# Purpose

The objective of a Conference Management System is to support the automatic management of information related to scientific conferences. This information concern: the authors submitting proposals, the members of the Program Committee, the submissions' abstract and full papers proposed, meta-information about these, the deadlines for different phases of sending proposals, assigning paper to reviewers, evaluation deadline and announcing the results of paper valuation. Once the accepted proposals are known, the different sections of the conference are decided; each accepted paper is planned to be presented in a section. Each conference participant has to pay the registration. The conference participants which can be: session chairs, speakers or listeners.

# Functional requirements

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* Authors must be able to submit a new proposal to the system.
* The new proposals must be visible to the Program Committee members (chairs/co-chairs and others).
  + Each proposal is consisting of an abstract and the full paper. (.pdf .doc(x))
* Allow the organization of a conference by the steering committee.
  + Adding information, regarding the conference name, interval in which the conference takes place, the announcement to submit papers, deadlines, the Program Committee, and the program of the event.
  + The type of the conference can be specified by the steering committee.
* Adding/Defining new conference chairs, conference co-chairs, for each conference
  + Conference chairs/co-chairs must be allowed to upload information regarding their personal data (name, affiliation, email address, personal web-page, username, password for the conference).
* The chair or one of the co-chairs has permission to change deadlines, by postponing them to a later date.
* The system must display the deadline on the conference site or in the “Call for papers”
* The system must allow the creation of reviewers
* The system must allow the creation of new submitters
* Program Committee members are allowed to upload proposals excluding the chair and the co-chair(s)

## First phase

* Each new user can create a new account fulfilling the required information (name, affiliation, email address).
  + The new account request must be validated by the system.
* The user having an account (submitter) can login into the system.
* The submitter can submit can submit a new proposal.
  + To submit a proposal the submitter must be able to submit an abstract of the proposal, the name of the proposal, keywords, topics. Optional information regarding additional authors, with their meta data.
  + Depending on the type of the conference the submitter can also submit the full paper
  + The system must verify that the proposal is uploaded before the deadline
* The submitter is allowed to modify his/her proposal until the deadline
  + The submitter is allowed to upload new versions of the abstract and the full paper until the deadline

## Second phase

* Each Program Committee member is required to bid the proposals
* Each Program Committee member must be allowed to review papers chosen by him/her.
* Each Program Committe member must say if they are pleased to review some papers, or to evaluate some papers, or to refuse to evaluate other papers.
* The chair or the co-chair can assign the papers which are to be evaluated to reviewers.
  + The system refueses/discards a reviewer who doesn’t have a paper assigned to
  + Each paper is required to be evaluated by at least two reviewers
  + The amount of assigned reviewers is from 2 to 4.
* Each reviewer can assign qualifiers for the reviewsed papers: strong accept, accept, weak accept, borderline paper, weak reject, and strong reject.
  + The system accepts all papers which don’t have a reject
  + The system discards all papers which don’t have an accept
  + In case of conflicting evaluations (having both accept and reject) the chair requests reviewers to evaluate the paper together
  + If the reviewers can’t decide the chair can request a different reviewer to evaluate the paper again
  + Based on the previous result the system can accept or discard the proposal
* The reviewer can attach recommendations to the evaluated paper when evaluating it
* The reviewer can list and view other evaluations made on the same proposal reviewed by him/her
* After all proposals are evaluated the system sends an email to each submitter regarding the result
* The system is allowed to publish papers on the page that are accepted
* The system invites the accepted submitters to make changes based on the reviewers’ recommendations
* PC members who have submitted proposals can’t see who reviews their paper nor the comments between reviewers about the submitted paper

## Third phase

* The PC members can create sections for the conference.
* PC members can assign for each section papers to be presented
* The PC assigns for each section a PC member as a supervisor
  + Presenters are named speakers
  + The system rejects a supervisor when that person is also presenter in that section
* Participants can be assigned to each section: chair, speaker, listener
* Each participant is invited to specify the sections he/she wants to attend (for better organisation)
* The speaker can upload a file representing the content of the presentation (in .pdf or .ppt(x))