



SCHOLARONE
CONFERENCES

Itinerary Planner User Guide

Updated April 2025



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Overview of the Itinerary Planner

With the Itinerary Planner design, you will experience a simplified dashboard including the following capabilities:

- View the program on a single page
- Access session and presentation information with one click
- Search with expanded capabilities
- View schedule conflicts and withdrawals clearly
- Ability to add or delete session information with one click
- Export itinerary with new several options

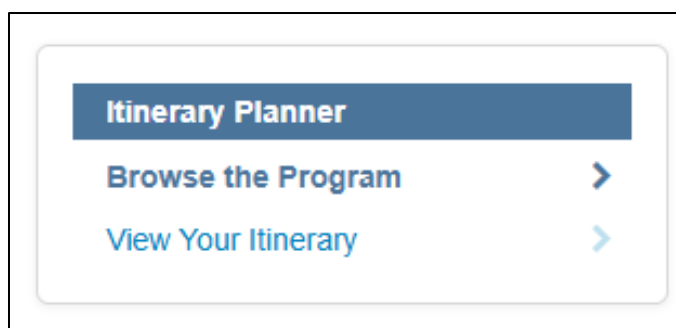
Access the Itinerary Planner

To access the Itinerary Planner, go to the direct link provided by your Society or click on Planner in the top menu once you login.



Itinerary Planner Dashboard

Inside the Itinerary Planner you will see a simplified dashboard in which all information can be reached through two sidebar links, **Browse the Program** and **View Your Itinerary**.



Under Browse the Program you can view the entire program through expandable and collapsible tables. Select the (+) to expand the Itinerary Level and select the (-) to collapse. (Select each data you want to see expanded).

Instructions
 You must login in order to create or save your itinerary for later. To simply browse the itinerary, you may continue as guest.

Search Program: ☐ Presenters Only ☐ Hosts Only

Enter a name, institution, Final ID, and/or words from the session or presentation title. Separate multiple items with a semicolon to narrow your search. Separate multiple items to broaden your search. A minimum of two characters is required when searching text.

Advanced Search

TUESDAY, NOVEMBER 05, 2024

WEDNESDAY, NOVEMBER 06, 2024

Note: If you select the Include in Itinerary checkbox before you have created an Itinerary, you will be prompted to create one. See the section below for details.

Open or Create an Itinerary

When you first click the **View Your Itinerary** link on the left sidebar, a pop-up window will appear giving you three options to choose from.

Itinerary Planner
 Browse the Program
View Your Itinerary

Instructions
 • Your personalized itinerary
 • Scheduling conflicts are
 • Withdrawn presentations
 Itinerary Only (PDF)
 Itinerary + Abstracts (PDF)
 TUESDAY, NOVEMBER 05, 2024
 You do not have anything scheduled for this day.
 WEDNESDAY, NOVEMBER 06, 2024
 You do not have anything scheduled for this day.

Open or Create Itinerary
 You must create a new itinerary or open your existing itinerary. To simply browse the program, you may continue as guest.

Option 1: New Itinerary
 Please enter an itinerary name and your email address and click **Create Itinerary**. Your itinerary name is case-sensitive. You can access and update the itinerary at a later time by entering the itinerary name in the **Open Existing Itinerary** field.

New Itinerary Name:
 Email Address:

Option 2: Use Existing Itinerary
 To open an existing itinerary, please enter your itinerary name and click **Open Itinerary**. Your itinerary name is case-sensitive. Your itinerary name appears in the confirmation email you received when created or on your print out, excel file or calendar export.

Open an existing itinerary:

Option 3: Forgot Itinerary
 If you forgot your itinerary name, this system you will be sent an e-mail. If you do not get a response within amount of time, your itinerary cannot be found. If you feel there is an error, contact the Support Team by link in the top right-hand corner of the page.

Email Address:

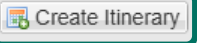
Option 1: New Itinerary

Enter your Itinerary Name, Email Address, and select the Create Itinerary button.

Option 1: New Itinerary
 To create a new itinerary, please enter an itinerary name and your email address and click the Create Itinerary button. Your itinerary name is case-sensitive. You can access and update the itinerary at a later time by entering the name of the existing itinerary.

New Itinerary Name:

Email Address:

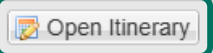


Option 2: Use Existing Itinerary

Type in the name of the existing itinerary then choose Open Itinerary.

Option 2: Use Existing Itinerary
 If you would like to view or edit an existing itinerary, please enter your itinerary name and click the Open Itinerary button. Your itinerary name is case-sensitive. Your itinerary name appears in the confirmation email you receive when you create or on your print out, excel file or calendar export.

Open an existing Itinerary:

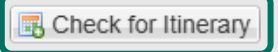


Option 3: Forgot Itinerary

Enter your Email Address then click Check for Itinerary.

Option 3: Forgot Itinerary
 If you've created an itinerary on this system you will be sent an e-mail. If you do not receive an email within a certain amount of time, your itinerary cannot be found. If you feel there is an error, contact the support team via the link in the top right-hand corner of the page.


Email Address:

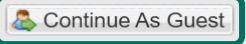


If you do not have a username and password, you may browse by clicking Continue as Guest.

Option 3: Forgot Itinerary
 If you've created an itinerary on this system you will be sent an e-mail. If you do not receive an email within a certain amount of time, your itinerary cannot be found. If you feel there is an error, contact the support team via the link in the top right-hand corner of the page.

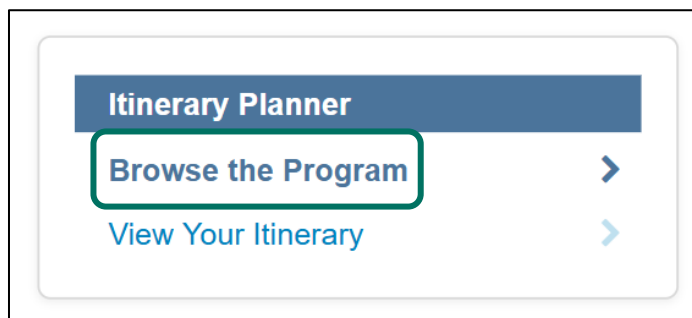
Email Address:





Browse the Program

Select **Browse the Program** from the left menu to view the program and add items to your itinerary.



Single Page Program View

The entire program can be seen on one page by expanding each day of the conference.

Search Program: ☐ Presenters Only ☐ Hosts Only
Show only:

Enter a name, institution, Final ID, and/or words from the session or presentation title. Separate multiple items with a semicolon to narrow your search. Separate multiple items with an OR to broaden your search. A minimum of two characters is required when searching text.

Advanced Search

Program Only (PDF)

Program Only (Excel)

Program + Abstracts (PDF)

Program + Abstracts (Excel)

TUESDAY, NOVEMBER 05, 2024

S02 - Learning How to Use S1A

Session Chair(s): Linda Jackson (ABC, Inc.)

Disclosure Reviewer(s): Sprite Cohen (Test)

10:00 AM - 11:00 AM; Room 0

[View Session Details](#)
☐ Include All in Itinerary

WEDNESDAY, NOVEMBER 06, 2024

S01. Coffee Break

10:00 AM - 10:30 AM; Room 0

[View Event Details](#)
☐ Include in Itinerary

One-Click Add/Remove

Use the one click feature to include all the abstracts in a session to your Itinerary.

WEDNESDAY, NOVEMBER 06, 2024

S01. Coffee Break
10:00 AM - 10:30 AM; Room 0

[View Event Details](#)
☐ Include in Itinerary

Search Program

You can search by the author's name, institution, final ID, words from the session or presentation title and the results can be filtered by session type. There is also an **Advanced Search** which includes many details of sessions and abstracts presentations.

Search Program:

☐ Presenters Only
☐ Hosts Only

Show only:

☐ Coffee Break
☐ Committee Meeting
☐ Demonstration
☐ Industry Partner Session
☐ Invited Session
☐ Oral
☐ Panel
☐ Poster
☐ Reception
☐ Registration
☐ Workshop

Enter a name, institution, Final ID, and/or words from the session or presentation title. Separate multiple items with a semicolon to narrow your search. Separate multiple items with an OR to broaden your search. A minimum of two characters is required when searching text.

Search by Name

☐ Hosts Only
☐ Presenters Only
☐ First Authors Only

Final ID

Control ID

Session/Event Abbreviation

Session/Event Title

Session/Event Type

Session/Event Topic

Abstract/Presentation Title

Category

Subcategory

Keywords

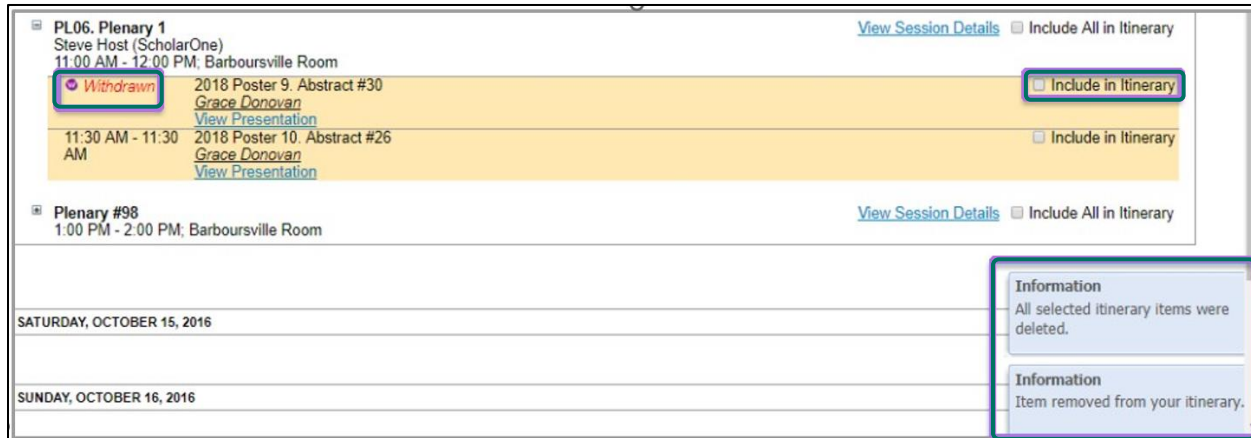
Search Abstract/Presentation Body

Note: You may search by multiple criteria at one time. All search criteria must be separated by a semi-colon.

Withdrawn Papers

If you see that a presentation time is highlighted red and has a W inside a purple circle, this means the paper has been withdrawn.

To remove a Withdrawn presentation from your itinerary, uncheck the **Include in Itinerary** checkbox and the system will display a confirmation message in the lower right corner of your screen to confirm that the session has been removed.



The screenshot shows a session titled "PL06, Plenary 1" by Steve Host (ScholarOne) from 11:00 AM to 12:00 PM in the Barboursville Room. Below this, two presentation slots are listed for 2018: "2018 Poster 9, Abstract #30" by Grace Donovan and "2018 Poster 10, Abstract #26" by Grace Donovan. The first slot is highlighted in red and has a purple circle with a 'W' next to it, indicating it is withdrawn. The "Include in Itinerary" checkbox for the first slot is unchecked. A confirmation message in the bottom right corner states: "Information: All selected itinerary items were deleted." and "Information: Item removed from your itinerary."

View Session and Presentation Details

Click View Your Itinerary on the side bar menu to view the itinerary that you created.



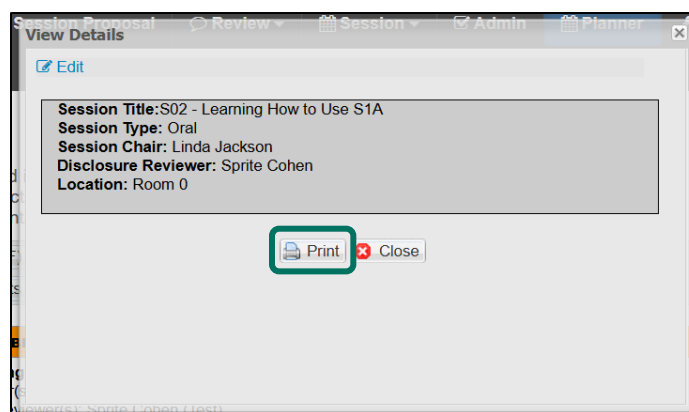
The screenshot shows a session titled "S02 - Learning How to Use S1A" by Linda Jackson (ABC, Inc.) with Disclosure Reviewer(s) Sprite Cohen (Test) from 10:00 AM to 11:00 AM in Room 0. Below this, several presentation slots are listed for Tuesday, November 05, 2024. Each slot has a time range, a title, and a presenter. The "Include in Itinerary" checkbox for each slot is checked. A confirmation message in the bottom right corner states: "Information: Item removed from your itinerary."

View Session Details

Click **View Session Details** to see session information.

TUESDAY, NOVEMBER 05, 2024	
S02 - Learning How to Use S1A Session Chair(s): Linda Jackson (ABC, Inc.) Disclosure Reviewer(s): Sprite Cohen (Test) 10:00 AM - 11:00 AM; Room 0	View Session Details <input checked="" type="checkbox"/> Include All in Itinerary
10:00 AM - 10:15 AM Coffee Break	<input checked="" type="checkbox"/> Include in Itinerary

The session information will then appear in a pop-up box, with the options to **Print** or **Close**.



View Presentation Details

To view individual presentation information, click on the **View Presentation** link. The abstract proof appears.

TUESDAY, NOVEMBER 05, 2024	
S02 - Learning How to Use S1A Session Chair(s): Linda Jackson (ABC, Inc.) Disclosure Reviewer(s): Sprite Cohen (Test) 10:00 AM - 11:00 AM; Room 0	
10:00 AM - 10:15 AM Coffee Break	
10:15 AM - 10:24 AM	Board Number 06. Test 2 <i>Dasha Cohen; Mina Stojanovic; Sprite Cohen</i> View Presentation
10:24 AM - 10:33 AM	Board Number 07. Test <i>Dasha Cohen</i> View Presentation
10:33 AM - 10:42 AM	Board Number 08. Test Stub <i>Mina Stojanovic</i> View Presentation
10:42 AM - 10:51 AM	Board Number 09. AHA Test Submission <i>Dasha Cohen; Misha Cohen</i> View Presentation
10:51 AM - 11:00 AM	Board Number 10. Sprite's Test Submission <i>Sprite Cohen</i> View Presentation

View Presentation Details

Edit

CONTROL ID: 3920092

TITLE: Test 2

PRESENTATION TYPE: Paper - Student

CURRENT CATEGORY: IX. Magnetic Recording | I. Fundamental Properties and Cooperative Phenomena

AUTHORS (FIRST NAME, LAST NAME): Dasha Cohen¹, [Mina Stojanovic](#)¹, Sprite Cohen¹

INSTITUTIONS (ALL): 1. Clarivate, Rockville, MD, United States.

GENDER (PRESENTER):
Mina Stojanovic : Female

DID NOT RESPOND:
Dasha Cohen : Selected

REVIEWER COMMENTS (Review Center):
*****: [No Comments] *****: [No Comments] *****: [No Comments]

ABSTRACT BODY:
Abstract: Lorem ipsum

Print Close

View Presentation

Itinerary Export Options

With the export options, you can export in several formats. Select the button for the format you wish to use. The calendar options will return a .ics file which may then be used to import itinerary information to your calendar tool.

Instructions

- Your personalized itinerary is below. To remove items from your itinerary, uncheck the associated box.
- Scheduling conflicts are denoted with a red "!" icon.
- Withdrawn presentations are denoted with a purple "w" icon.

Itinerary Only (PDF)
Itinerary Only (Calendar)
Itinerary Only (Excel)

Itinerary + Abstracts (PDF)
Itinerary + Abstracts (Calendar)
Itinerary + Abstracts (Excel)

For Assistance contact our support team at: s1help@silverchair.com

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