Meeting Presentation Support

Requirements

This plugin currently depends on Exclude Pages plugin

A clean installation of Wordpress. (Wordpress Requirements)

PHP 5.4+ is required (7.0+ recommended)

Installation

The current easiest method of installing the plugin is to git clone the whole repository into the WordPress wp-content/plugins/ directory.

It can also be installed by uploading the zip via the 'Upload Plugin' button

The Meeting Support plugin, just like any other plugin, can be activated from the plugins administration menu within Wordpress. Please note that on multisite installations, the plugin must be activated per site, not globally.

> Activating the plugin for the first time can take up to 30 seconds, because it fetches other package dependencies.

Activating the plugin will create some tables on the Wordpress database, all of which are prefixed with ms_. These tables are used to store meeting-specific data, such as the agenda, sessions, presentations, the PC system and more.

Once the plugin is activated, a new menu bar will be available:
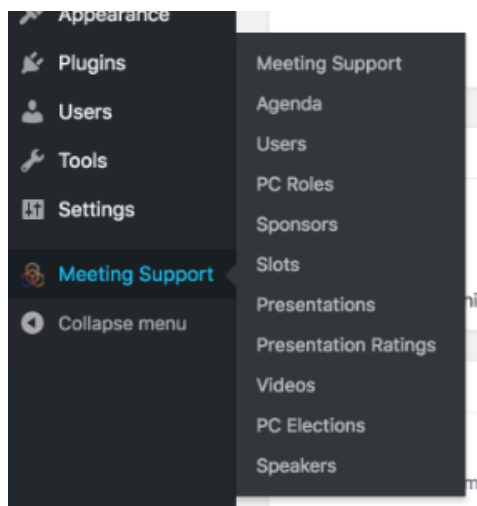
From within each menu item you can configure different parts of the plugin. Start with the topmost option, Meeting Support.

Inside the main configuration page you can set all the general meeting options. Fill them out as you see appropriate. They can always be changed at a later date.

Once the Meeting Start/End Dates and the Agenda Start/End times have been set, you can start building the meeting agenda.

Agenda

Initially, the Agenda will be an empty canvas. Here Sessions can be added.

Sessions have a few criteria:

- There can be up to 3 simultaneous sessions.
- Simultaneous sessions must start and end at the same time.
- Simultaneous sessions are ordered by which room they are in (main -> side -> terminal -> other)
- Sessions can end later than the Agenda End Time. This could be due to adding a social event which carries on after the sessions have finished.

If a session is marked as Intermission, then it will inherit the style of Intermission Rooms, as set in the main config.

If a session is marked as Rateable, then the slots within this session will be rateable by attendees, if other permissions allow (more on this later).

If a session is marked as Streamed, then if that session is currently running (during the meeting). A video icon will appear inside the agenda which will link to /live/{room}/.

A session can have a URL. If it is set then you can click on the session in the agenda to go to this URL. Not mandatory.
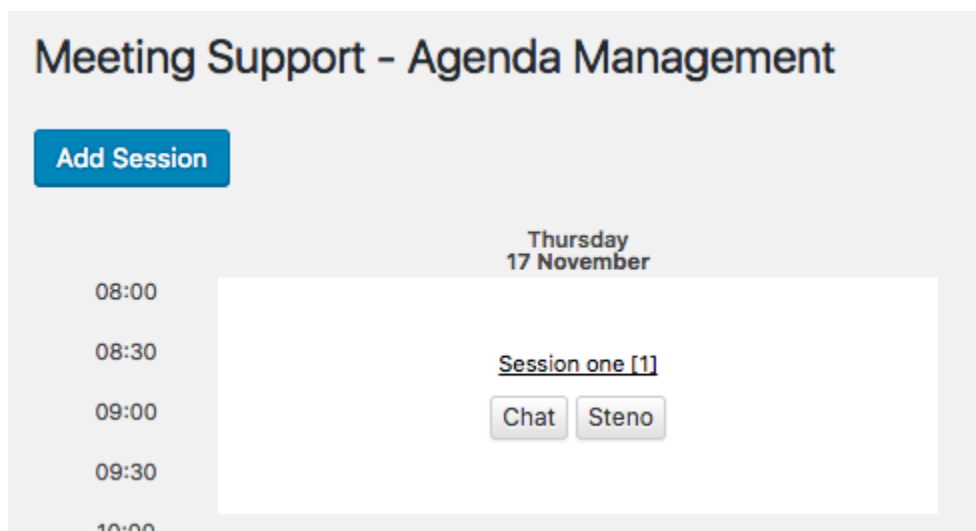
Once you've added a session, you can click on it to edit or delete it. Each session has 2 buttons underneath it, where you can attach

IRC/Stenography logs (buttons appear once the session has started, not before), these will come up in the archives if added.

Displaying of the agenda can be done via Shortcodes

Users

The Users section will be available if Local authentication is used. This is the case for any Wordpress install outside of the *.ripe.net domain.

Once a user has an account, they can manage presentations, PCSS submissions, rate presentations, and have PC roles attached to them.

Click Add User to add a new user to the database. This will generate a unique V4 UUID for the user to attach actions and permissions to.

There are shortcodes available to allow a user to register an account themselves, log in, and manage their profile.

Once an account has been created for a user, they will get a welcome email with their credentials and a login link.

PC Roles

Once a user has been created (if using local authentication), they can be assigned special Programme Committee permissions.

You can search for a user based on their email, and set their permission level. Once added, you can edit the to change the permissions if needed. The Speaker permission level is also the permission level applied to someone who isn't on the PC Roles list.

- Anonymous
    - Users are unable to do anything. This permission level can be used for people who you don't want to access the PC system at all (not even submit a talk)
- Admin / PC Chair
    - Users with these roles can do absolutely everything in the PC Submission System
- PC Member
    - Users can do the same as PC Chair except:
        - Delete Submissions
- WG Chair
    - Working Group Chairs are just like a normal user, however they can also:
        - View all submissions
        - View ratings given by the PC
        - Sort submissions to their preferred view

Sponsors

The Sponsors section is to manage the sponsor sections, and sponsors within each section. They can be called viaa a shortcode. If sections are flagged as grayscale, all the logos inside that section will be displayed in grayscale by default, and in original colour on hover.

Slots

When a Session is created, it shows up in the agenda. However generally, there are multiple 'talks' or 'slots' in a single session, these are referred to as Slots. Each separate talk/presentation in a session should have its own Slot.

When presentations are uploaded, they are attached to the Slot, not the Session.

Presentations

Presentations uploaded via the [presentation_upload] shortcode will appear on this page. Here an administrator can edit or delete presentations. And also add extra files for compatibility purposes (such as adding a PDF to a presentation which was uploaded as a Keynote file). Deleting a presentation does not delete the attachments from the filesystem.

Presentations are uploaded to and connected to a Slot. You can have multiple Presentations per Slot.
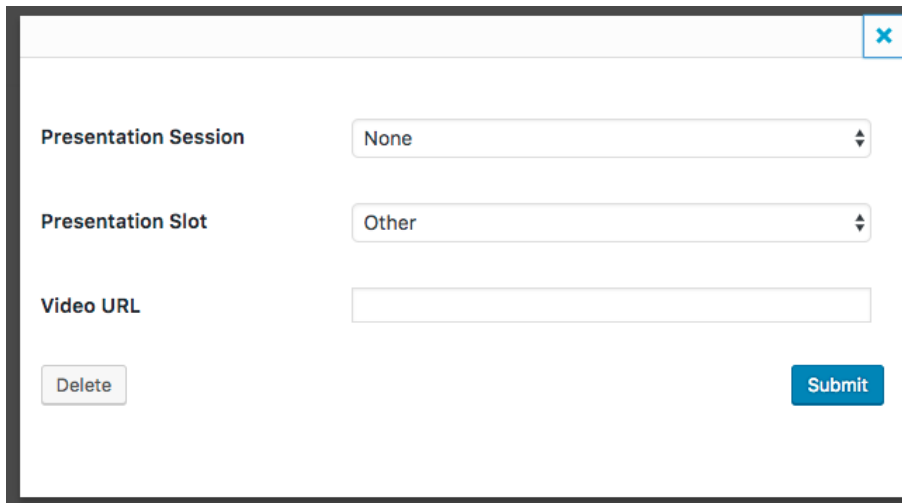
Presentation Ratings

Ratings given by users for presentations are displayed here. Note: ratings are ,, ,attached to a Slot, not a Presentation. At the bottom of this page is an export tool which will dump the ratings for Slots in selected Sessions to CSV.

Videos

Administrator can manually add videos to Slots. The way this is done differs massively depending on the authentication method in use:

Using Local Authentication

Administrators can attach a Video link to a Slot.

This can be any valid link. The icon used in the presentation archives is a video icon.

Using Crowd Authentication

Using the external recorder database, the plugin will intelligently look for videos which have been assigned to a Slot.

Rename the file in the system ☐

Flag this video as incomplete ☐

Presenter Name

Presentation Title

Presentation Session None

Presentation Slot Other

Room Main Room

Status FINISHED

Created 2016-11-22 10:46:47

Delete   Submit

Uneditable fields will become editable once the user has ticked the box to Rename the file in the system.

PC Elections

A very simple admin interface to manage candidates and votes acquired for each candidate. 2 shortcodes available. One for voting, another for displaying the election results. Registered votes are attached to the UUID of the logged in user.

```
[pc_elections_form] | [pc_elections_results]
```

Speaker Bios

Speakers can edit their own bio if there is a page with the following shortcode:

```
[speaker_bio]
```
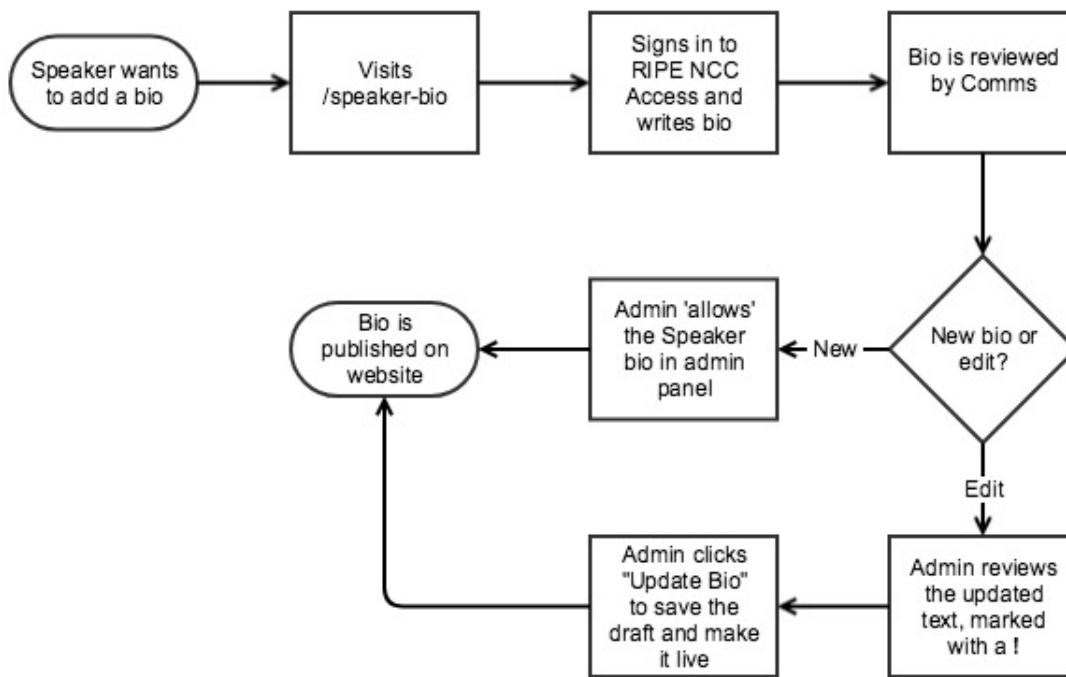
Working Group Chairs Pages

All of the Working Group Chairs pages (and the parent page itself) are now created in the admin area of MPS, on the main page:

Automatic Content Generation

Working Group Chair Bios Generator | (Re)create pages for the RIPE Working Group Chairs Expand

You can Expand the display to show the current schema of the Working Groups (and chairs), with links to the respective areas on ripe.net.

This feed is pulled from a custom view on ripe.net (https://www.ripe.net/participate/ripe/wg/@@all-working-groups)

Because this feed can take a while to load, we cache the data on WordPress. This is why we have the "Flush Cache" button
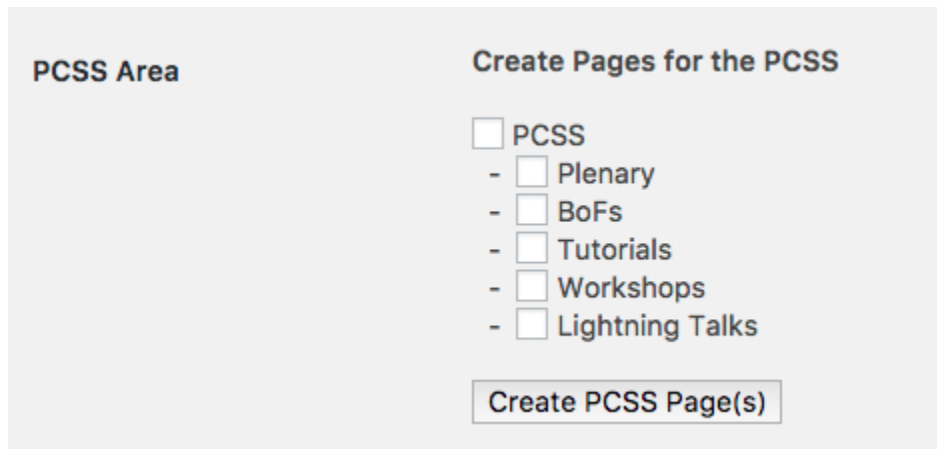
What do the buttons do?

- Flush Cache
  - Re-fetch the data from WWW and display it in the admin area
- (Re)create Pages
  - Flushes the cache
  - (Re)creates the main WG Chairs page (/programme/ripe-wg-chairs/)
  - (Re)creates a page for each WG Chair that has a bio
    - Removes the page from navigation by default

> This will not delete any pages of WG Chairs which are no longer chairs, they will have to be deleted manually

PCSS Area

After activating the Plugin, the main config screen will have a small PCSS Area creation tool. This will set up pages as specified in the structure. Tick the boxes next to the page(s) that you want created.

PC Submission files are stored in wp-content/uploads/submissions/. The files are not deleted when a submission is deleted from the database. They are completely separate from Presentation uploads, stored in wp-content/uploads/presentations/ by default. These are 2 separate systems and currently can not be combined.

If the Exclude Pages plugin is installed. These pages will also be hidden from the public-facing navigation menus by default.

Once the PCSS Area has been created, your Wordpress site will have some pages in your admin pages view:

The PCSS main page has some placeholder text that can be edited to your liking, the other pages only display PC Submissions matching the type of submission in the page title.

We recommend you create a separate page view for the PCSS, this allows you to use PCSS-specific shortcodes (like the mass mail, submission sorting) only in the PCSS area.

Wordpress Developer - Page Templates

We also have a custom menu at the top of this Page Template to show the navigation.

```
<div id="pcssnav">
 <ul>
   <?php
   $pcss_parent_page = get_page_by_title('PCSS');
   print "<li><a href=\"".get_permalink($pcss_parent_page->ID)."\">PCSS
Home</a></li>\n";

   wp_list_pages($pcss_parent_page->ID.'&child_of='.$pcss_parent_page->ID.'&s
ort_column=menu_order&title_li=');
   ?>
 </ul>
</div>
```

This is entirely optional, however it may help users with navigation while inside the PCSS area.

We limit the PC Submission form to only allow users who have an account (and are logged in) like so:

```
[user_is_logged_in]
View your <a title="Your submissions"
href="/submit-topic/your-submissions/">previous submissions</a>.
[/user_is_logged_in]

[user_is_not_logged_in]
<div class="boot">
<div class="alert alert-warning">A RIPE NCC Access account is required to
submit a proposal to the RIPE NCC Programme Committee<br>
<br>
<a class="btn btn-xs btn-success"
href="https://access.ripe.net/?originalUrl=https://ripe73.ripe.net%2Fsubmi
t-topic%2Fsubmission-form%2F">Sign in</a> <a class="btn btn-xs btn-success
ext-link ext-icon-8" href="https://access.ripe.net/registration" title=""
target="_blank">Create RIPE NCC Access account</a></div>
</div>
[/user_is_not_logged_in]

[user_is_logged_in]
[submission_form]
[/user_is_logged_in]
```

Which will result in 2 different views, depending on if the user is logged in or not:

A RIPE NCC Access account is required to submit a proposal to the RIPE NCC Programme Committee

Sign in   Create RIPE NCC Access account

View your **previous submissions**.

Submission Type	▲▼ *
Author Name	Oliver Payne *
Affiliation	
Email Address	opayne@ripe.net *
Submission Title	*
Submission Abstract	
Author Comments	
Submission URL	
Submission File	Choose file No file chosen *

Maximum file size: 50 MB.
Accepted file types: png, jpg, ppt, key, pdf, doc, xls, docx, xlsx, pptx, odt, odp, txt, zip
✱= required field

Submit

After a user has submitted a topic. It will show up in the relevant page of submission types in the PCSS:

☐ Test (#1) ⌄

Author Name	Oliver Payne
Affiliation	test
Status	Declined
Submission Type	Plenary
Submission Date	2016-07-27 09:41:38
Ratings 👁	**Content** **Delivery**
	Total: 1, Average: 5 Total: 1, Average: 5
Submission Abstract	
Final Decision ✎	test
Author Comments	
Submission File	mXyNgeN.png

✎ Edit 🗑 Delete

Depending on the permissions levels set in PC Roles. A PC member can change the Final Decision, edit/delete the submission, add ratings and view the ratings of submissions.

Shortcodes

```
[user_links]
```

Shows the sign-in link, or the name of the logged in user if they are logged in

```
[user_login]
```

Shows the user login form. Local authentication only

```
[user_register]
```

Shows the user registration form. Local authentication only

```
[user_profile]
```

Shows the user profile. Local authentication only

```
[showstar n="5"]
```

Returns <span class="starrating"> with the number of stars defined as n. Uses FontAwesome's fa-star.

```
[session_table showsponsors=false showday=false]
```

Returns the full session table as used in RIPE meetings.

Sponsors are hidden by default, can be enabled with any non-false flag on showsponsors.

showday can either be 'auto' or a specific 'YYYY-MM-DD' to show the sessions for today (based on meeting timezone) or that day, respectively.

```
[session_table_vertical]
```

Returns the full session table as used in ENOG meetings.

```
[agenda_vertical]
```

Return the whole agenda, and any presentation files attached to those slots, in vertical layout. Probably for ENOG

```
[presentations_vertical pdfonly=false]
```

Return a vertical list of presentations, and attached files.

```
[session_table_legend]
```

Return the legend for the rooms config.

```
[attendee_list id=""]
```

Fetch the JSON feed from SWE for that specific meeting id, parse, and spit out in a table. If a user is authenticated they have the option to see social options

```
[submission_form]
```

Return the form for users to upload/edit submissions for the PC

```
[session_list day="" room=""]
```

Returns a list of sessions for specified day/room. day can be 'auto'. If the session is currently running, it will also grab slots for that session and show them in order, parent and child.

```
[submission_list pdfonly=false ratings=false useronly=false type='' style=0
intro=""]
```

Returns a list of submissions to the PC. useronly can be set to true to show only the current user's submissions

```
[submission_sort]
```

Returns the HTML form to sort/filter submissions by different parameters

```
[submission_email]
```

Returns the HTML for the PC mass mail functionality

```
[contact_form] | [contactform]
```

Returns the HTML form for the contact form

```
[sponsors section="1"]
```

Returns the list of defined sponsors with logos for section.

```
[presentation_upload]
```

Returns the presentation upload/edit form

```
[my_presentations]
```

Show's the users uploaded presentations, returns nothing if user is not logged in.

```
[session_slots session=0 showfiles='true' hidedate=false custom_title=""]
```

Show slots for a specific session. Various self explanatory flags

```
[user_is_logged_in]<content>[/user_is_logged_in]
```

<content> will only be shown if the user is logged in. Can also put shortcodes inside this shortcode

```
[user_is_not_logged_in]<content>[/user_is_not_logged_in]
```

<content> will only be shown if the user is not logged in. Can also put shortcodes inside this shortcode

```
[agenda_pdf_url]
```

Returns the URL used to download that meeting agenda (in PDF)

```
[agenda_ics_url]
```

Returns the URL used to download that meeting agenda (in ICS)

```
[live_video url="" splash="" autoplay=false]
```

Returns a div and Javascript to attach a Flowplayer instance to that div. url should be a full url to an m3u8 feed, splash should be a full url to the splash image used. autoplay can be used to start playing the live feed on page load.

```
[live_chat room="" height="322"]
```

Return a simple iframe around the IRC CGI script on meetings.ripe.net. Room can be hardcoded to populate the login field with that room name

```
[slots_list]
```

Get a list of all slots, with links to download presentations attached to those slots

```
[roomquery cap=false other=false name=false room=""]
```

Not really sure of the benefit of this. Legacy.

```
[live_recorder room=""]
```

Returns an iframe wth the webstream recorder from https://recorder.ripe.net/record/?room=room

```
[live_transcript room="" stdayroomtime="" etiquette_title="Etiquette"
otherclients_title="Live Help Clients - Main"]
```

Returns an iframe with the streamtext feed

Parameters:

- room - name of the room to display
- stdayroomtime - Name of the feed passed in the steno url (e.g. Mon-AM-Main)
- etiquette_title - Name of the page where the content for the Etiquette tab should be pulled from. Fetches page based on title
- otherclients_title - Name of the page where the content for the Other Clients tab should be pulled from. Fetches page based on title

```
[session_archives]
```

Returns the archives of the meeting, tabbed per day. JS to automatically jump to 'today' if applicable. Works without JS.

```
[pc_elections_form]
```

Returns the form for users to vote on PC elections.

```
[pc_elections_results]
```

Returns the table of current PC election votes, ordered by most votes descending.