Training for Papers Chairs

Intro to OpenWater:

- As a Papers Chair, it allows you to:
  - View the abstracts that have been assigned to your committee
  - Accept or decline an abstract
  - Build sessions (or schedule) of the abstracts that you select
- As an Author, it allows you to:
  - Upload all the required documents to the website including your bio form, copyright consent form, paper, and presentation
  - Have access to what you have submitted and what you need to still complete
- As a Session Chair, it allows you to:
  - View/download the papers & presentations that are submitted
  - Communicate with the authors in your session to ensure everything is arranged for the presentation
  - Grade the papers for eligibility for awards & publication

Important Links:

- OpenWater URL: https://aistech.secure-platform.com/site/organizations/main/home
- Paper Chair Dates & Information: https://aistech.secure-platform.com/site/page/resources/paper-chair-instructions

Tasks/Deadlines:

- BY SEPTEMBER 15th: Abstract Selection Due
  - Click My Account →My Reviewing Assignments
  - Click Open next to "View All Categories"
  - You should see a list of all the abstracts that have been placed into your committee
  - Click on View Abstract next to the first title listed
  - Here you will see the Title, Abstract, Session Type & Main Contact Information
  - Click on the Authors tab if you would like to see the authors associated with the abstract.
  - Read the abstract
  - Accept/Decline Abstract– click on the "Acceptance Status" field by selecting "Accept" or "Decline" (this is on the right-hand side)
    - If you choose to decline an abstract, it will be moved from your committee to a different committee. This way it has a second chance of being considered for the program.
  - You can also add any comments in the field "Papers Chair Comments"
  - Click Save and Go to Next button to continue onto the next abstract.
  - If you have a co-chair, you will be able to see how they scored the abstract by clicking on "See Other Judge Score" on the right-hand side.

- BY OCTOBER 28th: Session Layout Due
  - Click My Account →My Sessions
  - You will see each session that has been assigned to your committee. The number of sessions there is based off last year's sessions (you can schedule more, just let Lauren know).
  - Click on Edit Details next to the first session you would like to schedule
  - The next screen shows several tabs:

    Details: shows the Master Session Title, Timeslot and Session Chairs
    - Name the session under "Master Session Title"
      - Keep the first part that lists your committee's name and type the name of the session after the colon.
      - If you would like to use last year's session names or would like to reference them, please contact Lauren or your staff engineer.
    - Select the Timeslot for the session (Keep in mind that a session typically has 4, 5 or 6 abstracts in them)
      - Monday 9:30 a.m. – 12:00 p.m. (5 – 30 minute slots)
      - Monday 2:00 – 5:00 p.m. (6 – 30 minute slots)
      - Tuesday 10:30 a.m. – 12:00 p.m. (3 – 30 minute slots)
      - Tuesday 2:00 – 5:00 p.m. (6 – 30 minute slots)
      - Wednesday 8:00 – 10:00 a.m. (4 – 30 minute slots)
    - Click Save
    - Please note: If you find that you have more abstracts than the 5 sessions above can fit, then you would need to schedule a parallel session which would happen at the same time as another session.

    Agenda: shows all of the abstracts that you have available to schedule
    - Click Assign to Session next to each of the abstracts you would like to add
    - Rearrange them by clicking the toggle on the left side of each abstract.

    Paper Chairs: shows your name & information (please DO NOT add your session chairs to this tab).

- BY NOVEMBER 18th: Assign Session Chairs
  - At your Fall Technology Committee meeting, it is your responsibility to gather a list of session chair volunteers for the conference
  - We recommend assigning at least 2 – 3 session chairs per session
  - Send the list to Lauren & she will send them the instructions/assignments
  - They will also be added to the Session Chair Table (referenced above). You do not have to add them to the table; Lauren will do this to ensure that the current spelling, company listing & email address are used.

Reports

- If you would like to pull an excel file of your abstracts & sessions, there is a report that you are able to pull.
    - Go to "My Sessions" and you should see a blue button that says "View Paper Chair Report"
    - Then click export to "CSV"
    - This report shows all of the abstracts in the system. If you only want to view your own, just sort under the column I ("Reviewing Track").

Additional Comments/Considerations

- If you have a co-chair, you will be able to see how they scored the abstract by clicking on **"See Other Judge Score"** on the right-hand side when you are in each abstract. Additionally, we encourage you to communicate thoroughly with your co-chair in order to ensure your sessions are being planned cohesively.
- We encourage you to make **joint sessions** with other committees. A joint session is when two or more committees create a session out of abstracts that pertain to both committees. Just reach out to your staff engineer or Lauren in order to coordinate them.