OCS Workflow Chart

Conference Managers

Conference Directors

Authors, Reviewers, Participants

Set Up Website
Once OCS is downloaded and installed on a local web server, CM sets up website and creates the first scheduled instance of the conference.

Organize Conference
Decide on scope, tracks, timeline, and policies; recruit track directors, reviewers, etc.

Authors
Logs into website to upload abstract and/or file for review

Schedule a Conference
Assign directors; setup tracks and timeline, as well as submission types and review policies, guidelines, etc.

Prepare Call for Papers
Invite submissions for conference's various tracks

Reviewers
Receives one-step log-in for conducting review on the site

Select Reviewers
Invite reviewers from database to review submissions

Manage Registration
With variable fee structure and timing (early bird) for individuals, memberships, etc.

Conference Attendees
Can use credit card, PayPal, or invoice to cover registration

Enable Presentations
With online indexing (Google Scholar) commenting options, reading tools, access policies for attendees/public

Adjudicate Submissions
Consult reviews, notify authors, schedule sessions; with options for inviting papers, further review, etc.

Authors
Can submit full papers, slides, data sets, etc. after initial acceptance

Hold Conference
Export registrant list and link in third-party blogs

Hold Conference
Pod-casts and web-casts can be added to presentations

Attendees and Public
Depending on access policies, can comment and blog, in addition to on-site activities

Archive Conference
Content available, with access and commenting options; *OCS can be used to publish refereed proceedings*

Readers
Depending on access policies, can search and view content

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