



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).

Welcome to the DAA Chicago 2020 Meeting Session Builder Site

The site will close **Thursday, June 25, 2020 5p.m. CT**.

To begin, select "My Assignments" from the left to review the abstracts in your category. From there, you can transfer into the sessions you have been assigned to complete.

After you have entered the abstracts and sessions, please remember to visit the **Summary** page to review, reorder, and print the data you entered. Please review the **Instructions** on the left hand menu for additional information.

Session Number	Session Title	Activities (count)
Oral Session Create Session		
	Pain Management 101	Chair (Primary: 0 Alternate: 0) Invited Speaker (Primary: 0 Alternate: 0) Submitted Abstracts (Primary: 0 Alternate: 0)
23	The CAUTI Assessment Profile	Chair (Primary: 0 Alternate: 0) Invited Speaker (Primary: 0 Alternate: 0) Submitted Abstracts (Primary: 1 Alternate: 0)
Podium Session		
	Treatment Options for Congenital Heart Disease	
Symposia Create Session		
	Distinct Gene Expression Patterns in the Aged Brain	Chair (Primary: 0 Alternate: 0) Invited Speaker (Primary: 0 Alternate: 0) Submitted Abstracts (Primary: 0 Alternate: 0)

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.

Print Export Excel

Move checked items to:

Please Select

Transfer

Please Select

Create New Session

Swap Space

(Oral Session) Pain Management 101

(Oral Session) 23. The CAUTI Assessment Profile

(Podium Session) Treatment Options for Congenital Heart Disease

(Symposia) Distinct Gene Expression Patterns in the Aged Brain

(Symposia) 12. Not skipping a beat: Contributors and regulators in cardiac arrhythmia

Swap Space

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Group Presentation Preference

Pull down to Session; then click Transfer to assign selections

<input type="checkbox"/>	2298	Submitted Abstracts	NonA and CPX Link the Circadian Clockwork to Locomotor Activity in Drosophila	Genetic Disorder
<input checked="" type="checkbox"/>	2299	Submitted Abstracts	Striking circadian neuron diversity and cycling of Drosophila alternative splicing	Genetic Disorder
<input checked="" type="checkbox"/>	2300	Submitted Abstracts	Guidelines for Genome-Scale Analysis of Biological Rhythms	

Select All Deselect All

Move checked items to:

Please Select

Transfer

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