Instructions for Session Chair Final Review and Ordering of Abstracts (Step 3)

Congratulations for submitting a successful session proposal to CERF 2021. We are looking forward to your session in November, and we would like to complete the final steps of the process that will finalize your session and lead to the acceptance of abstracts.

For context, there are four major steps in the overall process to review abstracts and complete the scientific program.

1. **Session chair initial review of abstracts**. Session chairs are provided with the oral and poster abstracts that have been submitted to their session. Chairs are asked to review, accept/reject, and rank oral abstracts, then organize presentations into a proposed mockup of the session block(s).

2. **CERF scientific program committee (SPC) session program and abstract sorting**. The SPC reviews all of the session proposals in the conference and makes final decisions (if necessary) to: (1) add or remove talks, 2) assign a number of oral session blocks per session or, if insufficient abstracts were submitted, decide whether to cancel a session or combine with others, and 3) arrange sessions into the overarching scientific program. This review was completed June 25, 2021.

3. **Session chair final review and ordering of oral talks and (if applicable) final assignment of posters**. SPC-reviewed sessions are returned to session convenors with information on the number of blocks they will be given. Session convenors will then be asked to arrange talks in their final order. The final session program is due on July 23, 2021.

4. **Scientific program is finalized,** and lead authors of abstracts are notified of their acceptance by August 8, 2021.

We are now at Step 3. Please follow the steps below precisely in order to successfully submit your finalized session to complete Step 3. At the top of your CONFEX review page you will find a link to run/download a report of each individual abstract that was submitted to your session. Please use this report to help you review/rank your abstract submissions. **The deadline to complete this review process is July 23, 2021, 11:59 eastern standard time.**

Using the link below to the CONFEX system, review each of the abstracts accepted into your session by clicking on their link.

1. Using your previous session mockup proposal that you submitted as a guide, order the talks into blocks, with a minimum of 5 talks and a maximum of 7 talks per block, including 30 mins for discussion at the end of the block.

   ● Note the number of session blocks that you have been assigned.

   ● Note changes in the abstracts assigned to your session and familiarize yourself with any new abstracts, if they have been added, or any abstracts that have been removed.

- In most cases, your final session format should look very close to the mockup that you previously had approved by the CERF SPC.

2. Use the drop-down list to designate the type/format for each presentation, identifying anchor talks, summary talks and posters. Designate duration for the anchor talk(s) (one 30-minute or two 15-minute talks) and summary talks (5-minute). Use the following rule set to guide these choices:

   - You will need at least one 30 minute, or two 15-minute anchor talks per 90-minute session block. If you have not already done so previously, please email the lead presenter of your anchor talk(s) to confirm their willingness to give that type of talk.

     We strongly encourage you to elevate early career scientists or advanced students to give anchor talks. A list of abstracts in which student or early career scientists are listed as lead presenters, along with their emails, is given here.

   - Designate a minimum of 4 and a maximum of 5 summary talks per block (we are reserving 1 minute in between summary talks to allow for transition time).

   - Designate posters. Any abstracts that requested "poster only" should be given that slot, unless you have emailed, and they have agreed to give an oral talk. A list of abstracts that specified "poster only" is given here. We urge you to give priority oral talks to students and early careers for whom an oral presentation is preferred. Try to avoid giving a poster to an abstract where the lead presenter specified "poster not acceptable," if possible.

3. When you are finished, save your work, review the final program, and submit.

The SPC committee will review your final program and contact you if we have any issues that need correction.

If you have any questions, please do not hesitate to email spcchairs@erf.org.