



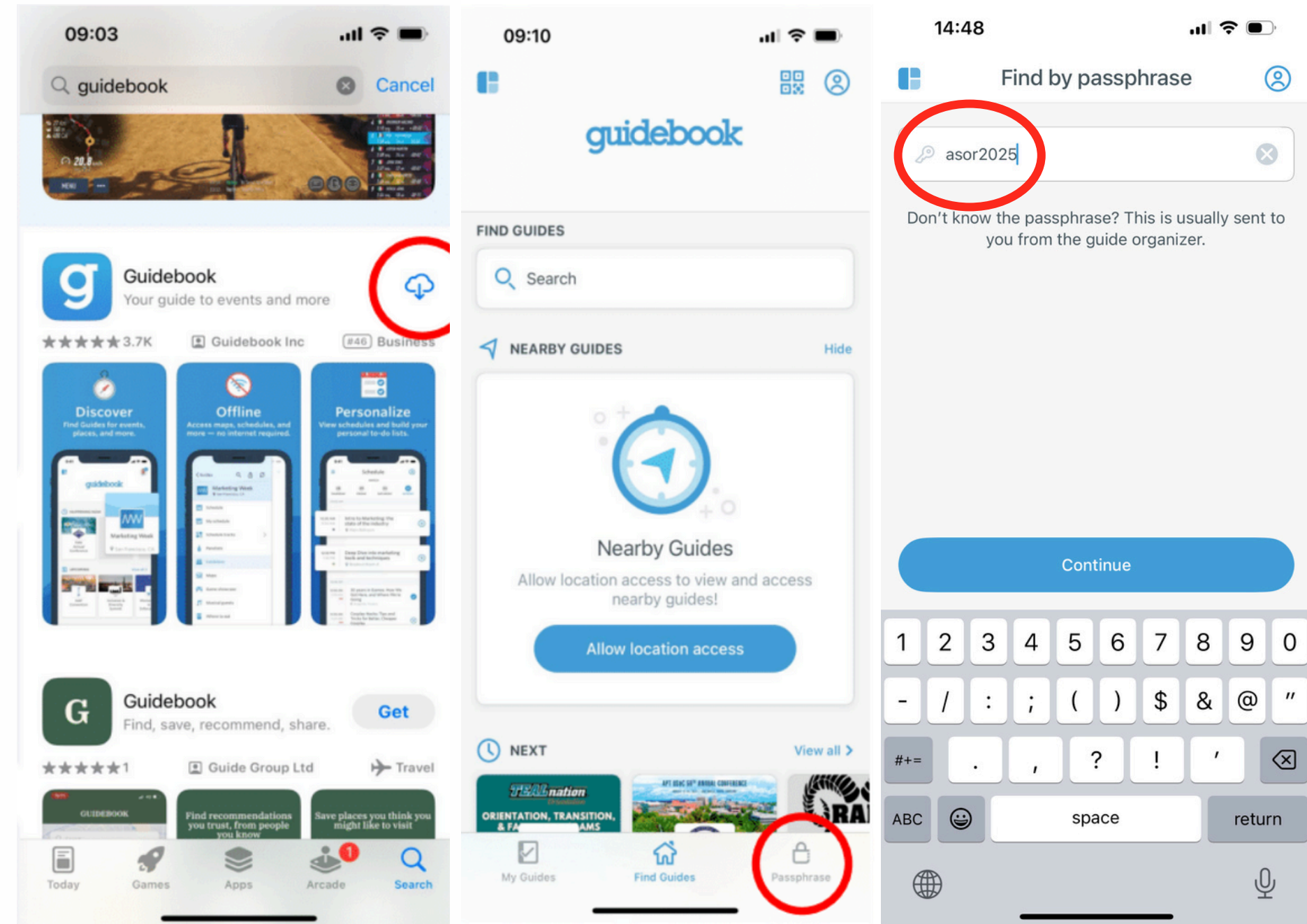
# ASOR Guidebook App

**How to Use - In Depth Guide with Photos**

# Downloading the App

# How to Download the App + Access the Guide

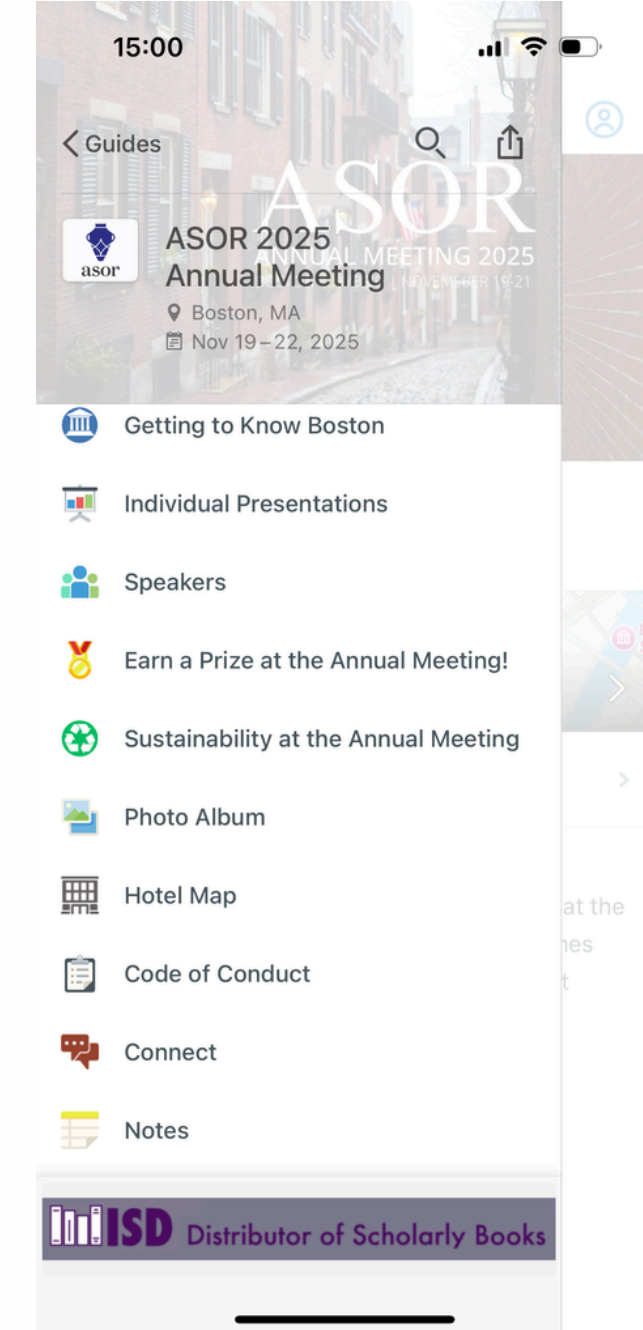
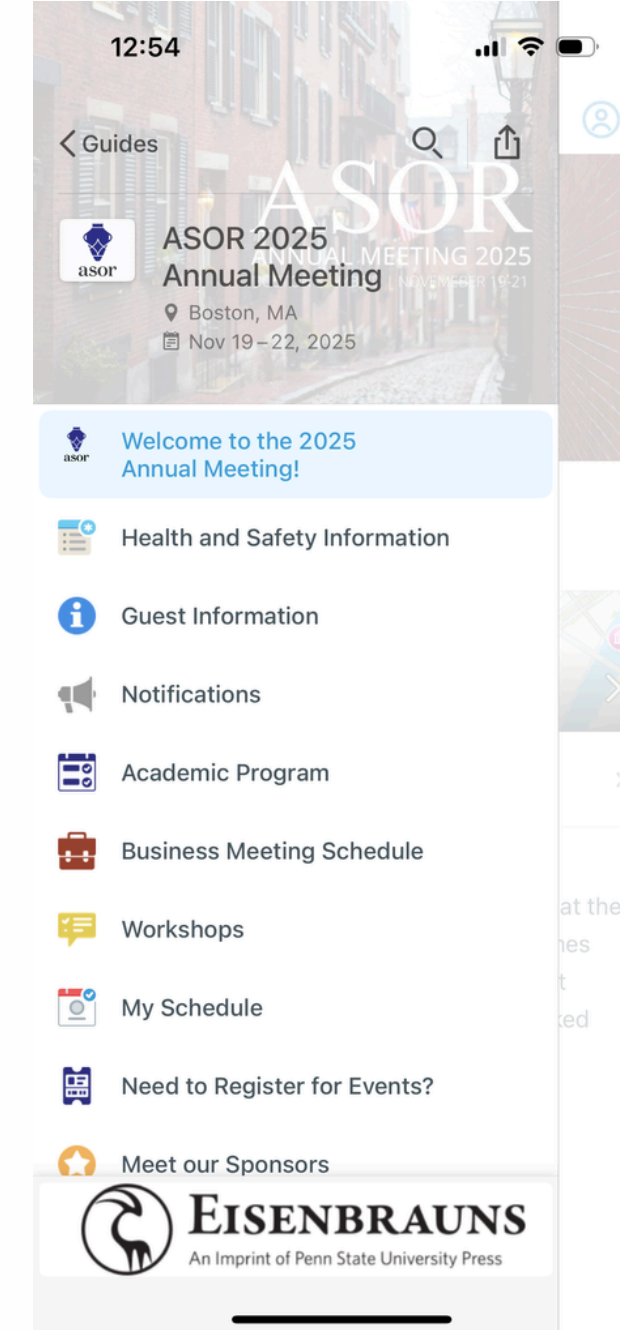
1. Navigate to the app store and search for "Guidebook"
  - a. A bright blue app with a lowercase "g" should appear
2. Download the app and open it on your mobile device
3. On the bottom of the landing page, there will be 3 icons: "My Guides", "Find Guides", and "Passphrase"
4. Click on "Passphrase"
  - a. Enter the guide passphrase: **asor2025**
  - b. The name of the guide itself is "ASOR 2025 Annual Meeting"
5. Download, then open the guide



# Using the App

# Welcome Page

1. The landing page will show the title, location, WiFi information, and a brief description of the Guide
2. To see the menu, click on the 3 parallel lines in the top left corner of the Guide
  - a. Use this icon to navigate back to the menu
3. This presentation will go through each of the menu items in detail
  - a. For a quick guide on how to access sessions and craft "My Schedule", please refer to the [Quick Info sheet here](#)




# Health and Safety Information

1. This page lists emergency contacts, local police information, and other pertinent resources to ensure everyone’s safety and health

15:17

<Details<img alt="User icon" data-bbox="888 138 901 161"/>



Health and Safety Information

ASOR is committed to a safe and respectful environment at our Annual Meetings. If you or someone you know are in danger or experience verbal or physical assault, there are people here to help

Create note>

For an emergency or imminent danger: Call 9-1-1

Boston Park Plaza Director of Security: Skip Brandt (617-799-2402)

Boston Police Station Headquarters: 1 Tremont St, Boston MA, 02120 (617-343-4500)

ASOR President: Sharon Herbert (734-476-9977)

ASOR Executive Director: Andrew Vaughn (207-479-3477)

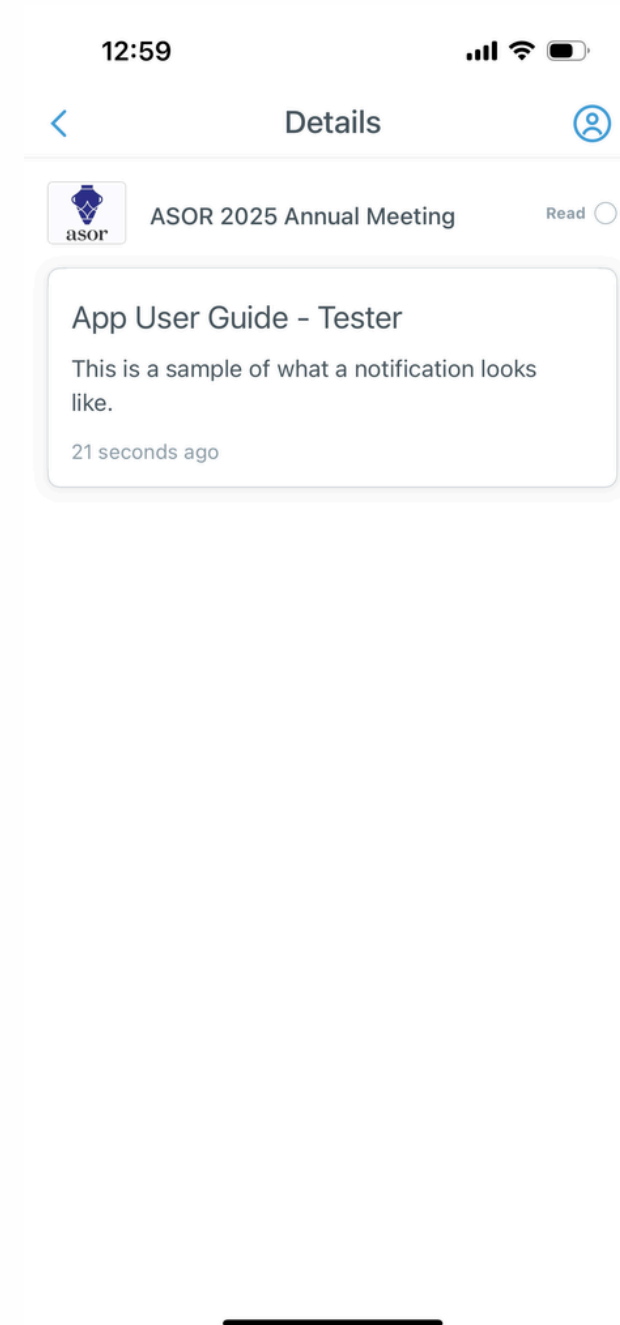
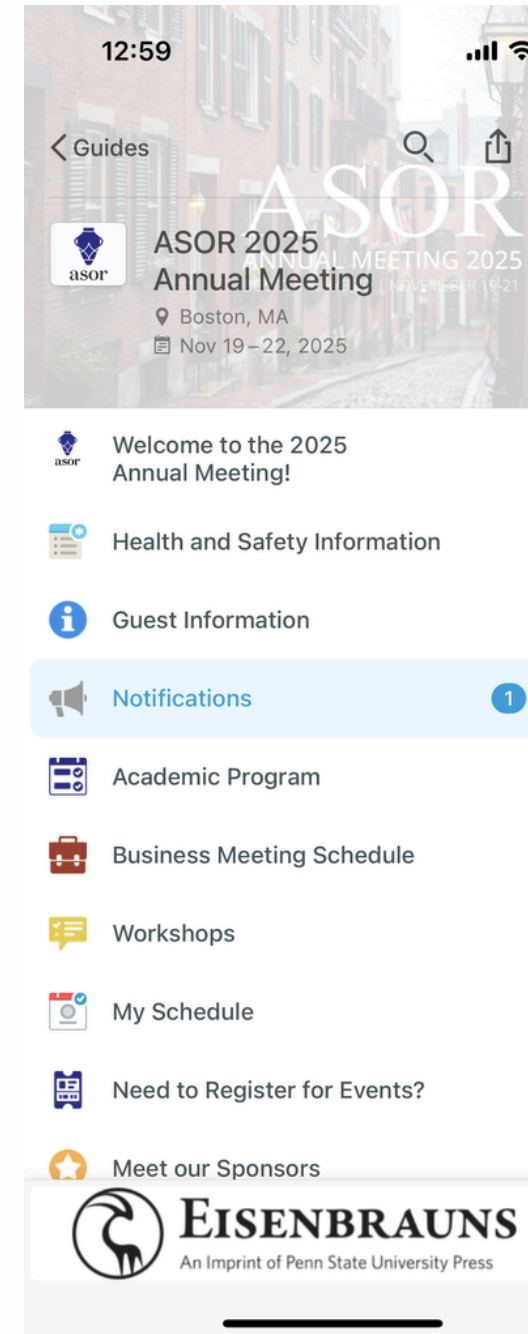
ASOR Director of Meetings and Events: Arlene Press (857-272-2506)

Nearest Urgent Care: 137 Stuart St Suite A7, Boston MA 02116 (617-393-5059)

CVS Pharmacy: 191 Stuart St, Boston MA 02116 (617-406-2991)

# Notifications

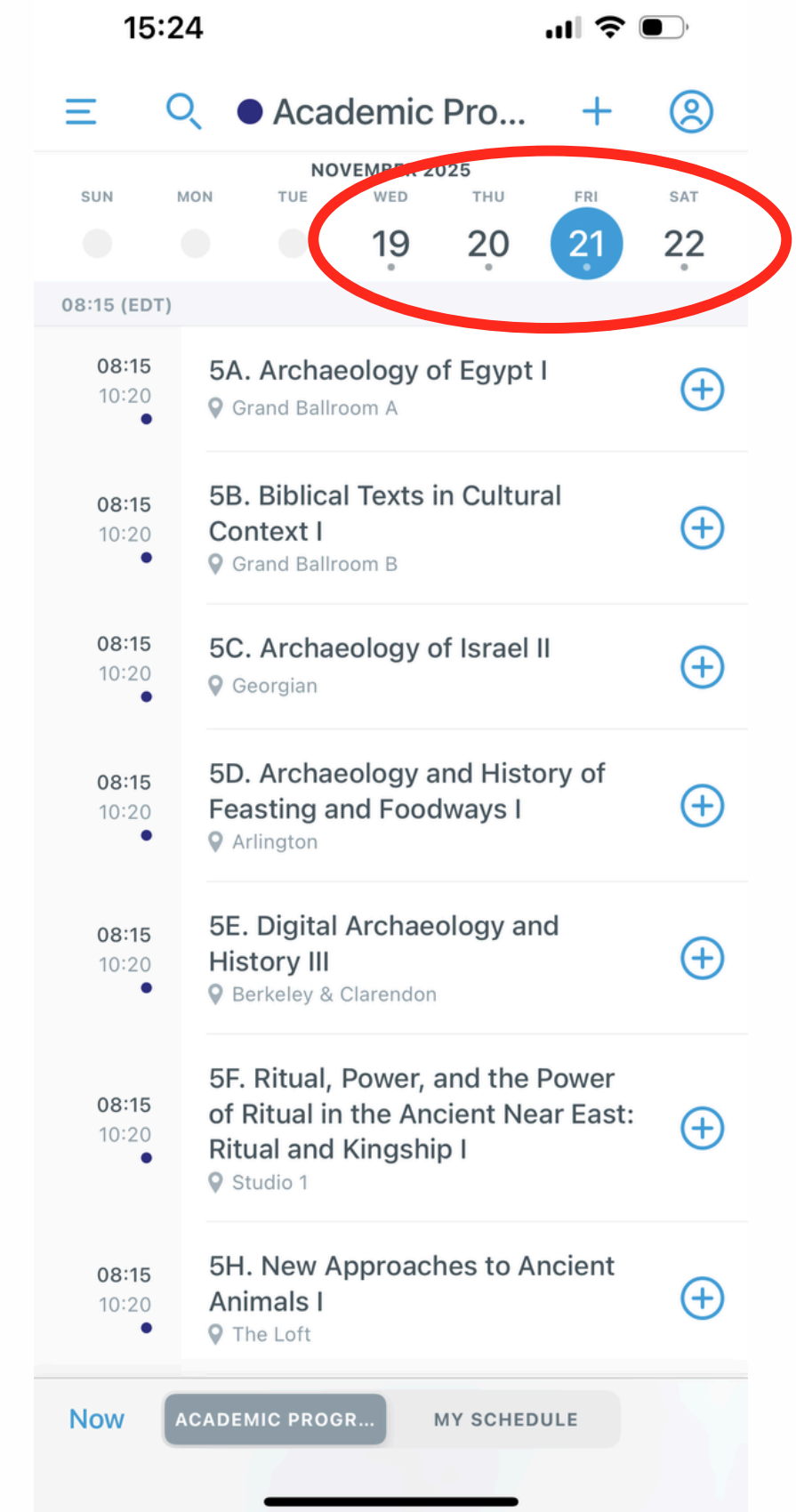
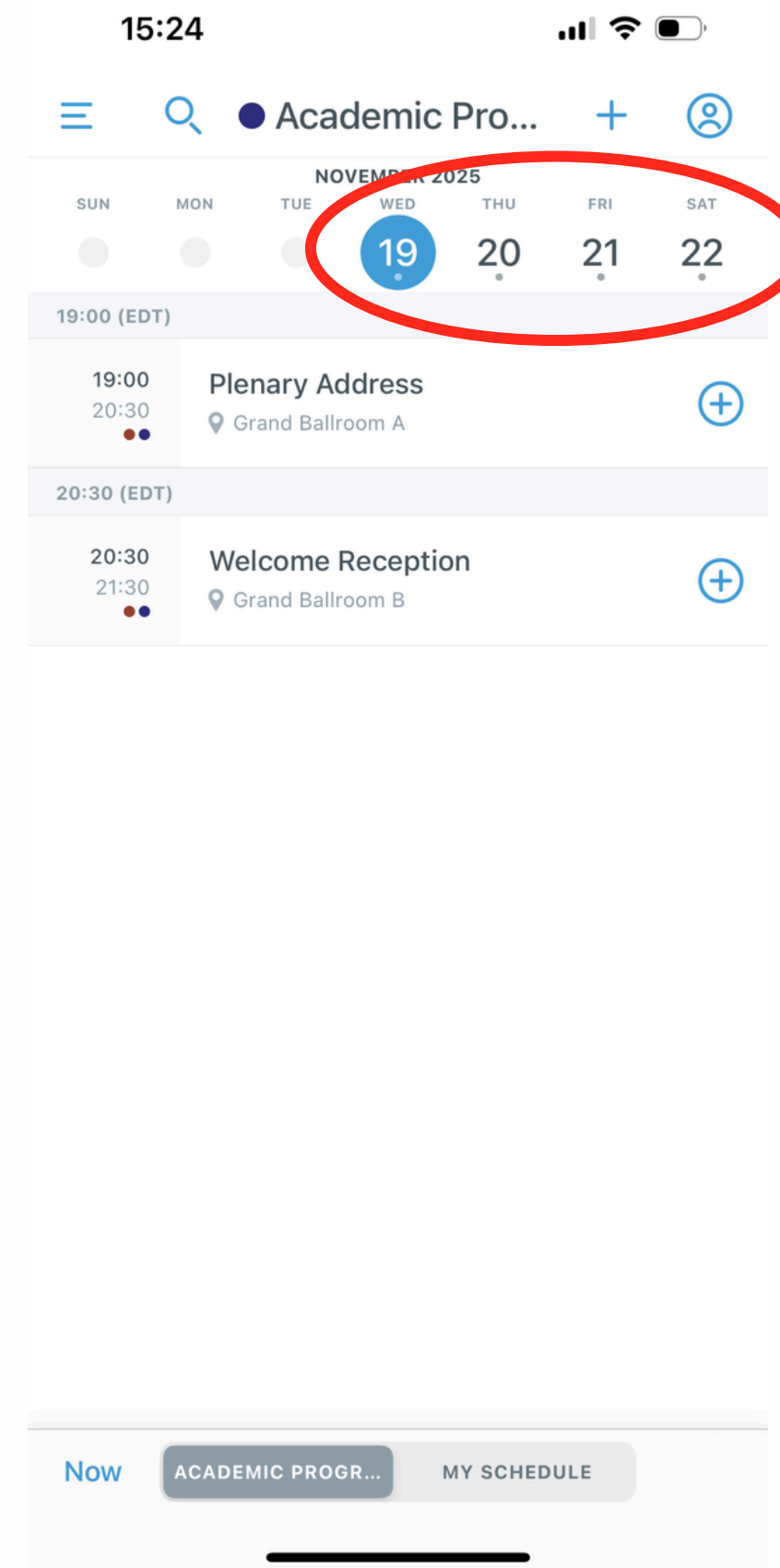
1. This page is where all users will receive notifications regarding sessions, presentations, and events during the Annual Meeting
2. Last minute presentation/session changes, cancellations, and location changes will be announced via Notifications
3. You can check unread notifications with the "Unread" tab



# Academic Program

1. This is where users can view all the sessions/presentations during the Annual Meeting
2. Navigate between days using the **dates at the top**
  - a. The images to the right show Wednesday and Friday of the Annual Meeting
3. Scroll down to view all the sessions and event on each day
  - a. Virtual Presentations are marked with an asterisk (\*) before the title.

*Note: There is overlap between the Academic Program, the Business Meetings, and Workshops*

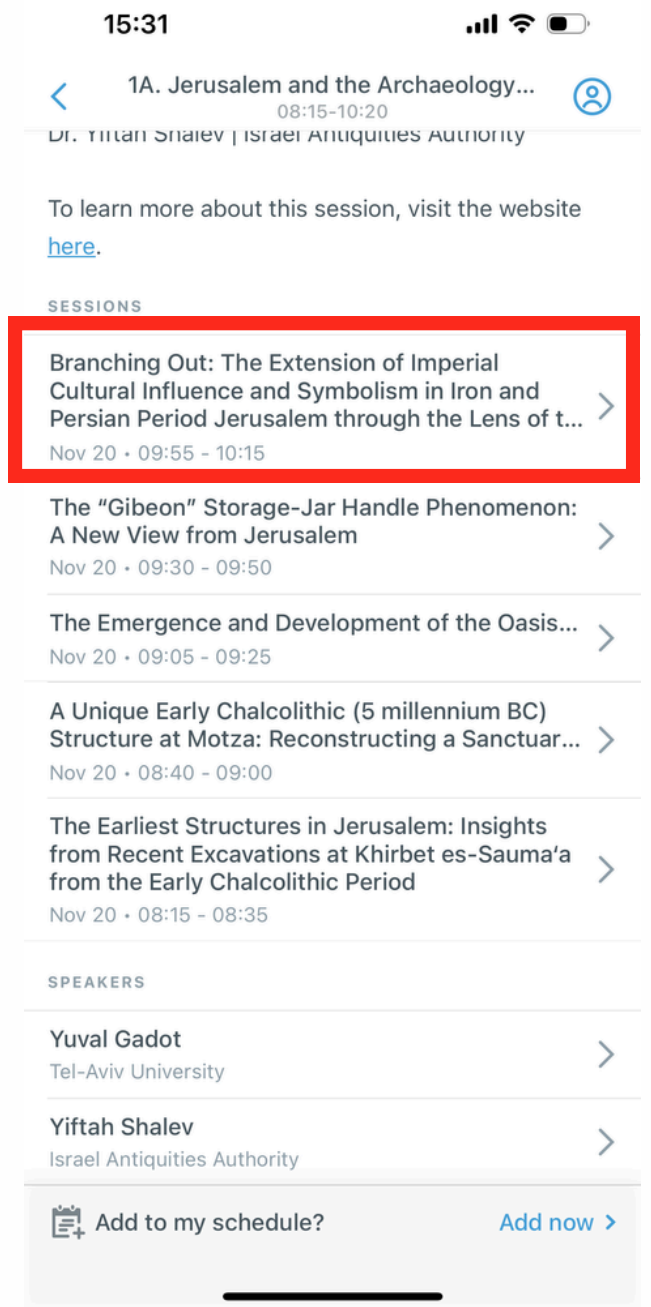
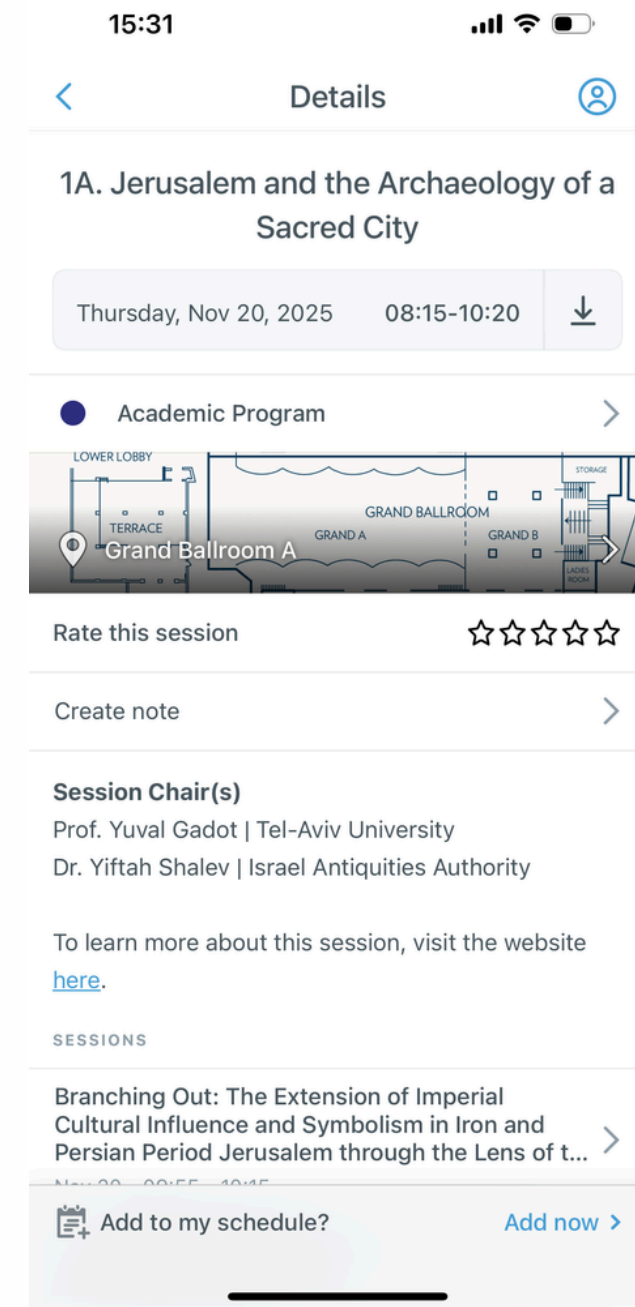
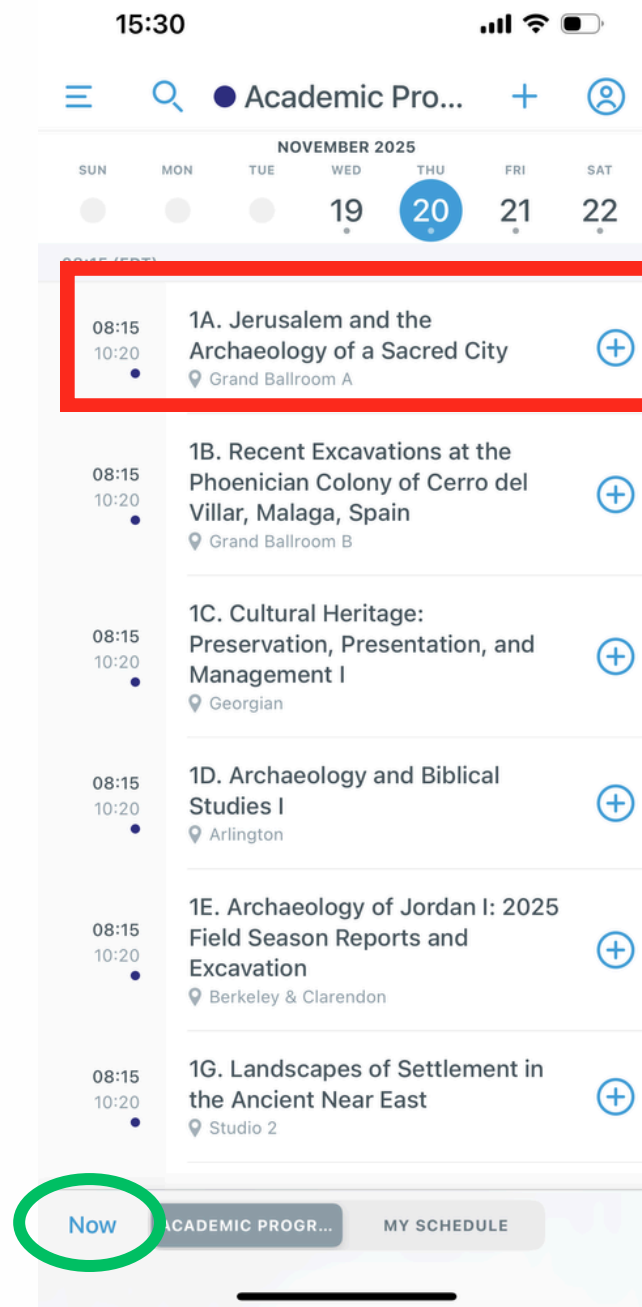


# Academic Program

## How to view Sessions:

1. Click on the session you want to view
2. The date, time, location, session chairs, a list of the individual presentations, and a list of speakers will populate
3. See the next slide on viewing individual presentations

To view sessions occurring live, click on the **Now button** on the main session, business, and workshop pages



# Academic Program

How to view Individual Presentations:

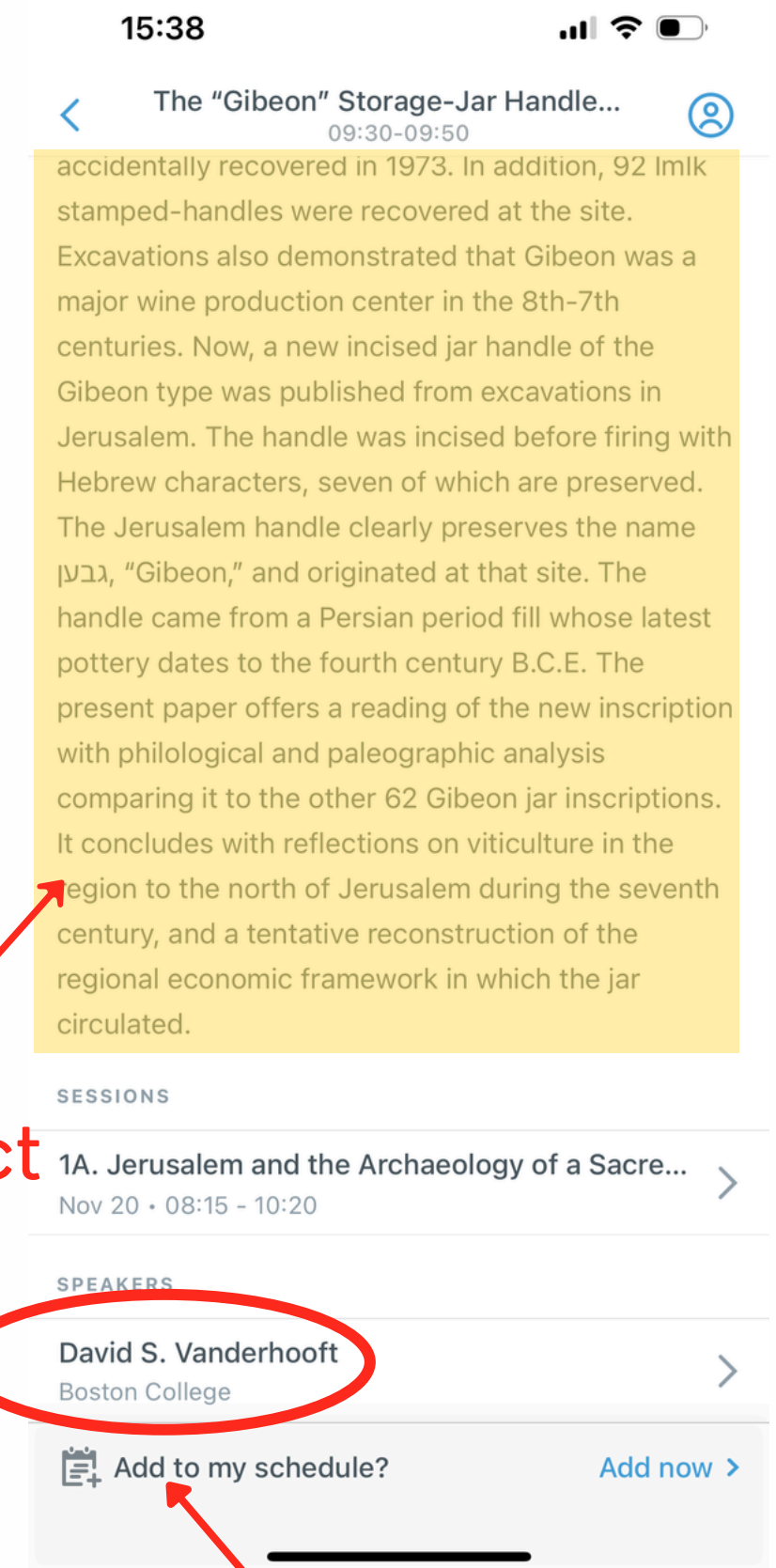
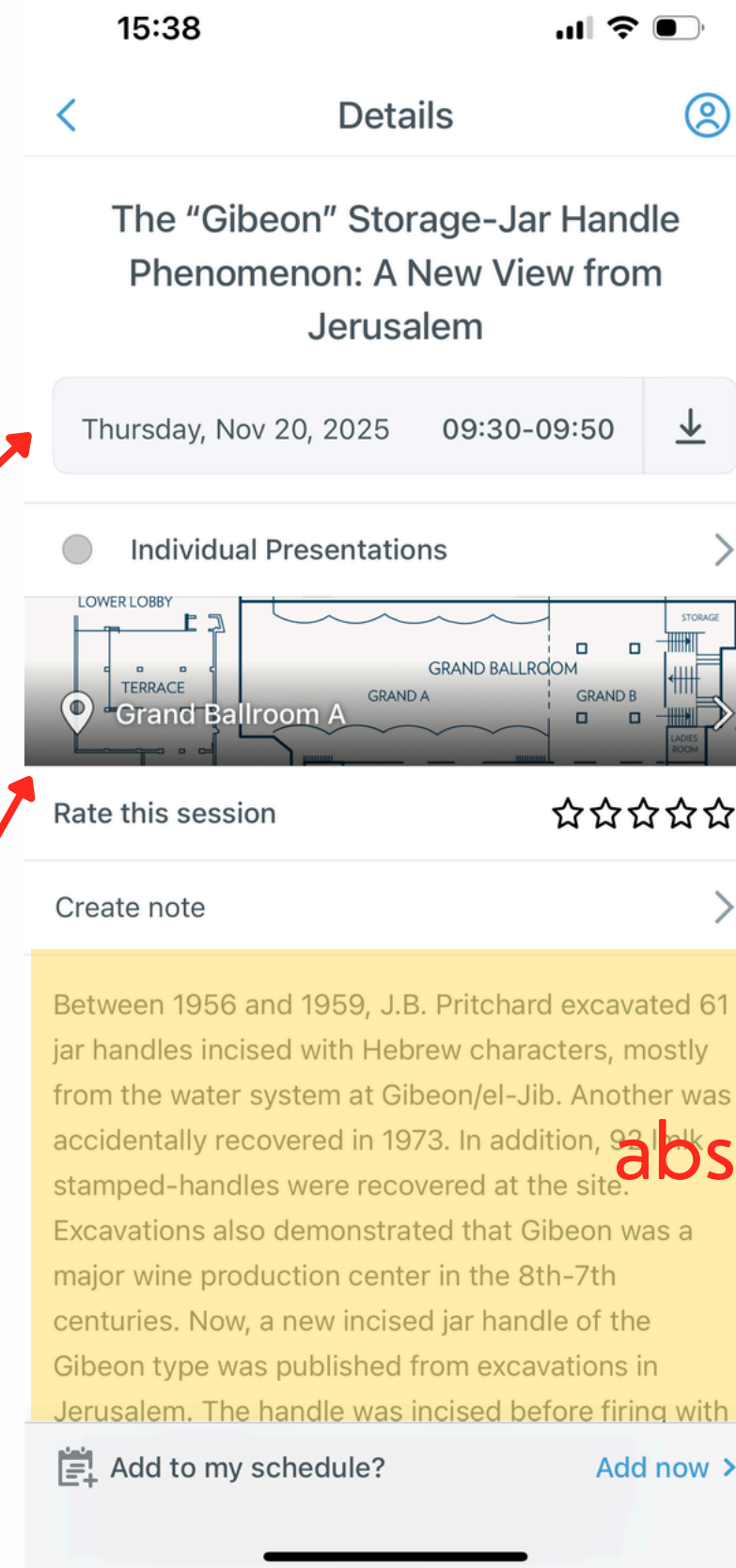
1. Click on the presentation you want to view
2. The date, time, location, abstract, and (co)authors will populate

date & time

location

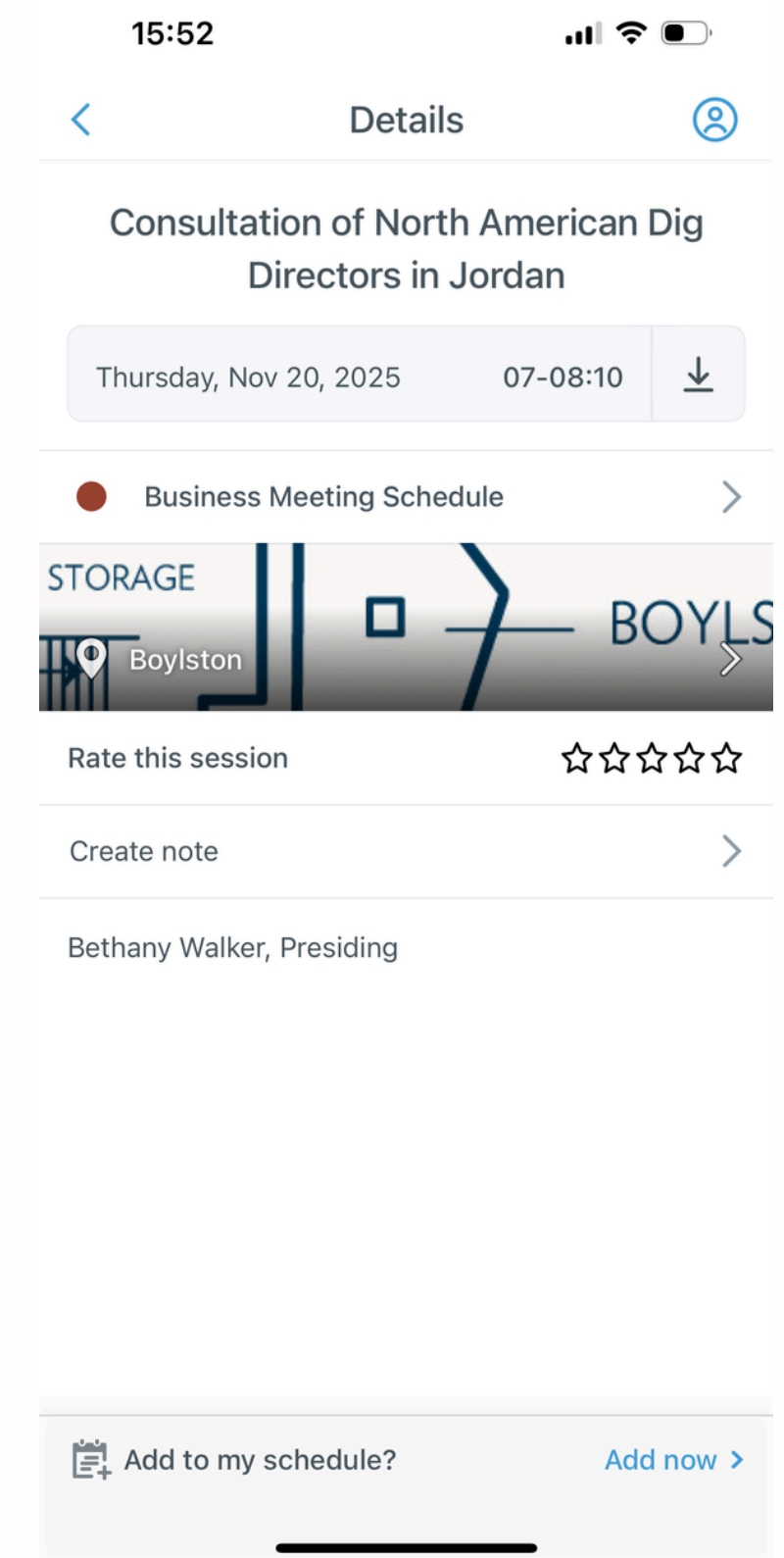
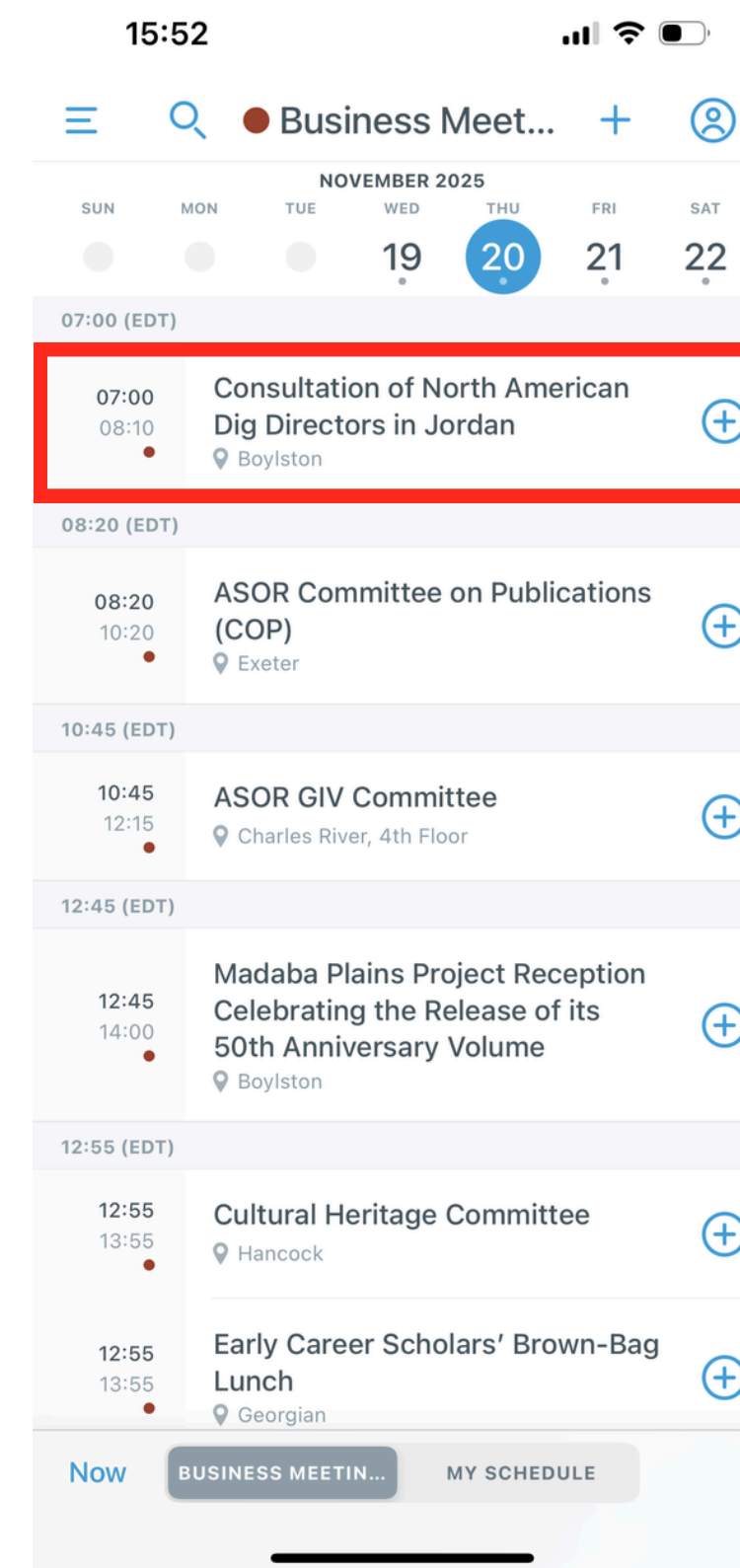
abstract

(co)authors



# Business Meeting Schedule

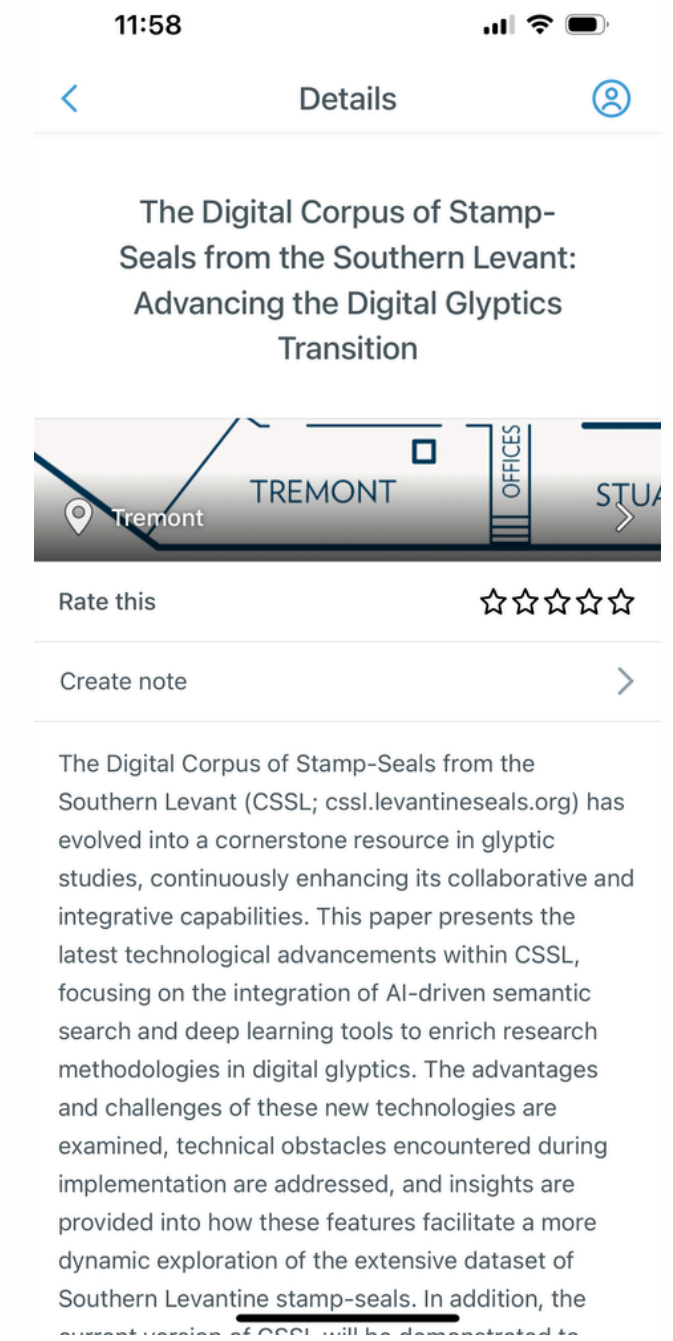
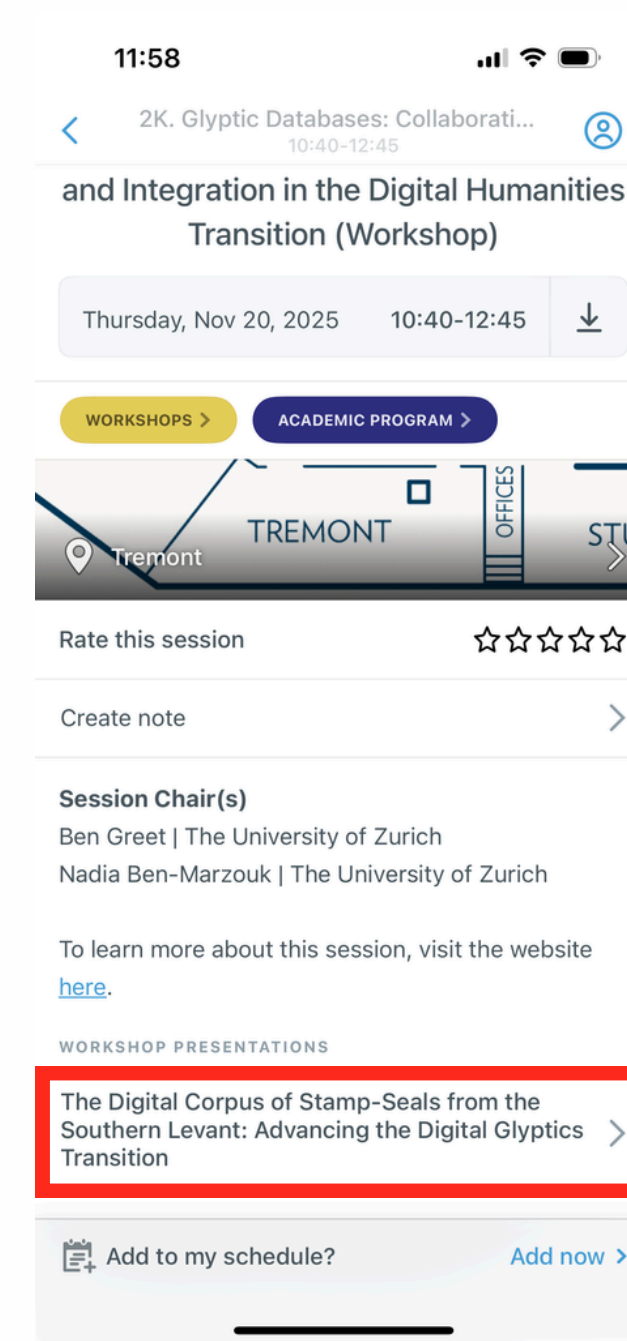
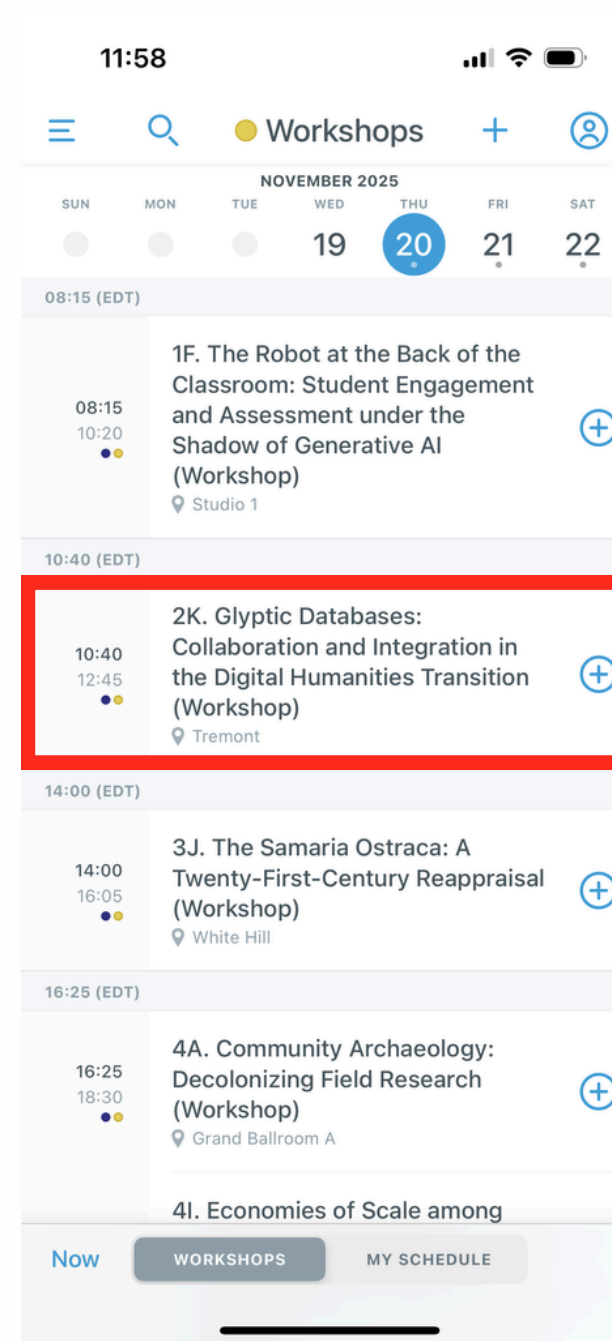
1. The Business Meeting Schedule is where specific committees, receptions, and meetings can be viewed
2. Like the Academic Program, it is also navigable by date, and is organized chronologically
3. View the vents by clicking on them, same as the Academic Program
4. Once an event is selected, the title, date, location, and time will populate along with other additional information




# Workshop Presentations

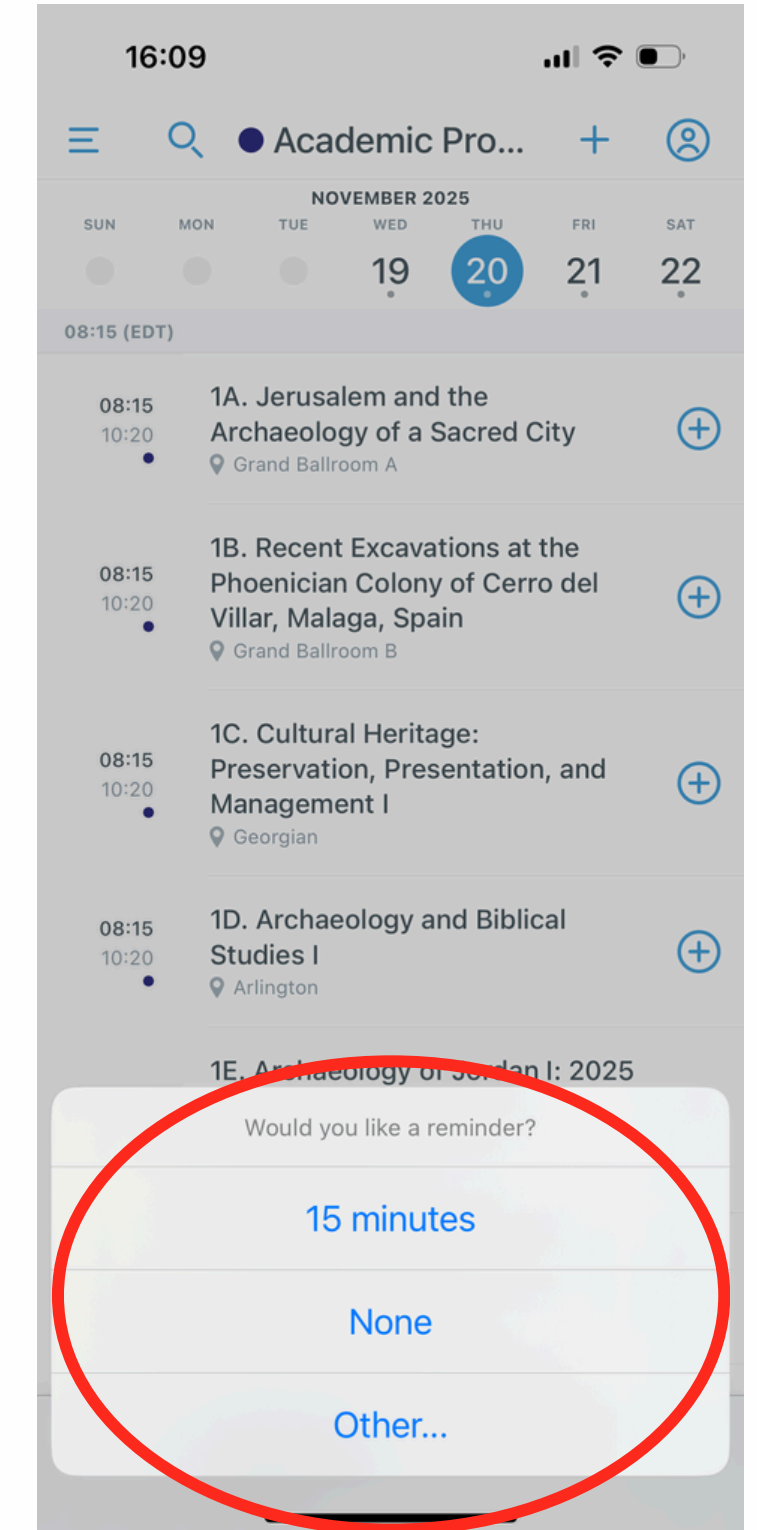
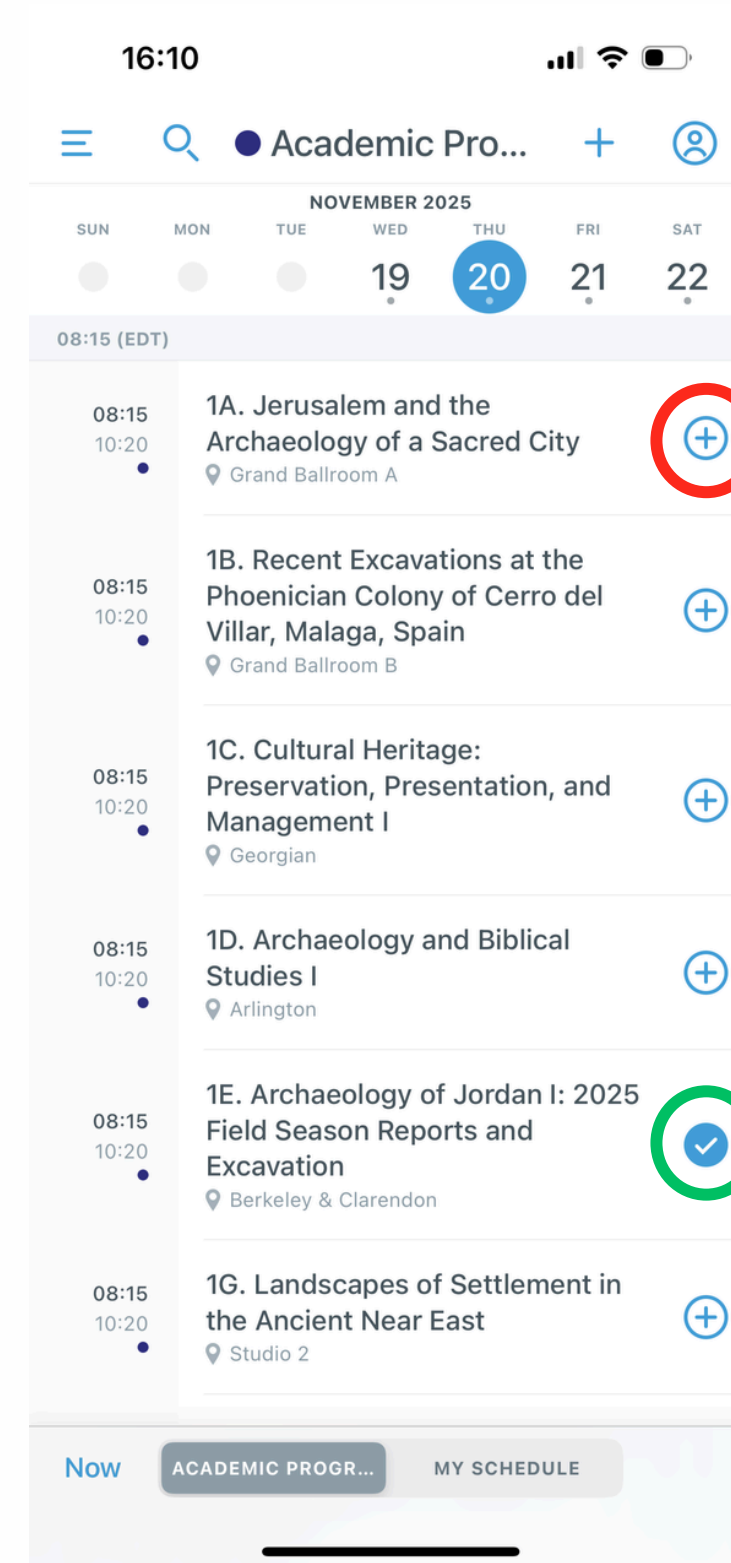
1. The Workshops section is where all the workshop sessions are listed
  - a. They are also listed under "Academic Program"
2. View the session and presentations the same way as shown with the "Academic Program"

*Important: no times are listed for individual presentations in workshops*



# My Schedule

1. To add any session, presentation, workshop, or business meeting to your personal schedule click the  next to the item of interest
  - a. A pop up will appear at the bottom of your screen asking you if you would like to set a reminder for the session, if you would select 15 minutes to be reminded 15 minutes before the session or other if you would like a different time
2. When it is added, the session will display a **colored-in check**



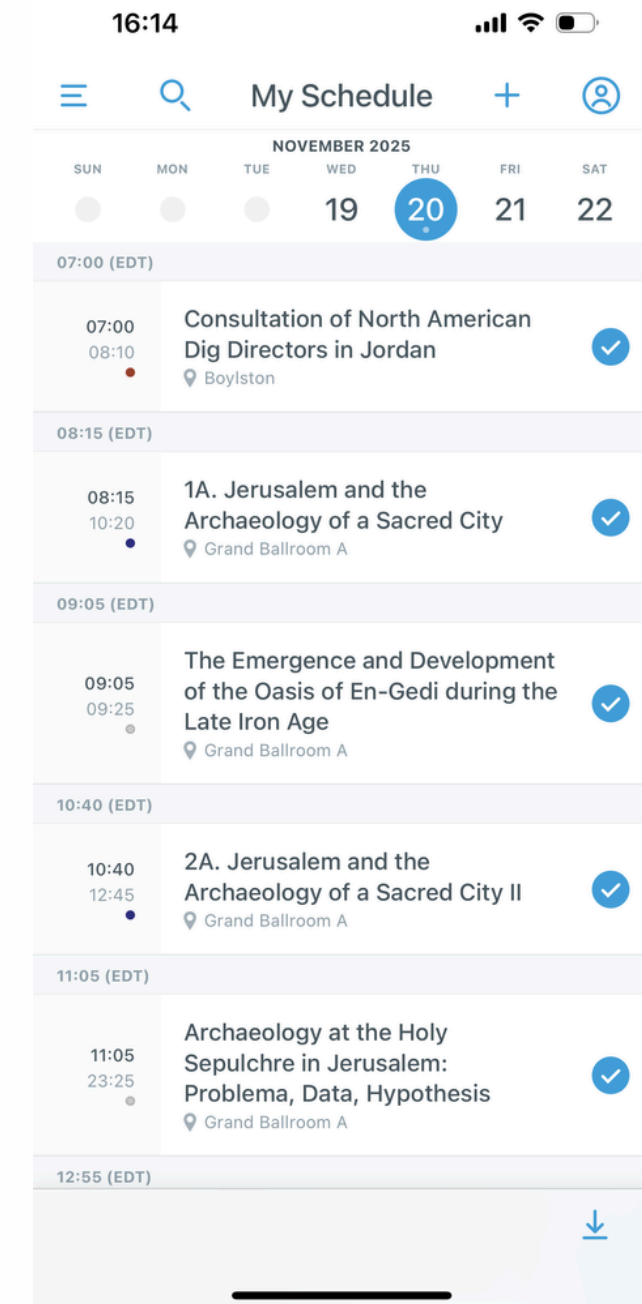
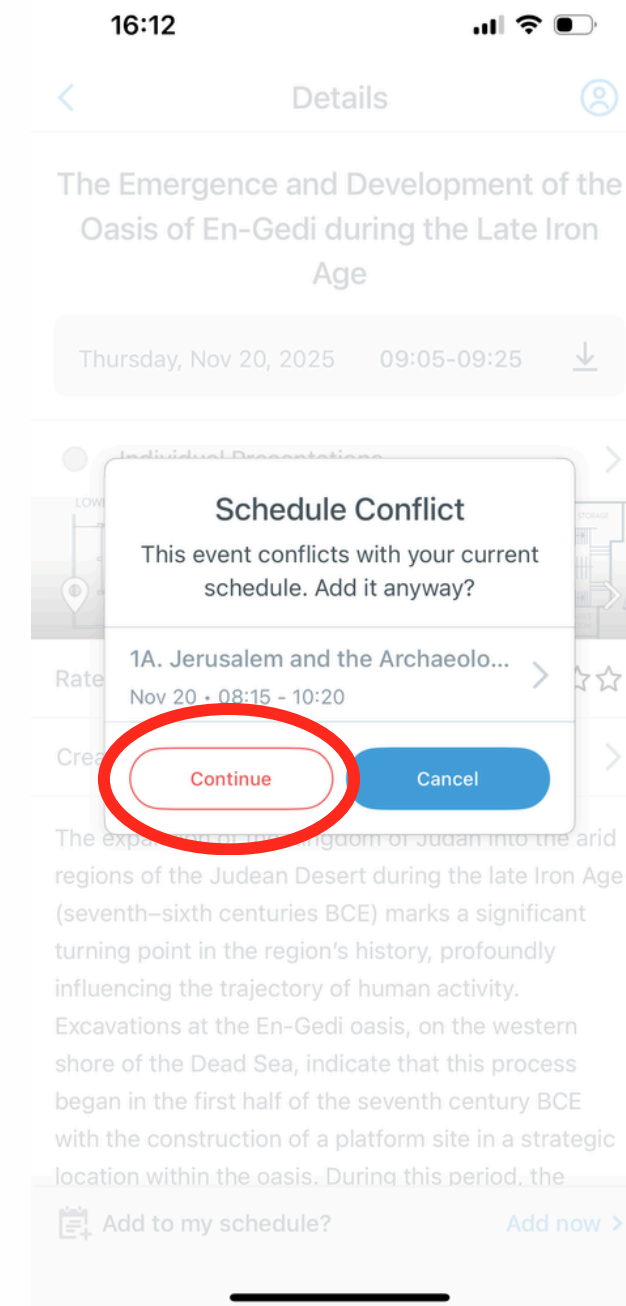
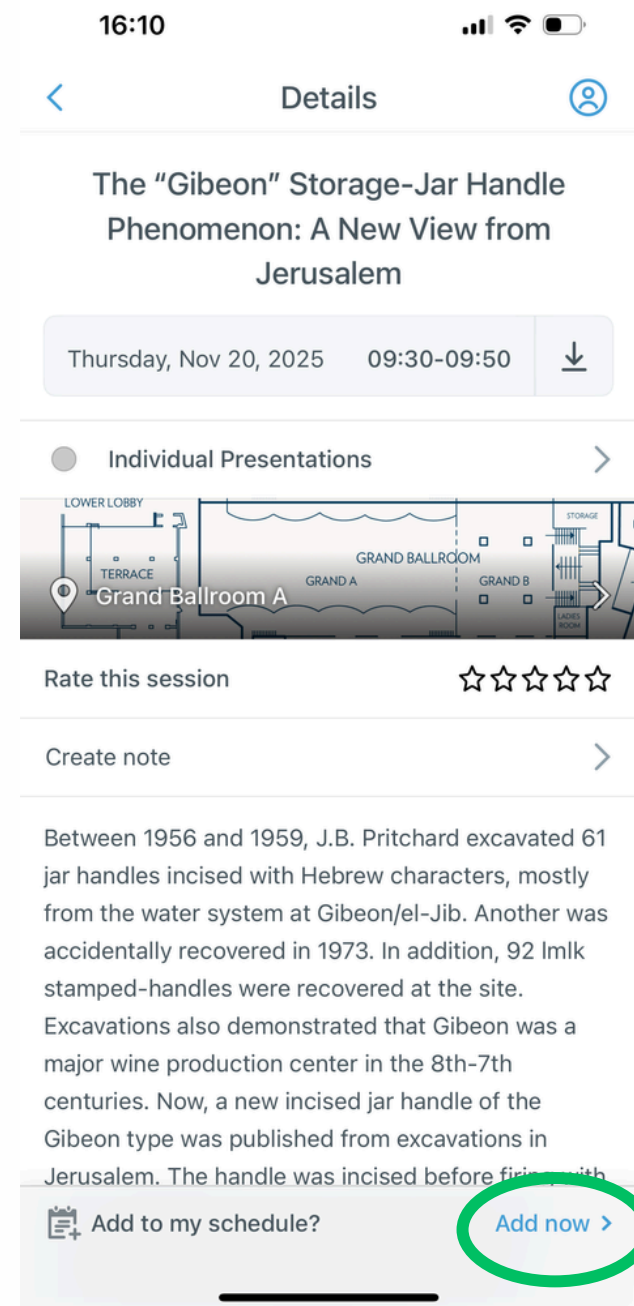
# My Schedule

1. At the bottom of individual presentations, click **"Add now"** to add that presentation to "My Schedule"

a. If you have also added the session the individual presentation is in to your schedule a pop up will come up telling you that there is a schedule conflict, just click the continue button

2. You can view your schedule either by selecting "My Schedule" in the menu or by clicking on the tab at the bottom right when you have a calendar open

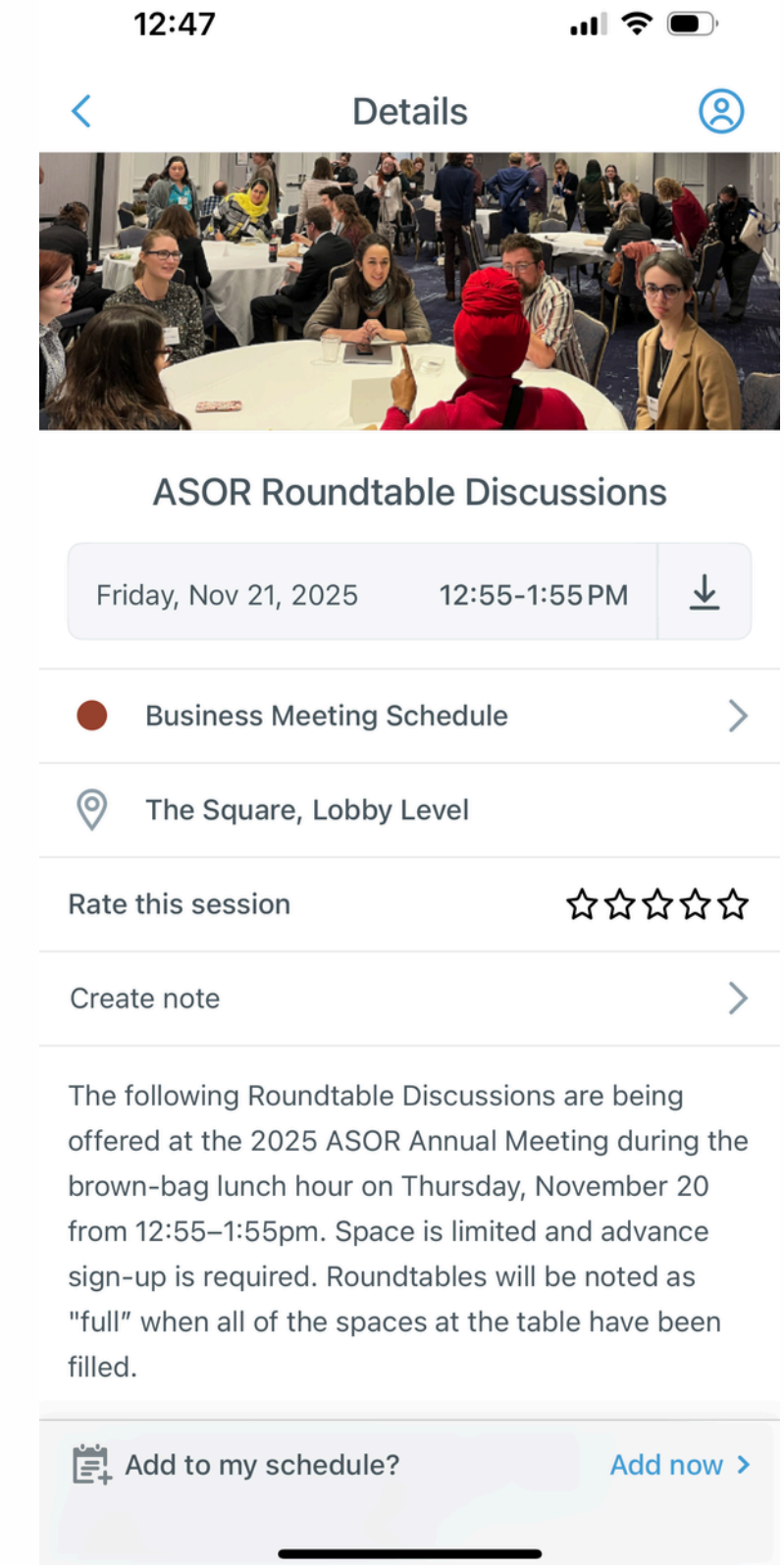
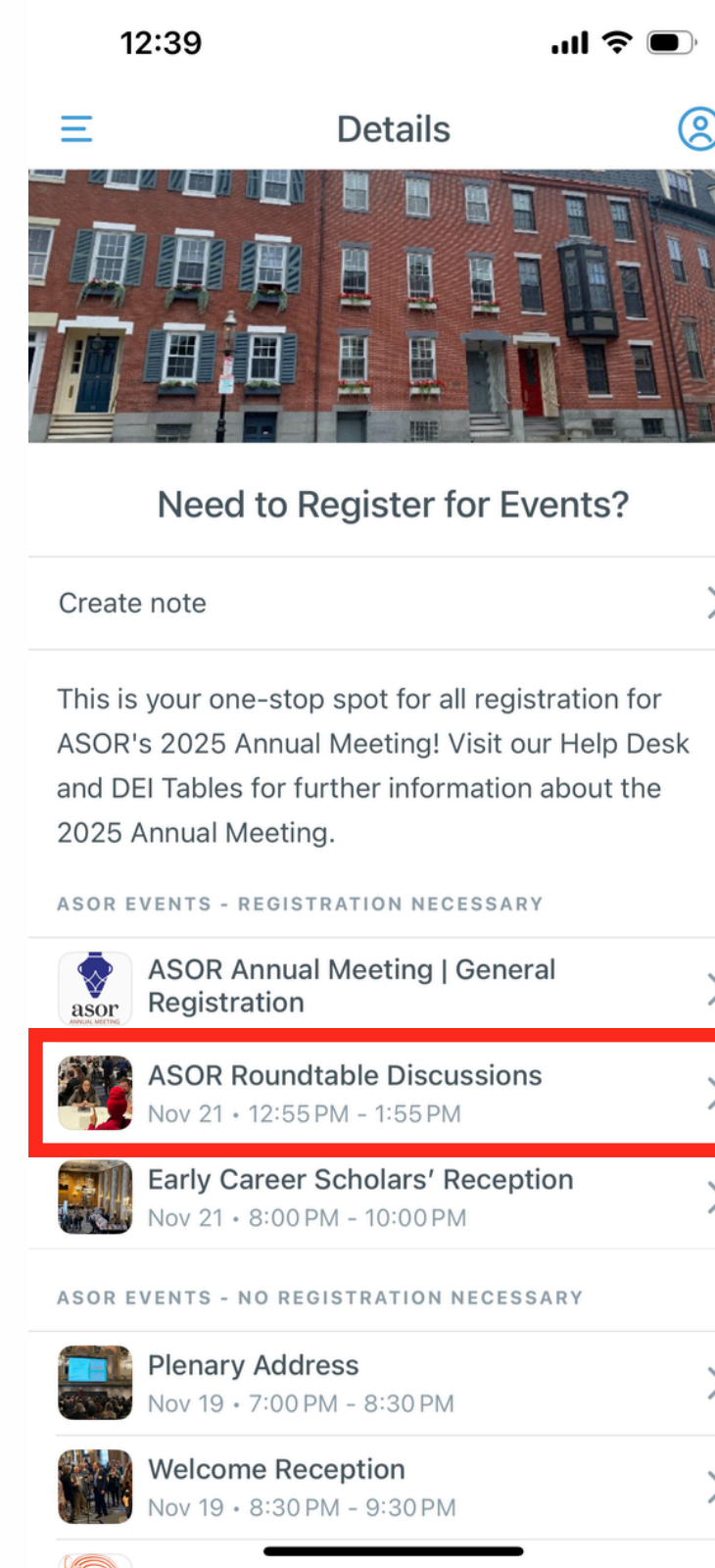
a. This will include all academic sessions, workshops, individual presentations, and business meetings you are attending



View of "My Schedule"

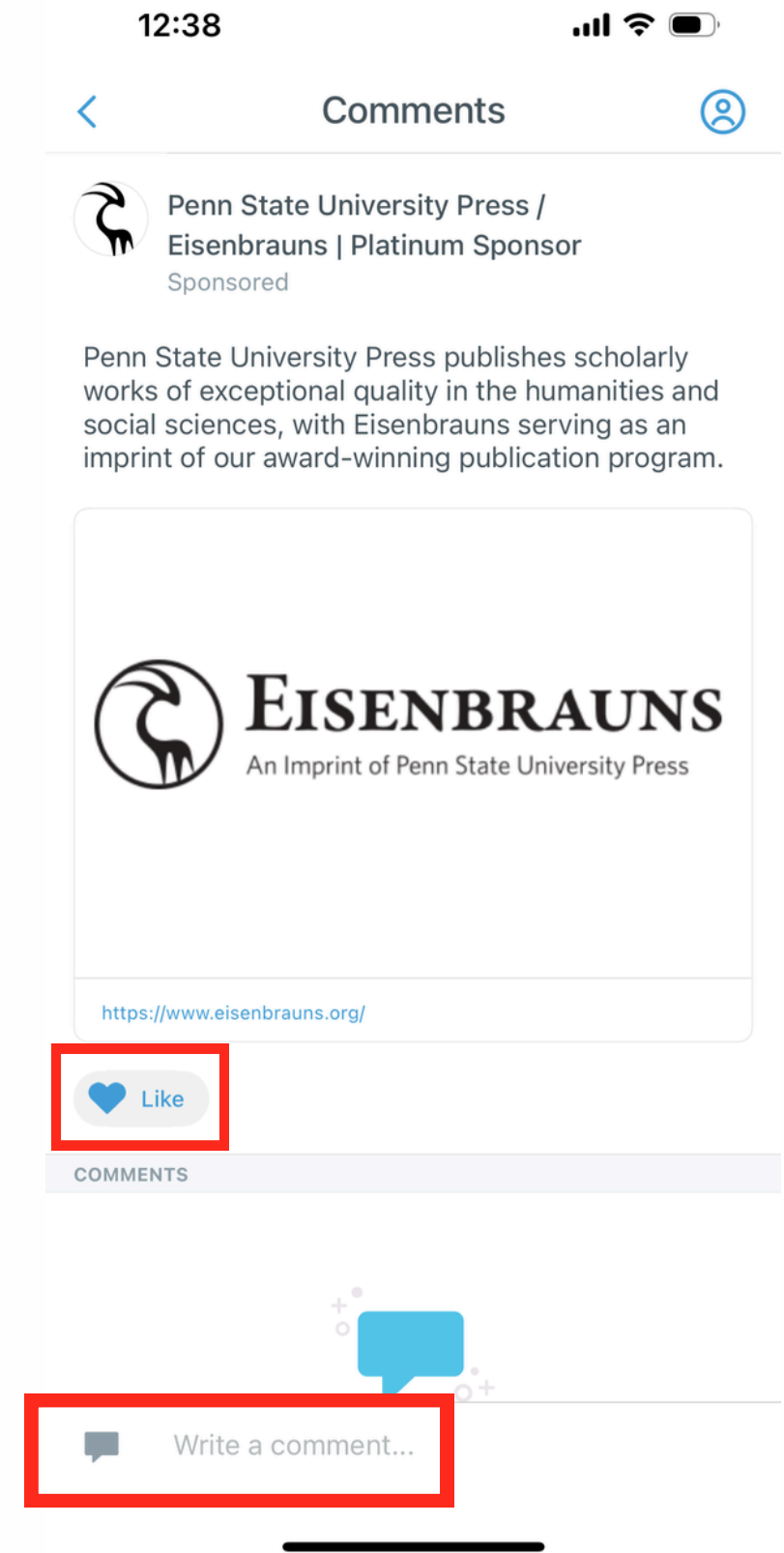
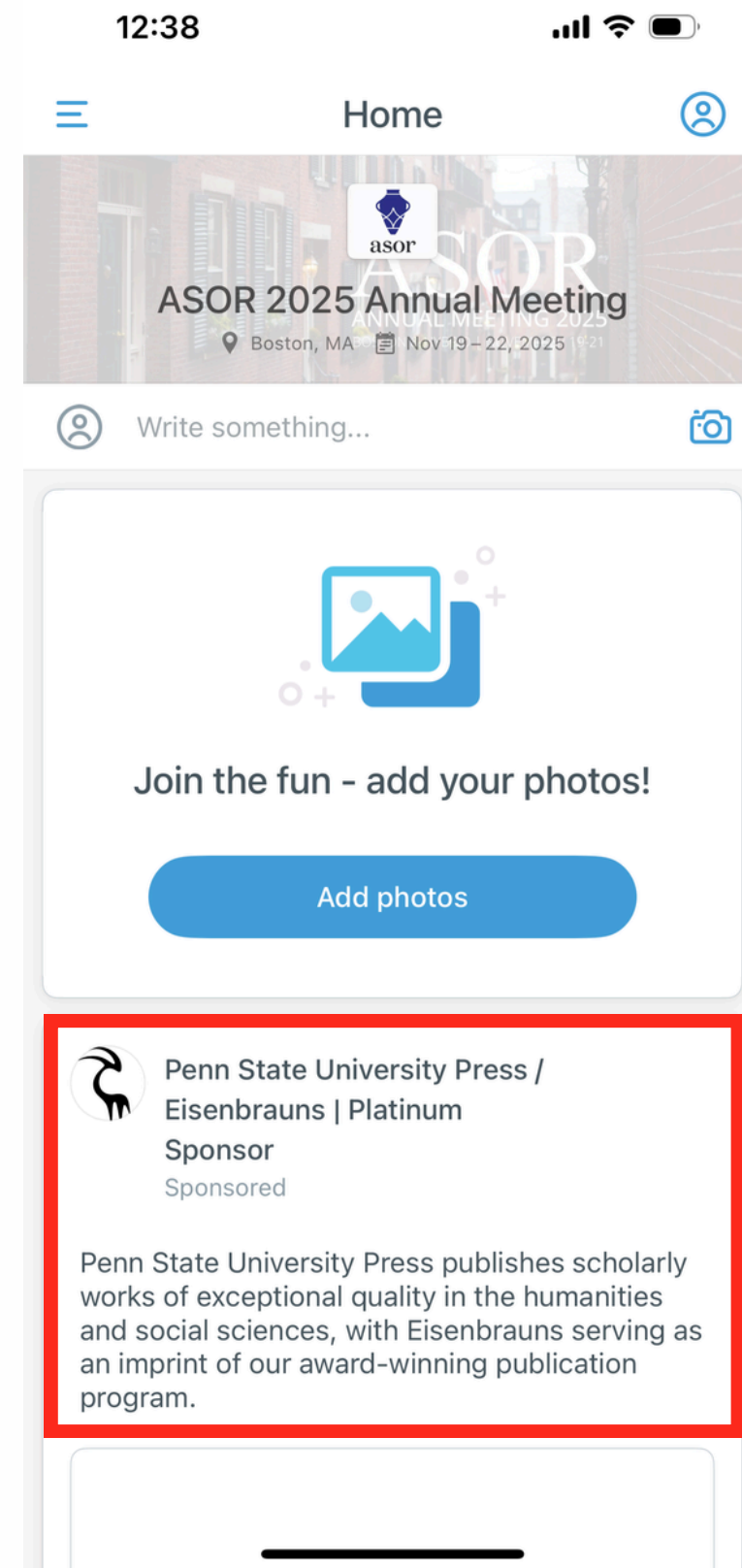
# Need to Register for Events?

1. This page is the hub for all ASOR events that either do or do not require registration
2. Each individual page has information on how/where users can sign up for events
  - a. For example, ECS Reception requires signing up **(Just adding it to your schedule DOES NOT register you! Please sign up with the forms provided!)**
3. For events that do not require registration, additional information is also provided here



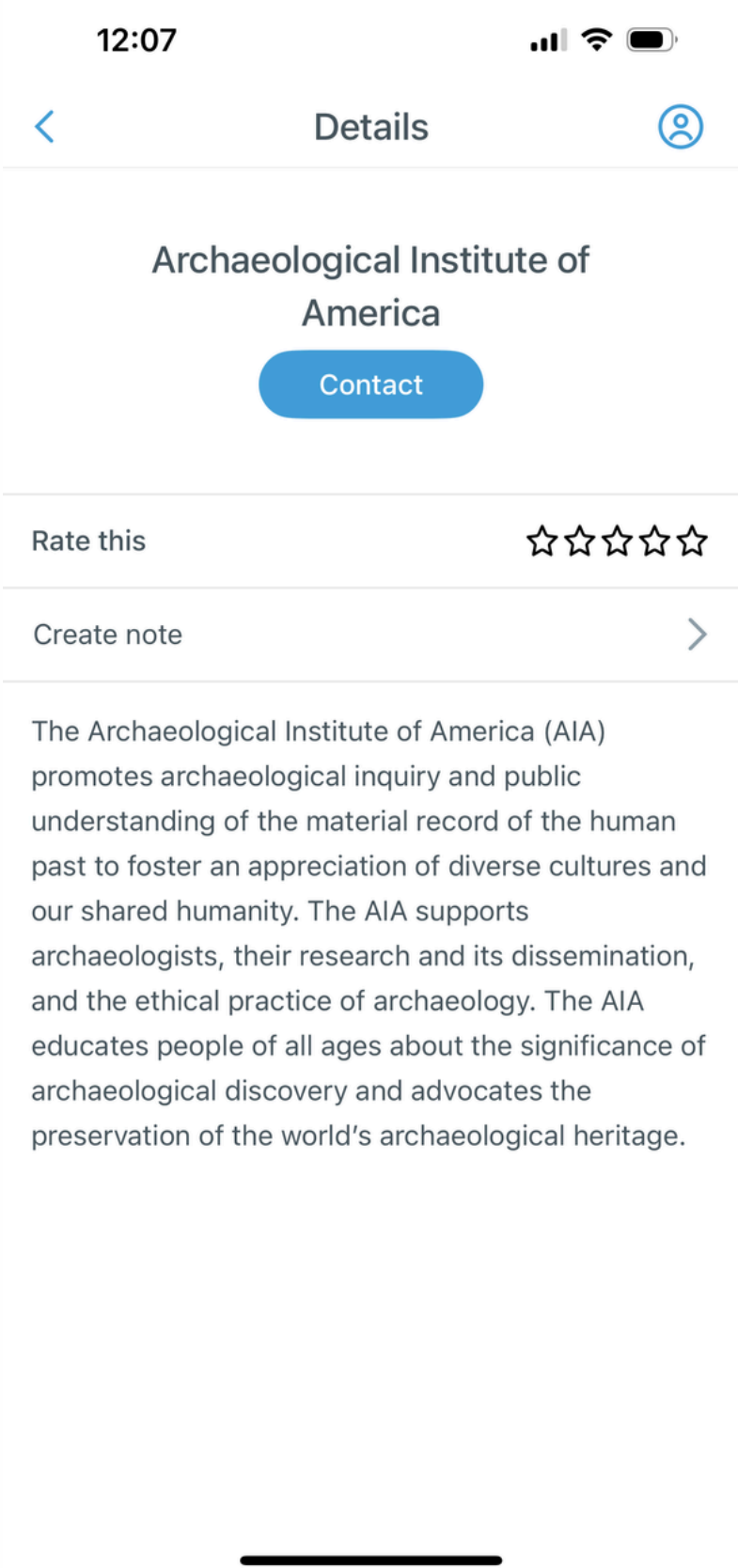
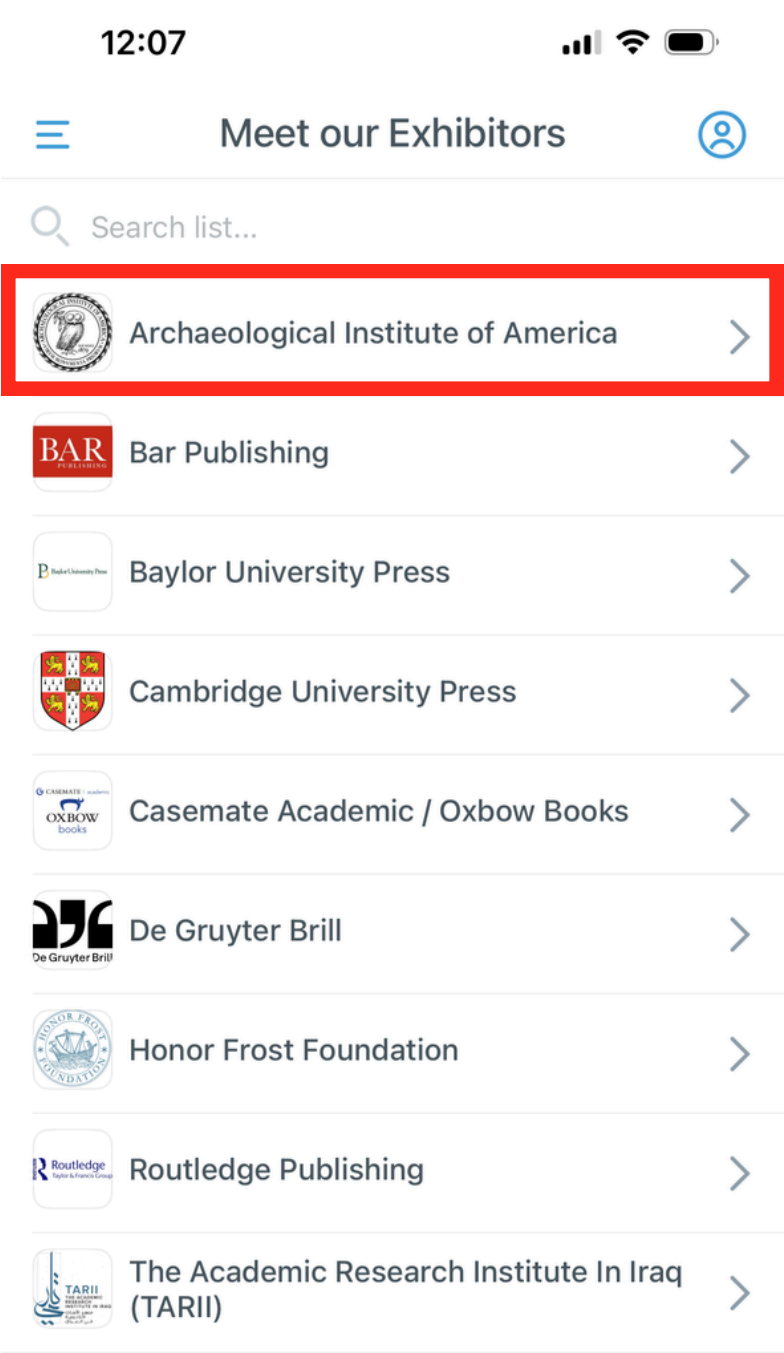
# Meet our Sponsors

1. This page opens to a screen named "Home"
2. Here, users can upload photos with sponsors, view recent notifications, and see a list of 2025 Annual Meeting Sponsors
3. When clicking on a Sponsor, a brief description, link to their site, and a like & commentary section will appear
  - a. Likes and comments are public to all attendees



# Meet our Exhibitors

- 1. This page contains a list of all exhibitors at the 2025 Annual Meeting
- 2. Click on an organization to read more about them!



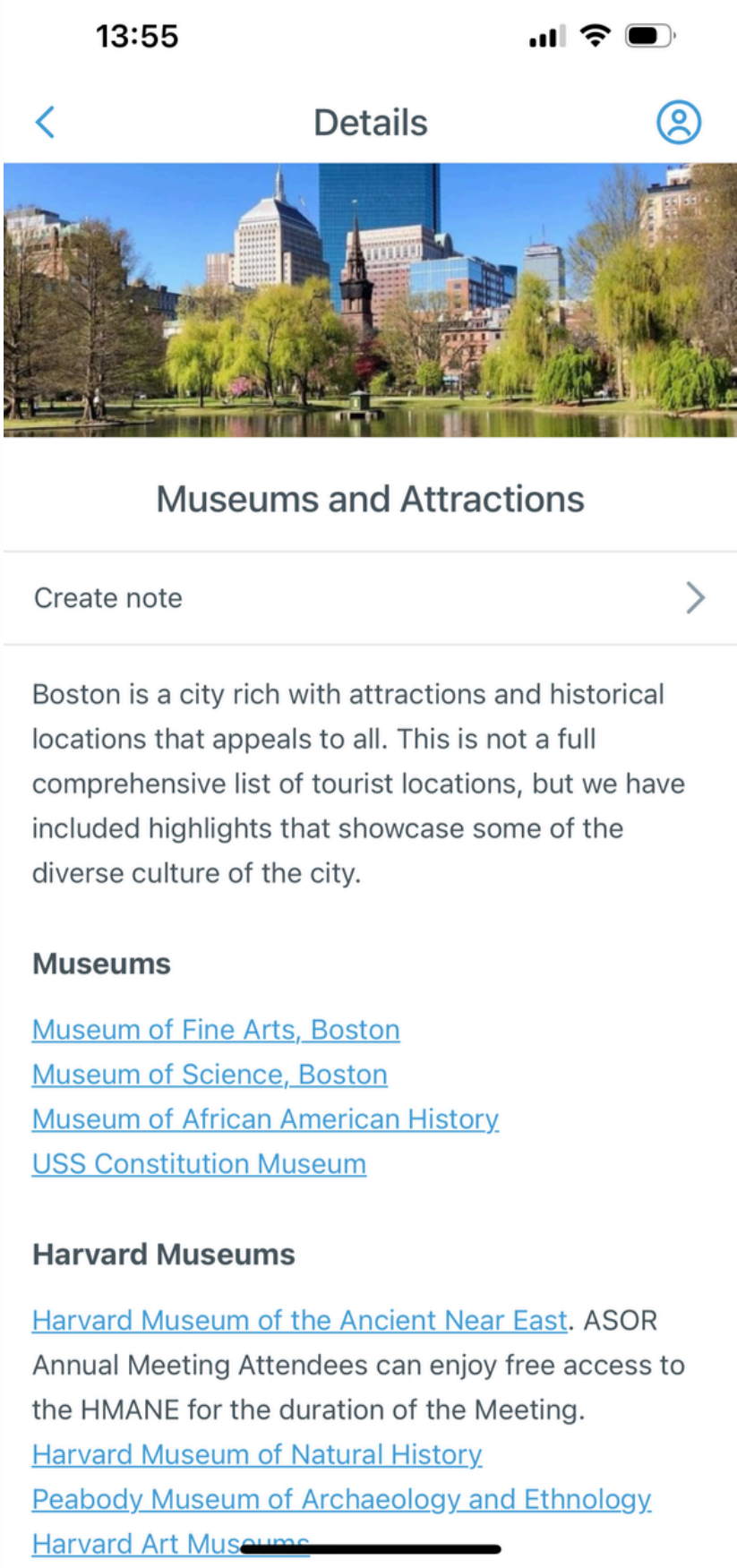
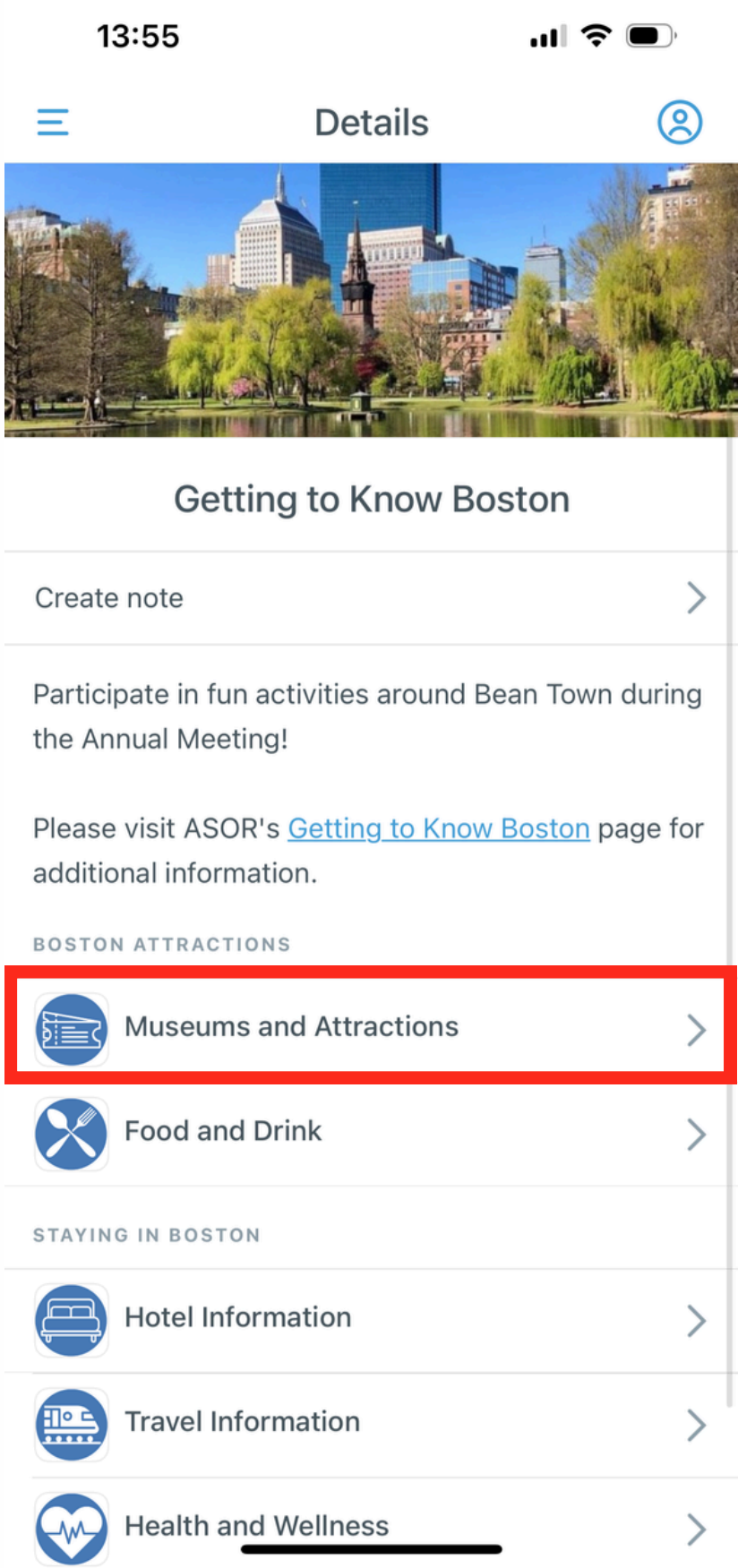
# Visit our Annual Meeting Page

1. This will redirect the user to ASOR's landing page for the Annual Meeting website



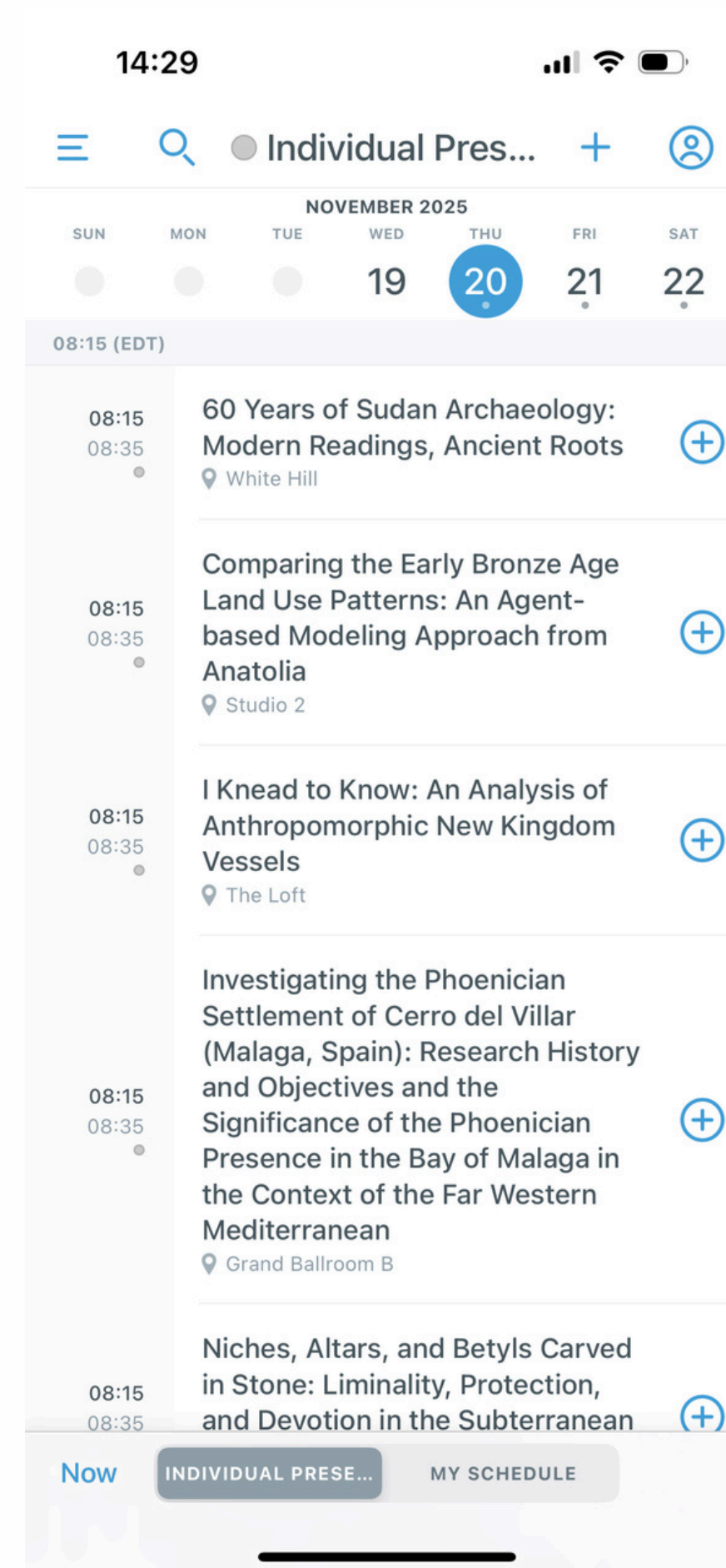
# Getting to Know Boston

- 1. Here is various hotel, travel, and health information as well as a activity suggestions to help users learn more about the city of Boston
- 2. Click on any of the tabs to pull up information about events, booking hotels, or travel



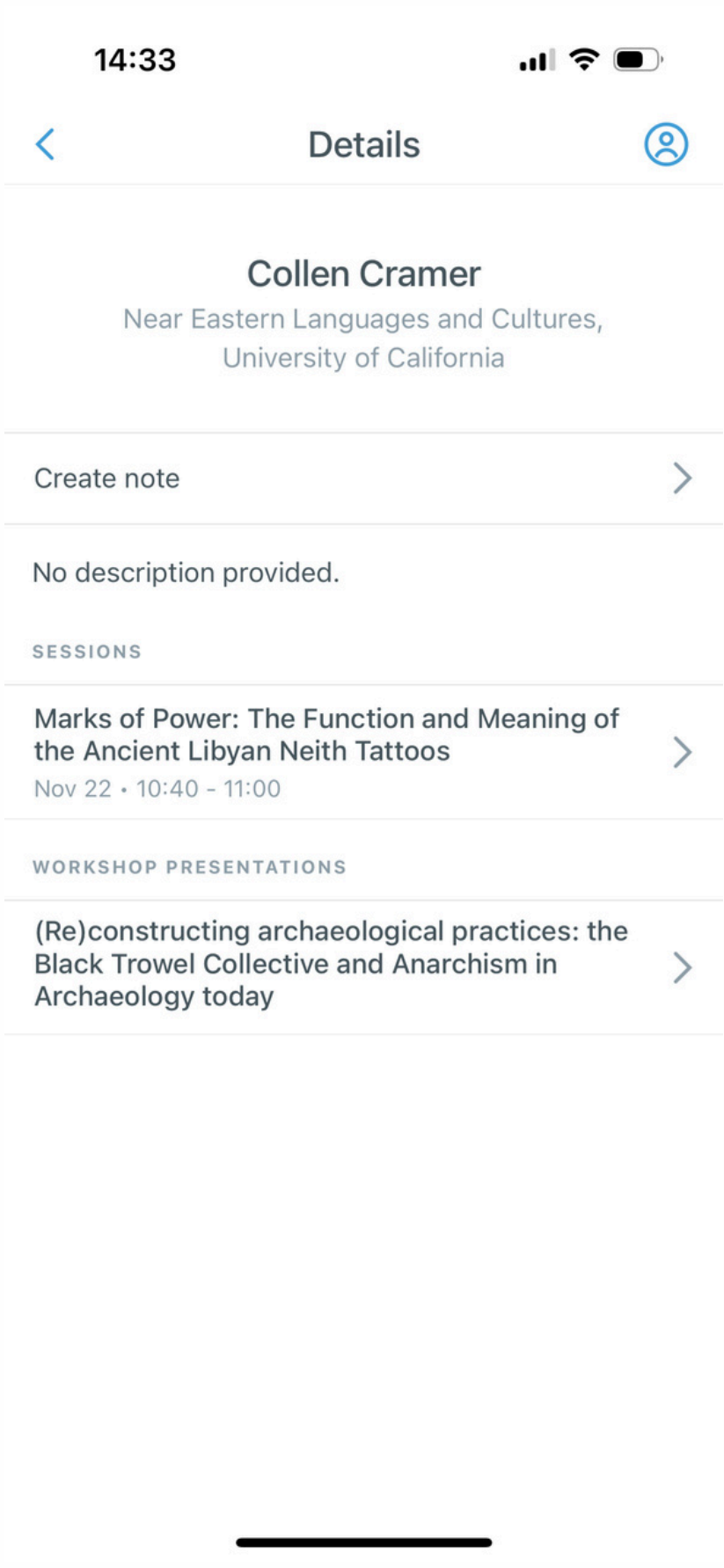
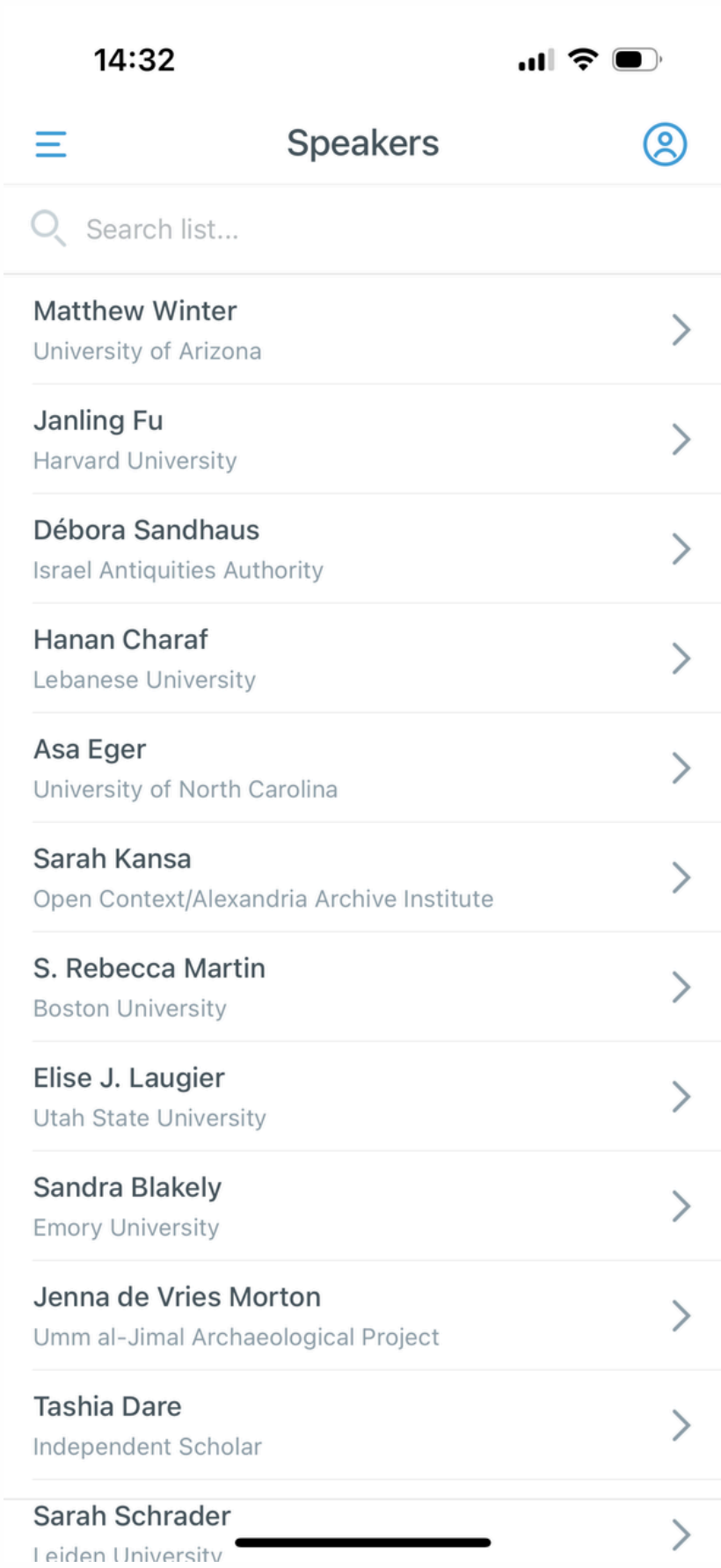
# Individual Presentations

1. This page contains a list of all presentations at the 2025 Annual Meeting
  - a. Workshop presentations can be found under that tab
2. For a more organized list, please view the presentations in the "Academic Schedule"
3. View the information in the individual presentations by clicking on it
4. Add presentations and view information in the same fashion as "Academic Schedule"



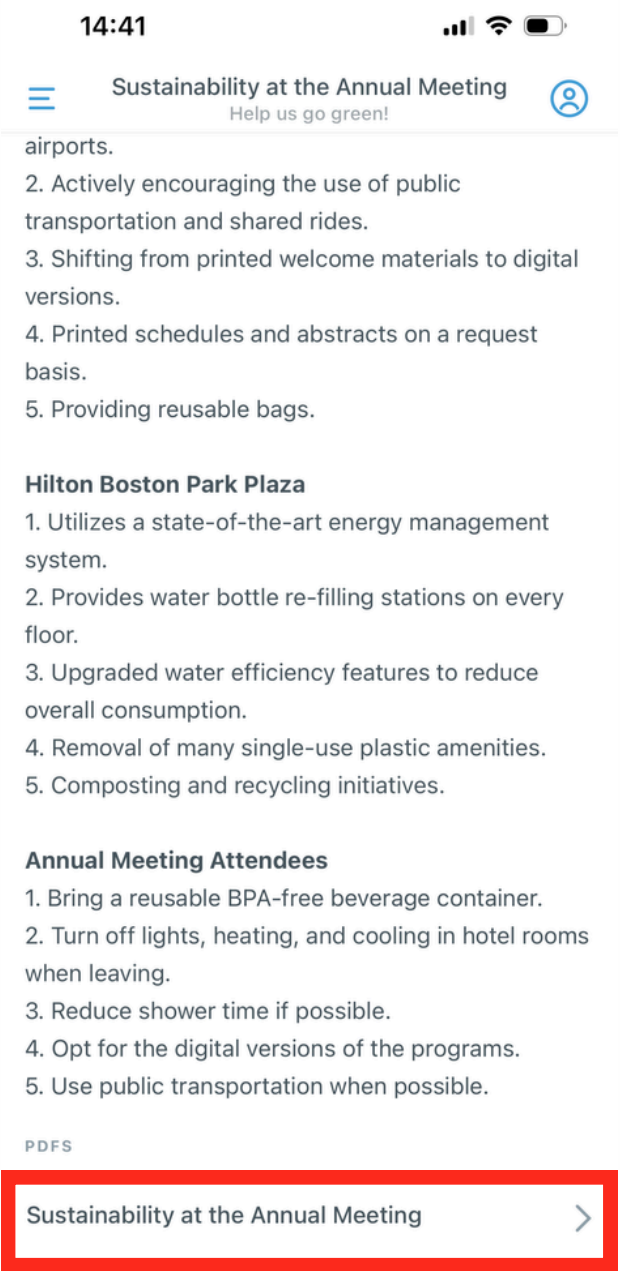
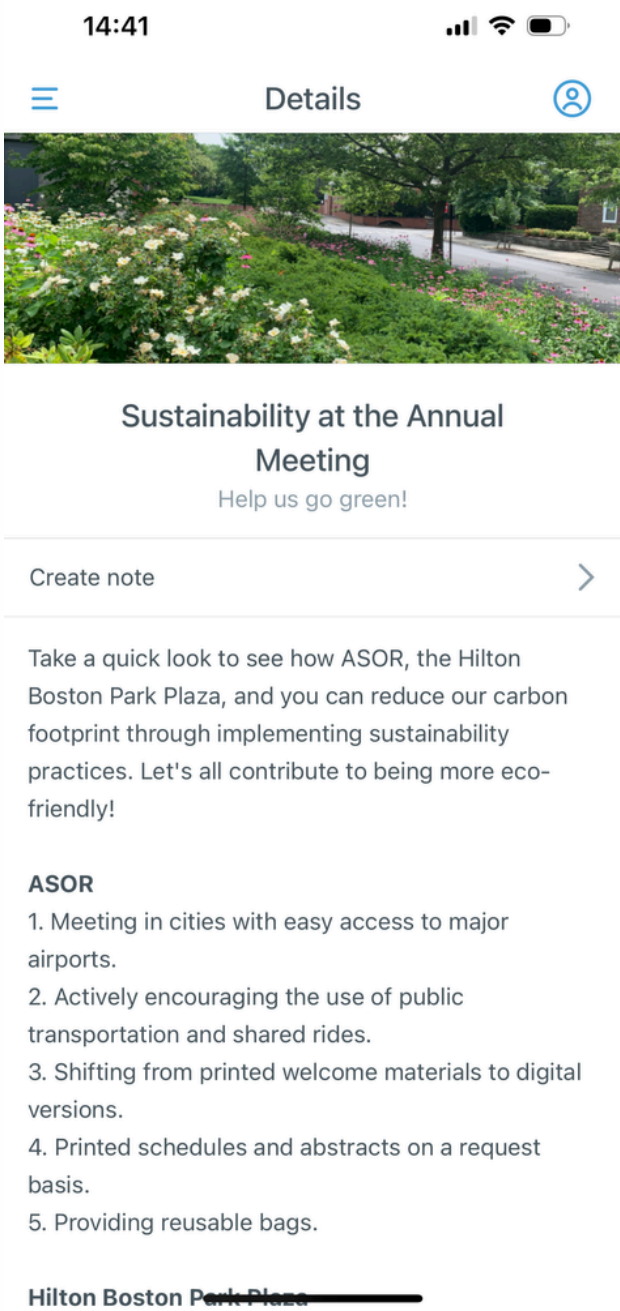
# Speakers

- 1. This lists every presenter, author, and co-author of a presentation at the 2025 Annual meeting (affiliation is also listed)
- 2. View which presentations the speakers are participating in by clicking on their name



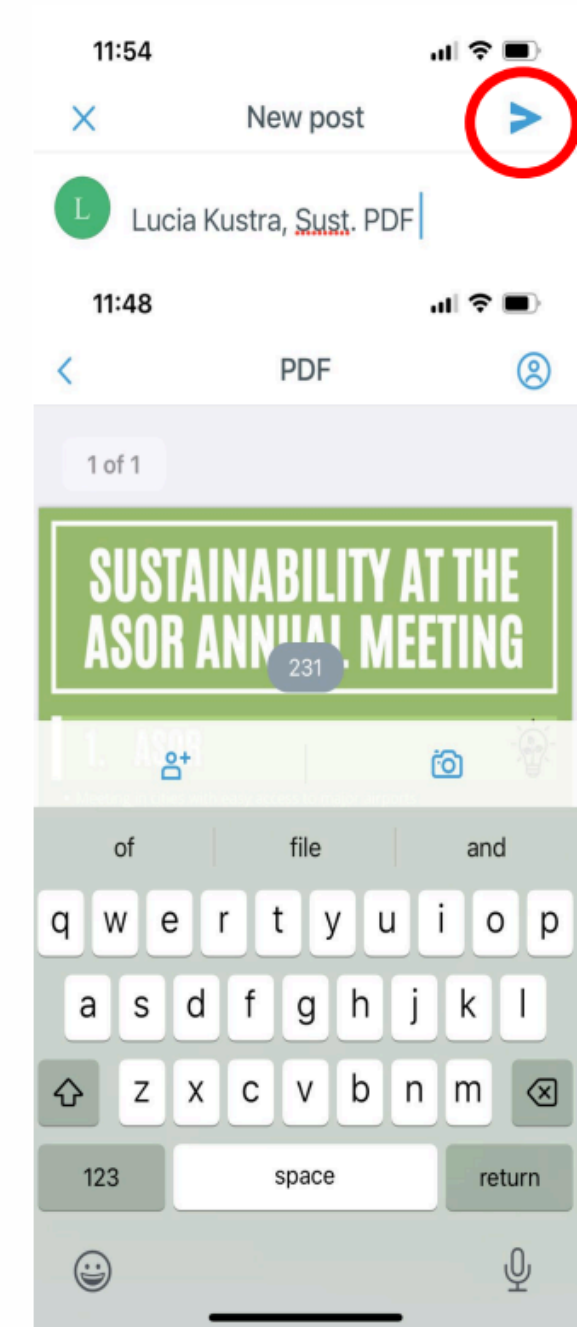
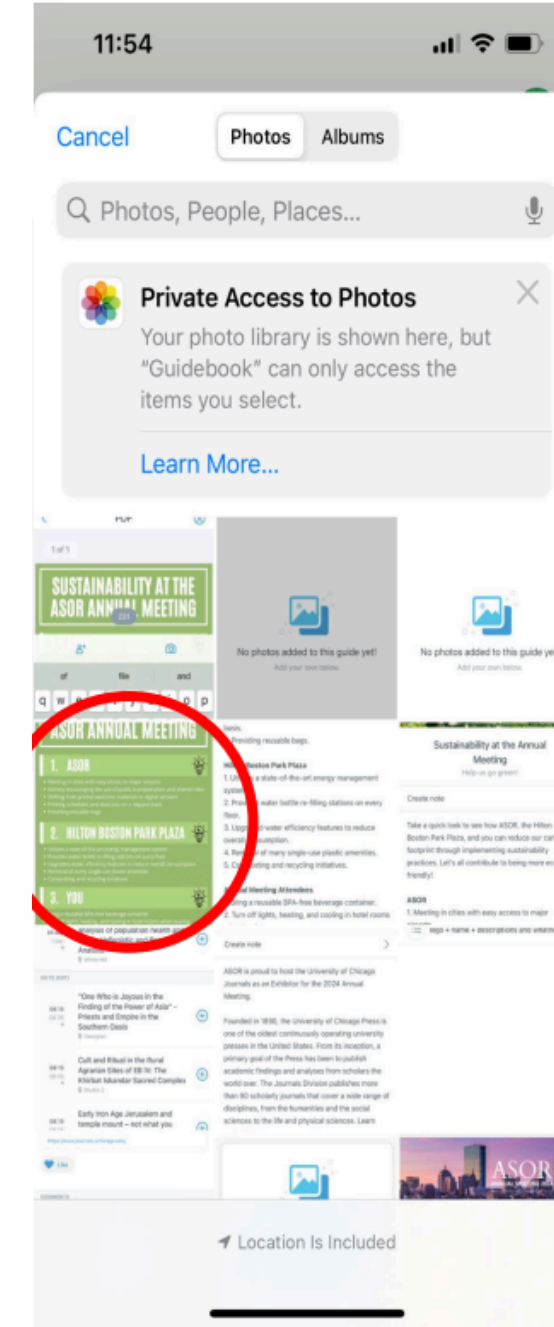
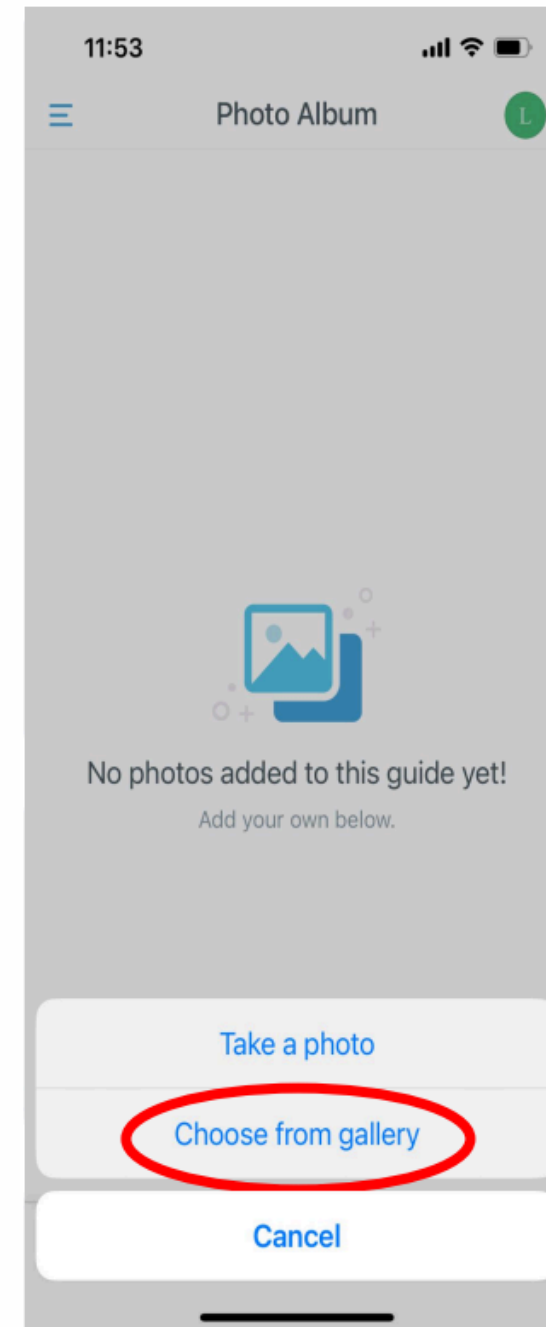
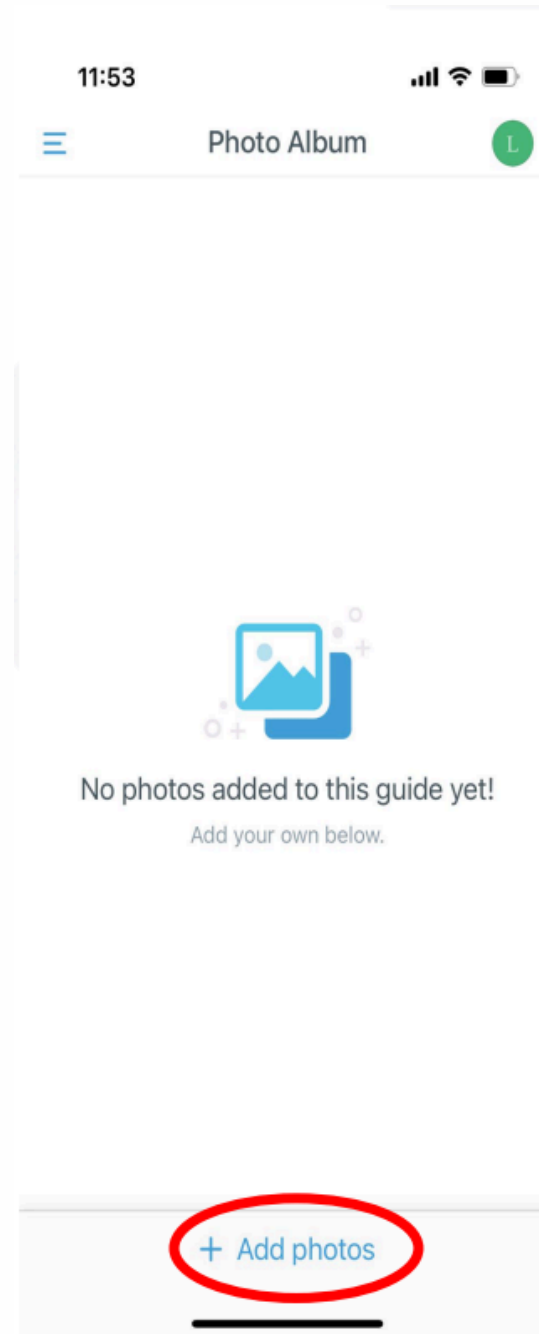
# Sustainability at the Annual Meeting

- 1. Click here to read about efforts made by the Hilton Boston Park Plaza and the Annual Meeting to go green
  - a. There are also eco-friendly ways for all users to help the planet at the Annual Meeting
- 2. A PDF of all the information listed can be found at the bottom on the page



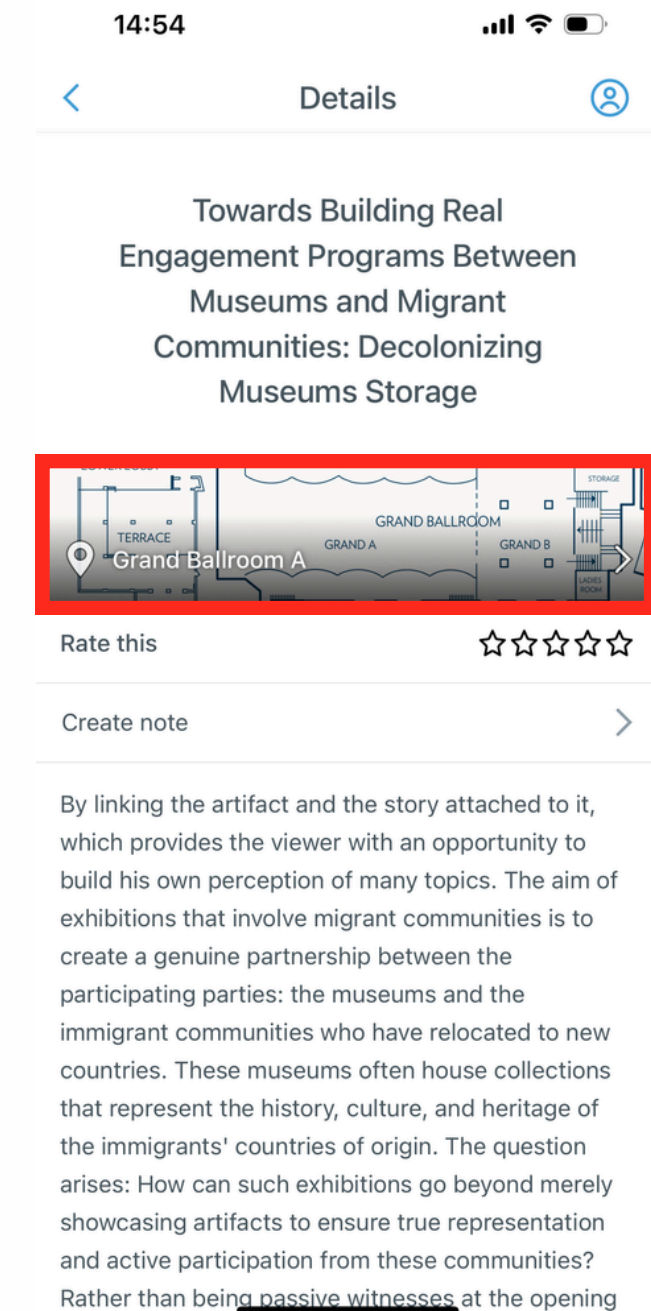
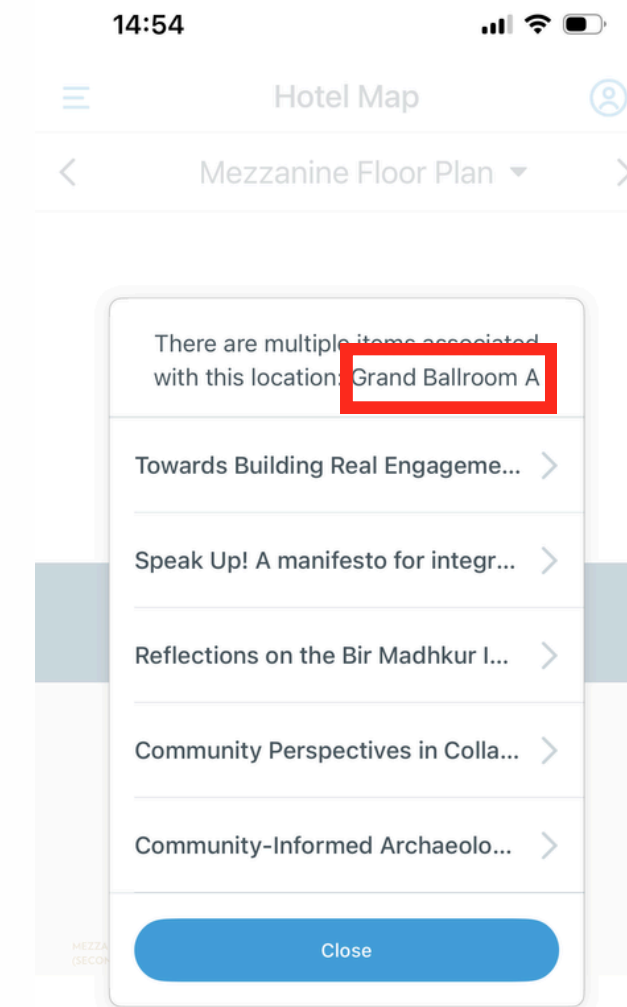
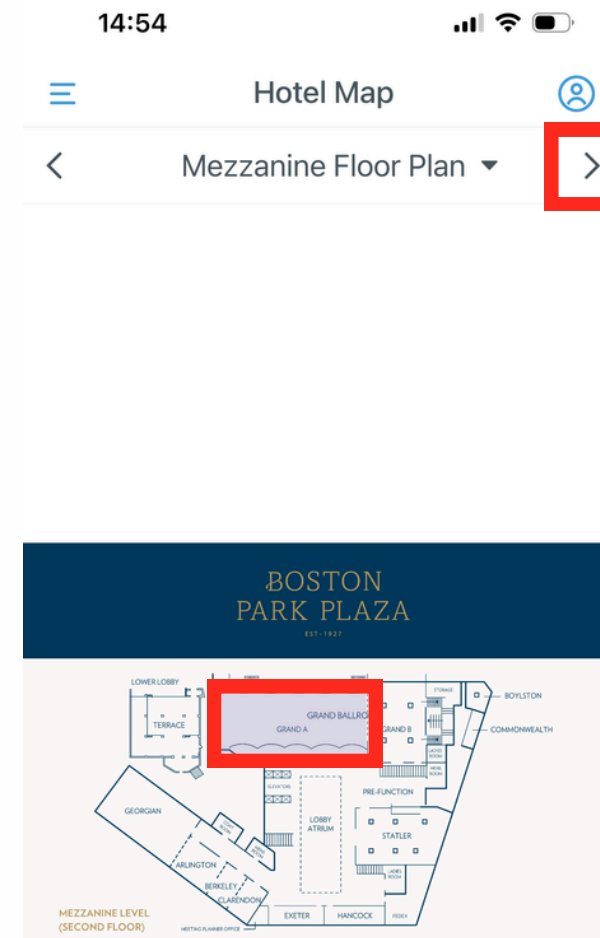
# Photo Album

1. Upload photos you took at the Annual Meeting
2. To upload, click "Add Photos"
  - a. Take a photo
  - b. Choose from gallery → upload a pre-taken photo
3. Please caption your photo with your name and the event in the photo
  - a. Ex: Lucia Kustra, Sust. PDF



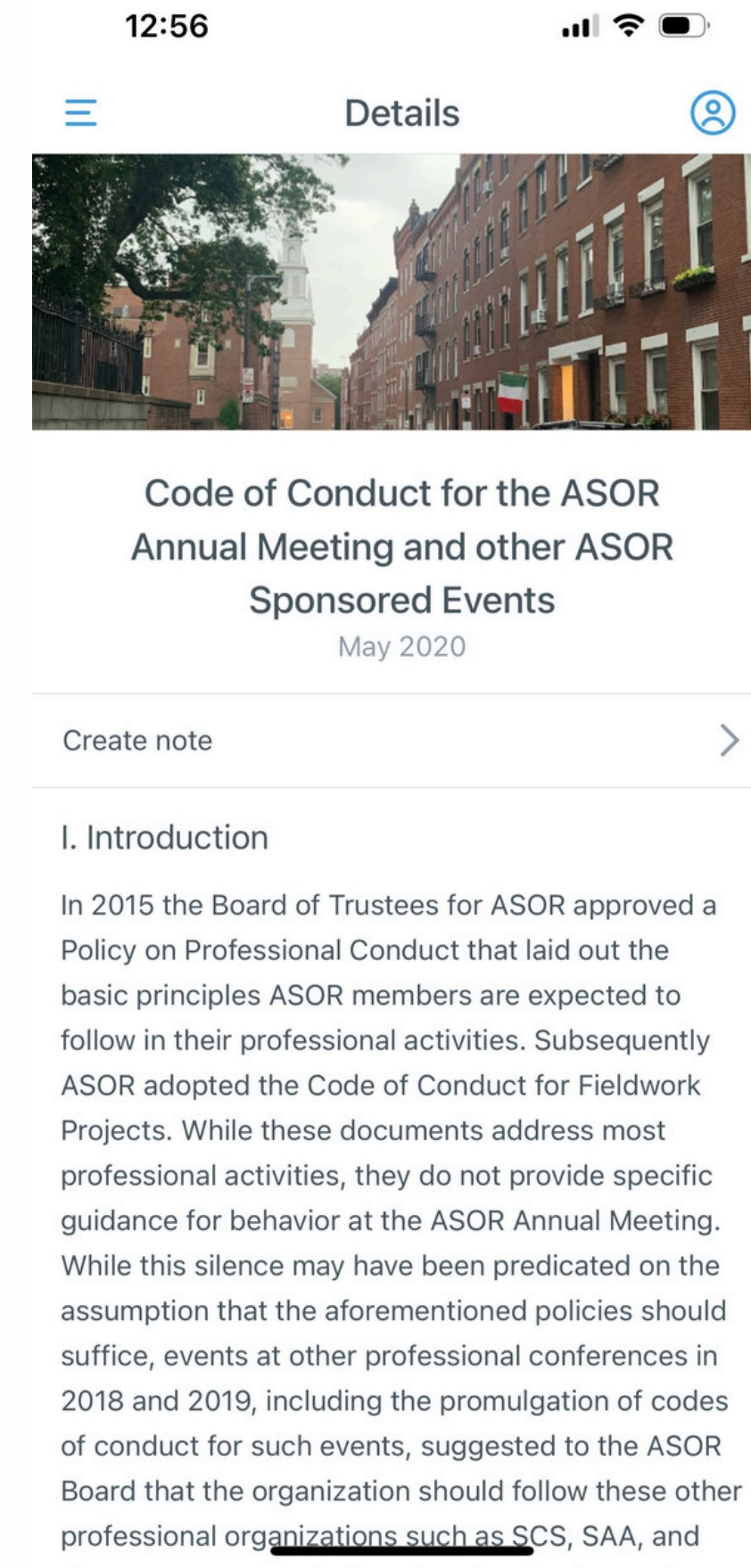
# Hotel Maps

1. The three floors of the Hilton Boston Park Plaza are uploaded here
2. Clicking on a location will pull up all the sessions and presentations at that location
  - a. Click on the arrow on the right/left to switch between maps
3. Maps are also accessible within sessions and presentations
  - a. Click on the map to see a zoomed-in view to assist in navigating the hotel



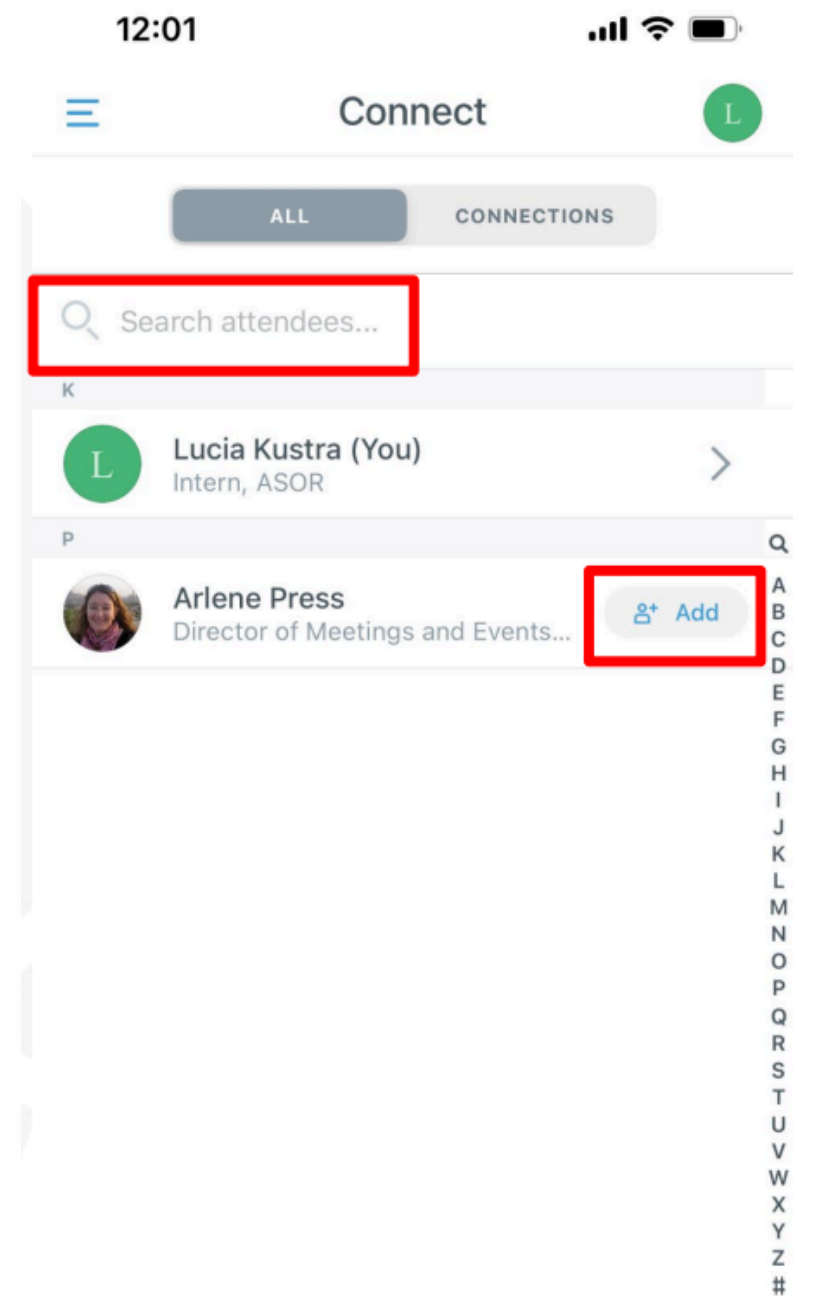
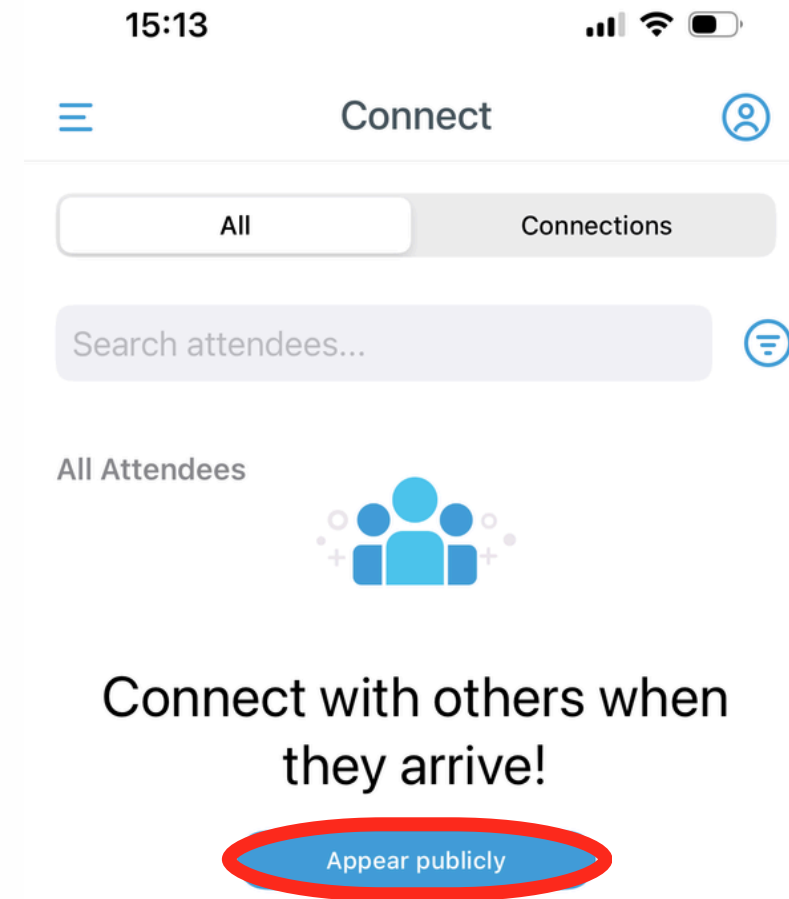
# Code of Conduct

1. This page contains a link to ASOR's Code of Conduct for all events, members, attendees, and employees
2. Click on the link to read further



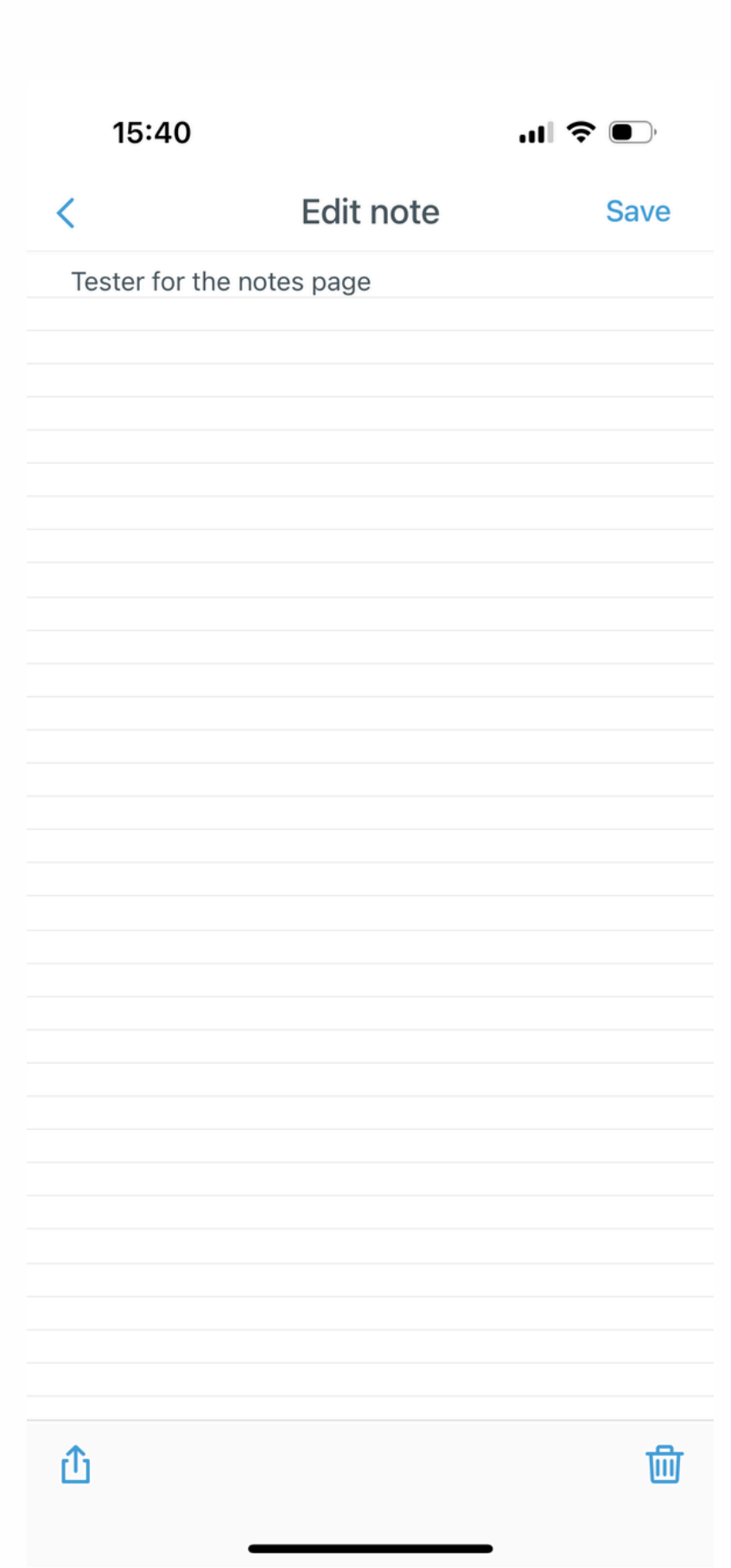
# Connect

1. This page allows users to connect to other registered members on the Guidebook app
2. If you have not downloaded the Guidebook app before you will be asked to appear publicly, click on the blue button that says "Appear publicly" and select that option
3. Click on "Add" to connect
4. Search for attendees in the search box above



# Notes

1. This page allows users to take notes digitally
2. Click on (+) Create note and start typing





**More questions?**

**Please reach out to us!**

**We look forward to hosting  
you in November!**