2022 Session Creation Steps

1. Remove submissions from the assigned tracks (sessions) by going to My Sessions > Edit (View) Details > Agenda. Click on the Remove link for each submission. This will un-assign the submission from the topic (session).
    a. If using the original session, you can keep the papers in it and rename as needed. You'll need to replace organizer listing with correct session chairs

2. Copy and paste the link below into your browser.
   https://interpack.secure-platform.com:443/a/organizations/main/solicitations/177/sessions/create
    a. Have the attached spreadsheet handy to see the full list of active submissions in your tracks.

3. Enter the session number and session title.
    a. Please use the correct session numbering format, i.e. Topic 01-02

    01 = Track Number
    02 = Session Number

    b. Remember, you need to add a session title after the number such as 01-02-Engineers Rock

4. Select the session type.
    a. Technical Session

5. Click on “Save and Set Agenda.”

6. Select the paper from the list.
    a. This list will display all submissions for the conference. Please wait for list to load to see the track name.
    b. You should reference the attached spreadsheet for your paper numbers.

7. Select the Organizers tab and add your session chairs (Add Organizer Button). Select their role as a Collaborator. Make sure to confirm these chairs will be attending the conference and will be able to run the session on site.

    a. You will automatically be listed as the primary chair. After you have completed all sessions (chairs and submissions), please go to My Sessions > Edit (View) Details > Organizers to either remove yourself or list yourself as a collaborator if you are also going to co-chair the sessions.

8. Repeat the above steps to create more sessions from step 1.