



## Step by Step Directions for Scheduling Sessions in Confex

Reminder of link to Confex:

<http://scisoc.confex.com/scisoc/2025am/gateway.cgi>

**Login with your membership username and password to access the link.**

You will use the link to:

- Accept abstracts – do not “Reject” any abstracts. If it does not fit, move it to a different session or contact [Nate Ehresman](#).
- Add “non-paper events” such as Introductory Remarks, Adjourn, Breaks, Panel Discussion, etc.
- Arrange speakers in the order you want them in
- Assign times to speakers (topical session speakers are allowed 15 minutes, and rapid session speakers are allowed 5 minutes, but symposia speakers can be assigned various amounts of time)
- Schedule the time, date, estimated attendance, and catering requests for your session
- Add moderators to your in-person oral sessions

**Choosing a session to schedule/edit**—you should see all your sessions listed after logging in. Click on the title of the session to begin scheduling/editing that session.

**\*Section/Division Chairs only:** if you first click on your section/division under the “Program Chair” role, then you’ll see all the sessions in your section/division.

**Viewing the abstracts**—the opening screen will allow you to view all the abstracts. If you navigate away from this page, look in the left control panel under the heading “Abstracts,” and click on “**Arrange**” to view all abstracts in the session again. You can also click “Arrange” to refresh the page.

**Accepting abstracts**—after making sure all abstracts are appropriate, check the box to the left of the abstract title that says “Accept” at the top of the column. Then click “Update” at the bottom of the page to save it. Do not “reject” abstracts. If an abstract does not fit, transfer it or contact [Nate Ehresman](#).

**Non-Paper events**—in the left control panel, under the heading “Options,” click on “Non-Paper Events.” Check the events you want to add. Use the “Freeform Events” to enter text for events you don’t see listed (i.e. a 10 minute “Questions and Answers” period after 10 successive rapid presentations). Click “Update” to save.



**Always** enter “**Introductory Remarks**” and “**Adjourn**” for oral sessions. (Not necessary for poster sessions.)

*Regarding “Breaks”:*

Since symposia are a maximum 2-hour block format, you will not need to enter “Breaks” within a symposium session. Topical sessions, however, can be scheduled for as long as necessary, needing 15-minute breaks to be scheduled approximately every 90 minutes. Rapid sessions naturally fit themselves into one-hour increments, so a 15-minute break after two hours of rapid presentations is encouraged.

*Regarding ASA “Community Planning Sessions”:*

ASA Communities are encouraged to hold “**Planning Sessions**” instead of “Business Meetings” at CANVAS. This is a 15-minute slot of time scheduled into the beginning or end of a symposium or important technical session. “Planning Sessions” should be held to elect future community leaders and decide topics for your community’s program next year. Community updates and awards should be presented at your Section’s Business Meeting to increase awareness and give your recipients greater exposure. Please consider which of your symposia/technical sessions would most effectively host your community’s Planning Session.

To accommodate Community awards and news, Sections with many Communities may need to schedule their business meetings for longer than a single hour (possibly an hour-and-a-half or two hours).

**Ordering papers**—to the left of the abstract titles is a box with a number in it under a column titled “Order of Papers.” Use this box to order the papers and non-paper events. Click “Update” to save.

**Speaker durations**—to the left of the “Order of Papers” column is a “Special Duration” column that you can use to enter a specific amount of time. The default duration just above the column is automatically set to 15 minutes, so if the “special duration” box is blank, it will count it as a 15-minute paper.

**Room Setup, Catering, and additional AV requests**—click on “Session Setup” tab at the top of your session and scroll down to the “Room Setup”, “Catering Requests” and “Presentation Equipment” fields. Select the type of desired room set and list any catering and/or AV requests (above and beyond the standard AV set). These fields are required, so please enter “n/a” if nothing special is requested for



the session. **This step is required before moving on to the next “Schedule” step.**

#### *Zoom Broadcasting:*

If you are interested in Zoom Broadcasting a session (piping speakers in, broadcasting in-person presenters out, or both), the cost is **\$300 per session and must be ordered before Oct. 9**. Click on the “See costs and requirements” link below the Presentation Equipment field for details. (Or select your session’s “Speakers Corner” link for broadcasting info after the scheduling process closes – July 23-Oct. 9.)

**Scheduling the time and date**—in the left control panel, click on “Schedule” and enter the time, date, and estimated attendance. Please make sure the end time you enter matches the actual end time of your papers. **\*Please note that the Annual Meeting Planning Committee will be finalizing the schedule in late August. You should not give your speakers a final date until then.**

#### *Virtual Sessions:*

Although you will need to schedule the in-person sessions in your program, there is no need to schedule “Virtual Sessions”. The prerecorded presentations housed within Virtual Sessions are on-demand content. For this reason, a date and time for the overall Virtual Session would be meaningless (and rather confusing for attendees). Please do not schedule any Virtual Sessions you might have in your program. You should simply accept the abstracts within those sessions.

**Adding moderators**—click on the “People” tab at the top of your session. Click on “Add new person”, enter their name or email address in the lookup field, and check their role as “Moderator.” If their name comes up in the system, please select that name rather than creating a new entry.

#### **Helpful Tips:**

- Approaching a speaker already presenting within the session is an easy way to start your moderator search.
- Student attendees are often honored to moderate a session or two.
- By the end of scheduling, you will need a moderator entered for each in-person oral session.
- Poster sessions and Virtual oral sessions do not require moderators.



**Transferring Papers**—if you need to transfer an abstract, you can check the box to the left of the abstract title and use the two dropdown boxes at the bottom of the page select a new Section/Division and then session. Click “Update” to save.

Transfer concepts of note:

- Transfer oral presentations to poster format when the data or findings in the abstracts are “to be developed” or missing. Oral presentation abstracts should have clear findings or results.
- The Planning Committee will note oral sessions that are less than an hour long and combine them with other similar oral sessions or transfer the presentations to poster format.

If you transfer a paper, please make sure the other chair/leader is aware in case they have already finished their scheduling. Community, Section, and Division leaders contact information can be found within their respective PDFs at:

<https://www.sciencesocieties.org/canvas/contact>

**Important:** Do not transfer submissions between in-person and virtual sessions or vice versa. Virtual submissions have different submission fees, registration requirements, and pre-recording deadlines.

**Adding and Withdrawing Sessions**—Section/Division Chairs can enter their program and choose “Add” under “Sessions” in the left control panel. Community leaders will either need to ask their section chair to add a session or email [Nate Ehresman](#). You can also change the title and description of an existing session that you no longer need in the “Setup Session” step. (In other words, morph an unused session into the new one you need.)

To withdraw sessions, first make sure all the abstracts are moved out of the session. Then choose “withdraw” from the left control panel, enter a reason, and submit the withdrawal.

**Additional Questions?** Contact [Nate Ehresman](#).