Regions/Division/Section Abstract Collection Guidelines

IADR Regions, Divisions and Sections have the option to utilize the IADR (ScholarOne) online abstracts program to receive, review and schedule abstracts for their local meetings. IADR Global Headquarters provides this service to Division, Regions and Sections as a membership benefit.

The Division/Section/Region must complete the corresponding IADR Abstracts Questionnaire for configuration of the abstract submission site. Configuration is completed within parameters set by the IADR abstract submission template. The form must be received no less than six weeks prior to the start of abstract submission. Timelines provided in the questionnaire must take into consideration the required six week configuration time. IADR Global Headquarters staff will manage the relationship with ScholarOne Abstracts.

As it relates to this document and procedure the "Organizer" is defined as the Region/Division/Section appointed point of contact with IADR Global Headquarters who will receive Admin access to the ScholarOne Abstracts site and assume responsibility for creation of the scientific program for the Region/Division/Section. The Organizer should be computer savvy, deadline driven, possess a high attention to detail and able to set aside time devoted to completing all required steps in the ScholarOne system to ensure accuracy and overall meeting success for the Region/Division/Section.

Meeting services provided included in Member Benefit:

- Collection abstracts, abstract based award applications, review of abstracts, decision abstracts and session abstracts in the ScholarOne Abstracts system.

Meeting services **not** provided included in Member Benefit:

- Session proposal collection (including but not limited to Symposia, Hands-on Workshops, Lunch & Learning and Satellite Symposia) is not offered for Region/Division/Section

- Creation of custom data exports or reporting outside of pre-determined IADR templates.

IADR GHQ Staff will:

- Ensure configuration and data transfer within the 6 week turnaround from receipt of completed questionnaire.

- Ensure correct submission open and close dates and times (in ET).

- Ensure site is delivered with requested Awards and submission questions (within parameters set by the IADR abstract submission template) indicated on questionnaire.

- Ensure standard email templates are accurate for abstract submission confirmation.

- Provides Single Sign On through the IADR Member Portal. All IADR abstract submission sites must be accessed through the IADR Member Portal.

- Provide instruction on how to assign reviewers, make final decisions and organize into sessions if needed.

- Provide Region/Division/Section Organizers with access to standard data exports and reporting/search tools. Instructions will be provided for operating the standard reporting/search tools.

  - Data Exports Included:
    - IADR-Author Index (HTML)
    - IADR-Program Book (HTML)
    - IADR-Chronological Export (HTML)
    - Standard-Abstract Book (HTML)
    - Standard-Author Index (HTML)
    - Standard-Institution Index (HTML)
    - Standard-Keyword Index (HTML)
    - Standard-Program Book (HTML)
    - Standard Category Index (HTML)

- Assist with sending notifications through the ScholarOne system.
    - Standard notification of acceptance/rejection
    - Standard notification of final schedule
    - Scheduling and list for notifications must be provided by organizer.

- Provide an export of program book, chronological listing of sessions, author index and basic abstract book. Abstracts must receive a final decision and be placed in session in the system in order for Organizers to generate program book materials and for abstracts to be archived post-meeting.

- ScholarOne Abstracts provides universal technical assistance through their HELP portal available on every site configured.

- Provide up to 2 hours/month of technical assistance to Organizers.

    - IADR will assist with organizer navigation of ScholarOne Abstract submission site and use of the Administrative Centers (Admin, Reviewer Admin Center, Decision Center and Session Center) within the scope of the service hours.

    - If additional assistance is needed outside of the included hours, a fee of $150.00 USD/additional hour will be charged to the Region/Division/Section. Region/Division/Section will be notified when nearing full use of technical assistance.

<u>Organizer is responsible for:</u>

- Providing abstract submitter meeting specific support. Questions received at meetings@iadr.org regarding the Region/Division/Section meeting will be forwarded to the Organizer for resolution.

- Should an Organizer wish to allow revisions after the submission deadline to the abstract title, body or author listing, the Organizer must complete these edits themselves.
- Providing instruction to submitters on access to site through the IADR Member Portal.
- Cleaning abstract submission data, including but not limited to:
  - Checking for duplicate authors.
  - Checking for duplicate presentations.
  - Review submitters for eligibility for awards.
- Assigning abstract reviewers, decision makers or sessioners to abstracts.
- Managing review for abstract-based awards.
- Processing presenter changes or abstract withdrawals.
- Sending the following types of notifications*:
  - Reminders to submit abstracts.
  - Follow-ups to draft abstracts to ensure their correct submission status.
  - Reminders to reviewers regarding opening or closing of review centers
  - Reminders to reviewers to complete reviews.
  - Reminders to decision makers regarding opening or closing of decision centers.
  - Reminders to decision makers to complete decisions.
  - Reminders to session creators regarding opening or closing of session centers.
  - Reminders to session creators to complete creation of sessions.
  - Pre-registration reminders to accepted presenters.
  - Notifications of eminent abstract withdraw due to non-registration.
  - Notifications of final abstract withdraw.
  - Awards notifications to reviewers or submitters.
  - Invitations to session chairs.

    * This list is specific to emails sent through the ScholarOne Abstracts site in regards to abstract submission and scientific program creation. The IADR will send generic communications on behalf of Region/Division/Sections through the Membership Department.

- Providing copy-editing services for abstracts, program book or any exports or learning objectives.
- Managing the organization or scheduling of sessions (oral, poster or other session types) using abstracts submitted
- Detecting or correcting any scheduling overlaps.
- Providing or managing speaker management tools.

- Entering ancillary meeting events such as coffee breaks, lunch or board meetings.
- Providing or developing an app from resulting abstract collection data.
- Providing or developing online scientific program from abstract collection data for online searching.
- Verifying attendance of abstract presenters.