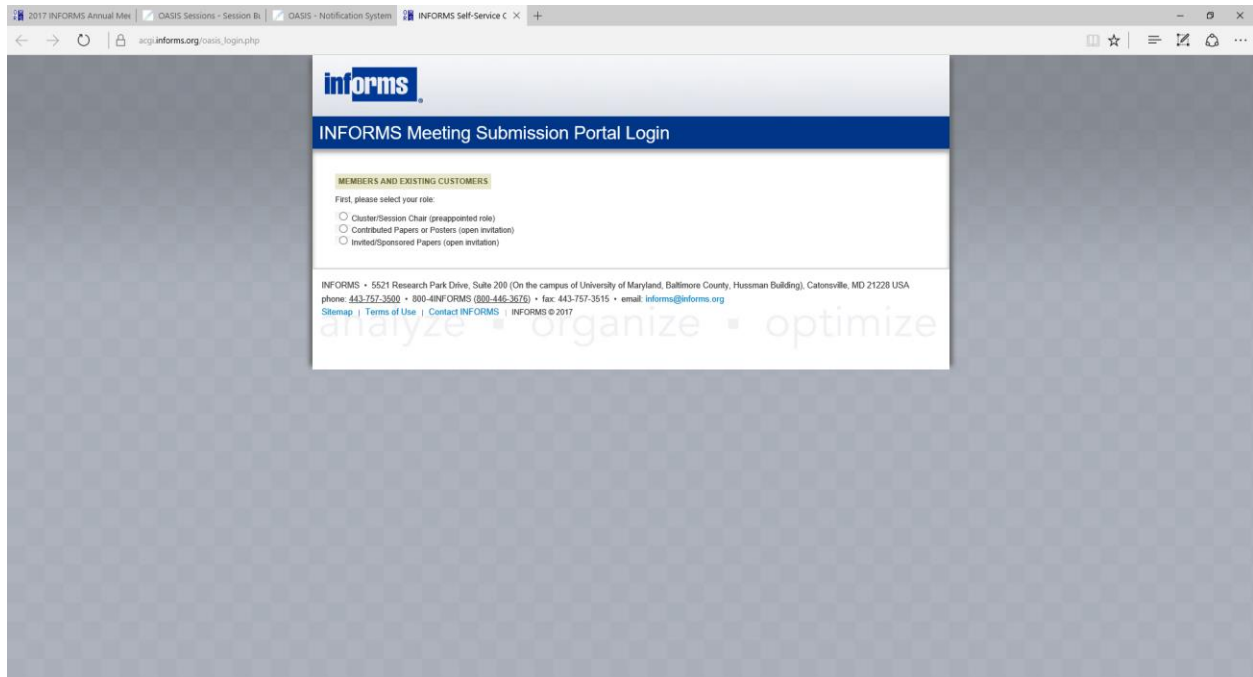
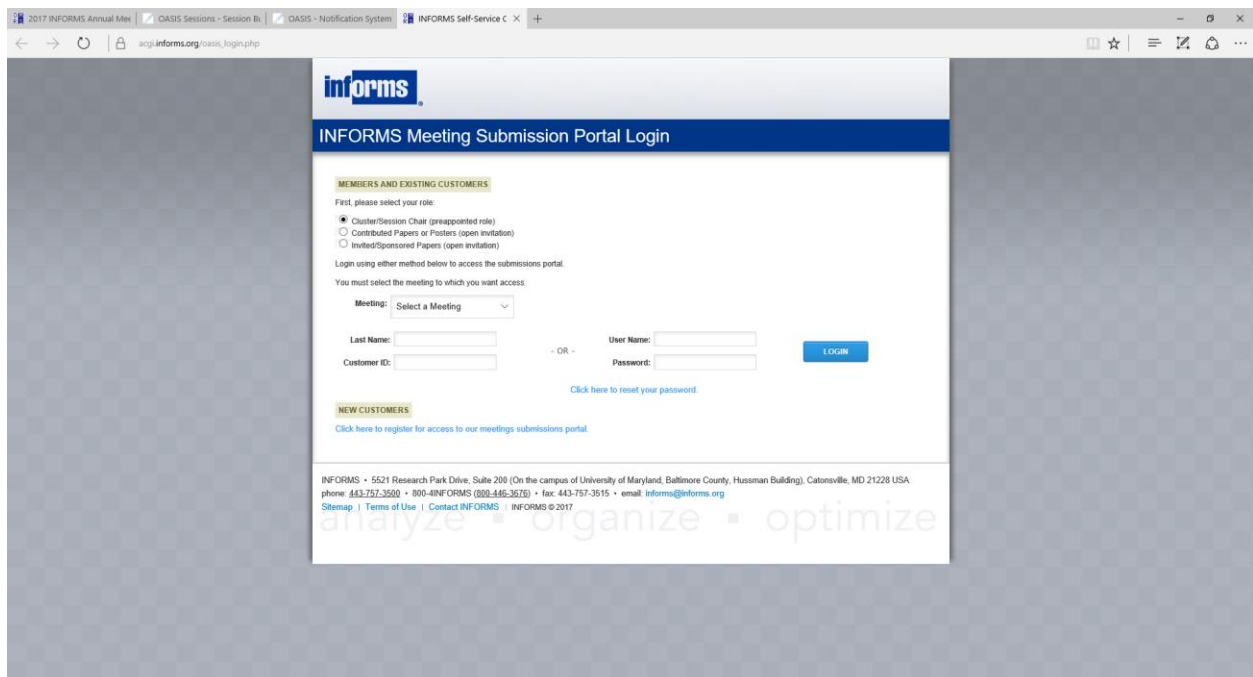


## Cluster Chair Instructions

*Step 1:* Once you receive an email with cluster chair information please follow these steps



*Step 2:* Choose cluster/session chair



*Step 3:* Select Annual 2017 please use last name and Customer ID to login (please send an email to [ellen.tralongo@informs.org](mailto:ellen.tralongo@informs.org), if you need your ID number.

**Step 4:** Enter a title, it can be the session chairs name or any title, once the session chair logs in they can update the title.

**Step 5:** Choose your Session Track Category in the pull down (cluster name).

**Step 6:** Click to Save Data

abstractiononline.com:Sessions/CreateNewSession.asp?MID=4471&AID=475&AcctKey={B107C3D4-985A-46D7-9037-0918D2856876}&Create=yes&STKey={D99F52E2-2868-41D3-8BC3-C3521DAA0371}&SKey={15778195-92ED-4237-90E5-F8886B3A05C0}8A

Session Summary  
Logout

Session Type: General Session

Session Header

Session Header

Session Type: General Session

Session Title: test annual

Session Track/Category: Applied Probability

Click to Save Data

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**Next screen page that will appear :**

abstractiononline.com:Sessions/mySessions.asp?MID=4471&AID=475&AcctKey={B107C3D4-985A-46D7-9037-0918D2856876}&workflowID=1&workflow=Cluster Invitation Process


Session Summary  
Logout

Session Summary

- Click "Create New Session" to begin a new session.
- To view and revise a session, click into a session title below.
- To add an invited paper to a session, click into a session title below.

Session ID	Session Title	Activities (count: min/max)
<b>General Session</b> Create Session		
12	test 2	Presenter (Primary:0, Alternate: 0-3:3) Session Chair (Primary:0, Alternate: 0-1:4)
13	test annual	Presenter (Primary:0, Alternate: 0-3:3) Session Chair (Primary:1, Alternate: 0-1:4)
<b>Joint Session</b> Create Session		
1	TEST - Joint Test Session - test	Presenter (Primary:1, Alternate: 0-1:3) Session Chair (Primary:2, Alternate: 0-1:4)
<b>Plenary Session</b> Create Session		
2	TEST - Plenary Session #1	Presenter (Primary:1, Alternate: 0-1:1) Session Chair (Primary:1, Alternate: 0-1:4)
<b>Vendor Workshop Session</b> Create Session		
12	TEST - Vendor Workshop test2	Presenter (Primary:1, Alternate: 0-3:3) Session Chair (Primary:2, Alternate: 0-1:4)
<b>Workshop Session</b> Create Session		
2	TEST - Workshop Session Title	Presenter (Primary:2, Alternate: 0-3:3) Session Chair (Primary:2, Alternate: 0-1:4)
<b>Exhibitor Information</b> Create Session		

**Step 7:** Click on Session Chairs(s)



[Session Summary](#)  
 Session Title: Ellen Test again  
 Session Type: General Session  
 Session Location:  
 Session Date/Time:  
[Print Friendly Session Summary](#)  
 Click the grey tabs below to view and edit this session.  
**View Sort** - View abstracts assigned into session, and re-sort them as needed. Click on the Abstract Title to view the abstract details.  
**Session Header** - Update the session title and "Click to Save Data."  
**Session Chair(s)** - Add/Edit Session Chairs for this session. Click the 'Add' button to add session chairs for a session.  
**Invited** - Add/Edit participants for this session. Click the 'Add' button to add participants to this session.

[View/Sort](#) | [Session Header](#) | [Presenters](#) | [Session Chair\(s\)](#) | [Previous](#) | [Next](#)

**Session Chair(s)**

To ensure that your work is saved as you go, please click on the button, "Click to Save Data" when you are done.

Primary Roles (Minimum Needed: 1. Maximum Allowed: 4):

Control #	Session Chair
<a href="#">Add</a>	

[Click to Save Data](#) | [Notify All](#)  
[Previous](#) | [Next](#) | [Previous](#) | [Next](#)


[Leave cOASIS Feedback](#)

**Step 8: Click "Add"**

You will get a pop-up screen (be sure to allow pop-ups) type in session chair last name,

OASIS Sessions - Session Building Module - Microsoft Edge


abstractsonline.com/cSessions/AuthorSearchService.asp?SKey={14B50D38-2F9C-4ACE-8245-484889066D91}&ActKey={5FA46EC6-2C1




**\* Last Name:**   
**First Name:**   
**Email Address:**

**Can't find your author? Enter your author here!**

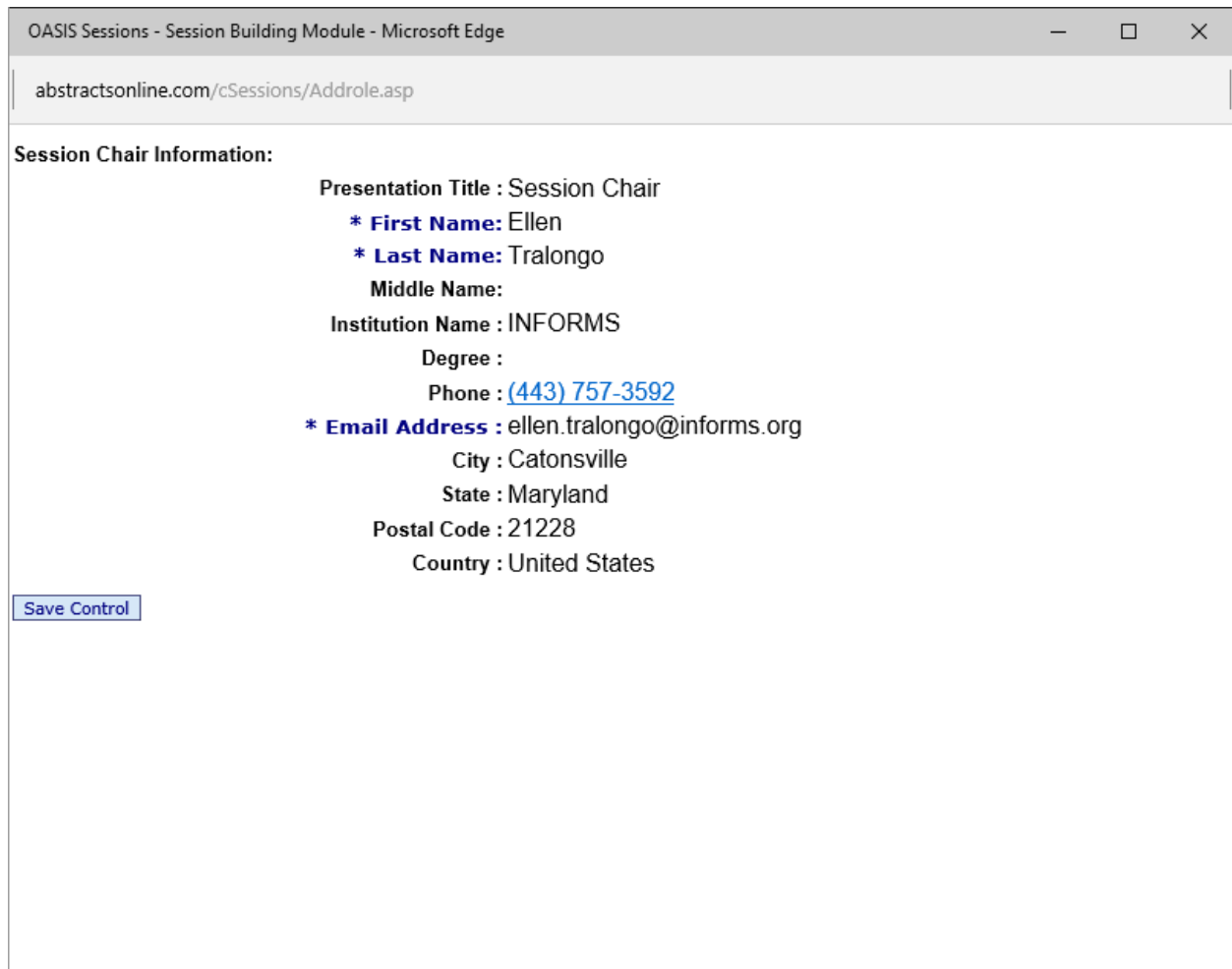
[Leave cOASIS Feedback](#)

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Services By: 

*Step 9: Click "Search"*

If you see the name of the person you are looking for click add, if you do not see it go back and add a first name and search, if it is still not there, click on Enter your author here!



OASIS Sessions - Session Building Module - Microsoft Edge

abstractsonline.com/cSessions/Addrole.asp

**Session Chair Information:**

**Presentation Title :** Session Chair

**\* First Name:** Ellen

**\* Last Name:** Tralongo

**Middle Name:**

**Institution Name :** INFORMS

**Degree :**

**Phone :** [\(443\) 757-3592](tel:4437573592)

**\* Email Address :** [ellen.tralongo@informs.org](mailto:ellen.tralongo@informs.org)

**City :** Catonsville

**State :** Maryland

**Postal Code :** 21228

**Country :** United States

[Save Control](#)

*Step 10: If the correct person shows up, click on save Control.*

*Next screen page that will appear:*

2017 INFORMS Annual Meet / OASIS Sessions - Sessio x +

abstractsonline.com/cSessions/sessionWorkspace.asp?tab=45&MD=4471&AID=475&AcctKey=%78B107C3D4%2D985A%2D46D7%2D9037%2D0918D2856876%7D&Key=%7814850C38%2D3F%2D4ACEN%2D6245%2D484889066D91%7D&StageID=25wo

**Session Summary** | Logout

Session Title: Ellen Test again  
Session Type: General Session  
Session Location:  
Session Date/Time:

[Print Friendly Session Summary](#)

Click the grey tabs below to view and edit this session.

**View Sort** - View abstracts assigned into session, and re-sort them as needed. Click on the Abstract Title to view the abstract details.  
**Session Header** - Update the session title and "Click to Save Data."  
**Session Chair(s)** - Add/Edit Session Chairs for this session. Click the 'Add' button to add session chairs for a session.  
**Invited** - Add/Edit participants for this session. Click the 'Add' button to add participants to this session.

« Previous Next »

View/Sort | Session Header | Presenters | **Session Chair(s)** | « Previous Next »

**Session Chair(s)**

To ensure that your work is saved as you go, please click on the button, "Click to Save Data" when you are done.

Primary Roles (Minimum Needed: 1. Maximum Allowed: 4).

Control #	Session Chair
60	Ellen Tralongo, INFORMS, Catonsville, MD, Contact

Buttons: Move, Replace, Clear, Edit, Add, Notify, Click to Save Data, Notify All

« Previous Next » | « Previous Next »

[Leave cOASIS Feedback](#)

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**Step 11:** Click on notify, this will send an email to the session chair with instructions. You can add presenters or leave that to the session chair.

\*To create another session - click on Session Summary

If you have an issue or problem, please send an email to [ellen.tralongo@informs.org](mailto:ellen.tralongo@informs.org)