



# USER GUIDE FOR THE ORGANIZING COMMITTEE

*FOR THE*

# ABSTRACT MANAGEMENT PLATFORM

TOPICAL MEETINGS

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## II. Filtering abstracts

**ISE - Topical Meeting - Abstract Conference Management** ([Conference website home page](#))

Search

All submissions
Program Compilation

16 January 2025 11:47
Natal 39th Topical
fullprocess.fontismedia.com

Logout (connected since 4 minutes) - EN

If you select a symposium from the pulldown list, you will see a link to a zip file containing all the abstracts for that symposium.

**Choose a symposium**

All symposiums ▾

**Filter by paid status**

All ▾

**Filter by presentation type**

All type ▾

273

Oral	Poster	Keynote	Invited	Pres. Type	Inv	Orig. req.	ID	Corr. Author	Presenting + Co-Authors	Poster ID	Presentation	Day	Video ID	Status
O	P	K	reg	Poster	P	P	abs250441	John Doe	Jane Doe	Add poster ID				Student including PhD student

By clicking on this tab, you can filter the abstracts by symposium.

By clicking on this tab, you can filter the abstracts by "Paid", "Not paid" or "All".

By clicking on this tab, you can filter the abstracts by "Oral", "Poster", "keynote" or "All type".

International Society of Electrochemistry  
 Ch. du Closelet 2 1006 Lausanne, Switzerland  
[events@ise-online.org](mailto:events@ise-online.org)

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## II. Assigning the format of papers

**ISE - Topical Meeting - Abstract Conference Management** (Conference website home page)

Search

**All submissions**    **Program Compilation**

16 January 2025    **Natal 39th Topical**    fullprocess.fontismedia.com  
 11:47    Logout (connected since 4 minutes) - EN

If you select a symposium from the pulldown list, you will see a link to a zip file containing all the abstracts for that symposium.

Choose a symposium: All symposiums    Filter by paid status: All    Filter by presentation type: All type    273

Oral	Poster	Keynote	Invited	Pres. Type	Inv	Orig. req.	ID	Corr. Author	Presenting + Co-Authors	Poster ID	Presentation	Day	Video ID	Status
<input type="radio"/>	abs250441	John Doe	Jane Doe	Add poster ID				Student including PhD student						

To determine the format of submitted papers, please select either of the letters:

- "O" for Oral Presentation
- "P" for Poster Presentation
- "K" for Keynote Lecture

To assign a paper as an "Invited Oral Presentation" click on the red button "reg" which will change to green "inv".

Users can insert comments under the "Info" column by clicking on the button "ADD".  
For example, here we have added "Award".

**ISE - Topical Meeting - Abstract Conference Management** (Conference website home page)

Search

**All submissions** | Program Compilation

20 January 2025 09:45 | Natal 39th Topical | Logout (connected since 1 minute) - EN | fullprocess.fontismedia.com

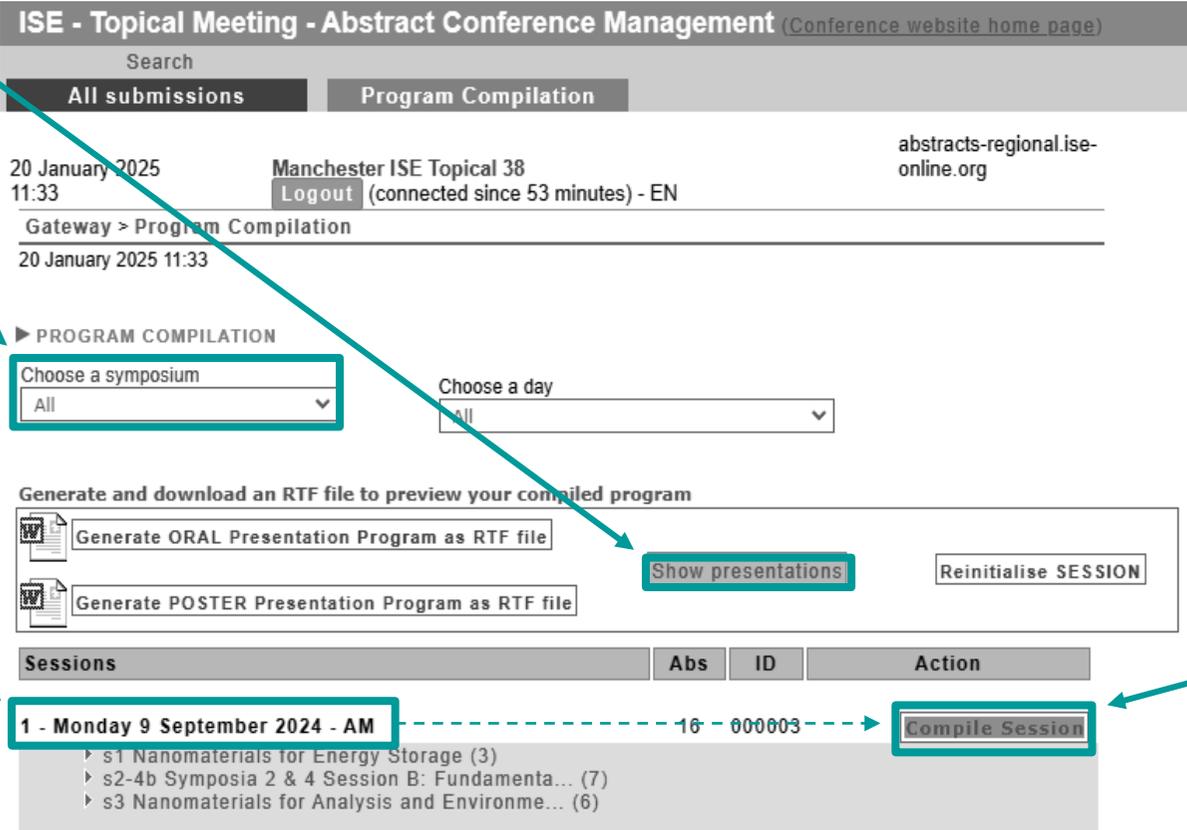
If you select a symposium from the pulldown list, you will see a link to a zip file containing all the abstracts for that symposium.

Choose a symposium: All symposiums | Filter by paid status: All | Filter by presentation type: All type | 273

Poster Key/note	Invited	Pres. Type Inv	Orig. req.	ID	Corr. Author	Presenting + Co-Authors	Poster ID	Presentation	Day	Video ID	Status	Abstract title	PDF	Symp	Info	Email	Firstname
P	K	reg	Poster	P	abs250441	John Roe	Jane Doe	Add poster ID			Student including PhD student	Electrochemistry abstract title1	yes	s02	AWARD	Email1	Jane
P	K	reg	Poster	P	abs250440	John Goe	Jane Foe	Add poster ID			Student including PhD student	Electrochemistry abstract title2	yes	s02	ADD	Email2	Jane

### III. Session viewing options

For a more user-friendly and approachable experience, we recommend following the next steps. This perspective allows users to jump from session to session without having to scroll through the entire schedule of the week.



**Step 1.** Click on "Hide presentations" to obtain an overview of all sessions.

**Step 2.** Click on the drop-down menu to select the desired symposia.

**Step 3.** Find the pre-determined session block that you need to create/modify (AM = morning / PM = afternoon).

**Step 4.** Click on "Compile Session" of your selected day.

The screenshot shows the following interface elements:

- Header: ISE - Topical Meeting - Abstract Conference Management (Conference website home page)
- Search bar and navigation tabs: All submissions, Program Compilation
- User information: 20 January 2025 11:33, Manchester ISE Topical 38, Logout (connected since 53 minutes) - EN, abstracts-regional.ise-online.org
- Navigation: Gateway > Program Compilation
- Filters: Choose a symposium (All), Choose a day (All)
- Actions: Generate ORAL Presentation Program as RTF file, Generate POSTER Presentation Program as RTF file, Show presentations, Reinitialise SESSION
- Sessions Table:
 

Sessions	Abs	ID	Action
1 - Monday 9 September 2024 - AM	16	000003	Compile Session
<ul style="list-style-type: none"> <li>s1 Nanomaterials for Energy Storage (3)</li> <li>s2-4b Symposia 2 &amp; 4 Session B: Fundamenta... (7)</li> <li>s3 Nanomaterials for Analysis and Environme... (6)</li> </ul>			

## IV. Program compilation

On the "Program Compilation" page, pre-determined session blocks have been prepared by day (AM morning/ PM afternoon), including coffee-breaks and allocated time. The Organising Committee are required to allocate Oral Presentations, Keynote Lectures and Session Chairs.

Click on "Program Compilation" to go to the Symposium blocks.

**ISE - Topical Meeting - Abstract Conference Management** [\(Conference website home page\)](#)

Search

**All submissions** **Program Compilation**

20 January 2025 09:45      Natal 39th Topical      fullprocess.fontismedia.com  
 Logout (connected since 1 minute) - EN

If you select a symposium from the pulldown list, you will see a link to a zip file containing all the abstracts for that symposium.

Choose a symposium: All symposiums      Filter by paid status: All      Filter by presentation type: All type      273

Unit	Poster	Keynote	Invited	Pres. Type Inv	Orig. req.	ID	Corr. Author	Presenting + Co-Authors	Poster ID	Presentation	Day	Video ID	Status	Abstract title
	P	K	reg	Poster	P	abs250441	John Roe	Jane Doe	<a href="#">Add poster ID</a>				Student including PhD student	Electrochemistry abstract title1

## I. Adding oral presentations

**Step 5.** Click on “Add Oral Presentation” and the list of available authors for the Symposium in question will appear.

**Step 6.** Select authors by clicking on the box next to the abstract title. Users may select multiple authors at once.

**Step 7.** Once the authors have been selected, click on the “Select all” box

**Step 8.** Click on “Add selected

The screenshot displays the 'Program Compilation' interface for the 'Manchester ISE Topical 38' on Monday 9 September 2024. The table below shows the list of abstracts available for selection:

Titre du manuscrit	Inv.	Type	Presenting Author	ID	Payment status	Symp ID	INFO
Electrochemistry abstract title1	inv	Oral	Jane Doe	reg240268	PAID	1123 (s1)	
Electrochemistry abstract title2	reg	Oral	Jane Roe	reg240378	PAID	1123 (s1)	
Electrochemistry abstract title3	reg	Oral	Jane Poe	reg240505	PAID	1123 (s1)	Late payment!
Electrochemistry abstract title4	inv	Oral	Jane Goe	reg240441	PAID	1123 (s1)	
Electrochemistry abstract title5	reg	Oral	Jane Woe	reg240470	PAID	1123 (s1)	

At the bottom of the table, there is a 'select all / Deselect all' checkbox and a 'Total' counter showing 0.

**ISE - Topical Meeting - Abstract Conference Management** (Conference website home page)

Search

**All submissions** | **Program Compilation**

21 January 2025 08:58 | Manchester ISE Topical 38 | [Logout](#) (connected since 39 minutes) - EN | [abstracts-regional.ise-online.org](#)

Gateway > Program Compilation > Session Panel

21 January 2025 08:58

▶ SESSION PANEL

**Add ORAL PRESENTATIONS**

ROOMS SETUP PANEL

**Program Compilation - 1 - Monday 9 September 2024 - AM** (000003)

s1 Nanomaterials for Energy Storage (5)

2A.014

Roberto Torresi up to coffee break & then Antoni Forner-Cuenca to lunch 09:50 13:00

	abstract title1	Oral	PAID	Jane Doe	reg240458	12:00 to 12:20 +
	abstract title2	Oral	PAID	Jane Roe	reg240026	12:20 to 12:40 +
	Coffee Break Mod.				reg240523	10:40 to 11:00 +
	abstract title3	Oral	PAID	Jane Woe	reg240423	12:40 to 13:00 +
	abstract title4	Oral	<b>INV</b> PAID	Jane Goe	reg240268	11:30 to 12:00 +
	abstract title5	Oral	PAID	Jane Foe	reg240378	10:20 to 10:40 +

**Add or modify Chairman and Time** | **Add COFFEE BREAK** | **CONTINUE**

**Step 9.** The selected authors will appear in the pre-determined session block and the users will be automatically re-directed to this page.

Users can remove an author by clicking on the bin icon

The status of the presentation is labelled here

**Step 10.** Users can change the order of the authors by clicking on the "up" or "down" arrows

Users can view the schedule and timing of presentations

**Step 10.** Users must include the coffee breaks into the sessions.

## II. Adding keynotes



**Step 1.** Click on "Add Oral Presentation" and the list of available keynotes for that Symposia.

**Step 2.** Select the Keynote you wish to add to the Session.

ISE - Topical Meeting - Abstract Conference Management (Conference website home page)

Search

All submissions Program Compilation

23 January 2025 08:44 Manchester ISE Topical 38  
Logout (connected since 10 minutes) - EN

abstracts-region online.org

Gateway > Program Compilation > Session Panel > Abstracts List

23 January 2025 08:44

	Titre du manuscrit	Inv.	Type	Presenting Author
<input checked="" type="checkbox"/>	Electrochemical Abstract Title 1	reg	Keynotes	Jane Doe
<input checked="" type="checkbox"/>	Electrochemical Abstract Title 2	reg	Keynotes	Jane Roe
<input type="checkbox"/>	Electrochemical Abstract Title 3	reg	Oral	Jane Goe
<input type="checkbox"/>	Electrochemical Abstract Title 4	reg	Oral	Jane Foe
<input type="checkbox"/>	Electrochemical Abstract Title 5	reg	Oral	Jane Joe
<input type="checkbox"/>	Electrochemical Abstract Title 6	reg	Oral	Jane Loe
<input type="checkbox"/>	Electrochemical Abstract Title 7	reg	Oral	Jane Koe
<input type="checkbox"/>	Electrochemical Abstract Title 7	inv	Oral	Jane Hoe
<input type="checkbox"/>	Electrochemical Abstract Title 8	inv	Oral	Jane Boe
<input type="checkbox"/>	Electrochemical Abstract Title 9	reg	Oral	Jane Soe
<input type="checkbox"/>	Electrochemical Abstract Title 9	n reg	Oral	Jane Zoe
<input type="checkbox"/>	Electrochemical Abstract Title 10	reg	Oral	Jane Yoe

inv [2] | pitch [] | reg [10]

Select all / Deselect all

Total 0

**Add selected presentations**

**Step 3.** Once the keynote has been selected, click on the "Select all" box.

**Step 4.** Click on "Add selected presentations".

### III. Adding Session Chairs

**Step 1.** Click on “Add or modify Chairman and Time”.

	Electrochemistry abstract title1	Oral	INV	PAID	Jane Poe	reg240268	11:30 to 12:00 +	
	Electrochemistry abstract title2	Oral		PAID	Jane Goe	reg240378	10:20 to 10:40 +	

**Add or modify Chairman and Time**      **Add COFFEE BREAK**      **CONTINUE**

**Step 2.** Enter the full name of the Chairperson.

**Step 3.** Enter the start and end time of the chairing duration of the Chairperson.

**Step 4.** Click on “save” to save your entry.

ISE - Topical Meeting - Abstract Conference Management (Conference website home page)

Search

**All submissions**    **Program Compilation**

21 January 2025 11:39      **Manchester ISE Topical 38**      abstracts-regional.ise-online.org  
Logout (connected since 10 minutes) - EN

Gateway > Session Panel > Add or modify Chairman and Time

21 January 2025 11:39

Chairman fullname

Time start

Time end

**Save**