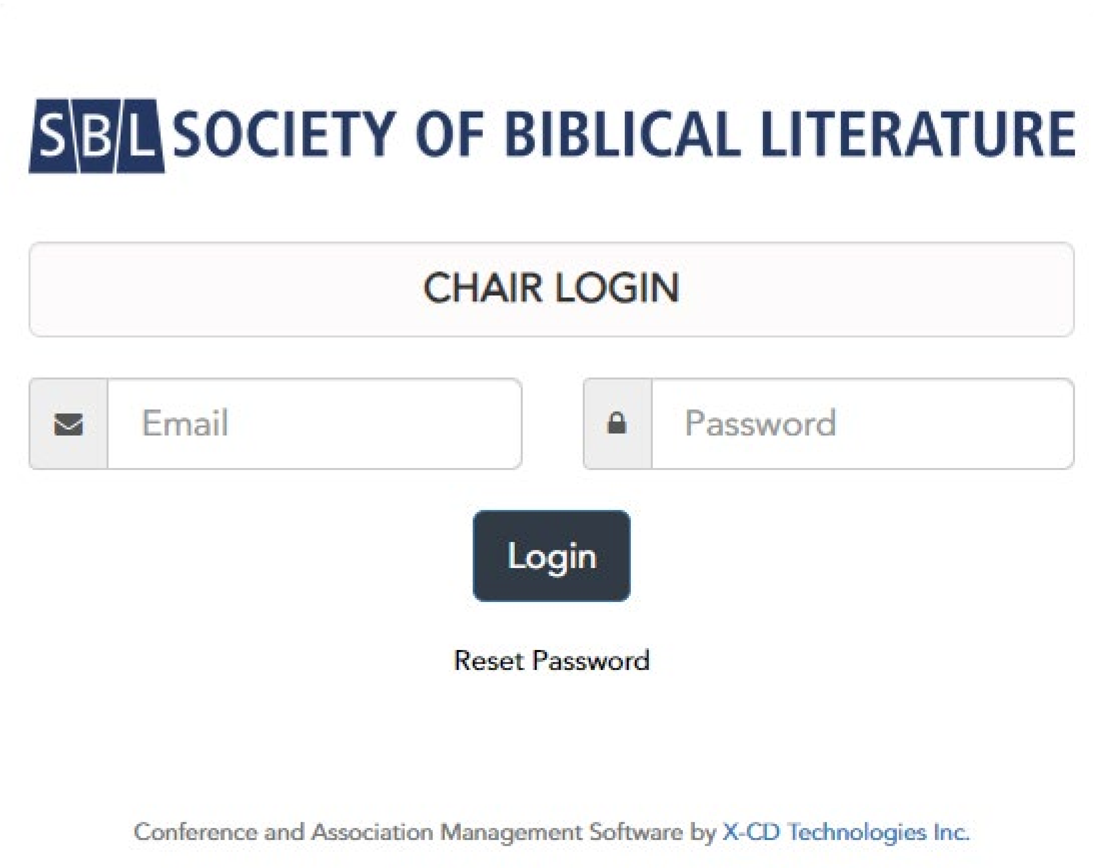
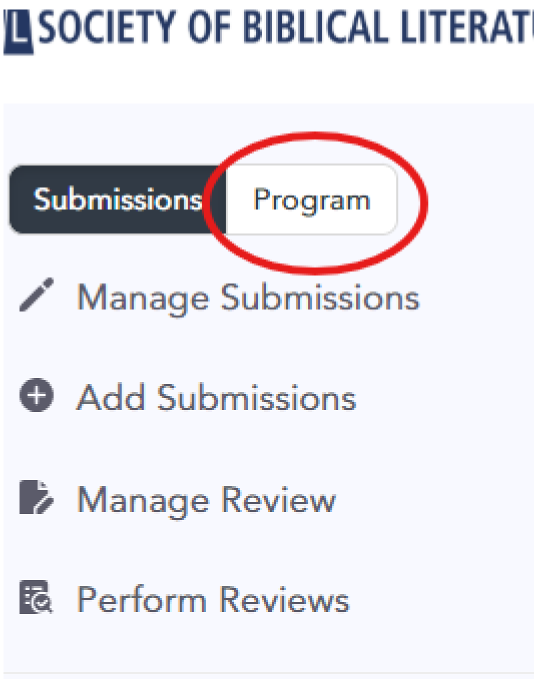
2025 SBL Annual Meeting Session Creation Instructions

1. **Logging in and General Navigation**

Open the Chair Module of the Abstract Management System link in your browser:

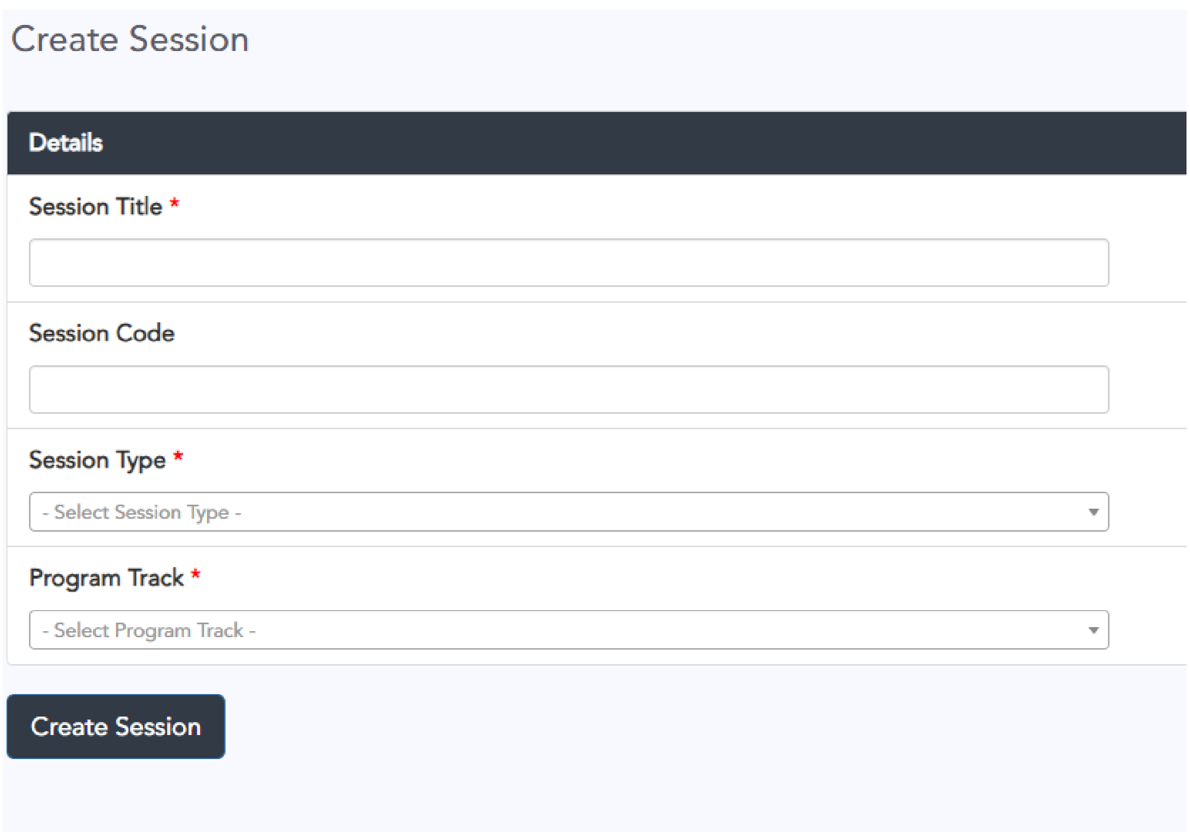


The login is the same for both program unit chairs and steering committee members. If you have logged in to the system before, enter your email and password. If you have not logged into this system, use the “reset password” function to create a password, and then log in using that password.



2. Creating a Session

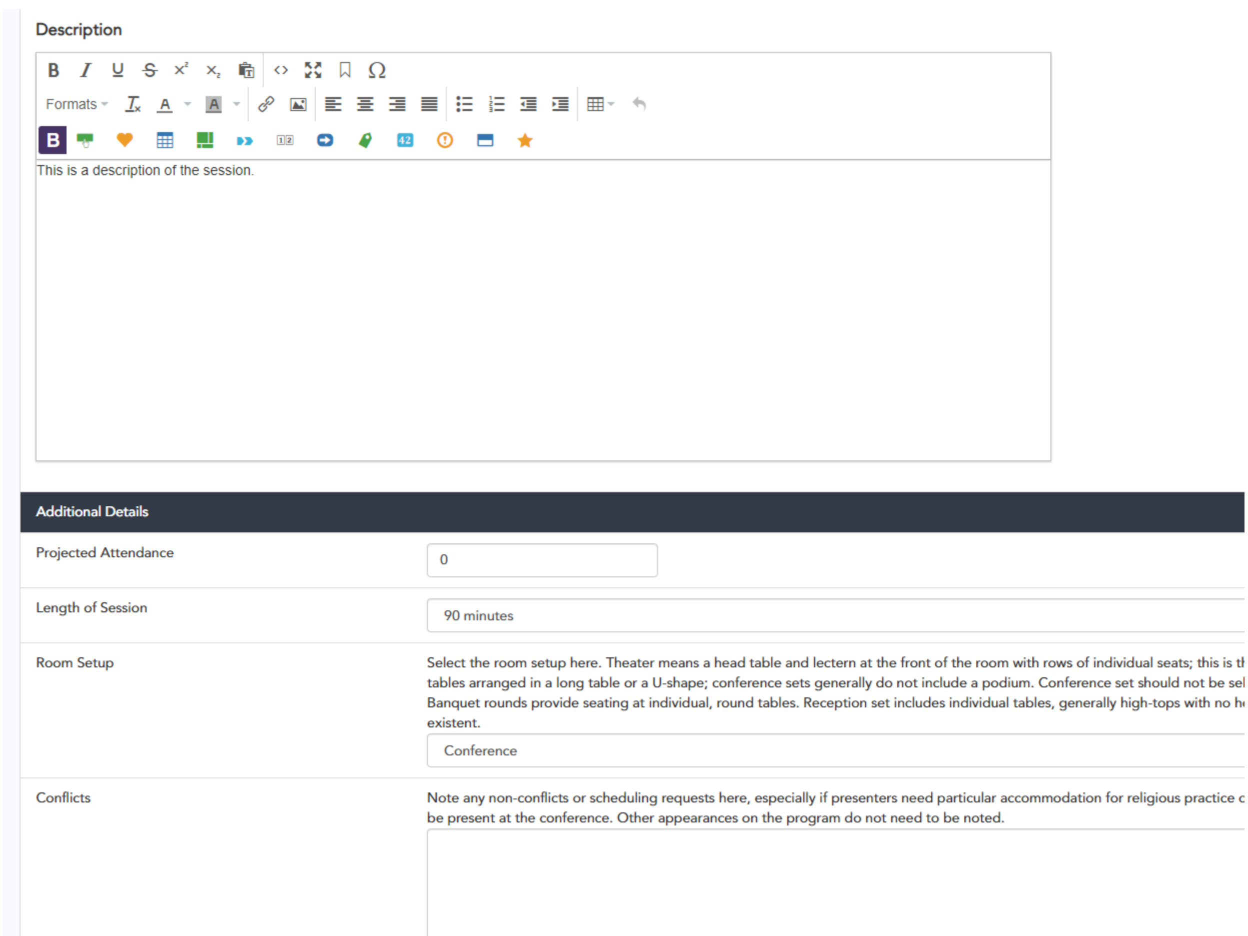
To access the program area, click the Program toggle in the upper left. Once there, you can click “Create Sessions” to start the process of creating a session.



On the initial “Create Session” screen, you will start by filling out some basic information for the session. This includes:

- Session Title (formerly the session theme): This is a brief, headline-style summary of the session. Examples might include “Open Session,” “Panel Discussion on the State of the Question,” etc.
- Session Code: Leave this blank. SBL staff will assign the code when the session is scheduled.
- Session Type: Select the session type from the list. If the session will be a combination of types, please select one of the appropriate types.
- Program Track: Select the name of your program unit. However, if you are creating a co-sponsored session with another unit, select the option with the names of all of the units sponsoring the session (see the note below about co-sponsored sections).

When you have filled in the information above, click “Create Session.”



On the next screen, you will be asked for some additional details about the session:

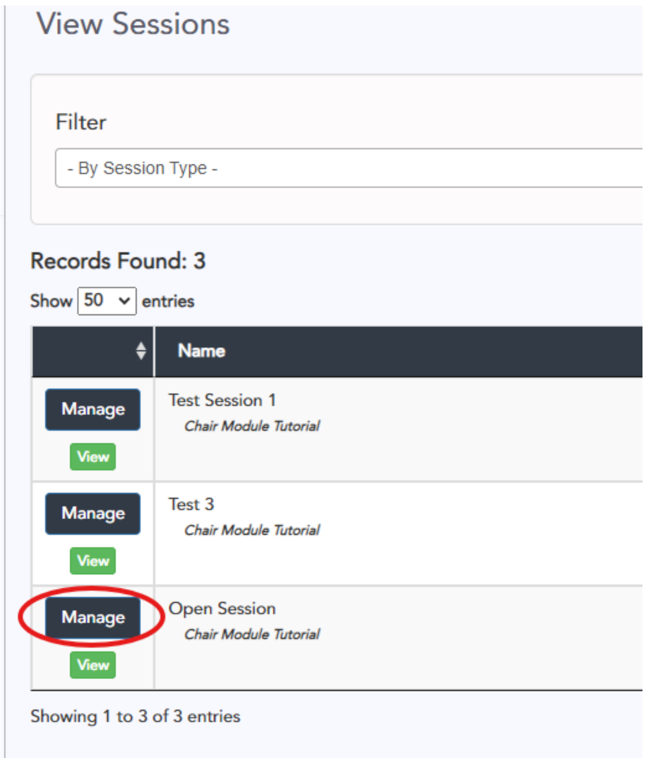
- Description: This is an optional, brief (i.e., no more than a short paragraph) description of the session. Information entered here will appear in the program book.
- Projected Attendance: Enter your best guess about how many people will attend the session. This estimate will be used when assigning the session to a room.
- Length of session: Enter the total session run time. Sessions should not exceed 150 minutes, though you can request shorter sessions.
- Number at the Head Table: This is a request for how many seats will be placed at the head table.
- Room Setup: Select the type of room setup you are requesting. Please note that this is a request, and we are not always able to accommodate requests for rooms outside of theater set. Not all sets are available for all sizes. For example, a conference set exceeding 50 in estimated attendance cannot be accommodated.
- Conflicts: List any known conflicts that would restrict the scheduling of the session here, especially things like religious observance of participants or days when participants will not be at the conference. You do **not** need to list other times when presenters will appear on the program.
- Notes for Programs Staff: Leave any notes here for any miscellaneous issues that you think staff need to know. However, for critical requests, please be sure to email staff as well.
- Session Order: If you are requesting that session appear in a particular order on the program, specify where this session should fall in that order here.
- Session A/V: If you need to request A/V for your session, check the appropriate box(es) here. Please only request A/V that is **essential** to the session, as A/V expenses create significant meeting costs and contribute to registration rate increases.

When all of these fields are completed, click “Update Session.” You can return to this area at any time prior to scheduling to update these details by going to “View Sessions,” locating the session in the list, and then clicking “Manage.”

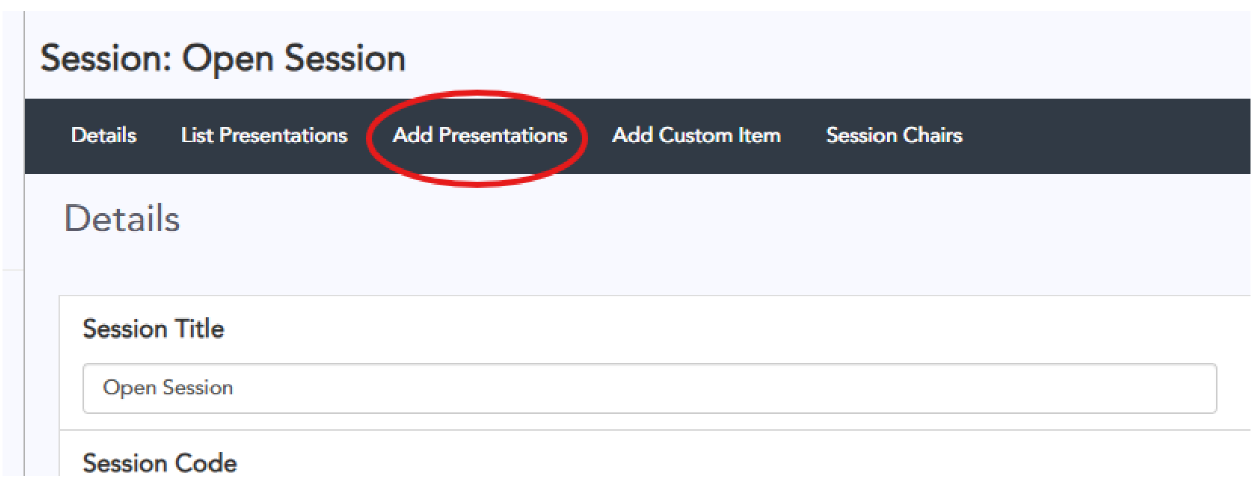
A Special Note about Co-Sponsored Sessions

In most regards, co-sponsored sessions (i.e., any session sponsored by more than one program unit) operate with the same instructions as those listed above. However, in order to allow the chairs of all of the involved units to have access to the sessions, each combination of units must be setup as its own program track by SBL staff. In order to do this, please email program@sbl-site.org with the name of the involved units as well as accepted proposals that will be included in those sessions. Once you have confirmation that this has been setup, you will see the option to create sessions in this new "track" in the "Program Tracks" area. Please note that because of the limitations in creating these joint tracks, sessions are generally limited to no more than three sponsoring units.

3. Adding Papers to a Session



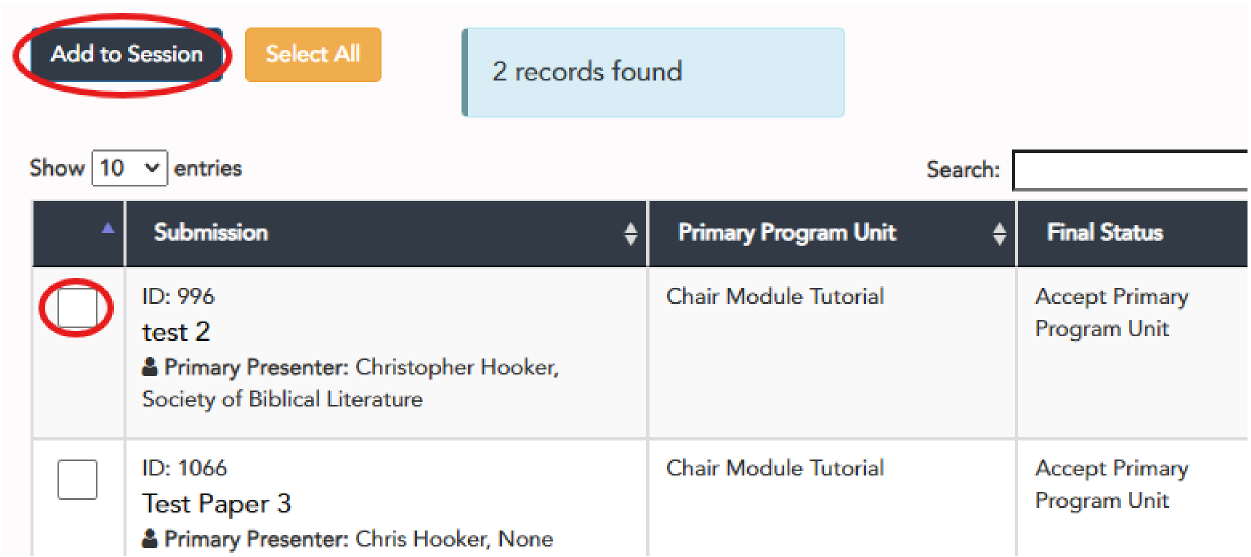
To add paper to a session you have created, first locate the session in the View Sessions area and click the "Manage" button next to the name of the session.



Once you have opened the session, click "Add Presentations" in the navigation banner.

You will then see a list of the proposals that your unit has accepted that have not yet been added to a session. If an accepted proposal has already been added to a session, it will not appear in this list unless you first remove it from its current session.

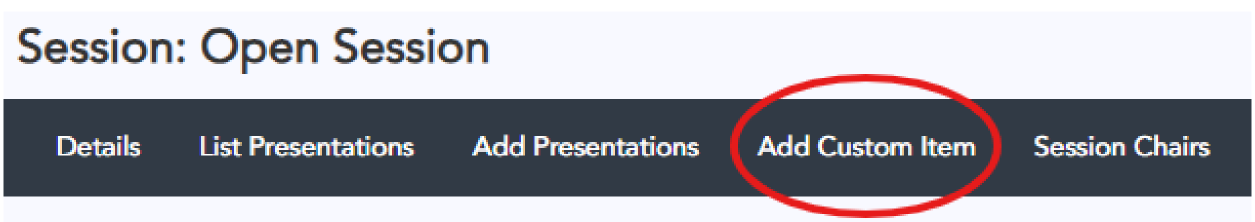
To add a presentation, click the check box to the left of any presentations you want to add, then click the “Add to Session” button.



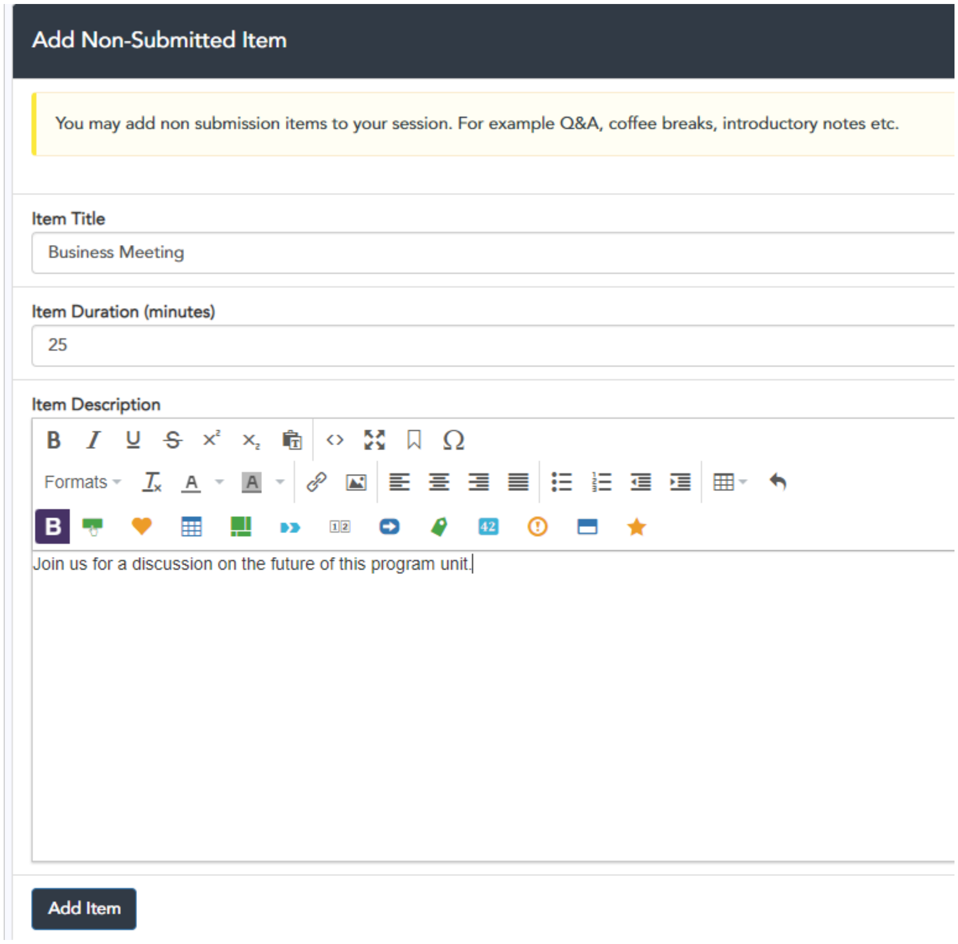
While it is possible to add new presentations on this screen using the “Create New Presentations” button, we discourage you from doing so because the default screens only allow entering a title and a single author. It is better to add a new proposal using the “Add Submissions” function in the “Submissions” area. Please refer to the proposal review instructions for more detailed instructions on how to do this.

4. Adding Custom Items (e.g., Panel Discussions) to a Session

Custom items in a session refer to any part of the session that is needs to be listed as a part of the session but that was not submitted as a paper presentation with a title and abstract. Common examples include a panel discussion, a roundtable discussion, breaks, business meetings, etc.



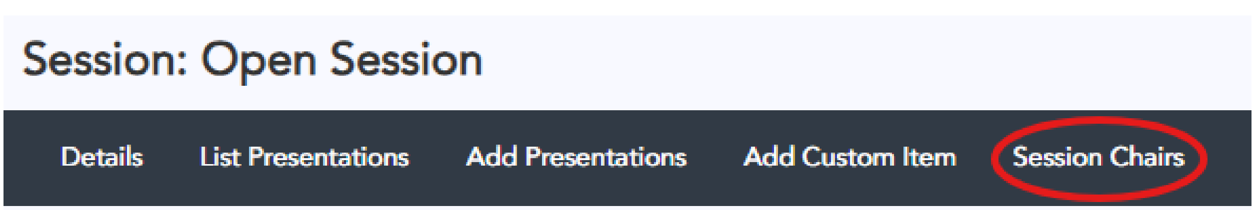
To add a custom item, first open the session if it is not already open (View Sessions > Manage), then click on “Add Custom Item.”



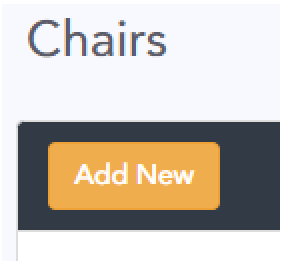
Item Descriptions are optional, but any text entered here will show up in the online program. Fill in the fields as needed, then click "Add Item." You can add as many custom items as needed for each session. However, **please do not add people** (e.g., as panelists) using a custom item or in a custom item description, as they will not be recognized by the system as actual participants. This can lead to double bookings in the schedule.

5. **Adding People to a Session (Who Are Not Paper Presenters)**

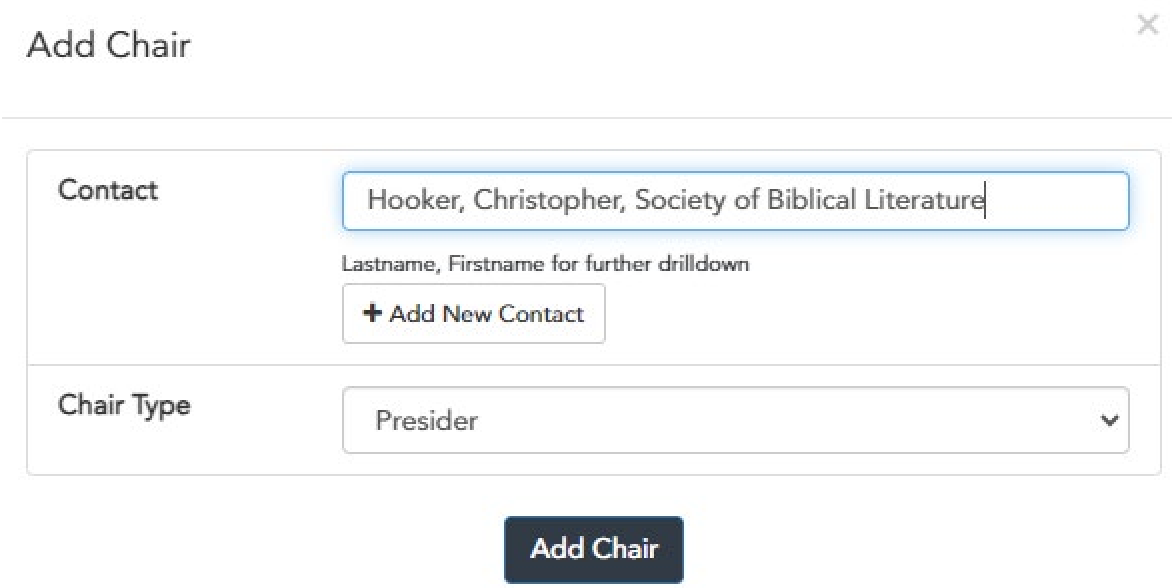
Any formal participants in the session should also be added to the session so that the schedule can account for them. This includes presiders, panelists, respondents, people giving an introduction. Please note that you **should not add people presenting papers in this manner**; rather, please use the instructions for adding a paper presentation above.



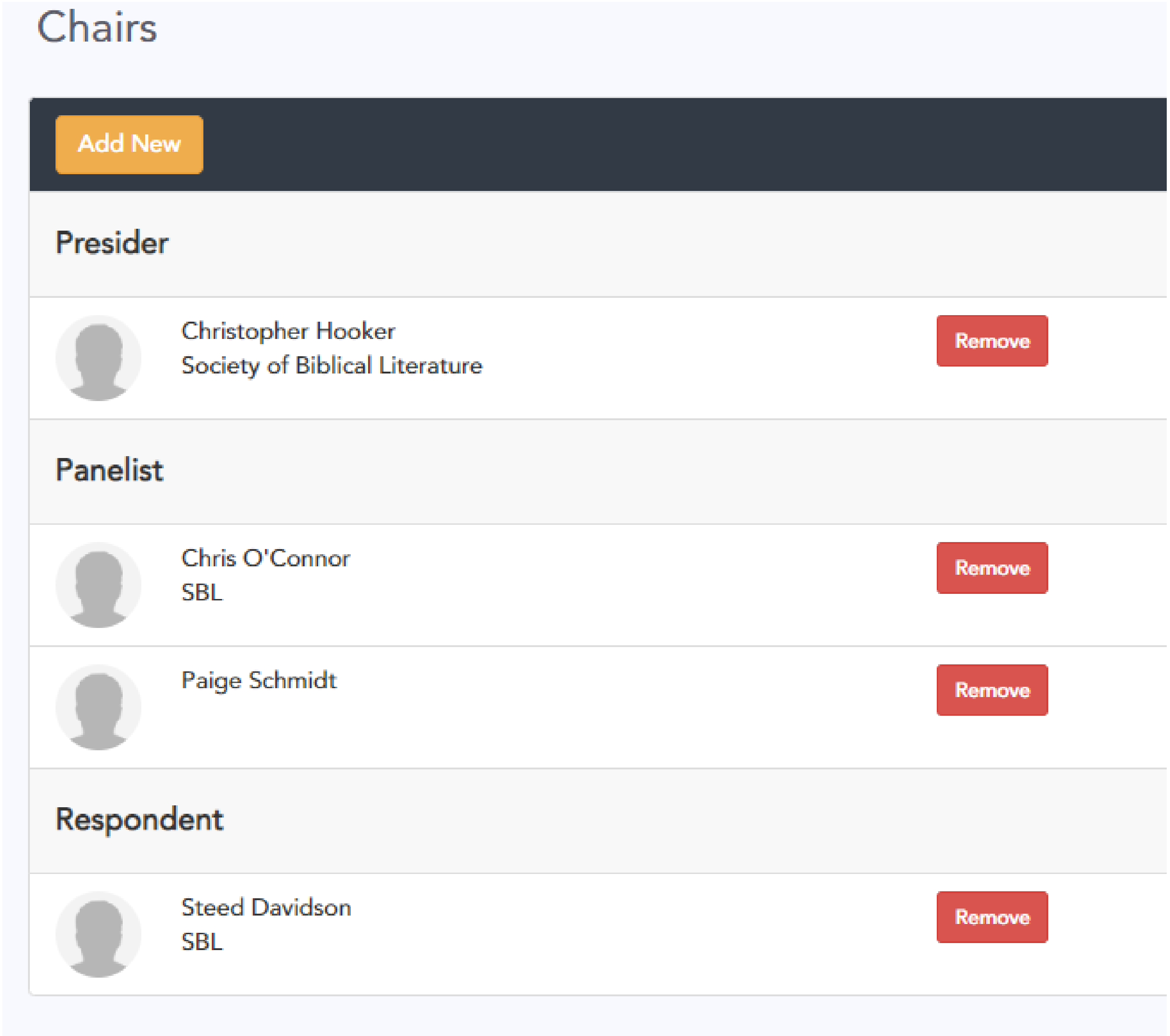
To add people to a session, first open the session, if you have not already done so (View Sessions > Manage), then click “Session Chairs” in the navigation banner. In this context “session chairs” refers to anyone participating in the session other than paper presenters.



There click “Add New” to add a person to the session.



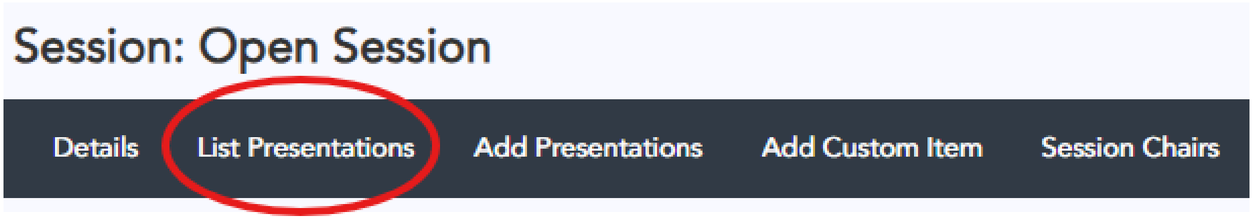
In the overlay that appears, search for their last name, and then click the appropriate person. If you cannot find the name, you can add a new contact. Please note that all meeting participants are expected to have an active SBL membership unless they have been granted a waiver. Once you have selected the appropriate name, select the role from the “Chair Type” dropdown, and then click “Add Chair.” Repeat this process for as many participants and participant types as needed.



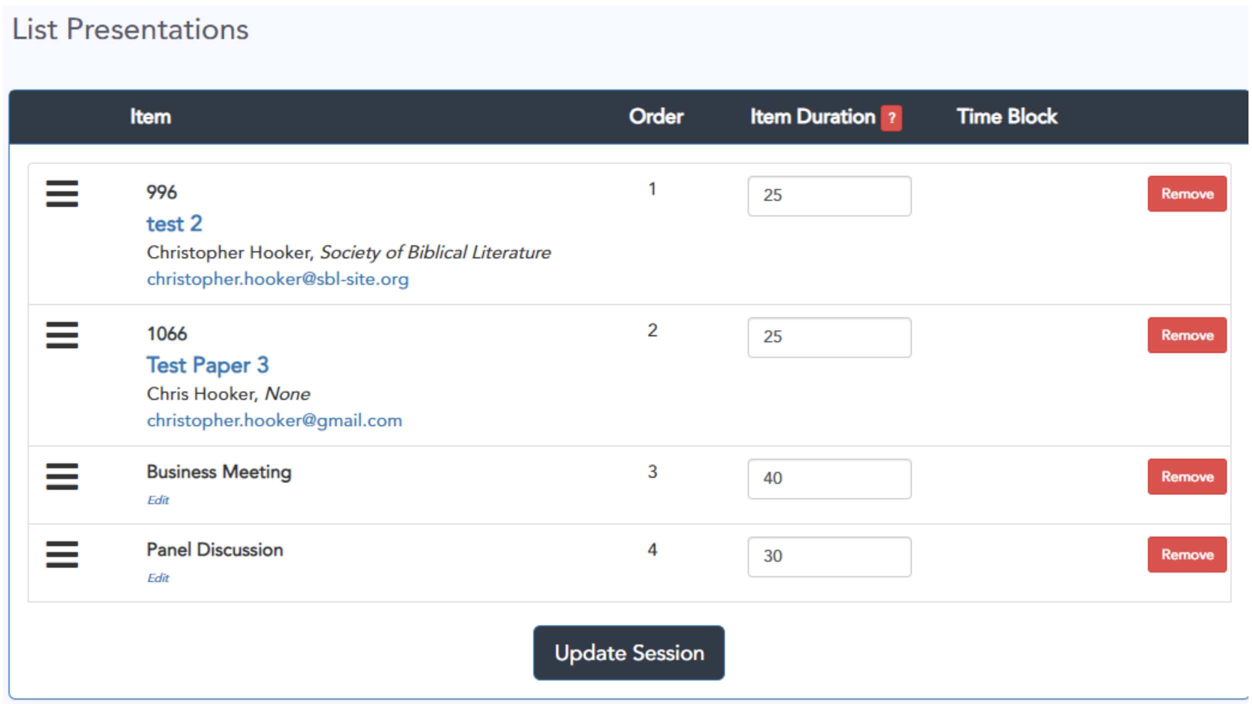
Participants will be sorted alphabetically in each type once they are added. You can also program unit chairs and steering committee members. These roles will not show up in online or the program book, but they will be considered as potential conflicts when making the schedule. Adding PUCs or SCMs is optional and should only be done if there is a need for the schedule to accommodate those people to be present. Please note, however, that it is not guaranteed that the schedule can accommodate these requests.

6. Adjusting Session Order and Time

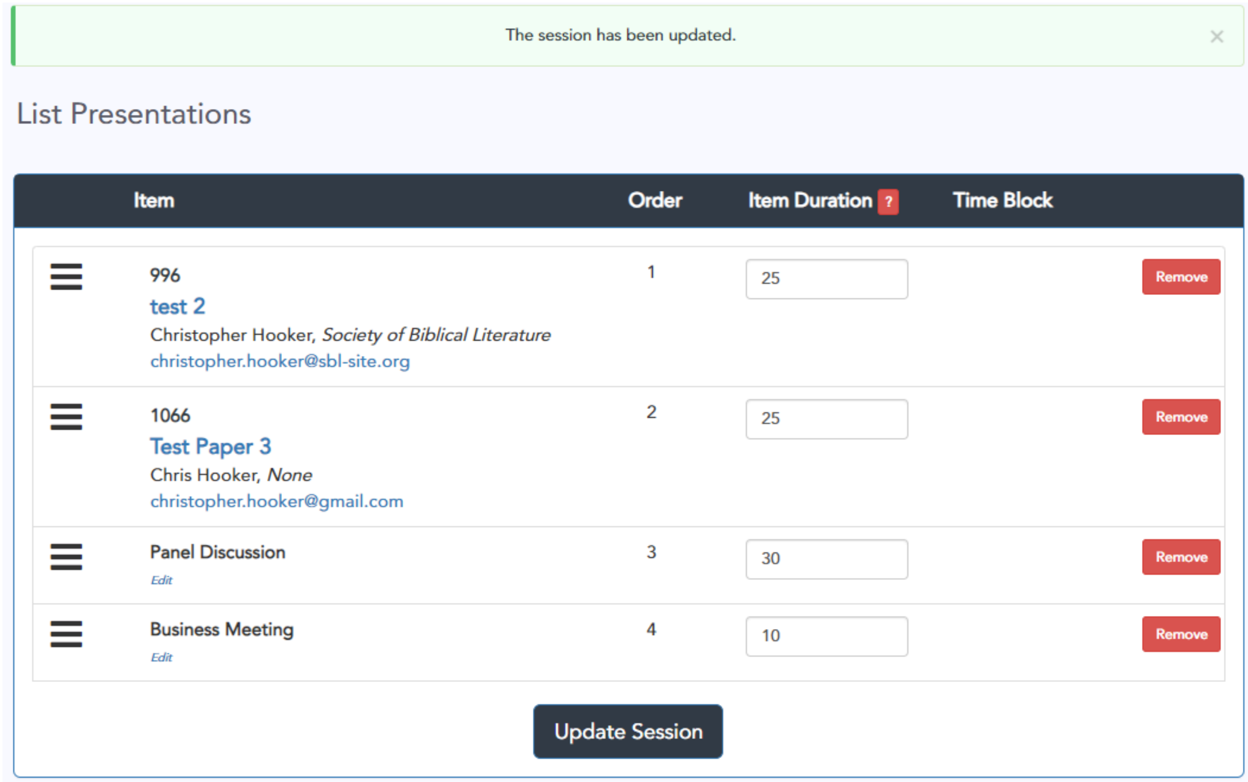
Once items are added to a session, you can adjust the order in which they appear as well as time associated with each item.



To adjust the session items, open the session if it is not already open (View Sessions > Manage), then click on “List Presentations.” This will bring up a list of all of the items in the session.



In the above session, the business meeting should appear after the panel discussion, and there is more than the total session time of 150 minutes allotted to the various items. Items can be rearranged by clicking an dragging them using the hamburger icon (the three horizontal lines), and a new number can be entered in the “Item Duration” field. Once the changes are made, click “Update Session” to save the changes to the system.

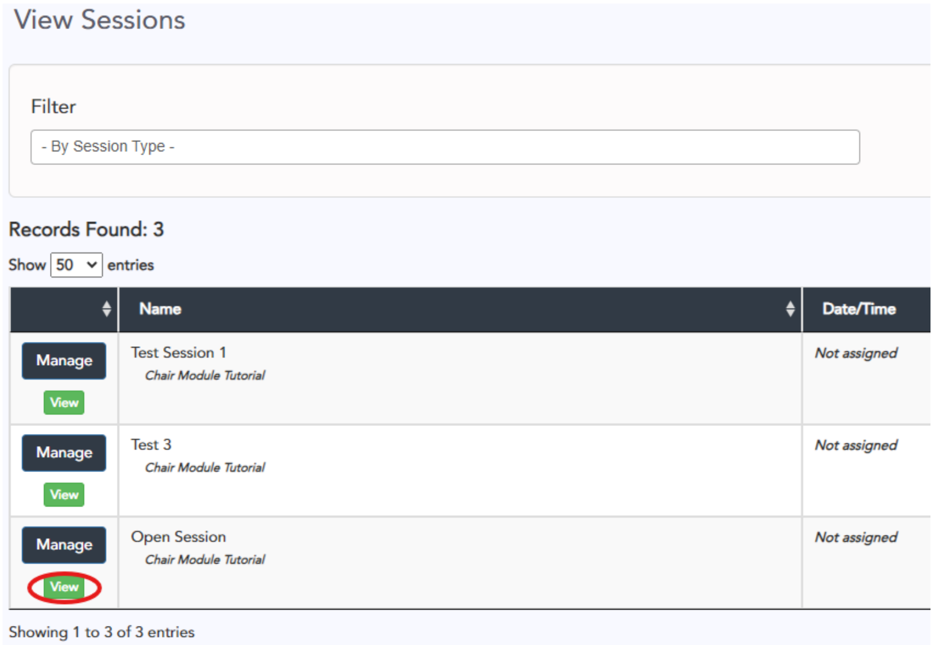


You can also remove any unneeded item from the session by clicking “Remove” button. For paper presentation, this returns the paper to pool of unassigned papers (available in the “Add Presentations” area). For custom items, the item is simply deleted.

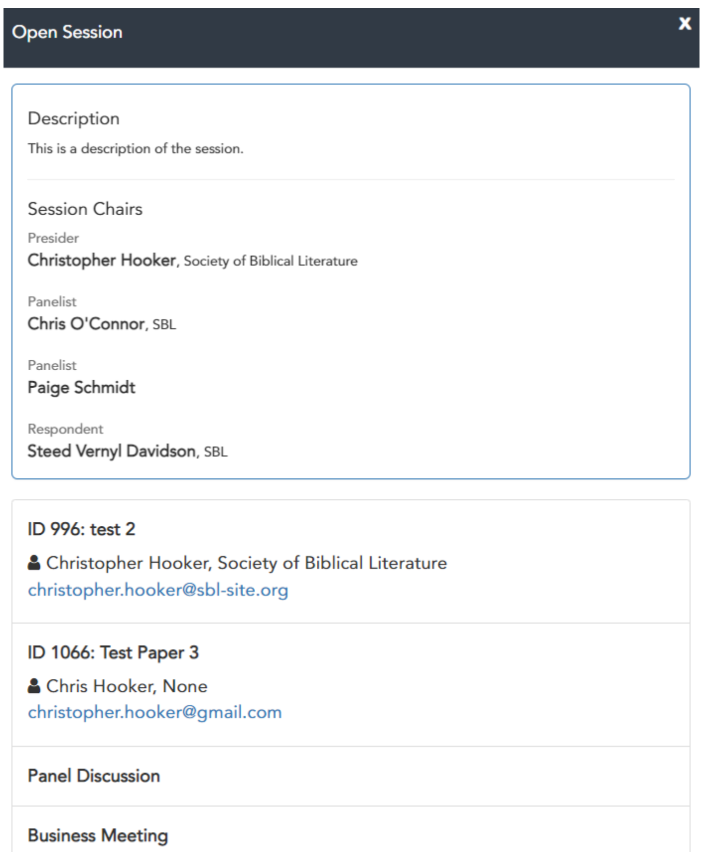
Please remember that **the standard session length is 150 minutes**. The total amount of time allotted to presentations should not exceed this time. Sessions with presentations exceeded the total time will be adjusted without notice in order to fit all items into the schedule.

7. Viewing a Session with Details

Once you have created a session and populated it with items, you can view the details of the session in the View Sessions area.



Locate the session you wish to see, then click the "View" button.



Please note that the view shows all of the session chairs types (e.g., presider, panelist, respondent) in the top area, and the session presentations (papers, custom items) in the bottom area. It is not currently possible to associate a session chair type with a session item.

Questions? Need help getting your session organized in the system? Contact programs@sbl-site.org, and we will be happy to assist.