# AC Confex System Quick Guide for Staff

## Step 1 – View submissions and internal review

- Under **Reports** – Select **Submission Report** or **Submission Report with text**
    - This is a full report for your committee containing basic submission information and direct links to the abstracts. In the report, you can sort by column headers, search (control F) or download to Excel. Abstract submissions for all committees are found in the report **All Submissions**. We have a separate **Disclosures Report** for all those checkbox items, such as student, other presentation options, permissions, CDC, fellows, etc.
    - Step 1a – Conduct an internal review of abstracts for topic and committee assignments and reassign any abstracts as needed. **IMPORTANT – Please reassign any abstracts before reviewer assignments are made.** Communication between committees is critical.
    - Step 1b – (Transfer to another committee)
        - Under **Session & Topics**, transfer an abstract using **Transfer and Build**
        - Select the abstract you wish to transfer to a different committee
        - Select **Transfer Abstract(s) to Committee**. Once this is clicked, the abstract will no longer be available in your committee.
        - Click **Transfer Selected Abstract(s)** button
    - Step 1c – (Accept transfer from another committee)
        - Under **Session & Topics**, transfer an abstract using **Transfer and Build**
        - Go to main committee bucket of abstracts and find the abstract transferred into your committee
        - **Select** the abstract to transfer into an abstract type**,** then select the double arrow button
          
        - **Select** the Topic and ID # then ok to transfer

## Step 2 – Add reviewers and assign abstracts

Add reviewers and assign abstracts topics to reviewers (*abstracts must be assigned to committee first*).

- Step 2a – Under **Review**, select **Assignments**
    - Reviewers from last year have been imported for you
- Step 2b – Under **Reviewer Assignment**, select **Add, Edit, Delete Reviewers**
- Step 2c – Assign abstracts to a reviewer
    - Pick a Reviewer from the drop-down list
    - Assign to Abstracts – for individual abstracts
    - Abstracts can be assigned by topic, specific IDs or all abstracts
    - Summary Reports available by Session, Abstract or Reviewer
- Step 2d – Communications sent to reviewers with any specific Committee information (deadlines, conference calls, etc.)
    - Under **Options**, select **Contact People**
        - How would you like to contact people? – Leave default at 'Send an email message'
        - Whom would you like to contact? – No default, select 'Reviewers'
        - What message would you like to send? – Some review email templates are in system from previous years, please edit as needed (see also options for return, admin and BCC email address)
        - Emails may be previewed before distribution
- Step 2e – Peer Review. Reviewers can view and print abstracts as well as view a summary of their scores
    - Under **Review**, select **Peer Review**

- Select one or multiple abstracts under **Assigned Submissions**
- Under Action, select **Review** and **Go**
    - Review page contains abstract information, quantitative evaluation scale, conflict of interest, comment, recommendation for RWJF and recommendation for acceptance and presentation type or rejection
- Staff can check on status of reviewers under **Review**, select **Activity/Reports**
- Multiple review reports are available to assist your committee with a summary of abstract scores (**Review Report, Author-Blind Review, Double-Blind Review, Reviewer-Blind Review**)

### Step 3 – Abstract final review

- Under **Review Section,** select **Final Review**
    - Two options for abstract determinations – individual or multiple (*multiple recommended*)
    - Select **Review Multiple Abstracts**
        - Step 3a – Sort abstracts by clicking the column header ID or Title
        - Step 3b – Under the Accepted column, click the Select button (*since you will have more accepted than rejected abstracts*)
        - Step 3c – Under the Rejected column, click the radial button for any abstracts you want to reject
        - Step 3d – Save
    - *Note: You do not need to accept as a presentation type as that will be determined when you place abstracts in session!*

### Step 4 – Review available sessions, add session titles and moderators

- During the process of identifying session topics, staff must communicate to Beverly by email (see timeline for deadline) which breakout sessions will be formatted as Breakout, Quick or Lightning. **This is CRITICAL before adding abstracts to a session.**
- Under **Reports**, select **Scheduled Sessions**
  This report provides you with a listing your committee sessions and can be sorted by the various column titles – session type, date, time, room, etc. All committee sessions are available under the report **All Scheduled Sessions**.
    - Entering session titles and moderators for breakouts
        - Step 4a – From the Schedule Session report, select the specific **session ID** to go directly to the session
        - Step 4b – Select **Session Set-up** from the left navigation panel
        - Step 4c – Enter the session title in the field **Sub Title**, click submit information once entered
            - *Note: Roundtables should use the abstract title in Sub Title field*
            - *Note: Roundtables do not need a moderator added unless you have multiple presentations in the session*
        - Step 4d – Next, enter moderators under **People** (do not enter moderators under the submitter section in Session Set-Up)
            - Search People by name or enter into system
            - *Note: Moderators can also be added from the Transfer & Build section*
    - *Note: Entering session titles before abstracts may be easier to find the session when you add abstracts to the session.*

### Step 5 – Adding abstracts to sessions

- Under **Sessions & Topics**, select **Transfer & Build**
  - In Transfer& Build, columns indicate the following:
    - Note Session Type – If blank it is a topic, otherwise it indicates a type of session (workshop, poster, poster award, breakout, lightning, quick, roundtable,
    - Note Submission Program – How the system organizes (committee topics, abstracts submitted by topic for breakout/quick/lighting/poster track, abstracts submitted to topic for roundtables, sessions)
    - *Note: Abstract topics are listed twice since we have different criteria for breakout/quick/lightning/poster and roundtables*
  - Sessions are listed after abstracts (organized by presentation date/time)
    - Step 5a – Abstracts can be moved into sessions from the overall committee bucket, abstract topic or search by ID
      - *Note: Once an abstract is moved from the 'topic' bucket the topic will change to the new session title/sub-title*
    - Step 5b – Follow instructions on Transfer & Build under Step 1c
      - To move multiple abstracts into a session, use the overall committee bucket or topic bucket (if in the same topic)
    - Step 5c – Presentation defaults (30 minutes for Breakout, 10 minutes for Quick and 5 minutes for Lightning), you can modify just those you want to give +/- minutes
      - From your **Scheduled Sessions** report – **Session Set-up**, Select **Arrange** Under **Abstracts**
  - Rejected abstracts will remain in topic area

### Step 6 – Final review

- Under **Reports**, select **Full Report** for a listing of all your committee abstracts, presenting authors, reviews/scores, moderator and session information.
- Under **Options**, the web agenda link is available at **Online Program**.
- Under **Reports**, select **Open Rooms** to view available breakout and roundtable meeting space. See Beverly to request for your committee.