



# USER GUIDE FOR SYMPOSIUM ORGANIZERS

*FOR THE*

# ABSTRACT MANAGEMENT PLATFORM 2025

ANNUAL MEETINGS

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# I. Abstract Management Platform - User Guide

To make the most of your experience with the system, we recommend starting with the essential steps outlined below. These initial steps will guide you through the basics, ensuring you have a solid foundation for using the system efficiently. These tools are designed to simplify and enhance your workflow, making the process of organizing and managing a conference program easier and more streamlined.

## I. Submissions management

For the ISE Annual Meetings, Symposium Organizers only have access to the abstracts submitted to their symposium and the program related to it. When user's login to the system, they will automatically land on the page of "All submissions", where users can see all submitted abstracts for their respective symposium.

### I. Downloading abstracts

**Step 1. Click on this link to download the Zip file of all submitted abstracts**

**Step 2. Click on this link to download the Zip files of all submitted abstracts onto your computer in PDF format**

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

Search [User Manual](#)

**All submissions** | Program Compilation

Bioelectrochemistry - diversity and focus (s04)

Filter by paid status: All | Filter by presentation type: All type | Fullprocess: 52

[Click to check all](#) / [Uncheck All](#)

[Click here to download the Zip file \(DOC\)](#) | [Click here to download the Zip file \(PDF\)](#)

Oral	Poster	Keynote	Invited	Pres. Type Inv	Orig. req.	ID	Corr. Author	Presenting + Co-Authors	Poster ID	Presentation	Day	Video ID	Status	Abstract title
O	P	K	inv	Oral + Inv	O	ise242101	John Doe	Jane Doe		(s04) 15:40-16:00	2-Tuesday 20 August 2024 - PM			Electrochemistry abstract title

## II. Filtering abstracts

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"

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

Search [User Manual](#)

**All submissions** Program Compilation

Bioelectrochemistry - diversity and focus (s04) Filter by paid status: All Filter by presentation type: All type Fullprocess **52**

[Click to check all / Uncheck All](#) [Click here to download the Zip file \(DOC\)](#) 11 April 2024 12:20:20 17 mb

[Click here to download the Zip file \(PDF\)](#) 11 April 2024 12:20:25 2.94 mb  
[Click here to download the merge orals file \(PDF\)](#) 11 April 2024 12:20:25 2.17 mb  
[Click here to download the merge posters file \(PDF\)](#) 11 April 2024 12:20:25 755.09 kb

Oral	Poster	Keynote	Invited	Pres. Type Inv	Orig. req.	ID	Corr. Author	Presenting + Co-Authors	Poster ID	Presentation	Day	Video ID	Status	Abstract title
O	P	K	inv	Oral + Inv	O	ise242101	John Doe	Jane Doe		(s04) 15:40-16:00	2-Tuesday 20 August 2024 - PM			Electrochemistry abstract title

## II. Assigning the format of papers

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

Search      User Manual

**All submissions**      Program Compilation

Bioelectrochemistry - diversity and focus (s04)      Filter by paid status: All      Filter by presentation type: All type      Fullprocess: **52**

[Click to check all](#) / [Uncheck All](#)      [Click here to download the Zip file \(DOC\)](#)  
11 April 2024 12:20:20 17 mb

[Click here to download the Zip file \(PDF\)](#)  
11 April 2024 12:20:25 2.94 mb  
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11 April 2024 12:20:25 2.17 mb  
[Click here to download the merge posters file \(PDF\)](#)  
11 April 2024 12:20:25 755.09 kb

Oral	Poster	Keynote	Invited	Pres. Type	orig. req.	ID	Corr. Author	Presenting + Co-Authors	Poster ID	Presentation	Day	Video ID	Status	Abstract title
O	P	K	inv	Oral + Inv	0	ise242101	John Doe	Jane Doe		(s04) 15:40-16:00	2-Tuesday 20 August 2024 - PM			Electrochemistry abstract title

**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" field. For example, here we have added "Award"

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

Search [User Manual](#)

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

Bioelectrochemistry - diversity and focus (s04) Filter by paid status: All Filter by presentation type: All type Fullprocess: 52

[Click to check all / Uncheck All](#) [Click here to download the Zip file \(DOC\)](#) [Click here to download the Zip file \(PDF\)](#) [Click here to download the merge orals file \(PDF\)](#) [Click here to download the merge posters file \(PDF\)](#)

Oral	Poster	Keynote	Invited	Pres. Type	Orig. req.	ID	Corr. Author	Presenting + Co-Authors	Poster ID	Presentation	Day	Video ID	Status	Abstract title	PDF	Symp	Info	Email
O	P	K	inv	Oral + Inv	O	ise242101	John Roe	Jane Doe		(s04) 15:40-16:00	2-Tuesday 20 August 2024 - PM			Electrochemistry abstract title1	yes	s04	Award	Email1
O	P	K	reg	Oral	O	ise242049	John Goe	Jane Poe		(s04) 17:40-18:00	2-Tuesday 20 August 2024 - PM			Electrochemistry abstract title2	yes	s04	ADD	Email2
O	P	K	reg	Oral	O	ise242003	John Joe	Jane Foe		(s04) 11:50-12:10	2-Tuesday 20 August 2024 - AM			Electrochemistry abstract title3	yes	s04	ADD	Email3

### III. Program compilation

On the “Program Compilation” page, users will only see their Symposiums. Pre-determined session blocks have been prepared by day (AM morning/ PM afternoon), including coffee-breaks and allocated time. Symposium Organisers are required to allocate Oral Presentations, Keynote Lectures and Session Chairs.

Click on “Program Compilation” to go to the Symposium’s schedule

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

Search [User Manual](#)

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

Bioelectrochemistry - diversity and focus (s04) Filter by paid status: All Filter by presentation type: All type **Fullprocess 52**

[Click to check all](#) / [Uncheck All](#)

[Click here to download the Zip file \(DOC\)](#)  
11 April 2024 12:20:20 17 mb

[Click here to download the Zip file \(PDF\)](#)  
11 April 2024 12:20:25 2.94 mb  
[Click here to download the merge orals file \(PDF\)](#)  
11 April 2024 12:20:25 2.17 mb  
[Click here to download the merge posters file \(PDF\)](#)  
11 April 2024 12:20:25 755.09 kb

Oral	Poster	Keynote	Invited	Pres. Type Inv	Orig. req.	ID	Corr. Author	Presenting + Co-Authors	Poster ID	Presentation	Day	Video ID	Status	Abstract title
O	P	K	inv	Oral + Inv	O	ise242101	John Doe	Jane Doe		(s04) 15:40-16:00	2-Tuesday 20 August 2024 - PM			Electrochemistry abstract title

### 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. Overview of all sessions**

**Step 3. Click on the small arrow next to any session, to view only details of that session**

ISE - Annual Meeting - Abstract Management

Search

All submissions

21 November 2024 10:41

s04 Bioelectrochemistry - diversity and focus

Logout (connected since 1 hour and 34 minutes) - EN

GRID PROGRAM COMPILATION

Hide presentations

Sessions

1-Monday 19 August 2024 - AM

s04 Bioelectrochemistry - diversity and focus (s04) 518C (145)

Select Chair

Session Chair: Maeve Tsui

Add presentation Keynote

COFFEE BREAK

Add presentation Oral 1

Add presentation Oral 2

Add presentation Oral 3

Add presentation Oral 4

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

Search User Manual

All submissions Program Compilation

21 November 2024 10:44

s04 Bioelectrochemistry - diversity and focus

Logout (connected since 1 hour and 34 minutes) - EN

fpa.fontismedia.com

GRID PROGRAM COMPILATION

Show presentations

Sessions	Pres.
1-Monday 19 August 2024 - AM	0 5 1 0
▶ s04 Bioelectrochemistry - diversity and focus (s04) 0 presentation(s) / 5 slot(s)	
1-Monday 19 August 2024 - PM	8 8 1 0
▶ s04 Bioelectrochemistry - diversity and focus (s04) 8 presentation(s) / 8 slot(s)	
2-Tuesday 20 August 2024 - AM	7 7 1 0
▶ s04 Bioelectrochemistry - diversity and focus (s04) 7 presentation(s) / 7 slot(s)	
2-Tuesday 20 August 2024 - PM	10 10 1 0
▶ s04 Bioelectrochemistry - diversity and focus (s04) 10 presentation(s) / 10 slot(s)	
4-Thursday 22 August 2024 - AM	2 2 1 0
▶ s04 Bioelectrochemistry - diversity and focus (s04) 2 presentation(s) / 2 slot(s)	
4-Thursday 22 August 2024 - PM	10 10 1 0
▶ s04 Bioelectrochemistry - diversity and focus (s04) 10 presentation(s) / 10 slot(s)	

Total = 37 Presentations / 42 Slots 6 Coffee Breaks 0 Special Meetings Paid 100.00% (37) Not paid 0.00% (0)

Plenary = Keynote = 5 Oral Invited = 8 Oral = 24 Special Meeting = 0 Total = 32



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

Search      User Manual

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

21 November 2024 10:44      s04 Bioelectrochemistry - diversity and focus      fpa.fontismedia.com  
 Logout (connected since 1 hour and 34 minutes) - EN

► GRID PROGRAM COMPILATION

Show presentations

Sessions	Pres.
<b>1-Monday 19 August 2024 - AM</b>	0 5 1 0
s04 Bioelectrochemistry - diversity and focus (s04) 0 presentation(s) / 5 slot(s) 518C (145) <input type="text" value="Select Chair"/> <b>Session Chair:</b> Maeve Tsu <input type="text" value="Accept to act as a chair"/>	
<input type="button" value="Add presentation Keynote"/> ①      10:10 to 10:50	
<b>COFFEE BREAK</b> ☕      10:50 to 11:10	
<input type="button" value="Add presentation Oral"/> ①      11:10 to 11:30	
<input type="button" value="Add presentation Oral"/> ②      11:30 to 11:50	
<input type="button" value="Add presentation Oral"/> ③      11:50 to 12:10	
<input type="button" value="Add presentation Oral"/> ④      12:10 to 12:30	
<b>1-Monday 19 August 2024 - PM</b>	8 8 1 0
▶ s04 Bioelectrochemistry - diversity and focus (s04) 8 presentation(s) / 8 slot(s)	
<b>2-Tuesday 20 August 2024 - AM</b>	7 7 1 0
▶ s04 Bioelectrochemistry - diversity and focus (s04) 7 presentation(s) / 7 slot(s)	
<b>2-Tuesday 20 August 2024 - PM</b>	10 10 1 0
▶ s04 Bioelectrochemistry - diversity and focus (s04) 10 presentation(s) / 10 slot(s)	
<b>4-Thursday 22 August 2024 - AM</b>	2 2 1 0
▶ s04 Bioelectrochemistry - diversity and focus (s04) 2 presentation(s) / 2 slot(s)	
<b>4-Thursday 22 August 2024 - PM</b>	10 10 1 0

**Step 4.** When finished viewing or working in a session block, click on the small red arrow to close the schedule.

**Step 5.** To go to another session, click on the small red arrow of the desired session.

## IV. Adding oral presentations

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

Search      User Manual

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

21 November 2024 12:15      **s04 Bioelectrochemistry - diversity and focus**      fpa.fon  
Logout (connected since 49 minutes) - EN

► GRID PROGRAM COMPILATION


Hide presentations

**Sessions**

**1-Monday 19 August 2024 - AM**

▼ **s04 Bioelectrochemistry - diversity and focus (s04)** 0 presentation(s) / 5 slot(s)  
518C (145)

Select Chair

**Session Chair:**  Maeve Tsu

<b>Add presentation Keynote</b> ①	10:10 to 10:50
<b>COFFEE BREAK</b> ☕	10:50 to 11:10
<b>Add presentation Oral</b> ①	11:10 to 11:30
<b>Add presentation Oral</b> ②	11:30 to 11:50
<b>Add presentation Oral</b> ③	11:50 to 12:10
<b>Add presentation Oral</b> ④	12:10 to 12:30

**Step 1.** Click on “Add presentation Oral” and the list of available people for the Symposium in question will appear

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

Search      User Manual

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

25 November 2024      s04 Bioelectrochemistry - diversity and focus      fpa.fontismedia.com  
 09:54      [Logout](#) (connected since 2 minutes) - EN  
[Gateway](#) > [Program Compilation](#) > [Add Oral Presentations](#)

25 November 2024 09:54

	Manuscript title	Type	Presenting Author	Payment status	ID	SYMP	Country	INFO
1	Electrochemistry abstract title <input type="button" value="Click to [Add to the program]"/>	Oral	Jane Doe	PAID	ise240642	s04	United Kingdom	
2	Electrochemistry abstract title <input type="button" value="Click to [Add to the program]"/>	Oral	Jane Roe	<b>PAID</b>	ise240959	s04	France	
3	Electrochemistry abstract title <input type="button" value="Click to [Add to the program]"/>	Oral	Jane Hoe	PAID	ise241676	s04	Canada	
4	Electrochemistry abstract title <input type="button" value="Click to [Add to the program]"/>	Oral	Jane Poe	PAID	ise241441	s04	Japan	
5	Electrochemistry abstract title <input type="button" value="Click to [Add to the program]"/>	Oral	Jane Boe	Not paid	ise241350	s04	Brazil	

**Step 2.** Click on “Click to (Add to the program)” to choose your presenting author

**Step 3.** Users can only select presenting authors who have paid their registration (under the column “Payment status” PAID)

**Example of a presenting author who has not paid their registration**

If you think that the presenting author would be better suited for a different Symposium, please write an email to [events@fontismedia.com](mailto:events@fontismedia.com)

Paid 80.00% (4)    Not paid 20.00% (1)



**ISE - Annual Meeting - Abstract Conference Management** (Conference website)

Search      User Manual

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

25 November 2024 10:27      **s04 Bioelectrochemistry - diversity and focus**  
Logout (connected since 24 minutes) - EN

► GRID PROGRAM COMPILATION

Hide presentations

**Sessions**

**1-Monday 19 August 2024 - AM**

▼ **s04 Bioelectrochemistry - diversity and focus (s04)** 1 presentation(s) / 518C (145)

Select Chair

**Session Chair:** Maeve Tsu

<input type="button" value="Add presentation Keynote"/>	1	10:10 to 10:50
<b>COFFEE BREAK</b>		
Jane Doe	Oral	PAID 11:10 to 11:30
<input type="button" value="Add presentation Oral"/>	1	11:30 to 11:50
<input type="button" value="Add presentation Oral"/>	2	11:50 to 12:10
<input type="button" value="Add presentation Oral"/>	3	12:10 to 12:30

**Step. 4** The presenting author will appear in the schedule.

**Step. 5** Users can remove a presenting author by clicking on the chain link icon.

## V. Adding keynotes

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

Search      User Manual

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

21 November 2024      s04 Bioelectrochemistry - diversity and focus      fpa.fon  
12:15      Logout (connected since 49 minutes) - EN

► GRID PROGRAM COMPILATION


Hide presentations

**Sessions**

**1-Monday 19 August 2024 - AM**

▼ s04 Bioelectrochemistry - diversity and focus (s04)    0 presentation(s) / 5 slot(s)  
518C (145)

Select Chair

**Session Chair:**  Maeve Tsu    Accept to act as a chair

<b>Add presentation Keynote</b> ①	10:10 to 10:50
<b>COFFEE BREAK</b> ☕	10:50 to 11:10
Add presentation Oral ①	11:10 to 11:30
Add presentation Oral ②	11:30 to 11:50
Add presentation Oral ③	11:50 to 12:10
Add presentation Oral ④	12:10 to 12:30

**Step 1.** Click on “Add presentation Keynote” and the list of available keynotes for the Symposium in question will appear

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

Search      User Manual  
**All submissions**      **Program Compilation**

25 November 2024

s04 Bioelectrochemistry - diversity and focus

fpa.fontismedia.com

10:37

[Logout](#) (connected since 33 minutes) - EN

[Gateway](#) > [Program Compilation](#) > [Add Oral Presentations](#)

25 November 2024 10:37

**Step 2. Users can only select presenting authors who have paid their registration (under the column "Payment status" PAID)**

Manuscript title	Type	Presenting Author	Payment status	ID	SYMP	Country	INFO
Electrochemistry abstract title	Keynotes	Jane Doe	PAID	ise241048	s04	United Kingdom	
		Click to [Add to the program]					

**Paid 100.00% (1) Not paid 0.00% (0)**

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

Search      User Manual

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

25 November 2024 10:45      s04 Bioelectrochemistry - diversity and focus  
Logout (connected since 42 minutes) - EN      fpa.fontismedia.com

► GRID PROGRAM COMPILATION

Hide presentations




**Sessions**      **Pres.**

**1-Monday 19 August 2024 - AM**      1 5 1 0

▼ s04 Bioelectrochemistry - diversity and focus (s04) 1 presentation(s) / 5 slot(s)  
518C (145)

Select Chair

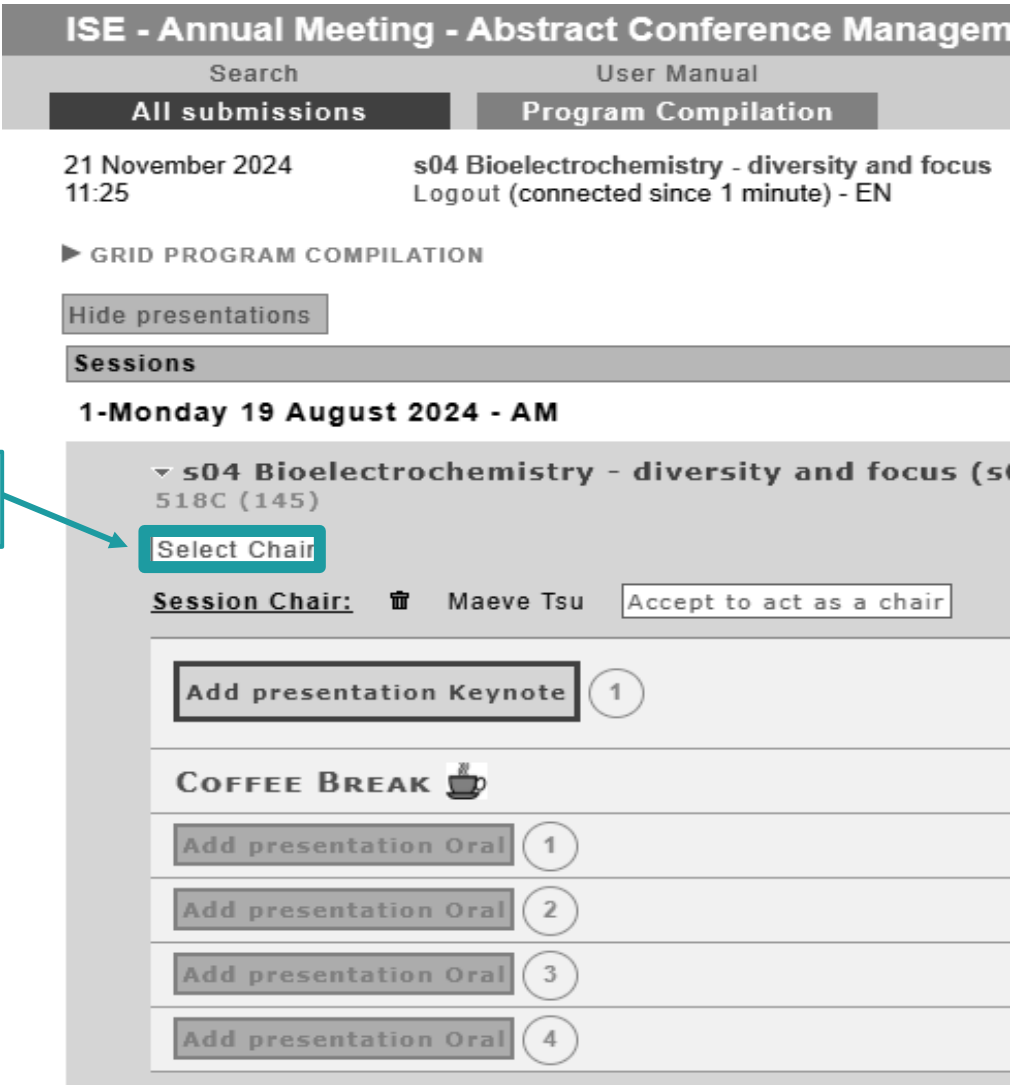
Session Chair: Maeve Tsu

 <b>Clare Megarity [ise241048]</b>	Keynote	PAID	10:10 to 10:50	United Kingdom	
<b>COFFEE BREAK</b> 			10:50 to 11:10		
<input type="button" value="Add presentation Oral"/>	1		11:10 to 11:30		
<input type="button" value="Add presentation Oral"/>	2		11:30 to 11:50		
<input type="button" value="Add presentation Oral"/>	3		11:50 to 12:10		
<input type="button" value="Add presentation Oral"/>	4		12:10 to 12:30		

**Step. 4** The Keynote speaker will appear in the schedule.

**Step. 5** Users can remove a Keynote by clicking on the chain link icon.

## VI. Adding Session Chairs



The screenshot displays the 'ISE - Annual Meeting - Abstract Conference Management' interface. At the top, there are navigation links for 'Search' and 'User Manual', and buttons for 'All submissions' and 'Program Compilation'. The current session is identified as 's04 Bioelectrochemistry - diversity and focus' on '21 November 2024' at '11:25'. The user is logged in as 'Maeve Tsu' and has been connected for 1 minute. The main section is titled 'GRID PROGRAM COMPILATION' and includes a 'Hide presentations' button. Below this, the 'Sessions' section is active, showing '1-Monday 19 August 2024 - AM'. A specific session, 's04 Bioelectrochemistry - diversity and focus (s04 518C (145))', is expanded to show a 'Select Chair' button, which is highlighted with a red box. A callout box with an arrow points to this button, containing the text 'Step 1. Click on "Select Chair"'. Below the 'Select Chair' button, the current session chair is listed as 'Maeve Tsu' with a trash icon and a button to 'Accept to act as a chair'. The session content includes an 'Add presentation Keynote' button (1), a 'COFFEE BREAK' section with a coffee cup icon, and four 'Add presentation Oral' buttons (1, 2, 3, 4).



**Step 2.** Click on the dropdown menu to view all potential chairs for the session and select the chair for the session.

**Step 3.** Should the user wish to add a chair that does not exist in the list – click on “Add Chairman”

**Step 3.1** Enter the new chair’s First name, Last name, email address and click on “Add chair”

**Step 3.2.** The newly added Chair will now appear in the top area of the dropdown menu with the annotation “new” next to their name

**Step 4.** Once the chair has been selected or newly added, review the template email and amend it as deemed suitable.

**Step 5.** Click on “Send Request” to send the email to the Chair

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

Search User Manual

All submissions Program Compilation

21 November 2024 11:27 s04 Bioelectrochemistry - diversity and focus Logout (connected since 1 minute) - EN fpa.fontismedia.com

Gateway > Program Compilation > Select Chairman

21 November 2024 11:27

Select a person to chair this session

If the person is not in the above list, click on the link below to add the person (The new person will be added at the beginning of the list).

Add Chairman

ISE Annual Meeting - invitation to chair a session [S04]

Dear [Name],

The symposium organizers of the 75th Annual ISE Meeting to be held in Montreal, Canada kindly invite you to chair this session :

S04 - Bioelectrochemistry - diversity and focus  
Monday 29 August 2024 - Morning session.

Would you please let us know as soon as possible if you accept or, for any reason, you expect to be unable to fulfill this task. Your valuable contribution to the success of the meeting will be greatly appreciated.

Sincerely,

The Symposium Organizers  
S04 - Bioelectrochemistry - diversity and focus  
This is an automatically generated E-mail and more detailed information will be available in the program.

This text contains all basic data for the invitation but you may make any changes to personalize it.

Send Request  Check if you want to record without sending an email to the session chair.

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

Search      User Manual

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

21 November 2024      s04 Bioelectrochemistry - diversity and focus      fpa.fon  
12:15      Logout (connected since 49 minutes) - EN

► GRID PROGRAM COMPILATION


Hide presentations


**Sessions**

**1-Monday 19 August 2024 - AM**

▼ s04 Bioelectrochemistry - diversity and focus (s04)    0 presentation(s) / 5 slot(s)  
5180 (145)

Select Chair

**Session Chair:**  **Maeve Tsu** **Accept to act as a chair**

Add presentation Keynote	1	10:10 to 10:50
<b>COFFEE BREAK</b> 		
Add presentation Oral	1	11:10 to 11:30
Add presentation Oral	2	11:30 to 11:50
Add presentation Oral	3	11:50 to 12:10
Add presentation Oral	4	12:10 to 12:30

**Step 6.** Once a Chair has been invited to a session – their name will appear here

**Step 6.1** If the selected person does not accept the invitation to chair the session – click on the bin icon to remove him/her and start over by selecting a new chair

**Step 6.1** If the selected person agrees to chair the session – click on “Accept to act as a chair” to confirm