



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

Morressier

Table of Contents

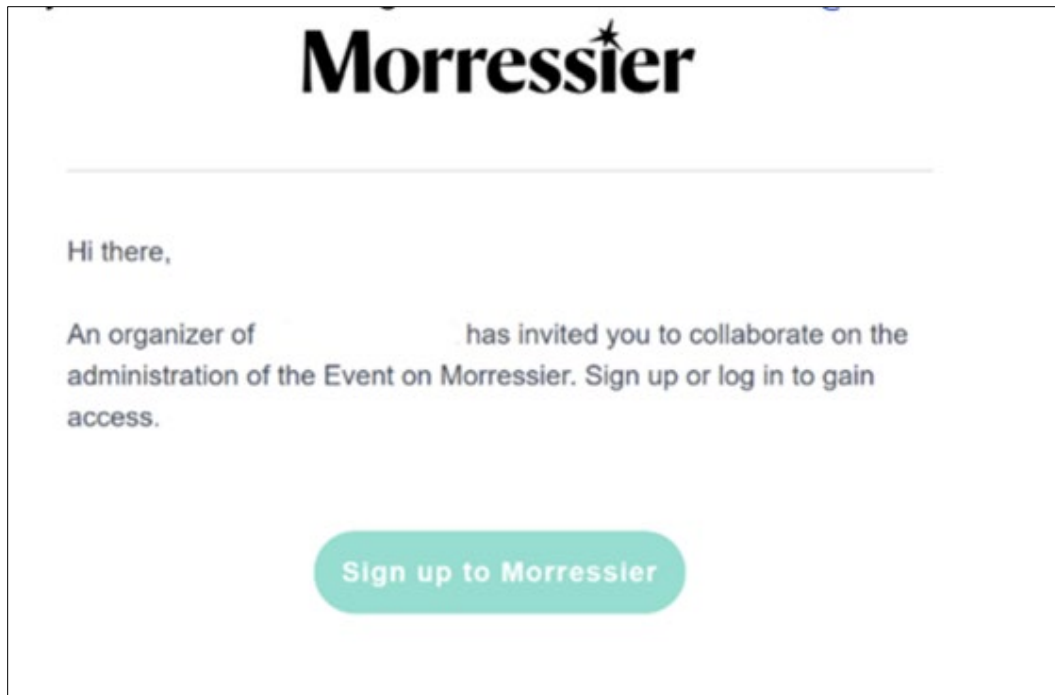
1. [Guide to: Creating a Morressier Account](#)
2. [Guide to: Accessing, Viewing, and Making Decisions on Submitted Abstracts](#)
3. [Guide to: Inviting Reviewers in Morressier](#)
4. [Guide to: Assigning Reviewers in Morressier](#)
5. [Guide to: Viewing and Reviewing Presentations in Morressier](#)

Guide to: Creating a Morressier Account

Chairs and Vice Chairs,

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

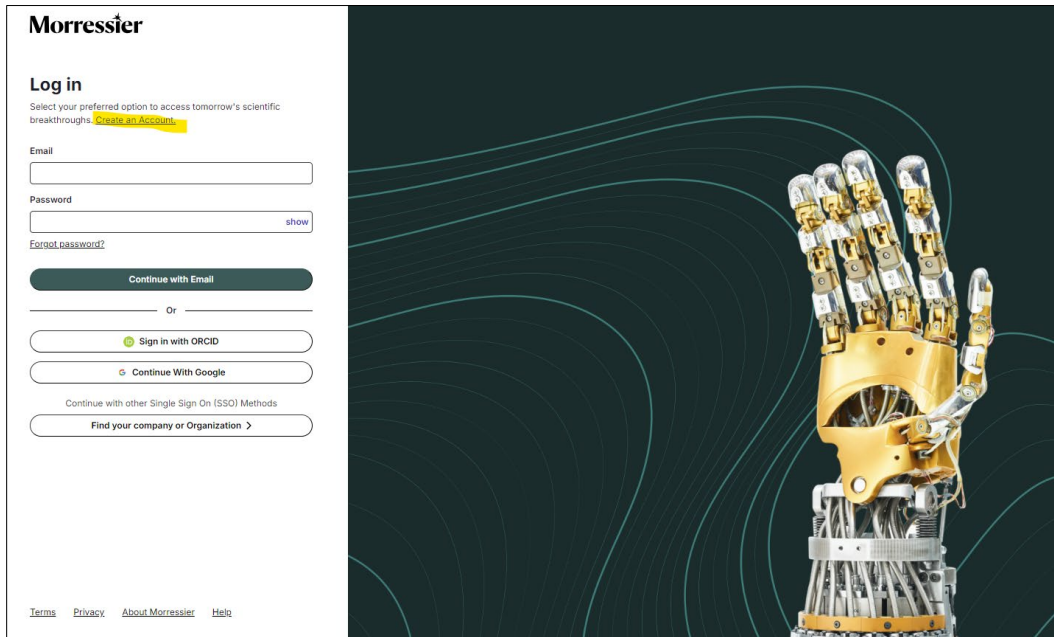
You have received an email from discover@morressier.com inviting you to log in, as shown below:



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

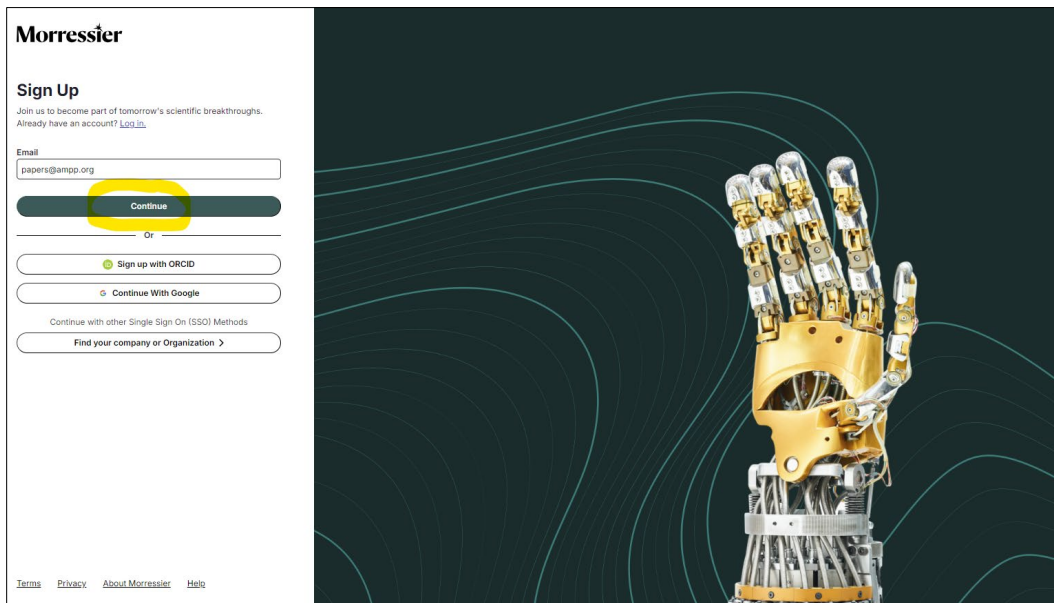
Start the sign-up process by clicking “Create an Account” on the Morressier login page.



The image shows the Morressier login page. On the left is a white sidebar with the Morressier logo at the top. Below the logo is the heading "Log in" followed by the text "Select your preferred option to access tomorrow's scientific breakthroughs." and a link "Create an Account" which is highlighted with a yellow box. Below this are input fields for "Email" and "Password" (with a "show" link). A "Forgot password?" link is also present. A dark green button labeled "Continue with Email" is below the password field. An "Or" separator is followed by two light green buttons: "Sign in with ORCID" and "Continue With Google". Below these is a link "Continue with other Single Sign On (SSO) Methods" and a button "Find your company or Organization >". At the bottom of the sidebar are links for "Terms", "Privacy", "About Morressier", and "Help". The main content area on the right has a dark background with teal wavy lines and a large, detailed image of a yellow and silver robotic hand.

Step 2: Enter Your Email

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



The image shows the Morressier sign-up page. The layout is similar to the login page, but the heading is "Sign Up" with the text "Join us to become part of tomorrow's scientific breakthroughs. Already have an account? Log in." Below this is an "Email" input field containing the text "papers@amp.org". A dark green button labeled "Continue" is highlighted with a yellow box. Below the button is an "Or" separator, followed by "Sign up with ORCID" and "Continue With Google" buttons. At the bottom are links for "Terms", "Privacy", "About Morressier", and "Help". The background on the right is the same dark teal wavy pattern with the robotic hand image.

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 1 OF 4

Tell Us Who You Are

First Name:

Last Name:

Create a Password: [show](#)

Password must contain at least 8 characters, one uppercase, one lowercase, a number, and one special character.

☐ I agree to the [Terms and Conditions](#) as well as our [Privacy Policy](#).

☐ I consent to receive marketing newsletters via email with the option to unsubscribe at any time.

☐ I consent to product research contact only, with the option to revoke at any time while maintaining confidentiality.

[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 2 OF 4

Add Profile Information

Your honorifics

☒ None ☐ Doctor ☐ Professor

Country of residence

Choose your profile visibility

☐ Public

Maximize the reach of your research. A public profile ensures that your work can be discovered through any search engine, making it accessible to a wider audience.

☒ Private

Keep your research private. With a private profile, only Morressier users can access your work and personal details.

[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 3 OF 4

Choose Your Affiliation

Select the organization of your current primary work experience. Verifying your organization through email enhances trust and showcases your verified professional experience in your profile.

No matches found for your email domain
Enter other email address or manually choose an organization. Affiliations will remain unverified until a matching domain is found.

Search your Organization or find a match through your Organization email. [Use a different Email](#)

Q a Search by Country

No matching results?
If your organization is not already present, please refine your search criteria or add the organization manually.

+ Add an Organization

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.”

STEP 4 OF 4

Add Your Affiliation Information

Continue adding details and tell the community how you have contributed to the company or organization.

Job Title

e.g. Research Associate

Start Date

mm/dd/yyyy

End Date

mm/dd/yyyy

☐ I currently work in this role.

Primary affiliation

This is your primary affiliation, once you add more, you can change it.

☒ Display this as the primary affiliation on your profile

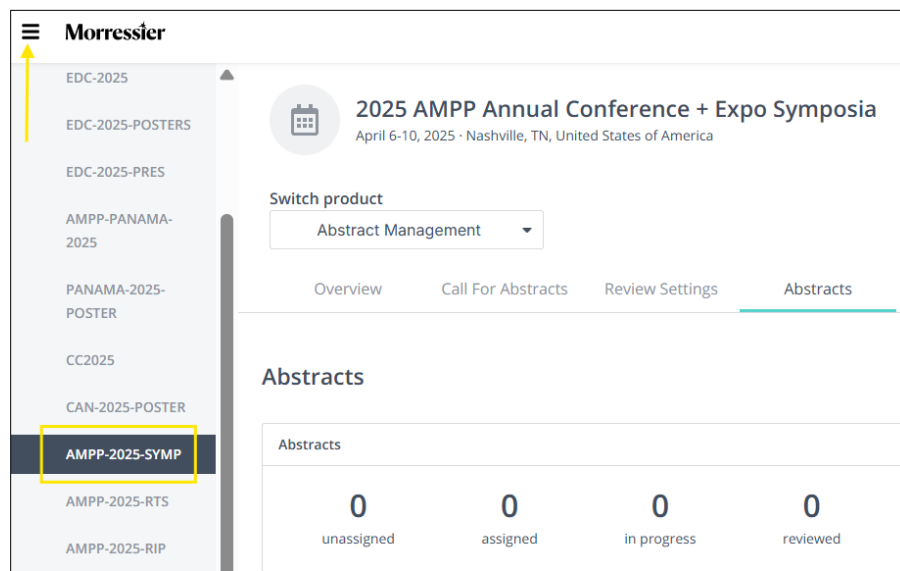
Continue

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.

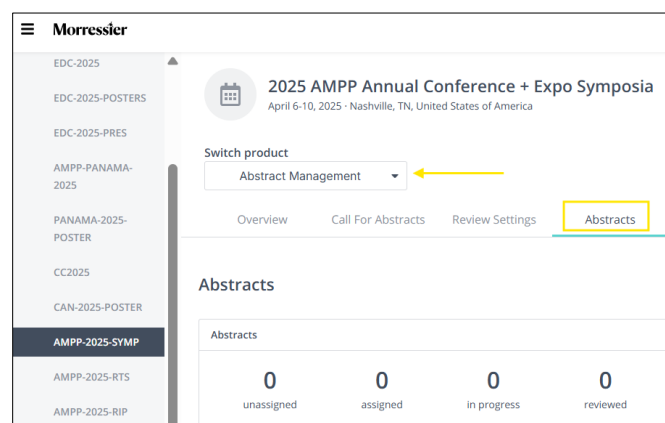
Step 1: Navigate to the Event

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.



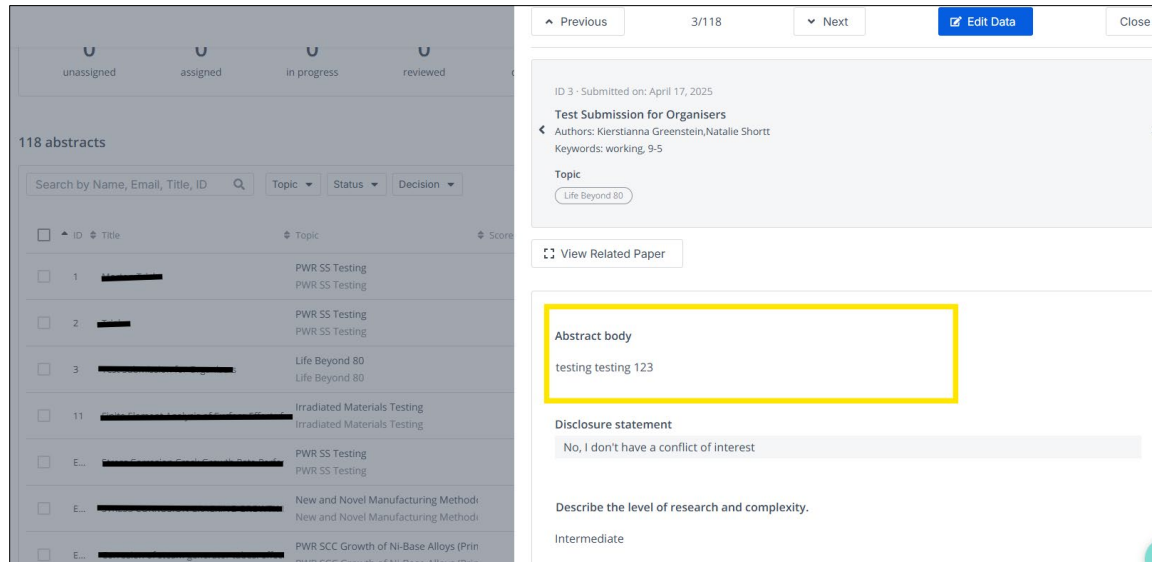
Step 2: Access the Abstract

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:

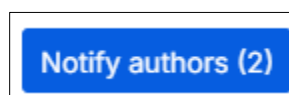
- ACCEPT AS ORAL*
- REJECTED

**"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.)



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.

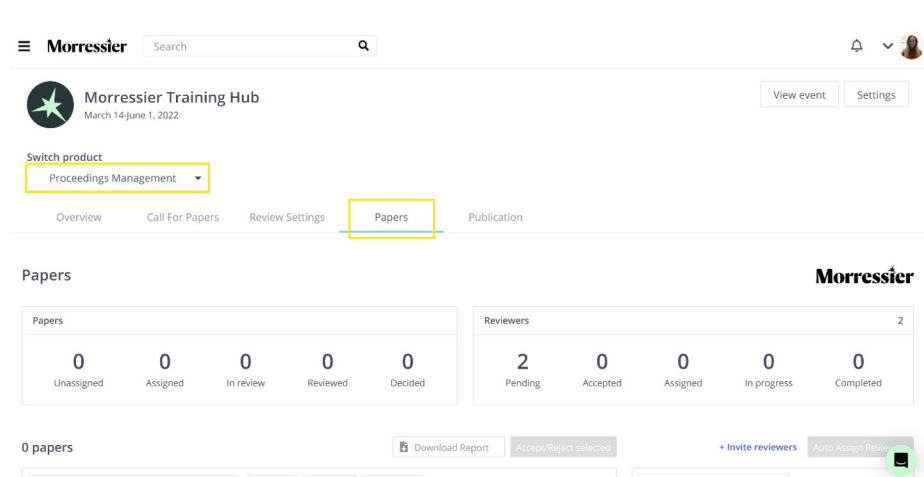
Note: The platform refers to all submitters as “authors” even if no paper is involved

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.

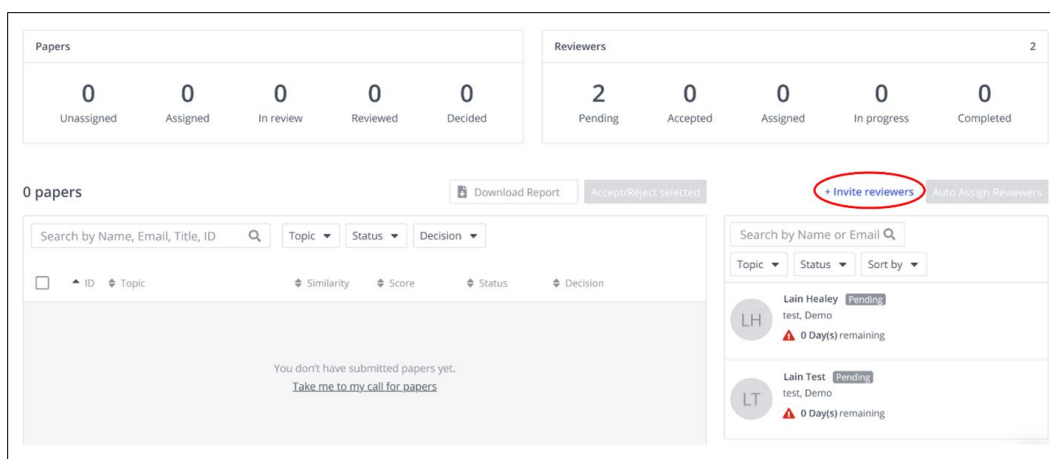
Step 1: Go to the Papers Tab

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



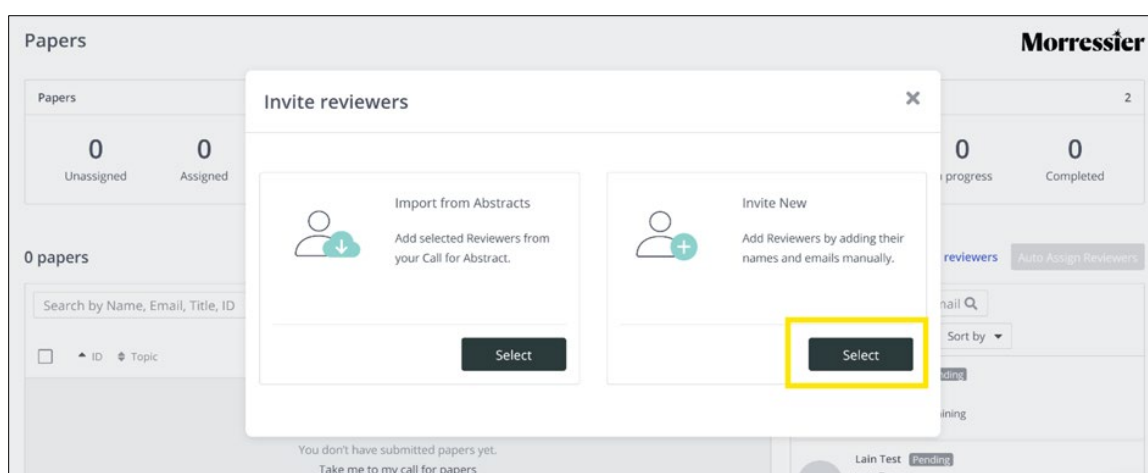
Step 2: Invite Reviewers

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



Step 3: Choose How to Invite Reviewers

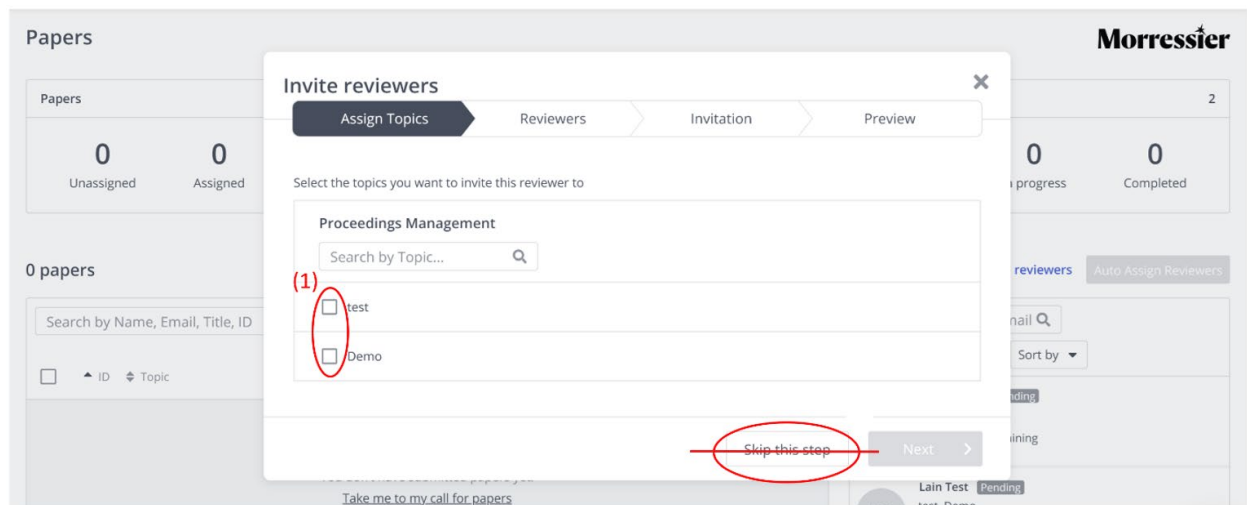
In the pop-up window, under “Invite New,” click “Select.”



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."

×

Invite reviewers

Assign Topics

Reviewers

Invitation

Preview

Change Reviewer Deadline

Assign a deadline for the selected Reviewers. Work must be completed by this date. If you leave this blank the default Deadline from the Reviewer Settings tab will apply.

Add contacts

Input contact's email and a full name in the text fields below to invite reviewers to the reviewing process.

Full name

Email

<

Back

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."

The screenshot shows the Morressier web interface with a modal dialog titled "Invite reviewers". The dialog has four steps: "Assign Topics", "Reviewers", "Invitation" (current step), and "Preview". The "Email content" section shows a pre-filled email template. The "Email content" section includes a "Dear [Full name]" placeholder, a paragraph about the organizing committee and Editor for Morressier Training Hub, a paragraph about accepting the invitation, a paragraph about exploring the Morressier platform, and a closing line "We look forward to working with you." The "Next" button is highlighted.

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.

The screenshot shows the Morressier web interface with a modal dialog titled "Invite reviewers". The dialog has four steps: "Assign Topics", "Reviewers", "Invitation", and "Preview" (current step). The "The invitation will be sent to" section shows the recipient's name, "Susannah Cooper". The "Email content" section shows the pre-filled email template. The "Send" button is highlighted.

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.

The screenshot shows the 'Review Settings' tab in the Morressier interface. At the top, there is a 'Switch product' dropdown menu set to 'Proceedings Management'. Below this is a navigation bar with tabs: 'Overview', 'Call For Papers', 'Review Settings' (highlighted with a yellow box), 'Papers', 'Paper Review', and 'Publication'. The main content area is titled 'Reviewer settings' and includes a sub-header 'Let reviewers know when and how to review the paper assigned to them. Please note that you won't be able to change your scoring system after clicking Save.' There are four settings sections, each with a green checkmark icon and an 'Edit' button: 1. 'Select review type' (Review type set to Open review), 2. 'Set minimum number of reviewers' (Minimum number of reviewers set to 1), 3. 'Set a Default Deadline for Reviewers' (Reviewing deadline set for May 5, 2025), and 4. 'Set a scoring system' (Simple scoring system set). At the bottom of the settings area, there is a blue button labeled 'Invite reviewers' (highlighted with a yellow box) and a link 'Continue to the next step and invite reviewers to the 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.

Overview Call For Papers Review Settings **Papers** Publication

Papers **Morressier**

Papers					Reviewers				
1	0	0	0	0	0	1	0	0	0
Unassigned	Assigned	In review	Reviewed	Decided	Pending	Accepted	Assigned	In progress	Completed

1 paper

Accept/Reject selected

Search by Name, Email, Title, ID

ID	Topic	Similarity	Score	Status	Decision
1	Geotechnics	-	-	Unassigned	Pending

1 of 1

Search by Name or Email

Topic Status Sort by

Susannah Cooper **Accepted**
Construction Sustainability, Geotechnics, Context-centred Design
1 Day(s) remaining

Assign

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.”

2 papers (1 selected)

Accept/Reject selected

Search by Name, Email, Title, ID

ID	Topic	Similarity	Score	Status	Decision
1	Geotechnics	-	-	Unassigned	Pending
<input checked="" type="checkbox"/>	2	Construction Sustain...	-	Unassigned	Pending

Search by Name or Email

Topic Status Sort by

Susannah Cooper **Accepted**
Construction Sustainability, Geotechnics, Context-centred Design
1 Day(s) remaining

Assign

Step 3: Assign the Reviewer

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

3 papers (1 selected)

Accept/Reject selected

Search by Name, Email, Title, ID

ID	Topic	Similarity	Score	Status	Decision
1	Geotechnics	-	-	Unassigned	Pending
2	Construction Sustainability	-	Approved	Decided	Changes Requested
<input checked="" type="checkbox"/>	3	Structural Analysis	-	Fully assigned	Pending

3 of 3

Search by Name or Email

Topic Status Sort by

Susannah Cooper **In progress**
Construction Sustainability, Geotechnics, Context-centred Design
0 Day(s) remaining

Assign

Test Reviewer **Assigned**
Geotechnics, Structural Analysis, Policy and Construction Management
4 Day(s) remaining

Assign

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).

2 papers

Accept/Reject selected

Search by Name, Email, Title, ID

Topic

Status

Decision

☐

▲ ID

◆ Topic

◆ Similarity

◆ Score

◆ Status

◆ Decision

☐

1

Geotechnics

-

Unassigned

Pending

☐

2

Construction Sustain...

-

Approved

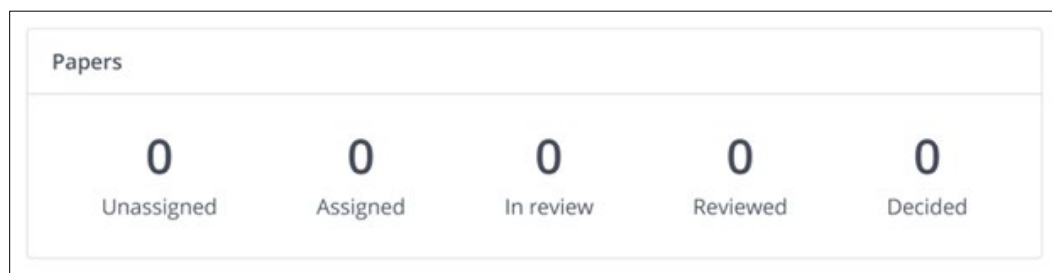
Reviewed

Pending

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

Reviewers					2
2	0	0	0	0	
Pending	Accepted	Assigned	In progress	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.

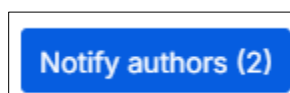


Step 8: Make a Final Decision

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.

The screenshot shows the Morressier interface for the 2025 AMPP Annual Conference + Expo Symposia. The top navigation bar includes tabs for Overview, Categories, Submission Settings, Submissions (highlighted), Program, People, Exhibitors, Sponsors, and Import. The Submissions tab displays a summary of 50 Total Topics, 18 Expected Submissions, and 380 Completed Submissions. Below this, there is a search bar and a filter for Submission Status. The main content area shows a list of submissions, with the first entry being "Oil & Gas, Chemical & Process Industries: AC Interference" and a status of "10 of 10 Expected Submissions" (highlighted).

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.

Oil & Gas, Chemical & Process Industries: AC Interference			
10 of 10 Expected Submissions			
Title	Type	Author(s)	Status
<input type="checkbox"/> AC Interference and Mitigation at Pipeline Facilities - Case Study	-	Hyem Bahgat, Sorin Segall, Ernesto Gudino	Completed
<input type="checkbox"/> An Open-Source Approach to High Voltage Induction Risk	-	Thomas Hayden, Len Krissa, Christian Akutchie, Joseph Mazzella	Completed
<input type="checkbox"/> Challenging AC Interference Mitigation: A Case Study of Mitigation Beyond the Pipeline Corridor	-	Majid Siahram, Josh Brown, Dale Lindemuth, Tress Newman, Andy Parrott, Marlane Rodriguez, Hector Hernandez, Rob Schaefer	Completed
<input type="checkbox"/> Evaluating, Quantifying, and Reducing the Capacitive Effect of an Existing AC Mitigation System Utilizing Advanced Modeling Techniques	-	Bradley O'Hagan, Bradley O'Hagan, Steven Wenzel	Completed
<input type="checkbox"/> Influences of Lightning Strikes on Pipelines	-	Tobias Braun, Mark Hendricks, Samir Shankar	Completed
<input type="checkbox"/> LEVEL REDUCTION OF INDUCED AC INTERFERENCES ON A GAS PIPELINE BY PERMUTATION OF «PHASES» OF THE HVAC POWER LINE	-	Paola Daza, Guy Dos Santos	Completed
<input type="checkbox"/> Parametric Study of Soil Characteristics on Pipeline AC Interference	-	David Lewis, Tom Taylor, Kurt Bell	Completed
<input type="checkbox"/> Pipeline Coating Resistance Estimation using Influence from a CP Rectifier	-	Scott McKelvey, Daniel Fingas, Ryan Phillips	Completed
<input type="checkbox"/> Predicting AC Voltages and Corrosion Rates for AC Interference Management	-	Brian Cooper, Zhenjin Zhu, Brian Cooper	Completed
<input type="checkbox"/> This is a test, please let this paper proceed through the review process. The CEPC is using this as a test of the system.	Oral	Rachelle Rigby, Steven Reinstadler, Greg Muha, Kierstianna Greenstein	Completed

Showing: 10 of 10

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.

<input type="checkbox"/> Parametric Study of Soil Characteristics on Pipeline AC Interference
<input type="checkbox"/> Pipeline Coating Resistance Estimation using Influence from a CP Rectifier
<input type="checkbox"/> Predicting AC Voltages and Corrosion Rates for AC Interference Management
<input type="checkbox"/> This is a test, please let this paper proceed through the review process. The CEPC is using this as a test of the system.

Showing: 10 of 10

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.)

ID C2025-00373 - Submitted on: 27.01.2025

This is a test, please let this paper proceed through the review process, The CEPC is using this as a test of the system.

Authors: Rachelle Rigby, Steven Reinstadtler, Greg Muha, Kierstianna Greenstein

Keywords: Women of ampp, this is a test

Type: None

Topic

Oil & Gas, Chemical & Process Industries: AC Interference

View related Paper

Presentation Material

Datasets 1

Abstract body

This is a test, please disregard this.

Submission Timeline

Presentation added to Session	Added by Susannah Cooper · Feb 21, 2025
Presentation Material Uploaded	Submitted by Kierstianna Greenstein · Jan 27, 2025
Presentation Material Requested	Requested by Kierstianna Greenstein · Jan 9, 2025

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