

PDM Guidelines:

A. Panel Session Management

The Panel (P) and Roundtable (R) topics have already been converted to Sessions, so you and your Panel Lead Organizers can complete your session information. Review the Panel video on the Topic Management Site (TMS) in your WMS Profile page as a refresher. Verify with your Lead Panel Organizers the schedule for the pre-placed Panel sessions (assigned prior to the PDM). Complete all missing Panel session Information; update Titles and Narratives; and identify proposed panelists.

Panel Information that can be added now:

- ☐ Confirm or Revised Session Title
- ☐ Projected Attendance
- ☐ Revised Description of Panel (WMS will review for format consistency before changes are shown)
- ☐ 2 Session Co-Chairs
- ☐ Panel Rapporteur
- ☐ Confirm the Lead Panel Session Organizer
- ☐ Confirm Additional Organizers (up to three Additional Organizers listed)
- ☐ Add Proposed Panelists

B. Oral and Poster Topic Management

1. Verify how many oral full and ½ rooms have been assigned to your Track for oral presentations, Calculate the equivalent number of Abstracts that can be accommodated for oral paper presentations
 - i. 4 per half session and 8 per full session (Monday and Tuesday after lunch will only have 3 or 7 papers for a full session)
 - ii. The tabulated result is your Oral Topic maximum limit of Abstracts (or oral presentations), unless you add some papers to your panel sessions
2. Identify the number of Abstracts that the author has specified “Poster Only” and transfer those to your Track’s Poster Topic
3. The remaining Abstracts exceeding your oral Topics maximum limit are handled in one of the following five ways:
 - a. Transferred **and accepted** in another Track
 - b. Transferred to your Track’s Poster Topic #
 - c. Combined with another placed Abstract (1st Abstract to remain with topic; 2nd abstract transferred to the Topic Number for collecting Combined Abstracts)
 - d. Transferred to the Non-Paper Poster Topic # 12.01, or
 - e. Discuss with Gary Benda to be transferred to Topic R12.4 (Rejected Abstracts)
4. Track 1 should complete all Abstract Transfers to the other Tracks, preferably by Monday 9:30 am because Track 1 does not have a Poster Session to accept excess Abstracts
5. Determine your Poster subtopics if you have greater than 15 posters (Lisa P. may need to add additional Poster Topic numbers); transfer abstracts to the appropriate Poster subtopics.

Topic Scheduling

- ☐ Arrange your oral topics in your Track's pre-assigned day and time targets to reduce audience conflict with your panel and other schedule panels (WM39-6). Note any theme conflict of any other sessions already assigned in the On-Line Program at the same time.
- ☐ Verify all rooms are filled, and Topic Listing reconciled
- ☐ Discuss with Gary Benda any additional rooms needed, or extra rooms not used by your Track.
- ☐ Provide Gary with your Topics that match WM36-6 Targets to add to the Master Target schedule.

After a Track have completed their Oral and Poster Scheduling and subsequently Reviewed by Gary Benda, you can collect and organize all your Session Data, as listed below. **X-CD will convert that Track's Oral and Poster Topics to Sessions during Monday's lunch. This will allow any abstracts from other Track's to be transferred to your Topic and considered before finalization.** After lunch, you can then use the next Session Module for Orals/Posters Session Management to add the following information to the on-line program.

Oral and Poster Session Management Site (SMS)

Session Information that needs to be added after Topic conversion to Session:

- ☐ Revised Session Title to best reflect the abstracts assigned to that Session
- ☐ Projected Attendance
- ☐ 2 Session Co-Chairs
- ☐ Paper Reviewer
- ☐ Confirm Lead Organizer
- ☐ Confirm Additional Organizers (and add Poster Judge where applicable)
- ☐ Reorder papers since the Topic Management Module initially listed them sorted by ascending Abstract Number compared to the Oral/Poster Session Management Module (SMS) (Note: Do not change any abstract number)
- ☐ Verify on the on-line Program that the Sessions match the track targets or any approved changes and there is minimal theme conflict with other sessions.
- ☐ Check On-line Program that all changes have been made and identify any possible attendee theme conflicts

For some Tracks with few abstracts, after you complete your Oral and Poster Sessions and have discussed your track sessions with Gary for the Master schedule, you can either assist other Tracks or can leave the room as long as we have one representative from your Track remaining for any new issues or provide a cell phone number for contact. At the end of the day, Monday, we will meet to resolve any new session conflicts/issues.