Session Builder Setup

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Summary

Session Building, also known as Session Organizing, is the process where a volunteer from an organization (such as a member of the program committee or a member of the meeting faculty) creates Sessions by combining Abstracts (which will later become presentations) and appointing other essential roles like Chairs and Invited Speakers. In the CTI system, individuals responsible for Session Building are referred to as "Sessioners," although they may also be called Session Organizers, Organizers, Slotters, or other names preferred by the client.

Configuration

The specific types and settings of Sessions are configured based on the association's unique requirements, which can vary significantly. There are various Session types, including:

- Plenary: These are the largest sessions, often intended for all attendees.
- Symposium or Symposia: These are large sessions or multiple sessions linked by a common theme and can extend for an entire morning or afternoon.
- Oral Session: Typically, these sessions consist of 4-6 presentations and last for 60-90 minutes.
- Podium Session: These are the smallest oral sessions, featuring just one or two presentations and are often held in a room with several podiums.
- Poster Session: These sessions often involve a large room where printed posters are displayed on poster boards, and/or ePosters are displayed on monitors.

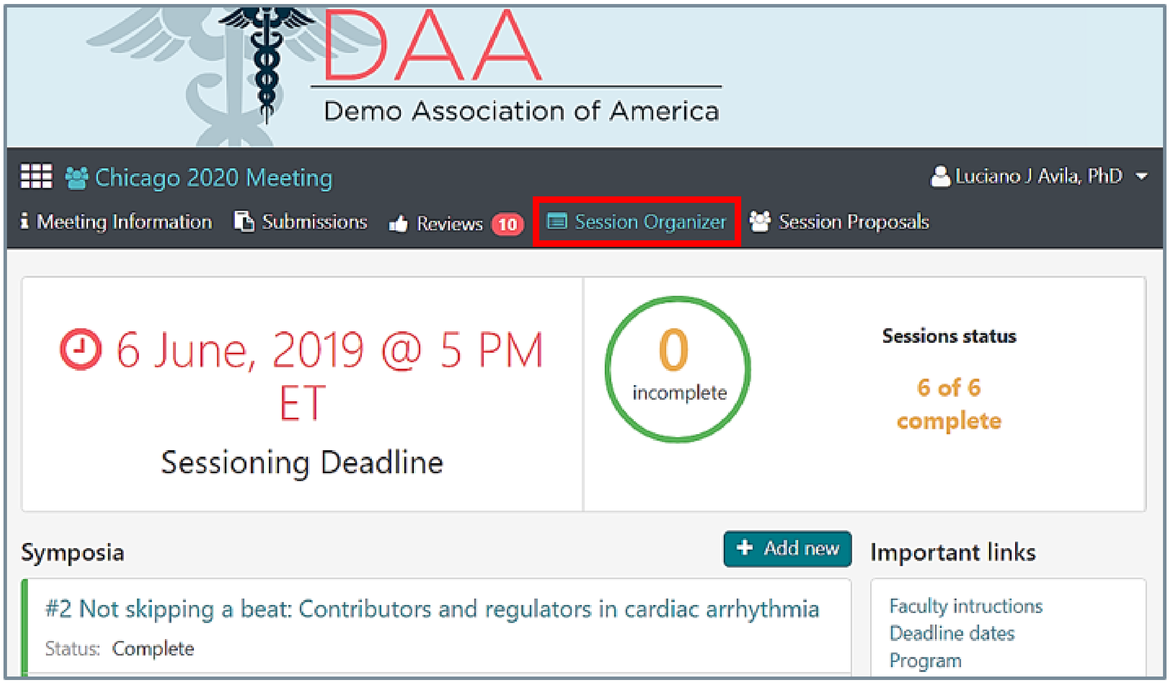
Control Numbers

Sessioners and Submissions are assigned unique numbers for tracking purposes. However, Sessions themselves do not have Control numbers. Instead, they are identified by a unique ID assigned by CTI and a Number assigned by the association.

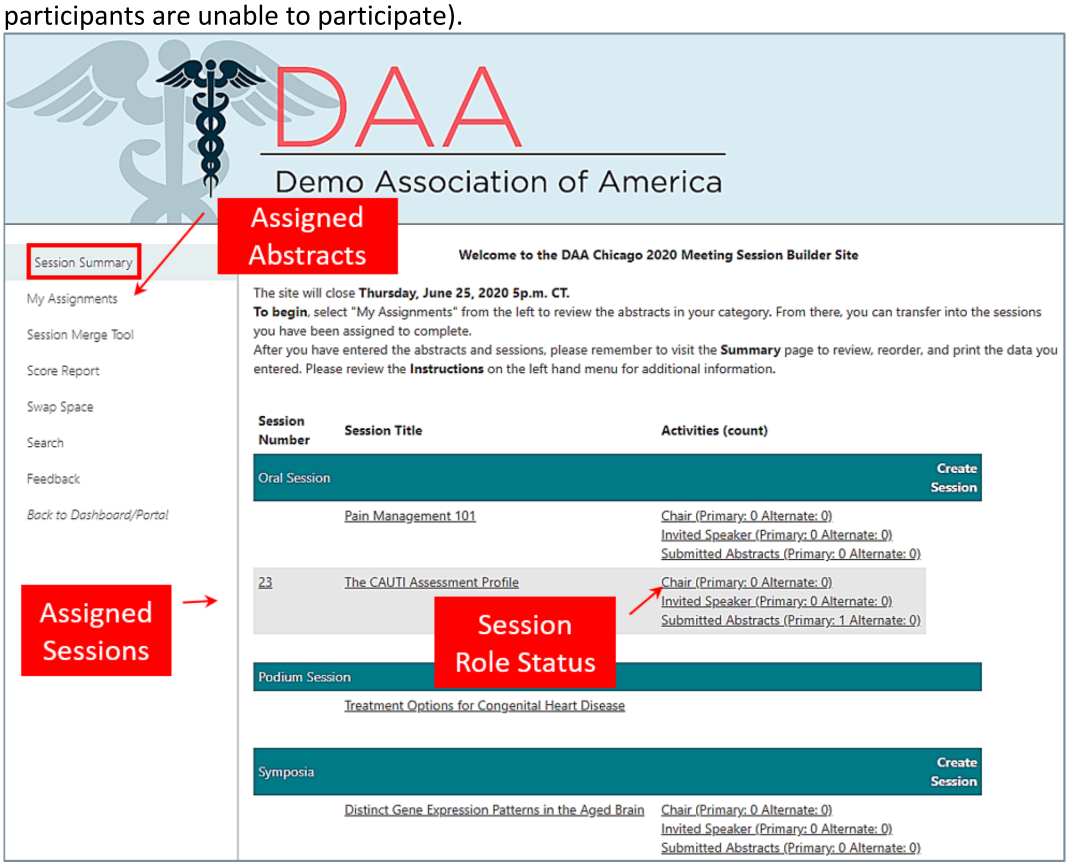
Creating Activity Types for Session Organizers

Here's how the process works:

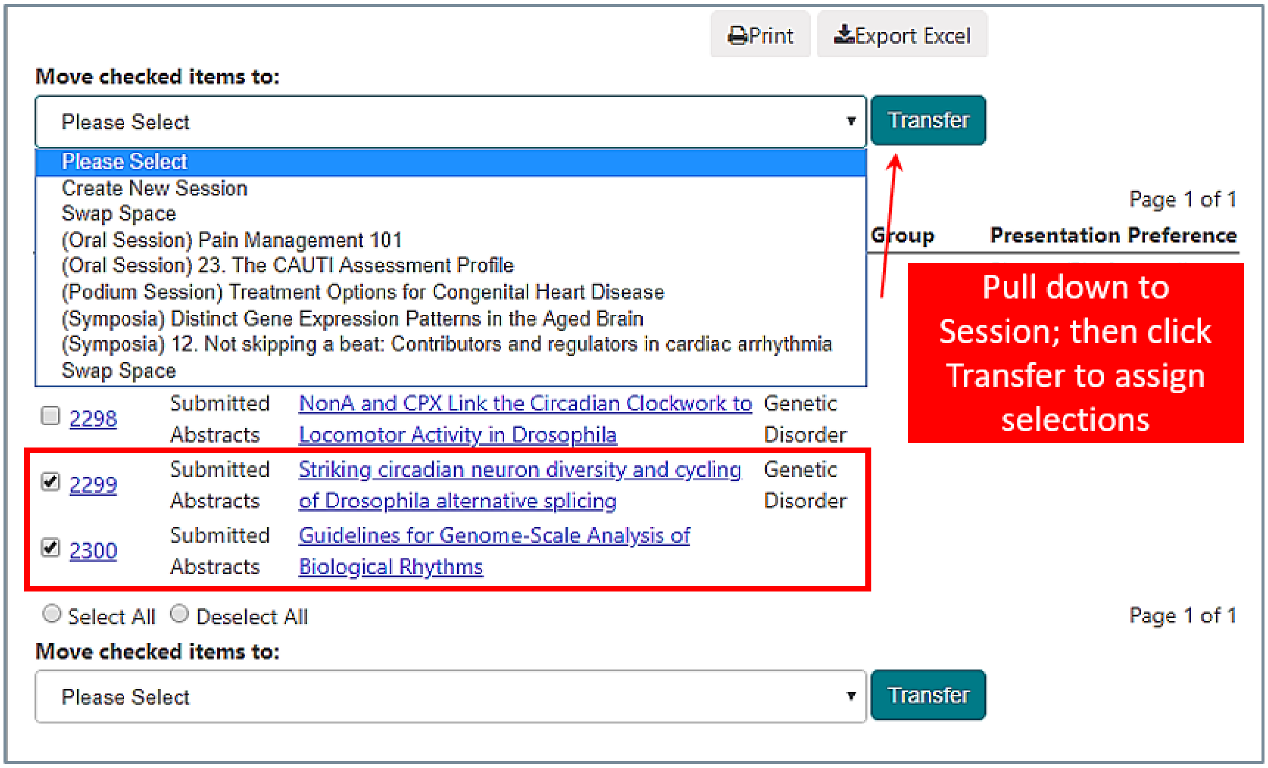
Step 1: A Sessioner is invited to participate. Upon acceptance, the Sessioner accesses the Participation Portal and views the Sessions they have been assigned to.



Step 2: After selecting a specific Session by clicking its title, the Sessioner enters the Session Building tool. On the Session Summary Screen, the assigned Sessions are displayed along with their required roles, such as the number of Chairs, Invited Speakers, and Abstracts/Presentations needed. Each role may also specify a required number of Primary participants and Alternates (substitutes in case Primary participants are unable to participate).



Step 3: The Sessioner clicks on "My Assignments" to view all assigned Abstracts. They can then select the preferred Abstracts for a particular Session. The Sessioner can drag and drop the selected Abstracts into the preferred Session and click "Transfer" to assign them. Roles like Chair and Invited Speaker can also be invited from within the Session Building Tool. Additionally, new Sessions can be created as needed.



This process streamlines the organization and management of Sessions within the association, ensuring that they are well-prepared and include all necessary components.