Chair and Vice Chair Guide to Using the Morressier Content Development Platform

Last Revised: 7/9/25

Table of Contents

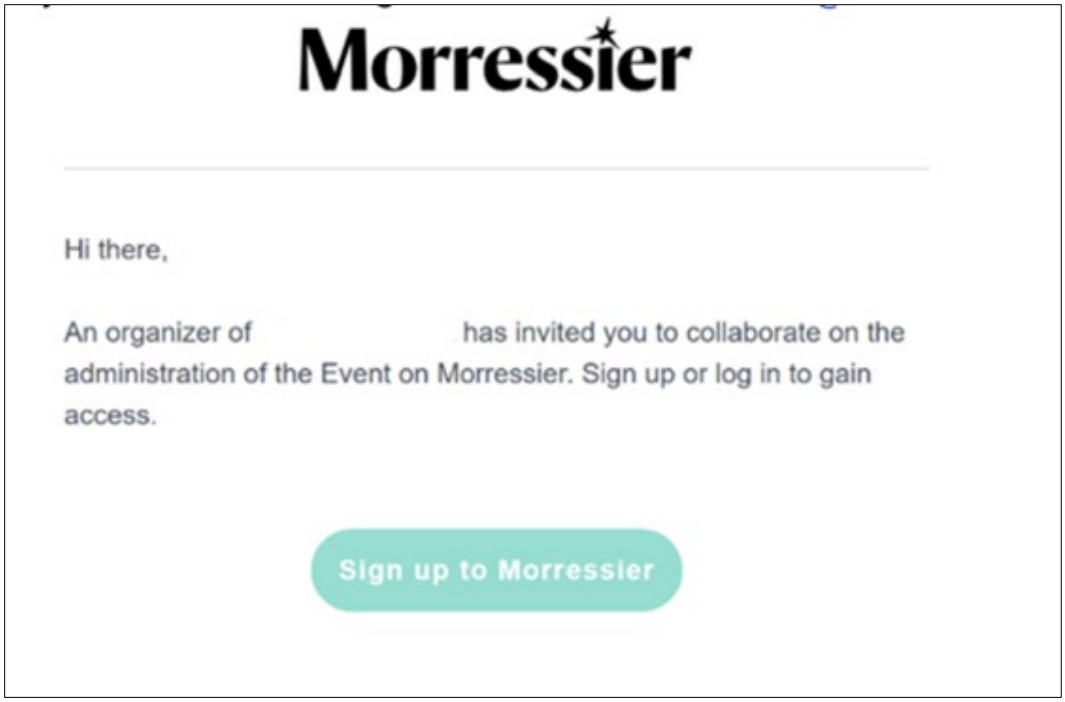
1. Guide to: Creating a Morressier Account
2. Guide to: Accessing, Viewing, and Making Decisions on Submitted Abstracts
3. Guide to: Inviting Reviewers in Morressier
4. Guide to: Assigning Reviewers in Morressier
5. Guide to: Viewing and Reviewing Presentations in Morressier

Guide to: Creating a Morressier Account

Chairs and Vice Chairs,

Your role on this platform will be referred to as Section Editor.

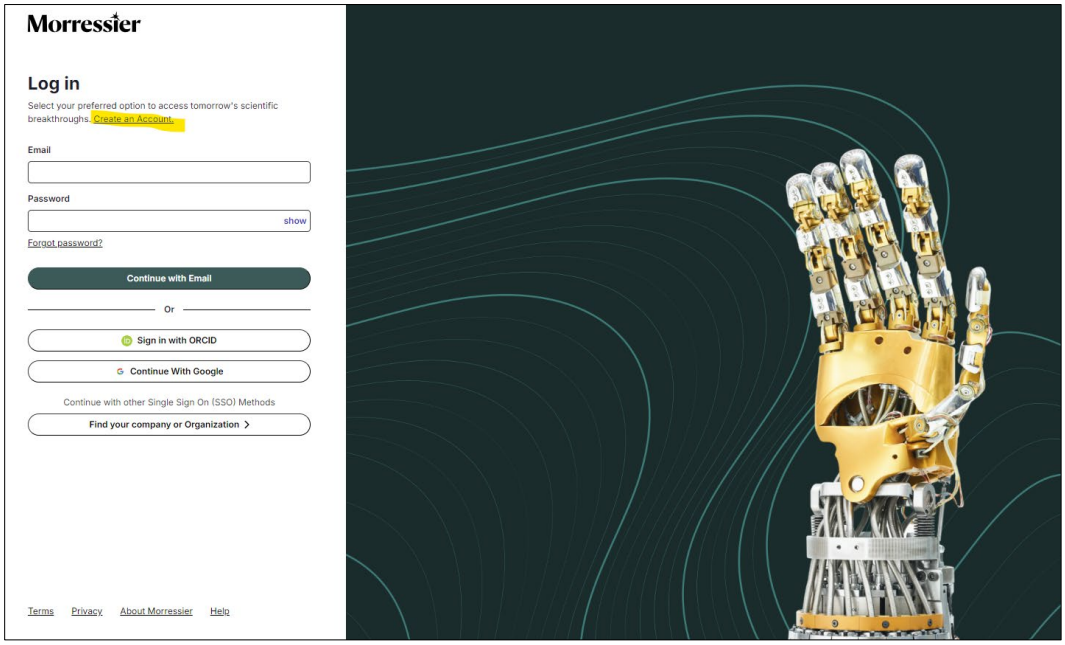
You have received an email from discover@morressier.com inviting you to log in, as shown below:



If you haven't already, please click the "Sign up to Morressier" button, which will take you to the login page. Then, continue with the six-step sign-up process as outlined below.

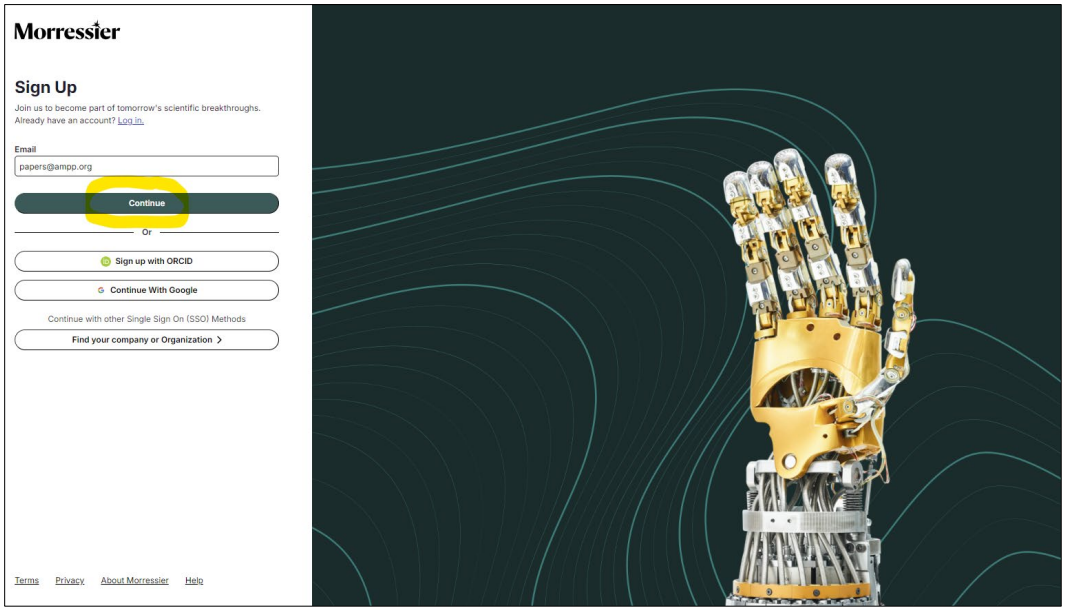
Step 1: Create an Account

Start the sign-up process by clicking “Create an Account” on the Morressier login page.



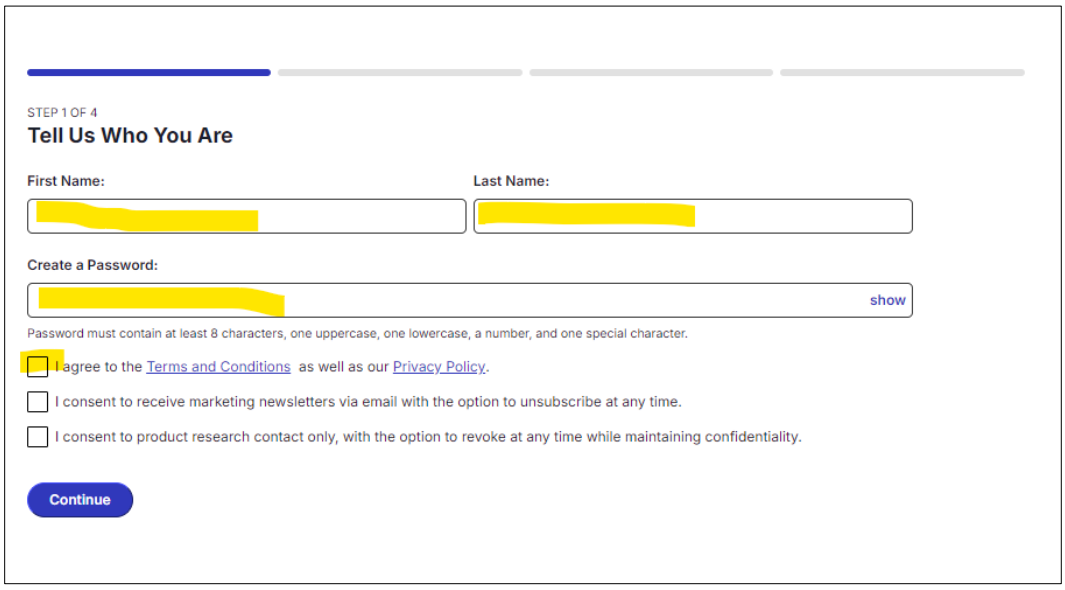
Step 2: Enter Your Email

Enter the email address at which you received the invitation and click “Continue.”



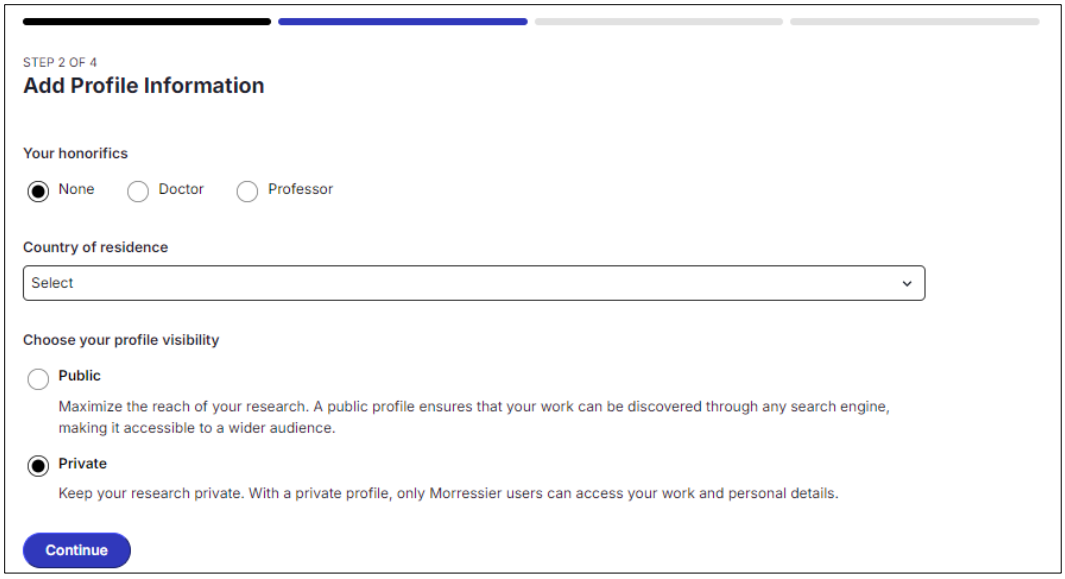
Step 3: Fill Out Your Name and Create a Password

Fill in your first and last (aka family) name, create a secure password that meets the criteria, and agree to the Terms of Service. Then, click “Continue.”



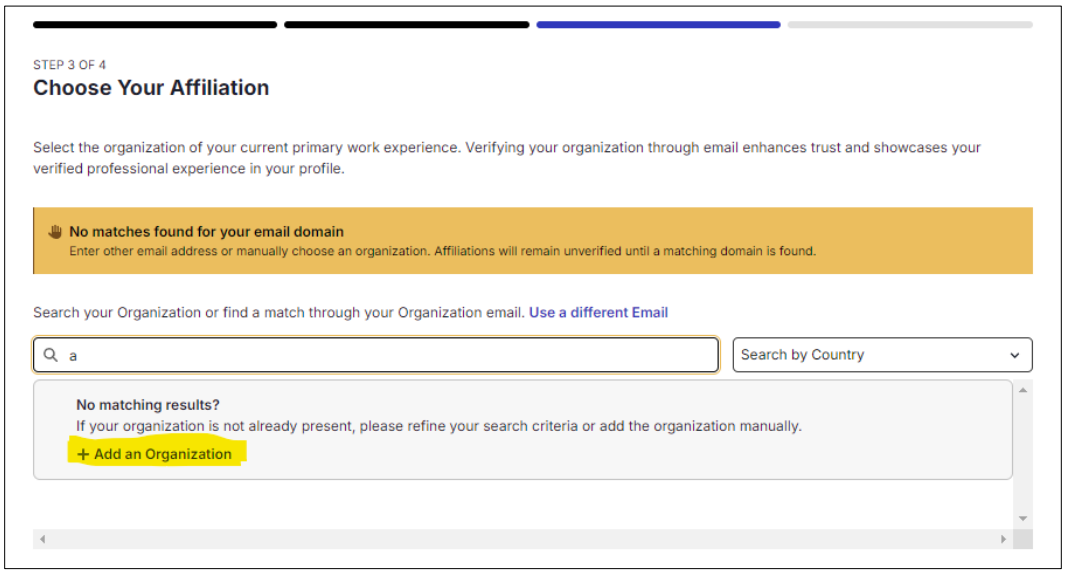
Step 4: Set Your Profile Information

Select your title and country of residence, set your profile visibility (i.e., public or private), and click “Continue.”



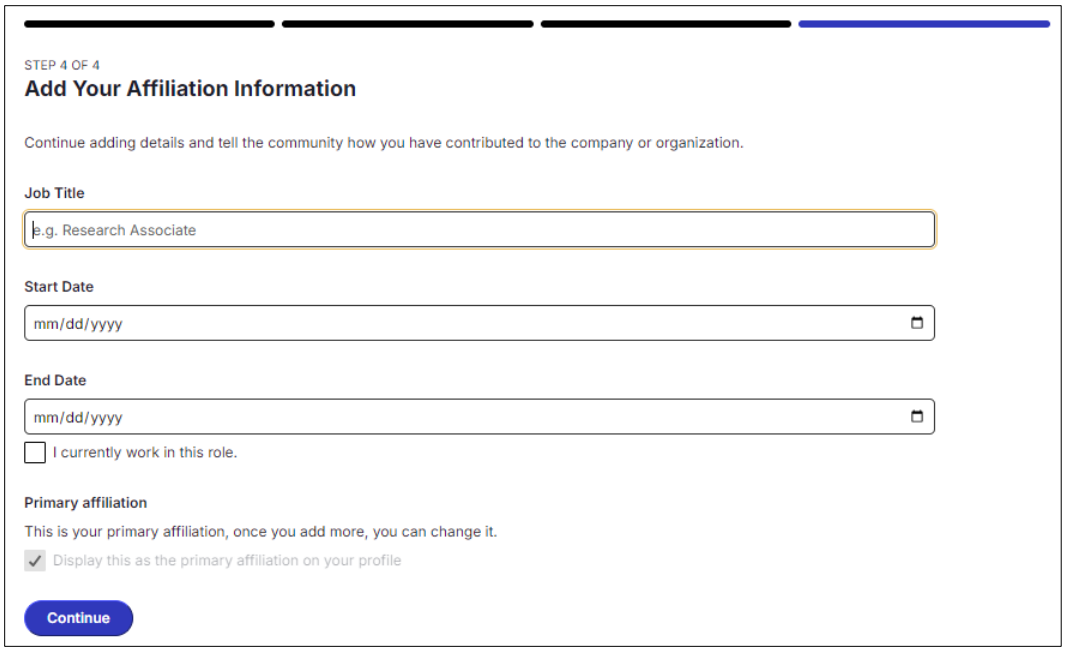
Step 5: Select or Add Your Organization

Choose your company if listed or click “Add an Organization” if it’s not available. Search by name or country.



Step 6: Enter Affiliation Details

Provide your job title, start date, and end date (if appropriate). Mark the checkbox if you are currently in the role, and select it as your primary affiliation. Then, click “Continue.”

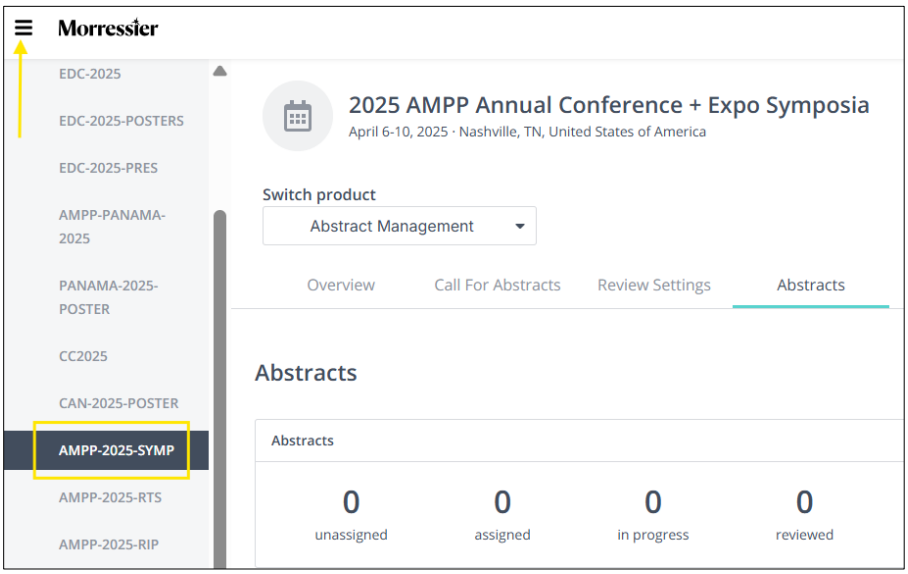


Guide to: Accessing, Viewing, and Making Decisions on Submitted Abstracts

This section will walk you through how to access, view, and make decisions on a submitted abstract within the Morressier platform as a Section Editor (Chair or Vice Chair). You will need to repeat this process for each individual abstract that is submitted within your session.

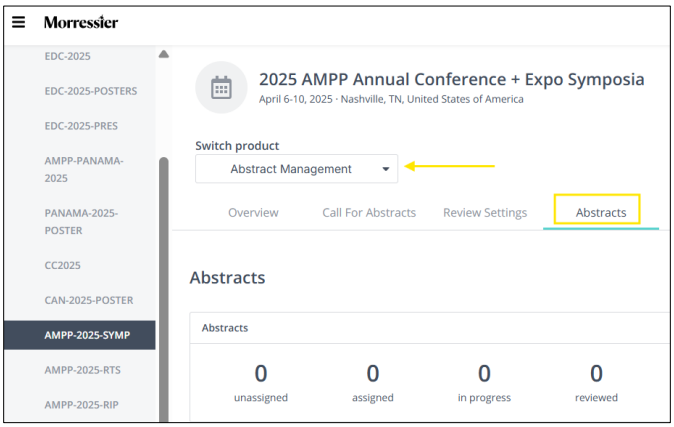
Step 1: Navigate to the Event

Once logged in, click the three horizontal lines in the top left corner of the screen. Select the event name in the lefthand navigation panel (for this example, we will be using "AMPP-SYMP-2025"). Ensure the correct event and year are selected, especially if you participated in a previous AMPP event using the Morressier platform.



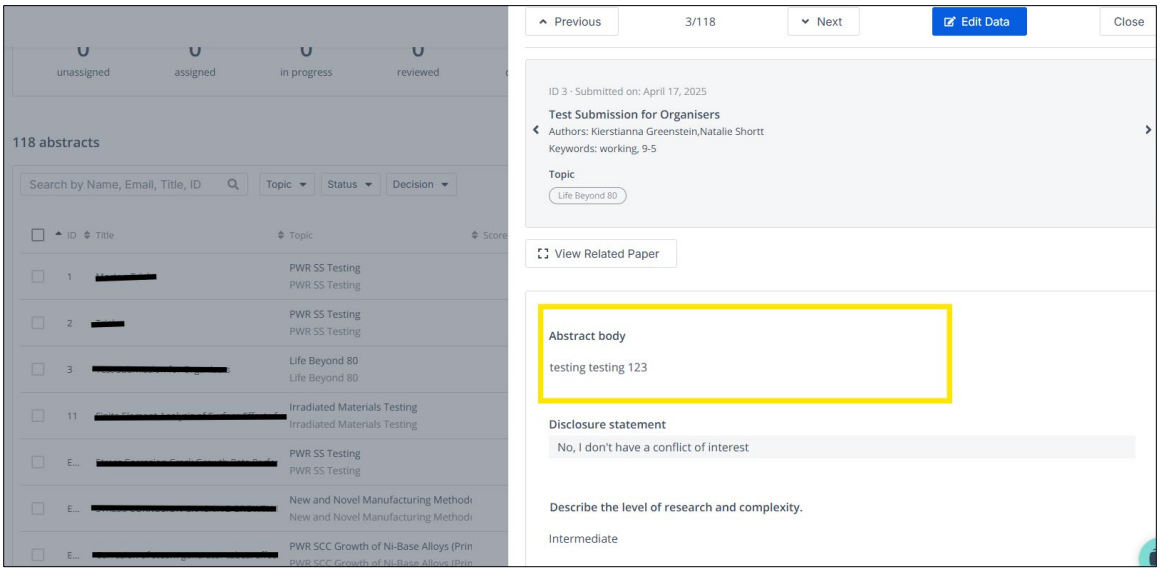
Step 2: Access the Abstract

Make sure "Abstract Management" is selected in the product dropdown. Then click on "Abstracts."



Step 3: Review the Abstract

Your role is to collaborate with your co-chair to make decisions on each submission. Click into each abstract on the dashboard to open it. Morressier will open each abstract in a separate window. Review the content submitted as the abstract.



Step 4: Make a Decision

At the bottom of the abstract window, or in your dashboard, mark your decision using the dropdown menu. Select one of these two options:

- ACCEPT AS ORAL*
- REJECTED

**"Accepted as Oral" signifies acceptance at the abstract level.*

Note: Do NOT use "Accept as Poster" or "Changes Requested."

Step 5: Notify Authors

Click the "Notify authors" button after making your decision on the abstract. This finalizes the decision and sends a notification to the author. (You can notify each author individually after each decision or make multiple decisions and then notify in bulk, as signified by the "2" seen in the example below.)

Last Revised: 7/9/25

Note: If you do not select this button to notify the authors, your decision will not be finalized, and the author will not be made aware.

Note: The platform refers to all submitters as "authors" even if no paper is involved

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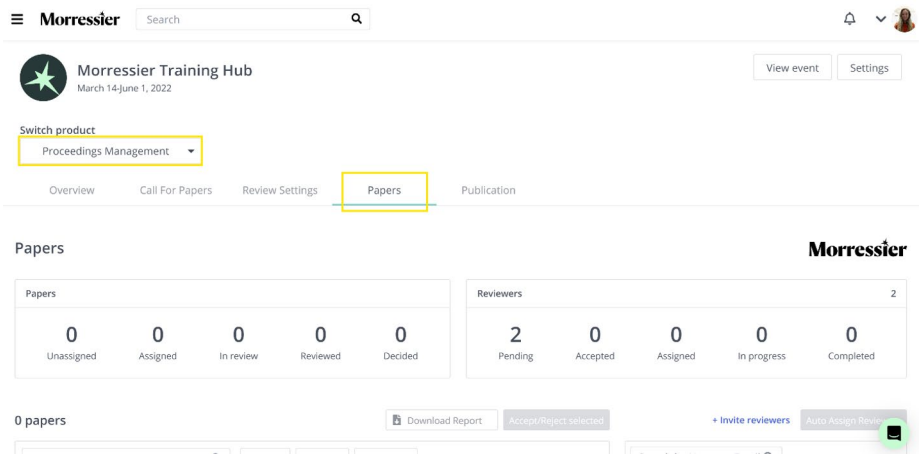
Guide to: Inviting Reviewers in Morressier

This section pertains specifically to technical paper sessions. You should begin proactively inviting reviewers to the Morressier platform as soon as possible and before the draft paper review process. This allows you to assign reviewers to papers as soon as the review period begins.

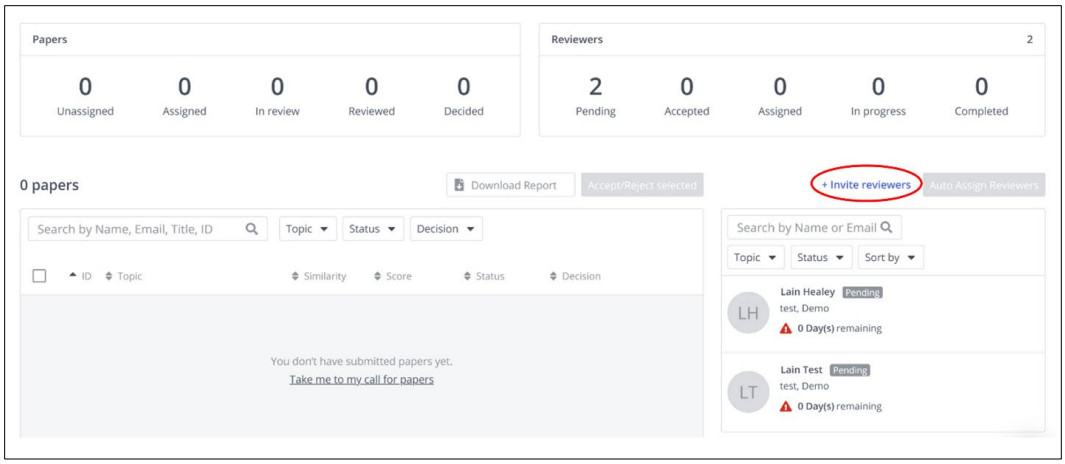
Step 1: Go to the Papers Tab

After navigating to the correct event in the platform, click on the "Papers" tab. This is where the peer-review process will be managed.



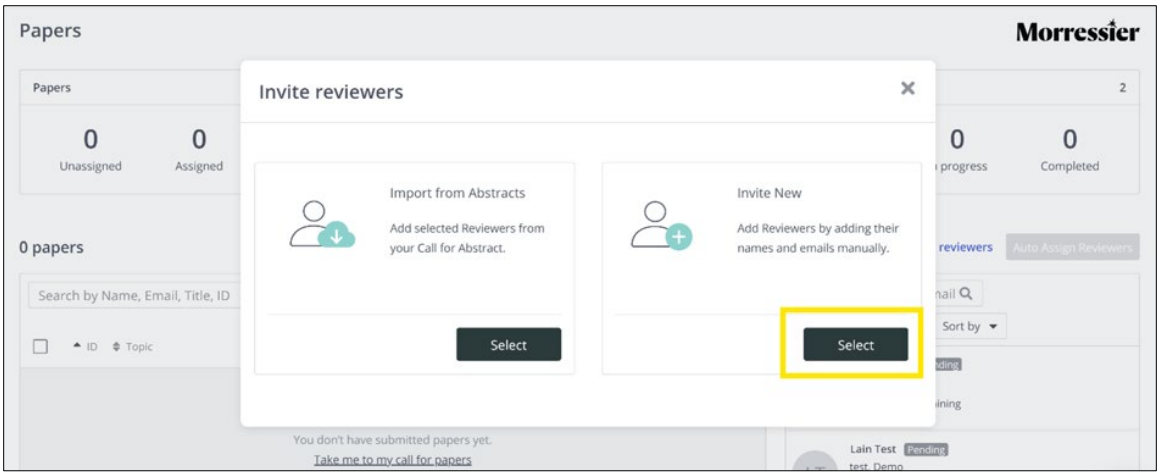
Step 2: Invite Reviewers

On the righthand side under the Reviewers section, click the blue "+ Invite Reviewers" button.



Step 3: Choose How to Invite Reviewers

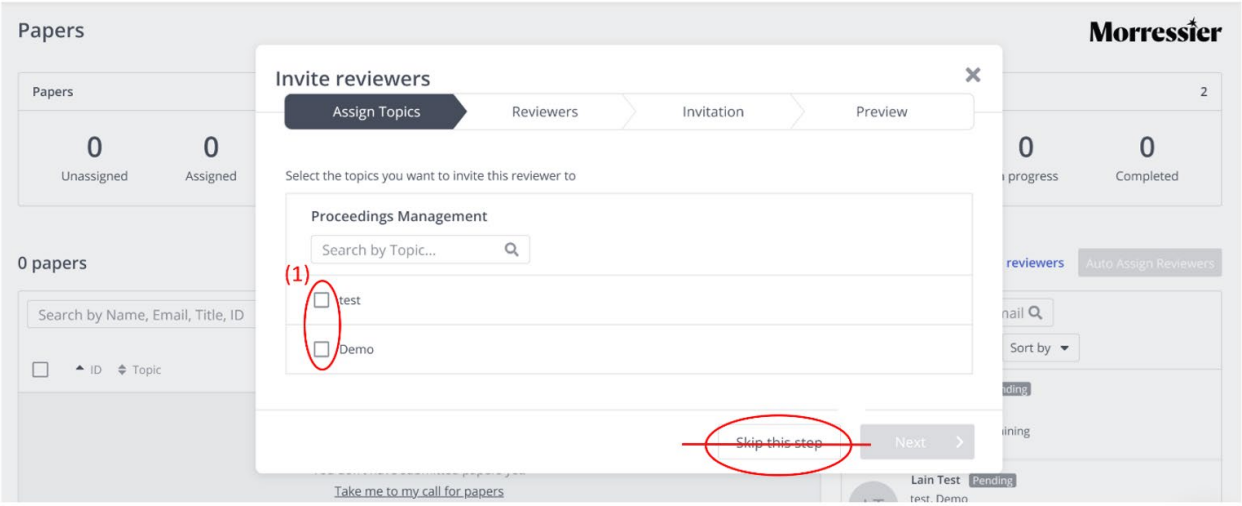
In the pop-up window, under "Invite New," click "Select."



Step 4: Assign Topics

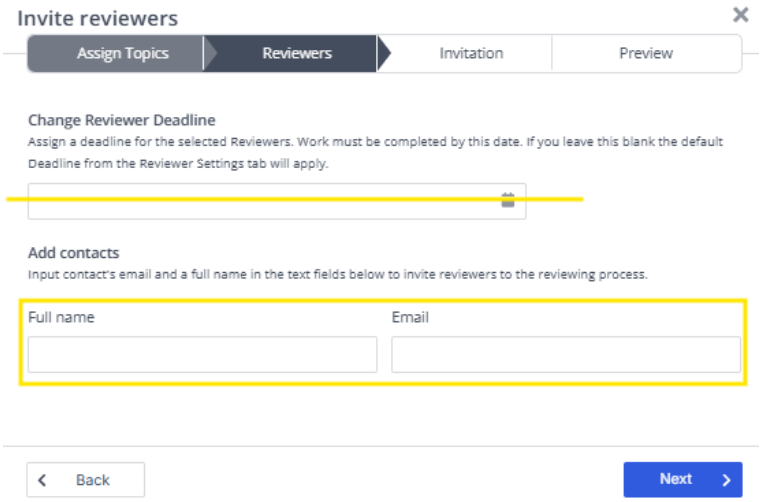
To connect a reviewer to your specific session, you *must* assign specific topics to the reviewers. Check the box(es) next to the topic you're inviting them to review for.

Do not select "Skip this Step," as this will allow them to choose on their own sessions to volunteer to become reviewers for. Then, click "Next."



Step 5: Set Deadline and Add Reviewer Info

Do not enter a date past the deadlines supplied by AMPP. If you choose not to enter anything, the deadline set by AMPP will auto-set for you. Enter the reviewer's full name (i.e., first and last) and email address. Then, click "Next."

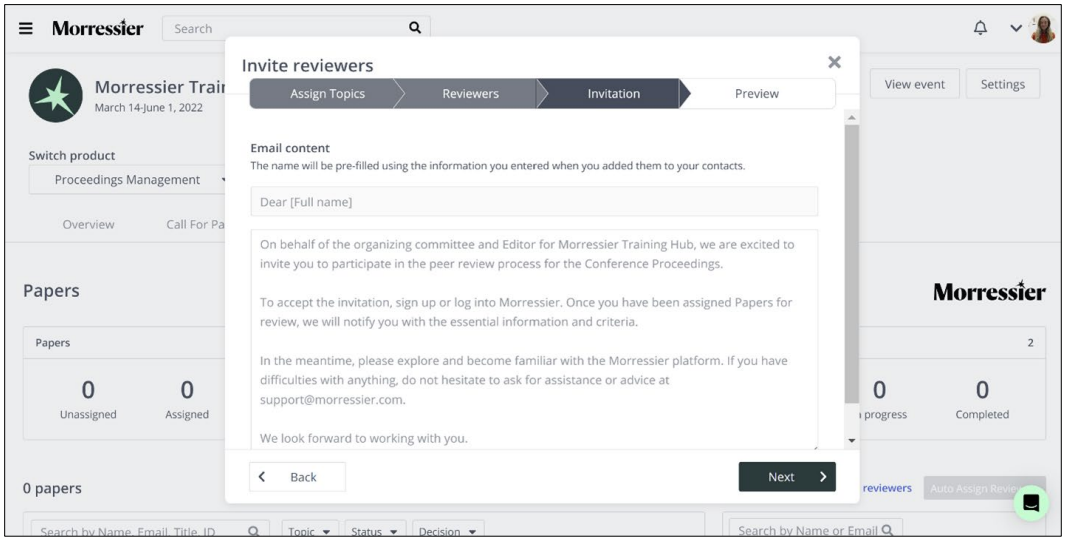


Step 6: Review and Customize Invitation

A pre-approved email from AMPP staff will be filled in the template here. *Do not* make any edits to it as it will overwrite the message for everyone.

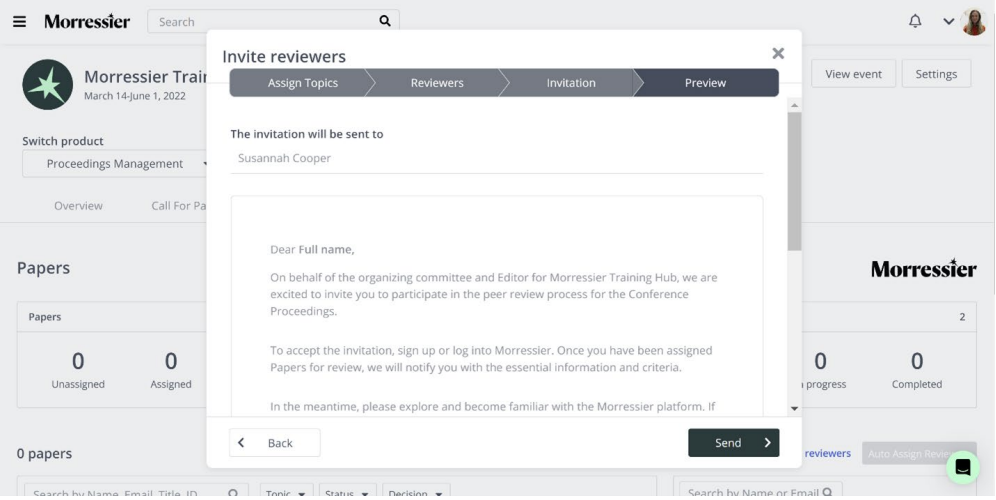
I.e., if you personalize the message to invite John Doe to become a reviewer for your session, that same message inviting John Doe will go to everyone else being invited by all other chairs. Please leave AMPP's messaging in here untouched.

The recipient line will populate automatically. Click "Next."



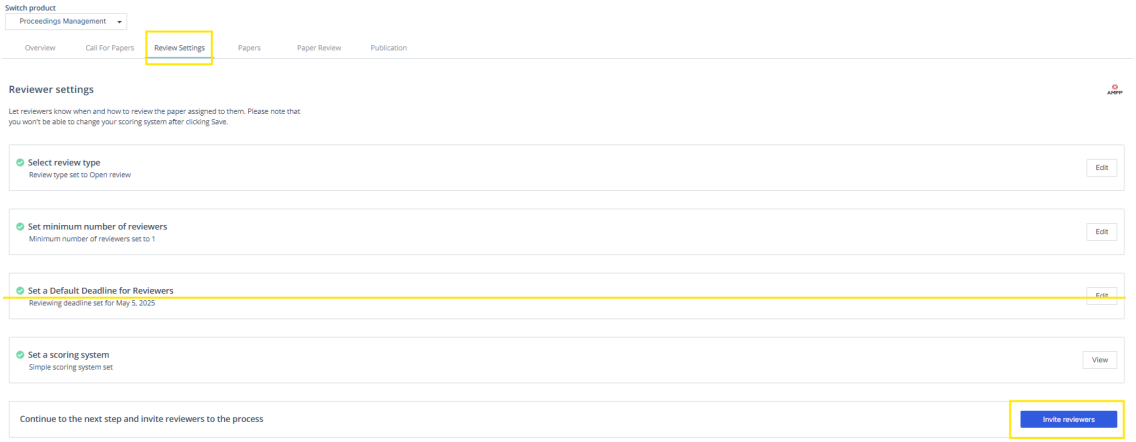
Step 7: Preview and Send Invitation

You'll be shown a final preview. If everything looks correct, click "Send." The email will be sent from the Morressier platform to the recipient's email.



Alternative: Invite via Review Settings Tab

You can also invite reviewers from the “Review Settings” tab by scrolling to the bottom of that page and clicking “Invite Reviewers.” This launches the same process.



Whichever process you use, you will need to repeat those steps for each review you are inviting.

Need more information?

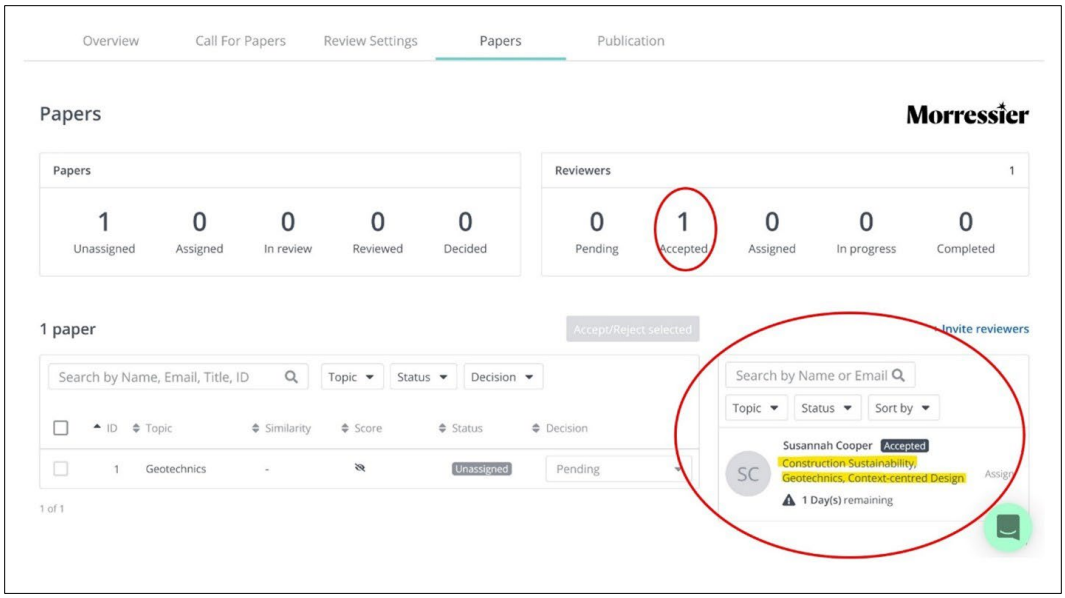
If you need more information during this step, please visit https://support.morressier.com/knowledge/inviting-reviewers-to-your-call-for-papers.

Guide to: Assigning Reviewers in Morressier

Now that reviewers have accepted your invitation, it’s time to assign them to papers. This guide provides step-by-step instructions for assigning reviewers to papers and tracking their progress within Morressier.

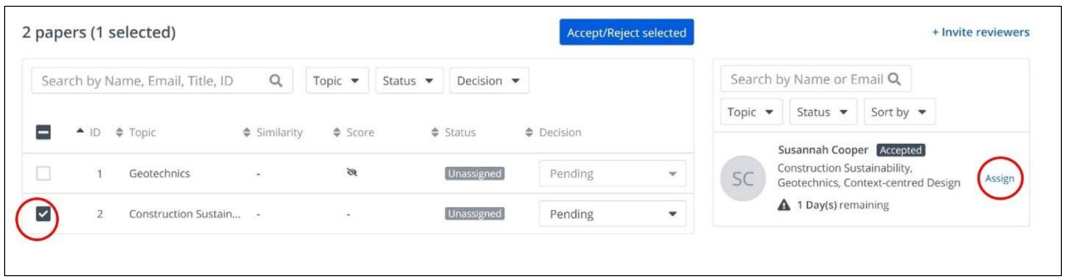
Step 1: Confirm Reviewer Acceptance

Click on the “Papers” tab. Reviewers who have accepted your invitation will appear in the “Accepted” column on the righthand side of the screen. Only accepted reviewers can be assigned to papers.



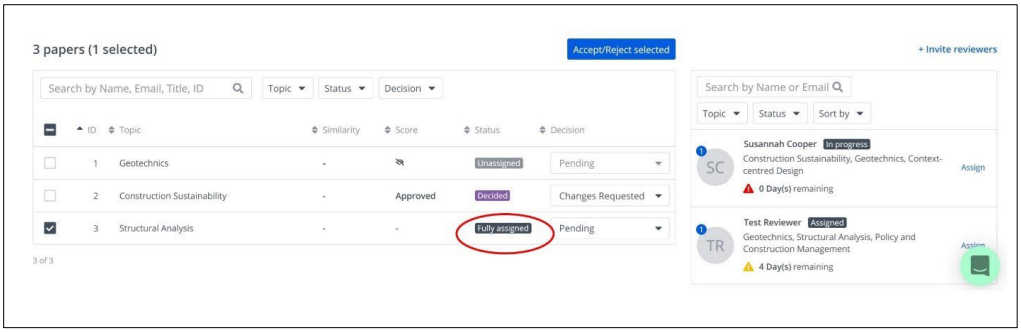
Step 2: Select a Paper to Assign a Reviewer to

Check the box next to the paper you want to assign. The “Assign” button next to the reviewer’s name will become active. Click “Assign.”



Step 3: Assign the Reviewer

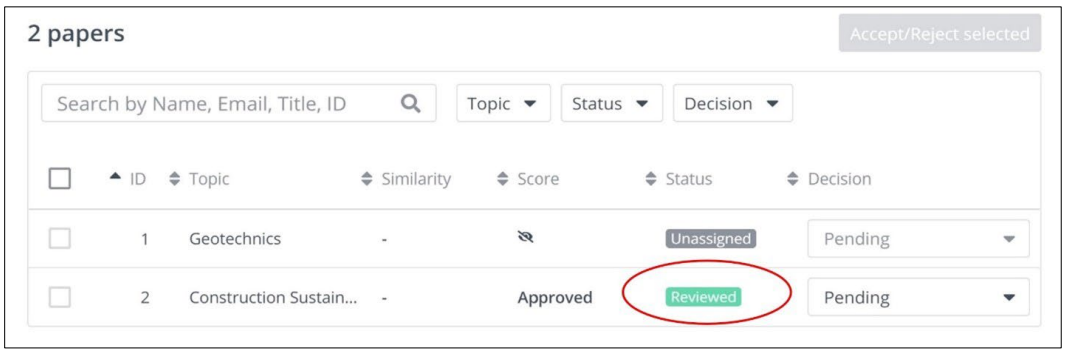
The status of the paper will change from 'Unassigned' to either 'Partially Assigned' or 'Fully Assigned'



Last Revised: 7/9/25

Step 4: Monitor Reviewers' Statuses

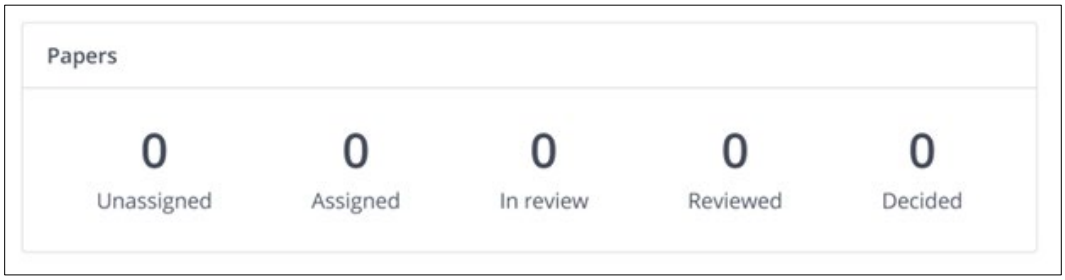
After being assigned, reviewers will receive an email notification about the paper assignment. Once they've completed the assignment, the status will change to "Reviewed," and you will see a score (if enabled).



Step 5: Track Progress of the Papers

View the "Papers" dashboard to track the progress of each paper throughout the progress. The following terms are defined as used in the Morressier platform:

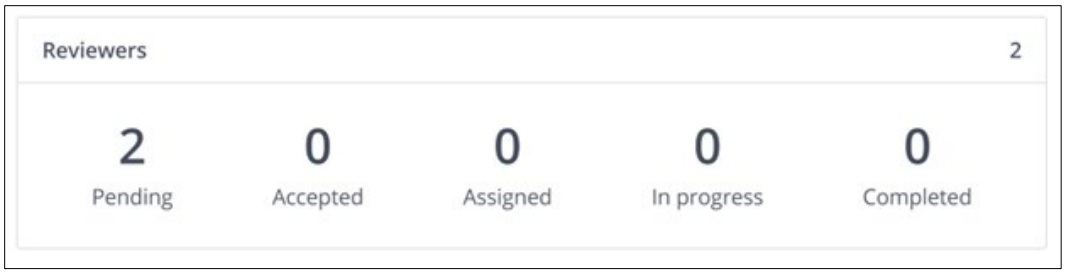
- Unassigned: Paper has not yet been allocated
- Assigned: Minimum number of reviewers assigned
- In Review: One or more reviews in progress
- Reviewed: All assigned reviewers have completed
- Decided: Final decision has been made



Step 6: Track Progress of the Reviewers

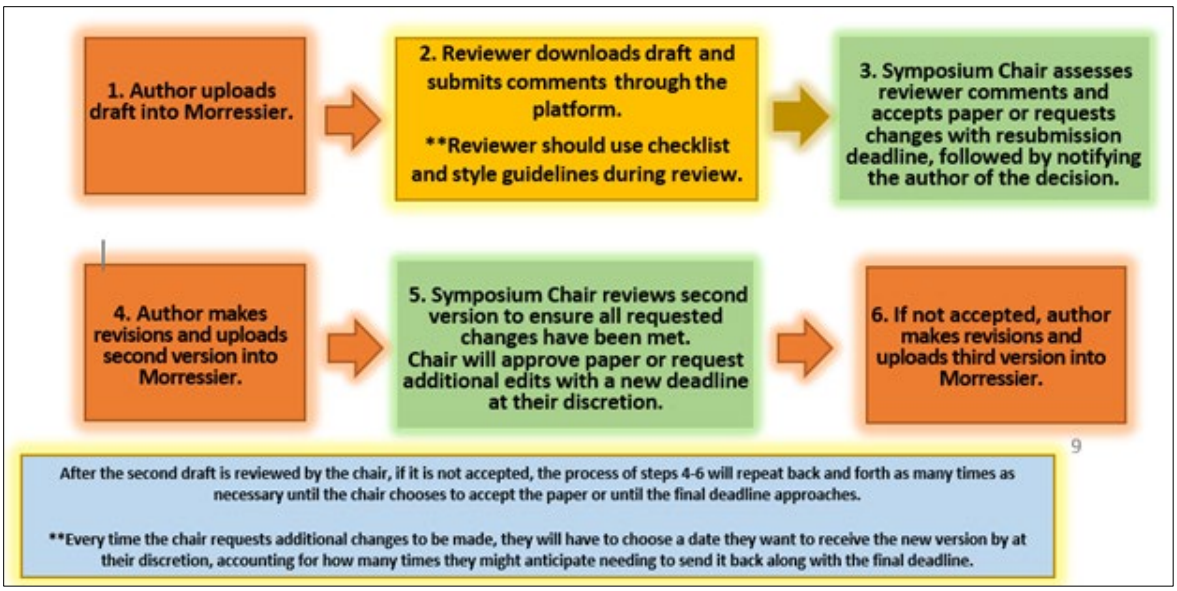
View the "Reviewers" dashboard to track the progress of each reviewer throughout the process. The following terms are defined as used in the Morressier platform:

- Pending: Invitation not yet accepted
- Accepted: Reviewer has joined but has no assignments
- Assigned: Reviewer has been given papers
- In Progress: Reviewer has started but not finished
- Completed: All reviews completed



Step 7: Understand the Full Review Workflow

It's important that you understand the paper review workflow to help guide your reviewers (and authors) as needed. This chart outlines the draft paper review process from submission to final decision.



Step 8: Make a Final Decision

By the AMPP-given deadline, all papers should either be marked as "Accepted" or "Rejected."

Step 9: Notify Authors

Click the "Notify authors" button after making your decision on the abstract. This finalizes the decision and sends a notification to the author. (You can notify each author individually after each decision or make multiple decisions and then notify in bulk, as signified by the "2" seen in the example below.)

Note: If you do not select this button to notify the authors, your decision will not be finalized, and the author will not be made aware.

Note: The platform refers to all submitters as "authors" even if no paper is involved

Need more information?

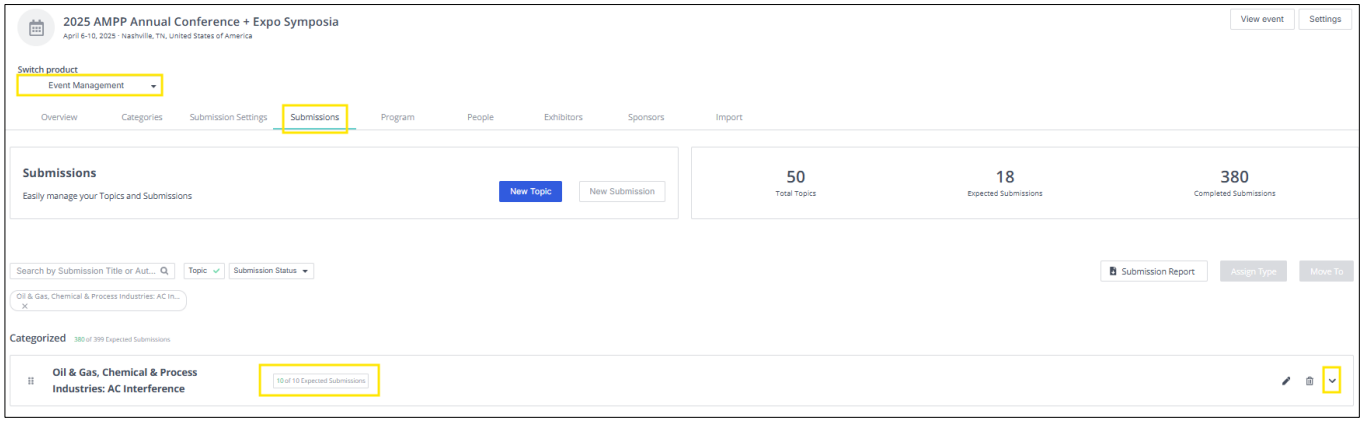
If you need additional help during this step, please visit https://support.morressier.com/knowledge/assigning-reviewers-to-papers.

Guide to: Viewing and Reviewing Presentations in Morressier

Once papers have been accepted (or rejected), AMPP will move all content into "Event Management." At this point, authors are invited to begin submitting their presentations. This is also when people not writing papers will be invited to begin submitting their presentations. This section provides step-by-step instructions for accessing the presentations and viewing all supporting required documents within Morressier.

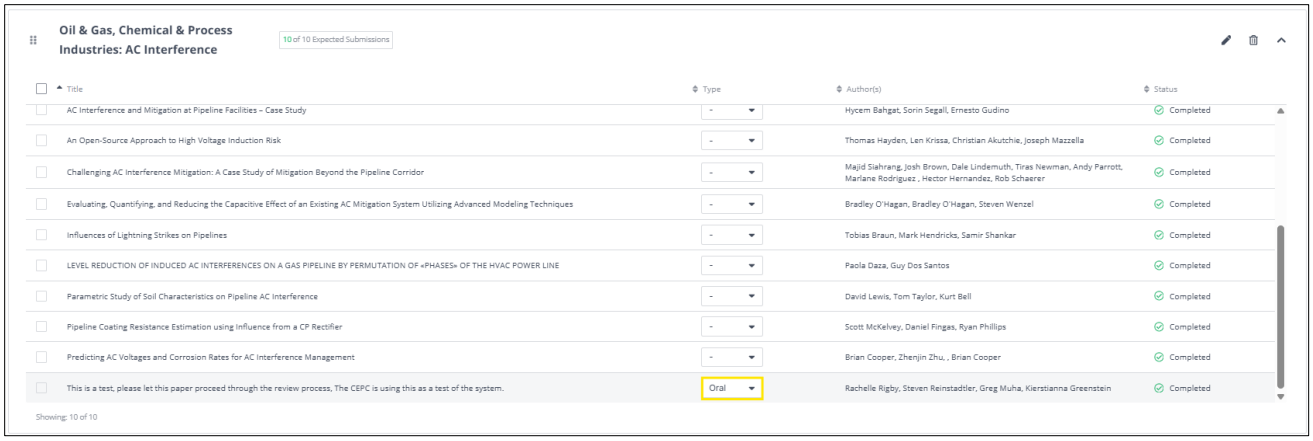
Step 1: Getting Started

Make sure your product is switched to "Event Management." Click the "Submissions" tab. As shown in the example below from a 2025 session, the system displays "10 out of 10 Expected Submissions," meaning 10 papers were accepted to move on as presentations and all 10 have submitted their presentations.



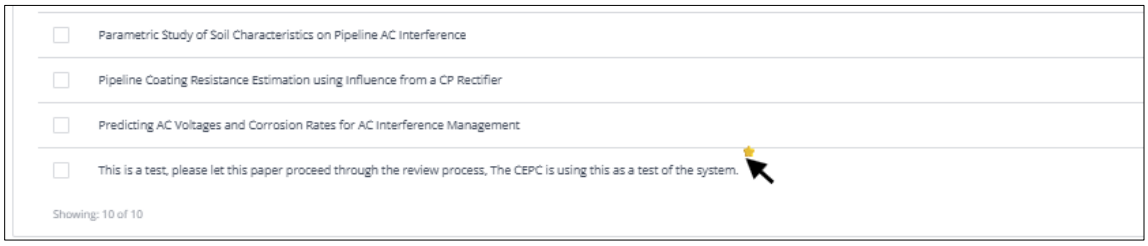
Step 2: Expand Your Session

Click the drop-down arrow seen above to expand your session. This will reveal an alphabetized list of your paper titles, authors' names, and submission statuses. You can also change the presentation type to "Oral" from this view if you'd like, though not necessary or required.



Step 3: View Paper Details

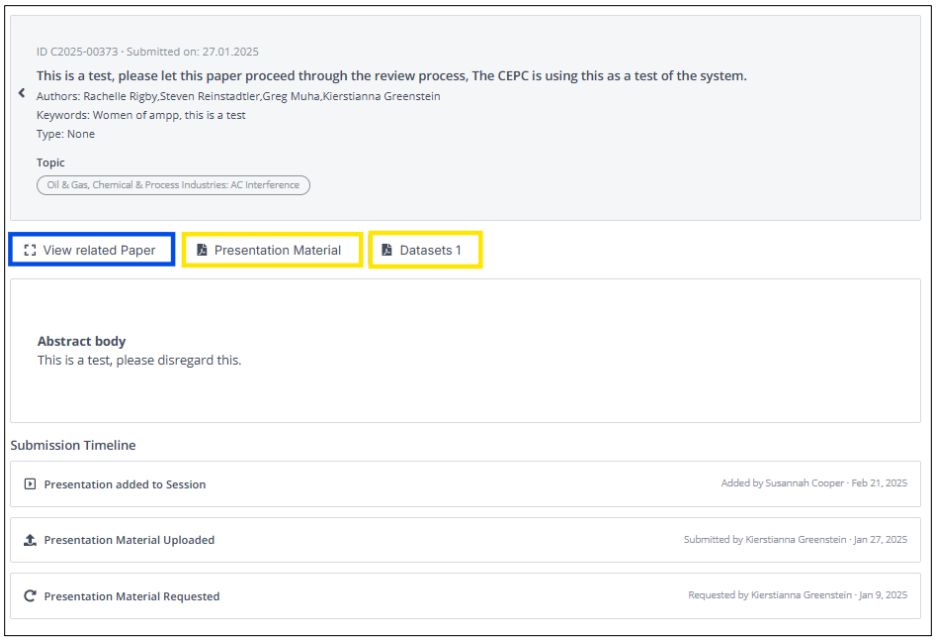
Click on any paper title to open its details on the righthand side—similar to how it functions in the "Abstract" and "Proceedings Management" pages throughout the process.



Step 4: Review Presentations/Check Uploaded Documents

Click the "Presentation Material" or "Datasets" button to open and review the documents in a new tab. (You can also select "View Related Paper" to return to the author's paper showing on the lefthand side in "Proceedings Management.")

Next to the word "Datasets" is a number showing how many files were uploaded. In the example, the number is "1" because only one dataset has been uploaded. All submissions should have at least 1 dataset uploaded, which is their presentation as a PowerPoint file. If a dataset is not preset, the author has missed this required upload. Please reach out to the author and request they upload their PowerPoint. (If the deadline has passed, you will need to connect with AMPP or Morressier support staff for this portion.)



Note: presentation decisions and feedback are communicated directly by email, as Morressier does not currently include an in-platform feature for commenting, requesting changes, or marking presentations as accepted or rejected within "Event Management." We ask that you reach out to authors individually to share your feedback and decisions.

Need Help?

If you need additional help, please visit https://support.morressier.com/knowledge or reach out to:
- papers@ampp.org for AMPP conference staff support
- support@morressier.com for Morressier staff support

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