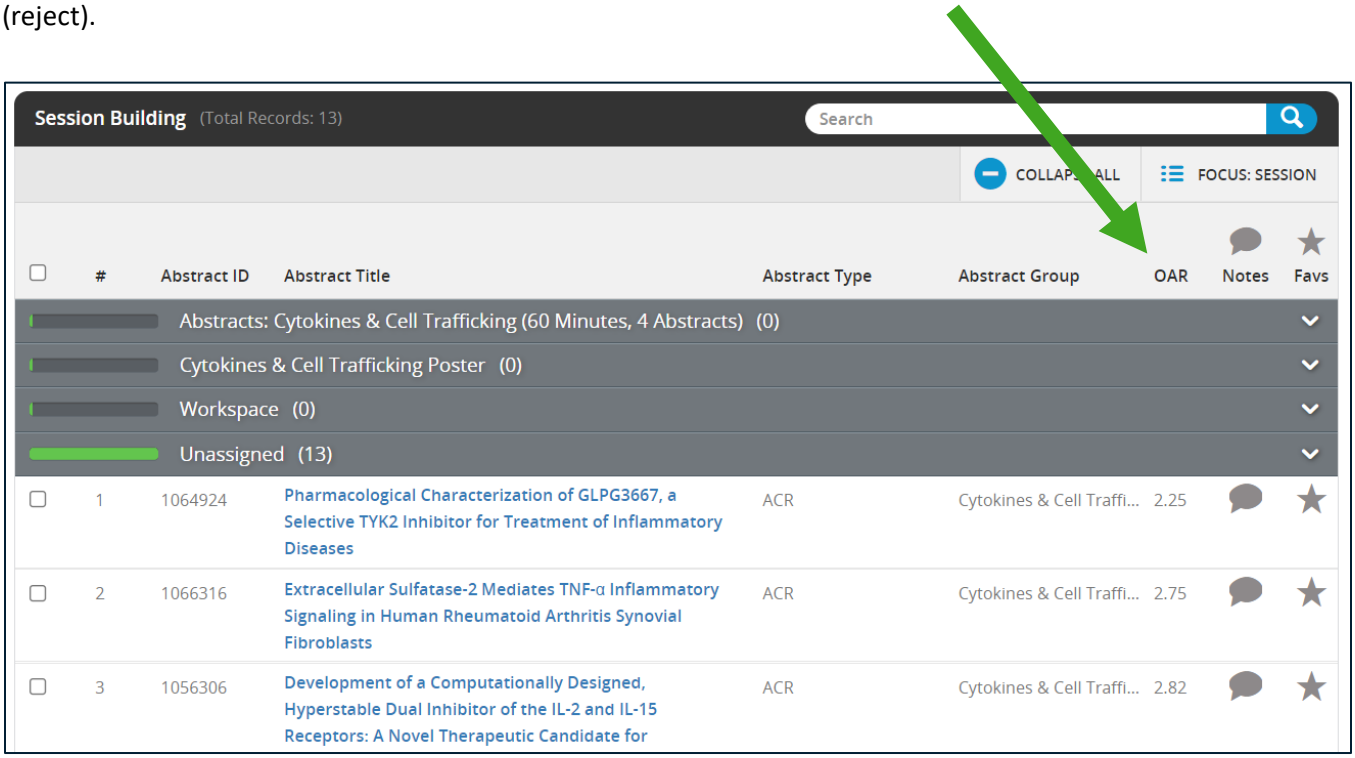


- **To add abstracts to your sessions, click on the "Assign Abstracts" button.**

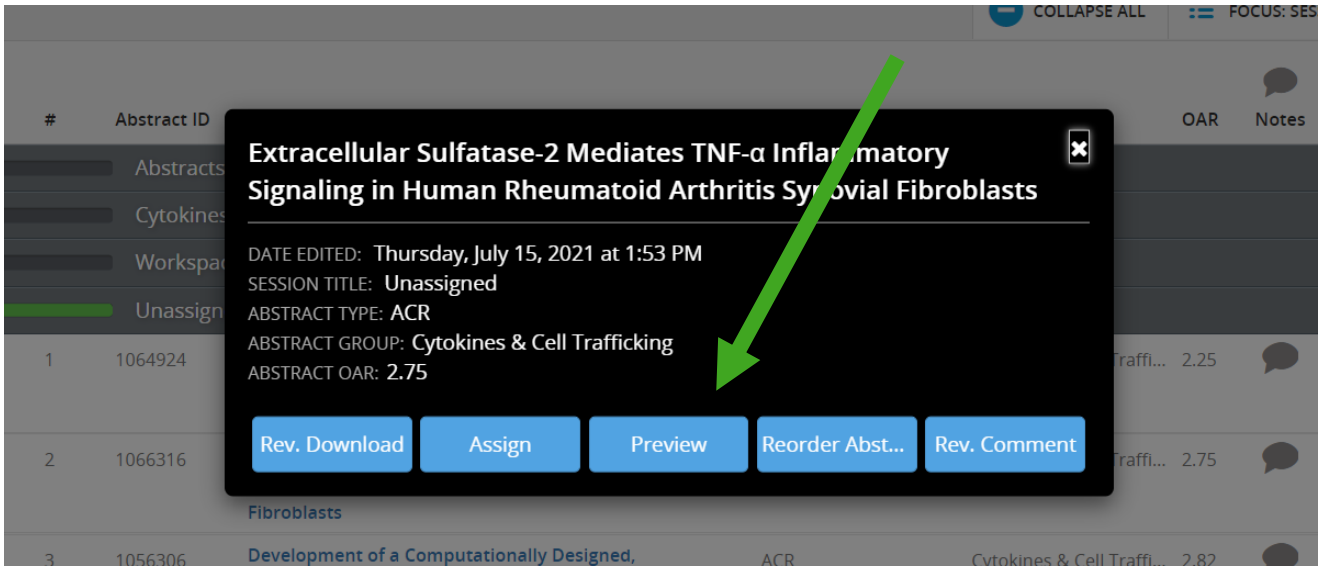


Assign Abstracts Page

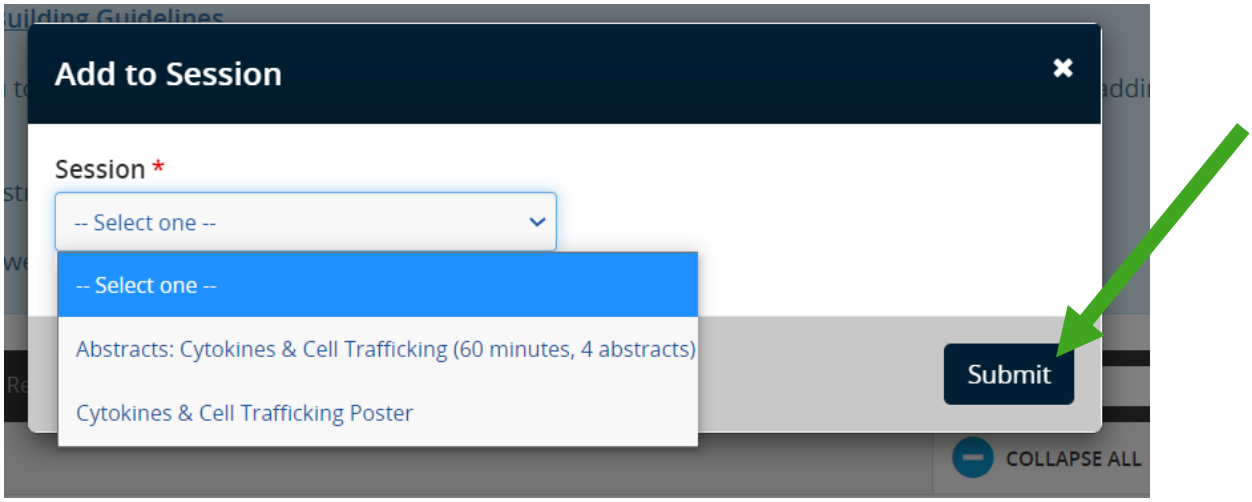
- You may click on the "OAR" (Overall Average Rating) column heading to sort by score, from 1 (best) to 7 (reject).



- Click on an abstract title and "Preview" to view the abstract content, including author information. Trainee information is listed under the abstract content. **Please be careful not to add "Poster ONLY" abstracts to an oral session.**



- You may click on “Rev. Download” to download the individual scores assigned by reviewers, and on “Rev. Comment” to view reviewer comments.
- Click on “Assign” to select a session to place the abstract.
- After clicking “Assign”, select the session from the dropdown in the **Add to Session** pop-up and click on “Submit”.

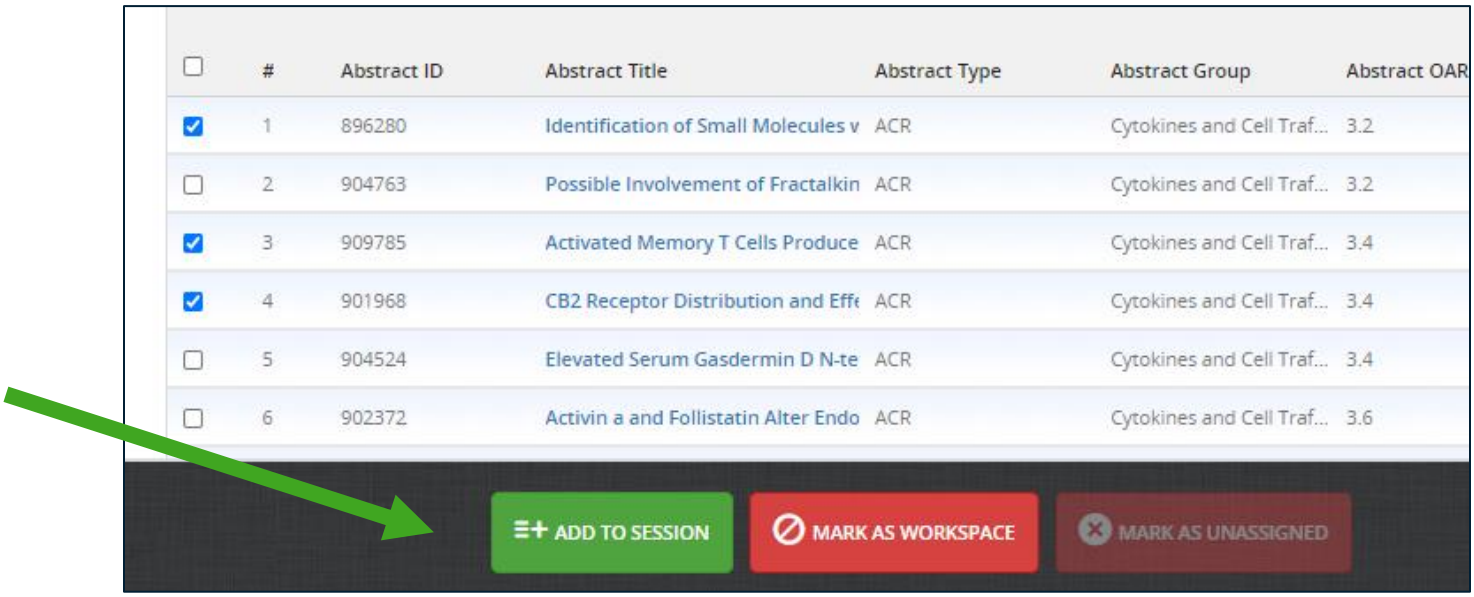


- If you need more detailed information on your abstract reviews, you may use the “Overall Average Reviews” page. See the end of this document for detailed instructions regarding “Overall Average Reviews” page.

Assigning Multiple Abstracts to a Session

- To assign multiple abstracts simultaneously, click the checkbox next to the abstract(s) you would like to select for a session.

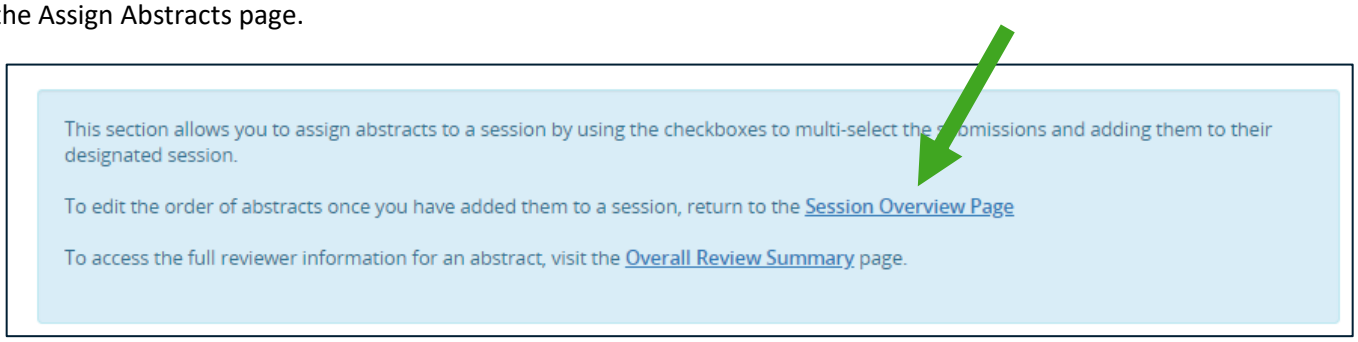
- Click the green "Add to Session" button at the bottom of the screen and then select the session from the dropdown in the **Add to Session** pop-up and click on “Submit”.



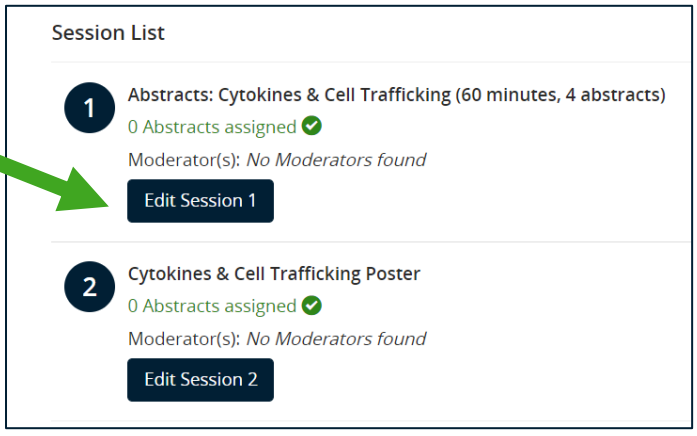
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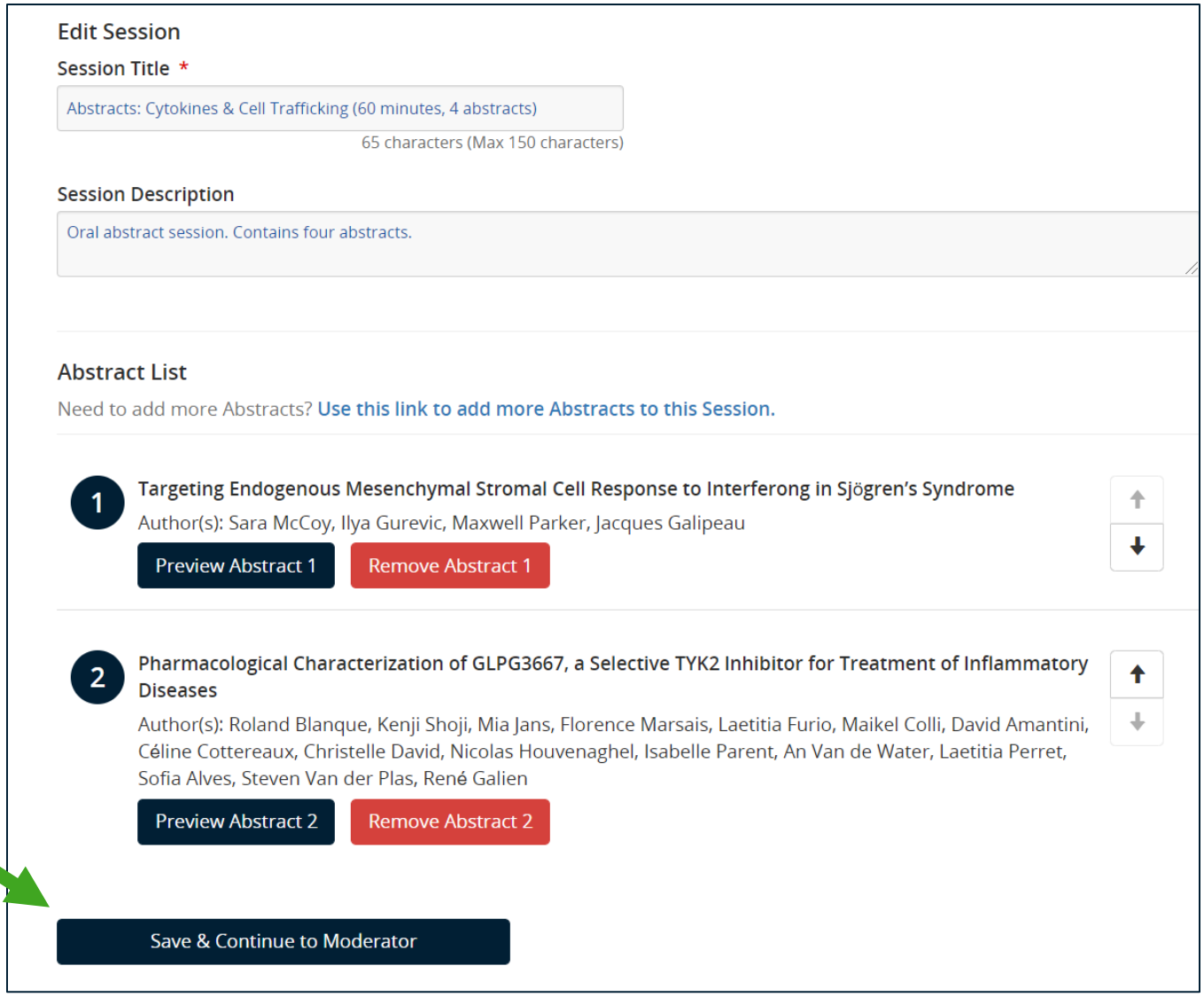
Editing Sessions: Abstract Order and Titles

To edit abstract order and add subtitles to your sessions, return to the **Session Overview Page** linked at the top of the Assign Abstracts page.



Once there, click on the session you would like to edit.





Editing Titles

- Your sessions have been given official program titles. Please do not delete these titles, but you are welcome to add a subtitle after a colon (:).

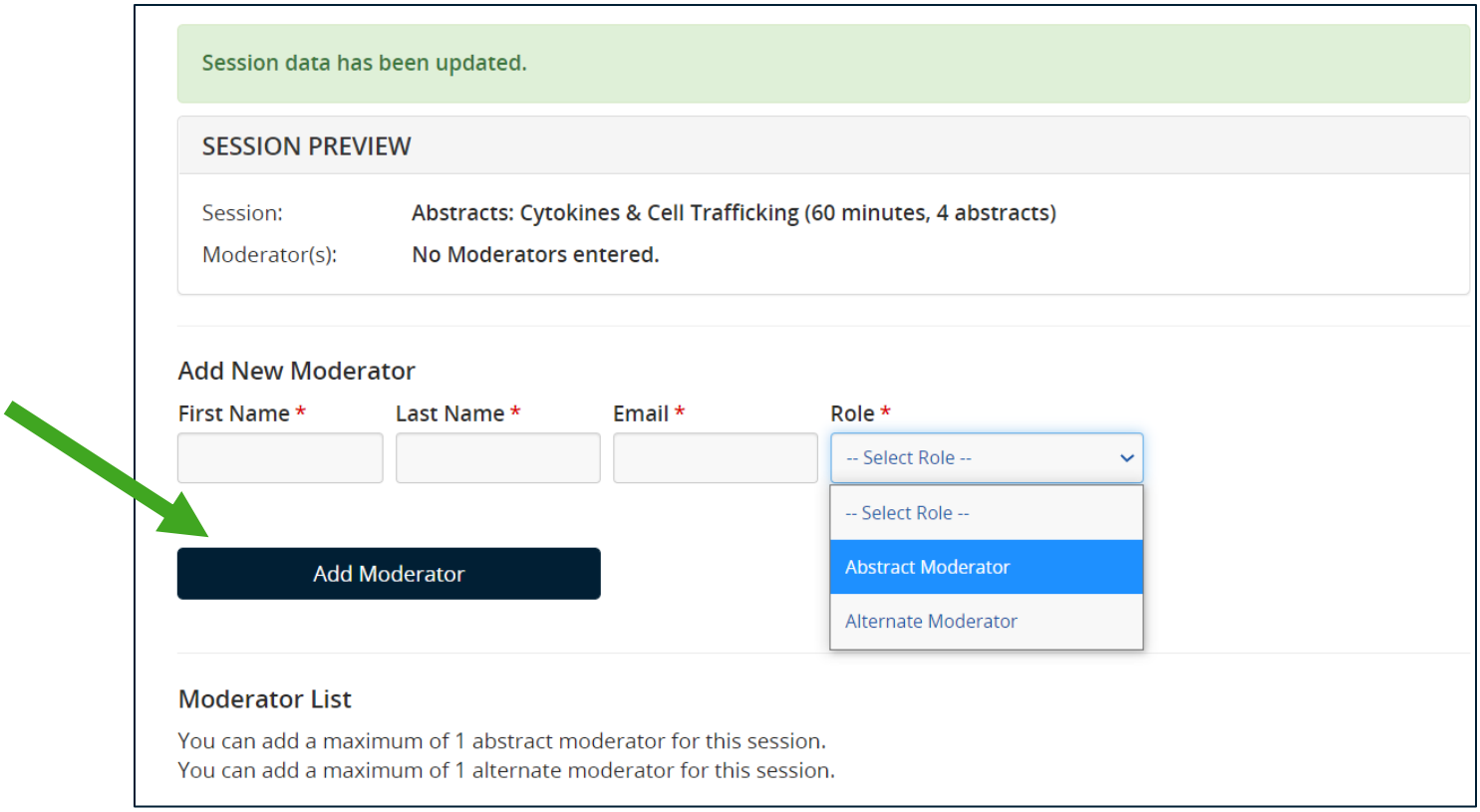
Assign/Rearrange Presentation Order

- Drag and drop to reorder abstracts within sessions by clicking and dragging on the titles or using the arrows to the right of the titles.

Add Moderators

After editing the title and abstract order, click on "Save & Continue to Moderator" to add moderators to the session. Each oral session should have two Abstract Moderators and two Alternate Moderators.

- Abstract moderators **must be ACR/ARP members**.
- If the Abstract Moderator declines their invitation, the Alternate Moderator will be invited in their place.
- Moderators are **not required for poster sessions.**
- Enter the name and email address of your moderators and select their role.



Overall Review Summary Page

- If you need to see more detail regarding an abstract's reviews, you may use the Overall Review Summary page. This page is similar to the Plenary Nomination interface. Instructions for navigating it are on the page.
- **Be aware, ALL of your category's abstracts are visible on this page.** You will be able to see abstracts that were accepted as plenary (refer to this list of Plenary Sessions for those abstracts) and **rejected** abstracts. These abstracts are not available in the session builder.
- Click on "Overall Review Summary" from the Home page (just above "Session Builder") or on the link in the instructions on the **Assign Abstracts** page.