MESSE BREMEN Again Applies OpenConf Abstract Management System for ITHEC 2018 Conference – Guidelines for Submitters

H. Borgmann, MESSE BREMEN, Germany

Abstract:
Everybody knows the situation: Although known for several months, each deadline appears totally unexpected. Abstracts as well as manuscripts are usually sent in just at the due date. Every time when reaching the deadline for ITHEC abstracts there always was a flood of abstracts coming in in response to the Call for Papers. No doubt, we have always been happy about this huge response, but it was frustrating to leave in the evening with a queue of unprocessed mails longer than that one in the morning, although all colleagues involved had done their very best. When we introduced the first Call for Papers in 2016 we launched the Conference Management System OpenConf. In a number of events we had found this tool promising to make this procedure more effective for both sides, contributors and organisers. Furthermore, we expect it to facilitate the abstract handling during the evaluation process. There was a unique consent among submitters as well as reviewers during last ITHEC conference.

Keywords: conference, scientific papers, deadline, abstract management system, OpenConf

Introduction

OpenConf is an abstract and peer-review management system proved in hundreds of previous events. It greatly facilitates the submission and review processes for conferences, workshops, and symposia. Authors can upload their contribution including the short abstract dedicated for publication and they can modify and reload it later on, provided the final deadline has not been reached. They can even withdraw their contribution or watch its status during the evaluation process.

This tool offers a performance very close to the procedure we are all familiar with and even some additional features: Authors, reviewers (committee members) as well as the organizers do have their personalized access to this online database. At any time they are aware of their personal data, the status of their submissions, the number and quality of abstracts received, and, of course, the evaluation status after the deadline. And all this is performed within a secure https connection.

Access to OpenConf

The entrance window to OpenConf is shown in Figure 1. It may be found on the "Conference" page of the event homepage www.ithec.de under "How to contribute". Click "This is your entry to OpenConf" on the right side.
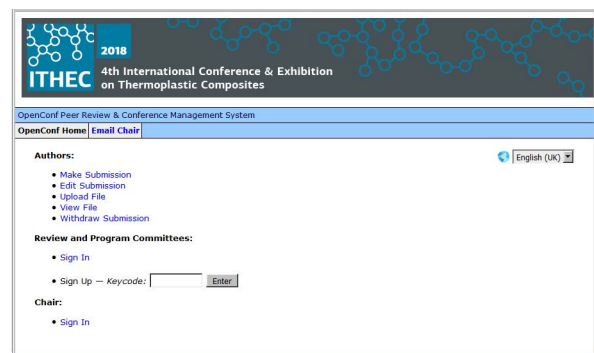There are different access levels for authors, reviewers, and the programme chair.

Fig. 1: Entrance to OpenConf

At the author level you can

- make a new submission
- edit your submission
- upload a revised Eval. Abstract file
- view your Eval. Abstract file
- withdraw your submission or
- check the status of your submission.

With your submission ID and password you may edit your submission details until the final deadline on 15 February 2018.
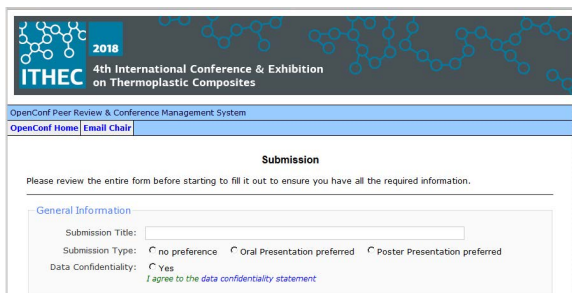
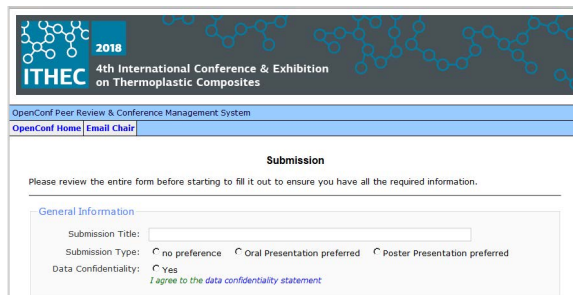**Fig. 2:** Top of Submission Form: Data Confidentiality Declaration

Fig. 3: Submission of Short Abstracts and upload of Eval. Abstracts

Make Submission

We first ask you for the submission title and the preferred kind of presentation. Before we ask for your personal data we explain the data handling in our data confidentiality statement. Providing the data is optional in general, but mandatory for the acceptance of submissions.

All authors will receive a printed copy of the conference programme in June 2018. **Please mark the author dedicated for on-site presentation with a "(*)" behind his last / family name.** He will be the one included in the list of participants and will receive the invoice in case we do not receive a registration form and any cancelation note (see participation conditions). Therefore, a "yes" is a "must". We kindly ask for your understanding.

Authors belonging to two organisations should enter their second affiliation in "Organisation 2". In case of more than three authors, please click "Add Author".

The "Contact Author" will serve as the point of contact for correspondence about the submission, only, he does not necessarily have to be a delegate. Only for the case of problems to contact this person, we kindly ask for alternate contact information (second email address preferred).

Please help us to assign your submission to the most suitable conference topic and tick the one you prefer.

Please enter the Short Abstract by copy & paste into the offered field, without any submission title and any information on authors. This information will be added from the input given before. **Max. length is 250 words**. In case of acceptance this Short Abstract will be published in the Conference Programme area on the event homepage as an "appetiser".

The Abstract file for evaluation purposes (Eval. Abstract, pdf, **max. 1.5 pages A4**) may contain diagrams, figures, tables etc. The abstract quality is the main evaluation criterion. The file will be forwarded to the members of the Programme Committee for review only. It will not be published. This pdf-file can be selected for upload. Please note that the pdf-file has to be selected once more, if the first submission has been found to be incomplete.

Finally, please **enter a password you will remember**. The submission ID, which you will receive via email upon submission of the form, along with this password will allow you to make future changes to this submission.

Other Occasions for Author Access

The submission ID as well as the password are necessary to
- edit your Submission incl. author details
- upload a revised Eval. Abstract file
- view your Eval. Abstract file

before the final deadline 15 February 2018, or to
- withdraw your submission or
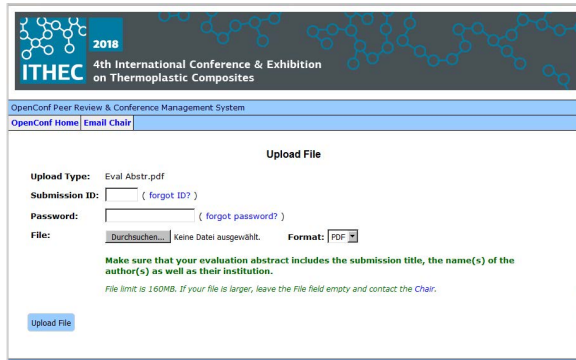- check the status of your submission

before the end of April 2018.

Please note that a revised version of the Eval. Abstract can only be uploaded with "Upload File".

Guidelines for Submitters, November 2017

Under "Check Status" you may find some information from the reviewer or the Programme Chair on the acceptation before end of April 2018.

In case you have to cancel your submission, please do it as soon as you become aware of this fact. Thus, you help us to avoid a lot of additional efforts.

Manuscript / File Upload

Fig. 4: *Upload File Window : Selection of file to be uploaded*

Manuscript files, original figures, the Copyright Release Form, the Slides Release Form, … should be uploaded with "Upload File" after activation by the organiser in early May 2018. **In the case of the manuscript we expect a MS Word document in strict accordance with the Guidelines for Authors, a corresponding pdf file as well as a zip archive including the separate figure / table files.** The uploaded files can be updated in case the final deadline 30 June 2018 has not been reached.

Authors of accepted submissions will receive detailed information on the manuscript layout in the "Guidelines for Authors" end of April 2018.

In case of any question please do not hesitate to contact the organiser / Programme Chair.

Guidelines for Submitters, November 2017