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# **collective.conferences**

***Release 0.2***

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## INSTALLATION

You can install the Plone add-on `collective.conferences` using `zc.buildout` and the `plone.recipe.zope2instance`. Thus you could add it to the list of eggs to install, e.g.:

```
[buildout]
...
eggs =
...
    collective.conferences
```

Once you have added the add-on re-run buildout, e.g. with:

```
$ ./bin/buildout
```

Once your buildout finished you had to create a new Plone site and then install and activate the Plone add-on inside this new Plone site. Therefore you had to go to the Plone ‘Site Setup’ administration area. If you got administration permissions you find a link to it in the menu entry with your name (or ‘admin’). You could reach it directly by adding ‘/@@@overview-controlpanel’ to the URL of your Plone site.

In the ‘Site Setup’ page click on ‘Add-ons’ and you get a list of the Plone add-ons which are available in your Plone site.

The screenshot shows the Plone Site Setup interface. On the left, there's a sidebar with 'Home' and 'Site Setup' links. The main content area is titled 'Add-ons' and contains a message: 'This is the Add-on configuration section, you can activate and deactivate add-ons in the lists below. To make new add-ons show up here, add them to your buildout configuration, run buildout, and restart the server process. For detailed instructions see [Installing a third party add-on](#).' Below this, there's a section for 'Available add-ons' with a table listing several add-ons. The 'collective.conferences' add-on is highlighted, and a red arrow points to its 'Install' button. The table also shows 'Workflow Policy Support (CMFPlacefulWorkflow)', 'Working Copy Support (Iterate)', and 'Multilingual Support', each with an 'Install' button. On the right, there's a 'Site Setup' sidebar with a 'General' section and a list of add-ons including 'Actions', 'Date and Time', 'Language', 'Mail', 'Navigation', 'Site', 'Add-ons', 'URL Management', 'Search', 'Discussion', 'Theming', 'Social Media', 'Syndication', 'Content', 'Content Rules', 'Editing', and 'Image Handling'.

Available add-ons	Install
<b>Workflow Policy Support (CMFPlacefulWorkflow)</b> Add in Plone the capability to change workflow chains for types in every object. Includes a dependency on core Plone types. – (Products.CMFPlacefulWorkflow 2.0.0)	Install
<b>collective.conferences</b> Installs the collective.conferences add-on. – (collective.conferences 0.1.dev0)	Install
<b>Working Copy Support (Iterate)</b> Adds working copy support (aka. in-place staging) to Plone. – (plone.app.iterate 3.3.13)	Install
<b>Multilingual Support</b>	Install

You will get a list like in the above screenshot. Click on the ‘install’ button next to the ‘collective.conferences’ list entry and the add-on will be installed in your Plone site.



## CONFIGURATION

The configuration of the add-on could be done from the Plone controlpanel 'Site Setup'. You already used this panel during the installation of the add-on. There are entries for different configuration tasks.

### 2.1 Navigation configuration

Next you need to go to the 'Navigation' configuration inside the 'Site Setup'. Thus click on the corresponding button and you get to the configuration menu in the screenshot below.

Sort tabs on • Index used to sort the tabs  
Position in Parent ▾  
☐ Reversed sort order for tabs. Sort tabs in descending.

Displayed content types The content types that should be shown in the navigation and site map.

- ☐ Attendee
- ☐ Collection
- ☐ Comment
- ☒ Conference
- ☐ Conference Break
- ☐ Conference Breaks Folder
- ☒ Conference Call for Paper
- ☒ Conference Program
- ☒ Conference Registration Folder
- ☒ Conference Room
- ☒ Conference Rooms Folder
- ☒ Conference Speaker Folder
- ☐ Conference Talk
- ☒ Conference Talk/Workshop Folder
- ☒ Conference Track
- ☐ Conference Workshop
- ☒ Event
- ☐ File
- ☒ Folder
- ☐ Image
- ☒ Link
- ☒ News Item
- ☒ Page
- ☐ Speaker/Workshop Leader

☐ Filter on workflow state The workflow states that should be shown in the navigation and the site map.

Content management

- Search
- Discussion
- Theming
- Social Media
- Syndication
- TinyMCE

Content

- Content Rules
- Editing
- Image Handling
- Markup
- Content Settings
- Dexterity Content Types

Users

- Users and Groups

Security

- HTML Filtering
- Security
- Errors

Advanced

- Maintenance
- Management Interface
- Caching

Tick the checkboxes in front of the entries 'Conference', 'Conference Call for Paper', 'Conference Program', 'Conference Registration Folder', 'Conference Room', 'Conference Rooms Folder', 'Conference Speaker Folder', 'Conference Talk/Workshop Folder' and 'Conference Track'. Then save your changes. The necessary steps to setup the navigation of your conference site are done. You should continue with the settings of the add-on (see the following chapter).

## 2.2 Collective Conferences Settings

Once you finished the modification of navigation settings you could scroll down a bit on the Site Settings page to the section for ‘Add-on Configuration’. There you find a new entry for this add-on with the title ‘Collective Conference Settings’. Click on this entry and you get a form with fields to configure the add-on.

Site Setup

### Collective Conference Settings

Default Legal File Extensions

**Length Of Conference Breaks** • Fill in the time slots for conference breaks in minutes. Use a new line for every value / break length. Write only the numbers without the addition 'minutes'.

15  
20  
30

**Length Of Talks** • Fill in the time slots for conference talks in minutes. Use a new line for every value / talk length. Write only the numbers without the addition 'minutes'.

30  
45  
60

**Length Of Workshops** • Fill in the time slots for workshops at the conference in minutes. Use a new line for every value / workshop length. Write only the numbers without the addition 'minutes'.

60  
120  
180

Save Cancel

The fields on the first register ‘Default’ collect the values for the length of conference breaks, talks and workshops. This fields comes already with some default value. You could replace this values with your own choice. Every single value needs a new line.

The entries of the fields for talk and workshop length will be used to configure the available options for the talk and workshop proposal submitters to suggest a time slot. The values of the fields are also used by the conference organization committee to set the length of talks, workshops and conference breaks in the conference program and its tracks.

The second register ‘Legal’ currently holds only one field to list the licenses, talks and workshops could be submitted. This field came with some default values too. The default values could be replaced by new entries. Every value needs a new line.



← Site Setup

## Collective Conference Settings

Default Legal **File Extensions**

**Licenses Of Talks / Workshops** • Fill in the names of the licenses for conference talks and workshops. Use a new line for every value / license name.

GNU-GPL-v2 (GNU General PublicLicense Version 2)  
 GNU-GPL-v3+ (General Public LicenseVersion 3 and later)  
 CC-by-sa-v3 (Creative CommonsAttribution-ShareAlike 3.0)  
 CC-BY-SA-v4 (Creative CommonsAttribution-ShareAlike 4.0 International)

Save Cancel

The third register ‘File Extensions’ need your input about the allowed file extensions for images (e.g. pictures), for talk and workshop slides, for additional talk and workshop material and conference videos. If there are different file extensions allowed for this file categories you could enter this file extensions seperated by a pipe into the form fields, e.g.: ‘odp|pdf’ for slides.

← Site Setup

## Collective Conference Settings

Default Legal **File Extensions**

**Allowed image file extension** • Fill in the allowed image file extensions, seperated by a pipe ‘|’.

jpg|jpeg|png|gif

**Allowed file extensions for slides of conference talks** • Fill in the allowed file extensions for the slides ofconference talks, seperated by a pipe ‘|’.

odp|pdf

**Allowed file extensions for slides of conference workshops** • Fill in the allowed file extensions for the slides ofconference workshops, seperated by a pipe ‘|’.

odp|pdf

**Allowed File Extensions For Talk Material / Additonal Files** • Fill in the allowed file extensions for the material oradditional files of a conference talk, seperated by a pipe ‘|’.

otp|pdf|zip

**Allowed workshop material file extensions** • Fill in the allowed file extensions for the material, seperated by a pipe ‘|’.

otp|pdf|zip

**Allowed file extensions for conference videos.** • Fill in the allowed file extensions for the videos of conference talks / workshops, seperated by a pipe ‘|’.

mp4|mpg

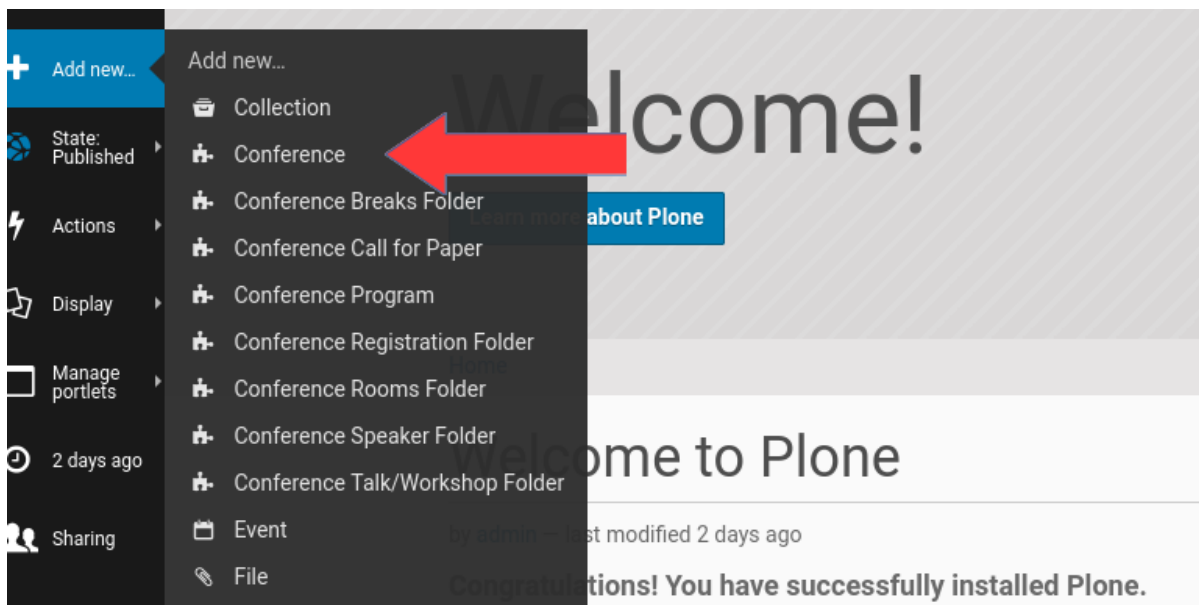
Save Cancel

Once you finished the configuration within the fields of all three register save your changes. This will write some new entries to the ‘Configuration Registry’ of the Plone site. This new Configuration Registry entries will be used for the dynamic content of the edit forms of talks and workshops.



## CONFERENCE PAGE

I assume you want to add new conference page to the Plone site root ('Home') and inform the site visitors about your conference, when it will take place etc. Therefore go to the Plone site root ('Home') and choose from the Plone menu on the left 'Add new'. You get in this menu an entry to create a new 'Conference' (see the screenshot below).



Click on this entry and you get the form below. This is the edit form to create and configure a new conference home page for your Plone site.

**Add Conference**

A conference

Default Dates

Conference Title

Conference summary

**Details** Write information about the conference

Edit Insert View Format Table Tools

Formats B / [Formatting Icons]

text/html

0 WORDS POWERED BY TINYMCE

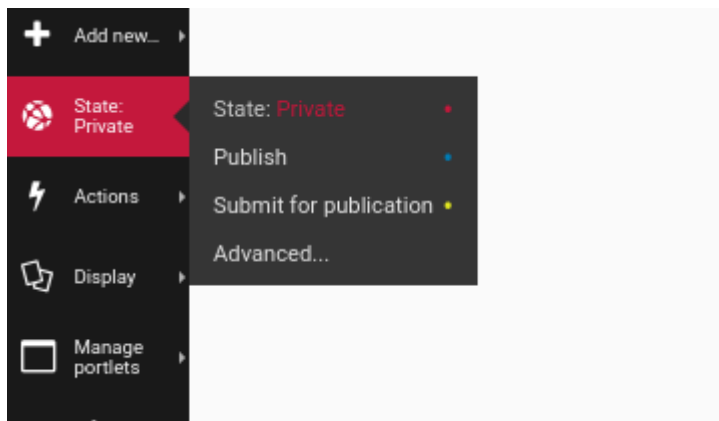
Save Cancel

The form contains a field for the title and optional fields for a summary and for detailed text etc. The latter one is a RichText field and offers a lot of design options. It is possible to include e.g. images or links. It is also possible to structure the text of the field, e.g. make it bold or justify it.

Once you finished the edits inside the form, save the form using the corresponding button. You could reedit or expand your content of the site later, if you wish. You could do this by selecting the edit entry on the menu bar on the left side for the conference page.

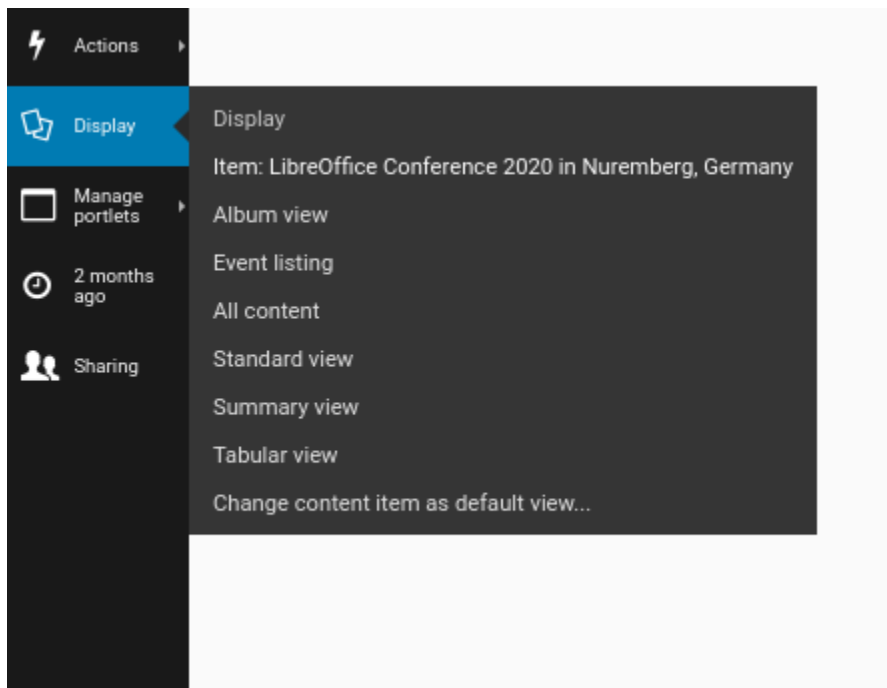
### 3.1 Publish The Conference Page

Once you finished the edits of the conference page and saved it, it got the default status 'private'. If you have the permissions to publish content on the site you'll find an entry to change this workflow status inside the menu bar on the left side. The corresponding entry shows the status 'private' yet. Click on this entry and you'll get a submenu. If you want to publish the page directly choose 'publish' from the submenu and your page get published (see screenshot below).



## 3.2 Make The Conference Page The Home Page Of Your Plone Site

Although the conference page is published yet, it will not show as default entry for the 'Home' entry in the site menu. But it is not difficult to change this. Click on the navigation menu entry 'Home'. Then click inside the menu on the left side the entry 'Display'. There you could choose the entry with the name of your conference page and you're done (see example in the screenshot below).





## CALL FOR PAPER PAGE

A page for the usual call for papers could be added to the root of the Plone site. Thus click on the 'Home' entry in the menu and choose from the menu on the left side the 'Add new' entry. This opens a submenu. Choose 'Conference Call for Paper' from there. This opens the edit form of a call for paper page.

### Add Conference Call for Paper

A Call for Paper

Default Dates

Call for paper title \*

Call for paper summary

Details • Details about the program

Edit • Insert • View • Format • Table • Tools •

Formats • B I [List Icons]

0 WORDS POWERED BY TINYMCE

text/html

Topics for the Call for Papers • Fill in the topics for conference talks and workshops. Use a new line for every value / topic.

Development  
Documentation  
Project-Administration

Save Cancel

The field provides mandatory fields for the call for papers title, its details and topics. The summary field for the call for papers is optional.

The details field is a RichText one, which offers a lot of design options for the page, e.g. insert images and links or to format the text.

The field ‘Topics for the Call for Papers’ will hold the topics for conference talks or workshops. This topics will be shown on the call for papers website. The submitters of a talk or workshop proposal will get this topics inside the edit form for a talk or workshop and had to choose one of them for their proposed conference contribution.

Every conference topic in the field needs a new line. The number of topics in this field are not limited.

## 4.1 Publish The Call for Paper Page

Once you finished the edits of the call for papers page and saved it, it got the default status ‘Private’. If you have the permissions to publish content on the site you’ll find an entry to change this workflow status inside the menu bar on the left side. The corresponding entry shows the status ‘Private’ yet. Click on this entry and you’ll get a submenu. If you want to publish the page directly choose ‘Publish’ from the submenu and your page get published.

Usually the call for papers is only open for a decided time frame. If you want to automatically disappear the call for papers page from the public conference website, choose the entry ‘Advanced’ from the submenu instead of ‘Publish’. You’ll get a form, where you could set the publishing date of the call for papers and also the date, when it should disappear from the public (see screenshot below).

Publishing process

An item's status (also called its review state) determines who can see it. Another way to control the visibility of an item is with its *Publishing Date*. An item is not publicly searchable before its publishing date. This will prevent the item from showing up in portlets and folder listings, although the item will still be available if accessed directly via its URL.

Affected content

	Title	Size	Modified	State
	Call for Papers	2.2 KB	Aug 14, 2020 05:12	Private

**Publishing Date**  
The date when the item will be published. If no date is selected the item will be published immediately.

Enter date... Enter time...

**Expiration Date**  
The date when the item expires. This will automatically make the item invisible for others at the given date. If no date is chosen, it will never expire.

Enter date... Enter time...

**Comments**  
Will be added to the publishing history. If multiple items are selected, this comment will be attached to all of them.

**Change State**  
Select the transition to be used for modifying the items state.

☒ No change  
☐ Publish  
☐ Submit for publication

Save Cancel

## 4.2 Call for Paper View

The call for papers view adds different information and links to the page. If a anonymous user (not logged in user) views the page she/he get information about how to log in or how to create a new account on the site (see screenshot below).

If you want to give a talk or a workshop at the conference, please login to the site. There will be a link on this site to submit a new talk or workshop available once you are logged in.

If you already have an account on this site, [you could follow this link](#) and log into the site.

In the oposite you have first to register on the site. You could do this by calling the registration form [with this link](#).

Once a user is logged in the content of the site changed and the user get information about creating a new speaker and about submitting a talk or workshop proposal (see screenshot below).



If you not already registered a conference speaker for you, please follow the following link and add a speaker profile to this site:

- [Add your speaker profile](#)

You can submit a new talk or workshop by following one of the following links. They will open a form with the necessary entries to create a new conference talk or workshop proposal:

- [Submit a conference talk](#)
- [Submit a conference workshop](#)



## FOLDER FOR TALKS AND WORKSHOPS

Once a call for papers has been published contributors should be able to submit talk or workshop proposals for the conference. Thus there is the need to create a folder for this content types on the Plone site, because this content types are not allowed on the Plone site and its root, but only inside such a folder.

Therefore you need to create a folder for talks and workshops in parallel with the call for papers page. But it's not difficult to create such a folder. Go to the Plone site root ('Home') and choose from the menu on the left side the 'Add new' entry and inside the opening submenu click on 'Conference Talk/Workshop Folder'. You will get the form shown in the screenshot below.

Add Conference Talk/Workshop Folder

The talks and workshops of the conference

Summary For Talks And Workshops

Save Cancel

The title of this folder and its URL are set by default. You need only to add a short description (summary) to the form. Once you finished this text, save your edits. The new folder get the default state 'private' then. You need to publish it. You could do this within the menu on the left side. Click on the entry 'Private' and choose from the opening submenu 'Publish'.

Next you need to change the setting of the folder, thus contributors could add their content (proposed talks/workshops) to the new folder. Therefore click on the entry 'Sharing' of the menu on the left side. You get the dialog shown below.

Sharing for "Talks / Workshops"

You can control who can view and edit your item using the list below.

Search for user or group Search

Name	Can add	Can edit	Can review	Can view
Logged-in users	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

☒ Inherit permissions from higher levels

By default, permissions from the container of this item are inherited. If you disable this, only the explicitly defined sharing permissions will be valid. In the overview, the symbol indicates an inherited value. Similarly, the symbol indicates a global role, which is managed by the site administrator.

Save Cancel

Activate the box in front of 'Can Add' for logged in users and save your changes. The contributors are able to submit their proposed talk or workshop yet, once they are logged in.



### TALK

Once the call for papers was published and the folder for talks and workshop was created registered users of the site could add proposals for talks. There are different ways to do this once they are logged-in to the site.

The easiest way is by using the link on the call for papers page (see the screenshot below).

**Call for Papers**

by [admin](#) – last modified 2 days ago

The Document Foundation invites all members and contributors to submit talks, lectures and workshops for this year's conference in Almeria (Spain). The event is scheduled for early September, from Wednesday 11 to Friday 13. Whether you are a seasoned presenter or have never spoken in public before, if you have something interesting to share about LibreOffice or the Document Liberation Project we want to hear from you!

Proposals should be filed by June 30, 2019, in order to guarantee that they will be considered for inclusion in the conference program.

The conference program will be based on the following tracks:

- a) Development, APIs, Extensions, Future Technology
- b) Quality Assurance
- c) Localization, Documentation and Native Language Projects
- d) Appealing LibreOffice: Ease of Use, Design and Accessibility
- e) Open Document Format, Document Liberation and Interoperability
- f) Advocating LibreOffice

Presentations, case studies, workshops, and technical talks will discuss a subject in depth, and will last 30 minutes (including Q&A). Lightning talks will cover a specific topic and will last 5 minutes (including Q&A). Sessions will be streamed live and recorded for download.

Please send a short description/bio of yourself as well as your talk/workshop proposal (title, track and description) to the program committee address [conference@libreoffice.org](mailto:conference@libreoffice.org) with the letters CFP at the subject.

If you do not agree to provide the data for the talk under the [Creative Commons Attribution-Share Alike 4.0 License](#) please explicitly state your terms. In order to make your presentation available on TDF YouTube channel please do not submit talks containing copyrighted material (music, pictures, etc.).

If you want to give multiple talks please send a separate email for each.

If you not already registered a conference speaker for you, please follow the following link and add a speaker profile to this site:

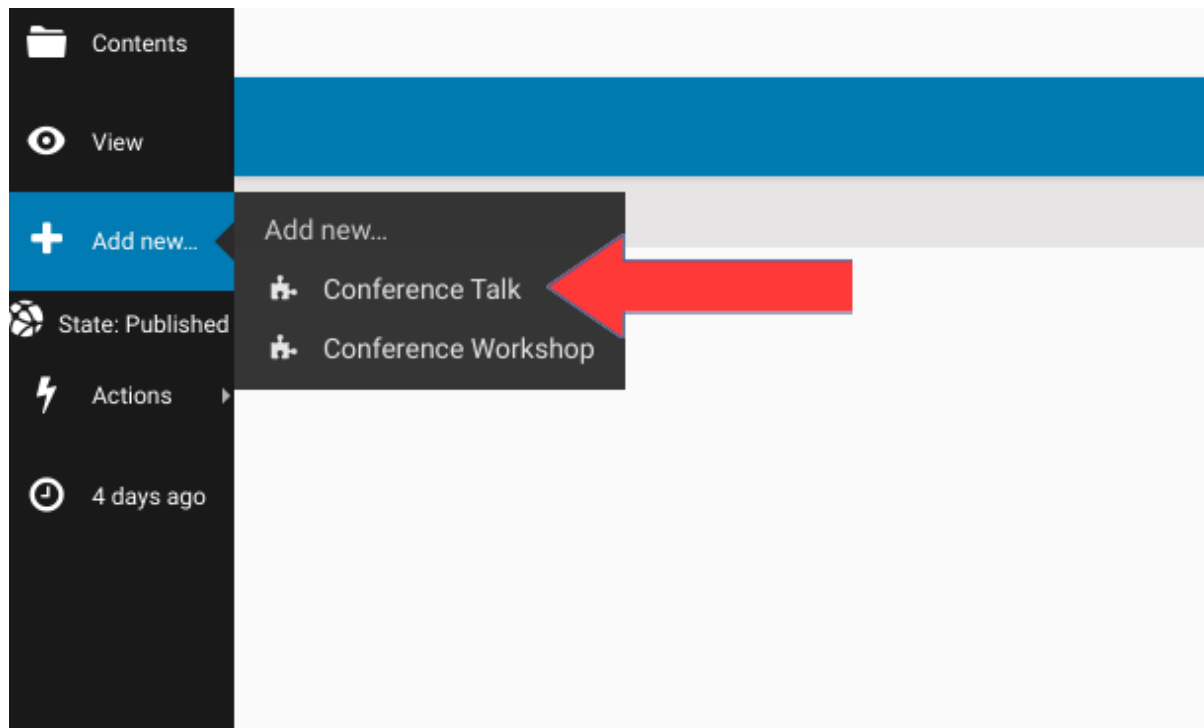
- [Add your speaker profile](#)

You can submit a new talk or workshop by following one of the following links. They will open a form with the necessary entries to create a new conference talk or workshop proposal:

- [Submit a conference talk](#)
- [Submit a conference workshop](#)

Once the user clicks on this link the edit form for a new talk pops up.

Instead of using this link the logged-in user could go to the folder for talks and workshops (click on the appropriate link in the navigation menu bar) and click inside the menu bar on the left side 'Add new'. Then choose from the opening submenu the entry 'Conference Talk' (see screenshot below).



This leads also to the edit form for a new talk proposal. This form consists currently of four register. The first register ('Default') contains fields for the necessary data of a new talk proposal (screenshot below).

## Add Conference Talk

A Talk in a track of the program

Default Slides Files Video

**Title** • Talk title

**Talk summary** •

**Talk details** •

Edit • Insert • View • Format • Table • Tools •

Formats • B I [Text alignment icons] [List icons] [Table icon] [Link icon] [Image icon]

0 WORDS POWERED BY TINYMCE

text/html

**Presenter**

**Choose the topic for your talk** •

- Development
- Documentation
- Project-Administration

**Planned Length** • Give an estimation about the time you'd plan for your talk.

- 30
- 45
- 60

**License Of Your Talk** • Choose a license for your talk

- GNU-GPL-v2 (GNU General Public License Version 2)
- GNU-GPL-v3+ (General Public License Version 3 and later)
- CC-by-sa-v3 (Creative Commons Attribution-ShareAlike 3.0)
- CC-BY-SA-v4 (Creative Commons Attribution-ShareAlike 4.0 International)

**Messages to the Program Committee** You can give some information to the committee here, e.g. about days you are (not) available to give the talk

Save Cancel

A talk (proposal) needs a unique title, a talk summary and more detailed description. It should have at least one presenter (speaker). But this is not mandatory to make it possible to create and submit a new talk (draft) and ask a competent speaker later to give this talk (maybe with some alignments).

The talk needs an alignment with one of the call for paper topics thus the review committee could assign it to the appropriate conference track. It's also necessary to get information about the planned length of the talk. The submitter of a new talk (proposal) will know best which time slot fits to the content of the talk (the review committee / program owner could adapt this suggestion to the available time slots of the program later). The entry in the field is only a proposal.

It's also necessary that the submitter of a talk proposal adapt one of the available licenses to the talk. And it is possible

to give some information to the review committee / the program owner, e.g. about the availability or necessary environment to give the talk.

Once the mandatory fields of the ‘Default’ register has been filled out the user could save his edits and the new talk (proposal) will be submitted to the review queue.

The further register of the dialog consists of the necessary fields to upload or link the slides of a talk, some additional files / material and link to the video of the talk (if the talk was recorded) (see the screenshots below).

### Register ‘Slides’:

#### Add Conference Talk

A Talk in a track of the program

Default

Slides

Files

Video

The following file extensions are allowed for the upload of slides of conference talks as well as for linked slides (upper case and lower case and mix of both):  
odp, pdf

**Presentation slides** Please upload your presentation shortly after you have given your talk.  

Datei auswählen

 Keine ausgewählt

**Presentation Slides In Further File Format** Please upload your presentation shortly after you have given your talk.  

Datei auswählen

 Keine ausgewählt

**Link To The Presentation Slides**

**Link To The Presentation Slides In Further File Format**

Save

Cancel

### Register ‘Files’:

#### Add Conference Talk

A Talk in a track of the program

Default

Slides

Files

Video

The following file extensions are allowed for the upload of material or additional files for conference talks as well as for linked material/ additional files (upper case and lower case and mix of both):  
otp, pdf, zip

**Additional Files of your presentation.** Please upload the additional files of your presentation (in archive format) shortly after you have given your talk.  

Datei auswählen

 Keine ausgewählt

**Link to additional Files of your presentation in the correct file format (see for it above).**

Save

Cancel

### Register ‘Video’:

#### Add Conference Talk

A Talk in a track of the program

Default

Slides

Files

Video

The following file extensions are allowed for conference video uploads (upper case and lower case and mix of both):  
mp4, mpg

**Link to the Video of the talk**

Save

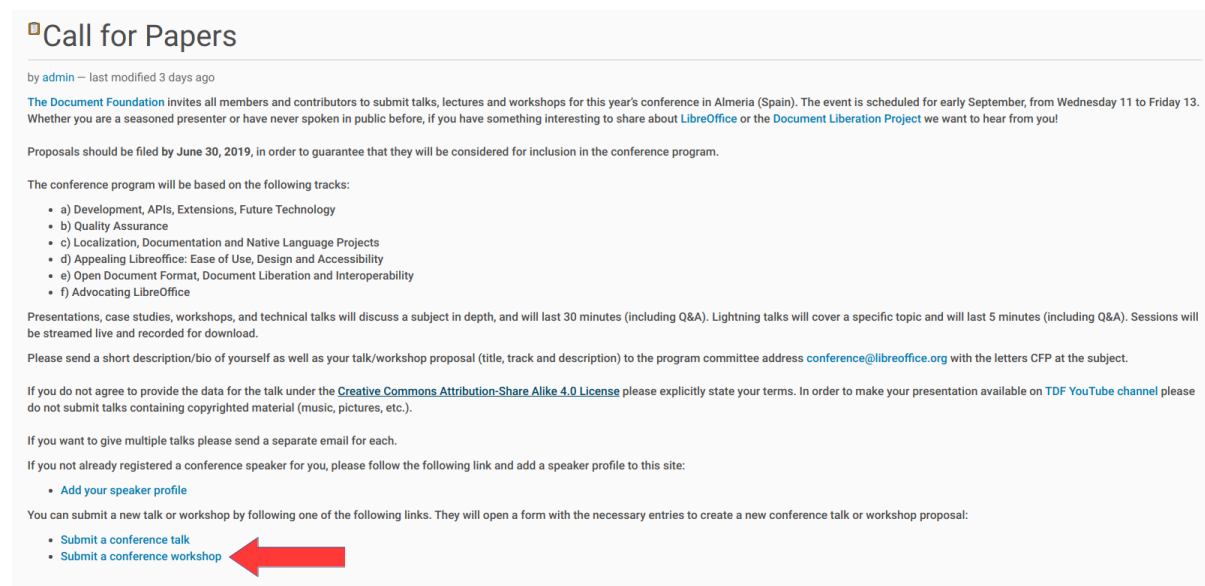
Cancel



# WORKSHOP

Once the call for papers was published and the folder for talks and workshop was created registered users of the site could add proposals for workshops. There are different ways to do this once they are logged-in to the site.

The easiest way is by using the link on the call for papers page (see the screenshot below).



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by [admin](#) — last modified 3 days ago

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- c) Localization, Documentation and Native Language Projects
- d) Appealing LibreOffice: Ease of Use, Design and Accessibility
- e) Open Document Format, Document Liberation and Interoperability
- f) Advocating LibreOffice

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If you do not agree to provide the data for the talk under the [Creative Commons Attribution-Share Alike 4.0 License](#) please explicitly state your terms. In order to make your presentation available on [TDF YouTube channel](#) please do not submit talks containing copyrighted material (music, pictures, etc.).

If you want to give multiple talks please send a separate email for each.

If you not already registered a conference speaker for you, please follow the following link and add a speaker profile to this site:

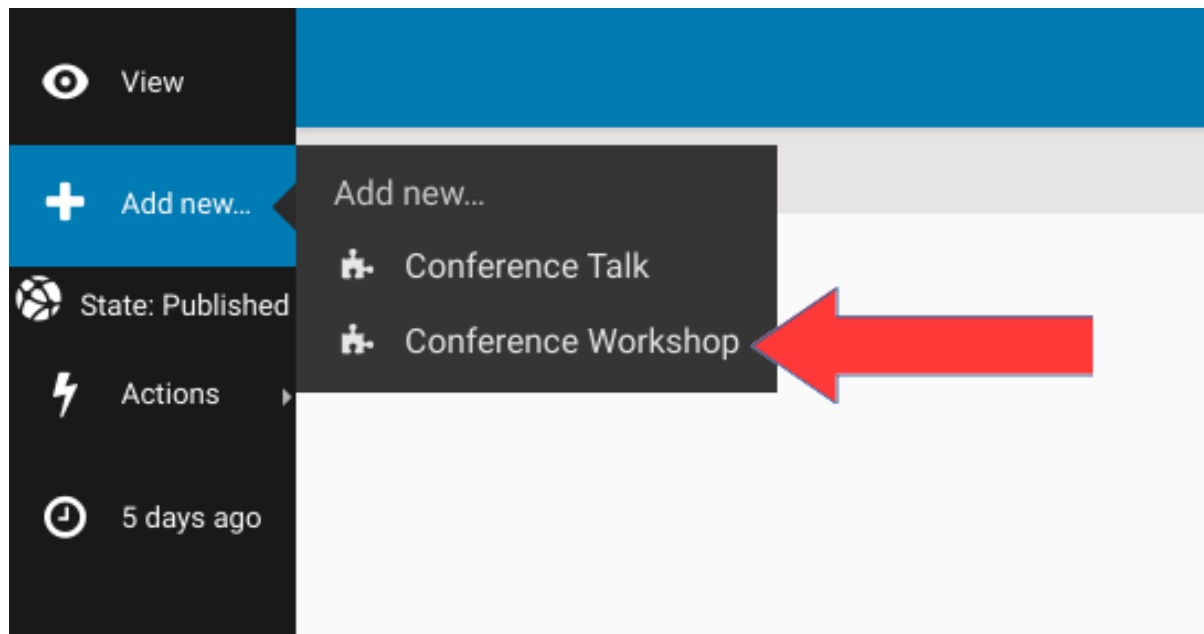
- [Add your speaker profile](#)

You can submit a new talk or workshop by following one of the following links. They will open a form with the necessary entries to create a new conference talk or workshop proposal:

- [Submit a conference talk](#)
- [Submit a conference workshop](#)

Once the user clicks on this link the edit form for a new workshop pops up.

The logged-in user could go instead of using this link to the folder for talks and workshops (click on the appropriate link in the navigation menu bar) and click inside the menu bar on the left side 'Add new'. Then choose from the opening submenu the entry 'Conference Workshop' (see screenshot below).



This leads also to the edit form for a new workshop proposal. This form consists currently of four register. The first register ('Default') contains fields for the necessary data of a new workshop proposal (screenshot below).

## Add Conference Workshop

A Workshop in a track of the program

Default Slides Files / Material Video

Title • Workshop title

Workshop summary •

Workshop details

Edit Insert View Format Table Tools

Formats B I [List of icons]

text/html

Workshop Leader

Choose the topic for your workshop •

- Development
- Documentation
- Project-Administration

Planned Length • Give an estimation about the time you'd plan for your workshop.

- 60
- 120
- 180

License Of Your Talk • Choose a license for your talk

- GNU-GPL-v2 (GNU General Public License Version 2)
- GNU-GPL-v3+ (General Public License Version 3 and later)
- CC-by-sa-v3 (Creative Commons Attribution-ShareAlike 3.0)
- CC-BY-SA-v4 (Creative Commons Attribution-ShareAlike 4.0 International)

Messages to the Program Committee You can give some information to the committee here, e.g. about days you are (not) available to give the workshop

Save Cancel

A workshop (proposal) needs a unique title, a workshop summary and more detailed description. It should have at least one presenter (workshop leader). But this is not mandatory to make it possible to create and submit a new workshop (draft) and ask a competent workshop leader later to give this workshop (maybe with some alignments).

The workshop needs an alignment with one of the call for paper topics thus the review committee could assign it to the appropriate conference track. It's also necessary to get information about the planned length of the workshop. The submitter of a new workshop (proposal) will know best which time slot fits to the content of the workshop (the review committee / program owner could adapt this suggestion to the available time slots of the program later). The entry in the field is only a proposal.

It's also necessary that the submitter of a talk proposal adapt one of the available licenses to the workshop. And it is possible to give some information to the review committee / the program owner, e.g. about the availability or necessary environment to give the workshop.

Once the mandatory fields of the 'Default' register has been filled out the user could save his edits and the new workshop (proposal) will be submitted to the review queue.

The further register of the dialog consists of the necessary fields to upload or link the slides of a workshop (register 'slides'), some additional files / material (register 'files') and link to the video of the workshop (if the talk was recorded) (register 'video') (see the screenshots below).

### Register 'Slides':

The screenshot shows the 'Add Conference Workshop' form with the 'Slides' tab selected. The form has a title bar 'Add Conference Workshop' and a subtitle 'A Workshop in a track of the program'. Below the subtitle is a tabbed interface with four tabs: 'Default', 'Slides', 'Files / Material', and 'Video'. The 'Slides' tab is active. The main content area contains the following text: 'The following file extensions are allowed for the upload of slides of conference workshop as well as for linked slides (upper case and lower case and mix of both): odp, pdf'. Below this is a section for 'Presentation slides' with a subtext 'If you used slides during your workshop, please upload your slides shortly after you have given your workshop.' and a button 'Datei auswählen' followed by 'Keine ausgewählt'. Below this is a section for 'Presentation Slides In Further File Format' with a subtext 'If you used slides during your workshop, please upload your slides shortly after you have given your workshop.' and a button 'Datei auswählen' followed by 'Keine ausgewählt'. Below this is a section for 'Link To The Presentation Slides' with a text input field. Below this is a section for 'Link To The Presentation Slides In Further File Format' with a text input field. At the bottom are 'Save' and 'Cancel' buttons.

### Register 'Files':

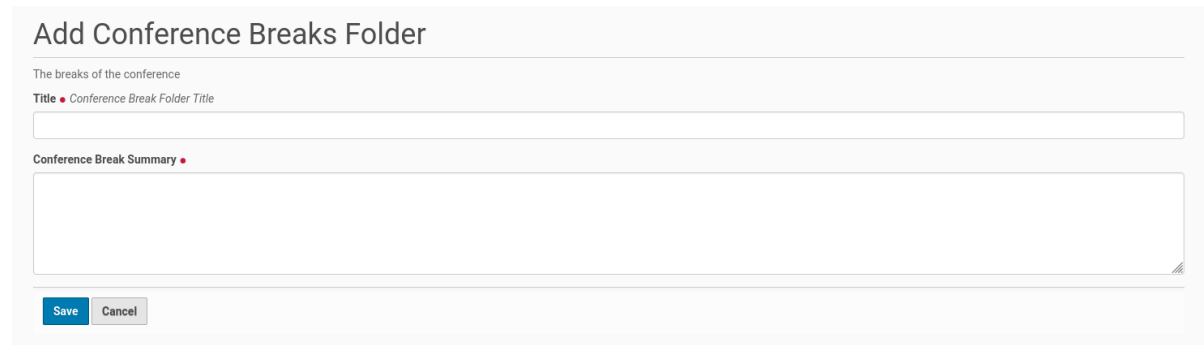
The screenshot shows the 'Add Conference Workshop' form with the 'Files / Material' tab selected. The form has a title bar 'Add Conference Workshop' and a subtitle 'A Workshop in a track of the program'. Below the subtitle is a tabbed interface with four tabs: 'Default', 'Slides', 'Files / Material', and 'Video'. The 'Files / Material' tab is active. The main content area contains the following text: 'The following file extensions are allowed for workshop material uploads (upper case and lower case and mix of both): otp, pdf, zip'. Below this is a section for 'Workshop slides / material' with a subtext 'Please upload your workshop presentation or material about the content of the workshop in front or short after you have given the workshop.' and a button 'Datei auswählen' followed by 'Keine ausgewählt'. At the bottom are 'Save' and 'Cancel' buttons.

### Register 'Video':

The screenshot shows the 'Add Conference Workshop' form with the 'Video' tab selected. The form has a title bar 'Add Conference Workshop' and a subtitle 'A Workshop in a track of the program'. Below the subtitle is a tabbed interface with four tabs: 'Default', 'Slides', 'Files / Material', and 'Video'. The 'Video' tab is active. The main content area contains the following text: 'The following file extensions are allowed for conference video uploads (upper case and lower case and mix of both): mp4, mpg'. Below this is a section for 'Link to the Video of the talk' with a text input field. At the bottom are 'Save' and 'Cancel' buttons.

## FOLDER FOR CONFERENCE BREAKS

The breaks of a conference are created and collected inside a folder. It is very easy to create this folder within the root of the Plone site. Thus go to the 'Home' of the Plone site and click in the menu bar on the left side 'Add new' and choose from the opening submenu the entry 'Conference Breaks Folder'. You will get the edit form for this folder (see screenshot below).



The screenshot shows a web form titled "Add Conference Breaks Folder". Below the title is a subtitle "The breaks of the conference". The form contains two mandatory fields, each indicated by a red dot: "Title" with the placeholder text "Conference Break Folder Title" and "Conference Break Summary". Both fields are represented by empty text input boxes. At the bottom of the form are two buttons: "Save" (in blue) and "Cancel" (in grey).

This edit form has two fields, one for the title of the breaks folder and another one for a summary (short description). Both fields are mandatory. Once the fields were completed save the edit form and the conference breaks folder will be created.



## **CONFERENCE BREAK**

The conference breaks could be created only inside the conference breaks folder. Thus you need to go to this folder inside the Plone site and click 'Add new' on the menu bar on the left side. The opening submenu contains only the entry 'Conference Break'. Choose this entry and you get the conference break edit form (see screenshot below).

## Add Conference Break

A Conference Break in a track of the program

**Title** • Conference break title

Conference break summary

Conference break details

Edit • Insert • View • Format • Table • Tools •

Formats • B I [align icons] [list icons] [link icon] [image icon]

text/html

WORDS POWERED BY TINYMCE

**Startdate** Start date

September 6, 2020

7:50 p.m.

🕒

🗑️

**Enddate** End date

September 9, 2020

7:50 p.m.

🕒

🗑️

**Length** •

☐ 15
☐ 20
☐ 30

Choose the track for this break

☐ First Track (/Plone/program/first-track)
☐ Second Track (/Plone/program/second-track)
☐ Third Track (/Plone/program/third-track)

**Position In The Track** Choose a number for the order in the track

Save Cancel

It is necessary that a conference break needs a title, e.g. ‘Lunch Break’. It could have a summary and a more detailed description, but this is not mandatory.

There is a field to choose the length of the break and another one to assign it to a track. The last field gets a number for the position inside this track.

Once all mandatory fields are filled, save the form and the conference break will be created.



The rooms of a conference are created and collected inside a folder. It is very easy to create this folder within the root of the Plone site. Thus go to the 'Home' of the Plone site and click in the menu bar on the left side 'Add new' and choose from the opening submenu the entry 'Conference Rooms Folder'. You will get the edit form for this folder (see screenshot below).

# Add Conference Rooms Folder

The rooms of the conference

Name of the room folder •

roomfolder description •

Information about the Conference Rooms

Edit - Insert - View - Format - Table - Tools -

Formats - B I [List Icons]

0 WORDS POWERED BY TINYMCE

text/html

Save Cancel

The third field is available for a longer, more detailed description / information about the rooms of the conference. It is optional. The rooms will be created inside this folder with their own content (description etc.) inside this conference rooms folder later.

Once the fields were completed save the edit form and the conference rooms folder will be created.

## 10.1 Publishing the room folder

The default state of the created folder will be 'private'. If you want to change this state, click inside the menu bar on the left site on the entry with this state and choose from the opening submenu 'Submit for Publication' or if available 'Publish'. If you could only submit the conference program for publication a user with the appropriate permission need to publish the program later.

## CONFERENCE ROOM

It's easy to add a new conference room to the Plone site. Just go to the conference rooms folder of the site and click on 'Add new' inside the menu bar on the left side. Choose from the opening submenu the entry 'Conference Room' and it opens a form to create a new conference room (see screenshot below).

## Add Conference Room

A room that is used for the conference

Name of the Room ●

A description of the room and its location ●

A picture of the room *Please upload an image*

Browse...

No file selected.

A full description of the room, it's location and the way to get there ●

Edit
Insert
View
Format
Table
Tools

Formats
B
I
Text
List
Table
Link
Image

0 WORDS POWERED BY TINYMCE

text/html

Capacity of the room *Please fill in the maximum number of attendees*

Save

Cancel

The form has three mandatory fields, the first one for the rooms title and further one for the description of the room in the form of a summary. And last mandatory field is a RichText field for a detailed description of the conference room with the ability to insert links and images.

The form offers the opportunity to upload a picture of the room and to add its capacity (number of seats).

Once the fields were completed and the optional picture is uploaded save the edit form and the conference room will be created.

The default state of the created room object will be 'private'. If you want to change this state, click inside the menu bar on the left site on the entry with this state and choose from the opening submenu 'Submit for Publication' or if available 'Publish'.

## CONFERENCE PROGRAM

The conference program with tracks will be created inside the conference program folder. To create this program folder go to the root of the Plone site and click inside the menu on the left side on the entry 'Add new'. This will open a submenu. Choose from this submenu the entry 'Conference Program'. This displays the form to create the conference program folder object (see screenshot below).

The screenshot shows the 'Add Conference Program' form. At the top, there's a title 'Add Conference Program' and a subtitle 'A conference program'. Below this, there are two tabs: 'Default' and 'Dates'. The 'Default' tab is active. The form contains several fields: 'Program name' (a text input field), 'Program summary' (a larger text input field), 'Start date' (a date and time picker showing 'September 9, 2020' and '7:35 p.m.'), and 'End date' (a date and time picker showing 'September 12, 2020' and '7:35 p.m.'). Below these fields is a section titled 'Details Details about the program' which contains a rich text editor. The rich text editor has a menu bar with 'Edit', 'Insert', 'View', 'Format', 'Table', and 'Tools'. Below the menu bar is a toolbar with various icons for text formatting, alignment, and insertion. The main area of the rich text editor is empty. At the bottom of the form, there is a 'text/html' dropdown menu, an 'Organiser' text input field, and 'Save' and 'Cancel' buttons.

This form contains fields to set the title of the conference program and to give a short summary description. These fields are mandatory.

Then there is field for a more detailed description of the conference program with the opportunity to e.g. provide links or add pictures and style text using HTML tags.

The form has also two fields to set the begin and the end of the program. The tracks of the program had to be within the boundary of this time slot.

The last field gives the opportunity to add organizers (of the program / conference).

Once the fields were completed save the edit form and the conference program folder will be created.

## **12.1 Publishing the program**

The default state of the created folder will be 'private'. If you want to change this state, click inside the menu bar on the left site on the entry with this state and choose from the opening submenu 'Submit for Publication' or if available 'Publish'. If you could only submit the conference program for publication a user with the appropriate permission need to publish the program later.

## CONFERENCE TRACK

It's easy to add a new conference track to the conference program. Once you created a conference program object, go to this folder object by using its navigation menu entry. Inside the program (folder) click within the menu bar on the left side on 'Add new'. Choose from the opening submenu the entry 'Conference Track' and it opens a form to create a new conference track (see screenshot below).

## Add Conference Track

A conference track

Default Dates

Title • Track title

Track summary •

Track details

Edit • Insert • View • Format • Table • Tools •

Formats • B I [List of alignment icons] [List of list-style icons] [List of link icons]

text/html

Startdate Start date

Enter date... Enter time... [Clock icon] [Calendar icon]

Enddate End date

Enter date... Enter time... [Clock icon] [Calendar icon]

Choose the room for the track

☐ Aula (/P/one/rooms/aula)

☐ Eichensaal (/P/one/rooms/eichensaal)

☐ Konferenzraum 1 (/P/one/rooms/konferenzraum-1)

Save Cancel

This form contains fields to set the title of the conference track and to give a short summary description. These fields are mandatory.

Then there is a field for a more detailed description of the conference program with the opportunity to e.g. provide links or add pictures and style text setting HTML tags using an editor menu.

The form has also two fields to set the begin and the end of the track and to choose a conference room from a listing of already available ones. This conference room has to be created inside the conference rooms folder (see the documentation about this rooms folder and the conference rooms).

Once the fields were completed save the edit form and the conference track will be created inside the program (folder) object.



## 13.1 Publishing the track

The default state of the created track will be 'private'. If you want to change this state, click inside the menu bar on the left side on the entry with this state and choose from the opening submenu 'Submit for Publication' or if available 'Publish'. If you could only submit the conference track for publication a user with the appropriate permission need to publish the track later.



## CONFERENCE REGISTRATION

### 14.1 Two Options To Do The Conference Registration

The collective.conferences Plone add-on provides two ways to process the registration for a conference. The first option is done within a folder of the site. If you choose this option everyone, who registers for the conference, had to get an account on the site and create a content object inside the registration folder.

The second option works with a page about the conference registration process and use a mail form for the registration itself. If you choose this option there is no need for an account and no content object will be created on the site.

### 14.2 Option 1: Registration Done Inside A Folder

The registration of conference attendees will be done inside a folder object within this option 1. This folder could be created inside the root of the Plone site. Therefore go to the root of the Plone site and click in the menu bar on the left side on the entry 'Add new' and choose from the opening submenu 'Conference Registration Folder'. This opens the edit form to create the folder for conference registrations (see screenshot below).

## Add Conference Registration Folder

The attendee of the conference

Name of the attendee folder \*

attendee folder description

Information about registration process

Edit
Insert
View
Format
Table
Tools

Formats
B
I
Text
List
Table
Link
Image

0 WORDS POWERED BY TINYMCE

text/html

Registration Fee? \* Have one to pay a registration fee?

No

Payment Options \* Fill in one payment option per line.

Save Cancel

The form starts with a field for the title of the registration folder. This could be e.g. 'Registration'. This field is mandatory. It is followed by a field for a description of the registration folder, which is optional.

The field with main information about the registration process follows. This field is not mandatory, but it could and should be used to describe the registration process, including e.g. a conference fee.

The following field needs an answer to the question about a conference fee. If this field is set to 'yes' you need to carefully edit the field 'Payment Options'. The strings in that field will be displayed in and used for the registration form which a conference attendee has to fill out (see below).

Once the fields were completed save the edit form and the conference registration folder will be created inside the Plone site root.

### 14.2.1 Publishing the registration (folder)

The default state of the created folder will be 'private'. If you want to change this state, click inside the menu bar on the left site on the entry with this state and choose from the opening submenu 'Submit for Publication' or if available 'Publish'. If you could only submit the conference registration folder for publication a user with the appropriate permission need to publish the folder later.

### 14.2.2 Conference Attendee Registration

People, who want to register for the conference, first need to get an account on the site and log-in. Thus they had first to register on the site.

Once they logged-in they could click on the folder / page for conference registration, that was already created and published. There they choose from the menu bar on the left the entry 'Add new' and click in the opening submenu on the item 'Attendee'. This opens a form to add a new conference attendee (see the screenshot below).

**Add Attendee**

A person attending talk or a workshop

**Firstname Lastname** •

**Street** • This data is mandatory and required for our internal procedures

**City** • This data is mandatory and required for our internal procedures

**Postal Code** • This data is mandatory and required for our internal procedures

**Country** • This data is mandatory and required for our internal procedures

**E-Mail** • We need this mandatory data to get in contact with you, if we have any questions

**Organisation**

**Save** **Cancel**

The attendee has to fill in his full name, his address and his e-mail address into the form. If he is member of an organization he could provide this information in the last field of the form.

If a conference attendee has to pay a conference fee (the appropriate field in the registration folder edit form is set to yes; see above), the registration form for the attendee contains three further fields (see screenshot below).

## Add Attendee

A person attending talk or a workshop

Firstname Lastname •

Street • This data is mandatory and required for our internal procedures

City • This data is mandatory and required for our internal procedures

Postal Code • This data is mandatory and required for our internal procedures

Country • This data is mandatory and required for our internal procedures

E-Mail • We need this mandatory data to get in contact with you, if we have any questions

Organisation

Payment of the Registration Fee • Have you already paid the registration fee?

Way of Registration Fee Payment If you already paid the registration fee, please tell us, which way you used to transfer the money.

☐ Bank one

☐ Bank two

Used Bank Account If you transferred the Registration Fee via a bank account, please tell us the name and branch of the bank you used. We need this information to identify your payment more quickly.

Save

Cancel

The first field asks, if the conference fee has already been paid. The next question is about the used bank account out of a list of available accounts (they are added on the registration folder edit form). The last field is about the users bank account, which was used for the payment.

Once the attendee has filled in the necessary information she/he could save the form and the registration finished. A new attendee will be created. The default state is 'private'.

## 14.3 Option 2: Page About Registration And Mail Form

If you prefer to do the conference registration process within a mailing to the conference committee (and its e-mail address) instead, you can create in your Plone instance a conference registration page with information about the conference registration process. The view of this registration page will contain a link to a mail form.

You could add this registration page inside the root of your Plone site by clicking on the entry 'Add new' in the menu on the left side. Then choose the entry 'Conference Registration Page' from the opening sub-menu. You will get a form to create the registration page (see screenshot below).

## Add Conference Registration Page

The conference registration page

Title of the Registration Page •

Registration Description

Information About The Registration Process

Edit ▾ Insert ▾ View ▾ Format ▾ Table ▾ Tools ▾  
 Undo Redo Formats ▾ **B** *I* [List Icons] [Link Icon] [Image Icon]  
 text/html ▾ 0 WORDS POWERED BY TINYMCE

Save Cancel

The form contains a mandatory field for the title of the registration page. The further fields for a summary ('Registration Description') and detailed information about the registration process ('Information About The Registration Process') are optional fields. But it is necessary to add here the necessary information about the registration proceeding for the people which want to take part in the conference. Thus this fields are only technically optional.

### 14.3.1 Publishing the registration page

The default state of the created registration page will be 'private'. If you want to change this state, click inside the menu bar on the left site on the entry with this state and choose from the opening submenu 'Submit for Publication' or if available 'Publish'. If you could only submit the conference registration page for publication a user with the appropriate permission need to publish the page later.

### 14.3.2 Conference Registration by Email

Once the conference registration is published every visitor of the site will find a link to an email form on this page. If the user clicks on this link a form opens with fields for the necessary user data for the conference registration process (see the screenshot below).

**Mail To The Conference Organizer**

Register for the conference.

**Firstname Lastname** •

**Street** • This data is mandatory and required for our internal procedures

**City** • This data is mandatory and required for our internal procedures

**Postal Code** • This data is mandatory and required for our internal procedures

**Country** • This data is mandatory and required for our internal procedures

**E-Mail** • We need this mandatory data to get in contact with you, if we have any questions


**Organisation**

**Payment of the Registration Fee** Have you already paid the registration fee?

**Way of Registration Fee Payment** If you already payed the registration fee, please tell us, which way you used to transfer the money.  
☐ Bank one  
☐ Bank two

**Used Bank Account** If you transfered the Registration Fee via a bank account, please tell us the name and branch of the bank you used. We need this information to identify your payment more quickly.

**ReCaptcha**

☐ I'm not a robot  [Privacy](#) [Terms](#)

The attendee needs to submit his name and contact address. He had also to fill in a valid email address. If the attendee has to pay a conference fee the form contains (like in the screenshot above) field to inform the organization committee, if the fee was already payed, on which bank account and from which bank account. This makes it easier for the organization committee to find the payment data of the conference attendee.

The form is secured with a recaptcha field. Once the user filled the necessary data into the fields and got the recaptcha challenge solved she/he could press the 'Send Email' button and an email will be send to the default email address of the Plone instance. This email address has been configured inside the administration page of the Plone instance by the administrator.



## WORKFLOW

The content objects are assigned to the default ‘Simple Publication Workflow’ with the exception of conference talks and workshops. They have their own workflows.

### 15.1 Simple Publication Workflow

The default state of this content objects is ‘private’. The owner (creator) of this object could submit it for publication. This changes the state to pending and will forwarded to the review queue.

If the user want to reedit the content object, she/he could ‘retract’ it. The state changes back to ‘private’.

If a reviewer think the content object is not ready for publication and the user (creator) should rework (edit or make additions), she/he could ‘send back’ the content object to the user.

If the content object is ready for publication the reviewer could ‘publish’ it.

There is also an ‘advanced’ option for the reviewer. She/he could use it to add some notes to her/his action (e.g. send the content object back with some notes to the creator) or set a publication date or/ and the expiration date.

### 15.2 Conference Talk Publication Workflow

The conference talk object are assigned to the conference talk publication workflow. This workflow currently differs from the simple publication workflow only in regard to its default state. Every conference talk get the default state ‘pending’. Thus the talk will be forwarded after its creation to the review queue.

### 15.3 Conference Workshop Publication Workflow

The conference workshop objects are assigned to the conference workshop publication workflow. There is currently no difference to the process of the conference talk publication workflow (see above).



## INDICES AND TABLES

- `genindex`
- `modindex`
- `search`