

17th Marcel Grossmann meeting Instructions for parallel session's chairpersons

Thank you for accepting to act as a parallel session chairperson. In case of questions regarding your role as a parallel session chairperson, or about the information given in this document, please do not hesitate to contact us at mg17@icranet.org.

Session duration, program organization

MG17 has four afternoons with a maximum of 10 parallel sessions daily (Monday, Tuesday, Thursday, and Friday, with Wednesday afternoons free for socializing/excursion). The most subscribed sessions must be split into two, sometimes three afternoons, so we must optimize the choices. We will consider all suggestions and narrow them down to a starting list. Please suggest only topics of sufficient interest to attract enough speakers and make the session worth devoting a precious fraction of our allotted time. The MG Meetings have always attempted to let nearly everyone with scientifically worthy contributions speak, with time slots awarded at the chairs' discretion.

Each parallel session is:

15:00--18:30, elasticity in end time up to 15 minutes, with a 30-minute coffee break at 16:30.

A typical parallel session has a 3-hour afternoon time slot for the chair to divide into speaker time units as they see fit (giving reasonable face time to all accepted abstract submissions). When we received too many abstracts for a single session (both solicited by the chair and unsolicited independent submissions), we split them into two such sessions. When we received too few abstracts, we combined sessions where appropriate.

The MG meetings give everyone as much as possible a chance to make an oral presentation, even if only for 5 minutes towards the end of the session. Hence, people get face recognition for meeting each other for personal exchanges if they have mutual interests. To get an idea of the time distribution, please consult the MG16 timetable:

<https://indico.icranet.org/event/1/timetable/#all>

Some gave one or a few 30- to 35-minute talks; the rest were 20, 15, 10, or even 5, depending on the circumstances. A tradition of the MG Meetings is to have a rapporteur speaker who summarizes the current state of the parallel session topic.

Before the meeting

After the deadline for abstract submission (May 31, 2024), the chairperson will integrate all the abstracts (which should include the people who have had advance contact with the chairperson) into a session program. At least one longer "Rapporteur" talk reviewing the topic and its current state is traditionally given either by the chairperson or by someone chosen by the chairperson, and this contribution to the proceedings will have a long page length comparable to plenary speakers. Depending on the circumstances, the chairperson may have a few longer talks, and the whole session time may be awarded unequally at the chairperson's discretion.

The MG meeting could only function with the active participation of so many people, but it has limited funds. Everyone who has some source of travel funds should exercise that option first. Another option for travel funding is applying for financial support from national science

organizations. Some limited outside funding and shifting of conference fees can support some participants, but the MG meeting traditionally uses it for participants from less economically fortunate countries. Parallel session chairs and invited speakers are expected to cover their fees and travel expenses, except for some IUPAP funds reserved for people from developing countries. In cases of absolute need, the MG meeting will attempt to obtain an extension of funding.

How parallel sessions are represented in Indico

You need an Indico account to login and to manage your parallel session and to review the abstracts submitted. If you do not have an Indico account then you should register now at <https://indico.icranet.org/register/>.

The Indico platform is an instrument developed for managing conferences with complex structure like MG17. Each parallel session of MG17, when confirmed, is inserted into the list of TRACKS (<https://indico.icranet.org/event/8/program>). Abstracts are submitted by the participants into specific TRACKS starting on March 31, 2024. You should review and accept or decline every abstract submitted to your TRACK <https://indico.icranet.org/event/8/abstracts/reviewing/>. The parallel sessions in the program of the meeting are termed SESSIONS by Indico. You can access your SESSION here: <https://indico.icranet.org/event/8/sessions/mine>.

Handling submissions

1. Manage the abstracts for your TRACK

As the parallel session chairperson your task is to go through the abstracts of the TRACK corresponding to your SESSION and then accept or reject them. To accept or to reject abstracts please:

- Go to the Indico page: <https://indico.icranet.org/event/8/>
- Click LOGIN in the top right corner. After login you should see the category «Reviewing area» under «Call for Abstracts» in the left menu. Click on «Reviewing area».
- You will see the page of your TRACK. Inside the «Reviewer» button you will see the number of abstracts awaiting your decision. Click on the title of your TRACK. You should see a list of abstracts that were submitted to your TRACK.

Click on the abstract titles and choose:

- «Accept» or «Reject» from the pop-up list;
- your TRACK from the list of TRACKS;
- type of presentation: «Talk in the parallel session» or «Invited talk in the parallel session»;
- your SESSION from the list of SESSIONS.

Here you can also leave a comment to the submitter. **Please put a tickmark in the field «Send notification to submitter» so that he/she will be informed about your decision. This is important because these confirmations are then used to request funds by the submitters.** Then click on «Judge».

2. Setup your sessions with the approved abstracts

You are responsible for creating the timetable for your parallel session. The SESSION(s) will be inserted as BLOCKS in the meeting timetable by the Organizers. As soon as you decide about the date and time suitable for your parallel session please send an email to mgl17@icranet.org with the subject schedule of the parallel session (session code). To setup a SESSION starting from the abstracts which have been accepted for your parallel session:

- Go to the Indico page: <https://indico.icranet.org/event/8/>
- Click LOGIN in the top right corner. After login you should see the category «My Sessions» under «My Conference» in the left menu.
- Click on “My Sessions”.

This should bring you to the setup page for the SESSION(s) you manage. To the right of the SESSION title you will see a button with the clock, which allows you to «Manage timetable». Click on this button. You will see your SESSION time BLOCK(s).

To edit and add talks to a BLOCK of time:

- Click on the block and select in the bottom right «Go to session block timetable»;
- add contributions from the approved abstracts to the session:
 - click on "Add new" in the top right menu;
 - select "Contribution";
 - select a contribution from one of the approved abstracts (or create an entirely new contribution if needed);
 - select "Add selected".

All inserted contributions will appear inside the time BLOCK. You can adjust the program by moving the contributions up or down inside the BLOCK using the arrows.

During the meeting

We understand that chairs and co-chairs will handle the parallel session. In case you need technical assistance in this phase, or in the successive phase during the meeting, it is your responsibility to find suitable technical assistance and ask us, if necessary, well prior to the meeting. As the organizers we cannot guarantee prompt technical assistance, especially during the meeting when dozens of parallel sessions will be active at the same time.

After the meeting

After the meeting ends, the chairpersons may exercise some flexibility in monitoring the agreed-upon page limits of participants and invited speakers and remind them to submit their contributions. In the absence of rapporteur talk, the chairpersons could ask one of the participants to write a review article on the session's topic or do so themselves.

Instructions are essential for submitting articles since the author-supplied titles and coauthor lists at the time of submission are the only way to build a database of current titles and author lists efficiently. We will formulate these instructions later, but for the sake of example, please see:

<https://indico.icranet.org/event/1/page/6-proceedings>

After the deadline for receipt of manuscripts for the proceedings, each chairperson should review the PDF contributions in the session online, excluding papers whose contents do not meet international conference proceedings standards.