Multi-Conference
Paper Submission &Review System

Version: 1.1

Contents

1. Brief Introduction to the System 3

2. Roles within the System 3

3. Privileges & Access Rights of Roles & Operating Steps.. 5

4. Privacy Policy 27

1. Brief Introduction to the System

Confhub.com is a multi-conference management system used to collect, review and categorize papers submitted to academic conferences (workshops and symposiums, etc) hosted by www.confhub.com. It enables simultaneous management of several conferences online.

2. Roles within the System

Currently, there exist several virtual roles in the system. Users with different roles enjoy various privileges and access rights. Details are as follows:

- Registered User

People who have enrolled in the system and got their accounts are Registered Users. These users may change their roles within the system automatically through some operations. Registered users have access to viewing and selecting conferences hosted by the system. They also can submit papers to selected conferences. But if they want to attend a conference, they have to pay for it online or offline. (Note that conferences would be held somewhere else of the world, so participants have to pay for their tickets, hotels and other necessities needed for holding conferences)

- Conference Participant

If a registered user has selected a conference hosted by the system, paid for it and has been confirmed as a member of the conference, then the user will be a participant of the conference. As a participant, he/she can submit papers to the selected conference, pay for it and enjoy other privileges of the conference.

- Author

If a conference participant has submitted a paper to the conference he/she had selected and confirmed that he/she had played a role in writing the

paper, then he/she will be an author. Note that you can submit a paper of which you are not an author or a co-author, provided that you are a participant of the conference to which you are going to submit a paper.

- Reviewer

A reviewer is a specially invited person; conference administrators usually add some users as reviewers manually. If the added reviewer is a registered user, the user will automatically join the conference; otherwise, the system will automatically generate an account for the user. As a reviewer, he/she can download papers assigned to him/her and comment on and score such papers.

- Conference Chair

The chairman of a Conference, whose main responsibility is to handle regular matters of the conference, is also a specially invited person. The conference administrator usually appoints a user as a chairman of a conference manually. If the appointed chairman is a registered user, he/she will automatically join the conference; otherwise, he/she will be automatically added in the system. As a chairman, he/she can configure conference parameters such as holding place and number of reviewers per paper, etc, appoint program committee members of the conference view and download all papers submitted to the conference, categorize and mark there papers and view reviews and comments posted by reviewers. He/she can also get a PDF document of foregoing information.

- Conference Creator

The creator of a conference refers to the founder of the conference; he/she can configure conference information, and appoint administrators, reviewers and chairs of the conference. He/she is the SUPER ADMINISTRATOR of the conference and holds all access rights associated with the conference.

- Conference Administrator

The administrator of a conference enjoys nearly the same privileges and access rights as the creator do. However, they come into being differently. The Administrator of a Conference is added by the creator, and the role of the Creator of a Conference is changed when a user create a conference.

• Registration Chair

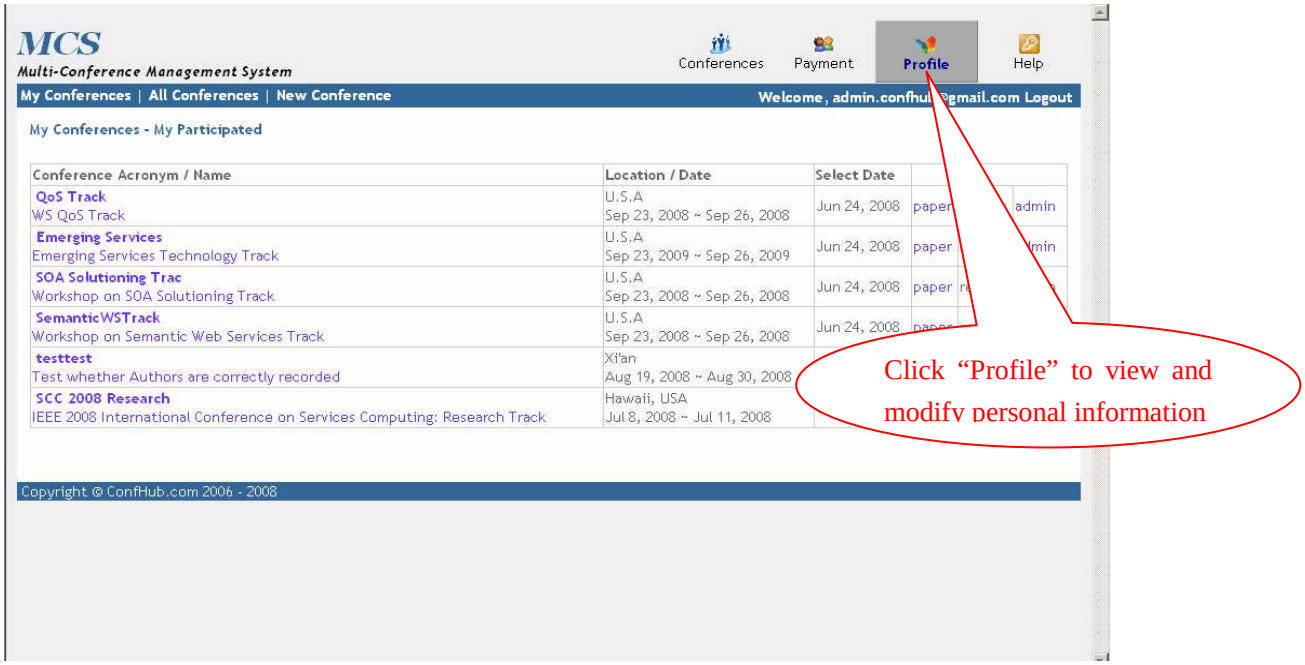
Registration chairs are responsible for handling payment and fees

3. Privileges & Access Rights of Roles & Operating Steps

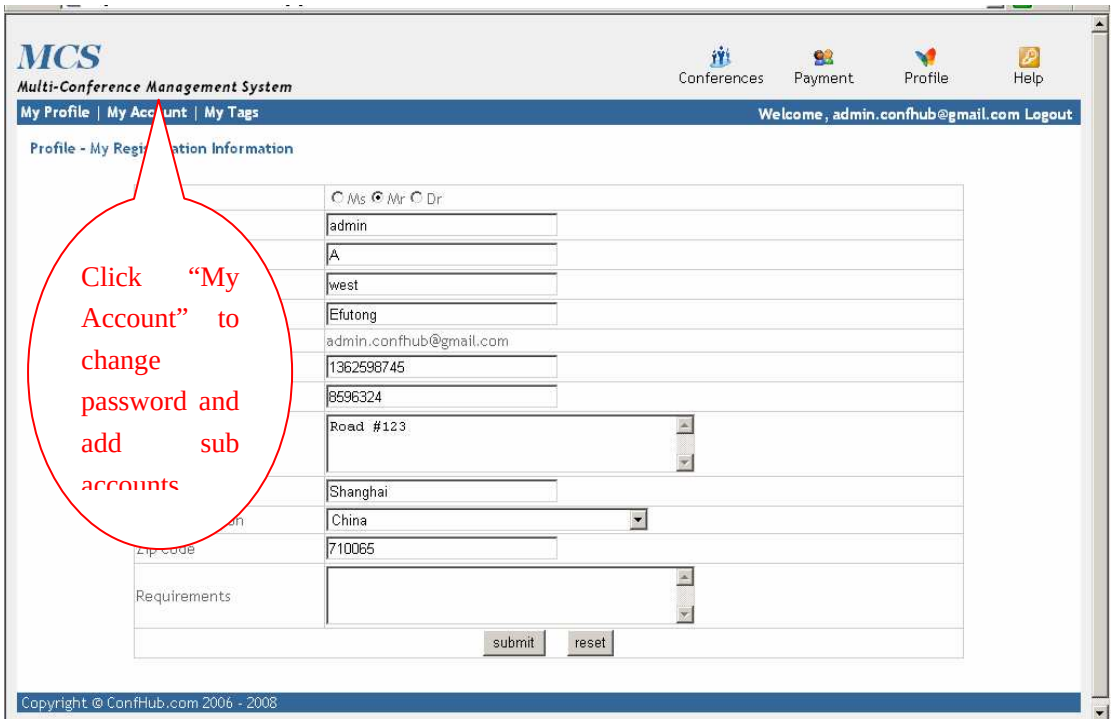
Registered User:

A, View and modify registered personal information. (go through the following steps)

- Login the system with your account
- Click the button “Profile” on top right. (Fig. a)
- You’ll see a screen like (Fig. b)

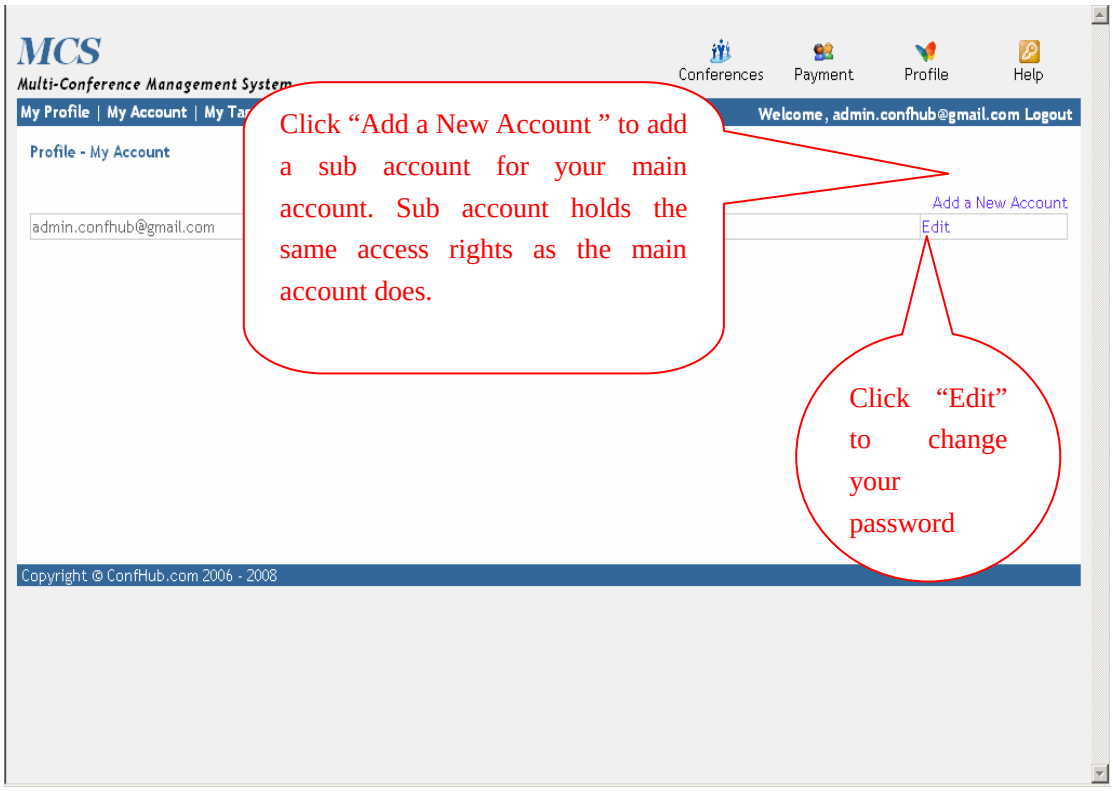


(a)



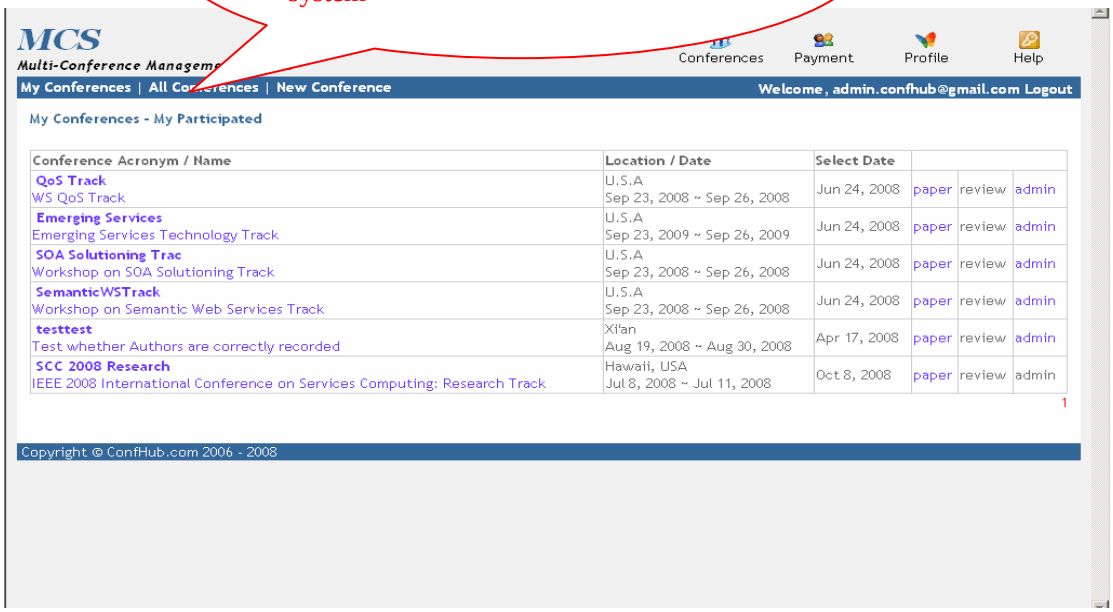
(b)

- Click "My Account" (Fig. b) to change your password. (Fig. c)

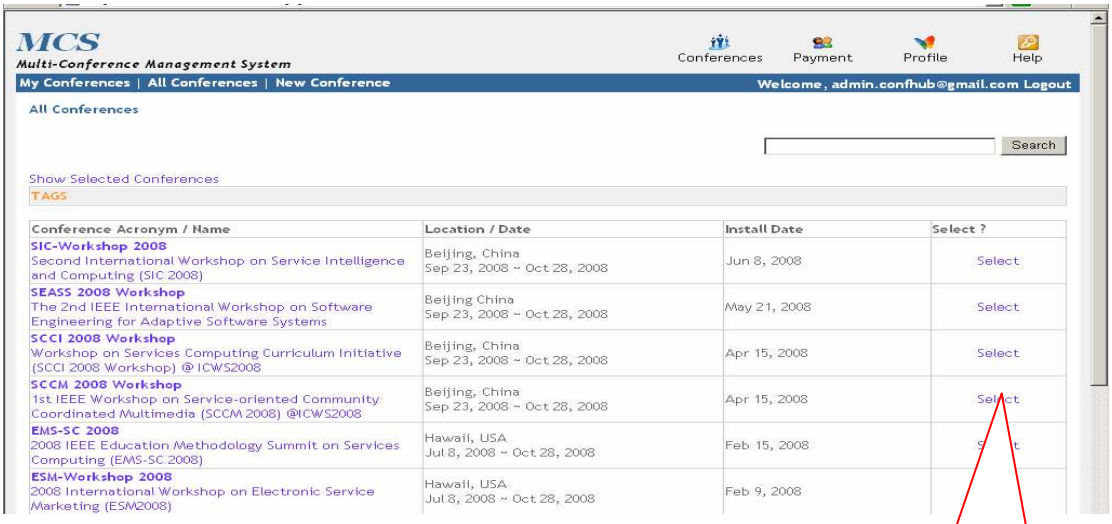


B, View and Select conferences hosted by the system

Click "All Conferences" to view and select all conferences hosted by the system



- Click "All Conferences"
- You'll see a screen like Fig. A
- Then, click "Select" following the conference you want to attend.

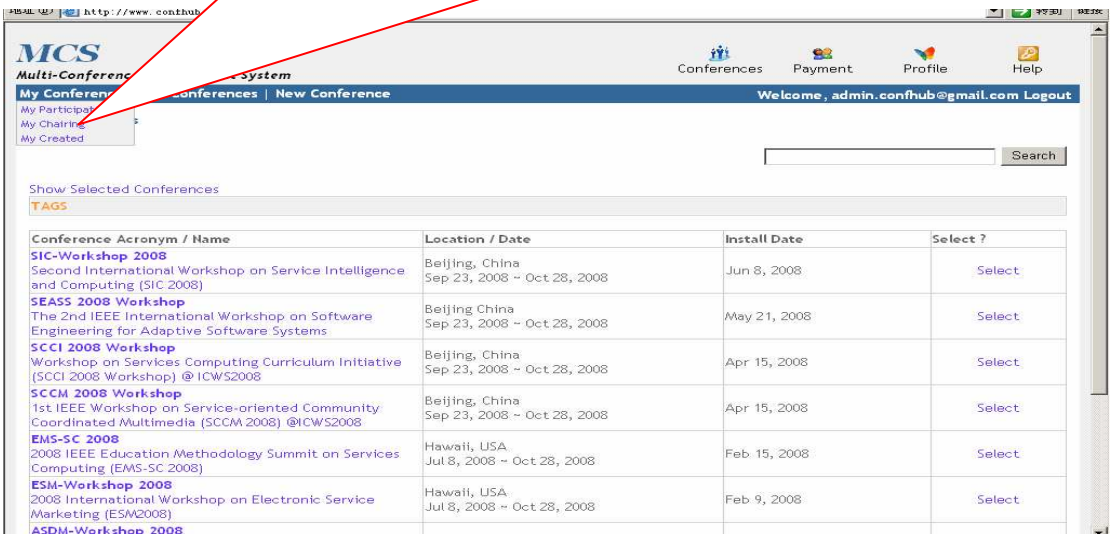


(Fig. A)

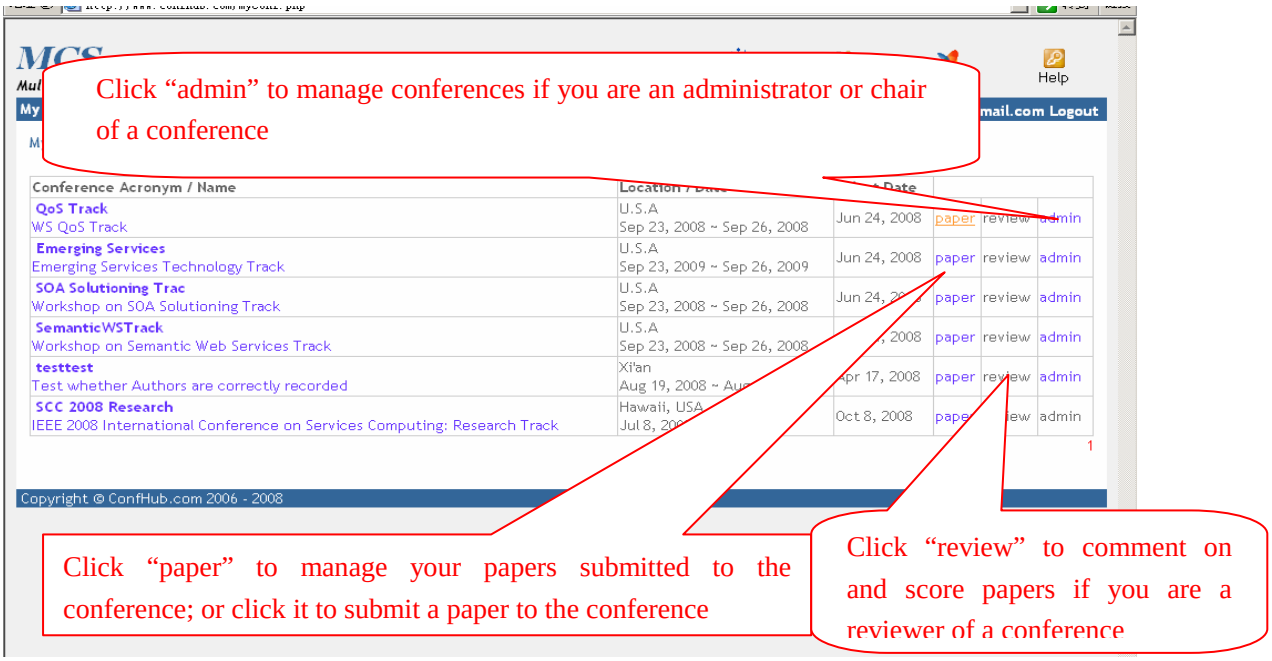
Click "Select" to join a conference

C, if you have selected or chaired some conferences, you can move your mouse on “My Conferences”

Keep you mouse cursor over “My Conferences” and then click sub menus to manage attended or chaired conferences



If you are a participant of a conference and want to manage your papers submitted to the conference or submit papers to the conference, please click “paper” following the conference name. See below

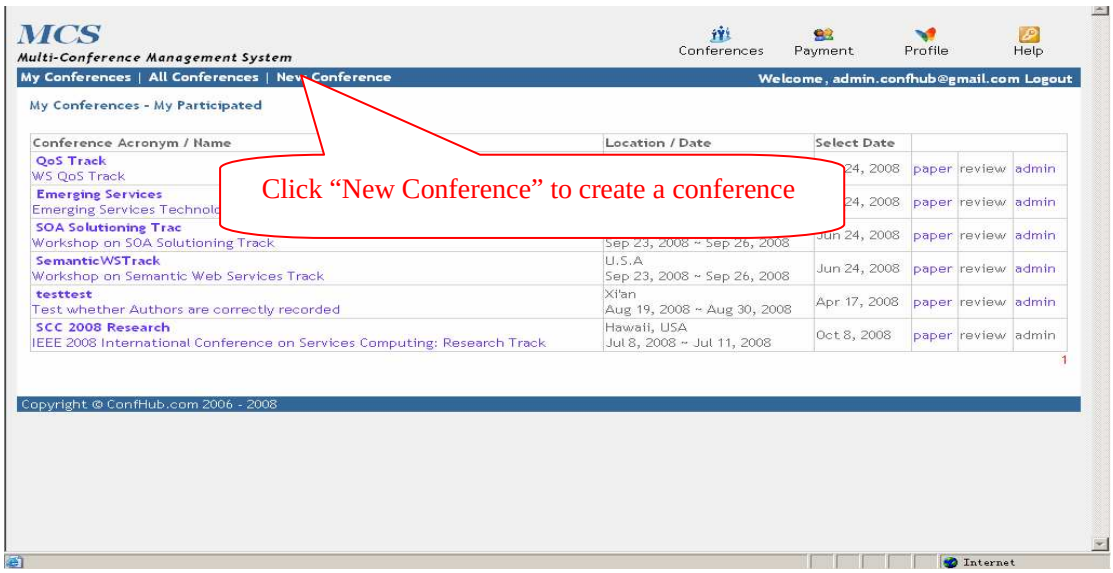


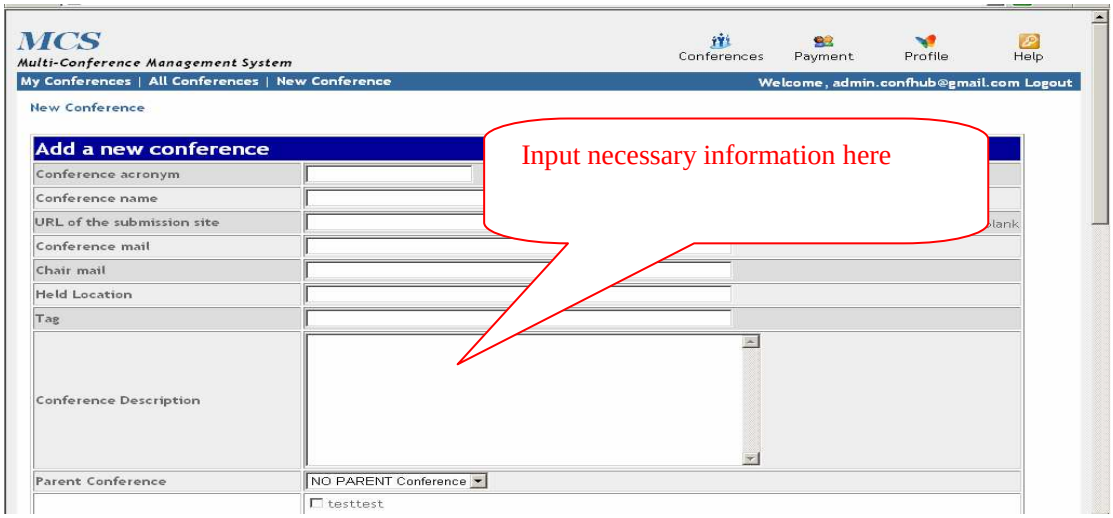
Accordingly, if you are an administrator or chair of a conference, please click “admin” to manage your conference; if you are a reviewer, click “review” to comment on and score papers.

D, Create a new conference

Registered users can create a new conference. See below

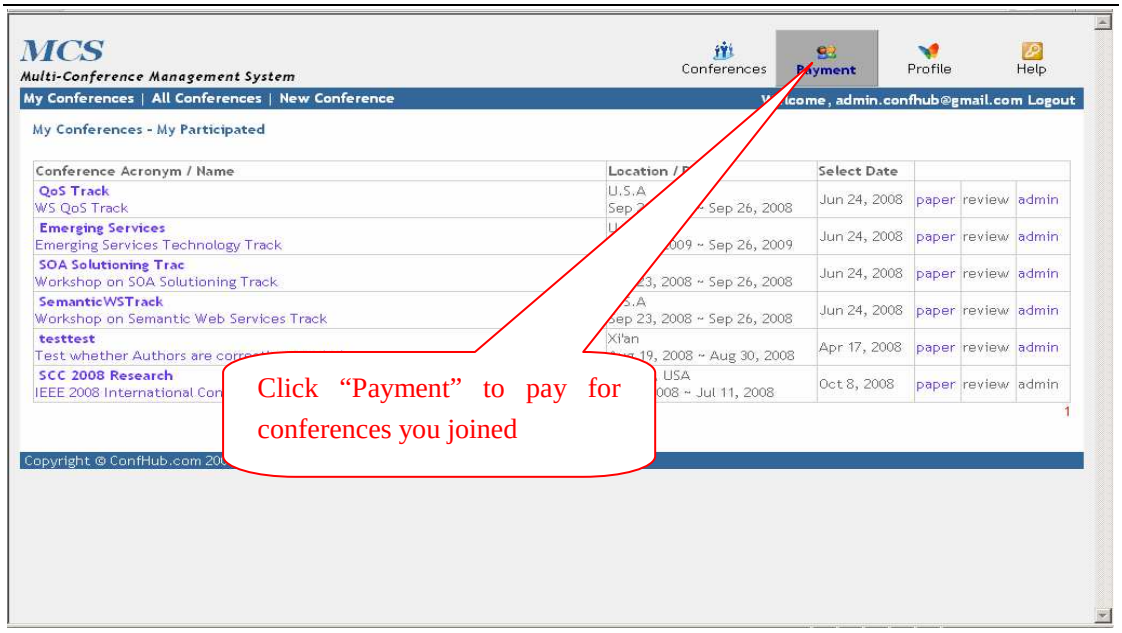
- Click “New Conference”
- Then type all necessary information there
- Wait for approval of the conference

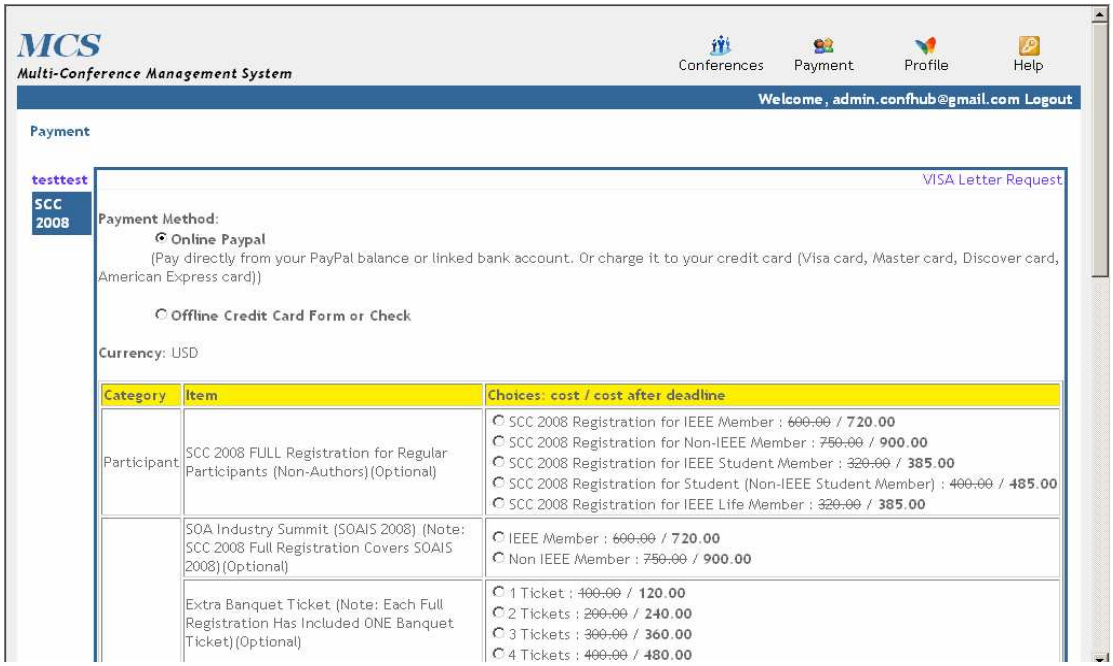




E, Pay for a Conference

- Click “Payment” on the top right to handle payment and you’ll see a screen like Fig. D



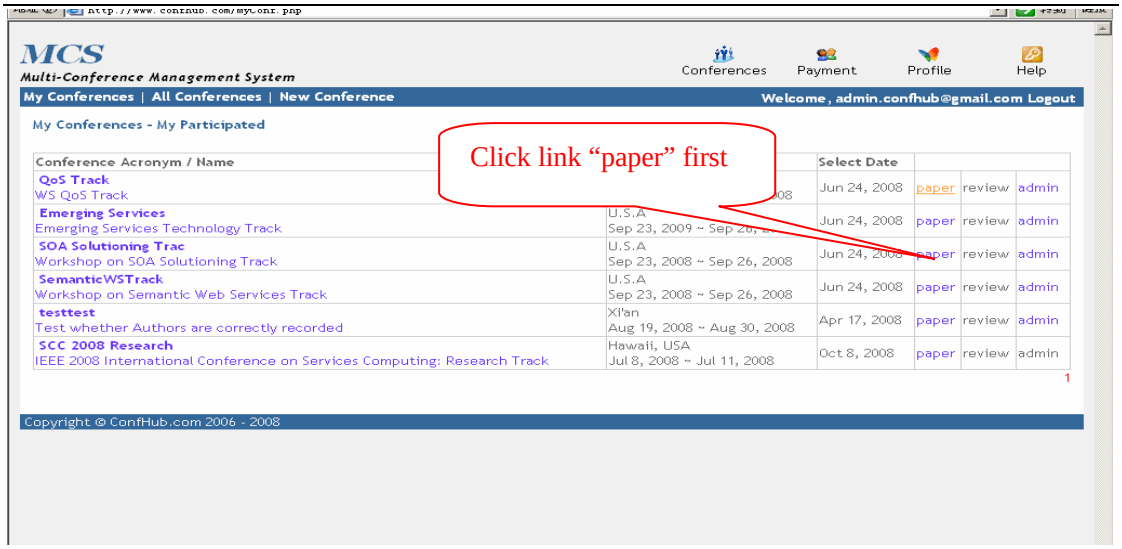


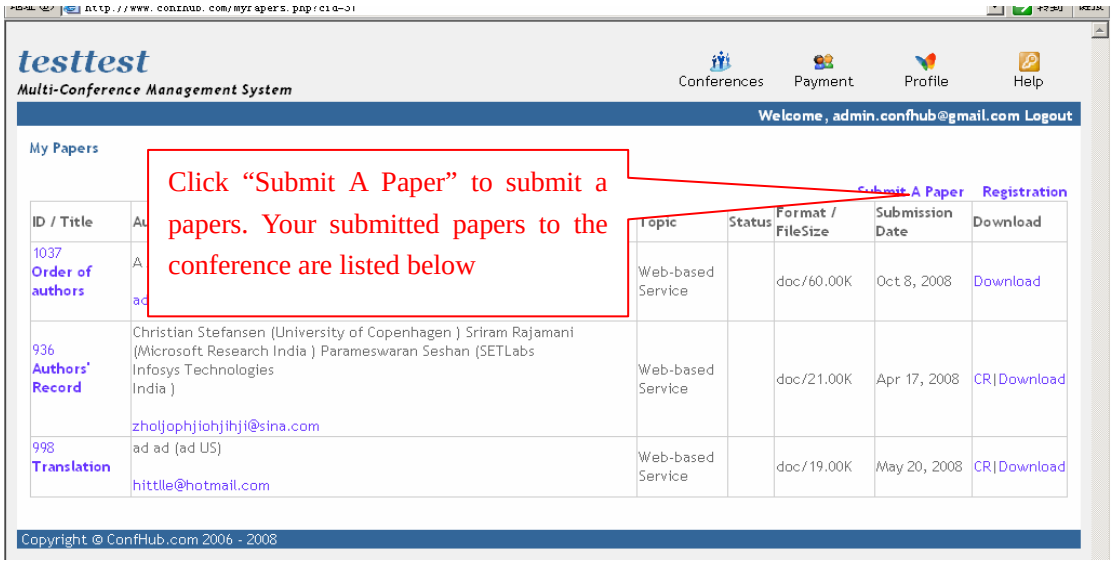
(Fig. D)

Author

Submit Papers

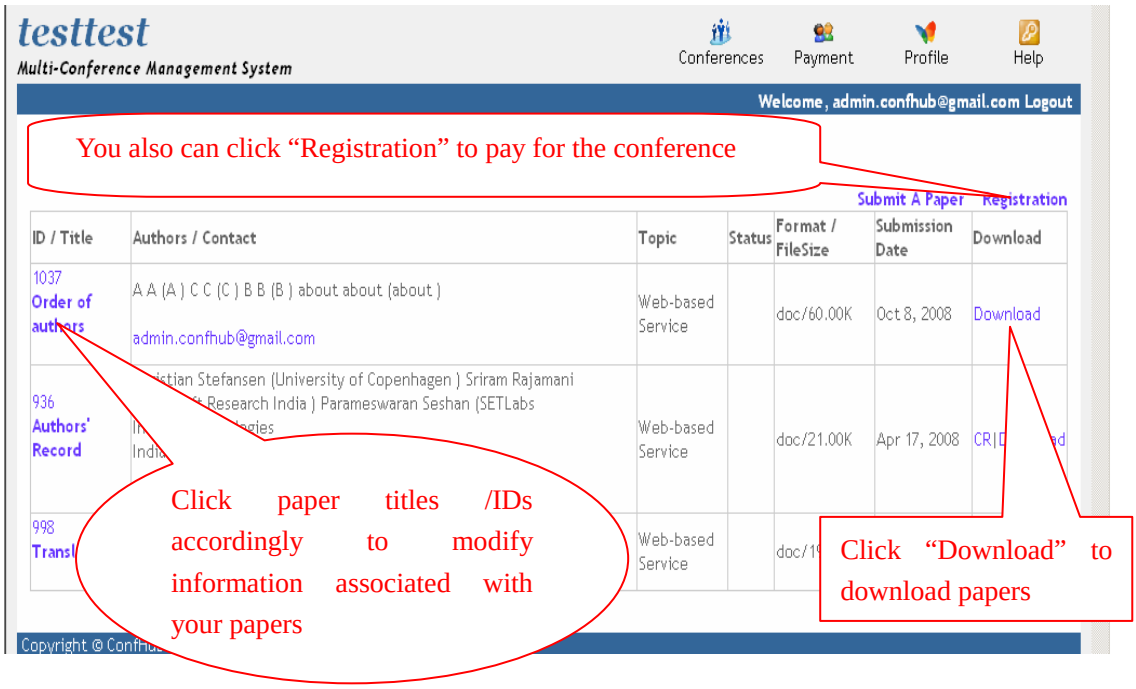
- Click link “paper”
- Then click “Submit A Paper”





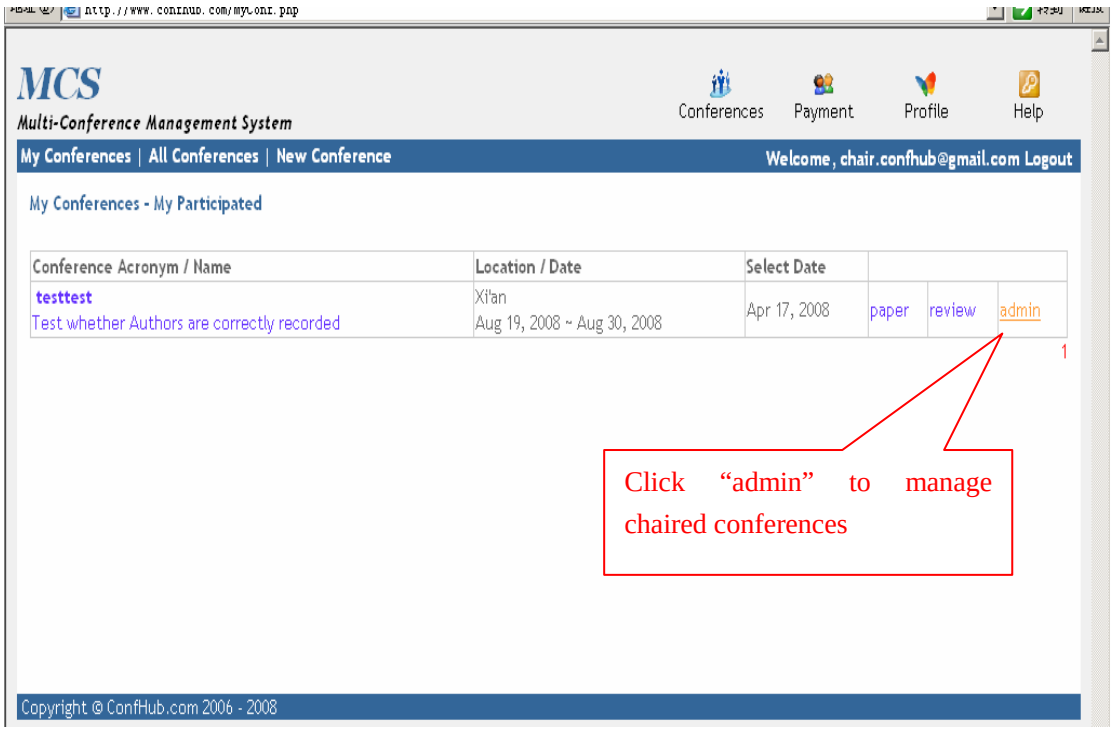
Manage Submitted Papers

- Click “paper”
- You’ll see a screen like below
- Click items below column “ID/Title” to modify information associated with the paper
- Click “Download” to download submitted papers provided that you’ve uploaded papers successfully



Conference Chair

- Click "admin" and you'll see a screen like Fig. E(1) and E(2)


MCS
Multi-Conference Management System
Conferences
Payment
Profile
Help
My Conferences | All Conferences | New Conference
Welcome, chair.confhub@gmail.com Logout
My Conferences - My Participated
Conference Acronym / Name
Location / Date
Select Date
testtest
Test whether Authors are correctly recorded
Xi'an
Aug 19, 2008 ~ Aug 30, 2008
Apr 17, 2008
paper
review
admin
1
Click "admin" to manage chaired conferences
Copyright © ConfHub.com 2006 - 2008

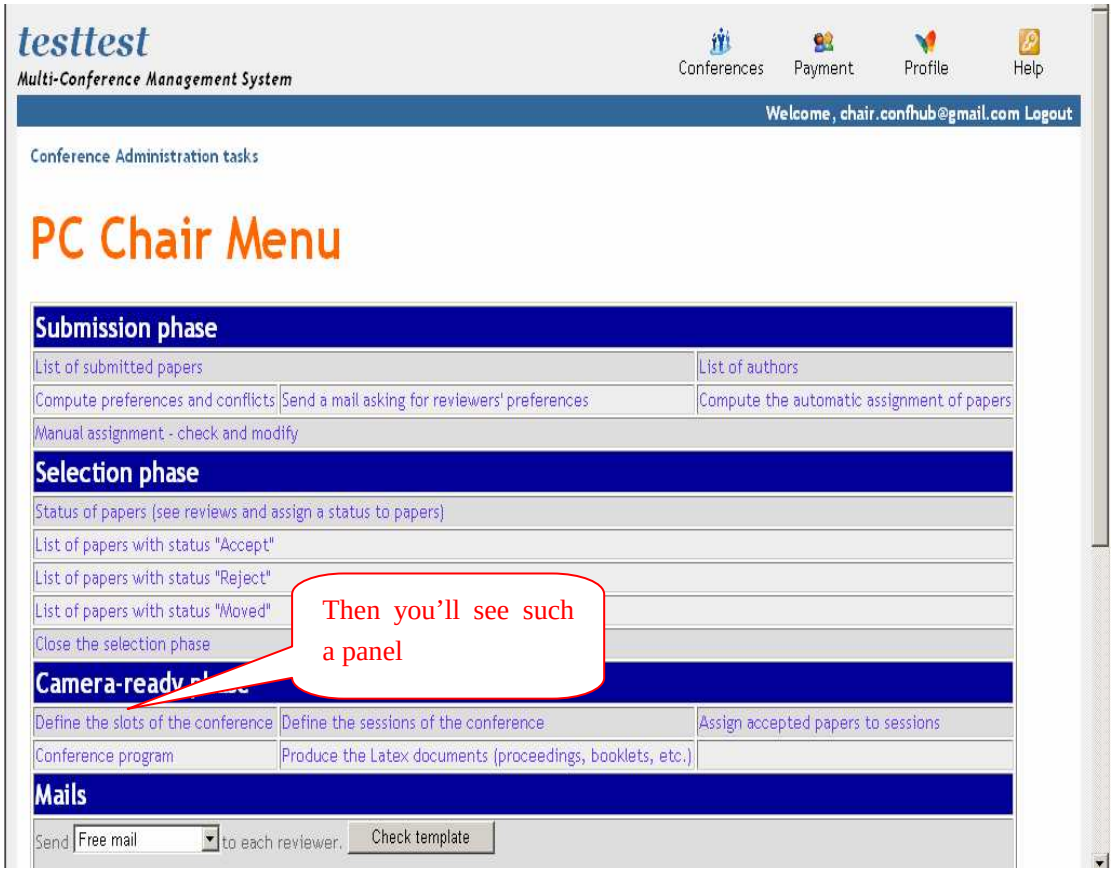

testtest
Multi-Conference Management System
Conferences
Payment
Profile
Help
Welcome, chair.confhub@gmail.com Logout
Conference Administration tasks
PC Chair Menu
Submission phase
List of submitted papers
List of authors
Compute preferences and conflicts
Send a mail asking for reviewers' preferences
Compute the automatic assignment of papers
Manual assignment - check and modify
Selection phase
Status of papers (see reviews and assign a status to papers)
List of papers with status "Accept"
List of papers with status "Reject"
List of papers with status "Moved"
Close the selection phase
Then you'll see such a panel
Define the slots of the conference
Define the sessions of the conference
Assign accepted papers to sessions
Conference program
Produce the Latex documents (proceedings, booklets, etc.)
Mails
Send Free mail to each reviewer.
Check template

Fig. E (1)

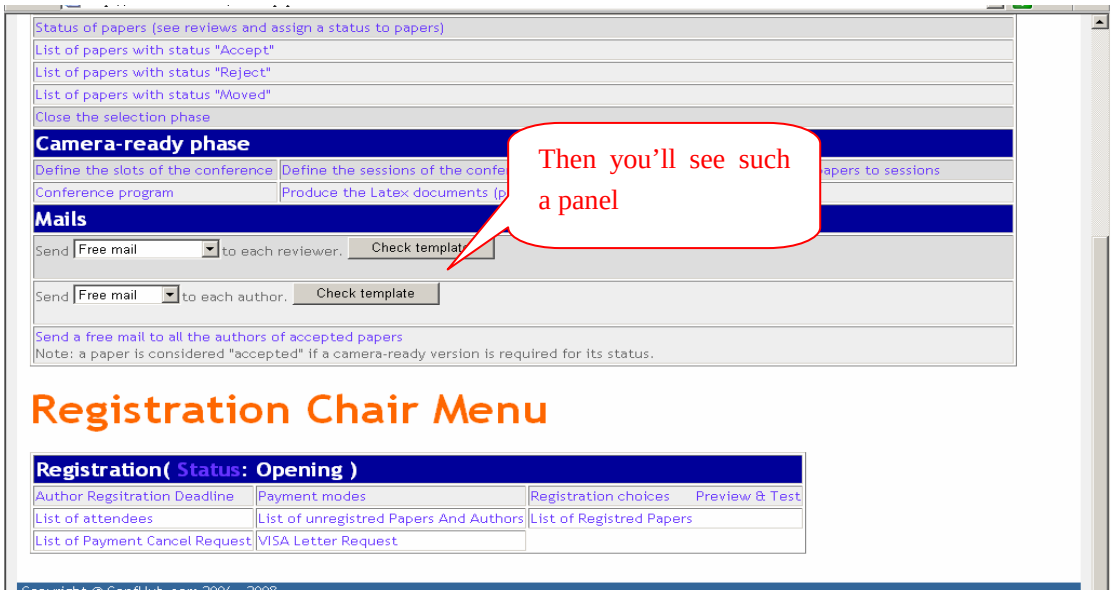
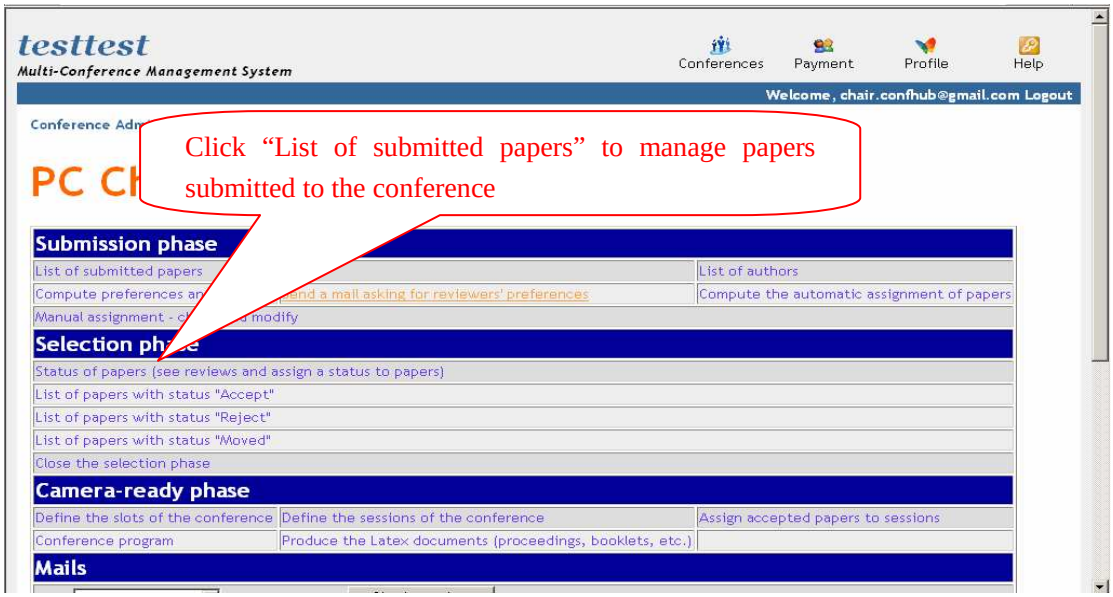


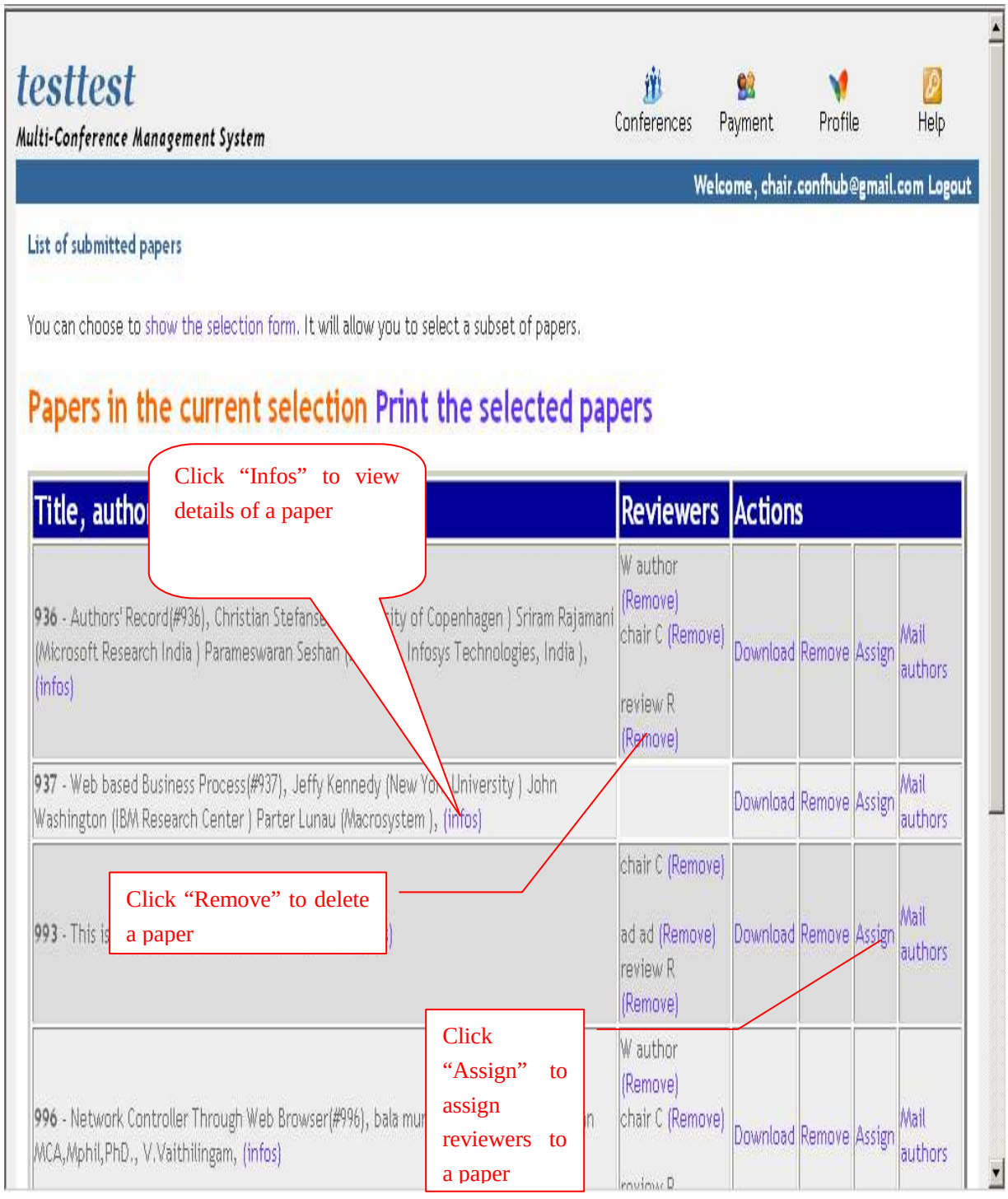
Fig. E (2)

Manage Submitted Papers
Assign Reviewers to Papers
Email Notices to Authors
Download or Remove Papers

View Details (authors, abstract and topics, etc) of Papers

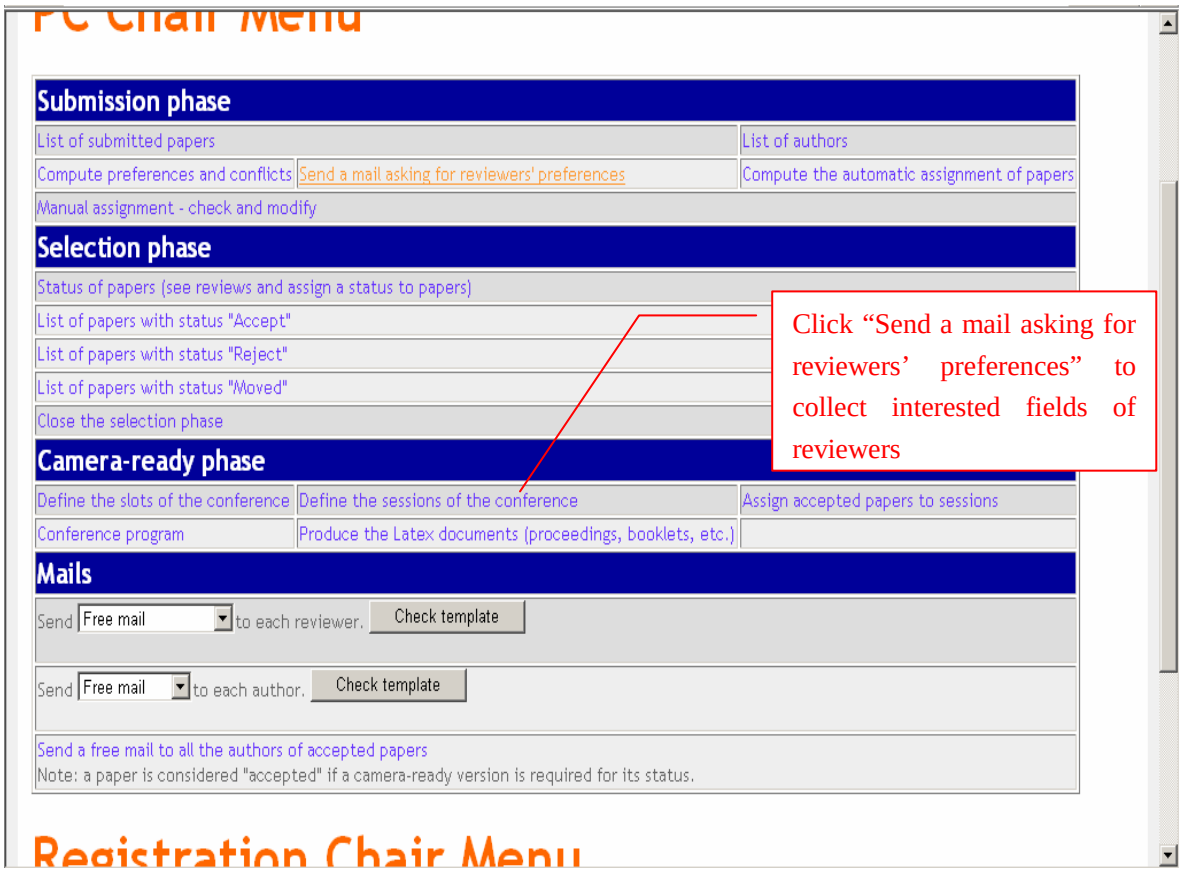
- Click "List of Submitted Papers"
- You will see a screen and you can view details of papers, assign reviewers to papers, remove or download papers or send emails to authors, etc.(See below)


testtest
Multi-Conference Management System
Conferences
Payment
Profile
Help
Welcome, chair.confhub@gmail.com Logout
Click “List of submitted papers” to manage papers submitted to the conference
Submission phase
List of submitted papers
List of authors
Compute the automatic assignment of papers
Selection phase
Status of papers (see reviews and assign a status to papers)
List of papers with status "Accept"
List of papers with status "Reject"
List of papers with status "Moved"
Close the selection phase
Camera-ready phase
Define the slots of the conference
Define the sessions of the conference
Assign accepted papers to sessions
Conference program
Produce the Latex documents (proceedings, booklets, etc.)
Mails



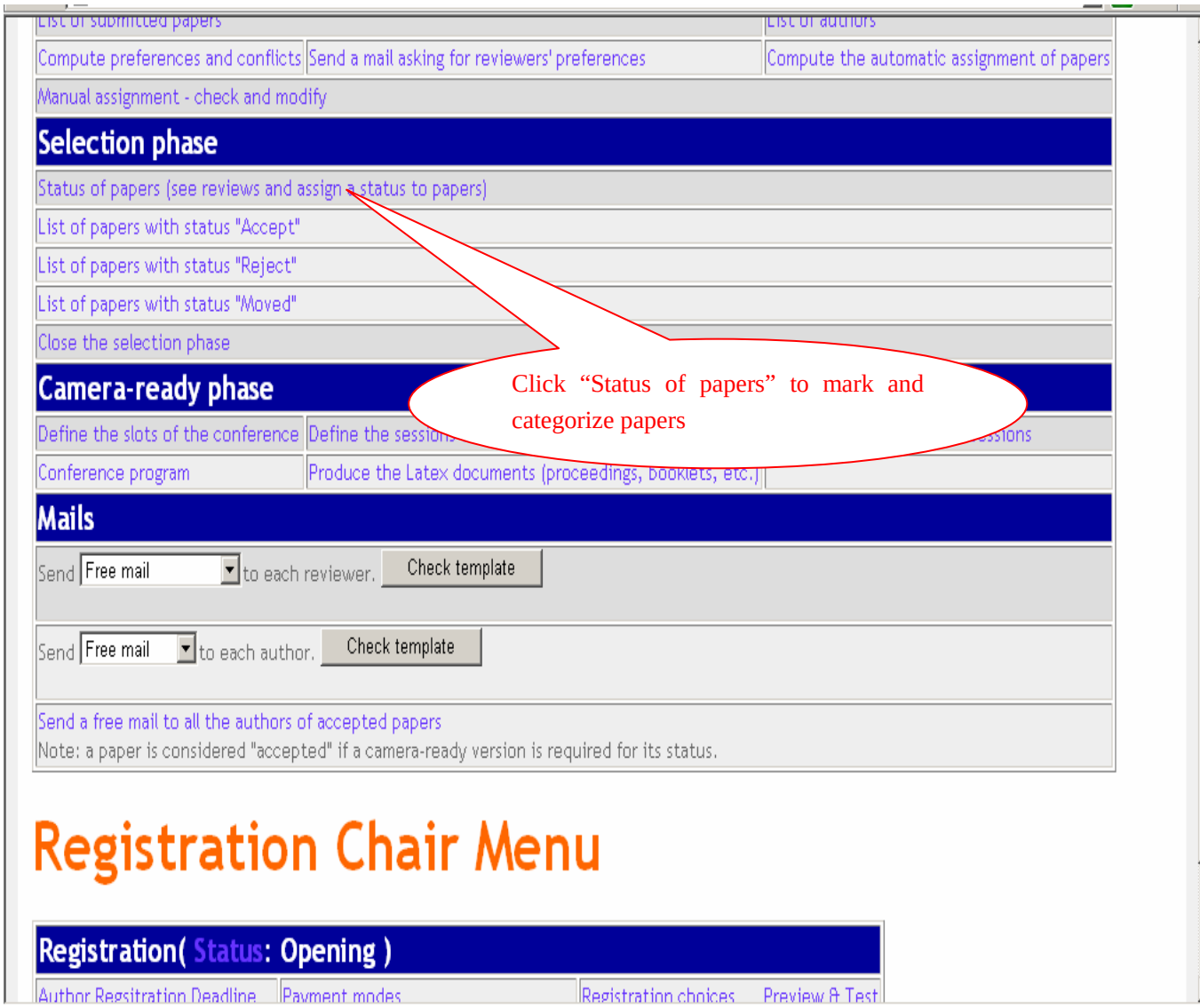
Collect Preferences & Interested Fields of Reviewers

Such information may be helpful when assigning reviewers on papers.. Click "Send a mail asking for reviewers' preferences".(See below)

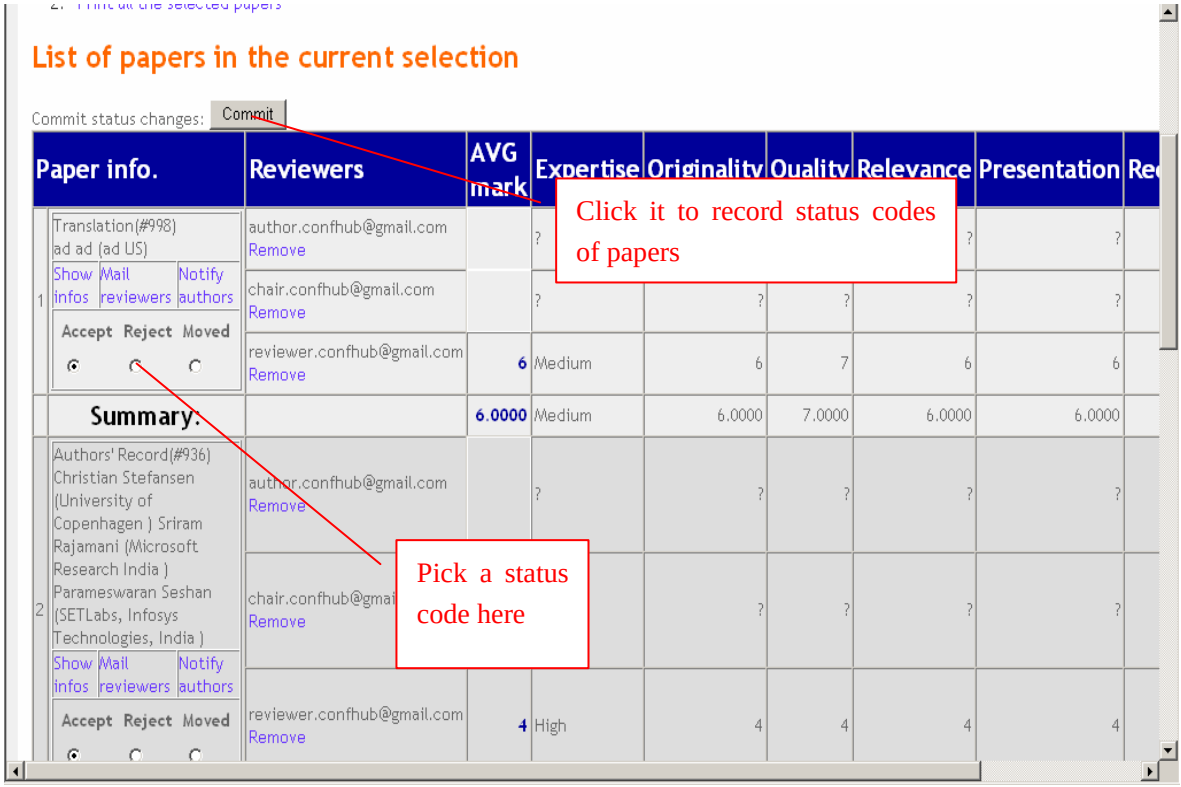


Assign Status Codes to Reviewed Papers

You may assign status codes to mark and categorize reviewed papers according to their reviews respectively. By default, there exist three status codes: accepted (it refers to papers accepted by a conference), rejected (papers rejected by a conference) and moved(papers moved to another conferences). Click "Status of papers(see reviews and assign a status to papers)" to do this. See below

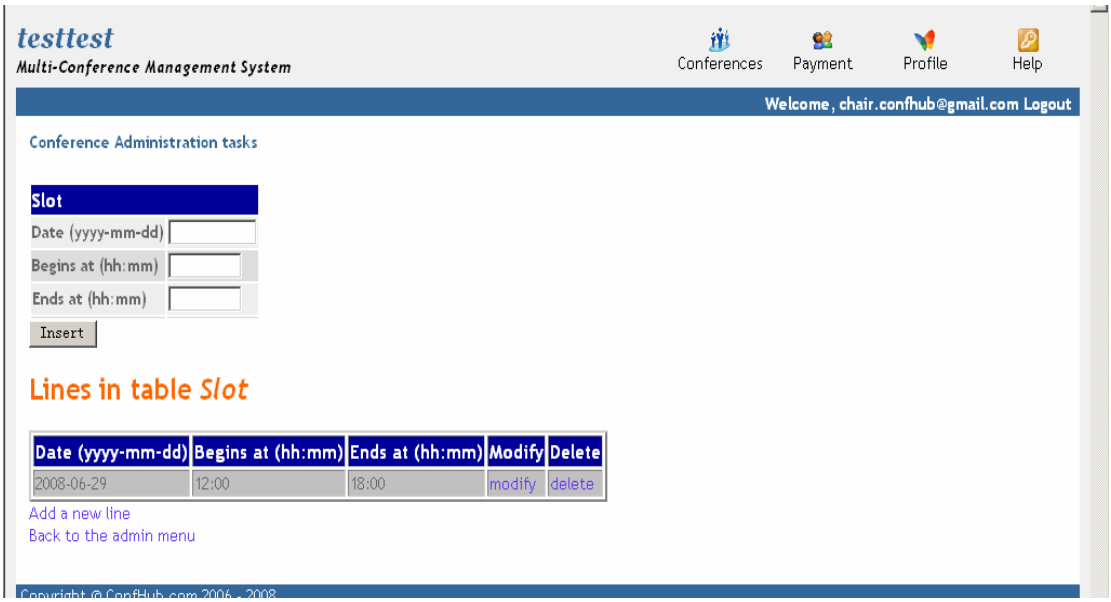


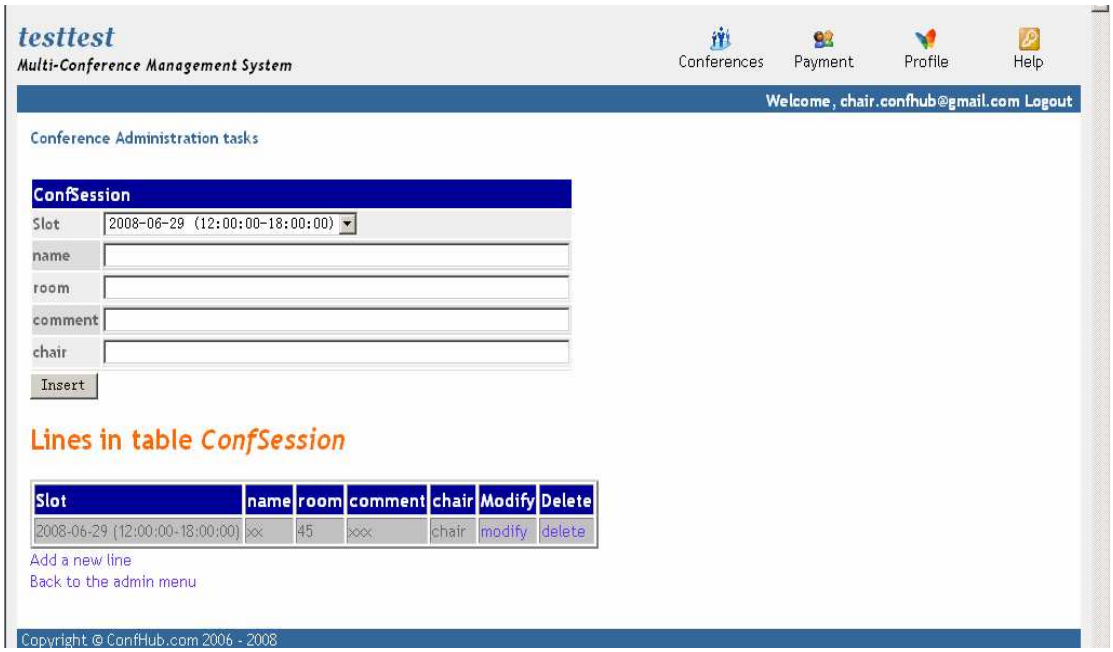
You can select a status code for a paper and then click the button "Commit" to record the status code in the system



Define Slots and Sessions of Conferences

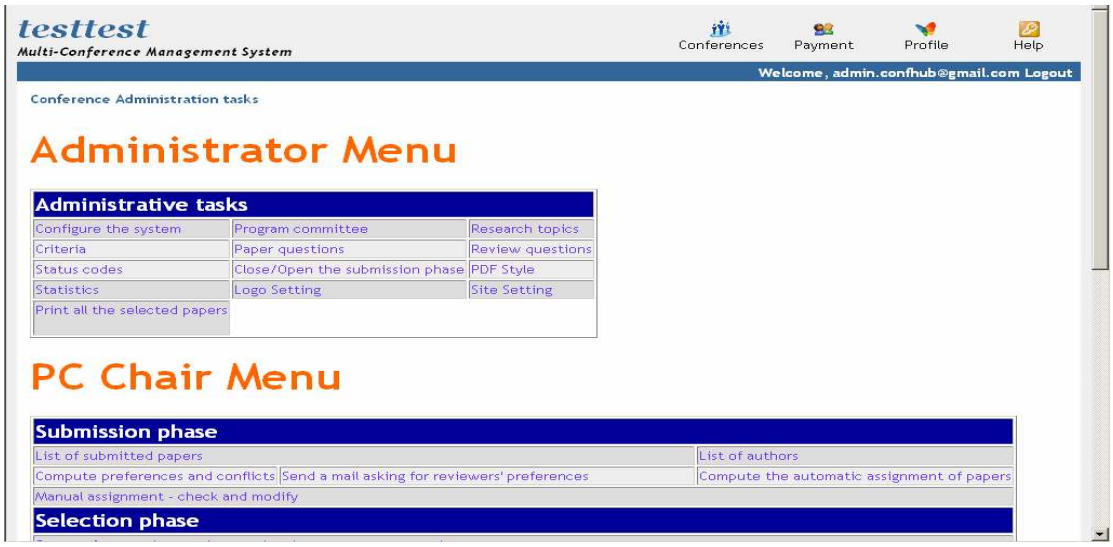
Click “Define the slots of the conference” and “Define the sessions of the conference” to handle all these.. (A slot is a period of a given day that hosts one or several sessions)





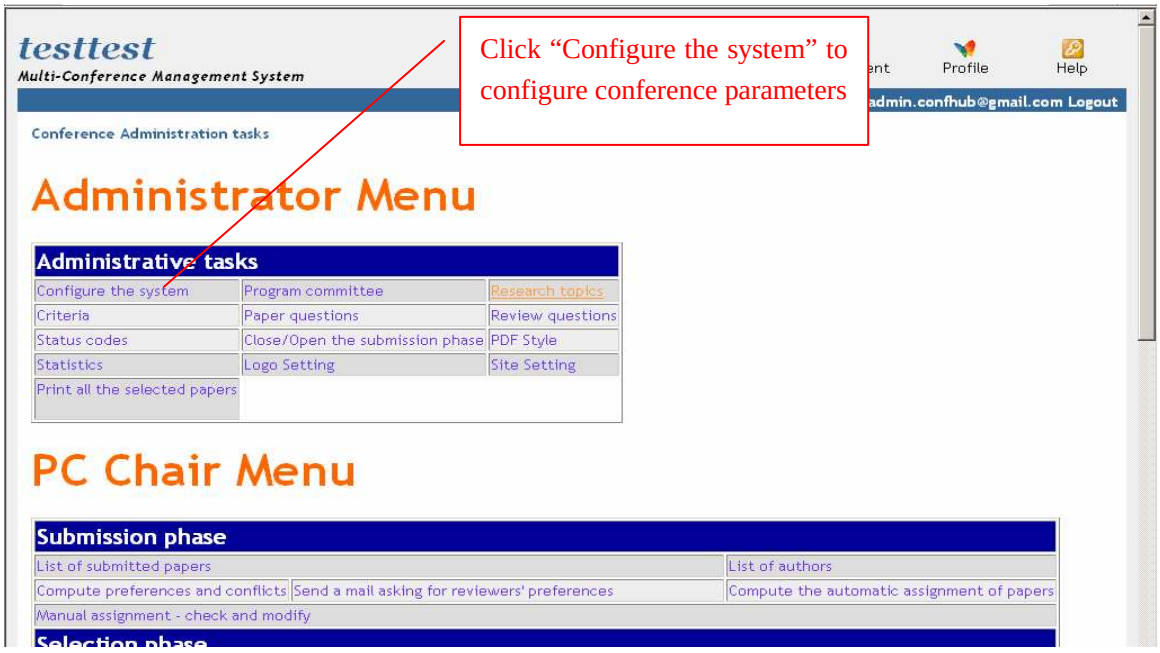
Administrator

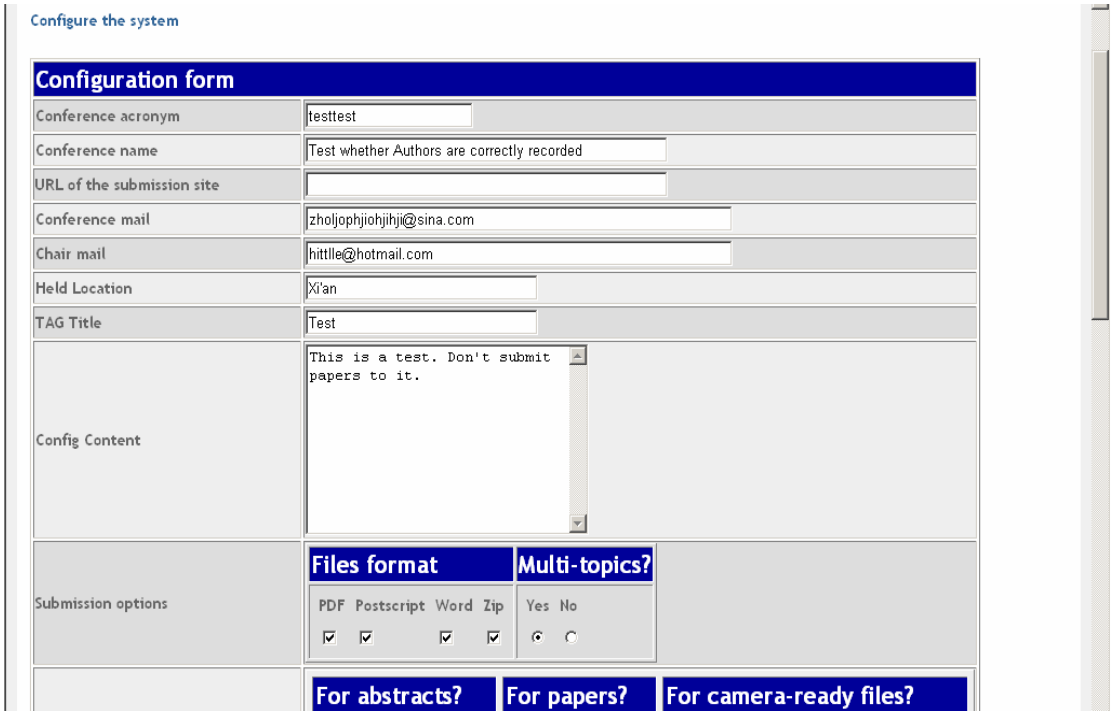
In addition to access rights and privileges enjoyed by chairs, administrators also have access to the following privileges



Configure Conference Parameters

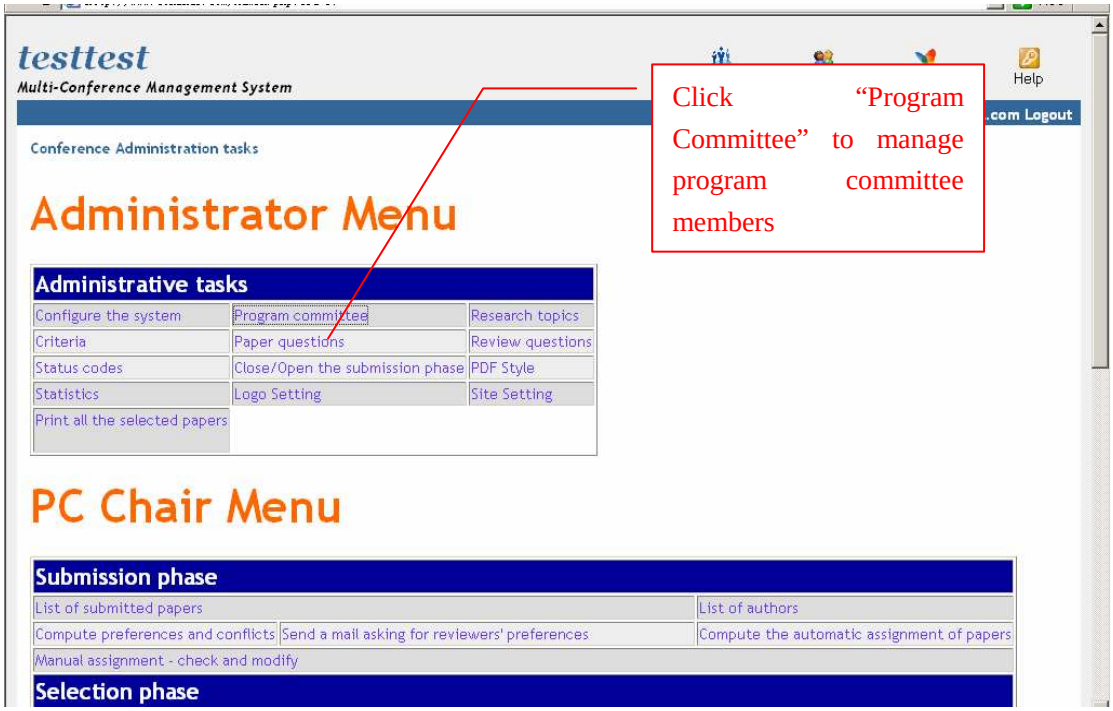
Click “Configure the system” to configure conference parameters (name, website, holding date/time, conference content, contact email, paper format, automatic mailing, review mode, deadlines, sub/parent conferences and the rest)

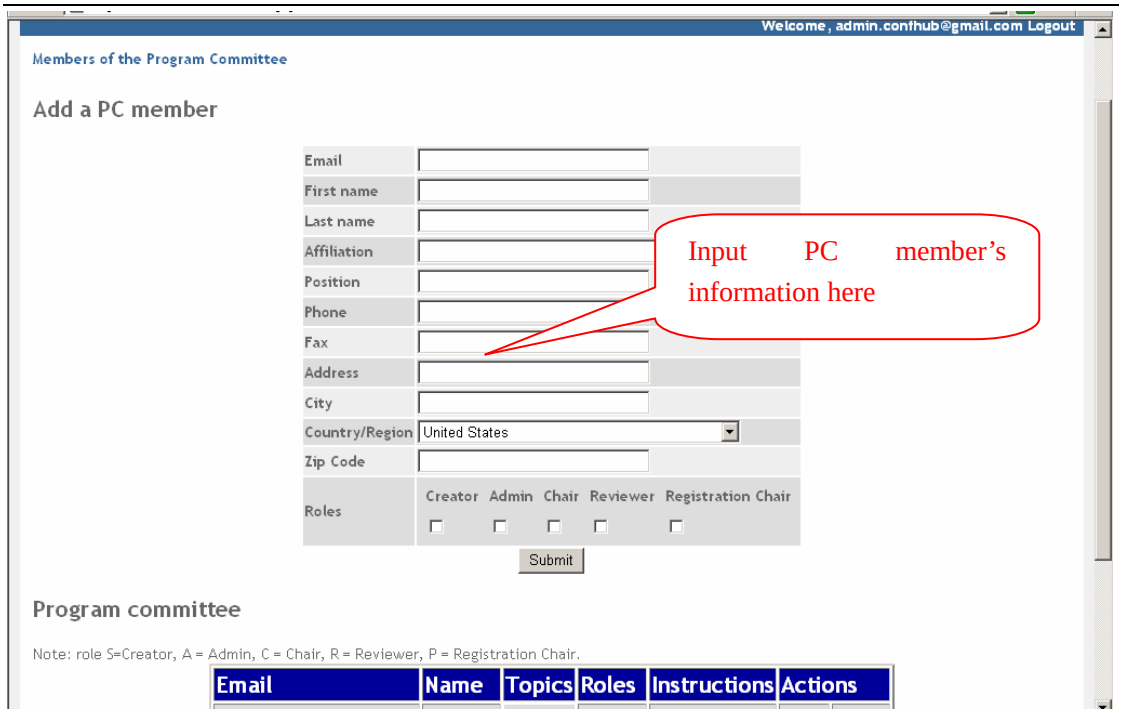




Manage Program Committee of the Conference

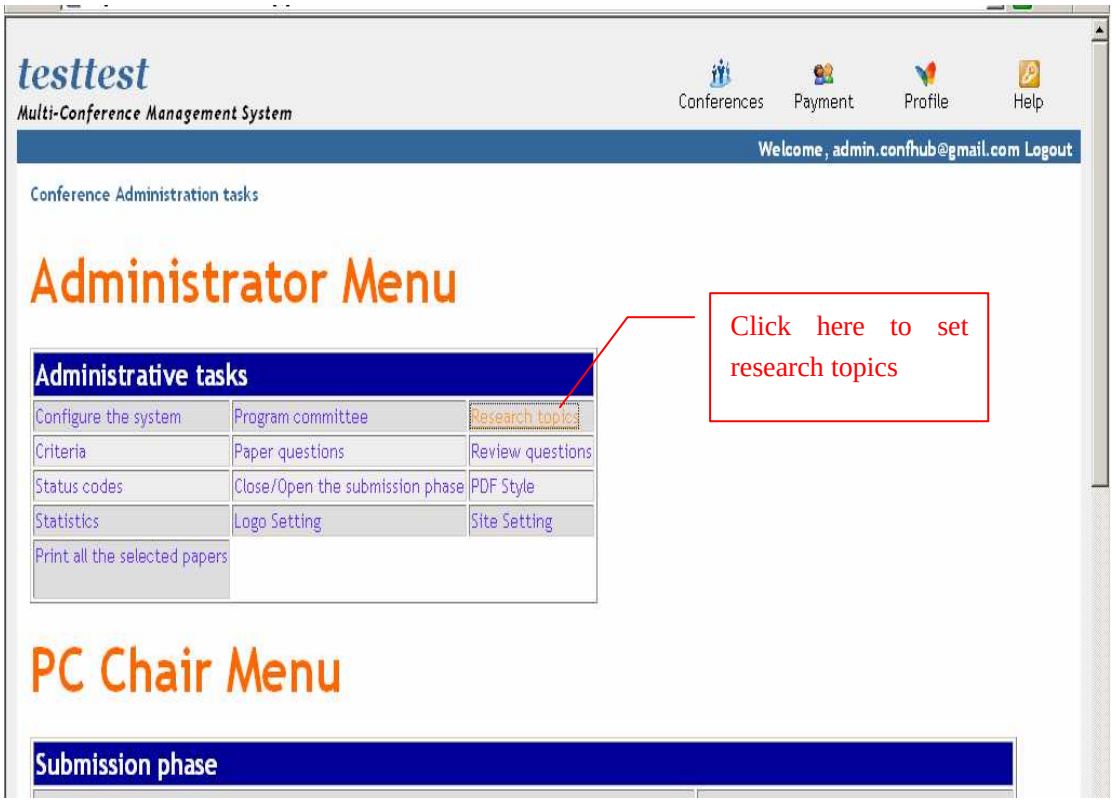
Add administrators, creators and reviewers, chairs, etc. See below





Set Research Topics of Conference

Administrators can set research topics of conferences. When authors submit papers to conferences, they'll see such topics and selected one corresponding to their papers. Click "Research topics" to handle all these



Set Paper/Review Questions

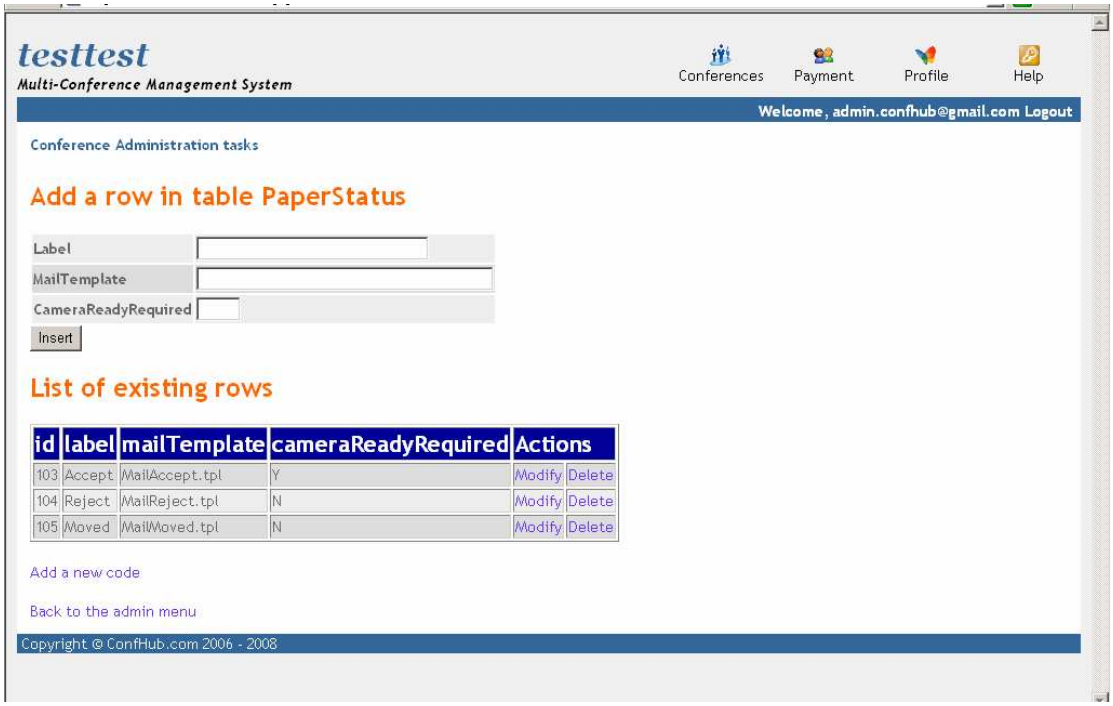
Administrators can set questions to authors and reviewers when they submit or review papers. And authors or reviewers must respond to such questions. This may be helpful in decision-making. Click “Paper Questions” and “Review Questions” to handle all these.

Set Review Criteria

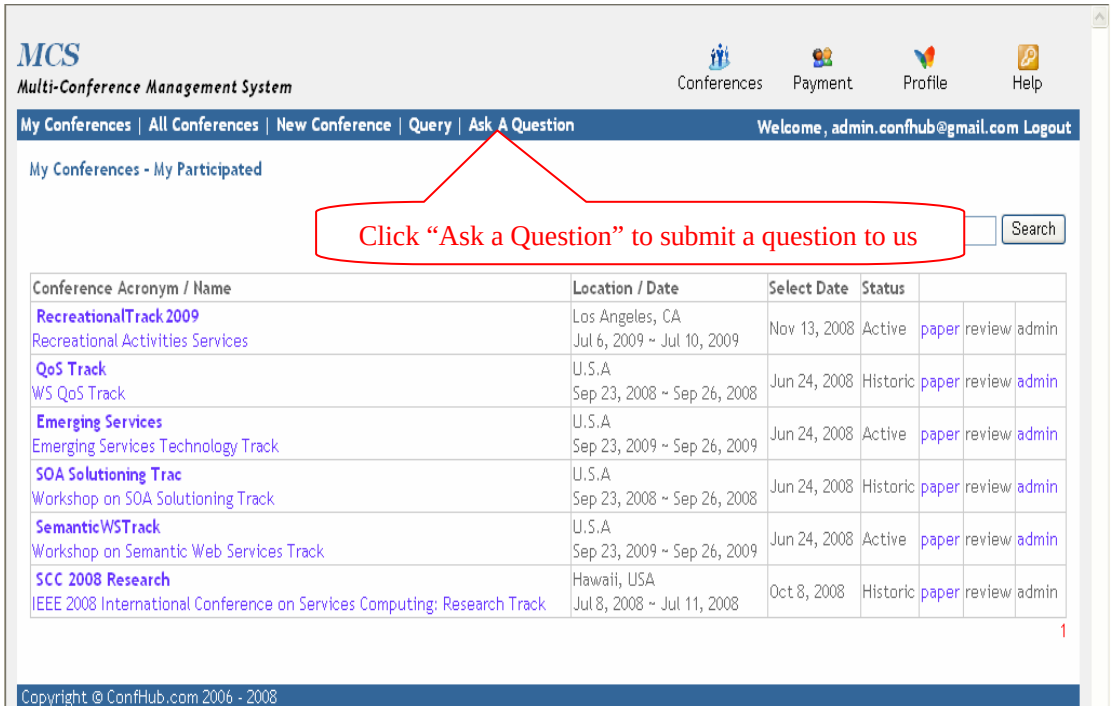
Administrators can set review criteria for reviewers, including criteria name(lable), details and weight. Click “Criteria” to handle all these

Set Status Codes

These codes may be used to categorize and group reviewed papers. By default, there are three codes: Accepted, Rejected and Moved. You can modify such codes or add new ones. Click “Status Codes” to handle such things



If you have any questions regarding www.confhub.com, you can submit such questions online and we'll respond to your question as soon as possible. Go through the following steps to submit a question to www.confhub.com



4. Privacy Policy

Information we collect

We collect user name, email address and affiliation, country as well as city and zip code, etc.

How we use such information

We use such information to manage papers, book hotels and tickets for users who may attend conferences and handle payment of users. We shall not disclose any such information to any a third party or use such information for other purposes.