

**THE AMERICAN SOCIETY FOR CELL BIOLOGY
2016 ASCB ANNUAL MEETING – SAN FRANCISCO**

INSTRUCTIONS DESIGNATING ABSTRACTS FOR POSTER SESSIONS

ASCB Abstract Program Committee Meeting Preliminary Information

Please note:

- Abstracts selected for Minisymposia and Microsymposia have already been pulled and programmed. The day and time for minisymposia have been determined by the Program Chair. The day and time for Microsymposia Talks will be determined in late September.
- All other abstracts accepted will be programmed in poster sessions by you and your colleagues who have signed up to review and schedule the abstracts.
- Abstracts are sorted by topic categories and subcategories. You can view the topics and subtopics, as well as the total number of abstract submitted to each subtopic on the google document located here:
https://docs.google.com/spreadsheets/d/1ruRsuGBK7o7JlYIbD_ubAud4Z7ITbsjIGDj4LZ5zGcE/edit?usp=sharing
- You have been assigned a specific umbrella topic and you are responsible for ensuring that all abstracts in that topic are reviewed and scheduled into an appropriate poster topic, or rejected (see guidelines below). If you were assigned a co-reviewer, please work with him/her since the last person in the system will overwrite anything previously scheduled.

Background Information

Authors were asked to indicate their first and second choices for poster topic placement. They are arranged in the review system by primary topic. If you think an abstract has been placed in the wrong subtopic, you may put the abstract into an author's second subtopic choice or into the category you feel is most appropriate.

- If possible, no fewer than 6, or more than 20, abstracts should be assigned per poster session.
- If more than one session is needed for a large number of abstracts (i.e., 21 or more), you should distribute the abstracts into the number of sessions required to accommodate the abstracts (i.e., ACTIN I, ACTIN II, ACTIN III). The sessions will then be scheduled on two or three meeting days. *Abstracts do not have to be divided evenly into the sessions; focus on dividing them by topic.*
 - If you want to rename the topic because a more clearly defined topic can be used for a subsection of abstracts, you are welcome to do so.
 - For example, the topic "19c Host-pathogen/host-commensal interactions" was divided into: Host Cell Entry and Modifications by Pathogens and Host-Pathogen/Host-Commensal Interactions last year.
 - Another example is the topic "6e Cell-cell junctions" was split into three sessions: Connexins, Cell-Cell Interactions: Epithelia and Cell-Cell Interactions: Non-Epithelia.
- In the case there are more than 60 abstracts submitted for a particular topic, please divide the number of abstracts submitted by 3 and schedule approximately that many abstracts per each of the 3 sessions.
- Please note: We have received many requests in recent years to schedule posters of similar topics within a poster session together. We ask that you please take the extra time to make our

poster sessions more user-friendly to the attendees by sorting them (Step #12) after you have assigned them into sessions.

- Prior to beginning the review, please note the main topic categories are referred to as “Parent Topics” in the review system and the specific subtopics are referred to as “Child Topics.”

Review Guidelines

The ASCB invites the submission of abstracts that report new scientific research developments in all areas of cell biology. Abstracts are welcome from scientists and students in all sectors, including academia, government, industry, and education.

You should read abstracts for:

Promotion of Commercial Product

Abstracts that may be promoting a commercial product (that is, abstracts that don't present new data, not simply abstracts from industry scientists; the latter are acceptable), should be “flagged” and brought to staff attention. (Individuals who would like to promote a particular commercial product or service are encouraged to participate in the meeting as an Exhibitor.)

Relevance

Abstracts outside of cell biology (we use a very broad definition for cell biology) should be “flagged.”

Quality

Abstracts that do not meet the minimum standard for responsible research should be “flagged.”

Rejection Guidelines

If you reject an abstract for any of the above reasons – deeming it unsuitable for presentation at the Annual Meeting – we will follow up with you to ask you to provide a detailed explanation regarding why it is rejected. Before you reject an abstract, please have someone else read it to ensure that it should be rejected based on the criteria above. All flagged abstracts will be forwarded to the Program Committee Chair, who will make the final decisions.

Please see the next page for step-by-step instructions on how to use our new online review system.

STEP-BY-STEP REVIEW INSTRUCTIONS WITH SCREENSHOTS

1. Visit the google document:
https://docs.google.com/spreadsheets/d/1ruRsuGBK7o7JIYIbD_ubAud4Z7ITbsjIGDj4LZ5zGcE/edit?usp=sharing to view how many abstracts are submitted for each of your subtopics. Discuss with your co-reviewer how you wish to review the abstracts and group them into common themes. We suggest you start with the topics that have less than 7 abstracts first so they can be re-assigned earlier in the process. It is possible that people outside of your umbrella topic may re-assign abstracts to your subtopics as well and the count in the google document may be incorrect if this happens.
2. Visit <http://abstracts.ascb.org/Portal> and login using your ASCB Login information. If you do not know your login information, please ask ASCB Staff to assist you.
3. Once you have logged in, please ensure you are on the Review tab (which looks like Figure 1 below). If you are not on the review tab, click on “Review” at the top of the page and select “My Dashboard”
4. After you are on the Review page, you will see the list of submission subtopics (see blue arrow in Figure 1 below), under a header of “Batch Download Submissions by Topic (as PDF).” **Click on the topic you wish to review first**, which will download a PDF of the abstracts submitted to that topic.

Figure 1



5. Review the abstracts for your selected subtopic and make notes about abstracts with a similar focus so you can either group them together within a larger session or create its own session if you have to split your subtopic into more than one poster session.
6. Once you read through the abstracts, and discuss with your co-reviewer, one of you will use the system to enter your sessions. Click on “Click here to search and review submissions” under the “My Review Actions” section on the right of the screen (See green arrow in Figure 1 above). You will now see the screen in Figure 2 on the next page (but with your topic listed).

Figure 2

- Click on the Topic for the abstracts you are reviewing in the first column, “Available Submissions by Parent Topic” and it will open a list of the Subtopics (“Child” Topics). See Figure 3 below.

Figure 3

Child Topic	Available Submissions	Assign Submissions
11a. G1, G1-S, and S phase regulation	10	
11b. Centrosome assembly and functions	11	
11c. Kinetochores assembly and functions	23	
11d. Spindle assembly	30	
11e. Cytokinesis	28	
11f. Chromosome organization	15	

8. Click the green pencil under the “Assign Submissions” column that corresponds to the subtopic you are reviewing first. Once you do this, you will see the screen in Figure 4.
 - a. Note: It is possible there may be an abstract or two in the list that was not in the original PDF you downloaded. This could be because it was reassigned from another topic or a late added submission. Please read it by clicking the paper icon under the column “Abstract” to the right of the submission title (See blue arrow in Figure 4 below)

Figure 4

Assign Submissions To Poster Session

Parent Topic: 11. Cell Division: Mitosis & Meiosis
 Child Topic: 11c. Kinetochores assembly and functions

Return To Topic Selection Page

After creating a new session the Add To Existing Session drop down list will automatically refresh.

Parent Topic: 11. Cell Division: Mitosis & Meiosis

Create New Session: Enter New Session Name Create Session

Filter Submissions By ID/Title:

Move	Submission Id	Submission Title	Abstract	Topics	Invalid	Select
...	4280	Catastrophic Chromosome Shattering in Micronuclei is Coupled to Inaccurate Reassembly by Canonical End Joining	[Paper Icon]	[Pencil Icon]	[Red X]	[Checkmark]
...	4325	TIP60-elicited acetyl-phosphorylation cross-talk ensures accurate chromosomal segregation	[Paper Icon]	[Pencil Icon]	[Red X]	[Checkmark]
...	4605	Mitotic noncoding RNA processing promotes kinetochore and spindle assembly in <i>Xenopus</i>	[Paper Icon]	[Pencil Icon]	[Red X]	[Checkmark]
...	4601	An alternative pathway independent of Ndc80 and Rod function for chromosome alignment during mitosis	[Paper Icon]	[Pencil Icon]	[Red X]	[Checkmark]
...	4680	Biophysics of kinetochore-microtubule attachment	[Paper Icon]	[Pencil Icon]	[Red X]	[Checkmark]
...	4696	End-on microtubule attachment to the kinetochore is necessary, however not sufficient, to inactivate spindle assembly checkpoint signaling.	[Paper Icon]	[Pencil Icon]	[Red X]	[Checkmark]

9. Rejecting Abstracts.

If you do not have any abstracts to reject in the topic you are reviewing, skip this step and move onto Step 10.

If you have any abstracts that need to be rejected. Please confirm with your co-reviewer and then click the red X under the “Invalid” column. Once any rejected abstracts have been removed from the list, move on to step 10.

10. Creating Sessions and Entering Session Titles (do not assign abstracts yet).

You will need to first add the title(s) of the session(s) before you can assign abstracts to them. To create a session (if you accidentally create a session, visit step 13 for instructions on how to delete it):

- a. Enter the title for your session where it says “Create New Session” (See blue arrow in Figure 4 above). You can use the same current Child topic title (see purple arrow in figure 4 above) for the title or rename it if you see fit or if you are creating more than one session.
- b. Once you type in the title, the “Create Session” button will turn from grey to green which indicates it is now active. Click “Create Session.”
- c. If you have more than one session for the topic you are reviewing, continue steps (a) and (b) until all session titles have been created. *Reminder: There can only be up to 3 sessions for any subtopic (“child” topic).*

11. Assigning abstracts to the Sessions.

After you have created the sessions, you will assign the abstracts.

- Use the drop down on the “Add to Existing Session” section to select the session you wish to assign the abstracts to (See blue arrow in Figure 5 below).
- Click the boxes under the “Select” column (see green arrow in figure 5 below) to accept all of the abstracts you want for the session. If there are more than 15 abstracts, you may have to use the “Next” button at the bottom of the page to view more abstracts to add.
- Click “Save Selections” (blue button) at the bottom right of the page after you have done steps (a) and (b). You will notice the abstracts you selected will be removed from the list.
- Continue this process until all abstracts have been assigned to the session(s) you create.
- If you have abstracts that need to be re-assigned, skip to step 12 for instructions before completing step 11f.***
- Once you have finished, click the green “Return to Topic Selection Page”

Figure 5

Parent Topic: 11. Cell Division: Mitosis & Meiosis
Child Topic: 11c. Kinetochore assembly and functions

Return To Topic Selection Page

After creating a new session the Add To Existing Session drop down list will automatically refresh.

Parent Topic: 11. Cell Division: Mitosis & Meiosis

Add To Existing Session: (SELECT)

Create New Session: (SELECT)

Kinetochore assembly and functions 1

Kinetochore assembly and functions 2

Filter Submissions By ID/Title: _____

Move	Submission Id	Submission Title	Abstract	Topics	Invalid	Select
	4280	Catastrophic Chromosome Shattering in Micronuclei is Coupled to Inaccurate Reassembly by Canonical End Joining				<input type="checkbox"/>
	4325	TIP60-elicited acetyl-phosphorylation cross-talk ensures accurate chromosomal segregation				<input type="checkbox"/>
	4605	Mitotic noncoding RNA processing promotes kinetochore and spindle assembly in <i>Xenopus</i>				<input type="checkbox"/>
	4601	An alternative pathway independent of Ndc80 and Rod function for chromosome alignment during mitosis				<input type="checkbox"/>
	4680	Biophysics of kinetochore-microtubule attachment				<input type="checkbox"/>
	4696	End-on microtubule attachment to the kinetochore is necessary, however not sufficient, to inactivate spindle assembly checkpoint signaling.				<input type="checkbox"/>
	4706	A Novel Mutual Protection Mechanism of Centromere Regulation and an Application for Predicting Cancer Patient Response to Adjuvant Radio- and Chemotherapy based on Centromere Misregulation				<input type="checkbox"/>
	4824	The mammalian kinetochore independently regulates its passive and active interfaces with microtubules				<input type="checkbox"/>
	4841	The CENP-A nucleosome bound by CENP-C and CENP-N is the fundamental unit for maintaining centromere identity				<input type="checkbox"/>
	4858	Myosin phosphatase targeting subunit 1 (MYPT1) mediates the antagonistic actions of Cyclin A/Cdk1 and Plk1 on k-MT attachment stability to				<input type="checkbox"/>

12. Moving abstracts from one topic to another (IF NEEDED, otherwise Skip to Step 13)

If one or more of the abstracts in your subtopic needs to be moved to another topic, please follow these instructions for each abstract you wish to move:

- a. Click the blue arrows under the first column titled, "Move" next to the submission ID of the abstract you wish to move (see orange arrow in Figure 6).
- b. A pop up box will appear (see Figure 7 below) and you will need to select the main (Parent) and subtopic (Child) you want to move the abstract to.
- a. Once you select the Parent and Child topics, click "Move" and the abstract will be removed from your list and moved to the other topic. If you move an abstract by mistake, please contact Alison Harris at aharris@ascb.org as soon as possible to fix it.
- b. Repeat this process for all abstracts you wish to move.
- g. Once you are finished and no more abstracts appear in the list, click the green button "Return to Topic Selection Page," at the top right of the screen (see blue arrow in Figure 6 below) and you will be taken back to the "Manage Poster Sessions & Submissions Page."

Figure 6

Child Topic: 11c. Kinetochore assembly and functions

Return To Topic Selection Page

After creating a new session the Add To Existing Session drop down list will automatically refresh.

Parent Topic: 11. Cell Division: Mitosis & Meiosis

Add To Existing Session: (SELECT)

Create New Session: (SELECT)

Kinetochore assembly and functions 1

Kinetochore assembly and functions 2

Filter Submissions By ID/Title:

Move	Submission Id	Submission Title	Abstract	Topics	Invalid	Select
	4280	Catastrophic Chromosome Shattering in Micronuclei is Coupled to Inaccurate Reassembly by Canonical End Joining				<input type="checkbox"/>
	4325	TIP60-elicited acetyl-phosphorylation cross-talk ensures accurate chromosomal segregation				<input type="checkbox"/>
	4605	Mitotic noncoding RNA processing promotes kinetochore and spindle assembly in <i>Xenopus</i>				<input type="checkbox"/>
	4601	An alternative pathway independent of Ndc80 and Rod function for chromosome alignment during mitosis				<input type="checkbox"/>
	4680	Biophysics of kinetochore-microtubule attachment				<input type="checkbox"/>
	4696	End-on microtubule attachment to the kinetochore is necessary, however not sufficient, to inactivate spindle assembly checkpoint signaling.				<input type="checkbox"/>
	4706	A Novel Mutual Protection Mechanism of Centromere Regulation and an Application for Predicting Cancer Patient Response to Adjuvant Radio- and Chemotherapy based on Centromere Misregulation				<input type="checkbox"/>
	4824	The mammalian kinetochore independently regulates its passive and active interfaces with microtubules				<input type="checkbox"/>
	4841	The CENP-A nucleosome bound by CENP-C and CENP-N is the fundamental unit for maintaining centromere identity				<input type="checkbox"/>
	4858	Myosin phosphatase targeting subunit 1 (MYPT1) mediates the antagonistic actions of Cyclin A/Cdk1 and Plk1 on k-MT attachment stability to promote efficient error correction in early mitosis				<input type="checkbox"/>

Figure 7

Assign Submissions To Poster Session

Parent Topic: 01. Actin Cytoskeleton

Child Topic: 1b. Regulation of actin dynamics

Move Submission Id 96 To New Topic

Parent Topic: 01. Actin Cytoskeleton

Child Topic: 1a. Actin and actin-associated proteins

Return To Topic Selection Page

cancel move

After creating a new session the Add To Existing Session drop down list will automatically refresh.

13. Arranging Abstracts in Order, Removing Abstracts from Assigned Sessions, and Deleting Sessions.

The next step involves arranging the abstracts in a logical order within the session to ensure abstracts with similar topics are presented near each other during the poster sessions. We are now working with the column on the right, “Assigned Submissions by Parent Topic”.

- a. Under the “Assigned Submissions by Parent Topic Column” on the right (see blue arrow in Figure 8), click on the Main (“Parent”) topic.
- b. A grid with all of the sessions created under the selected parent topic will appear. To edit the session, click on the paperclip under the column “View Submissions.”
- c. You can hover over the double arrows under the “Order” column to drag and drop the submissions into the order you prefer (See blue arrow in Figure 9 on the next page).
- d. Once you have them in the order you would like, click “Return to Topic Selection Page” and your new order will be saved.
- e. If you created a session by accident, you can click on the red “X” next to the session in the “Delete Session” column. This will return any abstracts in the session back to their unassigned status in their primary topic categories on the left column “Available Submissions by Parent Topic”.

Figure 8

Manage Poster Sessions & Submissions

For review instructions, please click here.

Available Submissions By Parent Topic

- 11. Cell Division: Mitosis & Meiosis

Invalid Submissions

Submission Id	Reviewer	Reason	Reinstate
There are no available submissions in this child topic.			

Showing 0 to 0 of 0 entries

Assigned Submissions By Parent Topic

- 11. Cell Division: Mitosis & Meiosis

Session Title	View Submissions	Delete Session
Kinetochores assembly and functions 1		
Kinetochores assembly and functions 2		

← Previous Next →

Figure 9

Manage Submissions In Poster Session

Parent Topic: 01. Actin Cytoskeleton
Poster Session: Actin and Actin-Associated Proteins 1

Delete Session Return To Topic Selection Page

To re-order your submissions, click on the Order column() below and drag and drop.

Order	Submission Id	Submission Title	Abstract	Topics	Remove	Move
	96	Sharpin is a novel activator of the Arp2/3 complex.				
	181	Modulating actin dynamics and focal adhesion formation regulate breast cancer cell invasion and migration				
	282	A mutation in HIP1R THATCH domain identified in a Parkinson disease affected patient reduced actin binding and slows transferrin uptake				

Showing 1 to 3 of 3 entries

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- 14. Continue steps 1 through 12 until all abstracts are moved from the “Available Submissions by Parent Topic” to the “Assigned Submissions by Parent Topic” for all of your subtopics.**
- 15. Finalizing and scheduling any abstracts moved from other topics.** Please login again on September 13 or 14 to ensure that nobody moved abstracts into your topic by checking the “Available Submissions by Parent Topic” column for each of your subtopics. If you see a value other than 0 listed next to any of the subtopics, please read the abstract and add it to one of your sessions. If you do not believe it belongs in one of your sessions, please move it to another topic.
- 16. ASCB Staff may contact you if they have any questions following the review period, please be available via email.**

Please note: Only one reviewer will be allowed in each subtopic at a given time. For example, if you are in subtopic 11a and your co-reviewer tries to open subtopic 11a, you will be notified that it is currently locked. If for some reason a subtopic is locked but neither you nor your co-reviewer is working in it that subtopic, please notify ASCB Staff so we can unlock the topic for you.

Questions? Contact Alison Harris, Director of Meetings, at aharris@ascb.org.