

## CREATING YOUR SESSION LISTING

Meeting Services staff has taken the initial steps of creating your session's official record (this is what will be seen in the online program and what drives the printed Final Program). Right now, your session record only includes your session's title and your listing as the Organizer.

Your goal is to move the papers you have marked as "accepted" into the session listing. Before you begin this process, please make sure your papers are formally marked "accepted". To confirm this look under the listing of "INDIVIDUAL PROPOSALS", the "status" column should read, "Accepted". Here are the steps to move the papers into the listing:

- Log into your online queue
- Click "Manage Session"
- Under "Select Search Options" on the drop down menu select "Sessions"
- You will see the title of your session
- Click the title of the session
- Click, "Edit Participants"
- Under Step 1, click "VIEW ACCEPTED PAPERS"
- The list of your accepted papers will appear at the bottom of the page.
- Click the check box and then click "ADD"
- The paper is now added to the Session's record
- Repeat these steps until you have moved over all the papers you want in this session.

FYI: Feel free to add a session description to your session listing if you choose. If you choose to do so, select, "Edit Session Title" and enter your information in the text field.

## ADDING PRESIDERS AND DISCUSSANTS

You will notice that your distinction as Organizer is already listed in the session. Each session needs a presider; discussants are optional. Follow these steps to add Presiders and Discussants to the Session's record:

- Under Step 2, type in the Last Name of your potential participant. PLEASE NOTE: you must click the "SEARCH BY LAST NAME" button, do not hit your enter key.
- You will get a listing of people in our system who share that last name, please find your participant in the list
- Click the actual role that the person will play in your session.
- Click "ACCEPT & CONTINUE"

FYI: If by chance the person is not listed in our system, follow the prompts on the screen to enter their information (name, affiliation, etc.)

FYI: Each role that a person plays in the session should be separately identified in your session listing. For example, if you are the Organizer and the Presider, you should have two role distinctions in the listing - one as Organizer, the other as Presider.

- You will now have the opportunity to make any audio-visual requests needed for this session.
- Click, "ACCEPT & CONTINUE" to complete this process.

You will now be returned to your Session Submission Summary. You must now click, "Accept and Continue". This confirms your session listing.

**Paper Session Submission Deadline is February 20, 2008.**