Main purpose: manage information regarding scientific conferences

Involved entities:

* Users
* Steering Committee members

Phases:

1. Pre-planning

* A committee can decide to organize a conference, assuming the existence of basic information regarding the conference, such as:
  + Name
  + Interval in which it takes place
  + “call for papers” - a description regarding the topic of the conference and types of papers expected (probably)
  + Deadlines
  + Program committee (members/roles)
  + Conference sections
* Once these details are settled, they are posted on the conference site

1. Submission phase

* People interested in submitting a paper need to create an account (name, affiliation, etc)
* Once logged in, the user can submit the paper with the required meta information (name, keywords, topics, list of authors & info about them), or the full paper (pdf or ms), only before their respective deadline.

1. Analysis phase

* PC members need to analyze and approve the submitted papers – in order to do this, they must bid for the papers they want to analyze
* First, PC members need to establish whether they want to review certain papers or not (want to/maybe/refuse) before a bidding deadline, along with a justification (a set of recommendations) attached
* After the deadline the chairs will assign the papers to PC members based on their bids
* Review remarks can be the following:
  + Strong accept
  + Accept
  + Weak accept
  + Borderline
  + Weak reject
  + Reject
  + Strong reject
* Papers with no reject remark are automatically accepted. Papers with no accept remark will be rejected. If these remarks both appear, reviewers will be asked to reassess their evaluation of the paper. If that’s not possible, the chair can decide if it will reassign the reviewing process to other members or if it will automatically accept/reject it.
* After all papers are decided upon, the authors will be notified by email regarding their result.
* Only papers accepted will be published.
* After receiving feedback, authors can choose to improve their papers based on the given recommendations
* PC members can also submit papers (be authors), except for chairs.

1. Conference activities

* Papers are presented during this phase
* The conference will be held in different sections
* Each section is supervised by a session chair which in most cases is a PC member, including chairs
* In case of important conferences (hundreds of participants), people need to specify which section they intend to participate in
* Speakers can’t be the chair of a section in which they are presenting their paper
* Speakers can upload their presentations on the conference site