

Overall Process Flow for Scientific and Hospitality App

PHASE 1: Faculty Onboarding

1. Faculty List Upload

- Event manager uploads faculty list to the app.
- ✓ System Check: App detects and notifies about duplicate entries (e.g., “5 duplicates found”).

2. Faculty Invitation Email

- Once list is cleaned, app sends an invitation email to each faculty.
- Email contains:
- Conference details
- Two buttons: ✓ Accept / ✗ Reject

3. Faculty Response Collection

- If Accepted, faculty is marked “Confirmed” in the backend dashboard.
- If Rejected, a dropdown appears with options like:
- Not available
- Other commitments
- Other (free text box)

PHASE 2: Dashboard Management

4. Dashboard for Event Managers

- Displays all faculty responses: Accepted / Rejected / Pending.
- Option to download list or share with organizers.

5. Optional: Organizer Dashboard

- Limited access view for organizing committee to track faculty responses.

PHASE 3: Session Creation

6. Create Sessions

- Event managers and organizers create sessions using accepted faculty.
- Session Types:
 1. Workshops (1–5 days)
 2. Conference Talks

3. Panel Discussions (1 moderator + 3–5 panelists)
4. Dual Faculty Talks
5. Debates (2 participants + moderator/judge)

7. Hall & Timing Allocation

- App supports multiple halls (1–12 or more).
- **!Conflict Alerts:**
- Same faculty assigned to multiple halls at same time – system alert
- Same faculty assigned to multiple topics on same day – soft warning

PHASE 4: Topic Communication

8. Automated Session Emails

- Personalized email sent to each faculty including:
- Session details (topic, date, time, hall)
- Panelist names + contact numbers (for discussions)
- Accept / Decline buttons

9. Faculty Topic Response

- If Accepted → Marked as “Confirmed” in dashboard.
- If Declined → Dropdown for:
- Not comfortable with topic
- Prefer another topic (optional text input)
- Not available

PHASE 5: Schedule Finalization

10. Real-time Dashboard Update

- Backend displays:
- Accepted with topic
- Rejected with reason
- Suggested alternate topic
- Withdrawn after accepting

11. Iterative Communication

- One or two more automated reminder emails are sent for:
- Pending responses
- Revised session/topic
- One final confirmation email (1 month prior)

12. Final Downloadable Schedule

- Final session list is downloadable:
- For printing brochures
- For organizing committee reference

Additional Notes:

- ✓ Scalable for 800–1000 faculties
 - ✓ Supports 1 to 12+ halls
 - ✓ Sessions span 1–5 days (for both workshops & conferences)
 - ✓ Robust email automation with tracking & logs
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🔄 HOSPITALITY APP: Numbered Process Flow

PHASE 1: Information Collection Post-Acceptance

1. Trigger Email to Confirmed Faculties

Once a faculty has accepted the invitation and/or confirmed their topic, an email is sent asking for:

1. CV
2. Photograph
3. Presentation (PPT/PDF)
4. Itinerary (Arrival & Departure details)
5. Flight Preferences (if flights are managed by organizers)
6. Accommodation details (optional based on organizer choice)

✓ This email is customizable by event managers depending on what's needed at each stage.

PHASE 2: Customization Options for Event Managers

2. Custom Email Setup

Event managers can choose which data to request in each round of communication:

- Round 1: CV, Photo, Presentation
- Round 2: Itinerary, Flight Preference
- Round 3: Accommodation confirmation

Each request is accompanied by individual submission links.

PHASE 3: Faculty Submission Interface

3. Faculty Dashboard

Each faculty receives a unique dashboard or link where they can:

- Upload their CV (PDF/doc format)
- Upload photo (JPEG/PNG)
- Upload presentation
- Enter arrival/departure details
- Choose flight preferences (dropdown or date/time selectors)
- Acknowledge accommodation (confirmation or comments)

PHASE 4: Backend Management Dashboard

4. Data Capture by Category

Backend dashboard auto-updates in real-time to show:

- ✓ Faculty who have submitted each item (CV, photo, etc.)
- ✗ Faculty with pending uploads
- 👁️ View, download, or export per item

5. CV Mapping with Scientific Schedule

- CVs are automatically tagged to:
- Session topic
- Hall name
- Time slot

This enables easy download hall-wise for AV teams.

PHASE 5: Flight & Accommodation Management

6. Itinerary Dashboard

- Faculty itineraries appear sorted by:
- Date-wise
- Time-wise (Arrival/Departure)
- Can be filtered hall-wise, speaker-wise

7. Preferred Flight Option Workflow

- If organizers are booking flights:
- Faculty chooses preferred time (e.g. 23rd August, 8 PM)
- If not available, system sends:

✈️ “We have blocked an alternate flight: 23rd Aug, 6 PM. Please confirm.”

- Confirmation link provided
- If faculty agrees, it updates backend

8. Accommodation Allocation

- System allows organizers to assign accommodation:
- Faculty receives email:

✉️ “You are staying at Radisson Blu, Check-in: 22nd Aug, Check-out: 24th Aug”

- Option to confirm or request change

PHASE 6: CV/Presentation Auto-Fill & Reuse

9. Smart Repository (AI-Based)

If a faculty hasn't uploaded a CV or presentation:

- System checks previous event repository
- Prompts:

⚠️ “CV for Dr. Raksham not uploaded. Found previous version. Do you want to use it?”

- If Yes → Auto-fills template for current event




PHASE 7: Template Mapping

10. Event-Specific Template Integration

- Each conference has its own faculty profile template (CV + photo layout)
- System populates template with:
- Faculty name
- Session title
- CV content
- Photograph
- Mapped to hall, time, and topic

PHASE 8: Final Downloads for Hospitality & AV Teams

11. Final Reports/Dashboards Include:

-  CVs → sorted by hall, time, topic
 - Itineraries → sorted by arrival/departure time
 -  Accommodation → sorted by hotel/check-in/check-out
 -  Presentations → downloadable folder structure by session
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CASE SENARIO

Pedicriticon, a prestigious 3-day pediatric critical care conference, is scheduled to take place across 5 halls at a large convention center. As always, Abhinava Events is entrusted with the complete scientific and hospitality management of the faculty and event logistics.

Phase 1: Scientific Planning Begins

As soon as Abhinava Events receives confirmation for managing Pedicriticon, the scientific team springs into action. They begin by preparing a draft faculty list of over 300 names, which includes returning experts like Dr. A, Dr. B, and Dr. C, and a few new invitees.

This list is uploaded to the Scientific App, which immediately checks for duplicates and flags Dr. B, who was accidentally added twice. After a quick cleanup, the first round of invitation emails is triggered from the app.

Each faculty member receives a personalized email with the option to:

-  Accept the invite

- **✕** Decline it with a dropdown reason (e.g. not available, other commitments)

Dr. A and Dr. C promptly accept the invitation. Dr. B declines due to a prior international commitment. Their responses are automatically recorded on the event manager dashboard for Abhinava Events.

Phase 2: Scientific Session Mapping

Now that Dr. A and Dr. C have accepted, the session creation begins. Abhinava Events collaborates with the organizing committee using the platform to create different types of sessions:

- Dr. A is allotted a solo talk on “Sepsis in PICU” in Hall 2 at 10:00 AM.
- Dr. C is added to a panel discussion on “Pediatric Ventilation” with three other speakers and a moderator.

The app auto-checks and flags that Dr. A is also being considered for a session in Hall 3 at the same time — a conflict alert pops up. The team adjusts the schedule to avoid overlaps.

Once sessions are finalized, the next round of automated emails goes out to the accepted faculties. Dr. A receives a detailed message:

“Dear Dr. A,

Thank you for accepting the invitation for Pedicriticon. You have been allotted a session titled ‘Sepsis in PICU’ at Hall 2 on Day 1 at 10:00 AM.”

Dr. C receives a similar email but also includes:

- Names and contact numbers of co-panelists
- Accept / Reject button for the topic
- Free text box in case of suggestions

Both Dr. A and Dr. C accept their assigned sessions. This confirmation is again updated in the dashboard.

Phase 3: Faculty Hospitality Management

With scientific assignments done, the Hospitality App is activated. The system triggers a new set of emails only to confirmed faculties like Dr. A and Dr. C. This email contains:

- A request to upload their CV, photograph, and presentation
- A link to enter their itinerary (arrival/departure)

- If flights are being handled, a form to enter preferred travel time
- Details of their accommodation if arranged by the organizers

Dr. A fills in all the details, uploads her files, and requests a flight on 23rd August at 8 PM. Dr. C submits his CV and photo but forgets the presentation.

Meanwhile, Abhinava Events checks the backend dashboard where:

- All uploaded documents are shown as per speaker and session
- Dr. A's CV is mapped to Hall 2, Day 1, 10:00 AM
- Dr. C's session appears as part of the panel discussion list

The app also shows flight preferences and accommodation status. Since Dr. B is not attending, he is marked as "No itinerary required."

Later, Dr. C still hasn't uploaded his CV. The system detects that he has participated in a past IAP event, and a repository match is found. A prompt pops up:

"Dr. C's CV is available from IAP 2023. Do you want to use it?"

Abhinava Events clicks Yes, and the CV auto-fills into the current template created for Pedicriticon.

📁 Phase 4: Data Consolidation and Communication

Now, all submissions (CVs, photos, presentations, itinerary, etc.) are:

- ✓ Downloadable as hall-wise and time-wise folders for the AV team
- ✓ Itineraries are sorted by date and time for hospitality teams
- ✓ Accommodation details are shown as check-in/check-out reports

With this, the hospitality manager knows:

- Dr. A is arriving on 23rd August at 8 PM
- Dr. C is checking out on 26th August at noon
- Pickup and drop schedules are generated without manual effort

✉ Phase 5: Final Confirmations

One month before the event, the system auto-triggers final confirmation emails to all speakers:

“Dear Dr. A,

This is a gentle reminder about your session at Pedicriticon. Kindly confirm your final availability.”

Dr. A confirms. Dr. C requests a change in flight due to a personal emergency. The app reopens his link, and the update is done seamlessly.

The Result: A Smart, Seamless Conference Experience

With Abhinava Events using this integrated Scientific + Hospitality system:

- The scientific schedule is clean, conflict-free, and download-ready
- Every faculty's information is organized by hall, time, and session
- CVs and presentations are ready for the AV team
- Hospitality managers know who's coming when, and where they're staying
- Faculties feel informed, respected, and professionally managed

From invitation to itinerary, Pedicriticon becomes a case study in efficiency and excellence, powered by intelligent automation and human touch.