



CONFERENCE MANAGEMENT SYSTEM USER GUIDE

Conference Management System User Guide

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ATAR

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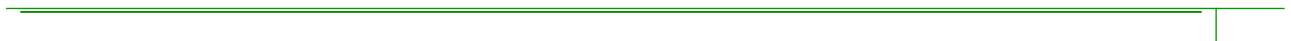
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CONFERENCE MANAGEMENT SYSTEM USER GUIDE

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CONFERENCE MANAGEMENT SYSTEM USER GUIDE

Document Revisions

Date	Version Number	Document Changes
17/05/2021	0.1	Initial manual
18/05/2021	0.2	Added Log in part
18/05/2021	0.3	Added Conference Creation/Management
18/05/2021	0.4	Added conference participation
18/05/2021	0.5	Added paper submission process
18/05/2021	0.6	Added review/bidding management
18/05/2021	1.0	Fixed typos
19/05/2021	1.1	Changed images related to bidding/reviewing after bug was solved



1. Introduction

1.1 Scope and Purpose

The product our team has developed, Conference Management System (CMS) supports the automatic management of information related to scientific conferences. This facilitates organizing and participating in scientific conferences.

The user guide will present a number of typical use cases from the perspective of a site administrator, author, program committee member, chair and listener.

It is expected of users to understand the general process behind a scientific conference.

1.2 Process Overview

The software manages the creation and management of conferences, participation in a conference(as listener, speaker, session chair) and the submission & review part of the papers proposed for the conference.

Typical sequence for using the software to manage

1. Connect to your CMS account
2. Create / manage conferences
3. Sign up for a conference(if not site administrator)
4. Submit a paper for the conference(if applicable)
5. Manage review process/ review paper(if applicable)

2. Connect to your CMS account

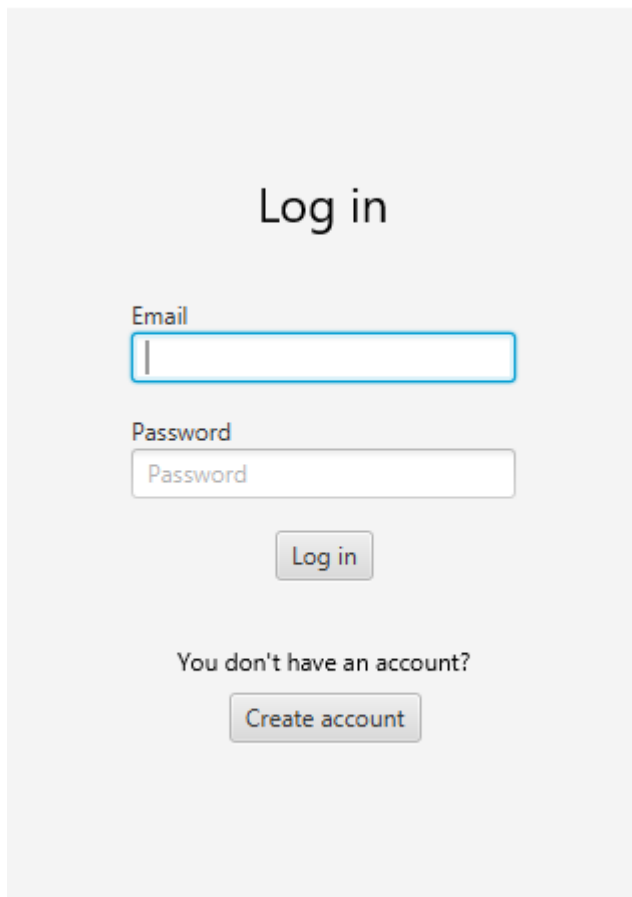
In order to use the application, the user must log into their CMS account using an e-mail and password. If the user does not have an account, they can create one.

2.1 Log in to your account

When starting the application, you will be faced with the login screen. Enter your email and associated password to connect to your account. If you do not have an account, move to 2.1.2 .

2.1.1 To log in

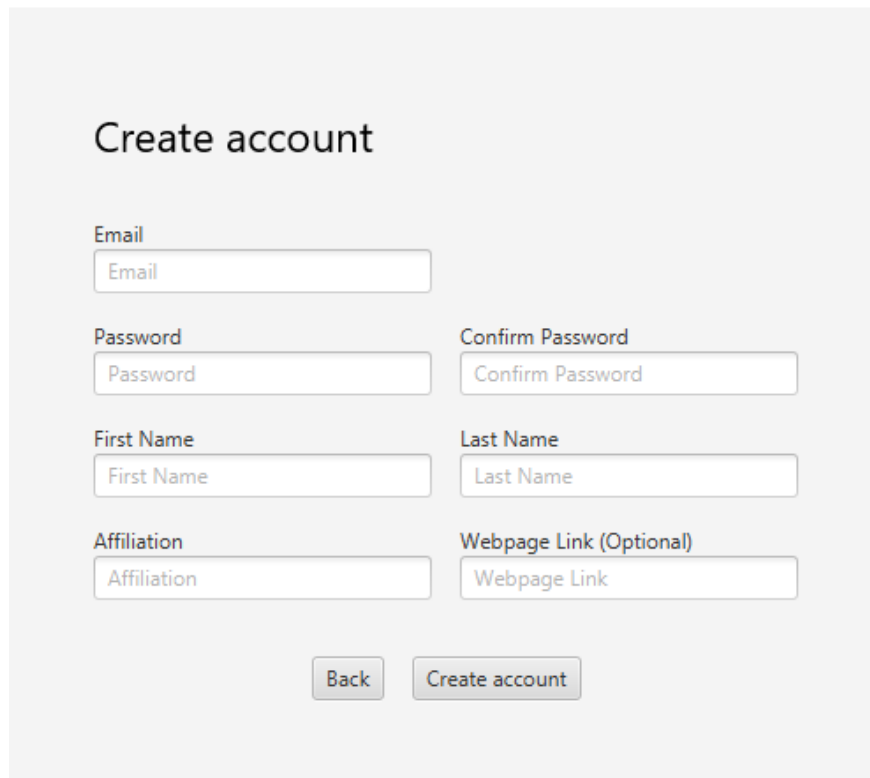
1. Enter your email in the field marked as such.
2. Enter your password in the field marked as such
3. Press enter or the button marked "Log In".



The image shows a login screen with a light gray background. At the top, the text "Log in" is centered in a large, dark font. Below this, there are two input fields. The first is labeled "Email" and has a blue border. The second is labeled "Password" and has a gray border. Below the password field is a "Log in" button. At the bottom, there is a link "You don't have an account?" and a "Create account" button.

2.1.2 To create account

1. Enter your email in the field marked as such.
2. Enter your password twice in the fields marked as such.
3. Enter your first name in the field marked as such.
4. Enter your last name in the field marked as such.
5. Enter the organization you are affiliated to in the field marked as such
6. Optionally, enter a webpage link
7. Press the button labeled "Create account".
8. Refer to 2.1.1.



The image shows a 'Create account' form with the following fields and buttons:

- Create account** (Title)
- Email** (Label) with an input field containing the placeholder text 'Email'.
- Password** (Label) with an input field containing the placeholder text 'Password'.
- Confirm Password** (Label) with an input field containing the placeholder text 'Confirm Password'.
- First Name** (Label) with an input field containing the placeholder text 'First Name'.
- Last Name** (Label) with an input field containing the placeholder text 'Last Name'.
- Affiliation** (Label) with an input field containing the placeholder text 'Affiliation'.
- Webpage Link (Optional)** (Label) with an input field containing the placeholder text 'Webpage Link'.
- Back** (Button)
- Create account** (Button)

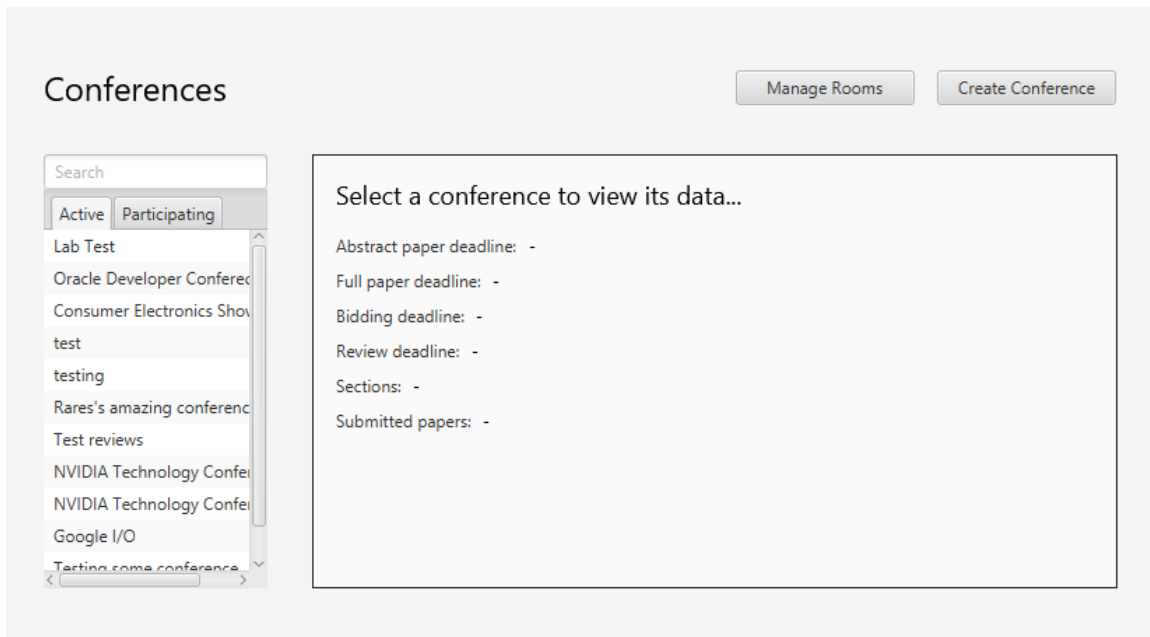
If you have entered this page by mistake, simply press the button labelled "Back".

3 Create/Manage Conference

The creation of conferences is handled by a site administrator and they can be managed by both a site administrator and chair member of the respective conference.

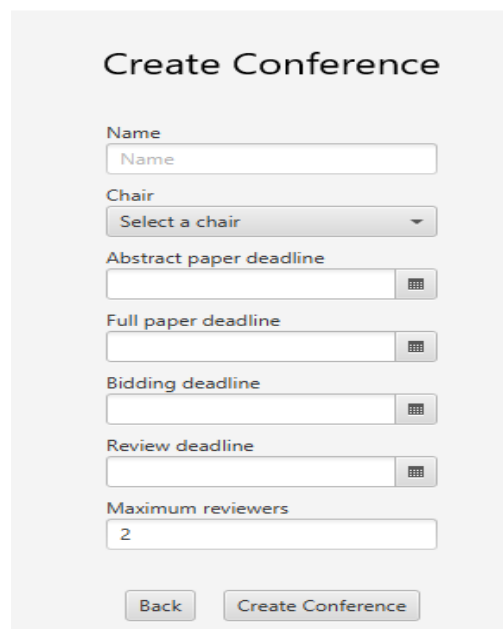
3.1 Manage conferences

When starting the application after logging in as a site administrator, you will be faced with a screen detailing the conferences present in the application, similar to this.



3.1.1 Create conference (as site administrator)

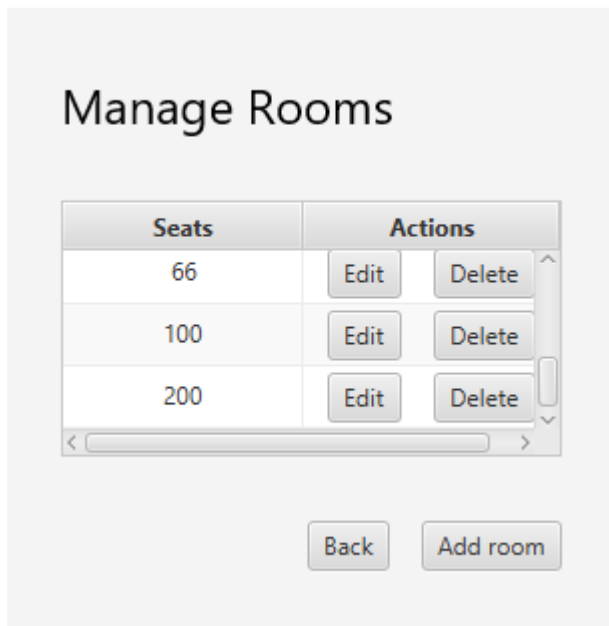
1. Press the button labelled "Create Conference" in the upper right.



2. Enter the name of the conference in the field marked as such.
3. Select the chair from the list of available chairs.
4. Select the abstract paper deadline.
5. Select the bidding deadline.
6. Select the review deadline.
7. Select the maximum number of reviewers.
8. Press the button labelled "Create Conference".
9. You will be taken to the previous screen, where the newly-created conference will be visible.

3.1.2 Manage Conference Rooms (as site administrator)

Press the button labelled "Manage rooms" in the upper right after selecting a conference on the left.



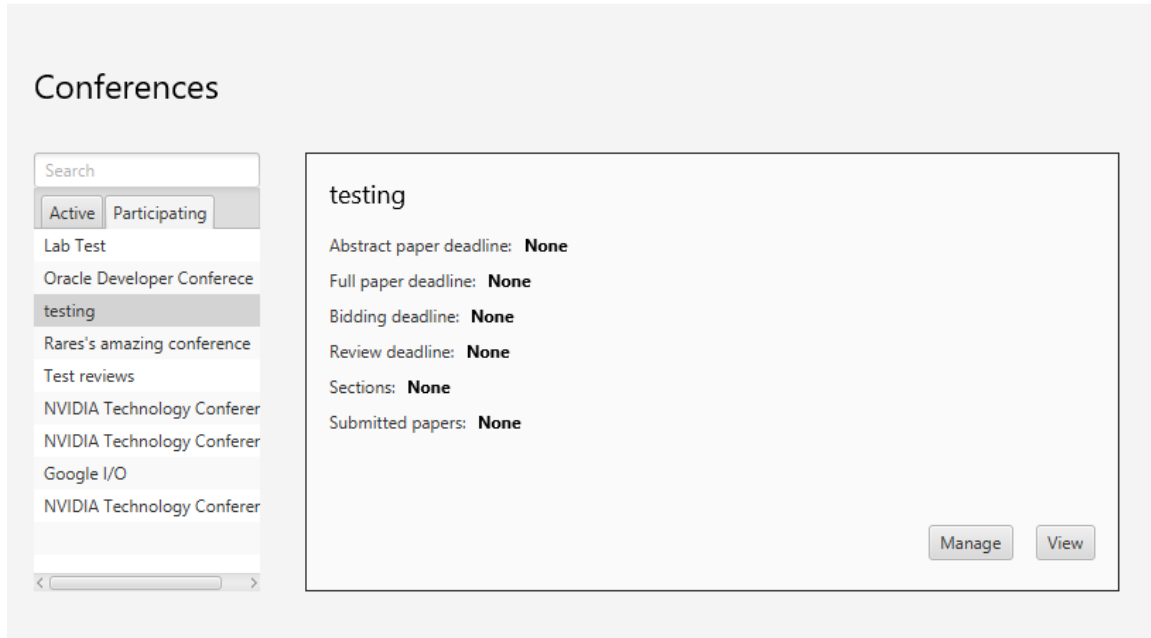
Seats	Actions	
66	Edit	Delete
100	Edit	Delete
200	Edit	Delete

Back Add room

- a) Press "Edit" to change the number of seats available in the respective room.
- b) Press "Delete" to eliminate the room from the conference.
- c) Press "Add Room" to add a new room to the conference.

3.1.3 Manage Conference (as Chair)

1. View conferences where you will be participating by pressing the button "Participating" on the left.
2. Select a conference where you are the Chair.
3. Press the button labelled "Manage" on the lower right.



Conferences

Search

Active Participating

Lab Test

Oracle Developer Conferece

testing

Rares's amazing conference

Test reviews

NVIDIA Technology Conferer

NVIDIA Technology Conferer

Google I/O

NVIDIA Technology Conferer

testing

Abstract paper deadline: **None**

Full paper deadline: **None**

Bidding deadline: **None**

Review deadline: **None**

Sections: **None**

Submitted papers: **None**

Manage View

4. In the window that will appear, modify any of the content you want (name, deadlines, co-chair, PC members, Sections, etc.)

Modify Conference

Name
testing

Co-chair
-

Deadlines

Abstract paper deadline

Full paper deadline

Bidding deadline

Review deadline

Program committees

Search

- ☐ Tibi Tibi - tibi@tibi.com
- ☐ David Deiac - david@mail.com
- ☐ Test Test - test@mail.com
- ☐ PC Member Pleased - pc.pleased@mail.c
- ☐ Joe Joe - kms48@gmail.com
- ☐ First Author - author@mail.com
- ☐ Oracle Chair - oracle.chair@mail.com

Sections

Save

Name

Room

Delete

Name

Select a room

Start date

End date

Session chair

Participants: 0

Select a co-chair

Proposals

Add

Proposal name	Proposal authors	Actions
No content in table		

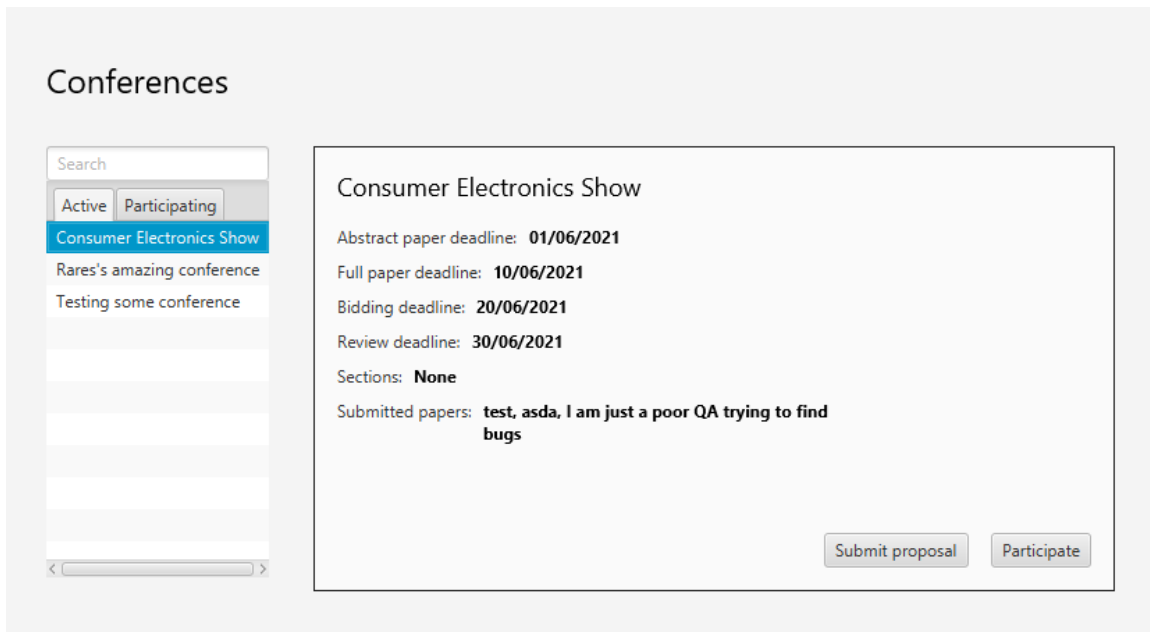
Close

4 Sign up for a conference (if not a site administrator)

All users except the site administrators can participate in a conference.

4.1 Sign up for a conference

After logging in, you will be faced with a screen similar to this:



Conferences

Search

Active Participating

Consumer Electronics Show

Rares's amazing conference

Testing some conference

Consumer Electronics Show

Abstract paper deadline: 01/06/2021

Full paper deadline: 10/06/2021

Bidding deadline: 20/06/2021

Review deadline: 30/06/2021

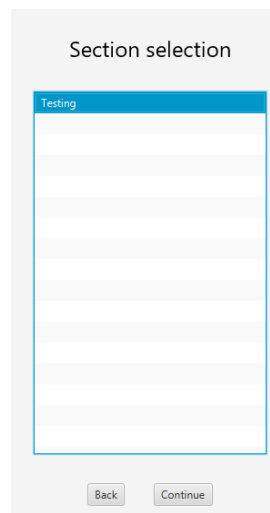
Sections: None

Submitted papers: test, asda, I am just a poor QA trying to find bugs

Submit proposal Participate

4.1.1 Participate in a conference

1. Select a conference you wish to participate in from the left-hand side.
2. Press the button labelled "Participate".
3. Choose the section in which you want to participate.

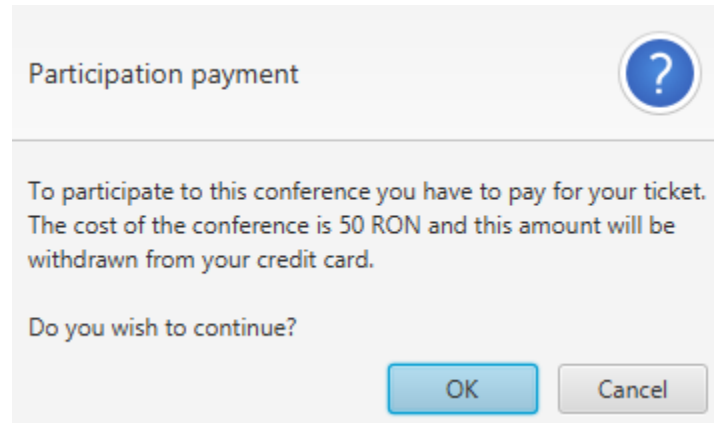


Section selection

Testing

Back Continue

4. Press continue.
5. Press the button labelled "OK" on the following screen to pay for your ticket.

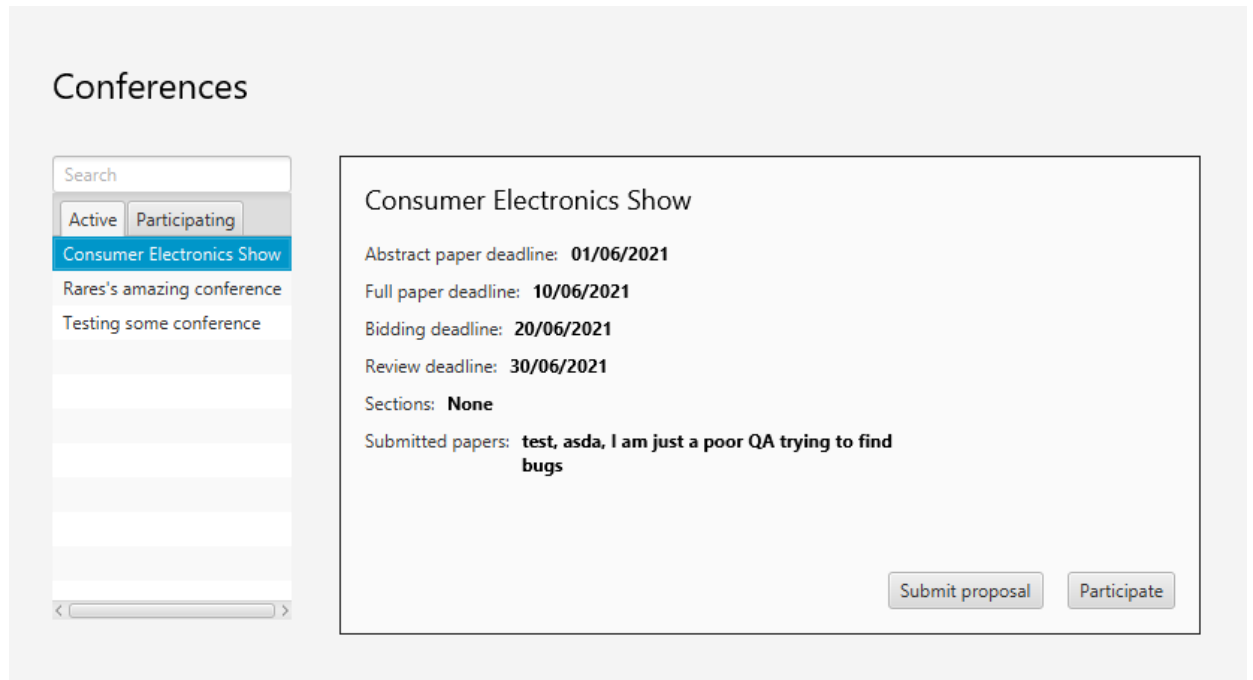


5 Submit proposal for a conference(if not a site administrator)

All users except the site administrators can participate in a conference.

5.1 Submit proposal for a conference

After logging in, you will be faced with a screen similar to this:



Conferences

Search

Active Participating

Consumer Electronics Show

Rares's amazing conference

Testing some conference

Consumer Electronics Show

Abstract paper deadline: **01/06/2021**

Full paper deadline: **10/06/2021**

Bidding deadline: **20/06/2021**

Review deadline: **30/06/2021**

Sections: **None**

Submitted papers: **test, asda, I am just a poor QA trying to find bugs**

Submit proposal Participate

5.1.1 To submit proposal for a conference

1. Select a conference you wish to participate in from the left-hand side.
2. Press the button labelled "Submit proposal".

Proposal for Consumer Electronics Show

Name

Topics

Topics separated by new lines

Keywords

Keywords separated by new lines

Other authors

Author emails separated by new lines

Abstract paper

Abstract paper

Full paper: None selected

Upload

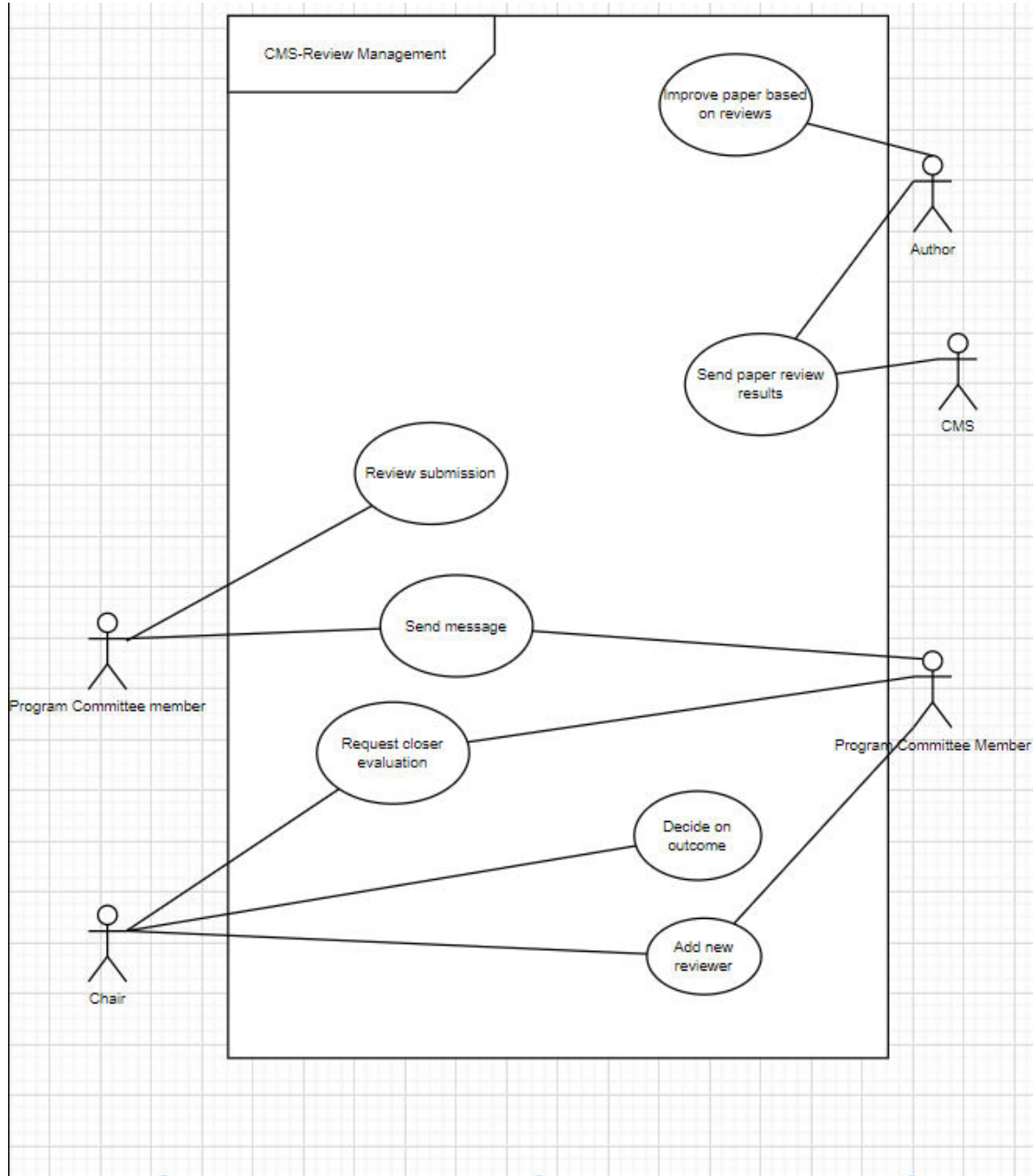
Back

Submit

3. Enter a name for your proposal in the field marked as such.
4. Enter the topics of your proposal, separated by new lines.
5. Enter the keywords of your proposal, separated by new lines.
6. Enter the emails of the other authors of your proposal, separated by new lines.
7. Enter the abstract paper, in the field marked as such.
8. Upload the full paper from your PC, after pressing the button labelled "Upload".
9. Press the button labelled "Submit" in the lower right-hand side.

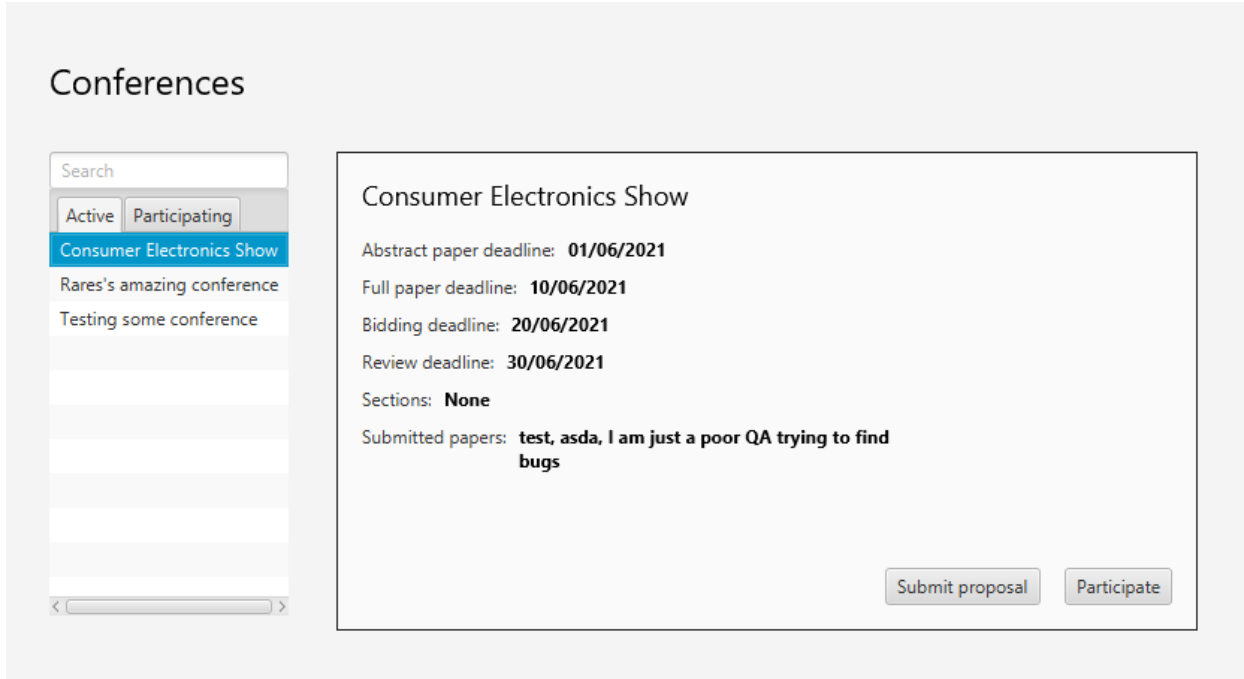
6 Manage review process/ add review

Program committee members can review papers, and the Chair can manage the review process.



6.1 Bid on submission (as PC Member)

After logging in, you will be faced with a screen similar to this:



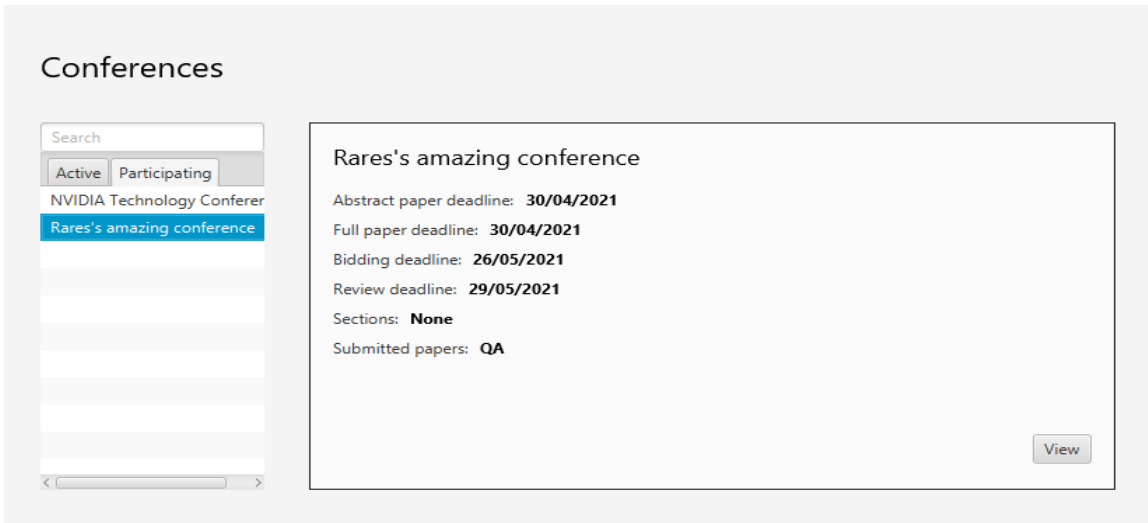
The screenshot shows a web interface titled "Conferences". On the left, there is a search bar and two tabs: "Active" and "Participating". Below the tabs, a list of conferences is shown, with "Consumer Electronics Show" selected. The main content area displays details for this conference:

- Abstract paper deadline: **01/06/2021**
- Full paper deadline: **10/06/2021**
- Bidding deadline: **20/06/2021**
- Review deadline: **30/06/2021**
- Sections: **None**
- Submitted papers: **test, asda, I am just a poor QA trying to find bugs**

At the bottom right of the details box, there are two buttons: "Submit proposal" and "Participate".

6.1.1 To bid on submission

1. View the conferences you are participating in by clicking on the "Participating" button on the left.

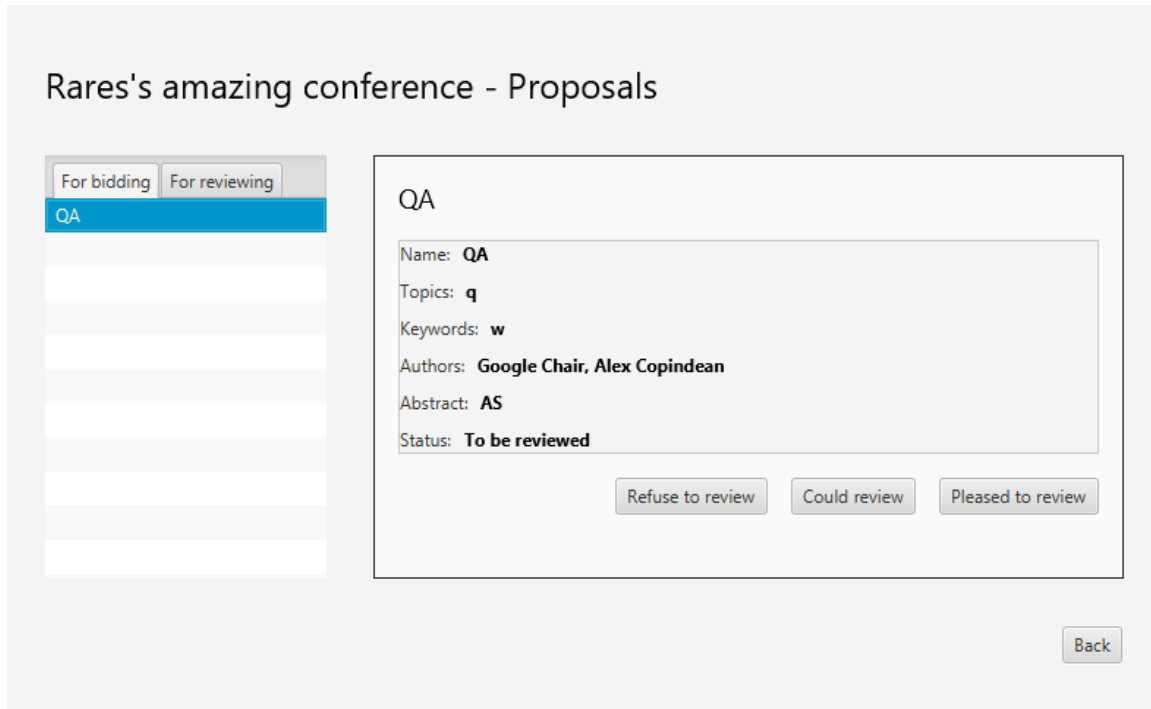


The screenshot shows the same "Conferences" interface, but with the "Participating" tab selected. The list of conferences now includes "NVIDIA Technology Conferer" and "Rares's amazing conference", with the latter selected. The main content area displays details for this conference:

- Abstract paper deadline: **30/04/2021**
- Full paper deadline: **30/04/2021**
- Bidding deadline: **26/05/2021**
- Review deadline: **29/05/2021**
- Sections: **None**
- Submitted papers: **QA**

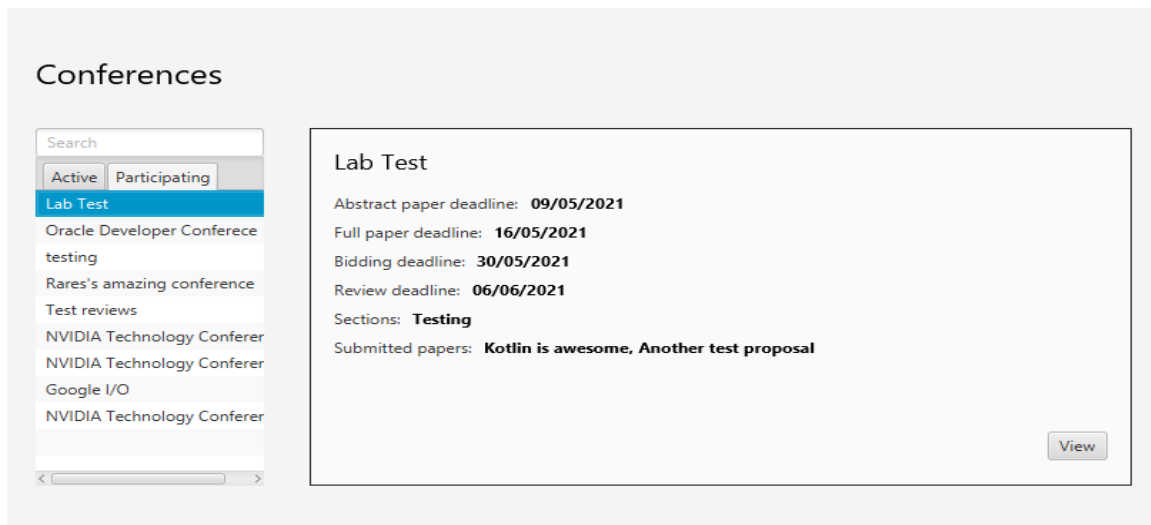
At the bottom right of the details box, there is a single button: "View".

2. Select a conference to view details related to it.
3. Press the button labelled "View" to view the papers proposed.



4. Select a proposal open for bidding on the left.
5. Press one of the buttons labelled "Refuse to review", "Could review", "Pleased to review" to inform the Chair of your desire to review the selected proposal.

6.1.2 To review submission



1. View the conferences you are participating in by clicking on the "Participating" button on the left.

2. Select a conference to view details related to it.
3. Press the button labelled "View" to view the papers proposed.

Lab Test - Proposals

For bidding

For reviewing

Kotlin is awesome

Kotlin is awesome

Name: Kotlin is awesome

Topics: Kotlin, Development

Keywords: Kotlin, Language, Programming

Authors: Alex Copindean

Abstract: Kotlin is a new language that tries to replace Java in many use cases. Nowadays it is most used for Android development.

Status: In discussion

Review

Back

4. Press the button labelled "For reviewing" to see papers open for reviewing.
5. Select a paper.
6. Press the button labelled "Review" to review it.

Lab Test - Proposals

For bidding

For reviewing

Another test proposal

Another test proposal

Name: Another test proposal

Topics: Testing, Lab Testing

Keywords: Test

Authors: Test Test

Abstract: This is a test proposal. Please ignore it

Status: In review

Review

Back

Kotlin is awesome - Review

Name: **Kotlin is awesome**

Topics: **Kotlin, Development**

Keywords: **Kotlin, Language, Programming**

Authors: **Alex Copindean**

Status: **In discussion**

Abstract paper: **Kotlin is a new language that tries to replace Java in many use cases. Nowadays it is most used for Android development.**

Full paper: [Open](#)

Review statement

Strong accept

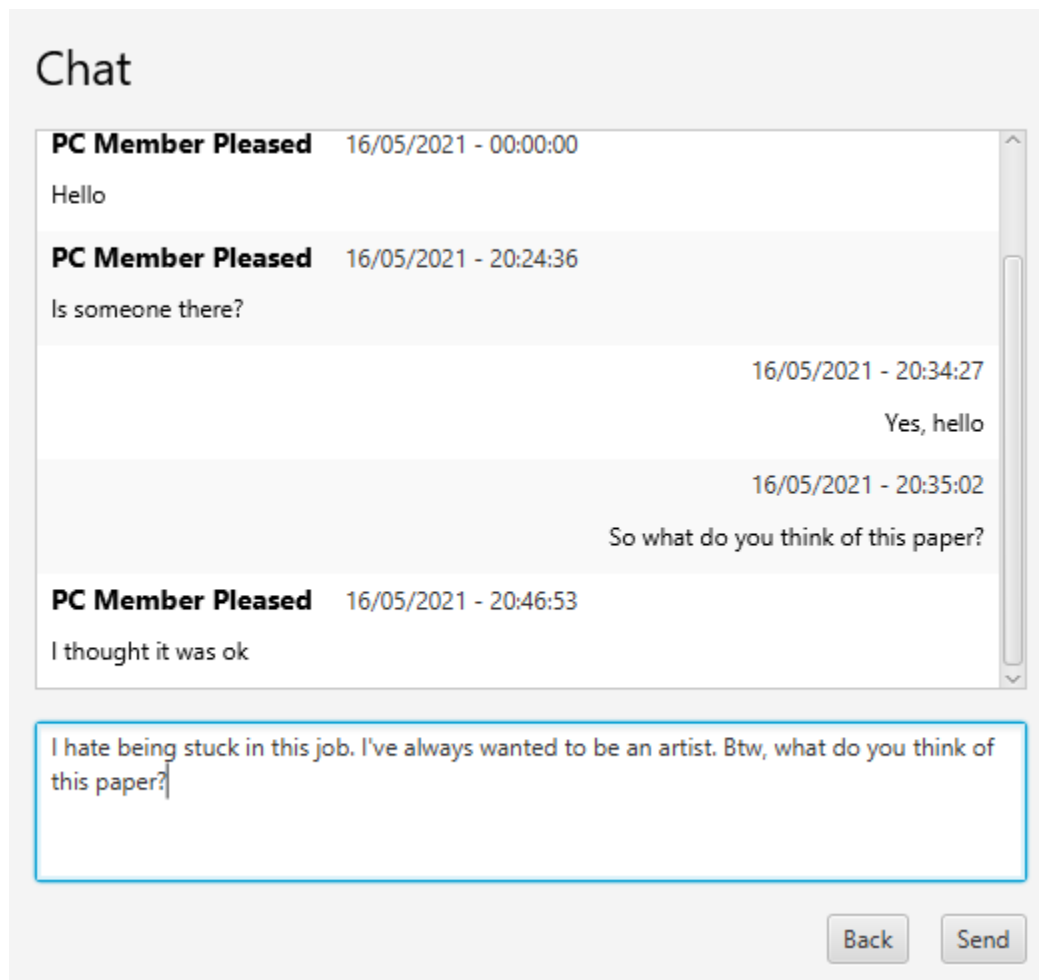
Recommendation

Write a recommendation
(Optional)

[Close](#) [Chat](#) [Submit](#)

7. Select a review statement for your review(Strong accept, weak accept, borderline paper, reject, etc.)
8. Add a recommendation for the author if so desired.
9. Press submit.

 **NOTE: You can chat with other reviewers by pressing the button labelled "Chat" and view the full paper by pressing the button labelled "Open"**



6.1.1 To resolve conflicts (papers with conflicting reviews) as chair

1. View the conferences you are participating in by clicking on the "Participating" button on the left.

Conferences

Lab Test
Oracle Developer Conference
Consumer Electronics Show
Rares's amazing conference
Test reviews
NVIDIA Technology Conferer
Google I/O
Testing some conference

Lab Test

Abstract paper deadline: **09/05/2021**
Full paper deadline: **16/05/2021**
Bidding deadline: **30/05/2021**
Review deadline: **06/06/2021**
Sections: **Testing**
Submitted papers: **Another test proposal, Kotlin is awesome**

2. View the situation of the proposals by clicking on the button labelled "View".

Lab Test - Proposals

Another test proposal
Kotlin is awesome

Select a proposal to view its data...

Name: -

Topics: -

Keywords: -

Authors: -

Abstract: -

Status: -

3. Press the button labelled "Conflicts" to see papers with conflicting reviews.

Lab Test - Proposals

All proposalsConflicts

Kotlin is awesome

Select a proposal to view its data...

Name: -

Topics: -

Keywords: -

Authors: -

Abstract: -

Status: -

Back

4. Select a paper from the left.

Lab Test - Proposals

All proposalsConflicts

Kotlin is awesome

Kotlin is awesome

Name: **Kotlin is awesome**

Topics: **Kotlin, Development**

Keywords: **Kotlin, Language, Programming**

Authors: **Alex Copindean**

Abstract: **Kotlin is a new language that tries to replace Java in many use cases. Nowadays it is most used for Android development.**

Status: **In conflict**

Resolve conflicts

Back

5. Press the button labelled "Resolve conflicts".

Kotlin is awesome - Resolve conflicts

Name: **Kotlin is awesome**

Topics: **Kotlin, Development**

Keywords: **Kotlin, Language, Programming**

Authors: **Alex Copindean**

Status: **In conflict**

Abstract paper: **Kotlin is a new language that tries to replace Java in many use cases. Nowadays it is most used for Android development.**

Full paper:

6. Choose one of the following to resolve the situation:
- Reject or approve the paper yourself
 1. Click on the button labelled "Reject" or the one labelled "Approve" to reject or approve the paper, respectively.
 - Request discussion among the reviewers so their reviews are of the same nature
 1. Click on the button labelled "Request discussion".
 - Request reevaluation by a new body of reviewers.
 1. Press the button "Request revaluation".
 2. From the new window, choose a new body of reviewers.

Kotlin is awesome - Reviewers & Reviews

Reviewers - 0/2

<input type="checkbox"/>	NVIDIA Chair - nvidia.chair@mail.com -> Pleased to review

Reviews

Strong accept: **1**
Accept: **0**
Weak accept: **0**
Borderline paper: **0**
Weak reject: **0**
Reject: **0**
Strong reject: **1**

Reviews score: **0**
Status: **In conflict**

Back



If you encounter issues not addressed by this user guide, please contact your account manager for additional support(or choose a better program)