Short User's Manual vCongress

For Congress Participants

vCongress
Dr. Daniel Wicke, Malte Bruweleit
virtual Congress Manager
Hildesheimer Str. 84
D-30169 Hannover

Telefon: +49-(0)511-10 54 894
Telefax: +49-(0)511-23 52 797

Email: team@vcongress.de
Internet: http://www.vcongress.de

Contents

1. Introduction

vCongress is a management tool which shall simplify the registration for and the organisation of a congress. By clicking the link provided on the respective congress website, vCongress opens up in a new browser tab. The tool has been developed according to state-of-the-art technologies and to latest security standards.

2. General information

2.1. Languages

vCongress can be provided in several languages. If it is requested by the organizer, you will get the chance to choose between several languages. Buttons for the language selection can be found in the upper left corner of the site.

2.2. Contact details, legal notice, general terms and conditions

In the lower right-hand corner, you find the links of contact details, legal notice, and the general terms and conditions of vCongress. In the section "Contact", you can get in touch with the team of vCongress, which will answer your questions and will assist you with the handling of vCongress tool. Questions of substance concerning the congress are to be addressed to the organizer.

3. vCongress – general functions

3.1. Registration

First of all, you create an account for vCongress by filling out the registration form thoroughly. Please note that every field needs to be filled out and therefore, each one is a mandatory field. After having filled out the registration form, you can log into vCongress with your access data at any time. After your successful registration to vCongress, you will get a confirmation e-mail. Please check if you actually receive this confirmation e-mail of support@vcongress.de, because important information of the congress is sent to you via e-mail.

3.2. Password Recovery

If you have forgotten your access password, you can ask for a new one which will be sent to you via e-mail. To get a new password, go to the welcome page and click the button "Login". A new window opens up and you click on the button saying "Password Recovery". In this section, you can type in your e-mail address which you used for registration. After that, you receive a new password. Further advice concerning common questions is provided in the section "Frequently Asked Questions (FAQ)".

3.3. Logout

You can log off next to your name you are registered with in vCongress which is shown in the upper right-hand corner. For reasons of safety, please use the logout-button every time you leave your PC, so that no unauthorised third party can access your data.

3.4. Status overview

After your login to vCongress, you can see your progress in the status overview e.g. concerning the registration or the submission of your abstract.

3.5. Menu

At the top of the website, you find the menu which is used to access all the other sites of vCongress. The home-button always leads you back to the site of your status overview.

4. vCongress – detailed functions

4.1. Edit data

You can edit and amend your personal data by clicking the button Edit Data. Your password and your e-mail address can also be changed this way. Please make sure that you receive e-mails by support@vcongress.de, as important information about the congress is sent via e-mail. By using the tabs above the display area, you can select each window in which your data can be amended.

There is a noteworthiness related to the e-mail address shown in the tab "Contact". This e-mail address is not in accordance with the e-mail address you registered with to vCongress, but simply serves as a contact address. The change of the e-mail address used for registration is not possible.

4.2. Registration for congress

Please note that you are bindingly signed up for the congress after your registration to vCongress. By registering in time, you receive all the potential early booking discounts. In the second step, you choose a status for the congress and afterwards, you can pay the respective fees of the congress.
By clicking the button Choose Status, you can select a category for the participation in the congress. If applicable, you get the chance to add "Workshops" or "Social Programs" which are offered by the organizer. Please use the tabs above the display area to go to each item. You can check your progress concerning the congress registration at any time on the right side next to the input field. All the events which are subject to charge are summarized to one sum in your shopping basket (on the payment page). Accordingly, please make sure that you fill out all fields.

4.3. Payment

After having signed up for a congress and having selected a category for the participation in the congress, you have to pay the fees of the congress. This can be done by clicking the button Make Payment. In this section, you are also able to download your invoice as PDF file.

4.3.1. PayPal

The payment is generally carried out by the external provider PayPal to whose homepage you are forwarded. This has the advantage that the payment is processed immediately and can be checked in vCongress. With PayPal, you have the options to use an already existing account, to create a new one or to carry out a one-time payment without registering to PayPal.

4.3.2. Bank transfer

In some cases, it is also possible to carry the payment out via bank transfer. These bank transfers have to be discretely checked by the organizer. Afterwards, the status has to be changed by the organizer from "not paid" to "paid" in vCongress. It may take several days until the accurate status is shown in your status overview after the login.

4.4. Upload abstract

If you click the button Abstract, you have the chance to upload an abstract. As the submission of an abstract is arranged individually depending on the congress, universally valid information about this process cannot be given. In the following, you find some general advice, how the submission is done. On the right next to the input field, you can check your progress concerning the submission of your abstract at any time. Correctly stored data is marked by a green check mark. The navigation is done by using the different tabs which include sections such as authors, abstract, title and body etc.

4.4.1. Create authors

By clicking the button Add Author, you can add one or several authors. Please save the data of each author after its creation. You can delete authors at any time. Authors appear on the abstract in the succession you type them into vCongress.

Please note that authors are only assembled under one number on the final abstract if the institutes are exactly identical.

4.4.2. Title and body

In the next tab, you can type in the title and the abstract's text. Please save the data after the input. Data can be saved automatically in some tabs. When a green check mark appears in your checklist next to the input field, the data is saved correctly.

4.4.3. Further tabs

It is possible that there are further tabs which contain additional information, such as the selection of a session, the selection whether you submit as a poster or as a talk, the declaration of references, pictures or charts, the selection of key words which shall be saved with your abstract and so on. These further tabs are demanded individually by the organizer.

4.4.4. Submit abstract

After having typed in all the information correctly and having checked its accuracy (you can print out a PDF file of the abstract), you can submit the abstract ("submit"). After this step, no changes can be made with regard to the abstract. Please note that the abstract has to be submitted, so that it becomes visible for the organizer and the reviewer. If it is not submitted, it is considered as not submitted and will not be taken into account in the congress. By clicking the button <u>abstract</u>, you can review the status of your abstract.

We will be happy to assist you with any further questions.

Your vCongress-Team