



DIGITALPAPERS

Conference Management

**GUIDE FOR THE
DIGITALPAPERS
CONFERENCE MANAGEMENT SYSTEM
USERS**

AUTHORS AND REVIEWERS

Disclaimer

The DIGITALPAPERS Conference Management System (CMS) is a widely customizable and constantly evolving system. As such, the descriptions found on this guide might be slightly different from the ones on your system.

Please contact us if you need further help.

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INTRODUCTION

The DIGITALPAPERS Conference Management System (CMS) is a system that allows the interaction between conference participants (Attendants, Authors, Reviewers) and the conference organizers.

In order to use the system, users first need to have a valid user account. Creating an account should be an easy and simple process (please see “**1. Creating a user account on the CMS**” on the “**System Overview and Basic Functions**” guide).

Once an account has been created the user will be granted access to his personal area and to the interface that enables his interaction with the conference. It also keeps a log of all his actions within the system. This log can be used at any time for reference.

This brief guide explains Authors and Reviewers how to perform the main functions in the system. We recommend that you read the “**System Overview and Basic Functions**” guide to fully understand the system.

Please note:

You need to create a user account before using the CMS. To learn how to do this, please refer to “**1. Creating a user account on the DIGITALPAPERS Conference Management System (CMS)**” on the “**System Overview and Basic Functions**” guide.

1. SUBMITTING AN ABSTRACT USING THE CMS

Changing the information, adding or removing authors and submitting new versions of previously submitted abstracts

A. To submit an abstract to the conference for the first time you should:

- 1) Log in to your account on the CMS
- 2) On the “User Options” menu choose “Submit New Abstract”
- 3) On the abstract submission form, follow the instructions available and enter all the information required
- 4) If you need to add a co-author to your abstract, press the “Add Author” button and enter the new author’s e-mail address. You can add / remove authors to / from your abstract later, as long as the abstract submission period is open

Please note:

- a) Make sure to check whether the co-author you’re adding already has an account on the CMS. In such case you should use the same e-mail address the co-author used for his account. This is very important, as the system uses e-mail addresses to index information and link authors to abstracts and papers.
- b) When you submit an abstract you automatically become the contact author and presenter (“speaker”) of that abstract. This can be changed later as explained below.
- c) Submitting and editing abstracts are only available during the abstract submission period; please refer to the conference website or contact the conference organization if you need information on this.
- d) File restrictions: depending on the DIGITALPAPERS Edition and plan, some file restrictions may apply. Please contact DIGITALPAPERS Support for further information.

B. To edit the information or authors list, or to submit a new version of a previously submitted abstract:

- 1) After logging in go to “User options” > “View my documents”. A list of the abstracts you have submitted will appear
- 2) Select the abstract which you want to edit and press “Edit” on the right side of the screen
- 3) A form with several tabs will appear. Use the first tab (“Document Information”) to edit the information regarding the abstract; On the second tab (“Author List”) you can add or remove authors, or change the presenter or contact author of the abstract; to do this use you should respectively:
 - Select the author to be removed and press “Remove author” on the bottom of the form;
 - Use the “Add” button and enter the new author’s e-mail (please pay attention to the note on a) Part A. above;

- Change the selectors for “Contact author” and “Speaker” – please note that only Contact authors are able to edit an abstract and you will no longer be able to do this if you change the Contact author of your abstract.

On the last tab (“Document History”) you can see the log of operations concerning your abstract, and you can submit a new version of the abstract using the “Submit New File” option that appears below the abstract.

4) Once you are done with editing your abstract press the “Submit” or “Submit and Close” button (for the “Document Information” tab) or the “Close” button (for the “Author List” and “Document History” tabs)

Please note:

- a) Only Contact authors can make changes to previously submitted abstracts.
- b) Submitting and editing abstracts can only be done during the abstract submission period; please refer to the conference website or contact the conference organization if you need information on this.
- c) File restrictions: depending on the DIGITALPAPERS Edition and plan, some file restrictions may apply. Please contact DIGITALPAPERS Support for further information.

2. SUBMITTING A PAPER RESULTING FROM AN APPROVED ABSTRACT

Changing the information, adding or removing authors and submitting new versions of previously submitted papers

A. To submit a paper you should:

- 1) Log in to your account on the CMS
- 2) On the “User Options” menu go to “View My Documents”. Make sure that “Stage” is set to “Paper Submission” and then select (check) the title of the abstract for which you want to submit the corresponding paper
- 3) Press “Submit Paper” on the right side of the screen; The “Document Submission” form will appear.
- 4) Browse for the file with your paper and it will be automatically uploaded; press the “Submit” button in order to finish the submission.

Please note:

- a) Only Contact authors can submit papers.
- b) You are only able to submit papers of previously approved abstracts.
- c) Submitting and editing papers can only be done during the paper submission period; please refer to the conference website or contact the conference organization if you need information on this.
- d) File restrictions: depending on the DIGITALPAPERS Edition and plan, some file restrictions may apply. Please contact DIGITALPAPERS Support for further information.

B. To edit the information or the authors, or to submit a new version of previously submitted paper:

- 1) After logging in go to “User options” > “View my documents”. Make sure that “Stage” is set to “Paper Submission”
- 2) Select (check) the title of the paper you want to change and press “Edit” on the right side of the screen
- 3) A form with several tabs will appear. Please proceed as explained in Section 1B above for editing or submitting new versions of previously submitted abstracts (please note that some options may be disabled as they are only available for abstract edition)

Please note:

- a) Only Contact authors can make changes to previously submitted papers.
- b) Submitting and editing papers can only be done during the paper submission period; please refer to the conference website or contact the conference organization if you need information on this.
- c) File restrictions: depending on the DIGITALPAPERS Edition and plan, some file restrictions may apply. Please contact DIGITALPAPERS Support for further information.

3. SUBMITTING A PRESENTATION

- 1) Log in to your account on the CMS
- 2) On the “User Options” menu go to “View My Documents”. Make sure that “Stage” is set to “Final Paper Accepted” and then select (check) the title of the abstract for which you want to submit the corresponding presentation
- 4) Press “Submit Presentation” on the right side of the screen; The “Presentation Submission” form will appear
- 5) Browse for the file with your presentation and it will be automatically uploaded; press the “Submit” button in order to finish the submission

Please note:

- a) Only Contact authors can submit presentations.
- b) You are only able to submit presentations for previously accepted papers.
- c) File restrictions: depending on the DIGITALPAPERS Edition and plan, some file restrictions may apply. Please contact DIGITALPAPERS Support for further information.

4. Accessing reviewers' comments on your abstracts or papers

To see the reviewers' comments on your abstracts or papers please follow these steps:

- 1) Log in to your account on the CMS and go to "User Options" > "View My Documents"
- 2) Set stage to "Paper submission" (for Abstract comments) or "Final paper submission" (for Paper comments), select the document and press Edit on the right side of the screen
- 3) Go to the "Document history"; the reviewer's comments can be found on "Revision info"

5. ACCESSING THE HISTORY (LOG) OF A DOCUMENT

The CMS keeps a log of all the operations you performed for your reference. This can be useful if you need to know the date when you submitted or changed a version of your abstracts and papers, for instance.

To see a log regarding any of your documents:

- 1) Log in to the CMS using your account and go to “User options” > “View my documents”
- 2) Select the appropriate “Stage” on the menu on the left; a list with the documents that you have submitted will appear
- 3) Select the title of the document for which you want to see the log and press “Edit” on the right side of the screen
- 3) A form with several tabs will appear. Select the last tab (“Document History”) to see the log of operations concerning your document; you may expand or collapse the information for each “stage” of your document

Please note:

Only Contact authors can see the history of their documents

6. REVIEW AN ABSTRACT OR PAPER

If you are a reviewer and you want to review the abstracts or papers that you have been assigned to review you should:

- 1) Log in to your account on the CMS
- 2) Go to “Management” > “Review” and set the stage to “Abstract Revision” or “Paper Revision”; a list of abstracts / papers that you have been assigned to review will appear
- 3) Select the abstract / paper that you want to review and press the “Review” button on the right side of the screen
- 4) A pop-up window with the review form will appear. Fill in the form and press “Submit” to save your review.

Please note:

a) Reviews will not be made available to authors as long as the review period is open. You can continue your reviews until this period finishes – just repeat steps 2-4 above to finish any ongoing reviews or to edit previously submitted reviews.

b) The default review form has two different kinds of comments fields: one that will only be accessible for chairs and the other visible for authors too.

c) When the review period closes, the results of the review will be available for authors and after that you can no longer edit your reviews.

d) Only users that have been assigned the “Reviewer” user role and have been given abstracts or papers to review are able to perform the tasks above. Please contact the conference organizers if you have any questions on this.