Conference Manager
## INDEX

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Access</td>
<td>3</td>
</tr>
<tr>
<td>Website Configuration</td>
<td>4</td>
</tr>
<tr>
<td>Scheduled Conferences</td>
<td>8</td>
</tr>
<tr>
<td>Details</td>
<td>9</td>
</tr>
<tr>
<td>Submission</td>
<td>10</td>
</tr>
<tr>
<td>Review</td>
<td>12</td>
</tr>
<tr>
<td>Conference Tracks</td>
<td>14</td>
</tr>
<tr>
<td>Assing submission to the reviewer</td>
<td>17</td>
</tr>
</tbody>
</table>
Access by entering your username and password

Once logged in, you will see a variety of menu options
WEBSITE CONFIGURATION

Six Steps to a Conference Web Site

- About the Conference
  Conference description, principal contact, copyright notice, access policy, etc.

- Additional Website Content
  Homepage content, user information, and announcements

- Website Headers, Footers, Lists and Navigation Bar
  Titles and logos, headers, footers, etc.

- Conference Style
  Cascading Style Sheet and theme for conference pages

- Logging and Auditing
  Email logs, event logs, etc.

- Conference Indexing
  Search engines and metadata harvesting

Each of the following six steps has to be filled in, and inside each step, there is a series of elements which needs to be filled in as well.

In the section About Conference, in addition to compiling its sub-themes, it is necessary to pay attention to the compilation of the Access Policy.

1.5 Access Policy

This policy applies to current conference presentations posted on the website.

- Provide open access to all visitors to the website.
- Require visitors to sign up with the website.
- Require registration to attend the conference.

The following settings control access to the conference archives.

- Visitors must create Reader accounts to view archived conference abstracts and presentations.
- Permit commenting on archived presentations
  - Only users with accounts can comment on archived presentations.
  - Anonymous commenting is permitted.

Insert the checks in the boxes and compile the archive access policy.
You can insert an image in the homepage. Use this section to upload an image of your choice, and additional text, if desired.

This information appears in the “Information” section of the sidebar. Use this section to make any necessary modifications.

You can also add Announcements to your conference homepage, to help keep your audience up to date on conference developments. Use this section to activate Announcements, and to decide how many to display by default.
In addition to adding a header to your conference homepage, you can also add a header that will appear throughout your conference site. You can add the text or upload the image and/or logo here.

Next, you can use this section to also include a footer throughout your website.

Use this section to add a new link to the top navigation bar.

You can specify the link name in the first text field, and the URL in the following field.
From Conference Style choose the style of your conference. Four templates are available.

The highlighted box in orange is a record of actions and materials for your conference. You can activate these in this section.

Insert the keywords and tags to make your website searchable – if you like.
From the menu of General Management options, choose Scheduled Conferences. On the resulting page, choose “Create a Scheduled Conference”.

Afterwards, fill in all the fields. This sets up your individual conference events (whether it is a single conference or a series of conferences to be run each year).
Return to the Conference Site Management page. You should now see your scheduled conference listed.

Choose Setup. This will take you through the three steps: Details, Submissions, and Review.

**Details:** This step allows to describe the conference, to customize the signature email, to insert the sponsoring organizations, etc. This first part is available to insert the description of the conference (for example, the theme of the conference).
**Submission:** You can set your conference to allow authors to submit abstracts (short descriptions of the proposed presentation) and/or longer proposals (e.g., papers, PowerPoint slides, etc.) for a scheduled conference. The submissions can be for a single presentation (with one or more authors) and/or for a multiple presentation session, submitted by the session organizer. In addition, authors can include supplementary files (e.g., data sets, source materials, related paper) with their abstracts and/or presentations.

You can also choose to have a copy of the acknowledgement email to be sent to the submitters also sent to the conference primary contact or an alternative email address of your choice. This can be very useful for keeping track of new submissions without having to login to the website.

In this section you can create a Call for Papers message for your website.
This section allows you to set some guidelines for your authors to follow when submitting their proposals. You can add information in the text box.

A set of submission checklist items has been automatically generated, which the author will need to agree to as part of their submission. You can modify these items, re-order them, delete them, or add new ones.
**Review:** This section will allow you to define the review process for your conference.

This section allows you to configure several aspects of your conference’s peer review system, including additional instructions, email reminders, and the email message that contains a link which will take them directly into the web site.

### Step 3. Review Process

3.1 Review Policy

Outline the conference’s review policy and processes for readers and authors, including the number of reviewers typically used in reviewing a submission, the criteria by which reviewers are asked to judge submissions, typical time taken to conduct the reviews, and the principles for recruiting reviewers. This will appear in About the Conference.

**Review Policy**

3.3 Director Decision

- When using the Notify Author email, include the email addresses of all co-authors for multiple-author submissions, and not just the submitting user.

<table>
<thead>
<tr>
<th>Save and continue</th>
<th>Cancel</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>E-mail</em> required field</td>
<td></td>
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</tbody>
</table>

This section allows you to decide if the notification email goes to all co-authors or to the submitter only.
Once the steps of the Setup are filled out, it is necessary to configure the timeline of the conference. It is very important to pay attention to the dates which will be set up because some of these data can preclude the possibility of uploading or revising the paper.

<table>
<thead>
<tr>
<th>Conference Timeline and Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>The dates recorded here will be utilized for this scheduled conference, and can be posted on the website by checking “Conference timeline” at the bottom of the page.</td>
</tr>
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**Events Schedule**

<table>
<thead>
<tr>
<th>Event</th>
<th>Post Date</th>
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<tbody>
<tr>
<td>Conference</td>
<td>May 15 2013</td>
</tr>
<tr>
<td>Last day of conference</td>
<td>May 16 2013</td>
</tr>
<tr>
<td>Website</td>
<td></td>
</tr>
<tr>
<td>Go Live (as a Current Conference)</td>
<td>January 15 2013</td>
</tr>
<tr>
<td>Move to Conference Home</td>
<td>February 14 2013</td>
</tr>
<tr>
<td>Submissions</td>
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</tr>
<tr>
<td>Author registration opened</td>
<td>January 15 2013</td>
</tr>
<tr>
<td>Author registration closed</td>
<td>February 16 2013</td>
</tr>
<tr>
<td>Call for Papers posted</td>
<td>January 16 2013</td>
</tr>
<tr>
<td>Submissions accepted</td>
<td>February 16 2013</td>
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</table>
Conference Tracks

From the Conference Tracks page, you can create all of the tracks required for your conference.

For each track, you will also have the option of assigning a Track Director.
From the Conference Menu, choose Organizing Team.

To create the members of your customized Organizing Team, select Create Organizing Team Title.

Use this section to add members from your list of existing users.
When the conference program is ready to be presented to the users, upload it here or enter it as plain text.

From the Conference Menu, choose Stats & Reports. This section provides information on usage statistics and reports on your conference. Select the tracks you wish to include in your peer-review statistics and Record the changes.
ASSING SUBMISSION TO REVIEWER

The conference Manager has the possibility to visualize from the option “View” all the submissions uploaded by the authors.

By clicking on Go To URL
The entire summary of the submission becomes available submission.
First of all, the conference manager will have to associate the track to himself, by clicking on ADD SELF.

Afterwards, from the option “Review” on the right, you can visualize the submissions and decide what to assign to the reviewers.

By clicking on the title of the submission you will reach a screen with the information about the submission and the possibility to select the reviewers to whom assign the submission.

Pay Attention!!!
Conference Manager

Submission
Authors: WALBURGA LIA NAVAROTTO
Title: In campo a comando
Track: General Papers
Director: Francesca Romeo
Review Version: 18-04-2013
Upload a revised file to serve as the Review Version
Sup. files: None

Review
SELECT REVIEWER

Reviewer A: RUGGERO PUCCI
Review Form: Free Form Review
REQUEST UNDERWAY DUE ACKNOWLEDGE
18-04-2013 — 02-05-2013
Director To Enter: WILL DO THE REVIEW UNABLE TO DO THE REVIEW
Upload review

Select Reviewer
Reviewing interests: [ ] contains: [ ]
Search:
A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All
ENROLL EXISTING USER AS REVIEWER | CREATE NEW REVIEWER

<table>
<thead>
<tr>
<th>NAME</th>
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