

Conference Management System

(User Manual)

Developed under Web Programming Laboratory 2018

Course No: CSE 3200

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About Conference Management System project

The project is developed under Web Programming Laboratory (WPL). The project deals with Conference Management System. As a students or staff members are required to view the details of the conference is going to conduct in various institutions and attend to the conference to gain and share knowledge. It is a Web-based project. It will help a student to know the conference topics, date, time and venue. He/she can be a member of this system and can submit his/her paper here too.

The user manual of this project is given below. It will help a user to use the conference management system.

User Manual

1. Sign Up page

This is the Sign up page of the Conference Management System. To become a member of this system one have to go to this page. This is the registration process. One have to submit all the information here. Then the user have to click Sign up button. Filling all the fields is mandatory.

Sign Up

Sign In

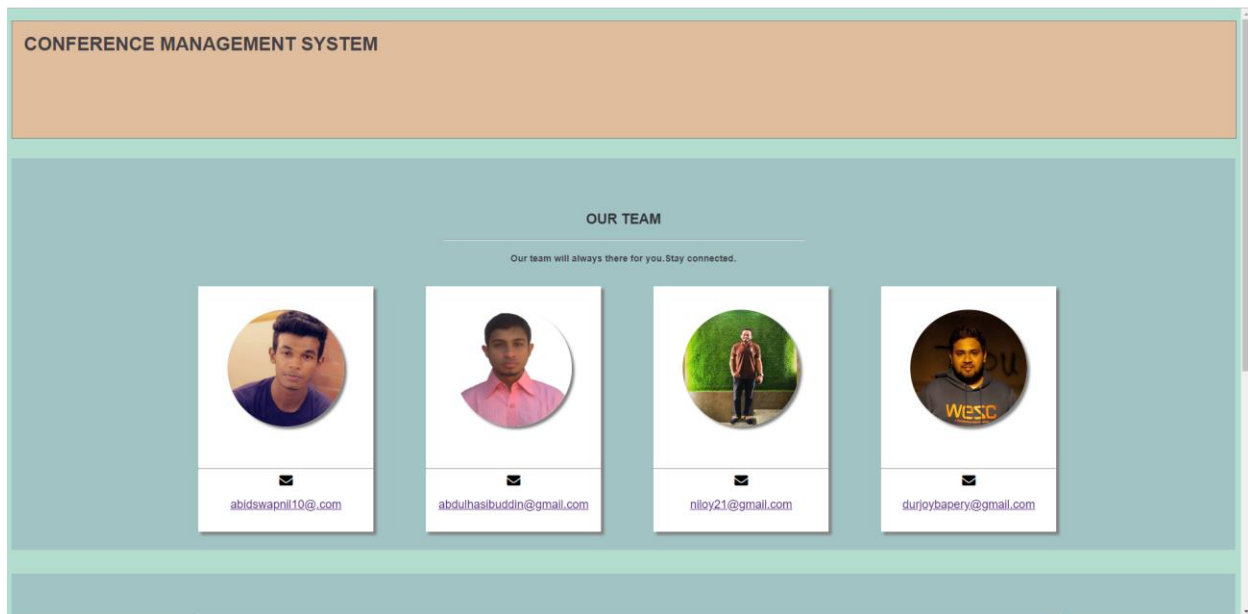
[About Us](#) [Conatct Us](#) [Question Us](#) [News](#) [FAQ](#)

Registration

Sign up

1.1 About Us

From this page, one can see the the team of Conference Management System.



1.2 Contact Us

Contact us page contains e-mail, phone number and Facebook.



1.3 Question Us

From here, anyone can ask question related to the Conference. For this reason, he have to type his question and e-mail address and then submit it.

CONFERENCE MANAGEMENT SYSTEM

Question Us

Feel free to send all of your questions.

Your question:

put your question here

your email address

question us

1.4 News

This page contains conference news.

CONFERENCE MANAGEMENT SYSTEM

1. How to create a conference?

After you have a more specific idea about when your conference will take place and how many people you want to attend, you can then begin to shop for an appropriate venue. Keep in mind that your venue selection will also determine your catering and audio/visual costs. This is because most conference centers and event hotels require you to use their in-house services for any on-site events. Most conferences will need to provide some sort of overnight accommodations for guests traveling from outside the region. This necessity creates another set of considerations to factor into your venue decision.

2. How to submit a paper to a conference?

Even the most popular conferences must effectively market their event to fill every seat in the house. Attendance is the single most important factor to the success of your event. Good attendance numbers bring revenue and sponsorship opportunities. And the more people you have registered will create more demand for advertising and participation openings. Long story short, if you can draw a crowd then everything else will fall into place much easier. Managing registration becomes more difficult as your event grows in size. This is where an online registration system can help you track number, process payments, and organize data.

3. If you want to assign a reviewer for your paper?

Finally, after organizing and implementing the business elements of the conference, you can begin to think about the on-site details. This includes how attendees will navigate the conference, the general layout of each room, and the distribution of food and beverage. This is the part of planning a conference that most people associate with event planning. The best way to coordinate all of the details is to walk through your itinerary as your guests would. Picture how they will think and act at each point in the day to solve problems before they arise.

1.5 FAQ

The page shows most frequently asked question and answer.

CONFERENCE MANAGEMENT SYSTEM

QUICK ASSISTS

Our most frequently asked question & answers are just on click away.

1.what?	yes
2.hi	hola
3.how are u	fine

2. Log in page

This the Login page. By entering user-name and password, a user can logged in to the page. However, registration process is important before that. A User can registered himself from here also.

CONFERENCE MANAGEMENT SYSTEM

[Forgotten password?](#)

[registration](#)

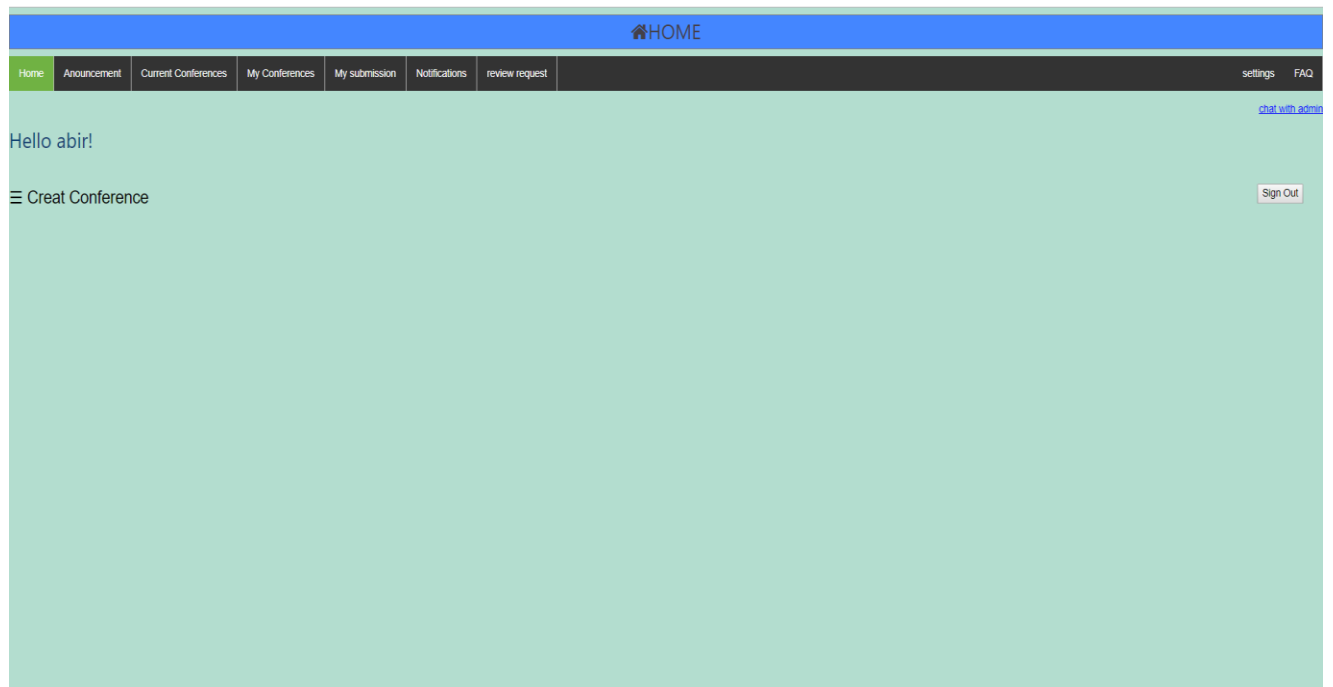
Current conferences

Name	Date	Start	End	Venue	Room
education	2018-04-01	03:00:00	02:00:00	NSU	1108
conference3	2018-01-01	02:00:00	01:00:00	NWU	1203
conference4	2018-01-01	02:00:00	03:00:00	khulna university	1108
conference5	2018-01-01	01:00:00	01:00:00	BUET	1203
conference6	2019-01-01	03:00:00	05:00:00	KUET	1203
conference7	2018-01-01	03:00:00	04:00:00	NSU	1108
conference8	2018-01-01	04:00:00	04:00:00	BUET	123354
conference9	2018-01-01	03:00:00	04:00:00	KUET	1203
conference10	2018-01-01	03:00:00	16:00:00	NSU	1108
conference11	2018-01-01	03:00:00	01:00:00	khulna university	1108
conference12	2018-01-01	02:01:00	01:00:00	BUET	1315
conference18	2018-01-01	03:00:00	04:00:00	NWU	1203
conference19	2018-02-01	03:00:00	03:00:00	NSU	1108
conference20	2018-01-01	03:00:00	04:00:00	NWU	1203

USER

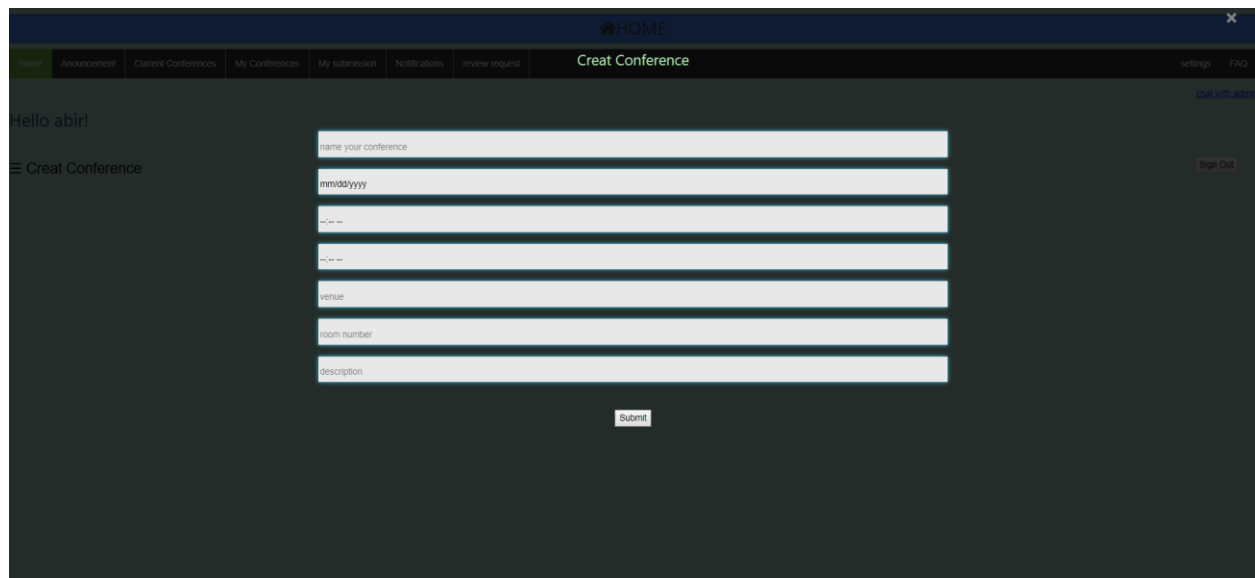
3. Home page

After login process, the user will enter to the Home page. Here he has option to create conference. Only a member can create a conference. The member have to fill all the requirements to create the conference. From this page, a member can check the announcement, current conference, submissions, settings, notification and request review.



3.1 Create Conference

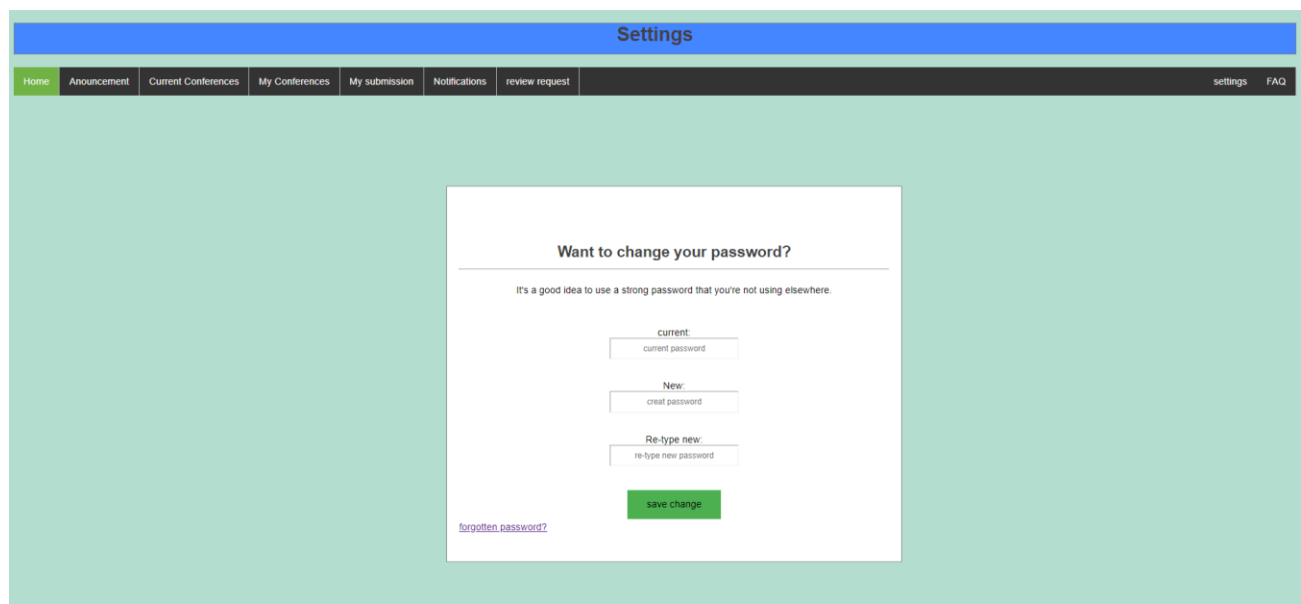
By clicking Create Conference button, the user will be able to create his/her own conference. User has to fill all the fields to create a conference. After that he has to click submit button and the conference will be created.



The screenshot shows a web application interface for creating a conference. At the top, there is a dark blue navigation bar with a 'HOME' button and a close icon. Below this is a horizontal menu with options: Home, Assessment, Current Conferences, My Conferences, My submission, Notifications, review request, and a prominent 'Creat Conference' button. On the right side of the menu are 'settings' and 'FAQ' links. The main content area has a dark background. On the left, it says 'Hello abir!' and 'Creat Conference' with a hamburger menu icon. On the right, there are links for 'chat with admin' and a 'Sign Out' button. The central form consists of several white input fields with labels: 'name your conference', 'mm/dd/yyyy' (for date), two fields for '--- --' (for time), 'venue', 'room number', and 'description'. A 'Submit' button is located at the bottom center of the form.

3.2 Settings

From Settings option, a user can change his password. For this reason, he have to fill current password, new password and must confirm it. If he forget the previous password then he can recover it from Forgot Password option.



The screenshot displays a web application interface. At the top, there is a blue header bar with the word "Settings" in white. Below this is a dark grey navigation bar containing several menu items: "Home", "Announcement", "Current Conferences", "My Conferences", "My submission", "Notifications", "review request", "settings", and "FAQ". The "Home" item is highlighted in green. The main content area has a light green background. In the center, there is a white rectangular box with a thin grey border. Inside this box, the heading "Want to change your password?" is followed by a subtext: "It's a good idea to use a strong password that you're not using elsewhere." Below this, there are three input fields: "current:" with "current password" below it, "New:" with "creat password" below it, and "Re-type new:" with "re-type new password" below it. At the bottom left of the box is a link "forgotten password?". At the bottom right is a green button labeled "save change".

Settings

Home Announcement Current Conferences My Conferences My submission Notifications review request settings FAQ

Want to change your password?

It's a good idea to use a strong password that you're not using elsewhere.

current:
current password

New:
creat password

Re-type new:
re-type new password

[forgotten password?](#)

save change

3.3 Current Conferences

This is current conference page. A user will get name of the conference, date, starting time, ending time, venue, room no and submit option. If any user wants to submit papers, he/she has to click ‘go and submit your paper’.

Current conferences						
Home	Announcement	Current Conferences	My Conferences	My submission	Notifications	review request
						settings FAQ
Name	Date	Start	End	Venue	Room	Submit
education	2018-04-01	03:00:00	02:00:00	NSU	1108	go and submit your paper
conference3	2018-01-01	02:00:00	01:00:00	NIWU	1203	go and submit your paper
conference4	2018-01-01	02:00:00	03:00:00	khulna university	1108	go and submit your paper
conference5	2018-01-01	01:00:00	01:00:00	BUET	1203	go and submit your paper
conference6	2019-01-01	03:00:00	05:00:00	KUET	1203	go and submit your paper
conference7	2018-01-01	03:00:00	04:00:00	NSU	1108	go and submit your paper
conference8	2018-01-01	04:00:00	04:00:00	BUET	123354	go and submit your paper

3.4 My Conference

My conference page contains name of the conference, date, starting time, ending time, venue and description. The creator of the paper have permission to check, edit and delete the paper.

My conferences								
Home	Announcement	Current Conferences	My Conferences	My submission	Notifications	review request	settings	FAQ
Name	Date	Start	End	Venue	Room	Descriptioin	papers	Change
astronomy	2018-01-01	03:00:00	06:00:00	KUET	120031	astronomy	check papers	edit delete

3.4.1 Paper Upload

This is the paper submission form. Conference detail is shown on the top of the form. Author can select other authors of paper and give title, email and abstract of the paper. Corresponding papers will be shown bellow.

Conference Details				
Date	Start	End	venue	Room No.
2018-04-01	03:00:00	02:00:00	NSU	1108

Please fill up all the following boxes before uploading a paper in 'education'.

No file chosen

Uploaded papers in 'education'.

Papers No.	link	conference	review(LAST)	comment(LAST)	All review
[1]	Chapter 3.pdf 5bced8ae1ecaf7.17670524.pdf	education	*restricted.	*restricted.	*restricted.
[2]	gii.pdf 6bced9a40e6b02.75633901.pdf	education	*restricted.	*restricted.	*restricted.
[3]	Chapter 3.pdf 5bceda7b722326.24910574.pdf	education	*restricted.	*restricted.	*restricted.
[4]	gii.pdf 6bd3c1231ba671.14716988.pdf	education	*restricted.	*restricted.	*restricted.

3.5 My Submission

In My submission page, the user can download the paper. He can see the review and comment of the paper. By clicking all review, user can see all the reviews. User has the right to delete the paper.

My submissions									
Home	Announcement	Current Conferences	My Conferences	My submission	Notifications	review request	settings FAQ		
No.	papers	submission date	conference	title	author	abstract	review	comment	
1	Chapter 3.pdf 5bced8aedeca77.17670524.pdf	2018-10-23	education	education	mim swapnil	education	*still not reviewed	*still not commented	all review delete paper
2	Citi.pdf 5bced99400eb02.75533901.pdf	2018-10-23	education	education for children	mim swapnil richard richard shakil	education for children	*still not reviewed	*still not commented	all review delete paper
3	Chapter 3.pdf 5bced9970372326.24810574.pdf	2018-10-23	education	education24	swapnil	education	*still not reviewed	*still not commented	all review delete paper

3.6 Notification

If a paper is submitted to the conference then user will be notified here. It depends on the creator of the conference that he/she will approve the paper or discard it.

Notifications									
Home	Announcement	Current Conferences	My Conferences	My submission	Notifications	review request		settings	FAQ
astronomy	2018-01-02	16:00:00	04:00:00	BUET	1315	astronomy	Approved		
Wooden Name Badges	2019-02-01	03:00:00	14:01:00	NWU	1315	Awareness for Aids	Approved		
conference33	2018-01-01	13:00:00	01:00:00	KUET	1234	conference33	Approved		
conference34	2018-01-01	03:00:00	04:01:00	NWU	1108	conference34	Discarded		

3.7 Review Request

From review request page, one can review the paper that is submitted to the conference by clicking review button. One can review the paper after reading the whole paper.

Review requests

Home

Announcement

Current Conferences

My Conferences

My submission

Notifications

review request

settings

FAQ

papers	Submission Date	Submitted By	conference	press review
Chapter 3.pdf 5bced98ae4eca77.17870524.pdf	2018-10-23	safa	education	review
Gii.pdf 5bced9a400eb02.75533901.pdf	2018-10-23	safa	education	review
Chapter 3.pdf 5bced97b372326.24810574.pdf	2018-10-23	safa	education	review
Gii.pdf 5bd3c1231ba671.14716958.pdf	2018-10-27	rafa	education	review

3.7.1 Review Form

In this page, the reviewer (Assigned) can see the file and can review the paper between 0 to 5. The reviewer can also write a comment about it. Then he has to click submit button to complete the process.

Paper's requirements

Home

Announcement

Current Conferences

My Conferences

My submission

Notifications

review request

settings

Review form

Review this paper ([Chapter 3.pdf 5bceda7b372326 24810574.pdf](#)) . Please give this paper a rating and describe how you consider this paper to be selected for the conference. Your opinion will help us.

Paper	Submission Date	Submitted By	conference	Assigned By
Chapter 3.pdf 5bceda7b372326 24810574.pdf	2018-10-23	safa	education	hasib

give this paper a number between 0 to 5

write your comments within 500 words...

review

3.8 Frequently Asked Question(FAQ)

There is a question and complain box in this page. One can ask any question and complain here.

The admin will try to answer the question and he can delete it.

Frequently asked question

Home

Announcement

Current Conferences

My Conferences

My submission

Notifications

review request

settings

FAQ

Questions & Complain box

Please ask your questions properly, so that we can help you. And complain us.

your question

complain

ask

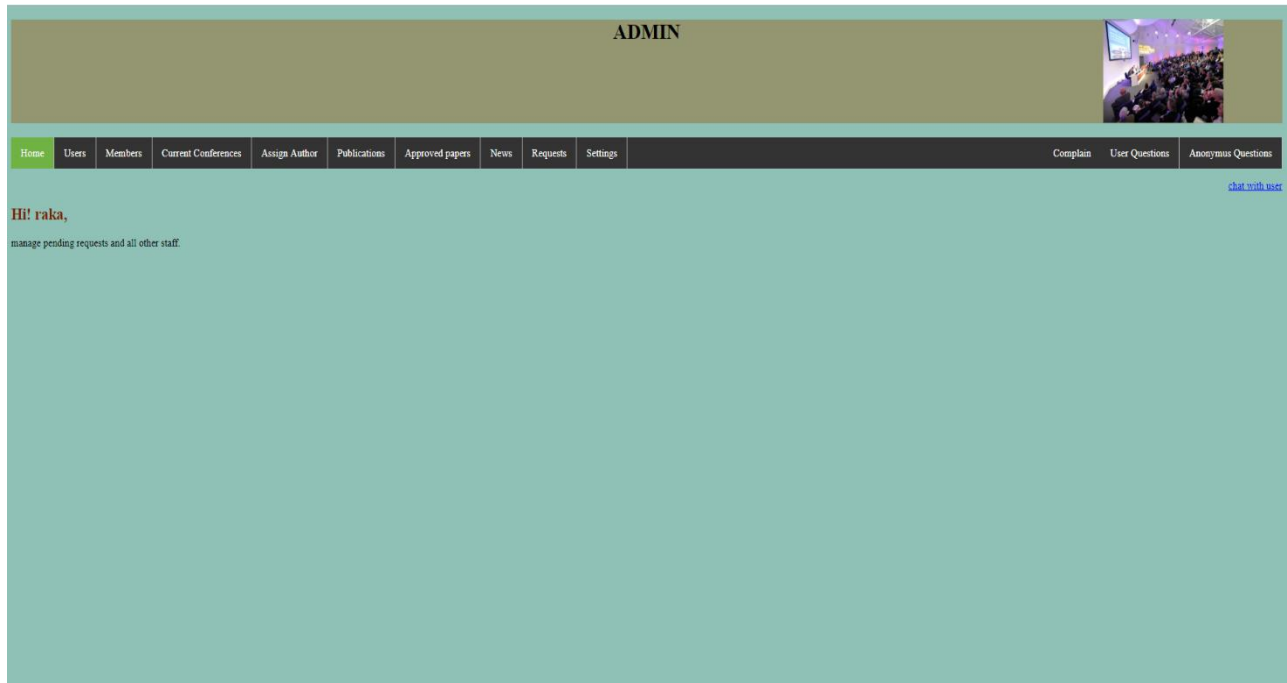
Your answer

question	answer	delete?
why my conference is not accepted?	ok, I will accept it	<div>delete</div>

Admin

4. Homepage


This is the homepage of admin. It contains user, members, and current conferences, assign author, publications, approved papers, news, request, settings, anonymous question, user question and complain.



4.1 Current Conference

From this page. an admin can see the all information about a conference and can assign new manager for the conference if admin wants.

ADMIN



Home

Users

Members

Current Conferences

Assign Author

Publications

Approved papers

News

Requests

Settings

Complain

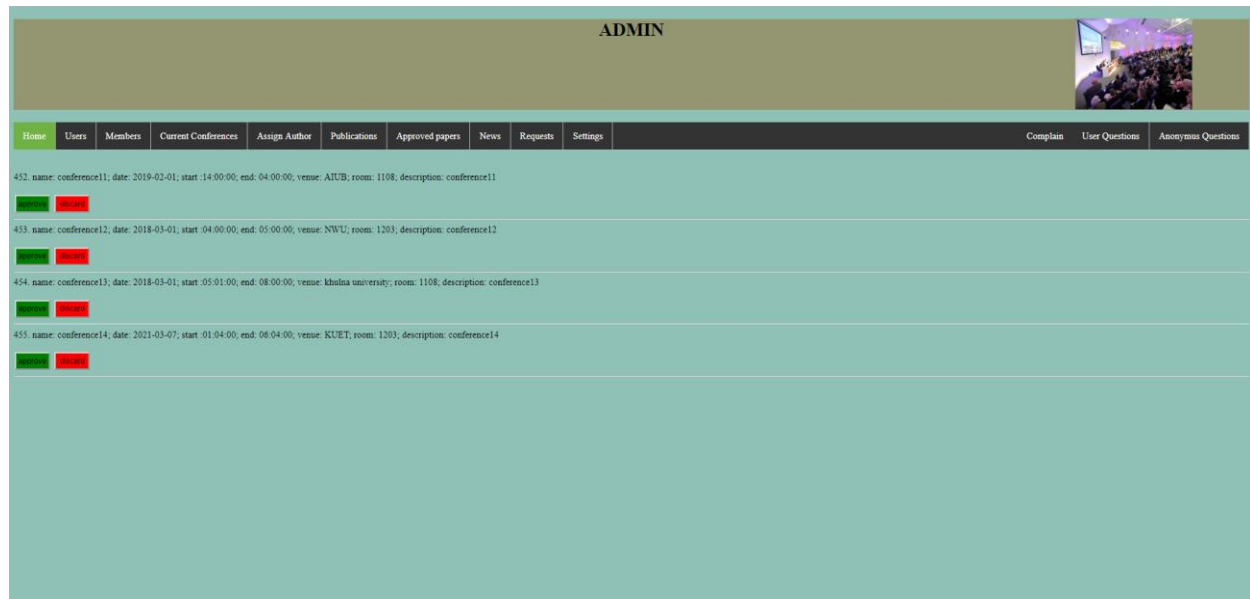
User Questions

Anonymous Questions

name	Date	Start	End	Venue	Room	Manager	Edit
education	2018-04-01	03:00:00	02:00:00	NSU	1108	hasib	assign new manager
conference1	2018-01-01	02:00:00	01:00:00	NWU	1203	hasib	assign new manager
conference4	2018-01-01	02:00:00	03:00:00	khulna university	1108	hasib	assign new manager
conference5	2018-01-01	01:00:00	01:00:00	BUET	1203	hasib	assign new manager
conference6	2019-01-01	03:00:00	05:00:00	KUET	1203	hasib	assign new manager
conference7	2018-01-01	03:00:00	04:00:00	NSU	1108	hasib	assign new manager
conference8	2018-01-01	04:00:00	04:00:00	BUET	123354	hasib	assign new manager
conference9	2018-01-01	03:00:00	04:00:00	KUET	1203	hasib	assign new manager
conference10	2018-01-01	03:00:00	16:00:00	NSU	1108	hasib	assign new manager
conference11	2018-01-01	03:00:00	01:00:00	khulna university	1108	hasib	assign new manager
conference12	2018-01-01	02:01:00	01:00:00	BUET	1315	hasib	assign new manager
conference18	2018-01-01	03:00:00	04:00:00	NWU	1203	mim	assign new manager
conference19	2018-02-01	03:00:00	03:00:00	NSU	1108	mim	assign new manager
conference20	2018-01-01	03:00:00	04:00:00	NWU	1203	mim	assign new manager
astronomy	2018-01-01	03:00:00	06:00:00	KUET	120031	abir	assign new manager

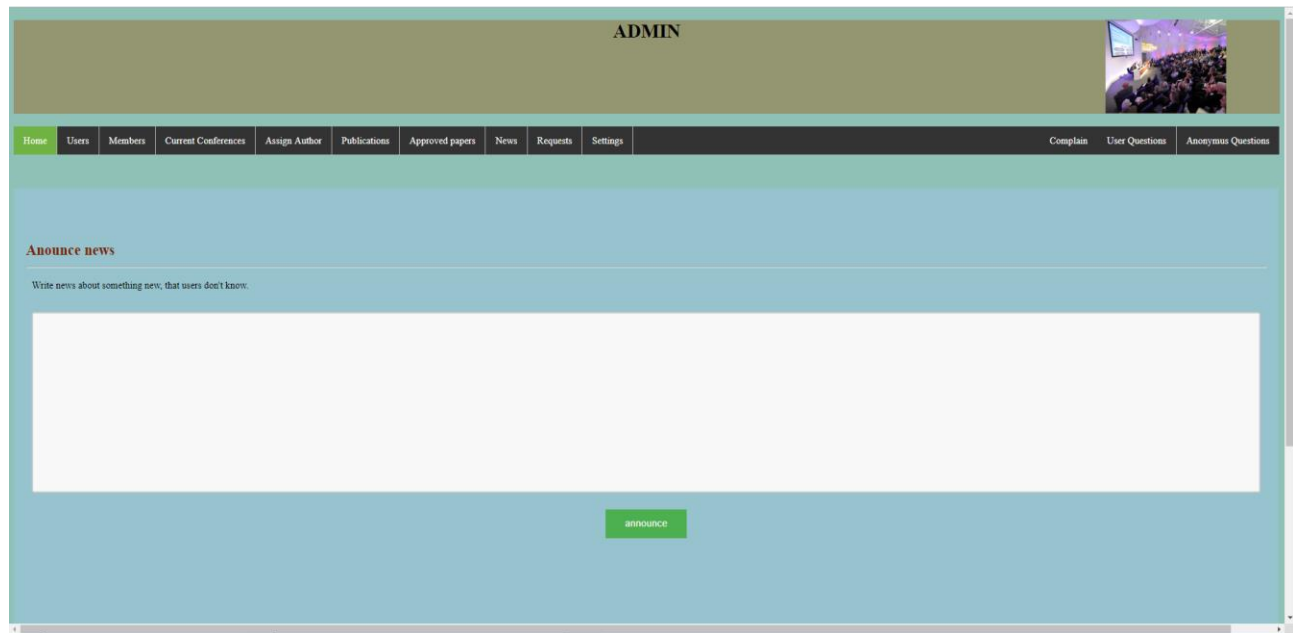
4.2 Conference Request

From this page, admin can approve or discard the paper that is uploaded for the conference. If a conference is approved it will be available as current conference in every user's profile.



4.3 News


The admin can announce news from this page if he wants. This news will be available for those who will visit this website. That will help them to know updates.



4.4 Settings (Admin)

From settings page, an admin can change his own password and add a new admin. He can also change the About Us page from here.

ADMIN



[Home](#)
[Users](#)
[Members](#)
[Current Conferences](#)
[Assign Author](#)
[Publications](#)
[Approved papers](#)
[News](#)
[Requests](#)
[Settings](#)
[Complain](#)
[User Questions](#)
[Anonymous Questions](#)

Change your password

please type your old password first.

[Forgotten password?](#)

Now creat new password here .

[Want to choose?](#)

update

Make new admin

Hey raka,
type your password to make a new admin.

[Forgotten password?](#)

Enter a email of an user you want to make admin

[Want to choose?](#)

make

Set About us on signup page

Set about your website, what you want to be shown in 'about Us'.

set

[set about us](#)

4.5 Anonymous Question

This page is about anonymous question part. Admin will answer anonymous question from this page. There is option, admin can control if an anonymous can ask question or not.

ADMIN

[Home](#)
[Users](#)
[Members](#)
[Current Conferences](#)
[Assign Author](#)
[Publications](#)
[Approved papers](#)
[News](#)
[Requests](#)
[Settings](#)
[Complain](#)
[User Questions](#)
[Anonymous Questions](#)

question option anonymous [on]

on off

Questions from anonymous


Question	Email	ANSWER
1. what?	abid@gmail.com	*answered
2. hi	shikha@gmail.com	*answered
3. how are u	min@gmail.com	*answered

4.6 User Question page

This is the page of user's question. Admin will answer all the user's question admin wants to reply from here. Replied answer will be shown

in corresponding user's profile. Admin can also see all answered questions if corresponding user don't delete the questions.

ADMIN



HomeUsersMembersCurrent ConferencesAssign AuthorPublicationsApproved papersNewsRequestsSettingsComplainUser QuestionsAnonymous Questions

Question

ANSWER

1. how can i creat a conference

submit

-THE END-