

CSO Frequently Asked Questions

Revised April 14, 2010

1. What is the timeline for producing the Pacifichem 2010 technical program?
 - December, 2009 – January, 2010: CSOs send out invitations to the invited speakers.
 - January 1 – April 5, 2010: CSOs review abstracts submitted to the Pacifichem Abstract System to ensure the invited speakers have submitted their abstracts.
 - March, 2010: CSO check abstract system to ensure all invited papers have been submitted in to the Pacifichem Abstract System.
 - Abstract submission deadline extended for one week to April 12 @ 11:59 PM EST. Only Invited Speaker submissions accepted after this date. See [How to Accept Late Abstracts](#) in the CSO Archives for instructions.
 - **NOTE:** April 6 – May 3, 2010: CSOs accept/reject submitted abstracts and schedule accepted abstracts into oral and poster sessions. **Note:** all Pacifichem symposia will have an available poster session to place accepted contributed papers that have not been scheduled into an oral session. The poster sessions are labeled with the PS code.
 - May 3, 2010: CSOs finalize the symposia. **Note:** CSOs no longer have access to the abstract system after May 3, 2010.
 - June, 2010: Registration opens.
 - July 15, 2010: Technical program available online. **Note:** This date is the public disclosure date for abstracts submitted to Pacifichem 2010.

2. How do I review the abstracts submitted to my symposium?
 - A. You should start reviewing the submitted abstracts actively on April 6. **Note:** abstract submission was extended to April 12, so your symposium may be receiving additional abstracts from April 6 - 12. Please see [How to Organize, Review and Share Abstracts with Co-Organizers](#) on the CSO archive site (www.pacifichem.org/archives/cso_archives). Small instructional videos are also in the Review Tab to help you review the abstracts.

3. How do I schedule abstracts into my sessions?
 - A. You should start scheduling abstracts into your sessions beginning on April 6. **Note:** abstract submission was extended to April 12, so your symposium may be receiving additional abstracts from April 6 - 12. Please see [How to Place Abstracts into Sessions](#) on the CSO archive site (www.pacifichem.org/archives/cso_archives). Small instructional videos are also in the Session Tab to help you session the abstracts.

4. How do I accept late abstracts?
 - A. There are several options for accepting late abstracts. Please see [How to Accept Late Abstracts](#) in the CSO Archives for instructions.

5. How do I reject abstracts?
 - A. The Pacifichem Abstracts System does not have a reject function.
 - If the abstract is does not fit within your symposium, in the Review Tab, mark it as Wrong Area and enter where you feel the paper should be place in the Confidential Comments box on the abstract proof.
 - If the paper can not be placed in a poster session, then leave it un-sessioned. All abstracts that are un-sessioned will essentially be rejected by Pacifichem 2010.

- Please remember that many abstracts may be from undergraduate and PhD candidates. If you feel these do not merit an oral presentation, then you can schedule them into your poster session.

6. Why do the summary numbers of submitted abstracts not match the detailed counts of the abstracts in the Review and Session Tabs?

A. Pacifichem has opened the review area to give CSO's the ability to look at what has been submitted prior to the revised submission deadline on April 12. But because abstracts are still being submitted and taken back into draft status, the counts are varying. The Pacifichem Abstract System does not update the counts immediately on submission but updates every half-hour, so the summary counts may not match the detailed counts during active periods of submission. Once the submission is fully closed, your submission counts will no longer fluctuate and the number of abstracts submitted will display correctly. Be assured that all abstracts in the details of the Review and Session Tabs represent all of the abstracts that have been submitted to your symposium.

7. Why do I occasionally see an abstract in my symposium that was submitted to another symposium?

A. There is a systematic "bug" in the abstract system that is causing this issue. The mis-assignment occurs after a user has taken his/her abstract into draft status and then resubmits to a new symposium. The paper goes back into the old symposium. The vendor is running scripts frequently to reassign the abstracts to the intended location. This problem will go away once the active submission period has closed.

8. When will my poster session be held?

A. Though Pacifichem let you know in early January, when your oral sessions will occur, we are not able to determine when your poster session will occur until after the Pacifichem Organizing Committee meeting in May. This is because the conference logistics group needs to see how many posters have been scheduled for all symposia in order to schedule the posters evenly throughout the meeting in the poster hall, which is not large enough to schedule all of the posters during one or two sessions.

9. How will selected invited speakers register for free?

A. Each ½ day oral session in your symposium will receive two free registrations. Before registration opens in June, 2010, Pacifichem will send the CSO two registration coupon codes that can then be distributed to the invited speakers who can use them to register for free. The coupon codes can only be used once for one registration.

10. I am cooperating with other organizers to organize two or more symposium. How do I know when these other symposia sessions are being held?

A. Please refer to the [Dates, Times, Pacifichem Symposia](#) document on the CSO Archives Web site (http://www.pacifichem.org/archives/cso_archives).

11. How do I know if an invited speaker is presenting in another symposium so I can avoid speaking conflicts?

A. Use the Viewer Tab in the Pacifichem Abstract System to search on the presenter name. Once an abstract has been placed into a session, the abstract will be visible in the Viewer. [It will not be visible in the Viewer until sessioned because until an abstract sessioned, it has not been accepted into the Pacifichem 2010 conference.]. Once it has been sessioned you can then see where and when the presenter is speaking and you can then session the paper to avoid a presentation conflict.

12. What do the session codes mean and how do I use them?

A. The session codes (example, 01.034-2A) were distributed to the organizers in the Session Notices email sent on January 8, 2010. These session codes will be used when the organizers use the Pacifichem 2010 abstract system to schedule the accepted abstracts in to the technical sessions. The codes should not be distributed to the speakers, as this will only cause confusion.

13. Who provides letters of invitation to invited speakers?

A. Pacifichem 2010 does not provide Letters of Invitation to the invited speakers. It is the responsibility of the organizers of a symposium to provide a letter of invitation if they wish or if the invited speaker's company or university requires it.

- Since the symposium organizers are inviting speakers to present a paper at their symposia, the symposium organizers are responsible for issuing all letters of invitation.
- In the letters of invitation to invited speakers, the organizers should include details on the support, if any, they will be providing to the inviting speakers in terms of free registrations or reimbursements for travel and accommodations.
- As stated in the Pacifichem guidelines (<http://www.pacifichem.org/symposiumproposals/#FinancialSupport>), the only financial support provided by Pacifichem 2010 will be the two free registrations for each 1/2 day oral session.

14. Do invited speakers submit an abstract?

A. Yes, all presenters, in order to be accepted into the Pacifichem 2010 technical program, must submit an abstract to Pacifichem 2010. All submitted abstracts must be reviewed and accepted by the symposium organizers in order to appear in the technical program.

15. Do the organizers need to announce on the Pacifichem Web site who has been invited to present at Pacifichem?

A. No. In fact it is not a good idea during the abstract submission phase to announce who has been invited or even accepted to present a paper at Pacifichem 2010. Some of the invited speakers may not submit an abstract, or may need to withdraw their abstract after it is scheduled in to a session, or, because of some other personal or professional conflict, may not be able to attend the meeting. It is the recommendation of Pacifichem 2010 that you hold off announcing your invited speakers on the Pacifichem Web until June, 2010, and you have confirmed that the invited speakers will actually attend the meeting.

16. Do I need to let the Pacifichem Organizing Committee know who I am inviting to the meeting?

A. No. Now that the symposium has been approved, it is the responsibility of the organizers to invite the speakers and to review/schedule them into the technical sessions.

17. Where will the Pacifichem Topic Areas be held?

A. All topic areas will be held in four locations (See the [Google Map](#)):

Location	Topic Area
Hawaii Convention Center	1. Analytical 3. Macromolecular

	7. Biological Chemistry 8. Environmental Chemistry 9. Materials & Nanotechnology 10. Alternate Energy Technology 12. Health & Technology 13. Security <i>All Poster Sessions</i>
Hilton Hawaiian Village	2. Inorganic 4. Organic 11. Chemistry Outreach to the Community <i>Pacifichem Expo</i>
Sheraton Waikiki	5. Physical, Theoretical & Computational
Sheraton Royal Hawaiian	6. Agrochemistry

18. What are the dates for each technical session?

A. The Pacifichem 2010 Organizing Committee is finalizing the placement of all of the symposium technical sessions. A general announcement will be made by mid-January on the specific days when each technical session will be held. The dates for the poster sessions will be set in May, 2010.

19. What does ½ day session mean?

A. Programming of the technical sessions at Pacifichem occur in half-day increments: Morning (AM), Afternoon (PM), and Evening (EVE).

20. What are the times for the morning (AM), afternoon (PM) and evening (EVE) sessions?

A. The oral sessions occur in the morning (AM), afternoon (PM), and evening (EVE). The AM and PM sessions are 4 hours each and should end by 11:30 AM and 4:30 PM respectively. Evening sessions are for 2 hours and should end by 9:00 PM.

21. What are the times for the poster sessions associated with the technical symposia?

A. Each poster session at Pacifichem will be for 2 hours. The poster sessions will be scheduled at a time that does not conflict with the oral sessions.

22. How many presentations should be in each session?

A. Each AM and PM session should have a minimum five (5) presentations. Each Evening session should have a minimum of three (3) presentations. More presentations can be held by scheduling more 20 minute presentations.

23. What are the Pacifichem guidelines on contributed papers?

A. All oral sessions should have a mix of invited and contributed papers. The oral sessions should not be reserved exclusively for invited papers. This guideline will ensure that contributed papers will also have the opportunity to present an oral presentation at a major international conference. Also, in the spirit of Pacifichem and its international impact, there should be speakers from different Pacific Rim countries in each session. For those contributed papers that are not accepted into an oral session, then they may be scheduled into the poster session associated with the symposium.

24. What are the Pacifichem guidelines in regards to invited and contributed papers?

A. Each session should have both invited and contributed papers. In general, contributed papers are 20 minutes and invited papers are 40, 30, or 20 minutes. Sessions may begin and end with brief (five minutes maximum) introductory and closing remarks.

25. Will there be breaks during the sessions?

A. Pacifichem guidelines do not allow breaks during the technical sessions.

26. What are the guidelines in regards to poster sessions?

A. Each Pacifichem symposium will have an optional poster session. Excess contributed papers may be scheduled into a poster session if there is not sufficient room in one of the oral sessions. There is no limit imposed on the number of papers that may be scheduled into a symposium poster session. If you have many posters in a poster session, then be sure to order them in groups by sub-topic area in order to help attendees view the posters by topic area.

27. If a symposium secures outside sources of funding, can the funds be managed by Pacifichem?

A. Pacifichem does not have the resources to manage outside funds supporting a symposium. Symposium organizers are encouraged to raise additional support from companies, university, or government agencies for their symposia. If the organizers are able to raise funding for a symposium, they should seek help from their Society's divisions or interest groups or manage the funds through an organizer's corporate or university account.

28. Is it necessary to update the Web Symposium Description?

A. Yes. You should continue to update the Web Symposium document, even through the abstract phase, if necessary. The symposium description is a very important part of your communications about your symposium. It provides a quick overview and scope of your symposium and why it is an important part of the Pacifichem 2010 technical program. The symposium description is a part of the *Call for Papers* and will be seen by anyone submitting an abstract to your symposium. The symposium description will also be seen by interested attendees and by potential sponsors who would be interested in attending and supporting the symposium.

29. How do I update the Web Symposium Description on the Pacifichem Web site?

A. All updates to the description of your symposium on the Pacifichem Web site are done through your CSO account on the Web Symposium System. To make updates, please use the following procedure:

1. Go to the Web Symposium System:
http://www.ozonesoftware.com/cgi-bin/ws.exe?dbase=pac2010&action=v_login
2. Enter your username/password and click the Login button.
3. Review your contact information and then click the link to your symposium.
4. On the Symposium Info tab, scroll down to the Symposium Description and make any edits to your Symposium Description.
5. Click the Save Changes button when you are finished and then log out.
6. Edits on the Symposium Description will be refreshed on the Pacifichem Web site (<http://www.pacifichem.org/symposia/>) every Monday evening.