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UNOG Indico

User Guide for
Abstracts, Contributions
and Paper Reviewing

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Abstracts Management

An Abstract is either submitted by an author or manually added by an Abstract Manager (conference organizer). It is then reviewed by the track coordinator of the track to which it belongs. The track coordinator will propose either to *accept*, *reject* or *merge* the Abstract. If it is accepted, it will automatically become a contribution (see Contributions Management) which can then be included in the timetable of the event.

In order for a submitter to be able to effectively start submitting their Abstract, the event organizer who created the event has some actions he/she must undertake in the Abstracts management area.

To access the Abstracts management area, go to the event management area (pencil icon) and in the left-hand menu click the **Abstracts** link.

Note: Conference or Category manager should be able to enable the module by clicking on the **Layout link**, under management area, **Menu tab** and then Activate **Call for Abstract**.

Abstracts Management Area

The screenshot displays the 'Abstracts Management Area' interface. On the left, a vertical sidebar contains a menu with items like 'General settings', 'Timetable', 'Material', 'Room booking', 'Programme', 'Registration', 'Abstracts' (highlighted with a red circle), 'Contributions', 'Paper Reviewing', 'Evaluation', 'Advanced options', 'Lists', 'Protection', 'Tools', 'Layout', and 'Logs'. The main content area features a top navigation bar with tabs: 'Setup', 'Preview', 'List of Abstracts', 'Book of Abstracts Setup', and 'Reviewing'. The 'Setup' tab is selected, showing configuration options. These include a 'Current status' toggle set to 'DISABLED' with an 'ENABLE' button. Below are fields for 'Submission start date', 'Submission end date', 'Modification deadline', and 'Announcement'. An 'Email notification on submission' section has a text area and a 'modify' button. A 'Late submission authorised users' section includes an 'Add user' button. A 'Misc. Options' section contains several checkboxes: 'Allow multiple tracks selection', 'Make track selection mandatory', 'Allow to attach files', 'Allow to choose the presenter(s) of the abstracts', 'Make the selection of at least one author as presenter mandatory', and 'Show files attached to abstracts in the contribution list'. At the bottom, there are 'Abstract fields' and 'Content' sections with checkboxes for enabling/disabling fields and content types. 'remove' and 'add' buttons are at the bottom right.

Abstracts Management Area Overview

The Abstract management area contains 5 tabs:

1. **Setup tab** Enable/disable the Abstract submission process, modify the start and end dates, modify the deadline, enable/disable the e-mail notification function and add fields to the Abstract (custom fields).
2. **Preview tab** Preview the submission form which includes content, identifies the author and co-authors, and provides options such as track classification etc.
3. **List of Abstracts tab** Display the entire list of Abstracts submitted for the event. Options to Add new, Accept, Reject, Merge and apply filters are all available under this tab.

4. Book of Abstracts Setup Customize the Book of Abstracts and download and/or print.

5. Reviewing This tab contains three sub-tabs:

Settings

Set question(s) for the reviewer(s).

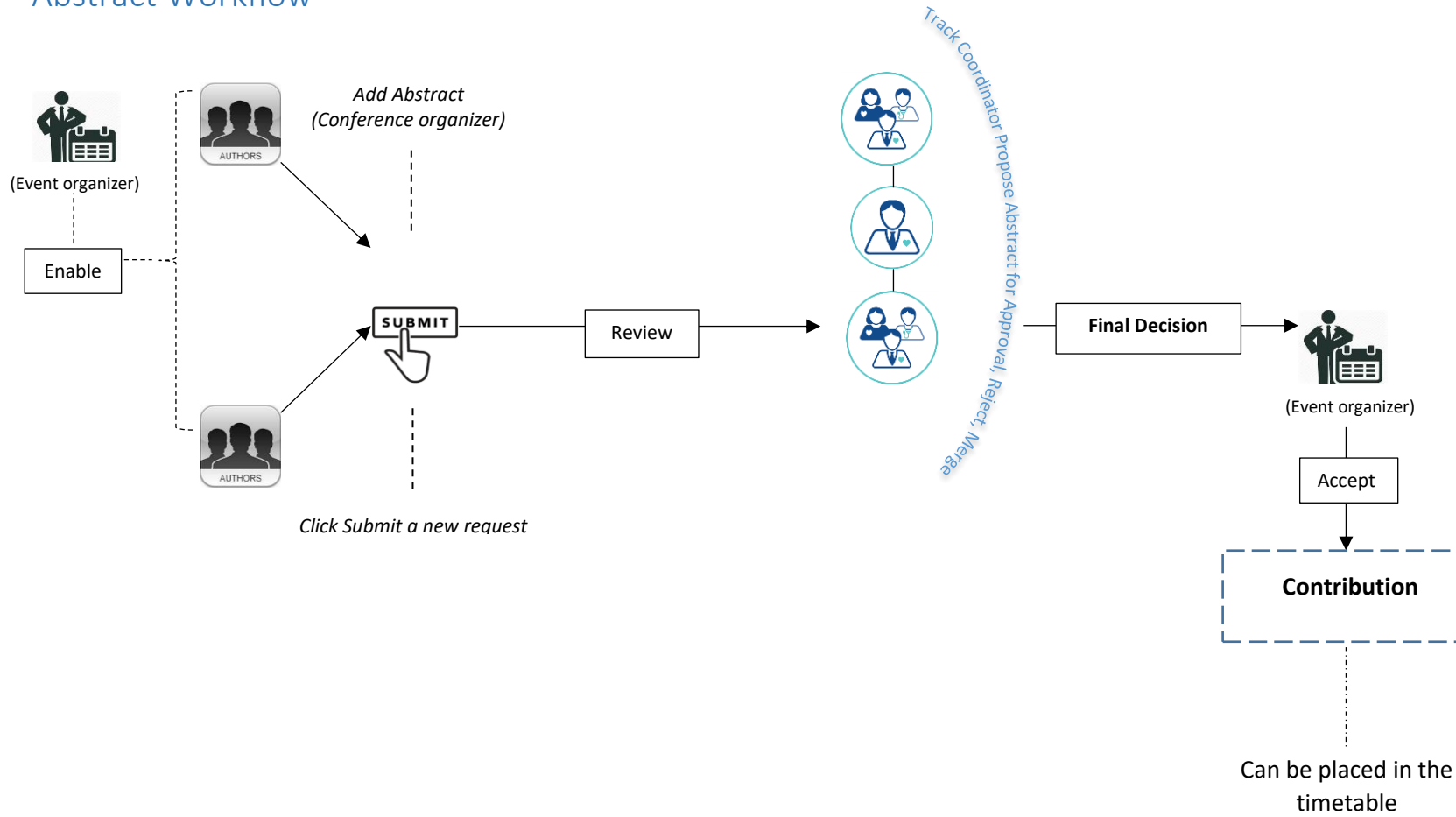
Team

Assign reviewers by track.

Notification templates

Set e-mail notification s templates for the primary author(s) or submitter(s).

Abstract Workflow



1. Abstracts Setup

(Login to the event as Category or Conference Manager)

To configure the event for Abstract submissions you first need to activate the **Call for Abstracts** option which will appear in the Overview panel on the event page for users to submit their abstract through.

- In the event management area (pencil icon) click on **Layout** in the left-hand menu to reveal the Layout work area.
- Select the **Menu** tab to reveal the **Menu Display** pane. This pane displays a list of options.
- Click on 'S Call for Abstracts (disabled)' (its sub sections are listed as: S View my Abstract, S Submit Abstract).
- Click on the **Activate** button in the System link pane.

Layout Work Area

Home » Conferences » UN » UNOG » DCM » JIAMCATT » Seventh Meeting on Jiamcatt

Seventh Meeting on Jiamcatt 16 Apr - 23 Apr
Created on 21/12/2018 by Deirdre WINDSOR - deirdre.windsor@un.org

Event actions: Clone Lock

Layout customization Conference header **Menu** Images

Menu Display

- S Overview
- S Scientific Programme (disabled)
- S Manage my Tracks (disabled)
- S Call for Abstracts (disabled)
- S View my Abstracts (disabled)
- S Submit Abstract (disabled)
- S Timetable
- S Contribution List (disabled)
- S Author List (disabled)
- S Speaker List (disabled)
- S My Conference
 - S My Tracks
 - S My Sessions
 - S My Contributions
- S Paper Reviewing (disabled)
- S Manage Paper Reviewing (disabled)
- S Assign Papers (disabled)
- S Referee Area (disabled)
- S Content Reviewer Area (disabled)
- S Layout Reviewer Area (disabled)

System link

| Name | |
|---------------------------|--|
| Call for Abstracts | |
| Status | Disabled Activate |
| Position | move the link up move the link down |

Next, and before opening the Abstracts module to users, you have to define certain parameters

In the event management menu click the **Abstracts** link to reveal the Abstracts management area. There are five tabs in this area that are used to configure the Abstracts module, the first being **Setup**.

Setup Tab

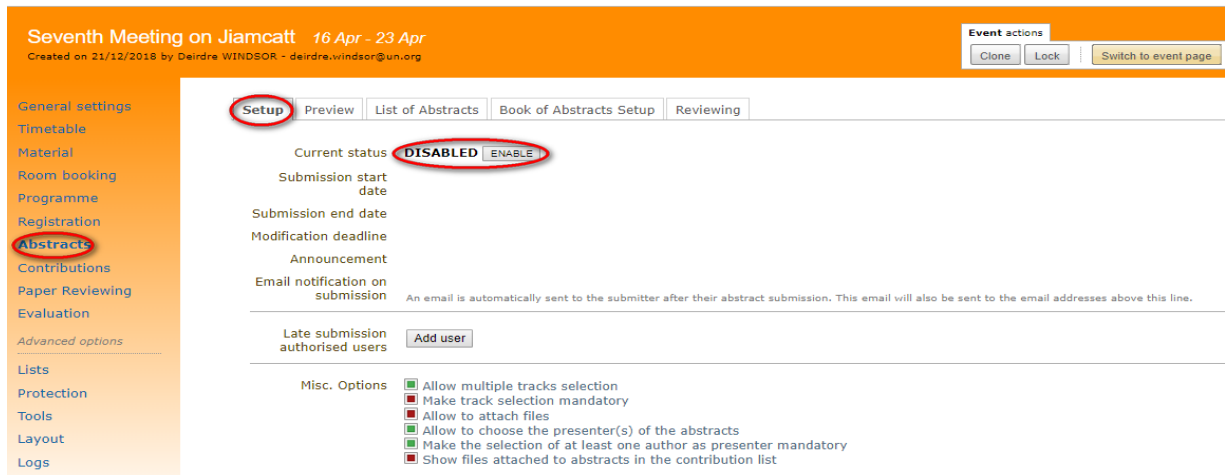
Enable the Abstract module by clicking **ENABLE**.

The Setup tab is also where you can:

1. Add custom fields (questions) asked during the review of an Abstract.

2. Select users to review Abstracts.
3. Schedule an Abstract, i.e.:
 - a. Indicate submission start date.
 - b. Indicate submission end date.
 - c. Indicate modification deadline.

Setup Tab in the Abstracts Management Area



Seventh Meeting on Jiamcatt 16 Apr - 23 Apr
Created on 21/12/2018 by Deirdre WINDSOR - deirdre.windsor@un.org

Event actions: Clone Lock Switch to event page

General settings
Timetable
Material
Room booking
Programme
Registration
Abstracts
Contributions
Paper Reviewing
Evaluation
Advanced options
Lists
Protection
Tools
Layout
Logs

Setup Preview List of Abstracts Book of Abstracts Setup Reviewing

Current status: **DISABLED** ENABLE

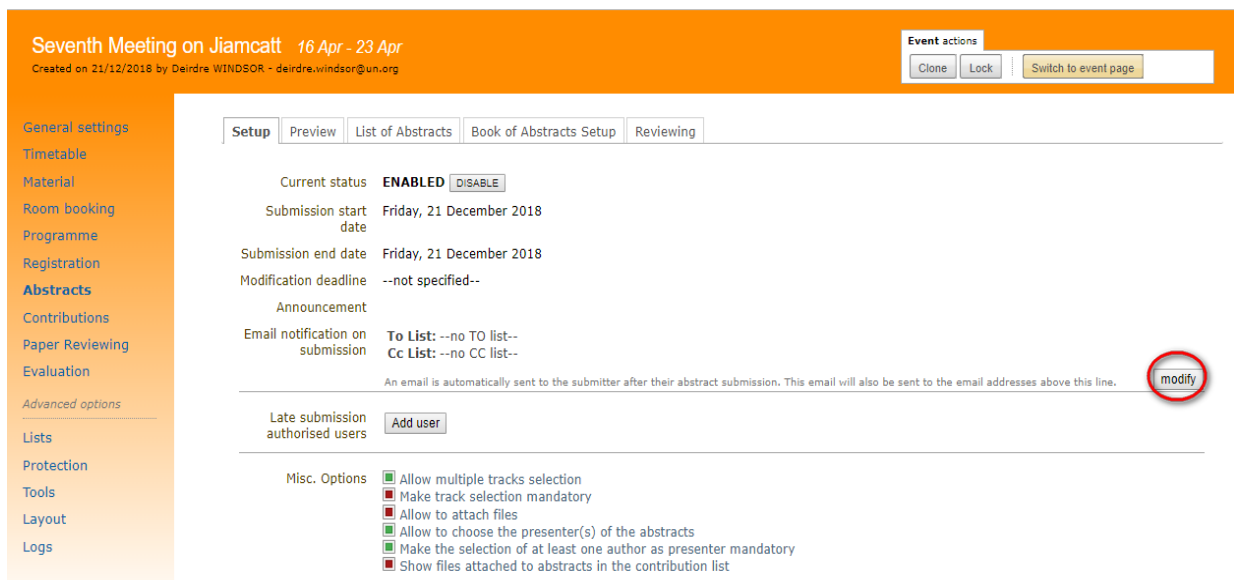
Submission start date
Submission end date
Modification deadline
Announcement
Email notification on submission: An email is automatically sent to the submitter after their abstract submission. This email will also be sent to the email addresses above this line.

Late submission authorised users: Add user

Misc. Options:

- ☒ Allow multiple tracks selection
- ☐ Make track selection mandatory
- ☐ Allow to attach files
- ☒ Allow to choose the presenter(s) of the abstracts
- ☒ Make the selection of at least one author as presenter mandatory
- ☐ Show files attached to abstracts in the contribution list

After enabling, click **modify** to reveal the Modify the Call for Abstract Data pane.



Seventh Meeting on Jiamcatt 16 Apr - 23 Apr
Created on 21/12/2018 by Deirdre WINDSOR - deirdre.windsor@un.org

Event actions: Clone Lock Switch to event page

General settings
Timetable
Material
Room booking
Programme
Registration
Abstracts
Contributions
Paper Reviewing
Evaluation
Advanced options
Lists
Protection
Tools
Layout
Logs

Setup Preview List of Abstracts Book of Abstracts Setup Reviewing

Current status: **ENABLED** DISABLE

Submission start date: Friday, 21 December 2018
Submission end date: Friday, 21 December 2018
Modification deadline: --not specified--
Announcement
Email notification on submission: To List: --no TO list-- Cc List: --no CC list--
An email is automatically sent to the submitter after their abstract submission. This email will also be sent to the email addresses above this line.

Late submission authorised users: Add user

Misc. Options:

- ☒ Allow multiple tracks selection
- ☐ Make track selection mandatory
- ☐ Allow to attach files
- ☒ Allow to choose the presenter(s) of the abstracts
- ☒ Make the selection of at least one author as presenter mandatory
- ☐ Show files attached to abstracts in the contribution list

modify

Modify Call for Abstract Data Pane

Setup

Preview

List of Abstracts

Book of Abstracts Setup

Reviewing

Modify call for abstract data

Start date

21/12/2018

End date

21/12/2018

Modification deadline

Announcement

Email Notification on Submission

To List:

Cc List:

(You can write several email addresses separated by commas)

ok

cancel

Parameters on the Modify call for Abstract Data Pane

| # | PARAMETER | FUNCTION |
|----|----------------------------------|--|
| 1. | Start date End date | Choose the submission start and end date – for opening the module. |
| 2. | Modification deadline | You can let users modify their Abstract after they have submitted it. You can choose the modification deadline to be <u>after</u> the submission end date which means the users will still be able to modify their Abstract (once submitted) after the submission deadline. |
| 3. | Announcement | Include any comments you wish to make that will appear on the event page in the Overview panel under the option Call for Abstracts . |
| 4. | Email notification on Submission | An email message is automatically sent to the submitter after submitting an Abstract. You can specify other email addresses to receive a notification. |

Click **ok** to return to the Abstracts management area to continue defining the parameters of the Setup tab.

Setup Tab (cont.)

Setup

Preview

List of Abstracts

Book of Abstracts Setup

Reviewing

Current status

ENABLED

DISABLE

Submission start date

Friday, 21 December 2018

Submission end date

Friday, 21 December 2018

Modification deadline

--not specified--

Announcement

dddd

Email notification on submission

To List: --no TO list--

Cc List: --no CC list--

An email is automatically sent to the submitter after their abstract submission. This email will also be sent to the email addresses above this line.

modify

Late submission authorised users

Add user

Misc. Options

☐ Allow multiple tracks selection
 ☐ Make track selection mandatory
 ☐ Allow to attach files
 ☐ Allow to choose the presenter(s) of the abstracts
 ☐ Make the selection of at least one author as presenter mandatory
 ☐ Show files attached to abstracts in the contribution list

Abstract fields

☐ Enabled field
 ☐ Disabled field

☐ Content (mandatory - not limited)
 ☐ Summary (optional - not limited)

remove

add

Parameters on the Setup tab

| # | PARAMETER | FUNCTION |
|----|----------------------------------|---|
| 5. | Late submission authorized users | <p>If necessary, you can allow certain users to submit their Abstracts after the deadline. To do this, use the Add user button. The user <u>must have an account</u> in Indico.</p> <div> <div>Late submission authorised users</div> <div>Add user</div> </div> <div> <div>Add user</div> <div> <div>Family name</div> <div>First name</div> <div>E-mail</div> <div>Organisation</div> <div>Exact Match</div> <div>Search</div> </div> <div> <div>Suggested users</div> <div>There are no suggested users for you at the moment. Why not add some favourites?</div> </div> </div> <div> <div>Fill any of the upper fields and click search...</div> <div>Add</div> <div>Cancel</div> </div> |

| # | PARAMETER | FUNCTION |
|----|-----------------|---|
| 6. | Misc. Options | <p>Other options are available e.g. enable/disable multiple track selection:</p> <p>Misc. Options</p> <ul style="list-style-type: none"> <input type="checkbox"/> Allow multiple tracks selection <input type="checkbox"/> Make track selection mandatory <input type="checkbox"/> Allow to attach files <input type="checkbox"/> Allow to choose the presenter(s) of the abstracts <input type="checkbox"/> Make the selection of at least one author as presenter mandatory <input type="checkbox"/> Show files attached to abstracts in the contribution list |
| 7. | Abstract fields | <p>These are fields that will appear in the Abstract submission form. You can add more and also select the order in which they appear. Other different types of Abstract fields can be added by clicking in the add button.</p> <div> <div> <p>Abstract fields</p> <p><input type="checkbox"/> Enabled field <input type="checkbox"/> Disabled field</p> </div> <div> <p>Content (mandatory - not limited)</p> <p><input type="checkbox"/> Summary (optional - not limited)</p> <p><input type="checkbox"/> Experiment (optional)</p> </div> <div> <p>Text field Text area Selection</p> <p>remove add</p> </div> </div> <div> <p>Add Field: Input</p> <p>Caption <input type="text" value="What is your country?"/></p> <p>Max length <input type="text" value="25"/> Words</p> <p>Mandatory <input checked="" type="checkbox"/></p> <p>Add Cancel</p> </div> |

Preview Tab

Click on this tab for a preview of the Abstract submission form. Feel free to try this form as any Abstract submitted from this tab will not be recorded.

Note: The **Presentation type** field can have custom values. Go to **General settings** (event management area menu) and then under section **Types of contributions** add or remove as required.

Types of contributions

☐ Oral

☐ Presentation

remove

add

List of Abstracts Tab

This tab displays all the Abstracts that have been submitted and the list is built automatically once the **Call for Abstracts** period is open.

Quick search: Abstract ID

Displaying 0 abstracts
[Apply filters](#) | [Columns to display](#)

☒ ▾

Add new

Accept

Reject

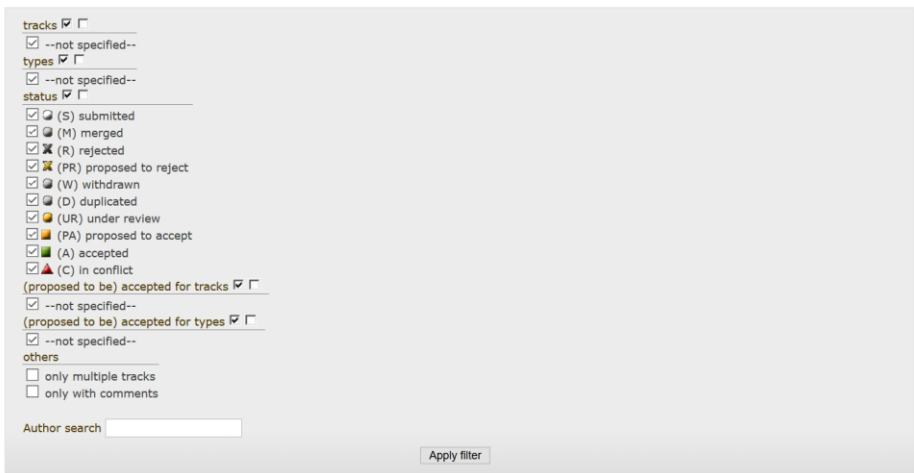
Merge

Author list

Download attachments

Export ▾



Parameters on the List of Abstracts Tab









| # | PARAMETER | FUNCTION |
|----|--------------------|---|
| 1. | Quick Search | <p>If you are looking for an Abstract and know its ID, type it in the box next to Abstract ID and click seek it. This will direct you to the Abstract you are looking for.</p> <p>Quick search: Abstract ID <input type="text"/> <input type="button" value="seek it"/></p> |
| 2. | Apply filters | <p>This link opens a list of filters. Enabling or disabling any of them will have an impact on the Abstracts displayed in the list below e.g. you can choose to display only the Abstracts belonging to a particular track or session.</p> <p>You can hide the filters by clicking Hide filters.</p>  |
| 3. | Columns to display | <p>This link opens a listing of columns to display for each Abstract.</p> <p>You can close the list by clicking Close selection.</p> |

| # | PARAMETER | FUNCTION |
|----|-----------|--|
| | | <p>Apply filters Close selection</p> <div> <p>Columns to display:</p> <p>Select all Unselect all</p> <p><input checked="" type="checkbox"/> ID</p> <p><input checked="" type="checkbox"/> Title</p> <p><input checked="" type="checkbox"/> Primary Author</p> <p><input checked="" type="checkbox"/> Tracks</p> <p><input checked="" type="checkbox"/> Type</p> <p><input checked="" type="checkbox"/> Status</p> <p><input checked="" type="checkbox"/> Rating</p> <p><input checked="" type="checkbox"/> Acc. Track</p> <p><input checked="" type="checkbox"/> Acc. Type</p> <p><input checked="" type="checkbox"/> Submission Date</p> <p><input checked="" type="checkbox"/> Modification Date</p> <p>Apply</p> </div> <p> <input checked="" type="checkbox"/> Add new Accept Reject Merge Author list Download attachments Export </p> |
| 4. | Add new | Used to submit a new Abstract. This will direct you to a page similar to the one any user will see. For further information about the Abstract submission form, please refer to the section: Submitting an Abstract. |
| 5. | Accept | <p>If you have the correct rights, you can accept Abstracts (if not, you can only propose to accept). Tick the corresponding box and then click Accept. A new page will appear where you can choose the destination track, session, type of contribution and if you wish to send an email notification or not. Once you have chosen all the options click accept.</p> <div> <p><u>Accepting 1 abstracts</u></p> <p>Click here to see the list of the abstracts you are accepting</p> <p>Comments <input type="text"/></p> <p>Destination track --no track--</p> <p>Destination session --no session--</p> <p>Type of contribution --not defined--</p> <p>Email Notification <input checked="" type="checkbox"/> Automatic Email Notification</p> <p>accept cancel</p> </div> |
| 6. | Reject | If you have the correct rights, you can reject Abstracts (if not, you can only propose to reject). Tick the corresponding box and then click Reject . A new page will appear where you will need to give a reason for rejecting. You can also choose whether to send an email notification or not. Once you have completed the form click reject . |

| # | PARAMETER | FUNCTION |
|----|-------------|---|
| | | <p>Rejecting 1 abstracts</p> <hr/> <p><i>Click here to see the list of the abstracts you are rejecting</i></p> <p>Comments <input type="text"/></p> <p>Email Notification <input checked="" type="checkbox"/> Automatic Email Notification</p> <p><input type="button" value="reject"/> <input type="button" value="cancel"/></p> |
| 7. | Merge | <p>If you have the correct rights, you can merge Abstracts (if not, you can only propose to merge). Tick the corresponding box and then click Merge. You will need to specify the Abstract IDs to be merged and the target Abstract ID. You can choose to include authors in target Abstract and whether to send an email notification or not. You can also add comments. Once you have completed this click submit.</p> <p>Merging abstracts</p> <hr/> <p>Abstract ids to be merged <input type="text" value="10"/></p> <p>Target abstract id <input type="text"/></p> <p><input type="checkbox"/> Include authors in target abstract</p> <p><input checked="" type="checkbox"/> Automatic email notification</p> <p>Comments <input type="text"/></p> <p><input type="button" value="submit"/> <input type="button" value="cancel"/></p> |
| 8 | Author list | You can generate an author list for the Abstracts. Select at least one Abstract by ticking the corresponding boxes. A list will then be displayed showing the submitter(s), primary author(s) and co-author(s). |
| 9 | Export | The Abstract of your choice can be exported to: <ul style="list-style-type: none"> a. PDF b. CSV c. XML |

States of Abstract

| Symbol | Description | Function |
|--|--------------|---|
|  (S) | Submitted | – Abstract is submitted by the user and has no judgement yet. |
|  (UR) | Under Review | – Abstract has at least one judgement but not for all tracks. |

| | | |
|--|----------------------|--|
|  (PA) | Proposed Acceptation | – Abstract has at least one judgement for each track and exactly one track has all proposals for acceptance. |
|  (PR) | Proposed Rejected | – Abstract has at least one judgement for each track and there is proposal for reject and there are no proposals for acceptance. |
|  (A) | Accepted | – Abstract has been accepted. |
|  (R) | Rejected | – Abstract has been rejected. |
|  (W) | Withdrawn | – Abstract has been withdrawn |
|  (D) | Duplicated | – Abstract has been marked as duplicated |
|  (M) | Merged | – Abstract has been merged with another. |
|  (C) | Conflict | – Abstract has at least one judgement for each track and there is more than one track proposed for acceptance. – Abstract has different judgements within at least one track (e.g. one reviewer proposes to accept and another proposes to reject). – Reallocation proposals are in conflict for the Abstract. |

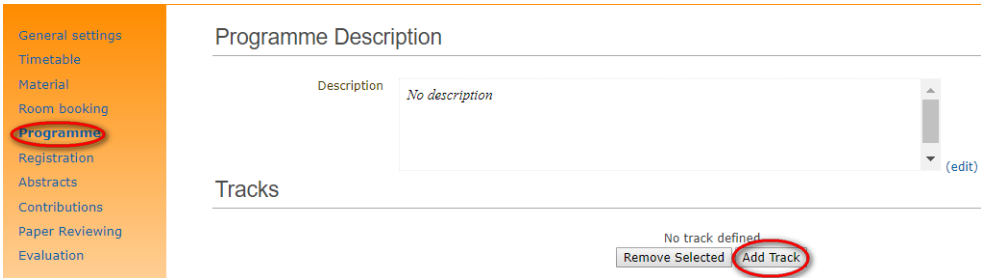
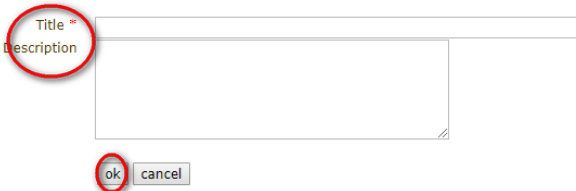
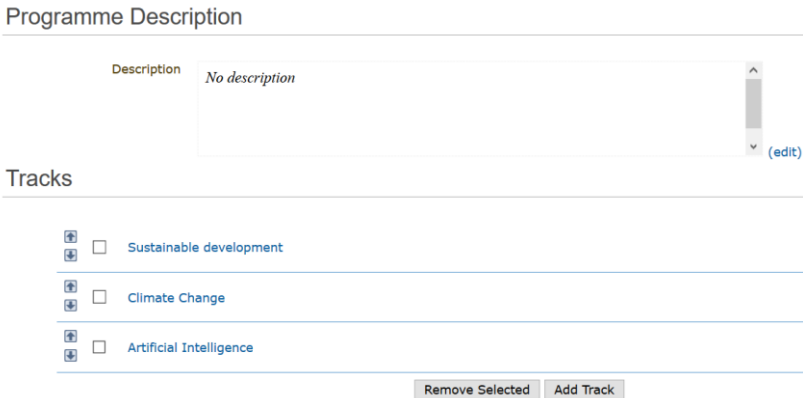
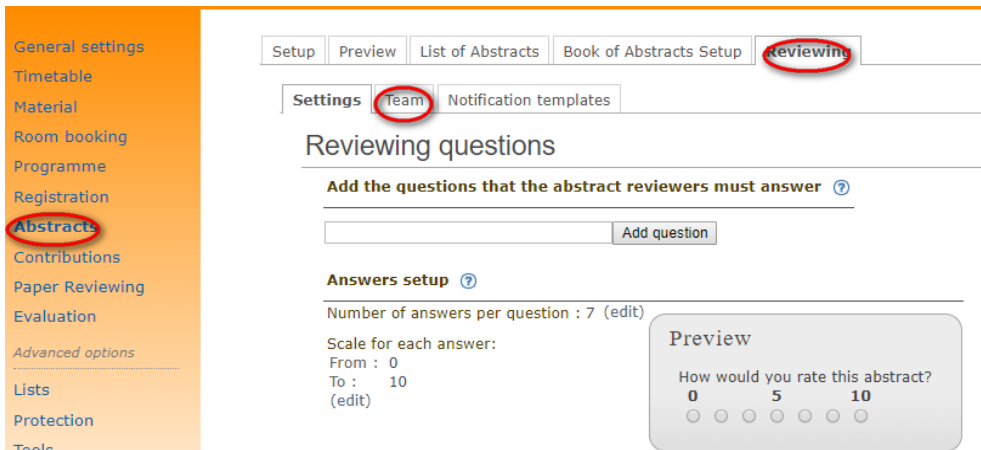
Book of Abstracts Tab

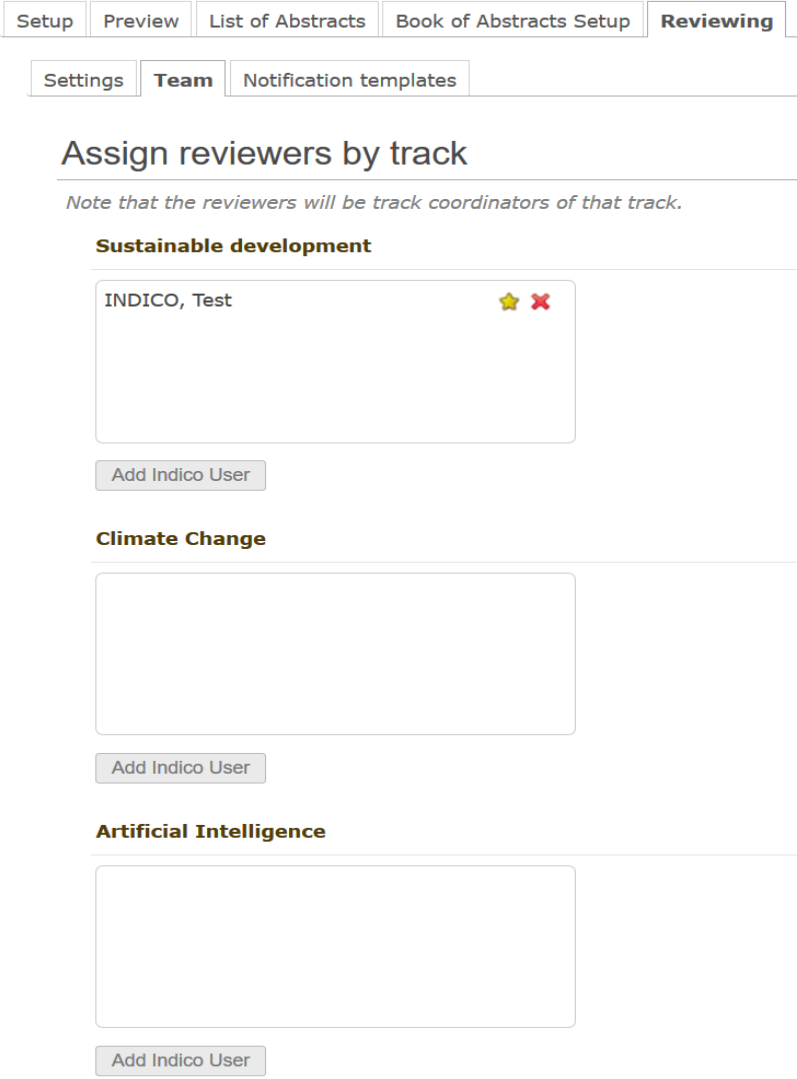
The Book of Abstracts is a configurable and downloadable document (in pdf¹) where only accepted Abstracts are published.

To customize a Book of Abstracts:

- Additional comments for the first page.
- Sort by ID, session title, schedule, presenter, title, etc.
- Can set Corresponding Author either Submitter, Speakers or nobody.
- Enable show Abstract ID in the table of contents.

¹ This PDF file will be available on the event's home page (Overview page) containing all the Abstracts unless it is disabled via **Layout** (event management area menu) -> **Menu** tab.

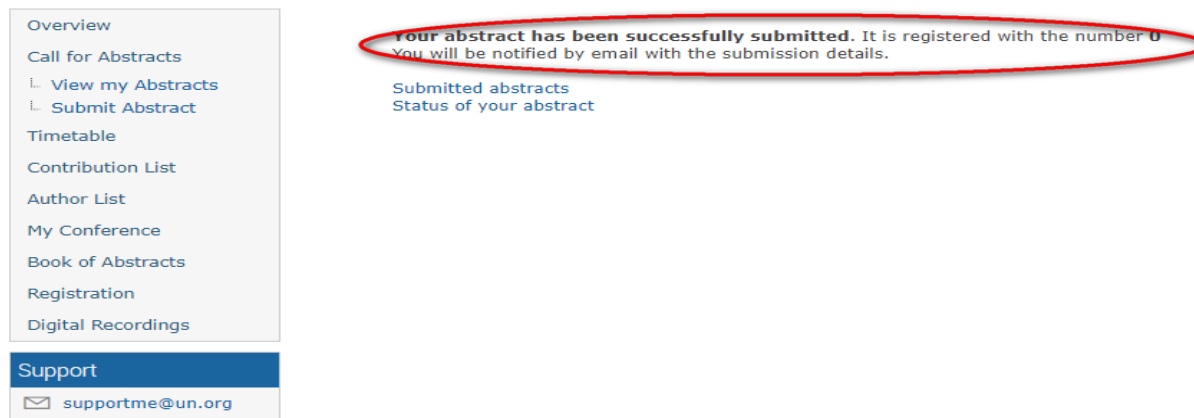
| # | PARAMETER | FUNCTION |
|----|--------------------------|---|
| a. | Assign reviewer by track | <p>First, you have to define tracks. Select Programme (event management area menu). In the Programme Description pane click Add Track. Add Title Description and click ok.</p>  <p>Creating new track (basic data)</p>  <p>Programme Description</p>  <p>After defining the tracks, select Abstracts (event management area menu). Go to the Reviewing tab and Team sub-tab.</p>  |

| # | PARAMETER | FUNCTION |
|----|-------------------------------|---|
| | | <p>This is where you assign reviewers to each track. Click Add Indico User and a search box will appear. Search for the user(s) you wish to add, select them and click Add. You can have a team of specialists for specific tracks.</p>  |
| 3. | Notification Templates | <p>A notification template is an email template that the conference organizer can pre-define and which can be automatically used by Indico under certain circumstances (e.g. when an Abstract is accepted, rejected or merged). In order to create a notification template you:</p> <ul style="list-style-type: none"> • Select Abstracts (event management area menu). Go to the Reviewing tab and the Notification Templates sub-tab. • Click on the add button and fill the form as following: <p>Step 1:</p> <ul style="list-style-type: none"> • Title: title of the notification template. • Description: write a description of the notification template. <p>Step 2:</p> |

| # | PARAMETER | FUNCTION |
|---|-----------|--|
| | | <ul style="list-style-type: none"> • From address: the FROM address in the automatic email. • To address: who will receive the notification. You have to choose between the submitter(s) and the primary author(s), or both. • CC addresses: additional people who will receive the notification. • Subject: subject of the notification. • Body: body of the email. You can customize the body by adding special tags to it. Tags will be replaced with information on the Abstract e.g. title, ID, URL, submitter family name, etc. Be careful to write exact tags or the email will not work. <p>Step 3:</p> <ul style="list-style-type: none"> • Choose the condition that triggers the email. This can be e.g. if it is in ACCEPTED, REJECTED or MERGED status. • Click save. • If the condition is ACCEPTED, you need to specify if this applies to any contribution type and track, none, or a specific one, and then click submit. Click on preview to preview the template. • If the condition is REJECTED or MERGED, or if you have done step 3, you are finished. Therefore, Indico will automatically send the email when accepting, rejecting and merging Abstracts. <p><i>Notification Template</i> Accepted abstract</p> <p>Close this window</p> <div> <div>Main Preview</div> <div> <p>Name Accepted abstract</p> <p>Description This template is for the e-mails which will be sent to the submitters and primary authors when their abstracts are accepted.</p> <p>From test@test.com</p> <p>To addresses Submitters, Primary authors</p> <p>Cc addresses mailinator@test.com</p> <p>Subject Your abstract {abstract_title} has been approved</p> <p>Body Dear(s) {primary_authors}, {submitter_first_name}</p> <p>We are pleased to inform you that your abstract {abstract_title} for the {conference_URL} has been accepted inside the {abstract_track}.</p> <p>To find more details please click on {conference_URL}.</p> <p>Sincerely,</p> <p>Conditions ✖ ACCEPTED - type: --any-- - track: --any--</p> </div> <div> <p>Modify</p> <p>Add new condition</p> </div> </div> |

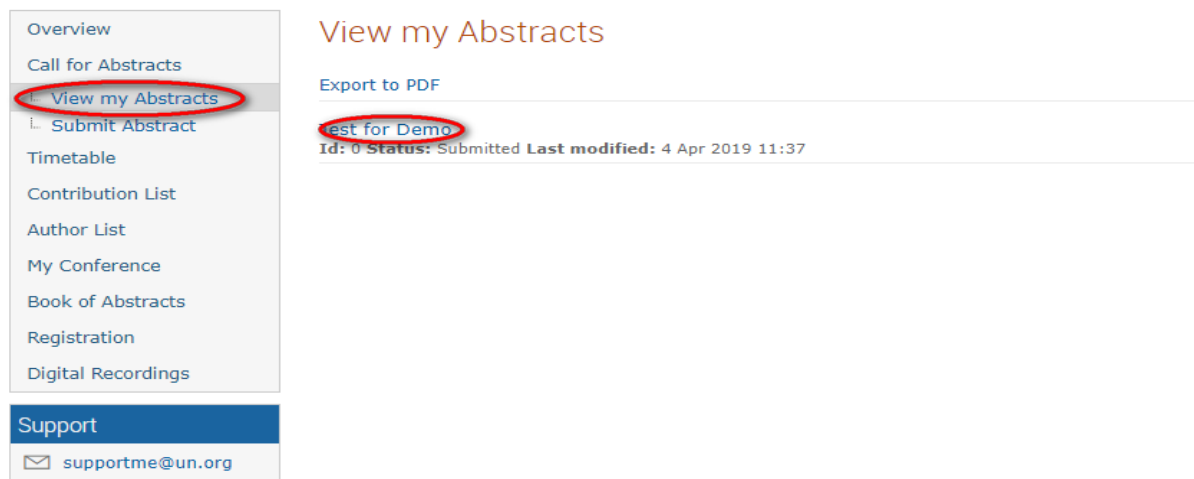
2. Submitting Abstracts

As a Submitter, go to the Overview panel on the [main event page](#) and click **Submit Abstract**.



After submission, the submitter has certain rights before the reviewer reviews the Abstract.

In the Overview panel on the event page click **View my Abstracts**. Select the Abstract.



When the Abstract opens, you will see a menu bar containing 3 function buttons for use.

| Abstract | |
|--------------|--------------------------------|
| <div> </div> | |
| Icon | Rights |
| | Edit the submitted Abstract. |
| | Delete the submitted Abstract. |
| | Export to PDF. |

However, once the Abstract is in the status of under review, these function buttons behave as follows:

| Icon | Rights |
|------|--------|
|------|--------|



Cannot edit the Abstract.

Delete the submitted Abstract. The system will ask for a reason to justify your withdrawal.

Export to PDF.

By clicking on the Abstract name, the submitter can see if the reviewer, normally more than one, left a positive or negative review and also if the Abstract has been accepted by the judge.

3. Reviewing Abstracts

As an event manager with a reviewer role, you can review Abstracts for your track. Click Abstracts (event management area menu). Select the Abstract you want to review. The following window will be displayed:

General settings

Timetable

Material

Programme

Registration

Abstracts

Contributions

Paper Reviewing

Evaluation

Advanced options

Protection

Tools

Layout

Logs

Abstract

Test for the reviewer

Close this window

Main

Track judgments


Internal comments

Notification log

Tools

Abstract ID

1124



Title

Test for the reviewer

Abstract

Test

Country of origin

Test

Current living/working location

Test

Current employment (attach CV below)

Test

Highest degree (attained or in progress)

Test

Primary authors

Prof. TEST, Test (Test)

Co-authors

Presenters

Contribution type

Presentation

Attached files

modify

Track classification

• The role and influence of elites - Proposed to acceptPresentation

change track assignment

view details

Status

PROPOSED TO ACCEPT

⑦ Average rating

4.00 (in 1 to 5 scale)

Submitted by

Mr. INDICO, Test (UNOG)

change submitter

Submitted on

23 January 2019 08:53

Last modified on

23 January 2019 09:40

Comments

Contribution

accept

reject

mark as duplicated

merge into

propose to accept

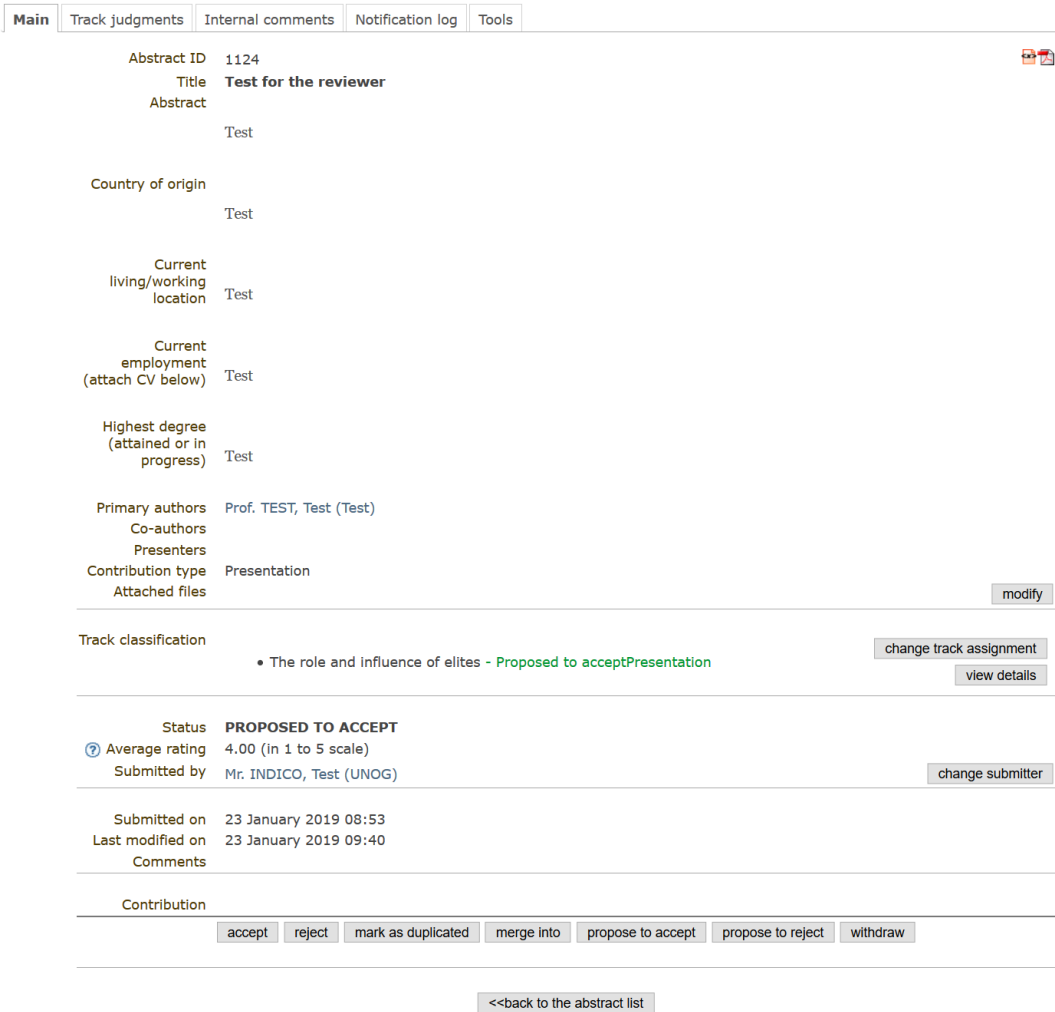
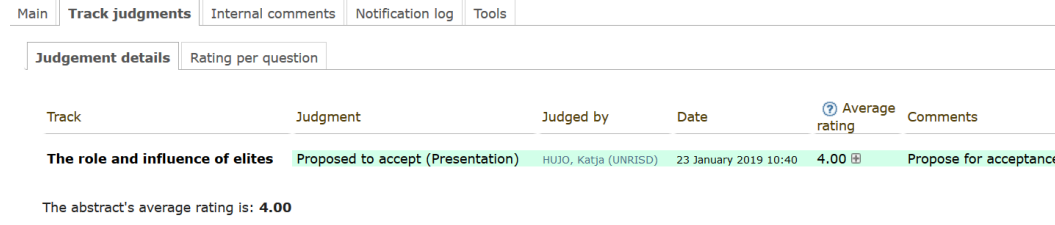
propose to reject

withdraw

<<back to the abstract list

The following tabs are available:

Tabs when Abstract Reviewing

| # | TAB | DESCRIPTION |
|----|------------------|---|
| 1. | Main | Here you can change the main information about the Abstract such as the author, co-author, contribution type etc. The conference manager can change the status of an Abstract e.g. by accepting it or marking it as a duplicate. |
| | |  <p>The screenshot shows the 'Main' tab selected in a navigation bar. The interface displays various fields for abstract information: Abstract ID (1124), Title (Test for the reviewer), Abstract (Test), Country of origin (Test), Current living/working location (Test), Current employment (attach CV below) (Test), Highest degree (attained or in progress) (Test), Primary authors (Prof. TEST, Test (Test)), Co-authors, Presenters, Contribution type (Presentation), and Attached files. There is a 'modify' button. Below this, the 'Track classification' section shows 'The role and influence of elites - Proposed to acceptPresentation' with buttons for 'change track assignment' and 'view details'. The 'Status' is 'PROPOSED TO ACCEPT', 'Average rating' is 4.00 (In 1 to 5 scale), and 'Submitted by' is Mr. INDICO, Test (UNOG) with a 'change submitter' button. Submission and modification timestamps are shown. At the bottom, there are buttons for 'accept', 'reject', 'mark as duplicated', 'merge into', 'propose to accept', 'propose to reject', and 'withdraw', along with a '<<back to the abstract list' button.</p> |
| 2. | Track judgements | Any comments made by the track manager or conference manager while changing the status of the Abstract can be viewed from this tab. |
| | |  <p>The screenshot shows the 'Track judgements' tab selected. It displays a table of judgments. The table has columns: Track, Judgment, Judged by, Date, Average rating, and Comments. One judgment is shown: 'The role and influence of elites' with a judgment of 'Proposed to accept (Presentation)', judged by 'HUJO, Katja (UNRISD)' on '23 January 2019 10:40', with an average rating of '4.00' and a comment 'Propose for acceptance.' Below the table, it states 'The abstract's average rating is: 4.00'.</p> |

| # | TAB | DESCRIPTION |
|----|---|---|
| 3. | Internal Comments | Here conference organizers can add any comments they may have about the Abstract. |
| | <div> Main Track judgments Internal comments Notification log Tools </div> <div> <h3>New internal comment</h3> <div>Please add your comments here.</div> <div> submit cancel </div> </div> | |
| 4. | Notification log | From inside the tab a log listing emails sent to the author can be viewed. |
| 5. | Tools | Here you can delete the Abstract. |

Abstract Review as a Judge's Role

As an event manager, you can also act as a judge. Based on reviews available, judges can decide to accept or reject Abstracts.

At the bottom of the page, under **Contribution**, you have the option to:

- Accept
- Reject
- Mark as duplicated
- Merge into
- Propose to accept
- Propose to reject
- Withdraw

Contribution Options

| STATUS | DESCRIPTION |
|--------|-------------|
|--------|-------------|

| | |
|--------------------------|---|
| Accept | <div> Main Track judgments Internal comments Notification log Tools </div> <hr/> <h3>Accepting abstract</h3> <div> Destination track [A] Climate Change </div> <div> Destination session --no session-- </div> <div> Type of contribution --not defined-- </div> <div> Comments <div></div> </div> <div> Email Notification <input checked="" type="checkbox"/> Send the automatic notification of acceptance using the Email Template created by the manager </div> <div> accept cancel </div> |
| Reject | <div> Main Track judgments Internal comments Notification log Tools </div> <hr/> <h3>Rejecting abstract</h3> <div> Comments <div></div> </div> <div> reject cancel </div> |
| Mark as duplicate | <div> Main Track judgments Internal comments Notification log Tools </div> <hr/> <h3>Marking an abstract as a duplicate</h3> <div> Comments <div></div> </div> <div> Original abstract id <div></div> </div> <div> confirm cancel </div> |

Merge into

Main

Track judgments

Internal comments

Notification log

Tools

Merging an abstract into another

Comments

Target abstract id *

☐ Include authors into the target abstract

☒ Automatic email notification

confirm

cancel

Propose to accept

Main

Track judgments

Internal comments

Notification log

Tools

Propose to be accepted

Proposed track [PA]The role and influence of elites

Proposed contribution type --none--

Reviewing questions

Quality of writing

1 3 5
☐ ☐ ☐ ☐ ☐

Quality of analysis

1 3 5
☐ ☐ ☐ ☐ ☐

Topic relevance

1 3 5
☐ ☐ ☐ ☐ ☐

Findings

1 3 5
☐ ☐ ☐ ☐ ☐

Comments

submit

cancel

| | |
|--------------------------|--|
| Propose to reject | <div> Main Track judgments Internal comments Notification log Tools </div> <h3>Propose to be rejected</h3> <div> Proposed track [PA]The role and influence of elites </div> <div> Reviewing questions <div> Quality of writing 1 3 5 <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> </div> <div> Quality of analysis 1 3 5 <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> </div> <div> Topic relevance 1 3 5 <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> </div> <div> Findings 1 3 5 <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> </div> </div> <div> Comment <div></div> </div> <div> submit cancel </div> |
| | <div> Main Track judgments Internal comments Notification log Tools </div> <h3>Withdrawing an abstract</h3> <div> Comment <div></div> </div> <div> submit cancel </div> |
| Withdraw | |

Back to Submitted Status

If an Abstract has been accepted or rejected it is possible to undo the action and return it back to a **Submitted** status. It will be shown with a button **back to submitted** in order to make the action.

| | | |
|----------------|--|-------------------|
| Status | ACCEPTED for Climate Change by SANDOVAL, Sergio (UNRISD — United Nations Research Institute for Social Development) on 23 January 2019 11:35 | back to submitted |
| Average rating | No rating yet | |
| Submitted by | Ms. SHAHZAD, Sehar (UNOG) | change submitter |

In instances where the Abstract had been **Accepted**, a popup will open in order to confirm the action because the associated contribution will be deleted.

Back to submitted status

The contribution associated with this abstract and all the existing sub-contributions within it will be **deleted**.

The abstract will remain and its status will change to **submitted**.

Do you want to continue?

Confirm

Cancel

The **Contributions** link will show the list of the Abstract(s) accepted by the judge in the **Abstract** module.

If the Abstract is set as back to submitted, the contributions link will no longer have this Abstract listed in it as the status is set as **Submitted**.

Contributions Management

Category or Conference Managers may access all contributions for an event by clicking **Contributions** on the left-hand menu in the event management area. Contributions may either be accepted abstracts or abstracts added by the Conference Manager.

Enable the Contributions link (event management menu)

Login to the event as either a Category or Conference Manager.

- In the event management area (pencil icon) click **Layout** and select the tab **Menu** to reveal the **Menu Display** pane.
- Click on 'My Conference (disabled)' (its sub-sections are listed as :My Tracks, My Sessions, My Contributions).
- In the system link screen click **Activate**.

The screenshot shows the event management interface. On the left, the 'Contributions' menu item is highlighted. The main area is titled 'Menu Display' and contains a list of system links. The 'My Contributions (disabled)' link is circled. To the right, the 'My Conference' system link is shown with its status as 'Disabled' and an 'Activate' button circled.

If logged in as Category or Conference Manager and some tracks and sessions are already assigned to the Category or Conference Manager for the review, he/she will see **My Conference** and ~~of~~ *My Tracks or My Sessions* listed in the Overview pane on the event main page.

The screenshot shows the 'Overview' pane with the following links: Overview, Call for Abstracts, Submit Abstract, View my Abstracts, Registration, My Conference, and My Tracks.

Contributions Overview

To view and manage contributions for an event, Category and Conference Managers click on **Contributions** (event management menu) to open the contributions management area.

Quick search: contribution ID

Displaying **1** contribution
 Apply filters | Static URL for this result

Export to:

Select: All, None

| Id | Date | Duration | Type | Title | Presenter | Session | Track | Status | Material |
|----------------------------|------|----------|------|------------|------------------|---------|-------|--------|----------|
| <input type="checkbox"/> 0 | | 00h15' | | Abstract 1 | Mr. INDICO, Test | | | NS | |

Total duration of displayed contributions: **0h15m**

Export to:

Contributions Management Area Functions Explained

| # | PARAMETER | DESCRIPTION |
|-----|----------------------------|--|
| 1. | Apply filters | Opens a list of criteria which allows you to filter the contributions e.g. you can choose to display contributions only included in one specific track or session. Click Hide filters to close the criteria window. |
| 2. | Static URL for this result | Provides a URL to access this page with the filters currently in effect. |
| 3. | Add new | Adds a new contribution. |
| 4. | Delete | Deletes a selected contribution. Beware, once deleted, you cannot restore it. |
| 5. | Move | Assigns one or more specific contributions to a session. |
| 6. | Author list | Displays a list of the primary authors, co-authors and presenters. You need to select at least one contribution before clicking Author list . |
| 7. | Material package | Allows you to export all the material from the contribution into a Zip file. |
| 8. | Proceedings | Generates a Zip file with all the papers and a table of contents. To generate this, the Conference Manager should go through all the contributions, select the ones which are required and mark them as main resource – Click the ★ icon. When the star is yellow the material is marked as main resource. Once this is done, Indico will generate a table of contents for all the papers and organizes all PDF files by chapter into a Zip file. |
| 9. | Export icons | Generates a PDF in either of three ways: <ol style="list-style-type: none"> As a Contribution list – contains more details. As a Book of Abstract – with less details. As a Book of Abstract – sorted by the board number – useful for posters. Generates the contributions in XLS format. Generates the contributions in XML format. |
| 10. | Select: All, None | Selects all at once or selects none at once. |

Submitter's View of the Overview Page

| |
|--------------------|
| Overview |
| Call for Abstracts |
| Submit Abstract |
| View my Abstracts |
| Registration |
| My Conference |
| My Contributions |

My Contributions

| Id | Contribution | Reviewing Status | Actions |
|-----------|--|--------------------------|----------------------|
| 40 | The role of community development in progressive social mobilisation and social learning | Pending referee decision | View |

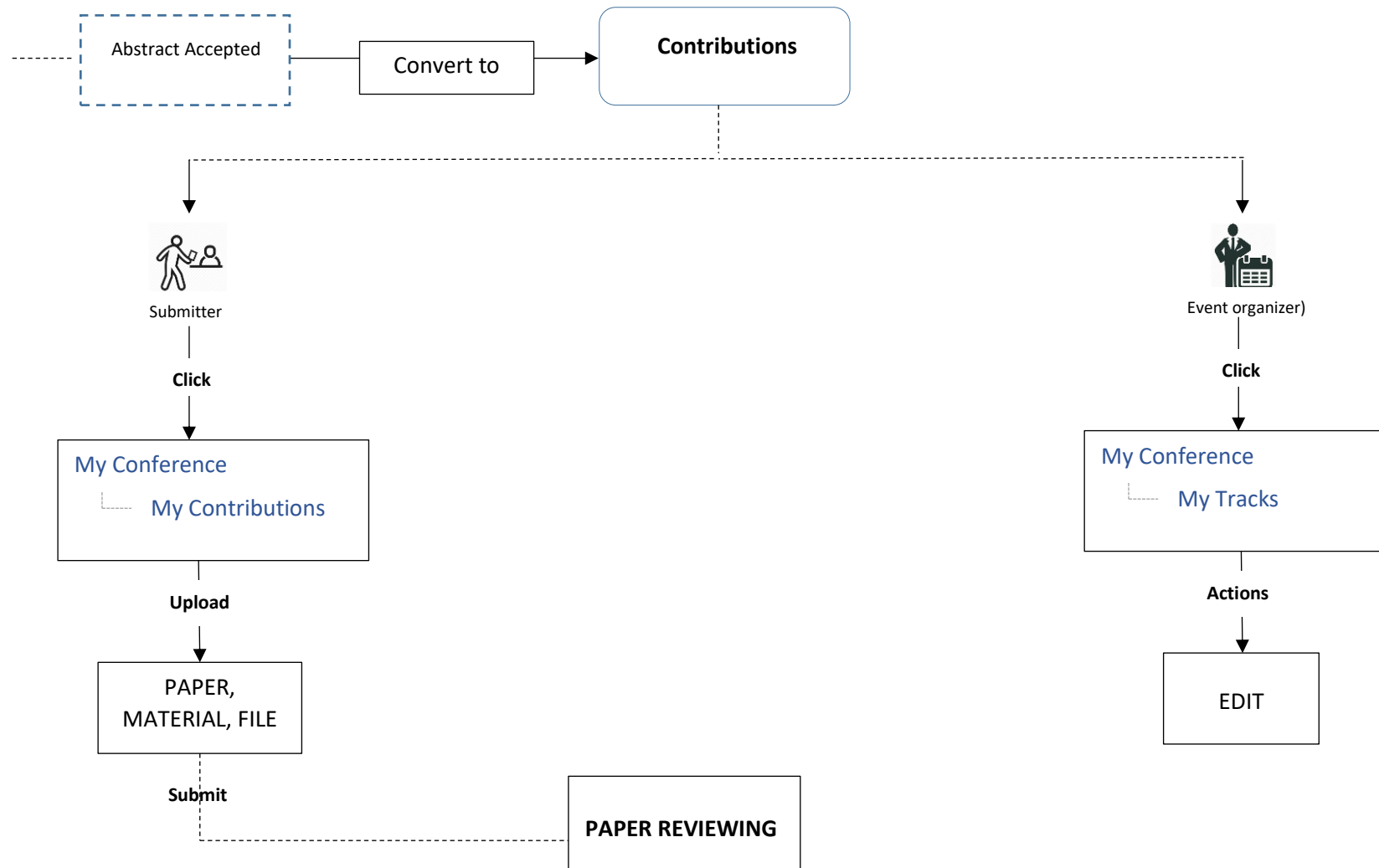
Conference Manager or Reviewers View of the Overview Page

| |
|--------------------|
| Overview |
| Call for Abstracts |
| Submit Abstract |
| View my Abstracts |
| Registration |
| My Conference |
| My Tracks |
| Support |

My Tracks

| Track | Actions |
|--|----------------------|
| The role and influence of elites | Edit |
| The role of institutions in perpetuating or curbing inequalities | Edit |
| Shifting class structures and identities | Edit |
| The effects of deepening inequalities on local lifeworlds | Edit |
| Actors, alliances and social mobilization for progressive change | Edit |

Workflow for Contributions



Management area for each Contribution

- For the Category and Conference Manager roles

Each contribution has its own management area. Click **Contributions** (event management menu) and click the contribution you wish to see the more details on.

General settings
Timetable
Material
Room booking
Programme
Registration
Abstracts
Contributions
Paper Reviewing
Evaluation

Quick search: contribution ID

Displaying 1 contribution
Apply filters | Static URL for this result

Export to:

Select: All, None

| <input type="checkbox"/> | | Date | Duration | Type | Title | Presenter | Session |
|--------------------------|---|------|----------|------|--------------|----------------------|---------|
| <input type="checkbox"/> | 0 | | 00h15' | | Test for Dem | Ms. WINDSOR, Deirdre | |

Total duration of displayed contributions: 0h15m

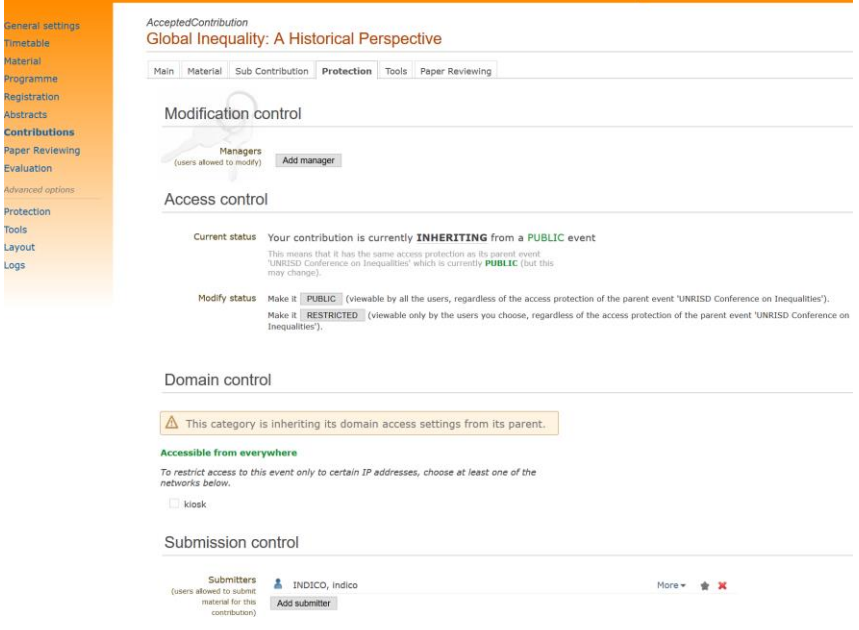

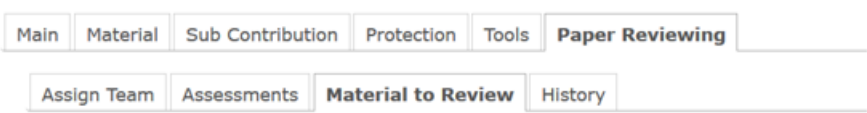
Export to:

A screen opens revealing 5 tabs each containing several functions explained as follows:

| # | TAB | FUNCTION |
|----|----------|---|
| 1. | Main | <ul style="list-style-type: none"> Modify the main details of the contribution e.g. Title, Content, Duration, Place, Board and Type etc. Change the track to which the contribution is assigned. Change the session in which the contribution is included. Add/edit the author(s) and the co-author(s). Add/edit the presenter of the contribution. Withdraw the contribution from the event. |
| 2. | Material | <ul style="list-style-type: none"> Upload or remove the material of the contribution. |

| # | TAB | FUNCTION |
|----|------------------|---|
| | | <ul style="list-style-type: none"> If the material status is set as “Restricted,” then there is a Protection tab where you can add allowed users and groups. Visibility can be set as either visible to everyone or only to users who can access the material. <div> <div> <div>Upload Material</div> <div> <div>Basic</div> <div>Advanced</div> </div> <div> <div>Location</div> <div> <input checked="" type="radio"/> Local file <input type="radio"/> External resource (hyperlink) </div> <div> <div>Choose File</div> <div>No file chosen</div> <div>more</div> </div> <div> <div>Material type</div> <div>Slides</div> <div>or other</div> </div> <div> <p><i>This will be the first resource of type Slides. Please select who will be able to access this material type:</i></p> <div> <input checked="" type="radio"/> Inherit from parent Contribution (<i>currently open to everyone, but can change</i>) <input type="radio"/> Restricted: Can only be viewed by you and users/groups chosen by you from the list of users <input type="radio"/> Public: Can be viewed by everyone </div> </div> <div> <div>Create Resource</div> <div>Cancel</div> </div> </div> </div> <div> <div> <div>You can specify users using this tab</div> <div>Uplo</div> </div> <div> <div>Basic</div> <div>Protection</div> <div>Advanced</div> </div> <div> <div>Location</div> <div> <input checked="" type="radio"/> Local file <input type="radio"/> External resource (hyperlink) </div> <div> <div>Browse...</div> <div>No file selected.</div> <div>more</div> </div> <div> <div>Material type</div> <div>Slides</div> <div>or other</div> </div> <div> <p><i>This will be the first resource of type Slides. Please select who will be able to access this material type:</i></p> <div> <input type="radio"/> Inherit from parent Contribution (<i>currently open to everyone, but can change</i>) <input checked="" type="radio"/> Restricted: Can only be viewed by you and users/groups chosen by you from the list of users <input type="radio"/> Public: Can be viewed by everyone </div> </div> <div> <div>Create Resource</div> <div>Cancel</div> </div> </div> </div> <ul style="list-style-type: none"> Under the Advanced tab you can add more information about the material. <div> <div> <div>Upload Material</div> <div> <div>Basic</div> <div>Advanced</div> </div> <div> <div>Description</div> <div></div> </div> <div> <div>Display Name</div> <div></div> <div><small>'Display name' will be used instead of the original file name</small></div> </div> <div> <div>Create Resource</div> <div>Cancel</div> </div> </div> </div> </div> |
| 3. | Sub Contribution | <ul style="list-style-type: none"> Add/remove a sub contribution. |

| # | TAB | FUNCTION |
|----|------------|--|
| | | <div> AcceptedContribution Test for Demo </div> <div> Main Material Sub Contribution Protection Tools </div> <div> Sub Contribution <div> remove selected add sub contribution </div> </div> <div> AcceptedContribution Abstract 1 </div> <div> Main Material Sub Contribution Protection Tools </div> <div> Creating a new sub contribution (basic data) </div> <div> <div>Title</div> <div>Description</div> <div>Keywords (one per line)</div> <div>Duration 0 : 15</div> <div>Presenter Add presenter▼</div> <div>ok cancel</div> </div> <ul style="list-style-type: none"> Change the order of the sub contribution – by selecting the numbers. <div> AcceptedContribution Abstract 1 </div> <div> Main Material Sub Contribution Protection Tools </div> <div> Sub Contribution <div> <input type="checkbox"/> 1 ▼ Honey bees for the environment <input type="checkbox"/> 2 ▼ Sub contribution on the climate change <div>remove selected add sub contribution</div> </div> </div> |
| 4. | Protection | <ul style="list-style-type: none"> <i>Modification control</i> - can add manager to modify the contribution. <i>Access control</i> – can set the contribution status as: <ul style="list-style-type: none"> Public: any user can view (not modify) the contribution. Restricted: only users listed under access/modification/submission can access the contribution. Inheriting: it will have the same protection as the parent event. Changing the access protection of the parent event will change the access protection of the contribution. <i>Domain control</i> - list the domains that can access the contribution. <i>Submission control</i> - allow users to submit material for the contribution. By default, nobody can submit material. |

| # | TAB | FUNCTION | | |
|----|--|--|--|--|
| | |  | | |
| 5. | Tools | <ul style="list-style-type: none"> Contribution can be deleted.  | | |
| 6. | Paper Reviewing | <ul style="list-style-type: none"> This tab is enabled only when Type of Reviewing is set up in the Paper Reviewing module. Paper reviewing has a further four tabs as per below.  | | |
| | a. Assign Team | b. Assessments | c. Material to Review | d. History |
| | Assign managers, referees and content reviewer only as a Category Manager. The team is defined under the Paper Reviewing module. Once defined, then the same team can be assigned in Contribution. | Choose the mode of reviewing for the contribution. The details of the assessments are listed under this page. What decisions were taken by the content reviewer. What was the final assessment (comments, if any). | The material which is the subject of review is also accessible for the managers from the Material to Review tab. Managers can edit, delete the current material and upload more files only if the files are submitted and under review. Otherwise the file list will be disabled for editing, removing and adding. | If there are more than one reviews for a single contribution, the system keeps the reviewing history for each contribution. Access is by clicking the History tab. |

a. Assign a team

General settings

Timetable

Material

Room booking

Programme

Registration

Abstracts

Contributions

Paper Reviewing

Evaluation

Advanced options

Lists

Protection

Tools

Layout

Logs

AcceptedContribution
Abstract 1

MainMaterialSub ContributionProtectionToolsPaper Reviewing

Assign TeamAssessmentsMaterial to ReviewHistory

The reviewing mode chosen for this conference is: Content and layout reviewing

Assign a Referee

Referee: not assigned yet

Choose a referee to assign from the list:

No referees proposed for this conference.

Assign a Layout Reviewer

Layout reviewer: not assigned yet



Please choose a referee first.

Assign Content Reviewers

Content reviewers: not assigned yet

Please choose a referee first.


b. Assessments

in Session: UNRISD Conference on Inequalit...  


MainMaterialSub ContributionProtectionToolsPaper Reviewing

Assign TeamAssessmentsMaterial to ReviewHistory

The reviewing mode chosen for this conference is: Content reviewing

Content assessment details 

Warning: all your content reviewers have not given their advices yet.

Final Assessment 

This contribution has not been assessed yet.
You are not allowed to perform the assessment on this contribution.

Comments:




Assessment:

c. Material to review

MainMaterialSub ContributionProtectionToolsPaper Reviewing

Assign TeamAssessmentsMaterial to ReviewHistory

Upload paper

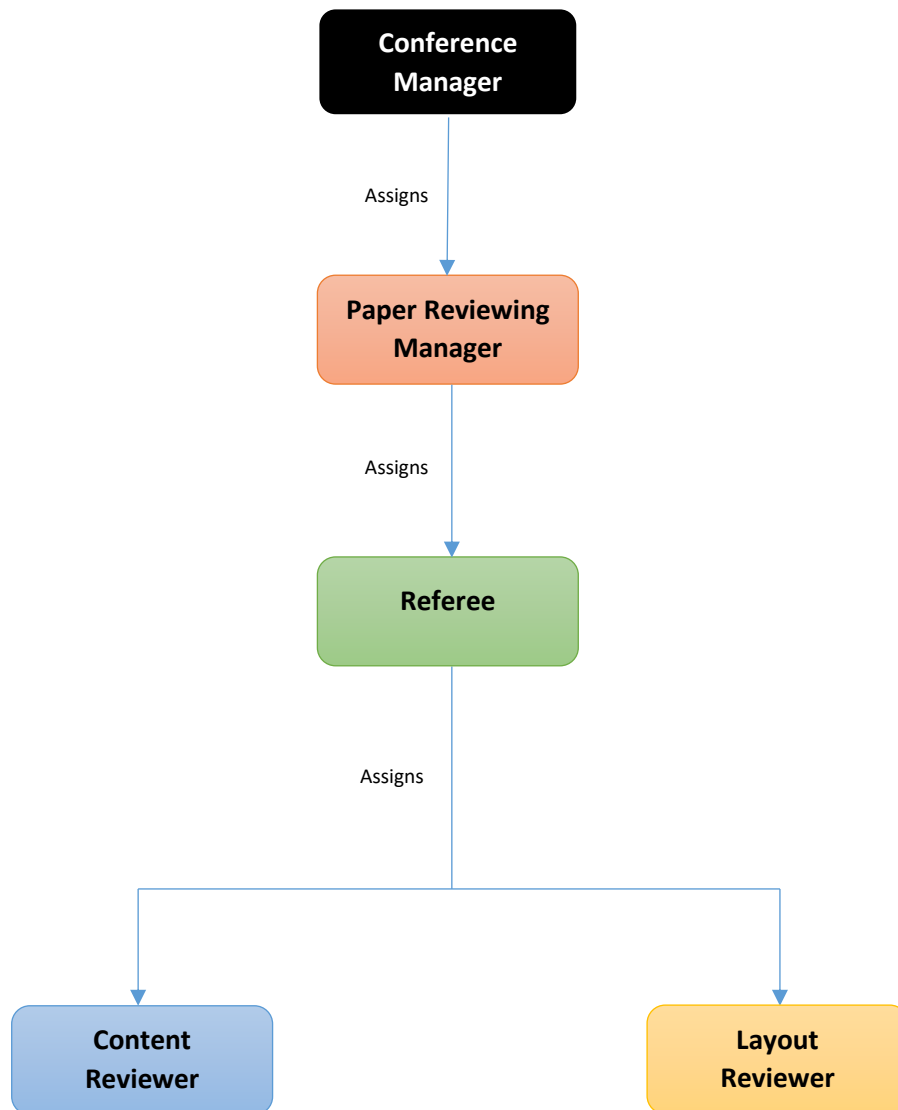
 Test_Doc.pdf  

Paper Reviewing Management

Paper Reviewing Roles

| ROLE | RESPONSIBILITIES |
|--------------------------------|--|
| Category manager | Enables the module from the event management area. |
| | Modifies all settings and is responsible for paper reviewing. |
| | Designates a reviewing team and assigns contributions among the team members. |
| Conference manager | Enables the module from the event management area. |
| | Modifies all settings and is responsible for paper reviewing. |
| | Designates a reviewing team and assigns contributions among the team. |
| Paper reviewing manager | Responsible for the paper reviewing part of the conference. |
| Referee | Responsible for contributions assigned to him/her by a paper reviewing manager. |
| Layout reviewer | Responsible for the layout of papers and verifies if they conform with the criteria given by the manager of the conference. |
| Content reviewer | Responsible for giving an opinion on the content of the papers assigned to him/her in order to help the referee with his/her assessment. |

Paper Reviewing Workflow (Per Role)



Access to the Paper Reviewing Module

In the event management area (pencil icon) select the **Paper Reviewing** link in the menu.



Overview

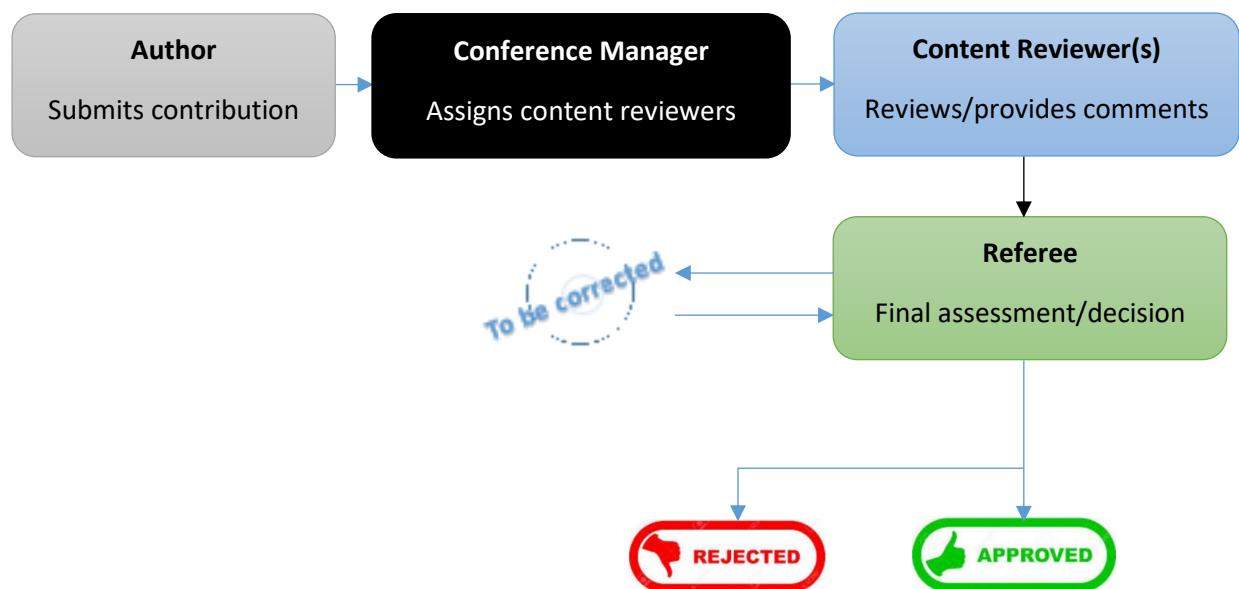
The **Paper Reviewing** management area has four tabs:

1. Setup tab: Choose the appropriate type of paper reviewing for your event. Based on your selection you have the options:
 - content reviewing mode;
 - layout reviewing mode;
 - layout and content reviewing mode.
2. Team tab: Assign a team for the review.
 - assign managers;
 - assign reviewers.
3. Competences tab: Define competences for reviewing team members as it helps to identify the best team members.
4. Assign papers tab: Assign referees, content reviewers, etc. per paper.

Paper Reviewing Workflow

a. Content reviewing workflow

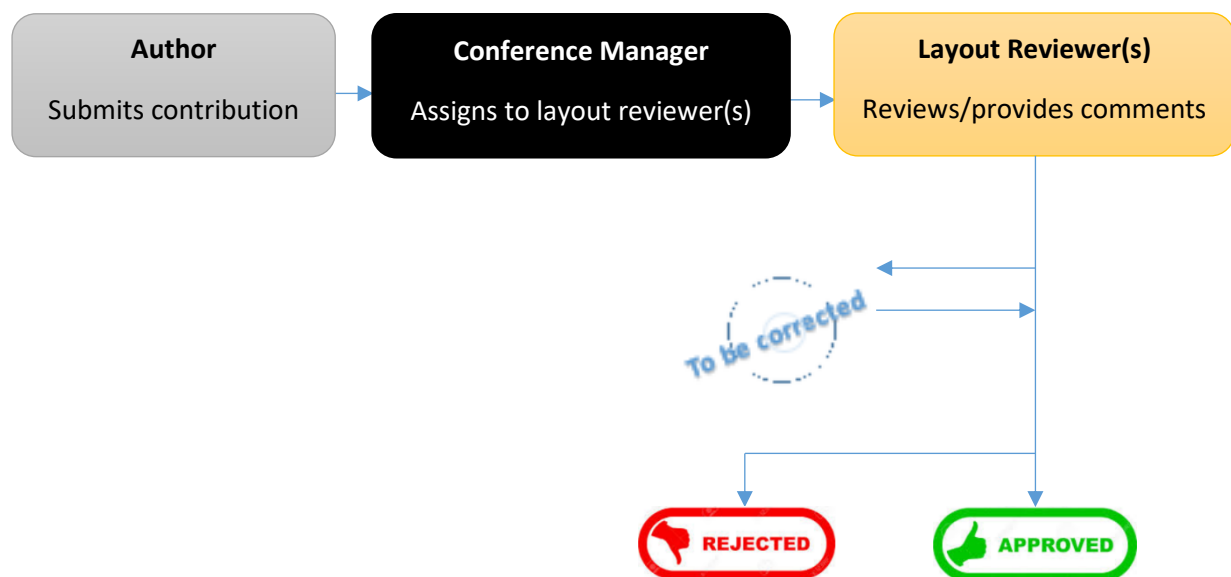
If a conference manager chooses to assess a paper's **content** only, then it is assigned to certain content reviewers. Content reviewers provide their opinion on the content before a referee gives his/her final assessment (i.e. by setting the status as either *accepted*, *rejected* or *to be corrected*). If a contribution needs *to be corrected*, it is sent back to the author(s) together with the referee's comments. Once it is corrected and submitted again, the contribution is assessed once more.



b. Layout reviewing workflow

If a conference manager chooses to assess a paper's layout only, then the contribution is assigned to layout reviewers who assesses the layout as either *accepted*, *rejected* or *to be corrected*. If the contribution is *accepted* or *rejected*, then this is the end-of-cycle whereas if it is assessed as *to be corrected* then a layout reviewer has two options:

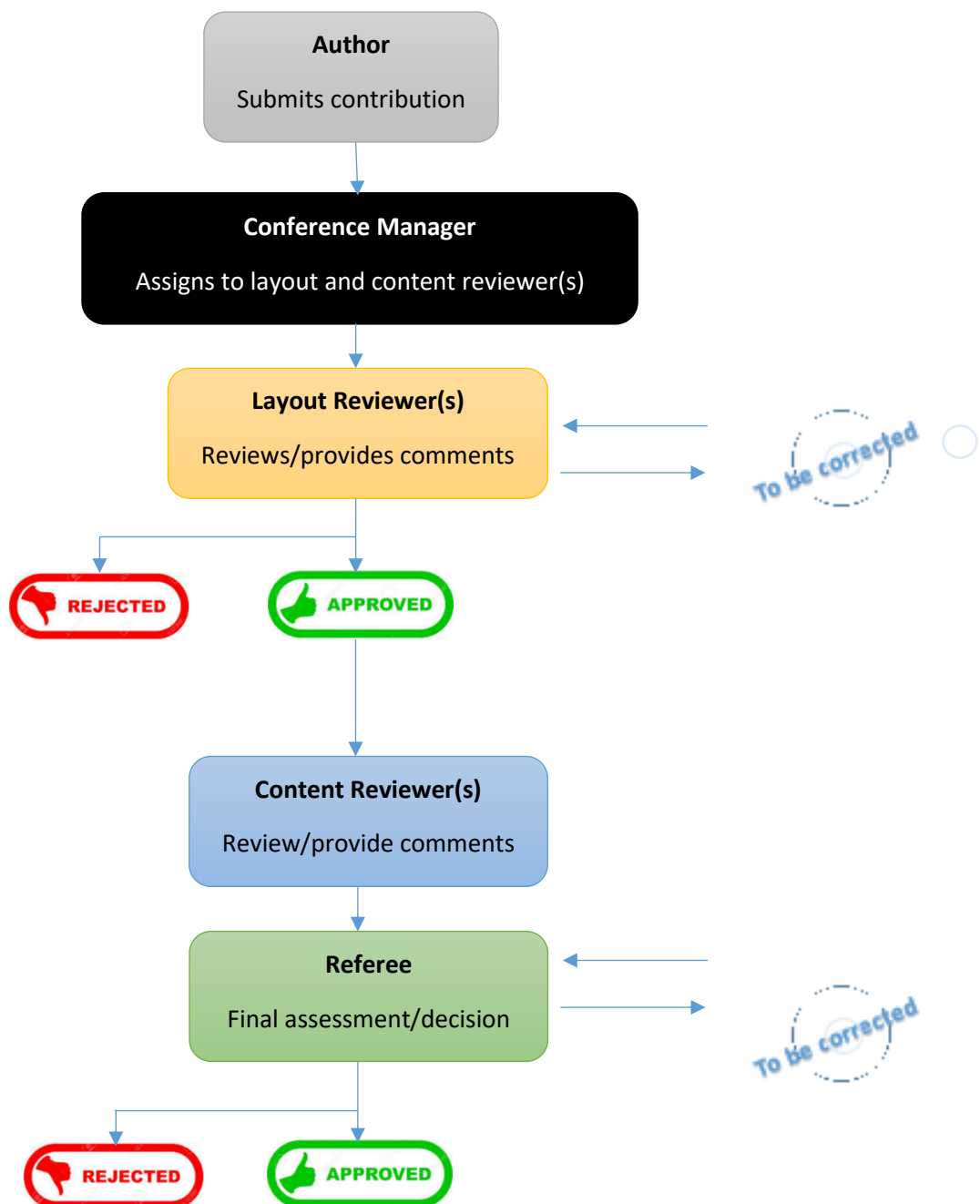
1. Return the paper to the author(s) for correction.
2. Correct the layout himself/herself, if needed.



c. Content and layout reviewing workflow

If a conference manager chooses this option for both content and layout review, then the following steps are considered for a contribution:

- Paper reviewing manager assigns a referee.
- Referee assigns layout reviewers and content reviewers.
- Layout reviewers review the layout and give an assessment. If the status of the contribution is *to be corrected*, the contribution is returned to the author(s) for correction together with comments from the layout reviewers. Also, if needed, layout reviewers can correct the contribution themselves.



e. Workflow with no paper reviewing

If a conference manager chooses the no reviewing option, the paper is directly accepted upon submission by the author.



Paper Reviewing

Login as a **Category or Conference Manager**

a. Enable the Paper Reviewing Module

To make the module available to participants in the Overview panel on the event main page, in the event management menu click on the **Layout** link and then select the **Menu** tab. In the **Menu Display** list click “S Paper Reviewing (disabled)” and when the **System link** pane opens, click the **Activate** button.

The screenshot shows the event management interface. On the left is a sidebar menu with categories like General settings, Timetable, Material, Room booking, Programme, Registration, Abstracts, Contributions, Paper Reviewing, Evaluation, Advanced options, Lists, Protection, Tools, and Logs. The 'Layout' link in the Tools section is circled in red. The main content area has tabs for Layout customization, Conference header, Menu, and Images. The 'Menu' tab is selected and circled in red. Below the tabs is the 'Menu Display' section, which lists various system links. 'S Paper Reviewing (disabled)' is circled in red. To the right of this list is a 'system link' pane for 'Paper Reviewing'. It shows the status as 'Disabled' and has an 'Activate' button circled in red. Below the status are options to 'move the link up' and 'move the link down'.

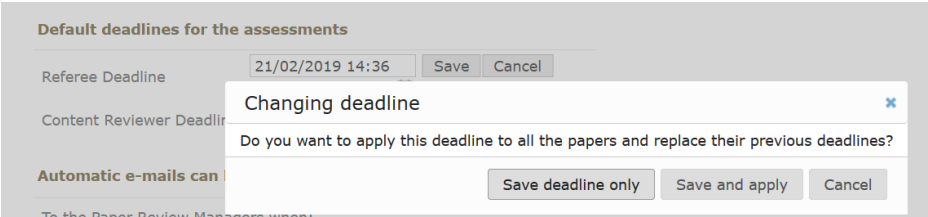
b. Paper Reviewing Settings – Setup Tab

To establish the settings for paper reviewing, you need to define certain parameters. Click on the **Paper Reviewing** link in the event management menu and then select the **Setup** tab.

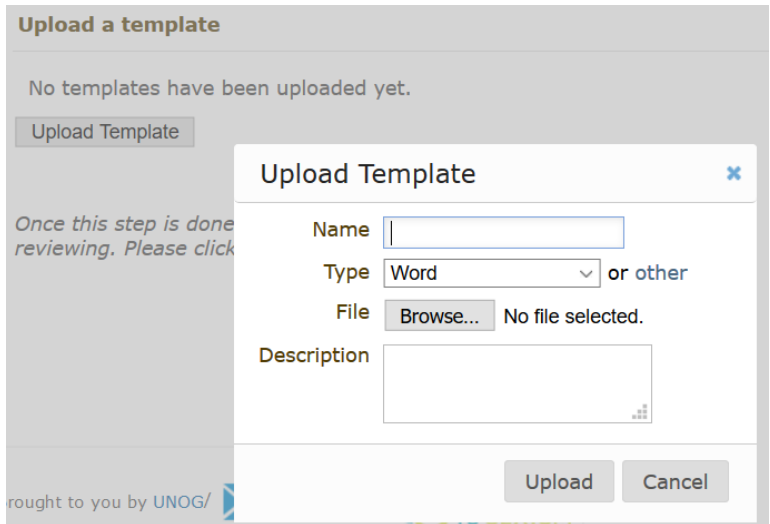
The screenshot shows the 'Paper Reviewing' settings page. On the left is a sidebar menu with categories like General settings, Timetable, Material, Room booking, Programme, Registration, Abstracts, Contributions, and Paper Reviewing. The 'Paper Reviewing' link is circled in red. The main content area has tabs for Setup, Team, Competences, and Assign papers. The 'Setup' tab is selected and circled in red. Below the tabs is the heading 'Step 1 - Choose type of paper reviewing'. Under this heading is a section titled 'Type of reviewing' with a single option: 'No reviewing (edit)'.

The parameters for paper reviewing defined hereafter:

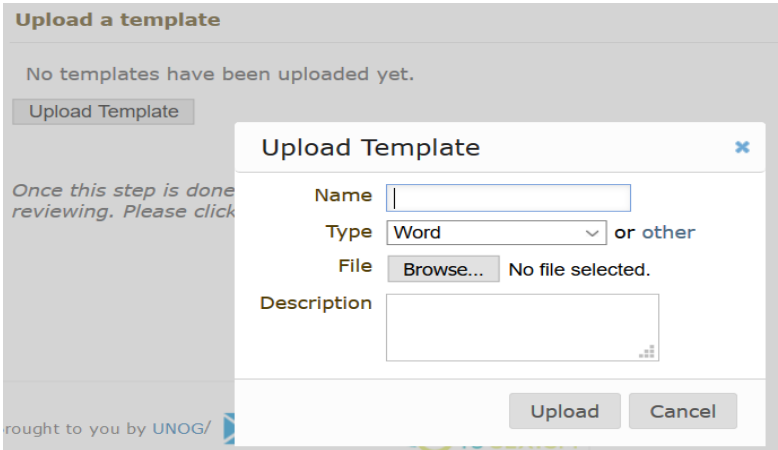
| # | PARAMETER | FUNCTION |
|----|--------------------------------|---|
| 1. | Choose type of paper reviewing | <ul style="list-style-type: none"> No reviewing – no use of the reviewing module. Content reviewing – a paper’s content is checked only by content reviewers. Layout reviewing – only layout reviewers check a paper’s layout. Content and layout reviewing – both content and layout is checked by layout reviewers and content reviewers. <div> <div>Setup</div> <div>Team</div> <div>Competences</div> <div>Assign papers</div> </div> <h3>Step 1 - Choose type of paper reviewing</h3> <div> <div>Type of reviewing</div> <div> <div>Content reviewing ▼</div> <div> <div>No reviewing</div> <div>Content reviewing</div> <div>Layout reviewing</div> <div>Content and layout reviewing</div> </div> </div> <div> <div>Save</div> <div>Cancel</div> </div> </div> |
| 2. | Options for content reviewing | <p>a. Custom Status</p> <p>If the type of reviewing selected is “<i>Content reviewing</i>”, this option is available to the category and conference manager.</p> <p>There are three statuses by default:</p> <ul style="list-style-type: none"> Accept. To be corrected. Reject. <p>You can add your own statuses that can be proposed to content reviewers and referees when they have to give options about the paper’s content and an assessment respectively.</p> <h3>Step 2 - Set up the options for content reviewing team</h3> <p>Add your own statuses for the paper reviewing</p> <p>The default statuses are: Accept, To be corrected and Reject.</p> <div> <div>Send for review</div> <div>Edit</div> <div>Remove</div> </div> <div> <input type="text"/> <div>Add status</div> </div> <p>b. Mandatory Questions</p> <p>Add reviewing questions in order to help content reviewers and referees assess a paper’s content. Referees can see content reviewers answers and this helps them with a final assessment.</p> <p>Add the questions that the referees and the content reviewers must answer</p> <div> <input type="text"/> <div>Add question</div> </div> |

| # | PARAMETER | FUNCTION |
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| | | <p>c. Assessment Deadlines Set due dates for a reviewing team to give its assessment. However, it is unable to give an assessment after that deadline.</p> <p>Default deadlines for the assessments</p> <hr/> <p>Referee Deadline Date has not been set yet. (edit)</p> <p>Content Reviewer Deadline Date has not been set yet. (edit)</p> <p>When saving the default due date, you can choose to apply it to the current assigned contribution or only to those new in the future.</p>  <p>d. E-mail Notification The system sends automatic e-mails in order to notify a reviewing team or authors of a paper's status. You can enable or disable e-mails by clicking on the appropriate check boxes.</p> <p>Automatic e-mails can be sent: ?</p> <hr/> <p>To the Paper Review Managers when:</p> <p><input checked="" type="checkbox"/> are added to/removed from the conference</p> <p>To the Referees when:</p> <p><input type="checkbox"/> are added to/removed from the conference</p> <p><input type="checkbox"/> have been assigned to/unassigned from contributions</p> <p><input type="checkbox"/> the author submits a paper</p> <p><input type="checkbox"/> a content reviewer submits an assessment</p> <p>To the Content Reviewers when:</p> <p><input type="checkbox"/> are added to/removed from the conference</p> <p><input type="checkbox"/> have been assigned to/unassigned from contributions</p> <p><input type="checkbox"/> the author submits a paper</p> <p>To the Author of the paper when an assessment is submitted by:</p> <p><input type="checkbox"/> Referee (for any assessment)</p> <p><input type="checkbox"/> Content Reviewer (for assessments that imply corrections)</p> <p>e. Template The paper reviewing module allows you to upload your own layout template which authors can download and use. This helps them to follow the required layout criteria. The template can be in the form of a document file.</p> |

| # | PARAMETER | FUNCTION |
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| | | |
| 3. | Options for layout reviewers | <p>a. Mandatory Questions Add questions in order to help layout reviewers give their assessment. These questions are visible when they assess the paper. This helps them to follow the required layout criteria.</p> <p>Add the questions that the layout reviewers must answer</p> <hr/> <div> <input type="text"/> <input type="button" value="Add question"/> </div> <p>b. Assessment Deadlines Set the layout review deadline. When saving the default due date, you can choose to apply it to the current assigned contribution or only to those new in the future.</p> <p>Default deadlines for the assessments</p> <hr/> <p>Layout Reviewer Deadline Date has not been set yet. (edit)</p> <p>c. E-mail Notifications Define at which point e-mail notifications are sent:</p> |

| # | PARAMETER | FUNCTION |
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| | | <p>Automatic e-mails can be sent: ?</p> <hr/> <p>To the Paper Review Managers when:</p> <p><input checked="" type="checkbox"/> are added to/removed from the conference</p> <p>To the Layout Reviewers when:</p> <p><input type="checkbox"/> are added to/removed from the conference</p> <p><input type="checkbox"/> have been assigned to/unassigned from contributions</p> <p><input type="checkbox"/> the author submits a paper</p> <p>To the Author of the paper when an assessment is submitted by:</p> <p><input type="checkbox"/> Layout Reviewer (for assessments that imply corrections)</p> |
| | | <p>d. Template</p> <p>The paper reviewing module allows you to upload your own layout template which authors can download and use. This helps them to follow the required layout criteria. The template can be in the form of a document file.</p>  |
| 4. | Content and layout reviewing | <p>a. Custom Statuses</p> <p>Add custom statuses for paper reviewing.</p> <hr/> <p>Add your own statuses for the paper reviewing</p> <hr/> <p>The default statuses are: Accept, To be corrected and Reject.</p> <p>Send for review Edit Remove</p> <p><input type="text"/> <input type="button" value="Add status"/></p> |

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| # | PARAMETER | FUNCTION |
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| | | <p>e. Template</p> <p>The paper reviewing module allows you to upload your own layout template which authors can download and use. This helps them to follow the required layout criteria. The template can be in the form of a document file.</p>  |

Conference Manager – Team Tab

A conference manager is responsible for assigning a paper reviewing manager. This is done by clicking on the **Paper Reviewing** link in the event management menu and then selecting the **Team** tab.

In the **Assign managers of paper reviewing** area, click on the **Add Indico User** button to search for a user to be added as a paper reviewing manager.

The screenshot shows the Indico Conference Manager interface. On the left is a sidebar menu with options: General settings, Timetable, Material, Room booking, Programme, Registration, Abstracts, Contributions, **Paper Reviewing** (highlighted), Evaluation, Advanced options, Lists, and Protection. The main content area has tabs: Setup, **Team** (circled in red), Competences, and Assign papers. Below the tabs, a red oval highlights the heading "Step 1 - Assign managers of paper reviewing". Below this heading is a note: "An automatically generated e-mail will be sent to newly assigned Paper Review Managers. You can modify this from the Paper Reviewing Setup." Under the heading "Managers", there is a text box for "Responsibilities: Setup, assign contributions to Referees, define team competences". Below this is a large empty rectangular box. At the bottom of this section is a button labeled "Add Indico User", which is circled in red.

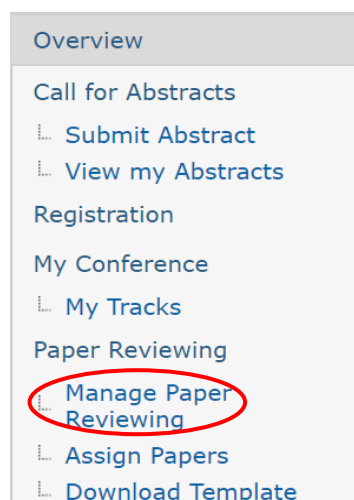
When the user has been identified, click on the **Add** button.

The screenshot shows the "Add Users" dialog box. It has a search form with fields for Family name, First name, E-mail, and Organisation. The "Family name" field contains the text "test" and is circled in red. Below the fields is an "Exact Match" checkbox and a "Search" button. Below the search button is a list of search results. The list includes: CSWTESTUSER, Emma; GUIMARDTEST, Felixtest; MYTEST, User2; MYTEST, User3 (highlighted in green and circled in red); mytest3@test.com; MYTEST, User4; TEST, Bob; and TEST, Heidi. To the right of the list is a "Suggested users" section with the text: "There are no suggested users for you at the moment. Why not add some favourites?". At the bottom right of the dialog box is an "Add" button, which is circled in red, and a "Cancel" button next to it.

Paper Reviewing Manager

Paper reviewing managers are responsible for the paper reviewing part of a conference including the assignment of a paper review team and allocating contributions among the team members.

If a user is assigned the role of paper reviewing manager, he/she has access to the **Manage Paper Reviewing** link listed in the Overview panel on the event main page.



Set up

Paper reviewing managers can modify the settings for paper reviewing. They can set up various options for either a single contribution or for all contributions (e.g. set up the type of paper reviewing, add new statuses, define deadlines for the assessments, set up automatic e-mail notifications and, if required, upload a template).

It is also his/her responsibility to designate referees, layout reviewers and content reviewers who are responsible for editing and paper reviewing. A paper reviewing manager can set up options to specify a reviewing team's competence and assign contributions to referees and reviewers.

Assign Paper Reviewers

Paper reviewing managers can add lists of referees, layout reviewers and content reviewers by clicking on the **Paper Reviewing** link in the event management menu and then selecting the **Team** tab. When a user is added as a referee, he/she has the rights to assign contributions to layout reviewers and content reviewers. In addition, a referee gives a final assessment on the contribution - either *accepted*, *rejected* or *to be corrected*. If a contribution is *to be corrected*, then a referee can correct it by himself/herself, if necessary.

Layout reviewers assess the format of a contribution. He/she is able to access only the contributions assigned to him/her for assessment. When the layout reviewing mode is chosen, he/she has to give a final assessment on the contribution. If needed, a layout reviewer can correct a contribution by himself/herself.

Content reviewers have to give their opinion on the content of a contribution. They have access only to contributions assigned to them.

Step 2 - Assign Reviewers

Referees

Responsibilities: Assign contributions to reviewers and give referee assessment

Add Indico User

Content Reviewers

Responsibility: Assess content verification of contributions

Add Indico User

Layout Reviewers

Responsibility: Assess form verification of contributions

Competences

Paper reviewing managers can specify the competences of a reviewing team, if necessary. A list of all designated users is offered by clicking on the **Paper Reviewing** link in the event management area and then selecting the **Competences** tab.

Setup Team **Competences** Assign papers

Team competences

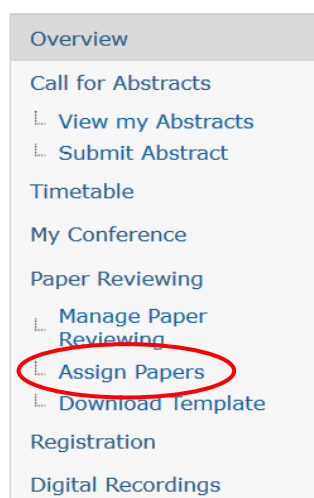
To define competences for each user could help you to choose better the user when you assign contributions.

| Id | Name | Responsibilities | Competences | |
|-------|----------------|-----------------------------------|--------------------------|-------|
| | | | | |
| 90661 | CARTER, Maggie | Manager of Paper Reviewing Module | <input type="text"/> Add | Saved |
| | | | No items | |
| 16657 | GROSS, Sylvia | Content Reviewer | <input type="text"/> Add | Saved |
| | | | Design team ✖, | |
| 14274 | INDICO, indico | Referee | <input type="text"/> Add | Saved |
| | | | Development ✖, | |

Assign Papers to Paper Reviewers

Paper reviewing managers assign papers to reviewers by clicking on the **Paper Reviewing** link in the Overview menu on the main event page and then selecting the **Assign Papers** tab.

The paper reviewing module permits more than one paper to be assigned to the same reviewers by selecting them using the check boxes. Depending on the chosen reviewing mode, you need to assign different teams of reviewers.



Setup Team Competences **Assign papers**

Show Filters Displaying 1 paper

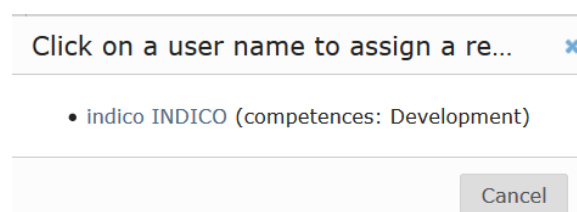
Referee: Assign | Assign per ... | Remove
Content Reviewers: Assign | Assign per ... | Remove | Remove All
More: Download accepted papers

Select: All, None

| | Id | Title | Type | Track | Session | Review # | Status | Reviewing team | Deadline |
|--------------------------|-----------|--------------|--------------|--------------|----------------|-----------------|-------------------------|--|-----------------|
| <input type="checkbox"/> | 0 | Abstract 1 | Presentation | | | Review 1 | Paper not yet submitted | Referee: indico INDICO Content reviewers: o Sylvia GROSS | 11-02-2019 |

Referee: Assign | Assign per ... | Remove
Content Reviewers: Assign | Assign per ... | Remove | Remove All
More: Download accepted papers

When a paper reviewing manager clicks **Assign**, a dialogue box appears. Use the dialogue pop-up window to select the reviewers you wish to assign. If there are defined competences for reviewers, they will be shown next to the user's name.

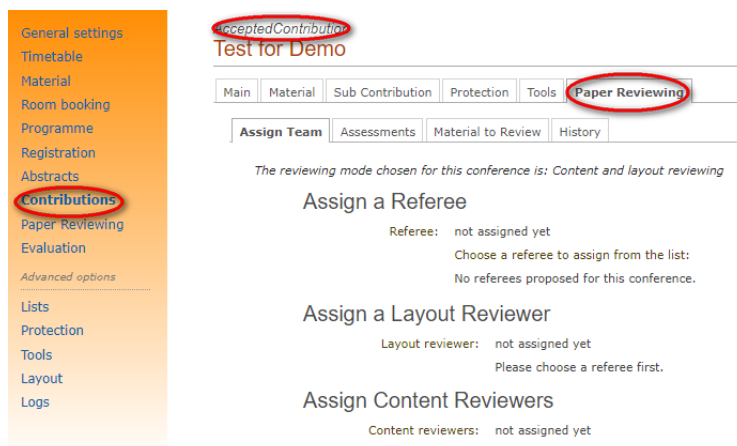


If the paper reviewing mode is “Content reviewing” or “Content and Layout Reviewing”, selected referees are responsible for assigning layout reviewers and content reviewers to a contribution. A referee also has to give a final assessment on a contribution - either *accepted*, *rejected* or *to be corrected* (making the corrections by himself/herself if necessary).

If the reviewing mode is “Layout Reviewing”, layout reviewers are to give a final assessment on the contribution.

Paper Reviewing Option within the Contribution Editor

Click on the **Contributions** link in the event management menu. When the contributions(s) list appears click on the contribution in question. Then, in the **Accepted Contribution** pane, click on the **Paper Reviewing** tab.



Assign Reviewers to a Paper

Paper reviewing managers assign reviewers by clicking on the **Paper Reviewing** link in the event management menu and selecting the **Team** tab where a list of referees, layout reviewers and content reviewers is offered. Click on the button next to a user's name and then click the **Assign** button. In order to remove an already assigned reviewer click on the **Remove** button.

Define the Team

A paper reviewing team is defined by clicking on the **Paper Reviewing** link in the event management menu and then selecting the **Team** tab. Define the team by clicking on the **Add Indico User** button.

Reviewers can be of various types depending on the option selected on the **Setup** tab (**Paper Reviewing**).

- Referees
- Content reviewers
- Layout reviewers

General settings
Timetable
Material
Programme
Registration
Abstracts
Contributions
Paper Reviewing
Evaluation
Advanced options
Protection
Tools
Layout
Logs

SetupTeamCompetencesAssign papers

Step 1 - Assign managers of paper reviewing

An automatically generated e-mail will be sent to newly assigned Paper Review Managers. You can modify this from the Paper Reviewing Setup.

Managers

Responsibilities: Setup, assign contributions to Referees, define team competences

PARK, Delia

Add Indico User

Step 2 - Assign Reviewers

Referees

Responsibilities: Assign contributions to reviewers and give referee assessment

INDICO, indico

Add Indico User

Content Reviewers

Responsibility: Assess content verification of contributions

BLAKE, Julie

Add Indico User

Layout Reviewers

Responsibility: Assess form verification of contributions

KIMBERLY, Morrison

Add Indico User

Once a paper reviewing team is defined, go to the contribution that is in need of review and assign a team to it.

Material
Programme
Registration
Abstracts
Contributions
Paper Reviewing
Evaluation
Advanced options
Protection
Tools
Layout
Logs

MainMaterialSub ContributionProtectionToolsPaper Reviewing

Assign TeamAssessmentsMaterial to ReviewHistory

The reviewing mode chosen for this conference is: Content and layout reviewing

Assign a Referee

Referee: INDICO, indico

Remove

Deadline Date not set yet.

Assign a Layout Reviewer

Layout reviewer: not assigned yet

Choose a layout reviewer to assign from the list:

☒ KIMBERLY, Morrison

Assign

Assign Content Reviewers

Content reviewers: not assigned yet

Choose a content reviewer to assign from the list:

☒ BLAKE, Julie

Assign

Assessment Details of a Paper

You can see a reviewer's assessment and details for the current review:

MainMaterialSub ContributionPaper Reviewing

Assign TeamReferee AssessmentMaterial to ReviewHistory

The reviewing mode chosen for this conference is: Content and layout reviewing

Layout assessment details ?

ACCEPTED

submitted on Tue 26 Feb 2019 at 16:26 by Morrison KIMBERLY

Comments

The layout is absolutely correct.

Content assessment details ?

ACCEPTED

submitted on Tue 26 Feb 2019 at 16:27 by Julie BLAKE

Comments

The quality of the content is very good.

Final Assessment ?

ACCEPTED

submitted on Tue 26 Feb 2019 at 16:28 by indico INDICO

Comments

The paper is accepted by the referee.

Undo sendingAssessment has been sent

Reviewing Material for a Contribution

Paper reviewing managers can access material for reviewing via the **Contributions** module by clicking on the **Contributions** link in the event management menu and then selecting the **Paper Reviewing** tab and then the **Material to Review** sub-tab. Paper reviewing managers can edit, delete the current material and upload more files only if the files are in a *submitted* and *under review* status.

ProgrammeRegistrationAbstractsContributionsPaper ReviewingEvaluationAdvanced options

MainMaterialSub ContributionProtectionToolsPaper Reviewing

Assign TeamAssessmentsMaterial to ReviewHistory

Upload paper

Test_Doc.docx

If a contribution is already approved by its reviewers, **Material to Review** sub-tab cannot be edited, deleted or added to.

[Close this window](#)

| | | | |
|-------------|--------------------|---------------------------|------------------------|
| Main | Material | Sub Contribution | Paper Reviewing |
| Assign Team | Referee Assessment | Material to Review | History |

Test_Doc.docx

Review History of a Contribution

If there are more than one review for a single contribution, the system retains the reviewing history and can be accessed by clicking on the **History** tab.

| | | | | | |
|-------------|-------------|--------------------|----------------|-------|------------------------|
| Main | Material | Sub Contribution | Protection | Tools | Paper Reviewing |
| Assign Team | Assessments | Material to Review | History | | |

Review 0

Files

Test_Doc.docx (Uploaded on 26 Feb 2019 16:28)

Assessments

Referee: **ACCEPTED**

submitted on Tue 26 Feb 2019 at 16:28 by indico INDICO

Comments

The paper is accepted by the referee.

Layout: **ACCEPTED**

submitted on Tue 26 Feb 2019 at 16:26 by Morrison KIMBERLY

Comments

The layout is absolutely correct.

Content: **ACCEPTED**

submitted on Tue 26 Feb 2019 at 16:27 by Julie BLAKE

Comments

The quality of the content is very good.

Sehar SHAHZAD

60

Review 1

Files

Test_Doc.docx (Uploaded on 26 Feb 2019 16:14)

Assessments

Referee: **ACCEPTED**
 submitted on Tue 26 Feb 2019 at 16:14 by indico INDICO
Comments
 The content is improved now.

Review 0

Files

Test_Doc.pdf (Uploaded on 26 Feb 2019 15:25)

Assessments

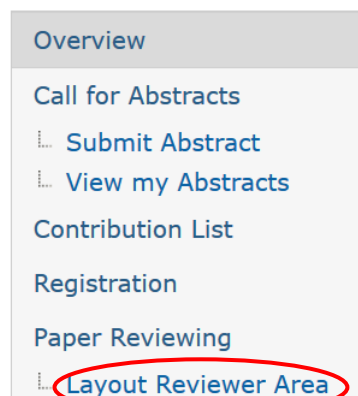
Referee: **To be corrected**
 submitted on Tue 26 Feb 2019 at 15:25 by indico INDICO
Comments
 Please add more facts and figures to support your arguments.

Layout Reviewer Guide

(Log in to Indico first)

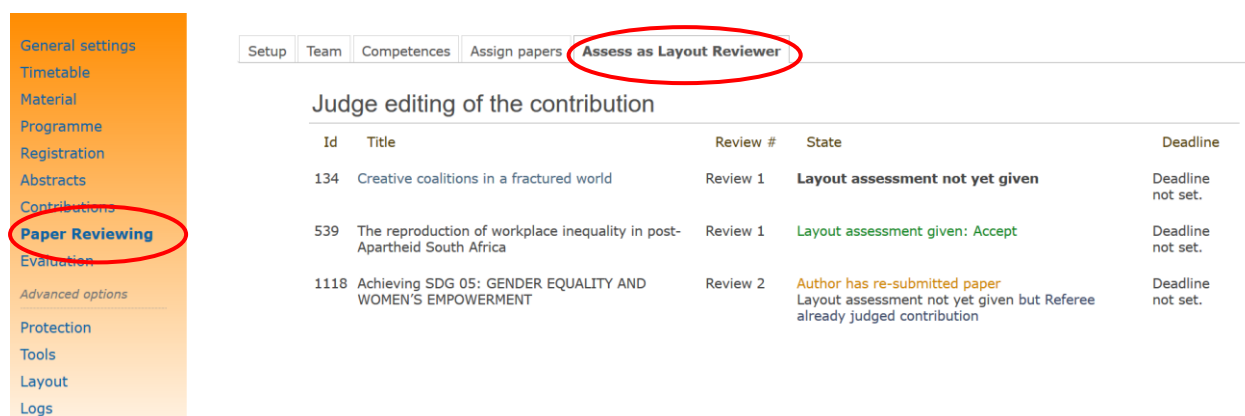
A layout reviewer is responsible for assessing the layout of all papers assigned to him/her.

Assigned papers are found by clicking on the **Layout Reviewer Area** link listed under **Paper Reviewing** in the Overview panel (main event page).



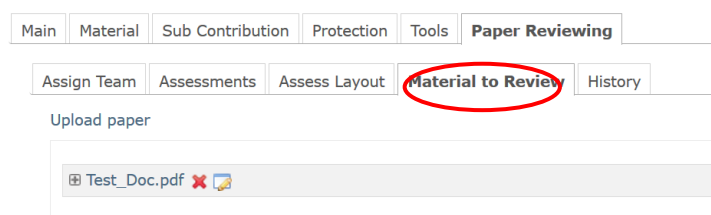
Layout Reviewer Area

The area that opens lists all contributions assigned to a layout reviewer for his/her opinion and an assessment and also displays the state of every contribution.



By clicking on a contribution, an area opens where a layout reviewer can review the material and give his/her opinion and an assessment.

To view the material which is the subject of review click on the **Material to Review** sub-tab. Material can be edited, deleted or added to only if the files are *submitted* and *under review* status.



Else the file list will be disabled for editing, removing and adding.

[Close this window](#)

| | | | |
|-------------|----------|--------------------|-----------------------------------|
| Main | Material | Sub Contribution | Paper Reviewing |
| Assign Team | | Referee Assessment | Material to Review History |

Test_Doc.docx

To give an assessment on the material under review select the **Assess Layout** sub-tab.

| | | | | | |
|-------------|----------|------------------|----------------------|--------------------|------------------------|
| Main | Material | Sub Contribution | Protection | Tools | Paper Reviewing |
| Assign Team | | Assessments | Assess Layout | Material to Review | History |

Give opinion on the layout of a contribution ?

Comments: No comments
(edit)

Assessment: None
(edit)

The comments and your assessment, will be sent by e-mail to the author(s)

Assessment not yet submitted

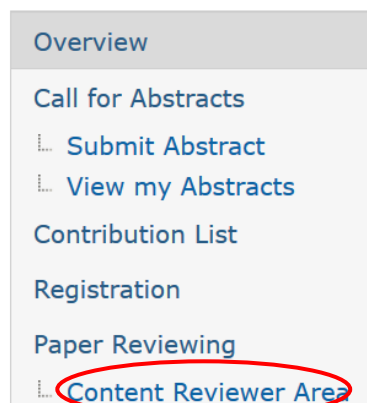
Contribution authors receive an automatic e-mail notification containing a layout reviewer's opinion and assessment (**if** the manager of the paper reviewing has set this option).

Content Reviewer Guide

(Log in to Indico first)

Content reviewers are responsible for assessing the content of a paper assigned to him/her.

Assigned papers are found by clicking on the **Content Reviewer Area** link listed under **Paper Reviewing** in the Overview panel (main event page).



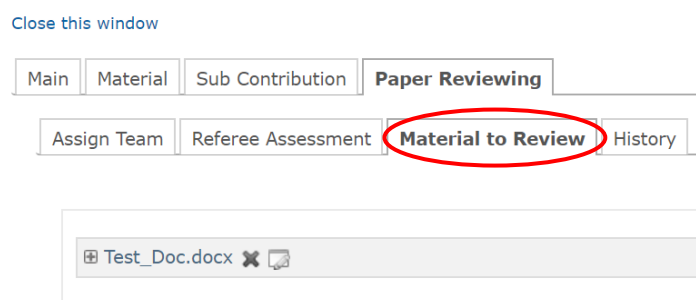
Content Reviewer Area

The area that opens lists all contributions assigned to a content reviewer for assessment and advice and displays the state of every contribution i.e. contributions a content reviewer has already assessed or if an assigned referee has given a final assessment.

| Setup | Team | Competences | Assign papers | Assess as Content Reviewer |
|-------------------------------------|---|-------------|---|----------------------------|
| Give advice on content of the paper | | | | |
| Id | Title | Review # | State | Deadline |
| 134 | Creative coalitions in a fractured world | Review 1 | Advice not yet given | Deadline not set. |
| 539 | The reproduction of workplace inequality in post-Apartheid South Africa | Review 1 | Advice given: Accept | Deadline not set. |
| 1118 | Achieving SDG 05: GENDER EQUALITY AND WOMEN'S EMPOWERMENT | Review 2 | Author has re-submitted paper Advice not yet given but Referee already assessed contribution | Deadline not set. |

By clicking on a contribution, an area opens where a content reviewer can review the material, give his/her assessment and advice and answer the paper reviewing manager's questions. Comments by a content reviewer are to assist a referee in giving his/her assessment.

Material which is the subject of reviewing is accessible under the **Material to Review** tab. Content reviewers do not have access to modify the material hence the file list is disabled for editing and adding/removing files.



A content reviewer assesses the content of the contribution as either: *accepted, rejected* or *to be corrected*.

To give an assessment on the material under review select the **Assess Content** sub-tab.

Main Material Sub Contribution Protection Tools **Paper Reviewing**

Assign Team Assessments **Assess Content** Material to Review History

Give opinion on the content of a contribution ?

Comments No comments
(edit)

Assessment None
(edit)

The comments and your assessment, will be sent by e-mail to the author(s)

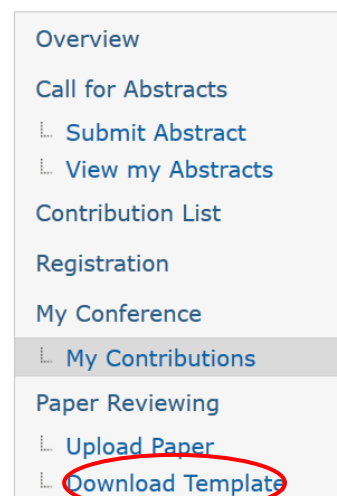
Submit Assessment not yet submitted

Contribution authors receive an automatic e-mail notification containing a content reviewer's opinion and assessment (if the paper reviewing manager has set this option).

Author Guide

(Log in to Indico first)

To submit a contribution, authors click on the **Download Template** link listed under **Paper Reviewing** in the Overview panel (main event page).



| |
|-----------------------|
| Overview |
| Call for Abstracts |
| ... Submit Abstract |
| ... View my Abstracts |
| Contribution List |
| Registration |
| My Conference |
| ... My Contributions |
| Paper Reviewing |
| ... Upload Paper |
| ... Download Template |

Download Template Area

If the paper reviewing manager provides a template for a paper, it can be download by clicking on the template name.

Download Template

| Name | Format | Description | Actions |
|----------|--------|-------------|--------------------------|
| Template | PDF | | Download |

Access and View your Contribution

To view your contribution and follow its status click on the **Upload Paper** link listed under **Paper Reviewing** in the Overview panel on the main event page.

Upload Paper

| Id | Contribution | Reviewing Status | Actions |
|-----|--|--------------------------|------------------------------|
| 134 | Creative coalitions in a fractured world | Pending referee decision | Upload Paper |

To also view the status, click on the **My Contributions** link listed under **My Conference** in the Overview panel on the main event page.

My Contributions

| Id | Contribution | Reviewing Status | Actions |
|-----|---|-----------------------------|----------------------|
| 836 | The role of business elite networks, state capture and media capture in the success or failure of redistributive political projects | Materials not yet submitted | View |

Upload and Submit Reviewing Material

Click on the **View** link to see specific information on the contribution and to also upload a new paper.

My Contributions

| Id | Contribution | Reviewing Status | Actions |
|-----|---|-----------------------------|----------------------|
| 836 | The role of business elite networks, state capture and media capture in the success or failure of redistributive political projects | Materials not yet submitted | View |

After clicking on the **View** link, follow the next two steps to submit your paper.

Step 1: Click on the **Upload paper** button in the **Reviewing** pane.

Contribution

The role of business elite networks, state capture and media capture in the success or failure of redistributive political projects

Speakers

Primary authors

Reviewing

Files

Dr. Julian CARDENAS (Freie Universität Berli...

Mr. Francisco ROBLES-RIVERA (Freie Univer...

Paper not yet submitted

Upload paper

A pop-up window opens – click on the **Upload paper** link. Choose the file(s) for your contribution. If you want, you can add a description and a display name for the file(s) in the **Advanced** tab. Then click on the **Create Resource** button.

Paper selection and submi... x

Upload paper

No paper uploaded

Submit Close

Upload Paper x

Basic Advanced

Location Choose File No file chosen more

Create Resource Cancel

Step 2: A message appears indicating that you cannot modify the material after submitting it. Click on the **Submit** button.

Paper selection and submission

Upload paper

Test_Doc.pdf

Note that you cannot modify the reviewing material after submitting it.

Submit

Close

Another message appears asking if you want to send the paper for reviewing – click on the **OK** button.

Submit

Do you want to send the paper for reviewing? After sending it, you will not be able to submit another file until it is reviewed.

OK

Cancel

In the **Reviewing** pane note that the status of the paper has changed to **Awaiting review**.

The role of business elite networks, state capture and media capture in the success or failure of redistributive political projects

The role and influe...

Speakers

Primary authors

Reviewing

Files

Dr. Julian CARDENAS (Freie Universität Berli...

Mr. Francisco ROBLES-RIVERA (Freie Univer...

Awaiting review

View Paper

The reviewing process ends when a final assessment on the paper is made – it will be either *accepted* or *rejected*.

Achieving SDG 05: GENDER EQUALITY AND WOMEN'S EMPOWERMENT

The role of instituti...

Speakers

Primary authors

Reviewing

Co-authors

Dr. Ghazala MIR (University of Leeds, UK)

Prof. Winnie MITULLAH (University of Nairo...

ACCEPTED

History

View Paper

The reviewing process continues if the final assessment on the contribution is to *be corrected*. Upon return to and subsequent correction by the author, the material is re-submitted at which point the reviewing process will start over. You can view the reviewing history by clicking **History**.

Review History

Review 1

Files

Test_Doc.docx (Uploaded on 26 Feb 2019 16:14)

Assessments

Referee: **ACCEPTED**

submitted on Tue 26 Feb 2019 at 16:14

Comments

The content is improved now.

Review 0

Files

Test_Doc.pdf (Uploaded on 26 Feb 2019 15:25)

Assessments

Referee: **To be corrected**

submitted on Tue 26 Feb 2019 at 15:25

Close