Conference Management System

Short summary

The purpose of the program is to support the management of information specific to scientific conferences. The information of concern is related to Authors, PC Members, the actual Conferences and the submitted Papers/Proposals.

Once a steering committee decides to organize a conference, the information about the event is posted on the conference site (such as name, date, deadlines, the PC Members, the conference program).

Preliminary to the conference, the PC Members upload information about their name, email address, etc., and the password for accessing information about the conference.

There are 3 different phases regarding the management of the information:

First phase: Anyone interested to submit a proposals must create an account. After the account is validated the user can log in and fill in with information about the proposals, as well as upload it (in some cases they can submit the full paper, otherwise the abstract is submitted) before the deadline expires.

Second phase: The PC Members bid the proposals. Each of them has to do a brief analyze and decide whether they are pleased to review, might evaluate, or refuse to evaluate a paper. After that, the chair and co-chairs assign the PC Members to review the papers (Usually 3 per paper, at least 2, at most 4). There are multiple types of qualifiers that each reviewer can give for a paper, but the only papers accepted are the ones which contain accept (strong accept, accept, or week accept). Only papers accepted and presented at the conference will be published. A PC Member can also log in as an Author and submit a proposal, in which case he/she won’t be able to see any reviews or the people who reviewed the paper.

The third phase: This concerns the organization of the conference/activities. The paper’s presentation can be held in different sections of the conference depending on the number of participants. Participants to each section are: chair, speakers (authors whose paper has been accepted) and listeners.