



# iKNiTO cs User Manual (Conference Management System)

Winter 2016

[cs.iknito.com](http://cs.iknito.com)

# **iKNiTO cs User Manual**

## **Conference Management System**

Winter 2016

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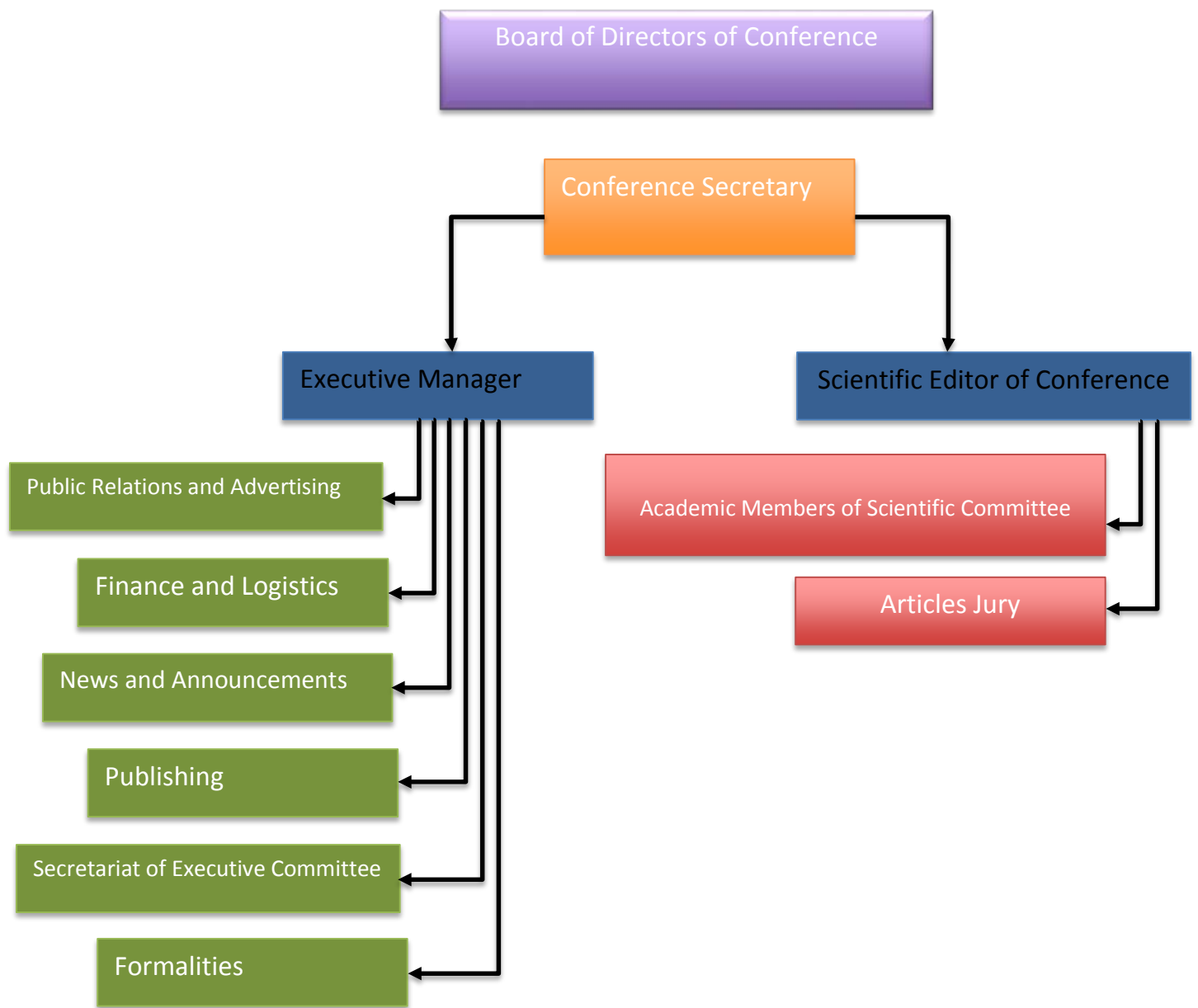
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**Note:** In this manual you will find that we have sometimes capitalized a word or phrase. This occurs when the word (s) corresponds to a menu item or a term which is part of the vocabulary of the system and we wanted to emphasize the correspondence, or a role in the system has been stressed.

## Subject Guide

| Conference Website Management |   |
|-------------------------------|---|
| Subject                       | Description   |
| Conference Settings           | Main settings of the website  |
| Conference Letters            | Default letters settings  |
| Conference SMS Settings       | Default SMS settings  |
| Static Pages                  | Create and add contents to Static Pages   |
| Manage Menus                  | Main and Sub-Menus Settings   |
| Manage Quick Links            | Create links to websites content for display in the first page  |
| Conference Organization       | Introduction of conference President, Scientific Editor, Executive Manager, and members of committees |
| News                          | Manage websites news content  |
| Slideshow                     | Upload and setting of presentation slides   |
| Ads                           | Upload posters and other promotional material in the website  |
| Subjects                      | Define main subjects of the conference  |
| Countries                     | Add countries in the website  |
| Related Links                 | Introduce other related sites   |
| FAQ                           | Create list of questions and answers  |
| Glossary                      | Introduce main terms and their definitions for the conference   |
| Manage File System Back-up    | Back-up and restore   |
| Checklist                     | Develop checklist for authors to ensure everything is submitted                                       |
| Paper Evaluation Form         | Create and edit of review and evaluation form   |

| Registration Management and Attendees Services |  |
|--|--|
| Subject  | Description  |
| Conference Dates & Times                       | Dates for Abstracts Submission deadline, Paper Submission deadline, Review deadline, and start of conference |
| Conference Programs Timeline                   | Conference day (s) schedules   |

|                                  |  |
|----------------------------------|--|
| Conference Prices                | Conference attendance options and prices                     |
| Register Users in Conference     | Registration of attendees                                    |
| Conference Registration Requests | List of those requesting to attend                           |
| Services                         | Accommodation services                                       |
| Not Paid Invoices                | List of unpaid bills to be determined about their attendance |
| Paid Invoices                    | List of paid bills to issue attendance cards                 |

#### Conference Side Events Management: Workshops, Exhibitions, Scientific Contests

| Subject                        | Description  |
|--------------------------------|--|
| Workshops                      | Introduction to conference workshops                     |
| Register Users in Workshops    | Approve or reject request to attend a workshop           |
| Request to Hold Workshops      | List of requested workshops for decision-making          |
| Workshop Registration Requests | View a list of applicants to participate in workshops    |
| Define Exhibition              | Create and edit the number and name of exhibition booths |
| Enroll Exhibitors              | To register exhibitors and allocate booths to them       |
| New Exhibitors Requests        | View a list of new requests for booths                   |
| Define Match Titles            | Title and features of sideline contests                  |

#### Sponsors and Organizers Registration Management

| Subject          | Description  |
|------------------|--|
| Sponsors Setting | The introduction of different types of conference sponsors: Main Sponsors, Media Sponsors, and others        |
| Enroll Sponsors  | Registration of the sponsors and uploading their logo and link to their websites in the conference home page |

|                          |   |
|--------------------------|---|
| Organizers               | Introduce main organizers and uploading their logo and link to their websites in the conference home page |
| New Sponsorship Requests | View new sponsorship requests   |

| User Management                |  |
|--------------------------------|--|
| Subject                        | Description  |
| Email to Users                 | Informing website users  |
| List of Users                  | A complete list of system users with ability to view, edit, delete as well as data entry on behalf of users  |
| Register a New User            | New users registration   |
| Manage Roles                   | Tasks list includes:<br>Reviewer<br>Scientific Editor<br>Publisher<br>Match Reviewer<br>Scientific Editor for Match<br>Exhibition Manager<br>News Manager<br>Registration Manager<br>Executive Manager |
| Assigning Subject to Reviewers | Allocate subjects to reviewers to start sending papers for review  |
| Confirm Users Registration     | Confirm membership   |



## **Introduction**

Academic conferences provide a suitable platform to present and publish scientific achievements as well as the opportunity to review and discuss these findings by the scientific community.

Scientific Conferences are one of the most appropriate means for advancement of education and research of academic groups. If correctly planned and organized, it provides the best context for communication between universities and academic institutes from one side and organizations which require results of research. One of the main goals of all scientific conferences is to present new scientific methods and results and help in raising level of education and research in various fields.

iKNiTO cs, as a state of the art conference management system, has been designed and developed with the objective of enabling professional and timely execution of all processes involved in a scientific conference. Almost all of the processes of scientific conferences or congresses, festivals, and scientific meetings are covered.

### **Introduction to iKNiTO cs**

In any conference there are two main types of operations of scientific and executive. To facilitate these, iKNiTO cs has the following sections:

- Content management with the aim of disseminating information about the conference
- Management of abstracts and papers submissions
- Management of paper reviews
- Management, set up, and running of scientific contests or matches
- Management of workshops
- Management of conference registrations
- Management of exhibitions
- Management of publications

The system has an informative website for all managers involved in scientific and executive parts of a conference. Abstracts and full papers are submitted through this website, which are then forwarded to reviewers in the time frame which is defined by the scientific editor of the conference. Review results are sent back to authors through the system. If there is a need for revision and correction, the system is used to inform authors and receive back their revised content. All registrations and payments are also carried out using this system.

In short, the system receives papers from authors and enters them in an electronic binder of the scientific editor, who in turn forwards them to reviewers. All review results are filed in the system and authors are informed.

In case there is a delay in a review process, the system sends follow up messages. If a reviewer requires certain revisions by an author, this is passed on to the author in order to carry out the changes and re-submit the revised paper. Finally, a submission is either accepted or rejected and omitted from final publications. Next, the scientific editor forwards an accepted paper to the layout editor for language editing and layout design. Thus, the ready to publish version of the paper is loaded into the system and is there to be seen by all.

iKNiTO cs acts similar to a very diligent and active secretary and performs all aspects of the cycle of publishing scientific papers. Once a person registers in the system, he or she is recognized as either an author or an attendee and may only submit an abstract or a full paper. The system has other roles for different responsibilities and tasks that we will introduce later.

In iKNiTO cs there are eight distinct roles. Each user can have one or multiple roles. If a user has multiple roles, he or she can visit the home page and switch his or her role. For example, if a user is defined as both author and reviewer, he can refer to his special page and select one of the roles and do the permitted tasks for that role.

The eight roles in this system are as follows:

1. Author or Attendee
2. Reviewer
3. Publisher
4. Match Reviewer
5. Scientific Editor for Match
6. Exhibition Manager
7. News Manager
8. Executive Manager

Capabilities and privileges of each of these roles are different.

- **Author** can only provide abstracts or paper or handle his or her submitted papers, plus participate in a parallel match and contest.
- **Reviewer** can only comment on papers referred to him or her.
- **Publisher** uploads abstracts and full papers in the website and publishes.

**Match Reviewer and Scientific Editor of Match** only act if there is a scientific contest in the conference.

**Exhibition Manager** plans and allocates booths and examines all new requests for stands.

**News Manager** edits and uploads news and information about the conference in the website.

**Executive Manager** has full authority to run the conference electronically.

In this manual, corresponding to each role, there is a section, which may be skipped to, if you are only interested in a certain role.

### **General Features of iKNiTO cs**

- Management of user registration and participation in a conference.
- Registration of legal entities.
- Ability to receive abstract and full paper at the same time or abstract first, and full paper once abstract is accepted.

- Automatic recording of all processes related to papers, including assessment and review.
- Ability to track status of a paper.
- Ability to upload different file types when submitting a paper.
- Ability to revise and amend after a review and resubmission.
- Ability to create and edit review forms.
- Management of scientific matches either in parallel to a conference or as a separate entity covering registration, submissions, reviews, and scientific appraisal.
- Management of enrollment, and running of workshops.
- Ability to have specific settings for a conference, congress, festival, contest, ...
- Ability to create customized menus and pages.
- Ability to rename menus as needed.
- Ability to edit default emails.
- Ability to send email to users.
- Ability to load images associated with a conferences for promotion and awareness in the home page.
- Ability to send SMSs to users.
- Online payment of participation fees.
- Management of travel and accommodation services.

## **Chapter One: Users Guide, Registration, and Paper Submission**

### **Introduction**

People who apply to participate in an event must first be registered in the system and then activate their account at which point they can complete the registration form. In some cases, completion of the registration process involves payment of registration fees.

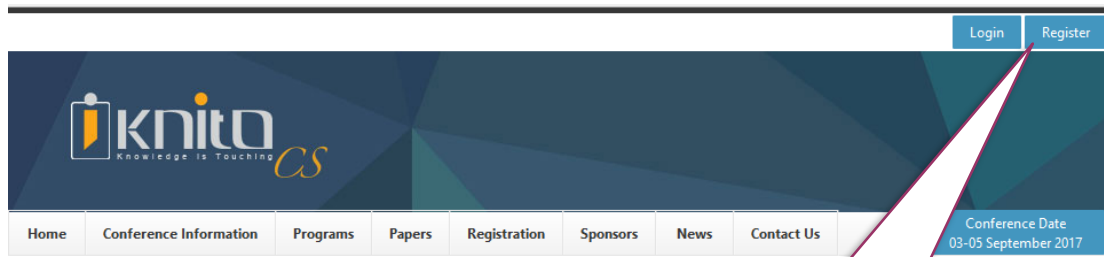
To send a paper, author must first register, then activate his or her account, and finally submit abstract or full paper. It goes without saying that registration and submission for a particular conference will be open during a pre-determined time span, which is defined for the conference.

iKNiTO cs allows group registration. Legal entities who act as sponsors of a Scientific conference may also register a group based on their agreement with the conference managers.

Details of registration process is as follows:

1. Join the conference system.
2. Complete the registration process.
3. Complete reregistration for as an attendee or,
4. Submit a paper.

## Registration in iKNiTO cs



To participate in the conference or submit a paper, you must first register in the system.

## Registration Form

- The registration form must be completed carefully.
- First, determine whether you are registering as a legal entity or a person. In case of a legal entity who is also one of the sponsors is registering, they may group register a number of their affiliates and staffs in the conference or its workshops. Only legal entities may participate in the side exhibitions. As a result, if an institute is interested in the exhibition or they wish to act as a sponsor, they must register as a legal entity only.
- Identify your title. All correspondences will be under this title.
- Enter your first and last name, education level, academic title and field. Such information will help the organizers of the conference to choose better, should they reach the full capacity.
- If this is an international conference, please make sure to enter your details in both local and English languages.
- Enter your land line as well as your personal cell number. This is essential for urgent communications. Conference organizers will have to inform paper presenters in a specified time period. So access via phone is essential.
- If you have a personal website, please use Ctrl + C and Ctrl + V to copy and paste the exact address
- There are four membership types in the system:
  - Student
  - Professor and academic staff
  - Author and presenter of paper,
  - Private (no affiliations)
- If available, please upload a photo of yourself in the system.
- Enter where you live or work, including city, full mailing address with post code as well as where you study or work, your title, type of employment



- To complete registration, enter your e-mail address, and a user name. Your email address may be used as user name. It is recommended that you use your email address as username but should you wish to use another name, and so long as it has not already been used, you are free to do so.
- Enter a correct email address. In case you forget your password, it is possible for you to receive it via email.
- Use the Comments box to add any necessary information
- If a particular explanation is necessary, enter in the comments section.
- To save the form, enter the security code and click on Save.
- Registration form is as shown below. Fields marked with \* must be filled
- If you forget your password, chose to receive another one
- If you have registered in the system, and you do not know your user name or email address, contact conference's executive director.

Register as Real Person ▼

Title ▼

First Name\*

Middle

Last Name\*

Education\* ▼

Degree\* ▼

Specific Field of Study

Phone Number\*

Fax

Mobile Number\*

Home Page

Registration Type\* ▼

Photo Choose File No file chosen

Country\* ▼

City\*

Specify type of registration:  
Legal entity, or real person.

Enter your personal details.  
Your information as a presenter or  
attendee may be made public.

Registration type for participate in  
conference such as student, ...

Postal address, exact name of the organization or institution, Your work or education address, as well as your title of work must be carefully added here.

Postal Address\*

Affiliation\*

Email Address\*

Confirm Email Address\*

Username\*

Alternate Email Address

Comments



Security Code

Enter your user name and email address. Preferably use a university or work email address. You can also add another email addresses as an alternative one.

Save

Cancel

## Sample of a completed form

|   |  |
|---|--|
| Register as                                 | Real Person ▼                              |
| Title                                       | Prof. ▼                                    |
| First Name*                                 | William                                    |
| Middle                                      |  |
| Last Name*                                  | Attwood                                    |
| Education*                                  | PhD ▼                                      |
| Degree*                                     | Professor ▼                                |
| Specific Field of Study                     |  |
| Phone Number*                               | 00000000000                                |
| Fax   |  |
| Mobile Number*                              |  |
| Home Page                                   |  |
| Registration Type*                          | IEEE Members ▼                             |
| Please upload your IEEE membership document |  |
| Select File                                 | <a href="#">Choose File</a> No file chosen |
| Photo                                       | <a href="#">Choose File</a> No file chosen |
| Country*                                    | Canada ▼                                   |
| City*                                       | Otava                                      |
| Postal Address*                             | Concordia University, Canada               |
| Affiliation*                                | Concordia University, Canada               |

---

|                         |                       |
|-------------------------|-----------------------|
| Email Address*          | bill@cse.concordia.ca |
| Username*               | bill@cse.concordia.ca |
| Alternate Email Address |                       |
| Comments                |                       |

After completing the registration form, the following will be shown

The screenshot shows the KNITO website interface. At the top right, there are 'Login' and 'Register' buttons. Below this is a large banner with the KNITO logo and the tagline 'Knowledge is Touching CS'. A navigation menu is located below the banner, containing links for Home, Conference Information, Programs, Papers, Registration, Sponsors, News, and Contact Us. On the right side of the navigation menu, the 'Conference Date' is listed as '03-05 September 2017'. Below the navigation menu, there is a breadcrumb trail: 'Home > Users > Register'. A message states: 'Your Password in Website is: 15475522'. An 'Important Notice' section follows, stating: 'Your resitertion in website does not mean that you have registered in conference. To register in conference you should register from **Conference Registration** after login.'

## Key points

- Remember your password and change it after you first log in.
- Registration in the system does not mean that you have registered in a conference. To register for a conference, you will need to fill the conference registration form as a next step.
- If you are submitting abstract or full paper for a conference, please make sure to add their details carefully as will be explained below.
- In some cases, the emailed password is sent to your SPAM folder. Please check this folder if you have not received any registration confirmation email.

You have logged in as: [Conference Admin](#) [My Home](#) [Logout](#)

Home | Conference Information | Programs | Papers | Registration | Sponsors | News | Contact Us | Conference Date 03-05 September 2017

Home > Users > View Profile [View Profile](#) | [Change Password](#)

To make changes click on

|                           |   |  |  |
|---------------------------|---|--|--|
| Full Name                 | Conference Admin                                      |  | <a href="#">Submit Paper</a>               |
| Home Page                 |   |  | <a href="#">Participate in the Contest</a> |
| Email Address             | <a href="mailto:cs@iknito.com">cs@iknito.com</a>      |  | <a href="#">Registration Status</a>        |
| Username                  | <a href="#">cs@iknito.com</a>                         |  | <b>Roles of User</b>                       |
| Education                 |   |  | <a href="#">Reviewer</a>                   |
| Degree                    |   |  | <a href="#">Scientific Editor</a>          |
| Specific Field of Study   |   |  | <a href="#">Associate Editor</a>           |
| Registration Type         |   |  | <a href="#">Executive Manager</a>          |
| Registration Confirmation | Not Confirmed   |  |  |
| Mobile Number             |   |  |  |
| Phone Number              |   |  |  |
| Fax                       |   |  |  |
| Country                   |   |  |  |
| Postal Address            |   |  |  |
| Affiliation               |   |  |  |
| Join Date                 | Monday 14 December 2015 06:27:32                      |  |  |
| Comments                  |   |  |  |
| Last Modified by          | Conference Admin In: Monday 14 December 2015 06:27:32 |  |  |

**Chose this to submit a paper.**


**To complete the registration process and participate in a conference, Select this option.**

### Abstract Submission, Paper Submission

After entering the system, you can use [Submit Paper](#) for sending and follow-up of a paper. Use [Registration Status](#) in order to register for a conference. In some cases, participation in a conference requires payment.

You have logged in as: [Conference Admin](#)


[My Home](#)
[Logout](#)




[Home](#)
[Conference Information](#)
[Programs](#)
[Papers](#)
[Registration](#)
[Sponsors](#)
[News](#)
[Contact Us](#)


Conference Date  
03-05 September 2017



[My Home](#) > [Submit Paper](#)

 [Guide for Authors](#)

 [Submit new Abstract](#)

Incomplete Abstracts

Click on **Paper ID** to edit the paper information and click on  to view the paper information.

| # | Paper ID   | Paper Title  | Submit Date | Status                | Status Date | Delete / Withdraw   |
|---|--|--|-------------|-----------------------|-------------|---|
| 1 |  1000-ICS | The abstract may be cut and pasted from a word processing program; however, the formatting will be lost. | 2015-12-16  | Incomplete Submission | 2015-12-16  |  |

If you click on Submit Paper, you will next see an option to view a guide on how to write a paper and submit, as shown below.

# How to write and submit a paper

Home > Author > Paper Submission Rule

- **Papers**

- Authors are invited to submit complete manuscripts of their original work of between 4 to 6 pages long. All manuscripts should be in English and submitted electronically using IST2014 submission web page in both MS Word and PDF formats in compliance with the [IEEE manuscript templates](#). Authors are also required to indicate which category from the above list their submission adheres to. Receipt of proposals will be acknowledged by e-mail. Each submission will be subject to review by three reviewers and the final decision will be made by TPC. At least one author of each accepted paper must register for the symposium.

- 

**Notes:**

- Manuscripts submitted to IST'2014 should not be submitted in parallel to other events. Manuscripts accepted or rejected by other similar events would not be processed by the IST'2014 TPC.
- The attention of prospective authors is drawn to the IST'2014 policy on plagiarism. Use of material from other sources without giving credit to the reference is not ethical. Proposals containing plagiarism would not be considered by the IST'2014 TPC.
- To avoid plagiarism, due credit must be given whenever the followings are used:
  - Another person's idea, opinion, or theory.
  - Any facts, statistics, graphs, drawings-any pieces of information-that are not common knowledge.
  - Quotations of another person's actual spoken or written words.
  - Paraphrase of another person's spoken or written words.
- Manuscripts corresponded by student authors should obtain prior approval of their advisors before submission. All correspondences would also address the co-authors for their information.

- **Workshops**

Tutorial proposals on subjects describing new developments in systems, technologies or applications are welcomed. Length should be tailored for half-day or full-day presentation using PowerPoint or Overhead Projector Slides. Distribution of supplementary handouts or brochures is encouraged.

:: Paper Submission Steps

- **New authors:**

- **Step 1:**

If you are a new author, please create an account in order to submit a paper.

**To Receive Login ID and Password Please Click Here.** You will receive your account information via auto-generated e-mail.

- **Step 2:**

Submit your paper using "Online paper submission" icon. Please follow the procedure of on-line paper submission.

- **Step 3:**

After paper submission, you will receive the confirmation e-mail including your paper number and the other specific information



If you choose Submit New Paper, you will need to complete the following form

- Enter Title, Abstract and keywords.  
If there are more than one author, please enter their details fully as the system will send emails to each of them as well.
- Select Subject of the paper. In case the required subject does not exist, please contact your system admin and suggest it.
- Enter Additional Comments and then upload the full paper and its accompanying documents (if any).
- Note that in many cases, authors will first submit their abstracts and upon their acceptance the author is informed and asked to submit the full paper in a specified time frame via the system.
- If all fields are completed carefully then you may submit. Otherwise, please review the form and complete it.

---

My Home > Scientific Editor > Author's Incomplete Submissions > Edit Paper Information

➔ Title, Abstract and Keywords

✓ Add / Remove Authors

✓ Select Subjects

✓ Additional Comments

✓ Add Files

Finish Submission

Enter Title, Abstract and Keywords

Back to Papers List

Enter Full Title.

Full Title

BER Investigation in Satellite DVB-S2 Service by Modeling the Transponder Non-idealities

Please enter the abstract of your paper into the text box below.  
The abstract may be cut and pasted from a word processing program; however, the formatting will be lost.  
The allowable abstract words is 50 to 250 words.

In this paper, transponder non-idealities are modeled. For this purpose, the Saleh model of phase shift and the parabolic model of group delay are utilized. Simulation results show the phase shift and group delay affect the phase of the DVB-S2 signal and consequently change the signal constellation and cause BER degradation. Simulation results determine the maximum allowable phase shift and group delay of the transponder in order to achieve a predefined BER.

Please Enter Keywords

AM/PM, phase shift, group delay, DVB-S2, satellite

Next

- Please do not use the browser's Back button. Only use menus and options available and the Next button at the bottom of the page.
- If there are more than one author, please ensure to enter their details fully in the form. If one of the authors is responsible for correspondences, please specify. You can establish the order of appearance of names of authors using the button at the bottom left corner of the form.

- ✓ Title, Abstract and Keywords
- ➔ Add / Remove Authors
- ✓ Select Subjects
- ✓ Additional Comments
- Finish Submission

Please Enter The Authors Information Back to Papers List

Please enter the details of all authors (other than you) who contributed to the work reported in your paper.

By beginning the paper submission process, you are automatically designated as the Corresponding Author.

After you enter each author's details, click **Add Author**.

To change the order of the authors, you can click on each row, then drop it up or down by the mouse cursor, in order to re-arrange it in appropriate place or click on and to reorder.

Please note that only the **Corresponding Author** can access the paper for submission and edit/submit revisions.

Email Address\*

Title

First Name\*

Middle

Last Name\*

Education\*

Degree\*

Phone Number\*

Country\*

City\*

Affiliation\*

☐ This Author is Corresponding Author.
 ☐ This Author is Presenter Author.

Add Author   Reset

| # | Name            | Email Address        | Education | Degree          | Phone Number | Country | Affiliation   | Edit | Delete | Save |
|---|-----------------|----------------------|-----------|-----------------|--------------|---------|---|------|--------|------|
| 1 | Alexis Hendrix  | alexis.h@nit.ac.ca   | PhD       | Professor       | 09113119001  | Canada  | Department of Electrical Engineering, Memorial University |      |        |      |
| 2 | Angeline Locke* | angeline_l@gmail.com | PhD       | Other Candidate | 01142241850  | Canada  | Department of Electrical Engineering, Memorial University |      |        |      |

30

Select subjects carefully.

The screenshot shows a web form titled "Please Select Related Subject". On the left is a vertical sidebar with a list of steps: "Title, Abstract and Keywords", "Add / Remove Authors", "Select Subjects" (highlighted with an orange arrow), "Additional Comments", and "Finish Submission". The main content area has a heading "Please select sub subjects from list." and a sub-instruction "Please select subjects related to your paper." Below this is a dropdown menu currently showing ".. IT Applications & Services". Underneath the dropdown is a text input field with the text "wireless visual sensor network". At the bottom right of the main area are two buttons: "Previous" and "Next".

If necessary, provide further description about the paper and yourself. To complete the submission process please agree to this:

"I have read and agree to all terms and conditions."

The screenshot shows a web form titled "Please Enter following". The left sidebar is identical to the previous form, with "Additional Comments" highlighted by an orange arrow. The main content area has a heading "Please enter any comments you would like to send to the editorial office." and a sub-instruction "These comments do not appear in your paper." Below the text is a large, empty text area for input. At the bottom right are "Previous" and "Next" buttons.

- Next, upload the paper in the system. Please note that only one file may be marked as the main paper file. So author may not add two files, both being the main paper.

My Home > Scientific Editor > Author's Incomplete Submissions > Edit Paper Information

- ✓ Title, Abstract and Keywords
- ✓ Add / Remove Authors
- ✓ Select Subjects
- ✓ Additional Comments
- ➔ Add Files
- Finish Submission

Please Attach Files

[Back to Papers List](#)

Upload related files here.  
Allowed file types for paper main file is: DOC, DOCX, PDF  
To upload a file, please click on **Attach File** button after browse and selecting the file.

File Type \* Main File \*

File Name\* Choose File No file chosen Attach File

File Description

| # | File Type | File Name       | Size      | File Description | Create Date         | Download | Delete | Save |
|---|-----------|-----------------|-----------|------------------|---------------------|----------|--------|------|
| 1 | Main File | paper-Doost.pdf | 197.08 KB |                  | 2014-10-28 15:01:13 |          |        |      |

Previous
Next

- After selecting the main file of the paper, select the Choose File and then Attach File. Add any description about the file. Choose Next button to see your abstract and main details. By choosing the Finish Submission, the process for submission completes. An email confirming receipt of abstract and paper will be sent to your email address.

- ✓ Title, Abstract and Keywords
- ✓ Add / Remove Authors
- ✓ Select Subjects
- ✓ Additional Comments
- ✓ Add Files
- ➔ **Finish Submission**

Finish Submission

To complete submission, click on "Finish Submission" button.

Finish Submission

Remove

### Submission Summary

|                    |   |
|--------------------|---|
| <b>Paper ID</b>    | 1645-IST  |
| <b>Paper Title</b> | An Automatic Ontology Extraction by Crawling HTML Pages   |
| <b>Subjects</b>    | Information Technology / Search Engines & Semantic Web  |
| <b>Abstract</b>    | Most relational databases can be accessed through the HTML pages in the web. This subject has been shown ontology extraction from web relational database can do by HTML page parsing. In this paper, we proposed a new method for extracting ontology for web relational databases, based on content management system (CMS), where do managed and create web pages for database content. In this method by patterns of pages of distinct domain for HTML parsing, we can extract ontology with additional information about content and their semantics. We compare the benefits of this method with the other ways. Our result is more efficient and applicable for ontology extraction. |
| <b>Keywords</b>    | Automatic ontology extraction, semantic web, content management system, HTML parsing, pattern recognition   |
| <b>Comments</b>    | Tanks   |

**Authors**

| # | Name               | Email Address             | Education | Degree    | Phone Number | Country | Affiliation   |
|---|--------------------|---------------------------|-----------|-----------|--------------|---------|---|
| 1 | Roxana Allred*     | roxana_ald@utoronto.ca    | PhD       | Professor | 32182884769  | Canada  | Computer Department, Engineering Faculty, Toronto University. |
| 2 | Jaliyah Morse      | jaliyah.morde@hotmail.com | MSc       | Other     | 09153588594  | Canada  | Computer Department, Engineering Faculty, Toronto University. |
| 3 | Alexander Rutledge | rutledge_alex@utoronto.ca | PhD       | Professor | 02182884769  | Canada  | Computer Department, Engineering Faculty, Toronto University. |
| 4 | Brett Graham       | b.graham12@gmail.com      | PhD       | Professor | 02182884769  | Canada  | Computer Department, Engineering Faculty, Toronto University. |

**Related Files**

| # | File Type | File Name              | Size      | File Description | Create Date         | Download |
|---|-----------|------------------------|-----------|------------------|---------------------|----------|
| 1 | Main File | ISST_Paper_Word-a.docx | 416.32 KB |                  | 2016-01-24 13:59:55 |          |

- Choose Finish Submission again to re-confirm your submission to the conference system
- Click on "OK" to see an image confirming submission.

You have logged in as: Conference Admin

[My Home](#)[Logout](#)

[Home](#)[Conference Information](#)[Programs](#)[Papers](#)[Registration](#)[Sponsors](#)[News](#)[Contact Us](#)

Conference Date  
03-05 September 2017

[My Home](#) > [Submit Paper](#) > [Submit Paper](#)

### Paper Submitted

Thank you for submitting your paper with id **1000-ICS**

An e-mail has been sent to you to acknowledge the submission. If you do not receive an acknowledgement within a day after the submission, please contact the Conference Secretariat.

In order to check the status of your paper, please see [Paper Status Page](#).

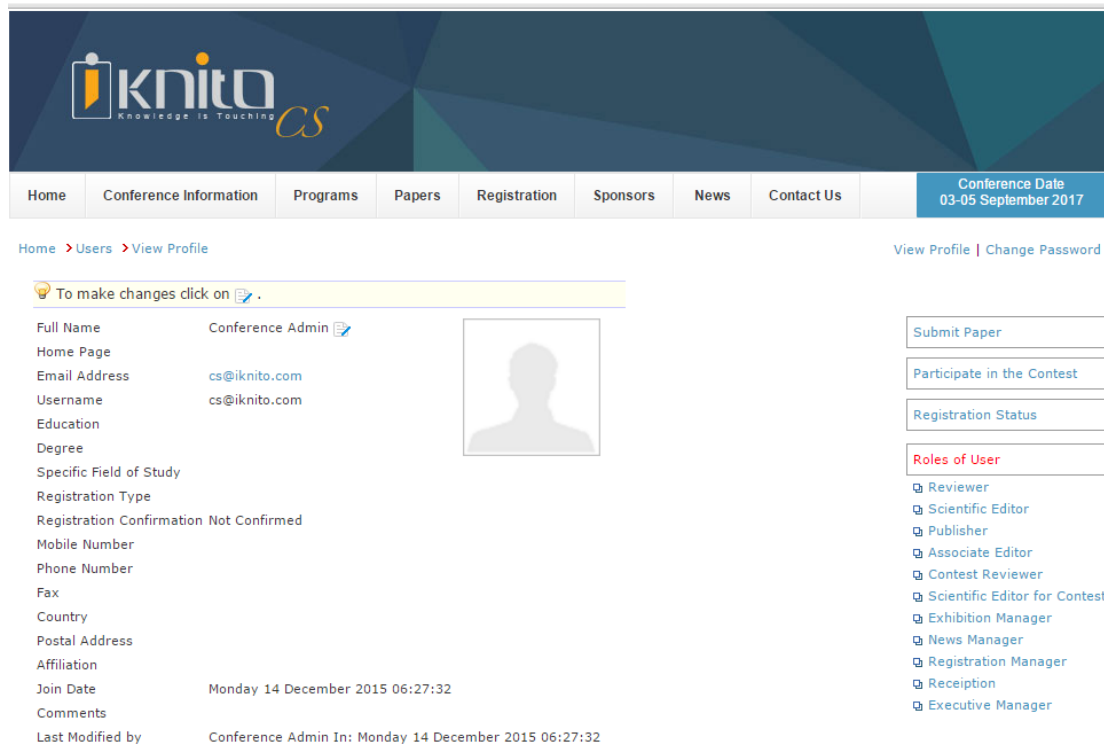
The Scientific Committee will communicate the result of evaluation process once received, and through the system.

## Chapter Two: Scientific Editor Guide

### Introduction

Scientific Editor of a conference is the main person responsible for the whole process of review and evaluation of abstracts and full papers. As a result, he or she will have special functions in the system. iKNiTO cs provides a complete set of capabilities for the Scientific Editor's role:

- Execution of general policies and procedures of the conference
- Monitoring of evaluation and review of scientific papers
- Monitoring all schedules and timings of paper presentations



The screenshot shows the iKNiTO cs user interface. At the top is a navigation bar with the iKNiTO logo and the tagline "Knowledge is Touching CS". Below the logo is a navigation menu with links: Home, Conference Information, Programs, Papers, Registration, Sponsors, News, Contact Us, and a button for "Conference Date 03-05 September 2017".

Below the navigation bar, the breadcrumb trail reads "Home > Users > View Profile". On the right, there are links for "View Profile" and "Change Password".

The main content area is divided into two columns. The left column contains a list of user profile fields with their values and edit icons:

- Full Name: Conference Admin
- Home Page: (empty)
- Email Address: cs@iknito.com
- Username: cs@iknito.com
- Education: (empty)
- Degree: (empty)
- Specific Field of Study: (empty)
- Registration Type: (empty)
- Registration Confirmation: Not Confirmed
- Mobile Number: (empty)
- Phone Number: (empty)
- Fax: (empty)
- Country: (empty)
- Postal Address: (empty)
- Affiliation: (empty)
- Join Date: Monday 14 December 2015 06:27:32
- Comments: (empty)
- Last Modified by: Conference Admin In: Monday 14 December 2015 06:27:32

The right column contains a list of actions and roles:

- Submit Paper
- Participate in the Contest
- Registration Status
- Roles of User
  - Reviewer
  - Scientific Editor
  - Publisher
  - Associate Editor
  - Contest Reviewer
  - Scientific Editor for Contest
  - Exhibition Manager
  - News Manager
  - Registration Manager
  - Reception
  - Executive Manager

The flow of papers inside iKNiTO cs has two major paths:

1. Abstracts first: If Executive Manager and Scientific Editor of the conference insist on receiving abstracts first, then authors must submit abstracts first and only submit full papers once they have received positive review notifications.
2. Full Papers: In the event that conference is closer to the time, authors are requested to send their full papers right from the start.

The system configurations for each method are different and are set by the system administrator.

Each submitted abstract or complete paper is first and foremost handed over to the Scientific Editor of the conference. The Scientific Editor does a preliminary evaluation to decide whether a paper meets the requirements to be reviewed, evaluated and published, and if yes, then who may review it. The Scientific Editor may delegate this initial task to his or her colleagues in the Scientific Committee of the conference. If the abstract or full paper does not succeed in this preliminary evaluation, then it may be returned to its author for re-writing or alterations.

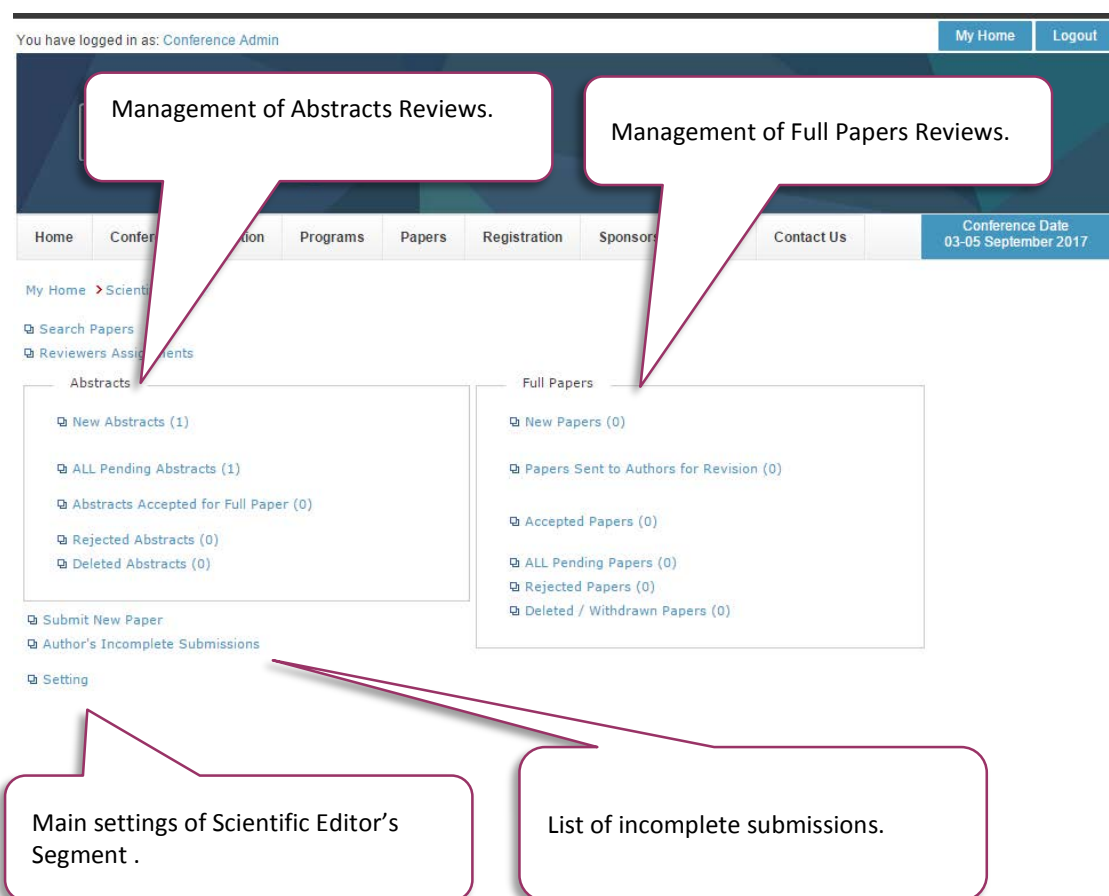
Once a Scientific Editor logs into the system, he or she will see a page similar to below. If the Scientific Editor has other roles as well, he or she will also have access to other pages.



## Scientific Editor Page

The following image shows Scientific Editor's special page for when abstracts are submitted first.

Search papers and retrieve Review status.



Followings are details of Scientific Editor's Page

This is a sample of Scientific Editor's page, in cases when a conference only accepts submission of full papers.

The screenshot displays the interface for a Scientific Editor. At the top, there is a navigation bar with 'My Home' and 'Scientific Editor'. Below this, a sidebar contains several menu items: 'Search Papers', 'Reviewers Assignments', 'Full Papers', 'Papers By Subjects', 'Submit New Paper', 'Author's Incomplete Submissions', and 'Setting'. The 'Full Papers' section is expanded, showing a list of paper categories with their respective counts: 'New Papers (0)', 'Papers Sent to Authors for Revision (0)', 'Accepted Papers (262)', 'Accepted Papers Confirmed by Authors (231)', 'ALL Pending Papers (0)', 'Rejected Papers (340)', and 'Deleted / Withdrawn Papers (91)'. Three callout boxes provide additional context: one points to the 'Search Papers' menu item, another points to the 'Reviewers Assignments' menu item, and a third points to the 'Setting' menu item.

Search papers and retrieve review status.

Management of papers evaluation.

Main settings of Scientific Editor's segment .

Scientific Editor is responsible for all tasks related to evaluation and review of submitted papers. In effect a Scientific Editor of a conference has a role similar to Editor-in-Chief of a scientific journal. He or she may review a paper and decide and inform its author. The paper may also be forwarded to reviewers for evaluation, and Scientific Editor uses their judgment and informs authors. Scientific Editor is the only person who may dispatch a paper for review,

examine review results, and in case of contradictory reviews, dispatch the paper to another reviewer for arbitration. Upon receiving revised manuscripts, the Scientific Editor will dispatch it again once more to the reviewer or arbitrator. At the end and once all reviews and revisions are carried out, the Scientific Editor informs its author and asks him or her to send the final version of the paper.

Scientific conferences usually accomplish evaluation and review of papers in shortest time frame and inform the results to authors. Members of the Scientific Committee may accept reviewer role and provide invaluable assistance.

## Paper Search Form

The screenshot shows the 'Search Papers' form with the following callouts:

- Basic Search:** Enter a keyword and click on Go.
- Advanced Search:** Search for keyword in a field. (Callout points to the 'In' dropdown menu showing options: ALL Fields, Paper ID, Paper Title, Authors, Authors Email, Abstract).
- Limit result of a search based on Subject(s) of the conference.** (Callout points to the 'Limit To' dropdown menu).
- Advanced Search: Refine search based on status of a paper.** (Callout points to the 'Status' dropdown menu showing options: New Papers, Papers Assigned to Reviewers, Papers Sent to Authors for Revise, Papers Sent to Technical Editor, Send to Author for Oral Presentation Files, Papers Accepted for Publication, Rejected Papers, Deleted / Withdrawn Papers).
- Advanced Search: Refine search based on date of submission of revision of a paper.** (Callout points to the 'From' date range selector showing options: Submit Date, Revise Date, Accept Date, Status Date).
- After entering a keyword, click on this to search.** (Callout points to the 'Go' button).

The form includes fields for 'Search', 'Limit To', 'Subjects', 'Paper Printed', 'Paper Reviewed', and 'Number of Reviewed'. It also has a 'Go' button and an 'Excel' button.

Once you click Go, a list of related papers will be shown similar to the next page. Choose a Paper ID to view further details

## Paper Search Result Form

My Home > Scientific Editor > Search Papers

Search Papers

Search  In  ALL Fields

Limit To  From 24 January 2016 To  January 2016

Subjects

Paper ID: click on the ID to view all paper details.

Paper status based on the latest information in the system.

Remove paper.

Export paper list with details into excel file

| Number of Records | Paper ID | Paper Title  | Author         | Submit Date | Status                               | Status Date | Main File | Print | Edit | Delete |
|-------------------|----------|--|----------------|-------------|--------------------------------------|-------------|-----------|-------|------|--------|
| 1                 | 1870-IST | ...  | Barbara H      | ...         | Paper Accepted (Oral Presentation)   | 2014-10-28  |           |       |      |        |
| 2                 | 1866-IST | ...  | Roger Reaves   | 2014-08-06  | Conditional Accept (Poster)          | 2014-08-06  |           |       |      |        |
| 3                 | 1863-IST | BPSK-SIM-PPM Modulation for Free Space Optical Communications                                | Lawrence Glenn | 2014-06-02  | Paper Accepted (Oral Presentation)   | 2014-09-11  |           |       |      |        |
| 4                 | 1862-IST | Current Situation and Challenges Of Iranian Online Encyclopedia in Cyberspace                | Deandre Coffey | 2014-05-31  | Paper Accepted                       | 2014-07-22  |           |       |      |        |
| 5                 | 1861-IST | Smoke attenuation in Free Space Optical Communication under Laboratory Controlled Conditions | Antoine Stuart | 2014-05-31  | Paper Accepted (Poster Presentation) | 2014-09-03  |           |       |      |        |

Records Per Page 25

Download all files into a zip file

Download original paper file, if available.

Edit Paper Details: Scientific Editor may use this to modify the title, keyword, abstract, and other parts of a paper (see next image).

Use this option to view list of papers.

## View Reviewers Status

iKNiTO cs provides a very useful status report on activities of reviewers.

### Reviewers Status Form

Basic Search: Choose Reviewer Name from the list

To view status of a reviewer, limit your search to abstracts only or paper only. Search Button

Sort search result based on Reviewer name or Paper title.

My Home > Search > Reviewers Assignments

Reviewer Name:  All Papers:  Status:  Filtered:

Limit To:  From: 18 December 2015 To: 18 December 2015

Group By:  Sort Result By: Submit Date ASC Go Excel

Advanced Search: Search based on status of paper, initial evaluation result, date of dispatch to reviewer, and review result.

Assign Date  
Review Date

Once you choose to search, a complete list of papers with specified conditions are displayed. As displayed in the next page, you may re-assign papers which are not reviewed according to the deadline to another reviewer. Also you may opt not to send any more papers to those reviewers who are late in their responses.

There are plenty of options in order to refine search in the Reviewers Status Form. You may create some informative reports based on your needs and

according to the number of papers sent to a Reviewer or number of Reviewers.

## In-Review Status Form

Review Result. Use the result to prepare special reports.

Reviewer Name: It is possible to sort base on Reviewer Name. User Paper Search Form for this purpose.

Chose Paper ID to view further details of Review Status and follow-ups.  
View more details about review and Review Form.

The screenshot shows the 'Assignments' form and a table of review assignments. The form includes filters for Reviewer Name, Limit To, Group By, From, To, Status, and Sort Result By. The table lists assignments with columns for Reviewer Name, Paper Number, Email Address, Paper ID, Paper Title, Author, Submit Date, Status, Assign Date, Agree / Decline, Reviewer Recommendation, Review Date, Details, and Visited.

|   | Reviewer Name    | Paper Number   | Email Address             | Paper ID      | Paper Title  | Author            | Submit Date | Status                           | Assign Date | Agree / Decline | Agree / Decline Date | Reviewer Recommendation      | Review Date | Details | Visited |
|---|------------------|----------------|---------------------------|---------------|--|-------------------|-------------|----------------------------------|-------------|-----------------|----------------------|------------------------------|-------------|---------|---------|
| 1 | Holland, Trinity | +1 21 84977610 | trinity.h@utor.ac.ca      | 1000-1ST      | evdvediv   | Admin, Conference | 2014-01-27  | Paper Deleted by Admin           | 2014-04-15  | Not Respond     |                      |                              |             |         |         |
| 2 | Holland, Trinity | +1 21 84977610 | trinity.h@utor.ac.ca      | 1000-1ST (R1) | evdvediv   | Admin, Conference | 2014-01-27  | Paper Deleted by Admin           | 2014-04-15  | Agree           | 2014-04-15           | Accept Paper                 | 2014-04-15  |         |         |
| 3 | Acevedo, Shannon | 36591379       | shannon_acevedo@yahoo.com | 1001-1ST      | Localization in Wireless Imaging Sensor Networks Using SAR | Teague, Erik      | 2014-01-27  | Paper Withdrawn (Author Request) | 2014-06-05  | Agree           | 2014-06-05           | Accept for Oral Presentation | 2014-06-05  |         |         |

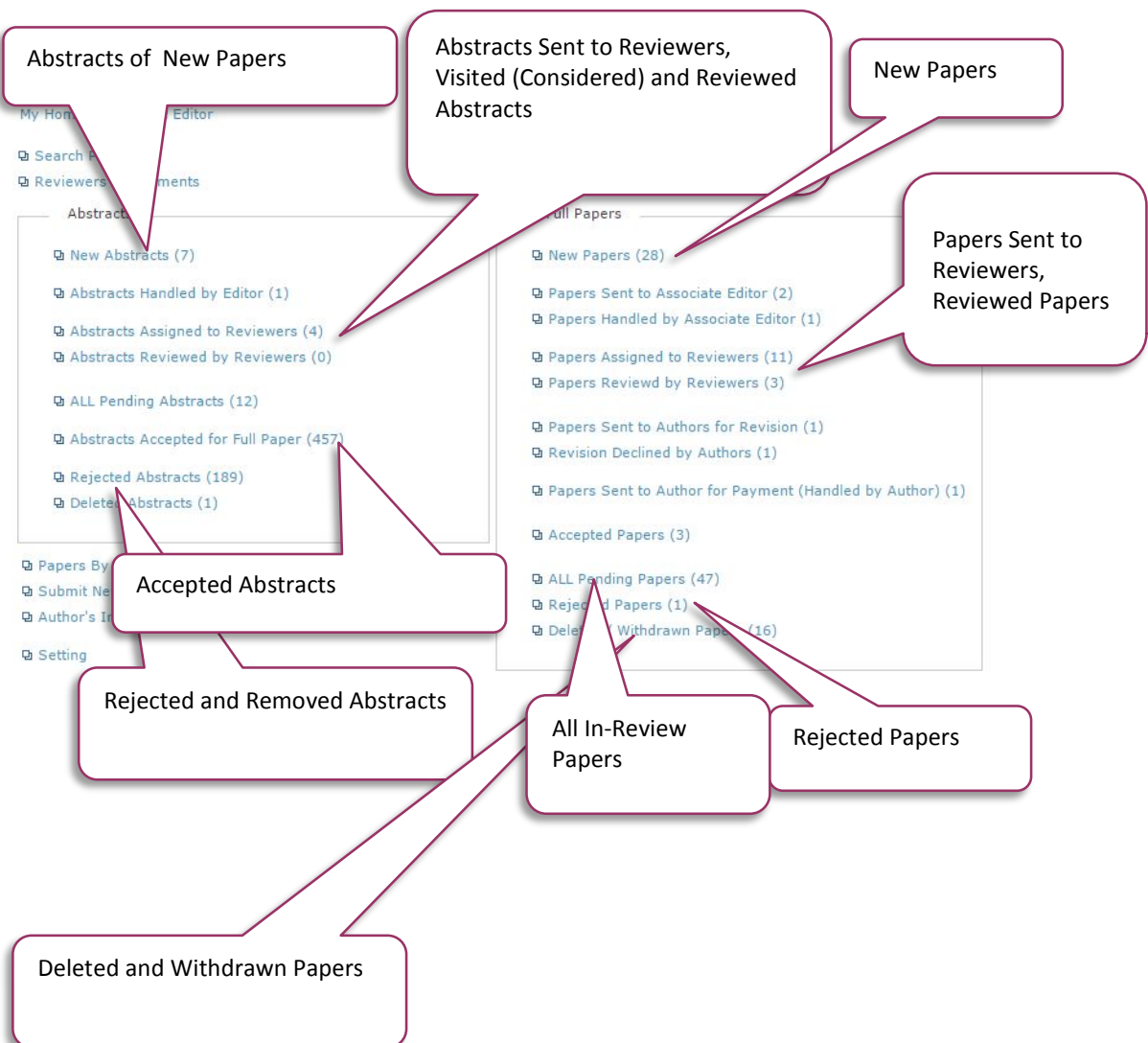
Records Per Page: 25

Latest paper status based on information in the system. It is possible to prepare other reports based on Paper Status.

Use this option to mark a Paper as Visited (Considered)

As may be required, the Scientific Editor has a number of options to improve review status. By using these reports he or she may contact delayed Reviewers and follow up or resend to another Reviewer.

## Scientific Editor Page





[My Home](#) > [Scientific Editor](#)

[🔍 Search Papers](#)

[📋 Reviewers Assignments](#)

Full Papers

[🔍 New Papers \(0\)](#)

[🔍 Papers Sent to Authors for Revision \(0\)](#)

[🔍 Accepted Papers \(262\)](#)

[🔍 Accepted Papers Confirmed by Authors \(231\)](#)

[🔍 ALL Pending Papers \(0\)](#)

[🔍 Rejected Papers \(340\)](#)

[🔍 Deleted / Withdrawn Papers \(91\)](#)

[🔍 Papers By Subjects](#)

[🔍 Submit New Paper](#)

[🔍 Author's Incomplete Submissions](#)

[🔍 Setting](#)

View reports based on main subjects of the conference and incomplete submissions

## Key Points

- Click on Paper ID to view all details of the paper as well as some actions for executive tasks.
- A Scientific Editor may do one of these three tasks:
  1. Send a paper to one or more Reviewers.
  2. Insert his or her expert view about a paper.
  3. Send the final review result (both His or her view and Reviewers) to Authors.
- Depending on which of the above options is chosen, there are different possibilities in the system.
- For dispatch to a Reviewer, the Scientific Editor may choose one from a list of Reviewers.
- A Scientific Editor may register new Reviewers in the system
- To register new Reviewers, use “Register New Reviewer” to add details and email address.
- Change a Paper status to Pending, will enable it to go to its next step
- Scientific Editor may insert comments and views on a Paper
- Scientific Editor may inform his or her decision based on the following options:
  - Ready to Publish
  - Requires Minor Revisions
  - Requires Major Revisions
  - May not be Published
  - Cannot review the Paper
- Although they seem complex at a first glance, as we shall see, they provide an important assistance to Scientific Editors.

## Submit Papers or Abstracts for Review

By selecting the New Papers option, the following form will be displayed, which contains all bibliographic details of a paper.

Full Papers

New Papers (28)

Papers Sent to Associate Editor (2)

Papers Handled by Associate Editor (1)

Papers Assigned to Reviewers (11)

Papers Reviewd by Reviewers (3)

Papers Sent to Authors for Revision (1)

Revision Declined by Authors (1)

Papers Sent to Author for Payment (Handled by Author) (1)

Accepted Papers (3)

ALL Pending Papers (47)

Rejected Papers (1)

Deleted / Withdrawn Papers (16)

Paper ID and Paper Title: The ID is automatically generated by the system and may not be changed. It is a combination of the abbreviation of conference name and a four-digit number starting from 1000.

My Home > Scientific Editor > Accepted Papers

| # | Paper ID | Paper Title   | Author         | Submit Date | Status                               | Status Date | Main File | Print Options | Edit | Delete |
|---|----------|---|----------------|-------------|--------------------------------------|-------------|-----------|---------------|------|--------|
| 1 | 1870-IST | BER Investigation of Satellite DVB-S2 Service by Modeling of Transponder Non-idealities                               | Barbara Hare   | 2014-10-28  | Paper Accepted (Oral Presentation)   | 2014-10-28  |           |               |      |        |
| 2 | 1866-IST | High-Frequency Direct Digital Frequency Synthesizer Design with Non-Uniform Sine-Weighted Digital-to-Analog Converter | Roger Reaves   | 2014-08-06  | Conditional Accept (Poster)          | 2014-08-06  |           |               |      |        |
| 3 | 1863-IST | BPSK-SIM-PPM Modulation for Free Space Optical Communications   | Lawrence Glenn | 2014-06-02  | Paper Accepted (Oral Presentation)   | 2014-09-11  |           |               |      |        |
| 4 | 1861-IST | Smoke attenuation in Free Space Optical Communication under Laboratory Controlled Conditions                          | Antoine Stuart | 2014-05-31  | Paper Accepted (Poster Presentation) | 2014-09-03  |           |               |      |        |
| 5 | 1859-IST | Cellular Indoor OWC Systems with an optimal Lambertian Order and a Handover Algorithm                                 | Antoine Stuart | 2014-05-29  | Paper Accepted (Oral Presentation)   | 2014-08-23  |           |               |      |        |

Records Per Page: 25

1 2 3 4 5 6 7 8 9 10

Date of submission and last changes as well as status of a paper are shown here.

Click here to download paper's main file

Click here to edit paper's detail file

To remove a paper, choose this option.

## Paper Information Form

Click on a Paper ID to see the following details

Click here to decide about a paper

Send Paper to Associate Editor

**Assign Paper to Reviewers**

Reject Paper

Reject Paper (Aims & Scope)

Reject Paper (Not Receiving Priority)

Reject Paper (Reviewers Recommendation)

Send Paper to Author for Revision

Send Paper to Author for Payment

Accept Paper

Conditional Accept

Accept Paper for Poster Presentation

Accept Paper for Oral Presentation

Conditional Accept for Poster Presentation

Conditional Accept for Oral Presentation

Delete Paper

Withdraw Paper (Author Request)

My Home > Scientific Editor > Accepted Papers

|    |               |   |                |            |                                      |            |  |  |  |  |
|----|---------------|---|----------------|------------|--------------------------------------|------------|--|--|--|--|
| 5  | 1859-IST      | Cellular Indoor OWC Systems with an optimal Lambertian Order and a Handover Algorithm                       |                | 2014-05-29 | Paper Accepted (Oral Presentation)   | 2014-08-23 |  |  |  |  |
| 6  | 1856-IST      | Optimization of a QoS-Aware Channel Assignment for Cognitive Radio Networks                                 |                | 2014-05-27 | Paper Accepted (Oral Presentation)   | 2014-09-11 |  |  |  |  |
| 7  | 1853-IST      | Buffer-Aided Relay Selection with Inter-Relay Interference Mitigation for Successive Multiple Relay Systems |                | 2014-05-27 | Paper Accepted (Poster Presentation) | 2014-08-12 |  |  |  |  |
| 8  | 1849-IST      | A New Back-off Mechanism for S-MAC Protocol Applied to health care  | Kristin Gagnon | 2014-05-27 | Paper Accepted (Oral Presentation)   | 2014-08-07 |  |  |  |  |
| 9  | 1848-IST (R1) | Application and effectiveness of ontology   | Joey Goldstein | 2014-05-27 | Paper Accepted (Poster Presentation) | 2014-08-06 |  |  |  |  |
| 10 | 1847-IST      | An Optimistic Fair Exchange Protocol  | Rowan          | 2014-05-27 | Paper Accepted                       | 2014-08-03 |  |  |  |  |

Records Per Page 25

Select an Option

Save a paper as a Word or Excel file

Paper Information

**Email to Author**

**Paper ID** 1853-IST

**Paper Title** Buffer-Aided Relay Selection with Inter-Relay Interference Mitigation for Successive Multiple Relay Systems

**Subjects** Wireless & Mobile & Satellite Communications / Multiple Access Systems

**Suggested Subjects:** MIMO communication

**Abstract** In this paper, we consider a cooperative network comprising of a source node, a destination node and M relays. Both the source and destination have one antenna and each relay is equipped with N antennas. There exists the incoming data packet and retransmit it to the destination later. At each time slot, simultaneous data transmission results in inter-relay interference (IRI). We propose a novel buffer-aided relay selection scheme which mitigates the IRI with the aid of minimum variance (MV) beamforming and the relay buffers. More specifically, at each time-slot, two relays are selected to receive data from the source and to transmit data to the destination provided that the associated source-to-destination signal-to-interference-plus-noise ratio (SINR) is maximized. By simulations, we investigate the performance of the proposed policy in terms of the throughput, delay, outage probability and SER (symbol error rate). It is shown that the proposed scheme suppresses the IRI efficiently, achieves higher throughput and lower outage probability compared to the other recently proposed successive relaying policies.

**Keywords** Successive relaying, buffer-aided relay channel, adaptive relay selection, interference mitigation, minimum variance beamforming.

Select this to send an email to the Author for further information

Track paper status

**Comments**

| # | Name            | Email Address              | Education   | Degree              | Phone Number | Country | Affiliation          |
|---|-----------------|----------------------------|-------------|---------------------|--------------|---------|----------------------|
| 1 | Zoie Bullock*   | bullock@memorial.ac.uk     | MSc Student | Instructor          | 09127208915  | Canada  | University of Regina |
| 2 | Aydan Coffey    | aydan_prof@udc.edu         | PhD         | Professor           | 09125392298  | USA     | University of Dayton |
| 3 | Fredy Mcclendon | fredy.mcclendon@marist.edu | PhD         | Assistant Professor | 82089745     | USA     | Marist College       |

**Papers already submitted by these authors**

| # | Paper ID | Paper Title                 | Author         | Submission Date | Status         | Update Date |
|---|----------|-----------------------------|----------------|-----------------|----------------|-------------|
| 1 | 1228-IST | Relay X Freedom             | Lilianna Ricks | 2014-05-05      | Paper Rejected | 2014-07-21  |
| 2 | 1455-IST | Performance of MIMO Systems | Zoie Bullock   | 2014-05-19      | Paper Rejected | 2014-07-21  |

Date of last change or revision

Download a paper

**Related Files**

| # | File Type | File Name  | Size      | File Description | Create Date         | Download |
|---|-----------|--|-----------|------------------|---------------------|----------|
| 1 | Main File | Buffer-aided MIMO relay selection and IRI cancellation.pdf | 175.83 KB |                  | 2014-05-27 22:23:33 |          |

**Note for Author**

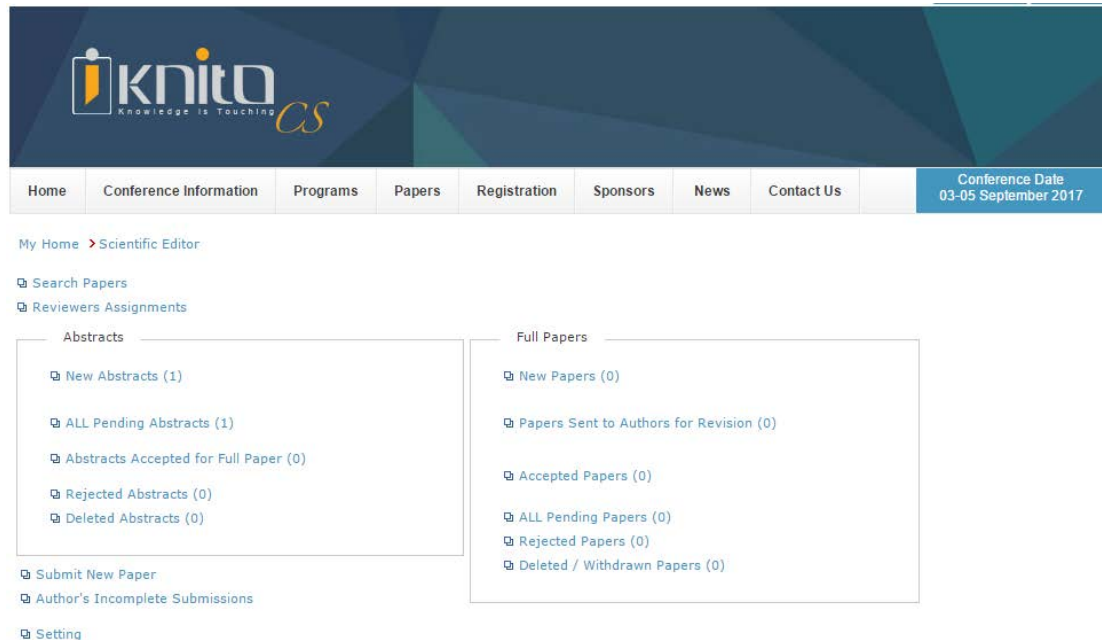
|                    |                                      |
|--------------------|--------------------------------------|
| <b>Status</b>      | Paper Accepted (Poster Presentation) |
| <b>Submit Date</b> | 2014-05-27 22:21:32                  |
| <b>Status Date</b> | 2014-05-27 02:00:28                  |

Latest status of a paper

Scientific Editor's notes

## Review Abstract

Choose this option to review Abstracts. A new window as follows will appear



## Abstracts Information Form

My Home > Scientific Editor > New Abstracts

|   | Paper ID | Paper Title  | Author           | Submit Date | Status                       | Status Date | Extended Abstract | Edit | Delete |
|---|----------|--|------------------|-------------|------------------------------|-------------|-------------------|------|--------|
| 1 | 1000-ICS | BER Investigation in Satellite DVB-S2 Service by Modeling the Transponder Non-idealities | Conference Admin | 2015-12-18  | Abstract Submitted by Author | 2015-12-18  |                   |      |        |

To review abstracts, click on Paper ID. A new window as below opens

Choose this to remove an abstract

Initial evaluation and dispatch of the Abstract to Reviewers

My Home > Scientific Editor > New Abstracts

| # | Paper ID | Paper Title   | Author           | Submit Date | Status                       | Status Date | Extended Abstract | Edit        | Delete      |
|---|----------|---|------------------|-------------|------------------------------|-------------|-------------------|-------------|-------------|
| 1 | 1000-ICS | BER Investigation in Satellite DVB-S2 Service by Modeling the Transponder Non-idea lities | Conference Admin | 2015-12-18  | Abstract Submitted by Author | 2015-12-18  | <div></div>       | <div></div> | <div></div> |

Select an Option

Paper Information

Email to Author

Submission History

Paper ID

1000-ICS

Paper Title

BER Investigation in Satellite DVB-S2 Service by Modeling the Transponder Non-idea lities

Subjects

Abstract

The channel assignment problem leads to significant spectrum under of this problem is to maximize t s demands, spectrum levels of t etic algorithm (GA) and quantu xes. Simulation results are prov

Number of Words: 116

fixed spectrum allocation mechanism lea signment is formulated as an optimization problem. The objective among secondary users (SUs) subject to constraints of different SU nning the QoS-Aware channel assignment scheme is based on gen nctions are proposed as the network utilization and fairness inde

Keywords

AM/PM, phase shift, group delay, b

Send Abstract to Associate Editor

Assign Abstract to Reviewers

Reject Abstract (Aims & Scope)

Reject Abstract

Reject Abstract (Reviewers Recommendation)

Accept Paper for Full Paper

Delete Abstract

Using this to send an Abstract to a Reviewer or to Reject it

If an abstract is accepted, use this option to inform its Author and ask him or her to send the full Paper

Remove an Abstract if it is not related to the main subject and theme of the conference or has been submitted by mistake.

## Submission to Reviewers Form

List of Reviewers, search for a reviewer.  
Select this once you have chosen a Reviewer.

View list of all Reviewers or those specialized in the subject of a paper.

Register a new Reviewer, if necessary.

| # | Paper ID | Paper Name  | Author           | Submit Date | Status             | Status Date | Extended Abstract | Edit | Delete |
|---|----------|---|------------------|-------------|--------------------|-------------|-------------------|------|--------|
| 1 | 1000-ICS | BER Investigation of DVB-S2 Service by Modeling the Transponder Noise | Conference Admin | 2015-12-18  | Accepted Submitted | 2015-12-18  |                   |      |        |

Select an Option: Assign Abstract to Reviewers

Reviewer Name:  [Register New Reviewer](#)

Review Due Date: 15 Days

Notes for Reviewer:

[Add Reviewer](#)

Selected Reviewers  
No reviewers selected for this paper.

Attach Files for Reviewers

Send author files to reviewers

| # | File Type                                  | File Name             | Size | File Description |
|---|--|-----------------------|------|------------------|
| 1 | <input type="checkbox"/> Extended Abstract | Document-Changes.docx |      |                  |

[Send Selected Files](#)

File Name: [Choose File](#) No file chosen [Upload](#)

File Description:

Related Files

[Click here to send paper to reviewer.](#)

[Make Decision](#)

Special notes for a Reviewer.

Select and send special files for Reviewer(s).



## Paper Tracking Information

| # | Paper ID | Paper Title   | Author         | Submit Date | Status                               | Status Date | Main File | Print Options | Edit | Delete |
|---|----------|---|----------------|-------------|--------------------------------------|-------------|-----------|---------------|------|--------|
| 1 | 1870-IST | BER Investigation in Satellite DVB-S2 Service by Modeling the Transponder Non-idealities                              | Barbara Hare   | 2014-10-28  | Paper Accepted (Oral Presentation)   | 2014-10-28  |           |               |      |        |
| 2 | 1866-IST | High-Frequency Direct Digital Frequency Synthesizer Design with Non-Uniform Sine-Weighted Digital-to-Analog Converter | Roger Reaves   | 2014-08-06  | Conditional Accept (Poster)          | 2014-08-06  |           |               |      |        |
| 3 | 1863-IST | BPSK-SIM-PPM Modulation for Free Space Optical Communications   | Lawrence Glenn | 2014-06-02  | Paper Accepted (Oral Presentation)   | 2014-09-11  |           |               |      |        |
| 4 | 1861-IST | Smoke attenuation in Free Space Optical Communication under Laboratory Controlled Conditions                          | Antoine Stuart | 2014-05-31  | Paper Accepted (Poster Presentation) | 2014-09-03  |           |               |      |        |
| 5 | 1859-IST | Cellular Indoor OWC Systems with an optimal Lambertian Order and a Handover Algorithm                                 | Antoine Stuart | 2014-05-29  | Paper Accepted (Oral Presentation)   | 2014-08-23  |           |               |      |        |

Records Per Page: 25

Navigation: 1 2 3 4 5 6 7 8 9 10

Select an Option

| Paper Information  |                                    |
|--|------------------------------------|
| <a href="#">Email to Author</a>  | <a href="#">Submission History</a> |
| <b>Paper ID</b> 1866-IST   |                                    |
| <b>Paper Title</b> High-Frequency Direct Digital Frequency Synthesizer Design with Non-Uniform Sine-Weighted Digital-to-Analog Converter |                                    |
| <b>Subjects</b> Fields & Waves / Components & Circuitry  |                                    |

To view Tracking information of a paper, first select a Paper ID and then click on this

## Submission History

[My Home](#) > [Scientific Editor](#) > [Submission History](#)

**Paper Title** A New Back-off Mechanism for S-MAC Protocol With Applied to health care

**Paper ID** 1849-IST

**Author** Gagnon, Kristin

**Submission History**

| #  | Paper ID | User Name            | Destination          | Status                      | Notes                             | User Notes | Track Date          |
|----|----------|----------------------|----------------------|-----------------------------|-----------------------------------|------------|---------------------|
| 1  | 1849-IST | Gagnon, Kristin      |                      | Incomplete Submission       | Author Started to Submit Paper    |            | 2014-05-27 15:19:57 |
| 2  | 1849-IST | Gagnon, Kristin      |                      | Paper Submitted by Author   | Author Submitted Paper            |            | 2014-05-27 15:24:16 |
| 3  | 1849-IST | Admin, Conference    | Ali, Chris           | Paper Assigned to Reviewers | Paper Assigned to Reviewer. #2373 |            | 2014-06-14 15:46:59 |
| 4  | 1849-IST | Admin, Conference    | Fink, Kyan           | Paper Assigned to Reviewers | Paper Assigned to Reviewer. #2313 |            | 2014-06-14 15:50:40 |
| 5  | 1849-IST | Admin, Conference    | Burroughs, Maximo    | Paper Assigned to Reviewers | Paper Assigned to Reviewer. #2407 |            | 2014-06-14 15:50:56 |
| 6  | 1849-IST | Admin, Conference    | Rodriguez, Guadalupe | Paper Assigned to Reviewers | Paper Assigned to Reviewer. #2027 |            | 2014-06-14 15:52:34 |
| 7  | 1849-IST | Rodriguez, Guadalupe |                      |                             | Reviewer Declined to Review Paper |            | 2014-06-14 15:53:10 |
| 8  | 1849-IST | Fink, Kyan           |                      |                             | Reviewer Declined to Review Paper |            | 2014-06-14 19:37:39 |
| 9  | 1849-IST | Ali, Chris           |                      |                             | Reviewer Declined to Review Paper |            | 2014-06-14 20:06:25 |
| 10 | 1849-IST | Admin, Conference    | Humphrey, Abbie      | Paper Assigned to Reviewers | Paper Assigned to Reviewer. #4044 |            | 2014-06-15 10:22:57 |
| 11 | 1849-IST | Admin, Conference    | Chase, Louis         | Paper Assigned to Reviewers | Paper Assigned to Reviewer. #4045 |            | 2014-06-15 10:28:30 |
| 12 | 1849-IST | Chase, Louis         |                      |                             | Reviewer Declined to Review Paper |            | 2014-06-15 12:02:43 |

Paper ID will clearly show if a paper is revised.

All of the information about a paper in the system are displayed in chronological order when a change is being made



Select an Option
Assign Abstract to Reviewers

Show Reviewers
All Reviewers

Search
In
Reviewer Name
Go

Select Single Reviewer | Select Multiple Reviewers

Reviewer Name
Register New Reviewer

Review Due Date
15 Days

Notes for Reviewer

Add Reviewer

Selected Reviewers

| # | Paper ID | Reviewer Name  | Phone Number | Email Address                   | Affiliation                       | Agree / Decline            | Reviewer Recommendation | Reviewer Note for Scientific Editor | File | Visited                             | Details |
|---|----------|----------------|--------------|---------------------------------|-----------------------------------|----------------------------|-------------------------|-------------------------------------|------|-------------------------------------|---------|
| 1 | 1826-IST | Nash, Alize    | 09126973104  | alize.nash200@csu.edu           | Chicago State University          | Agree                      | Minor Revision          |                                     |      | <input checked="" type="checkbox"/> |         |
| 2 | 1826-IST | Dixon, Delilah |              | delilah_a@berkeley.edu          | University of California-Berkeley | Follow up to Agree/Decline |                         | Not Reviewed                        |      |                                     |         |
| 3 | 1826-IST | Comer, Emilie  |              | emilie.comer.prof@concordia.edu | Concordia College-New York        | Agree                      |                         |                                     |      |                                     |         |

Attach Files for Reviewers

Click on this to follow up.

After selecting a Reviewer, the following list will show all papers assigned to the Reviewer.

## Chapter Three: Reviewers Guide

### Introduction

In traditional system, reviewers express their opinion in writing, on a form or as a detailed writing. iKNiTO cs provides this functionality in a very dynamic way. Once people fill the initial registration form they are asked whether they wish to act as a Reviewer. Conference's Executive Manager has the right to accept or decline this. An Executive Manager may directly register his candidates for the role of Reviewer in the system. Once a person who is registered and has been accepted as a Reviewer logs into the system, he or she may act as a Reviewer.

The screenshot shows the user profile page for 'Conference Admin'. The page includes a navigation bar with links like Home, Conference Information, Programs, Papers, Registration, Sponsors, News, and Contact Us. A callout box points to the 'Roles of User' section, which lists various roles including Reviewer, Scientific Editor, Publisher, Associate Editor, Contest Reviewer, Scientific Editor for Contest, Exhibition Manager, News Manager, Registration Manager, Reception, and Executive Manager. The 'Reviewer' role is highlighted with a red box.

You have logged in as: [Conference Admin](#) [My Home](#) [Logout](#)

**KNiTO**  
Knowledge is Touching *CS*

Home | Conference Information | Programs | Papers | Registration | Sponsors | News | Contact Us | Conference Date 03-05 September 2017

Home > Users > View Profile [View Profile](#) | [Change Password](#)

To make changes click on

|                           |                                  |
|---------------------------|----------------------------------|
| Full Name                 | Conference Admin                 |
| Home Page                 |                                  |
| Email Address             | cs@iknito.com                    |
| Username                  | cs@iknito.com                    |
| Education                 |                                  |
| Degree                    |                                  |
| Specific Field of Study   |                                  |
| Registration Type         |                                  |
| Registration Confirmation | Not Confirmed                    |
| Mobile Number             |                                  |
| Phone Number              |                                  |
| Fax                       |                                  |
| Country                   |                                  |
| Postal Address            |                                  |
| Affiliation               |                                  |
| Join Date                 | Monday 14 December 2015 06:27:32 |
| Comments                  |                                  |

[Submit Paper](#)

[Participate in the Contest](#)

[Registration Status](#)

**Roles of User**

- ☒ Reviewer
- ☐ Scientific Editor
- ☐ Publisher
- ☐ Associate Editor
- ☐ Contest Reviewer
- ☐ Scientific Editor for Contest
- ☐ Exhibition Manager
- ☐ News Manager
- ☐ Registration Manager
- ☐ Reception
- ☐ Executive Manager

Choose Reviewer role after log in. You may see this only if you are registered as a Reviewer.

In order to streamline the review process, as soon as the Scientific Editor assigns a paper to a Reviewer, an email is dispatched to the Reviewer and asks him or her to accept or decline the request. At this stage, the intended person need not enter the system. The Reviewer chooses between accepting to review or declining. If the Reviewer accepts to review an abstract or a paper or a link to the original of the paper will be sent to the Reviewer. By clicking on the link, the Reviewer enters the system without requiring to login, and will have full access to review, access the original paper, and access Review Form. Alternatively, any Reviewer may just login and then enter the special Reviewers page.

## Reviewer's Page

In this page there are two choices: Newly received abstracts, which are sent to the Reviewer but are not reviewed yet, and Received Abstracts which are being reviewed or completed the review phase.

Click on a Paper ID to start reviewing. Once selected, the next image will appear.

After completing the review and registering a Reviewer's opinion, this may not be changed. This is because the Scientific Editor might have made a decision based on the review. So, the Reviewer may only view his or her expressed opinion.

| Paper ID   | Paper Title   | Submit Date | Assign Date |
|------------|---|-------------|-------------|
| 1 1000-ICS | BER Investigation in Satellite DVB-S2 Service by Modeling the Transponder Non-idea lities | 2015-12-18  | 2015-12-18  |

## Paper Information Form for Reviewer

To complete a Review Form, you must first accept to review a paper.

Select and then click on Save

This section shows original Abstract or Paper, if it is attached.

If a Reviewer accepts to review a paper, he may view the original paper. Otherwise, he may only view its abstract

[My Home](#) > [Reviewer Dashboard](#)

Paper Title: **BER Investigation in Satellite DVB-S2 Service by Modeling the Transponder Non-idealities**

Reviewer Options

**You can Agree / Decline to review this paper.**  
☐ I Agree to review this paper.  
☐ I Decline to review this paper.

Paper Information

|             |   |
|-------------|---|
| Paper ID    | 1000-ICS  |
| Paper Title | BER Investigation in Satellite DVB-S2 Service by Modeling the Transponder Non-idealities  |
| Subjects    |   |
| Abstract    | The channel assignment problem is an important issue in cognitive radio networks because the conventional fixed spectrum allocation mechanism leads to significant spectrum underutilization. In this paper, the QoS-aware channel assignment is formulated as an optimization problem. The objective of this problem is to maximize the utilization of spectrum opportunities or fairness among secondary users (SUs) subject to constraints of different SUs demands, spectrum levels of the QoS and channel availabilities for each SU. Designing the QoS-Aware channel assignment scheme is based on genetic algorithm (GA) and quantum genetic algorithm (QGA). Two different objective functions are proposed as the network utilization and fairness indexes. Simulation results are provided to show the efficiency of the proposed method. |
| Keywords    | AM/PM, phase shift, group delay, DVB-S2, satellite  |
| Status      | Abstract Assigned to Reviewers  |
| Submit Date | 2015-12-18 18:43:17   |
| Status Date | 2015-12-18 19:39:20   |

You need to confirm in order to have your selections saved in the system.

[My Home](#) > [Reviewer Dashboard](#)

Paper Title: **BER Investigation in Satellite DVB-S2 Service by Modeling the Transponder Non-idealities**

Reviewer Options

**You can Agree / Decline to review this paper.**  
☒ I Agree to review this paper.  
☐ I Decline to review this paper.

Paper Information

|             |   |
|-------------|---|
| Paper ID    | 1000-ICS  |
| Paper Title | BER Investigation in Satellite DVB-S2 Service by Modeling the Transponder Non-idealities  |
| Subjects    |   |
| Abstract    | The channel assignment problem is an important issue in cognitive radio networks because the conventional fixed spectrum allocation mechanism leads to significant spectrum underutilization. In this paper, the QoS-aware channel assignment is formulated as an optimization problem. The objective of this problem is to maximize the utilization of spectrum opportunities or fairness among secondary users (SUs) subject to constraints of different SUs demands, spectrum levels of the QoS and channel availabilities for each SU. Designing the QoS-Aware channel assignment scheme is based on genetic algorithm (GA) and quantum genetic algorithm (QGA). Two different objective functions are proposed as the network utilization and fairness indexes. Simulation results are provided to show the efficiency of the proposed method. |
| Keywords    | AM/PM, phase shift, group delay, DVB-S2, satellite  |
| Status      | Abstract Assigned to Reviewers  |
| Submit Date | 2015-12-18 18:43:17   |
| Status Date | 2015-12-18 19:39:20   |

The page at ics.iknito.com says:

Are You Sure to "Agree" to Review This Paper?  
☐ Prevent this page from creating additional dialogs.

## Review Form

Pending Abstracts

Click **Paper ID** to view the paper information and start to review.

| # | Paper ID | Paper Title  | Submit Date | Assign Date | Agree / Decline Date |
|---|----------|--|-------------|-------------|----------------------|
| 1 | 1000-ICS | BER Investigation in Satellite DVB-S2 Service by Modeling the Transponder Non-idealities | 2015-12-18  | 2015-12-18  | 2015-12-18           |

[My Home](#) > [Reviewer Dashboard](#) > [Pending Abstracts](#)

Paper Title: **BER Investigation in Satellite DVB-S2 Service by Modeling the Transponder Non-idealities**

Reviewer Options

Paper Evaluation Form

**1 Reviewer Familiarity with the subject**

☐ High ☐ Moderate ☐ Low

**2 If accepted, which of the following topics would be the most appropriate for this paper?**

☐ Fields & Waves ☐ Wireless & Mobile & Satellite Communications ☐ Optical & Access Networks ☐ Network Theory ☐ Information Technology ☐ Security Issues in ICT ☐ Computation & Decision-Making Aspects

Reviewer Note for Author

Reviewer Note for Scientific Editor

Attach File  No file chosen

Reviewer Recommendation

Write your notes for the Author. The Scientific Editor may decide to make this visible to the author.

Write your notes for the Scientific Editor

Reviewer may send an edited file of the paper containing his comments to the Scientific Editor.

Reviewer's recommendation is sent to the Scientific Editor: Abstract

Review Form has the following sections:

- Reviewer's Note to Scientific Editor
- Reviewer's Note for Author
- Reviewer's Recommendations about the paper

Reviewer's recommendation is sent to the Scientific Editor:  
Full Paper

## Key Points

- Conferences often provide a pre-designed form to reviewers. iKNiTO cs provides the same feature. The Executive Manager may edit the form and add his or her questions.
- Once a Reviewer inserts his or her recommendation, it is not possible to change it. Reviewers must take extreme care when adding their recommendations.
- Papers are sent by email to Reviewers. A Reviewer may select between accepting or declining to review without requiring to enter in the system.
- Click on a Paper ID in order to view further information about a paper. This feature is deactivated once a review is completed.
- Initially a Reviewer is asked to show willingness or lack of it with regards to reviewing a paper. The Reviewer may choose his or her selection and then save this in the system.
- The complete paper only becomes visible once a Reviewer has accepted to review it.
- Even if a Reviewer accepts to review but later on regrets, he or she may express his view by choosing “Cannot Review”.
- A Reviewer may do the followings in the system:
  - Add a note for the Author.
  - Add a note for the Scientific Editor.
  - Fill in the Review Form.
  - Send a fully edited file together with comments and notes to the Scientific Editor through the system. Most Reviewers prefer to comment on the Paper using Word software and identify places, which require revisions.
- Optionally upload an edited file containing your (Reviewer’s) comments and dispatch to the Scientific Editor and its Author.
- Finally, the Reviewer must express his or her recommendations using one of the following five options:
  - Paper is accepted
  - Paper is accepted for Oral Presentation
  - Paper is accepted for Poster Presentation
  - Paper accepted condition to minor revisions without requiring further review
  - Paper will be accepted condition to revision and re-review
  - Paper is rejected

## Chapter Four: Electronic Publishing Guide

In this section conference proceedings will be published in conference website

### Introduction

An important and last step after accepting a paper is to publish it. This is done through the role of Publisher. Executive Manager in coordination with Scientific Editor will assign this role to a competent person who can do the both scientific and language editing of accepted papers, and publish them in the system. To see all the features and capabilities of this role, log into the system and then select Publisher role.

The screenshot shows the iKNITO CS user interface. At the top is a navigation bar with links: Home, Conference Information, Programs, Papers, Registration, Sponsors, News, and Contact Us. A blue box on the right of the navigation bar indicates the 'Conference Date 03-05 September 2017'. Below the navigation bar, the breadcrumb trail reads 'Home > Users > View Profile'. On the right side of the profile page, there are links for 'View Profile' and 'Change Password'. The main profile area contains a list of user details: Full Name (Conference Admin), Home Page, Email Address (cs@iknito.com), Username (cs@iknito.com), Education, Degree, Specific Field of Study, Registration Type, Registration Confirmation Not Confirmed, Mobile Number, Phone Number, Fax, Country, Postal Address, Affiliation, Join Date (Monday 14 December 2015 06:27:32), and Comments. To the right of these details is a placeholder for a user profile picture. Further right, there are buttons for 'Submit Paper', 'Participate in the Contest', and 'Registration Status'. Below these buttons is a section titled 'Roles of User' which lists various roles: Reviewer, Scientific Editor, Publisher (highlighted with a red box), Associate Editor, Contest Reviewer, Scientific Editor for Contest, Exhibition Manager, News Manager, Registration Manager, Reception, and Executive Manager.

Using some of the options available here, accepted paper may be published easily.

A Publisher's page will look like this:

[My Home](#) > [Publisher](#)

[List of Published Articles](#)

[Click here to view list of published papers.](#)

[My Home](#) > [Publisher](#) > [List of Accepted Papers](#)

| # | Paper ID | Paper Title   | Author        | Submit Date | Status                               | Status Date | Publish |
|---|----------|---|---------------|-------------|--------------------------------------|-------------|---------|
| 1 | 1009-IST | HYBRID ZERNIKE MELLIN MOMENT-BASED FEATURE EXTRACTION FOR FARSI CHARACTER RECOGNITION                 | Dominick Chin | 2014-02-16  | Paper Accepted (Oral Presentation)   | 2014-08-09  | ✓       |
| 2 | 1012-IST | Fast Feature Selection Methods for Classification of Hyperspectral Images                             | Itzel Ayers   | 2014-03-05  | Paper Accepted (Poster Presentation) | 2014-07-30  | ✓       |
| 3 | 1017-IST | Boundary Based Discriminant Analysis for Feature Extraction in Classification of Hyperspectral Images | Itzel Ayers   | 2014-03-10  | Paper Accepted (Oral Presentation)   | 2014-07-30  | ✓       |
| 4 | 1021-IST | A Pixon-based hyperspectral image segmentation method used for remote sensing data classification     | Karla Medrano | 2014-03-18  | Paper Accepted (Oral Presentation)   | 2014-08-06  | ✓       |
| 5 | 1022-IST | Database Intrusion Detection System for Detecting Malicious Behaviors in                              | Lisa          | 2014-03-19  | Paper Accepted                       | 2014-08-11  | ✓       |

Click on this to publish it electronically. This will result in the next image.



## Electronic Publishing Form

Electronic Publishing Form has four parts:

- Paper details.
- Author Management (Add or edit authors names).
- Subject Management (Define Subject of a paper).
- Paper's Citations Management.

The screenshot shows the 'Electronic Publishing Form' interface. It includes a navigation bar with 'My Home', 'Publisher', and 'Proceeding'. Below this are tabs for 'Proceeding Information', 'Manage Authors', 'Manage Subjects', and 'Manage References'. The 'Proceeding Information' tab is active, showing fields for 'Accept Type' (set to 'Poster Presentation'), 'DOI', 'Proceeding Title' ('Fast Feature Selection Method for Classification of Hyperspectral Images'), 'Abstract' (containing a paragraph of text), 'Keywords' ('classification, hyperspectral image, feature selection.'), 'Full Text' (with a rich text editor), 'Path' (set to 'p'), 'Publish Date' (set to '1', 'December', '2011'), 'Pages From' (set to '1'), 'Full Text File' (with a 'Choose File' button), and a checkbox for 'Send online publish email to'.

Callouts provide the following information:

- Edit Abstract and Keywords.** Points to the 'Abstract' and 'Keywords' fields.
- If required, add the complete paper text (html full text) here.** Points to the 'Full Text' field.
- Use this to add or edit citations for the paper.** Points to the 'Manage References' tab.
- Poster Presentation Oral Presentation** points to the 'Accept Type' dropdown menu.
- Upload the main paper file in PDF format.** Points to the 'Full Text File' field.
- Add date of publication and page numbers.** Points to the 'Publish Date' and 'Pages From' fields.
- Send an email to Author(s) to inform about publication.** Points to the 'Send online publish email to' checkbox.

### Authors Detail Form

If needed, edit each field.  
Add education and academic level, phone number.  
Must add Author's place of work or study.  
If ticked, Author's information edit form such as this will be visible.  
Click Save Author once fields are edited.

[Proceeding Information](#) [Manage Authors](#) [Manage References](#)

Email Address\*

abbey.judd@cc.iut.ac.ca

Title

Dr.

First Name\*

Abbey

Middle

Last Name\*

Judd

Education\*

PhD

Degree\*

Assistant Professor

Phone Number\*

3113912450

Country\*

Canada

City\*

Ontario

Affiliation\*

Dept. of Electrical and Computer Engineering, Ontario Univ. of Technology

☒ This Author is Corresponding Author.

☐ This Author is Presenter Author.

Add Author

Reset

### Authors

| # | Full Name    | Email Address              | Postal Address  |   | Save  |
|---|--------------|----------------------------|---|---|---|
| 1 | Abbey Judd*  | abbey.judd@cc.iut.ac.ca    | Dept. of Electrical and Computer Engineering, Ontario Univ. of Technology |   |  |
| 2 | Paulina Haas | paulina.haas@ontario.ac.ca | Dept. of Electrical and Computer Eng., Ontario Univ. of Tech.             |   |  |


Use this to edit or delete  
Author names.

Sort Author names

## Papers Subject Form

Select one or more Subjects matching the Paper.

Manage Subjects

Search Subjects   ☐ Case Sensitive

Select Related Subjects.

| Available Subjects                           | Selected Subjects   |
|--|---|
| Computation & Decision-Making Aspects        | AI & Soft Computing <Computation & Decision-Making Aspects> |
| ... AI & Soft Computing                      | Components & Circuitry <Fields & Waves>                     |
| ... Algorithms, Models & Techniques          |   |
| ... Debugging & Diagnosis                    |   |
| ... Design, Planning & Scheduling            |   |
| ... Multi-Media Retrieval & Mining           |   |
| ... Ubiquitous Computing                     |   |
| Fields & Waves                               |   |
| ... Antennas & Propagation                   |   |
| ... Components & Circuitry                   |   |
| ... Microwaves, Millimeter waves & Terahertz |   |
| Information Technology                       |   |
| ... Cloud & Security                         |   |
| ... Enterprise Solutions                     |   |
| ... Human Computer Interaction               |   |
| ... Information Security                     |   |
| ... IT Applications & Services               |   |

**Add Subjects.**

**Delete Subjects.**

## Papers References and Resources Form

**Manage References**

Reference Language English ▼

Authors

Reference Title

Journal, Conference or Book Title

DOI

Volume

Issue

Pages From To

Publish Date

Reference Link

Link to Full Text

Full Text Size K

**Save Reference**

Add bibliographic information of citations and references.  
First chose language of the reference.

Bibliographic information includes Authors names, Title, Volume, Issue, publication name, as well as online address.

Click on Save Reference to finish.

## **Key Points**

Papers must be submitted via iKNiTO cs for review and once accepted will be published electronically.

If required, new papers may be added for online publishing. For example, if this is your second conference, you might wish to add your previous conference information.

If possible, add references and citation to simplify access to them.

Upon accomplishing online publication of papers, make sure to send confirmations to Authors.

Ensure correct and careful addition of related subjects of papers. This will be important in order to provide access to the papers.

## **Chapter Five: Executive Manager Guide**

### **Introduction**

iKNiTO cs has eight distinct roles for management of both scientific and executive affairs of a conference. Each user may have one or more roles. A user with multiple roles can select the desired role in the home page and carry out its related tasks. For example, if a user is defined as both Author and Reviewer, he or she can refer to his or her Page, select one of the roles, and do the tasks. The Executive Manager has authority to do as required in order to electronically manage a conference.

There are plenty of operational features available to an Executive Manager. Almost every action that a conference management system needs is provided in iKNiTO cs. Here is a list of these facilities:

1. Website Management
2. Registration Management and Attendees Services
3. Conference Side Events Management:  
Workshops, Exhibitions, Scientific Contests
4. Sponsors and Organizers Registration Management
5. User Management

In the followings we will expand each.

## Website Management

One of the most important tasks of an Executive Manager in iKNiTO cs is management of conference website, including upload and edit of its content. There are varieties of functions, which enable a conference manager to accomplish these. They include various main settings as well as uploading of different contents for display in the home page of the conference. Website header banner, menus, defining type of gathering which could be a conference or a festival, settings of default letters, uploading of news, announcements and promotions, presentation slides, design of the review form and checklist of activities are just some examples of these tasks.

| Conference Website Management |   |
|-------------------------------|---|
| Subject                       | Description   |
| Conference Settings           | Main settings of the website  |
| Conference Letters            | Default letters settings  |
| Conference SMS Settings       | Default SMS settings  |
| Static Pages                  | Create and add contents to Static Pages   |
| Manage Menus                  | Main and Sub-Menus Settings   |
| Manage Quick Links            | Create links to websites content for display in the first page  |
| Conference Organization       | Introduction of conference President, Scientific Editor, Executive Manager, and members of committees |
| News                          | Manage websites news content  |
| Slideshow                     | Upload and setting of presentation slides   |
| Ads                           | Upload posters and other promotional material in the website  |
| Subjects                      | Define main subjects of the conference  |
| Countries                     | Add countries in the website  |
| Related Links                 | Introduce other related sites   |
| FAQ                           | Create list of questions and answers  |
| Glossary                      | Introduce main terms and their definitions for the conference   |
| Checklist                     | Develop checklist for authors to ensure everything is submitted                                       |
| Paper Evaluation Form         | Create and edit of review and evaluation form   |

## Registration Management and Attendees Services

In general, there is a limited space for a conference and organizers will have to impose some limits on who may register, while providing means and facilities for registration. As an example, an early bird attendance fee may be used as an incentive to get people to register before a certain date. This will help organizers to get a sense of space required to accommodate for those who have registered.

iKNiTO cs provides a host of services such as accommodations and their costs, or attendance bills, are just two example of services offered by iKNiTO cs. To see a list of such services, please click on Services.

iKNiTO cs also provides list of paid and unpaid invoices. These could be used to issue attendance cards, as well as following up attendance.

| Registration Management and Attendees Services |  |
|--|--|
| Subject  | Description  |
| Conference Dates & Times                       | Dates for Abstracts Submission deadline, Paper Submission deadline, Review deadline, and start of conference |
| Conference Programs Timeline                   | Conference day (s) schedules   |
| Conference Prices                              | Conference attendance options and prices   |
| Register Users in Conference                   | Registration of attendees  |
| Conference Registration Requests               | List of those requesting to attend   |
| Services                                       | Accommodation services   |
| Not Paid Invoices                              | List of unpaid bills to be used to follow up their attendance  |
| Paid Invoices                                  | List of paid bills to issue attendance cards   |



## Conference Side Events Management: Workshops, Exhibitions, Scientific Contests

It is common to have side events such as Training Workshops, Exhibition, and Scientific Contests, in a conference. The system even facilitates requests for holding workshops, and a list of requesters, which could be used for decision making by the related manager.

Design of exhibition floor plan, number of booths and their names, as well as registration of legal entities in order to allocate booths and viewing list of requests to rent booths, are all part of the available functions.

iKNiTO cs provides functions for managing scientific contests. They include defining contest title, timing and deadline for receiving interested participants' responses, as well as refereeing and evaluation.

| Conference Side Events Management: Workshops, Exhibitions, Scientific Contests |  |
|--|--|
| Subject  | Description  |
| Workshops  | Introduction to conference workshops                     |
| Register Users in Workshops  | Approve or reject request to attend a workshop           |
| Request to Hold Workshops  | List of requested workshops for decision-making          |
| Workshop Registration Requests   | View a list of applicants to participate in workshops    |
| Define Exhibition  | Create and edit the number and name of exhibition booths |
| Enroll Exhibitors  | To register exhibitors and allocate booths to them       |
| New Exhibitors Requests  | View a list of new requests for booths                   |
| Define Contest Titles  | Title and features of sideline contests                  |

## Sponsors and Organizers Registration Management

Conferences are usually organized by some major institutes and organizations, or are assisted by them. In addition, some organizations may act as either major sponsors or media sponsors. iKNiTO cs provides a number of functions to register such organizations. It also helps in defining different types of sponsorship and support, introducing sponsors, as well as receiving new requests for sponsorship.

| Sponsors and Organizers Registration Management |  |
|---|--|
| Subject   | Description  |
| Sponsors Setting                                | The introduction of different types of conference sponsors: Main Sponsors, Media Sponsors, and others        |
| Enroll Sponsors                                 | Registration of the sponsors and uploading their logo and link to their websites in the conference home page |
| Organizers                                      | Introduce main organizers and uploading their logo and link to their websites in the conference home page    |
| New Sponsorship Requests                        | View new sponsorship requests  |

## User Management

There are many functions available for user management, including ability to view and edit users' information, delete a user, as well entering the system on a user behalf and completion of registration form for a user or even submission of paper for a user. It is possible to register a new user and assign certain task to him or her. Assignment of tasks is done in coordination with the Executive Manager of the conference. When a user logs into the system he or she will have access to his or her special page which contains various available functions.

| User Management                |  |
|--------------------------------|--|
| Subject                        | Description  |
| Email to Users                 | Informing website users  |
| List of Users                  | A complete list of system users with ability to view, edit, delete as well as data entry on behalf of users  |
| Register a New User            | New users registration   |
| Manage Roles                   | Tasks list includes:<br>Reviewer<br>Scientific Editor<br>Publisher<br>Match Reviewer<br>Scientific Editor for Match<br>Exhibition Manager<br>News Manager<br>Registration Manager<br>Executive Manager |
| Assigning Subject to Reviewers | Allocate subjects to reviewers to start sending papers for review  |
| Confirm Users Registration     | Confirm membership   |

It should be noted that due to the importance and priority of some of the functions, these are grouped slightly differently in the system from what we have described here. In the rest of this chapter we will examine various menus and functions available to the Executive Manager in detail.

- 🔗 Conference Settings
- 🔗 Conference Letters
- 🔗 Conference SMS Messages
- 🔗 Static Pages
- 🔗 Manage Menus
- 🔗 Manage Quick Links
- 🔗 Conference Dates & Times
- 🔗 Conference Programs Timeline
- 🔗 Conference Prices
- 🔗 Register Users in Conference
- 🔗 Services
- 🔗 Workshops
- 🔗 Register Users in Workshops
- 🔗 Requests to Hold Workshops
- 🔗 Define Exhibition
- 🔗 Enroll Exhibitors
- 🔗 Sponsors Setting
- 🔗 Enroll Sponsors
- 🔗 Organizers
- 🔗 Define Contest Titles
- 🔗 Email to Users
- 🔗 List of Users
- 🔗 Register a New User
- 🔗 Manage Roles
- 🔗 Assign Subject to Editor / Reviewer
- 🔗 Conference Organization
- 🔗 News
- 🔗 Slideshow
- 🔗 Image Gallery
- 🔗 Ads
- 🔗 Subjects
- 🔗 Countries
- 🔗 Related Links
- 🔗 FAQ
- 🔗 Glossary
- 🔗 Checklist
- 🔗 Paper Evaluation Form
- 🔗 Confirm Users Registration
- 🔗 New Sponsorship Requests
- 🔗 New Exhibitors Requests
- 🔗 Conference Registration Requests
- 🔗 Workshop Registration Requests
- 🔗 Unpaid Invoices
- 🔗 Paid Invoices

## Conference Settings

|                             |  |  |
|-----------------------------|--|--|
|                             | Program Type                           | Select type of event   |
|                             | Languages                              | Multi Language or Single Language Website                            |
|                             | Main Language                          | Main language of the Website   |
|                             | Website Style                          | Website's main structure   |
|                             | Style Color                            | Color of Website   |
|                             | Code                                   | Conference code  |
|                             | Base URL                               | Main URL of the Website  |
|                             | Status                                 | Is the system active?  |
|                             | Main Email Address                     | Conference's main email address                                      |
|                             | Support Email Address                  | Conference's second email address                                    |
|                             |  |  |
|                             | Currency                               | Rate of exchange for issuing bills                                   |
|                             | Second Currency                        | Second currency's exchange rate                                      |
|                             | Minimum Price for Discount             | Minimum discount   |
|                             | Show Current Contributors for Workshop | Determine whether number of Workshops attendees will be shown or not |
| Paper Submission is Enabled |  | Submission of papers is active or disabled                           |
|                             | Contest is Enabled                     | Is there a Contest at the conference sideline                        |

## Conference Setting Form

[My Home](#) > [Executive Manager](#) > [Conference Settings](#)

| Basic Information  | More Information & Preferences |
|--|--------------------------------|
| Program Type   | Conference                     |
| Languages  | Single Language                |
| Website Style  | New Style                      |
| Style Color  | Blue                           |
| Code   | ICS                            |
| Base URL   | http://ics.iknito.com/         |
| Status   | Enabled                        |
| Main Email Address   | cs@iknito.com                  |
| Support Email Address  |                                |
| Currency   | Dollars                        |
| Second Currency  |                                |
| Minimum Price for Discount   | 0                              |
| Show current contributors for workshops  | No                             |
| <input checked="" type="checkbox"/> Paper submission is enabled. <a href="#">?</a> |                                |
| <input checked="" type="checkbox"/> Contest is Enabled.                            |                                |

Select program type.

Select Multi Language or Single Language as well as Main Language.

Select the main structure and style of the website. Next select color of the site.

Enter conference URL.

Enter conference main email address as well as its support or secondary email address.

Save

Cancel

Finally click on Save

[My Home](#) > [Executive Manager](#) > [Conference Settings](#)

[Basic Information](#) [More Information & Details](#)

Title

iKNiTO Conference System

Short Title

Important Dates Format

yyyy-mm-dd

Header Image(960 x 140)

[Choose File](#)

No file chosen

[Comments for Home Page](#)

[Start Note](#)

[User Guide](#)

[Manage Note](#)

[About Conference](#)

[Goals](#)

[Bases](#)

[Place](#)

[Guide for Authors](#)

[Registration Guide](#)

[Guide for Sponsors](#)

[Guide for Reviewers](#)

Full Title of the conference must be entered here, then header of the website as a flash file.

Description for the Home Page, Notes about conference, Goals, Main Subjects (Bases), and Place are entered here.

Enter various Guides and other essential notes and at the end click on Save.

## Default Letters Settings

iKNiTO cs has about 50 default emails. By selecting each of them, you can edit its content. Use the fields on the left hand column to add Author Name, Paper Title, and more in the email. After finishing the edit, simply click on Save.

My Home > Executive Manager > Conference Letters

### EMAILS RELATED TO ABSTRACTS

|  |
|--|
|  Email to author when submit abstract.  |
|  Email to Co-Authors on abstract submission   |
|  Email to author when submit revised paper  |
|  Email to author when abstract needs to be resubmitted.                                     |
|  Email to Editor on abstract assignment   |
|  Email to scientific editor when editor handle the abstract                                 |
|  Email to reviewer on abstract assignment   |
|  Email to reviewer when delays to agree/decline to review abstract                          |
|  Email to reviewer when delays to review after agreement                                    |
|  Email to reviewer when agree to review abstract  |
|  Email to reviewer when decline to rerview abstract   |
|  Email to reviewer when review abstract   |
|  Email to reviewer when abstract status changed and reviewer not reviewed the abstract yet |
|  Abstract rejection (Aims & Scope)  |
|  Abstract rejection (Plagiarism)  |
|  Abstract rejection (Similar Results)   |
|  Abstract rejection (Reviewers Recommendation)  |

### Help

|                              |                   |
|------------------------------|-------------------|
| Paper ID                     | {manuId}          |
| Paper Title                  | {manuTitle}       |
| Abstract                     | {manuAbstract}    |
| Submit Date                  | {submitDate}      |
| Conference Title             | {confTitle}       |
| Conference Link              | {confLink}        |
| Authors                      | {authorsName}     |
| Author                       | {authorName}      |
| Notes                        | {editorNote}      |
| Reviewer Name                | {reviewerName}    |
| Agree Link                   | {agreeLink}       |
| Decline Link                 | {declineLink}     |
| Direct Link to Reviewer Page | {reviewerPage}    |
| Review Due Date              | {reviewDueDate}   |
| Revision Due Date            | {reviseDueDate}   |
| Date                         | {date}            |
| Participant Name             | {participantName} |
| Manager Note                 | {managerNote}     |
| Performa / Invoice Status    | {performaStatus}  |
| Perofrma / Invoice Price     | {performaPrice}   |



## Default SMS Settings

iKNiTO cs has about 50 default SMSs. By selecting each of them, you can edit its content. Use the fields on the left hand column to add Author Name, Paper Title, and more in the SMS. After finishing the edit, simply click on Save.

[My Home](#) > [Executive Manager](#) > [Conference SMS Messages](#)

SMS Gateway Setting

SMS Gateway URL

SMS Number

Gateway Username

Gateway Password

Send Method

Web Service ▼

Other Parameters

## MESSAGES RELATED TO ABSTRACTS

- Message to author when submit abstract.
- Message to Co-Authors on abstract submission
- Message to author when submit revised paper
- Message to author when abstract needs to be resubmitted.
- Message to Editor on abstract assignment
- Message to reviewer on abstract assignment
- Message to reviewer when delays to agree/decline to review abstract

### MESSAGES RELATED TO REGISTRATION

- 🔗 Message to user when Registration accepted
- 🔗 Message to user when invoice issued
- 🔗 Message to user when manager discount to invoice
- 🔗 Message to user when invoice accept
- 🔗 Message to user when invoice reject
- 🔗 Message to user on invoice changes (except items above)

Save Cancel

[Help](#)

|                              |                   |
|------------------------------|-------------------|
| Paper ID                     | {manuid}          |
| Paper Title                  | {manuTitle}       |
| Abstract                     | {manuAbstract}    |
| Submit Date                  | {submitDate}      |
| Conference Title             | {confTitle}       |
| Conference Link              | {confLink}        |
| Authors                      | {authorsName}     |
| Author                       | {authorName}      |
| Notes                        | {editorNote}      |
| Reviewer Name                | {reviewerName}    |
| Agree Link                   | {agreeLink}       |
| Decline Link                 | {declineLink}     |
| Direct Link to Reviewer Page | {reviewerPage}    |
| Review Due Date              | {reviewDueDate}   |
| Date                         | {date}            |
| <hr/>                        |                   |
| Participant Name             | {participantName} |
| Manager Note                 | {managerNote}     |
| Performa / Invoice Status    | {performaStatus}  |
| Perofrma / Invoice Price     | {performaPrice}   |

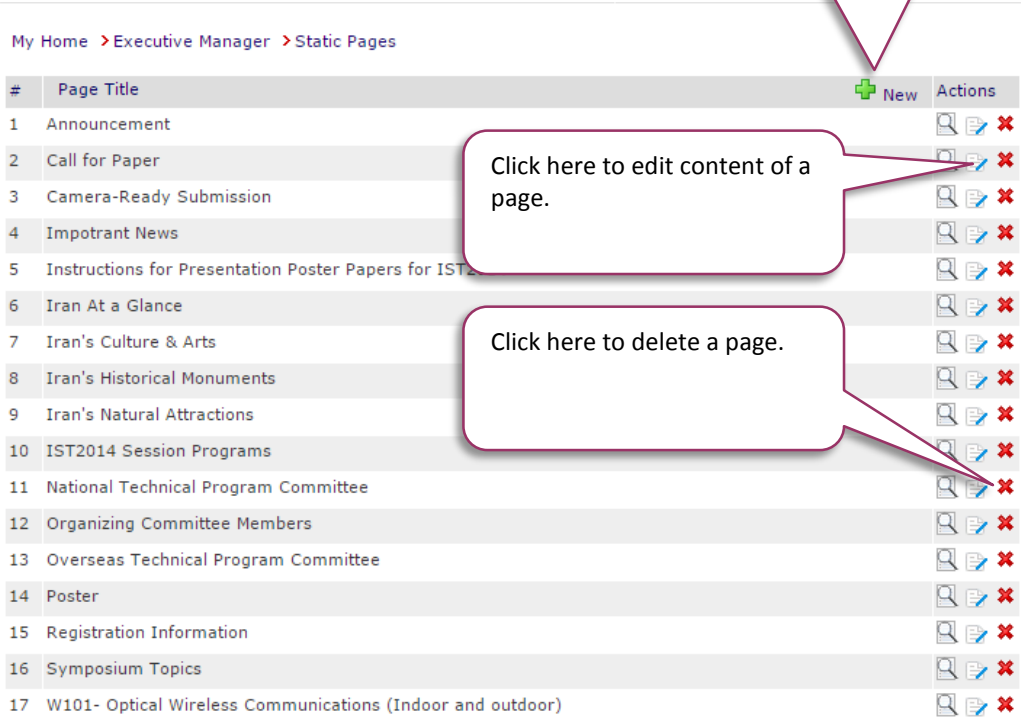
## Static Pages Management

Select “New” to create a special page for a particular conference and then add contents to it.

Click this to create a new page.

Click here to edit content of a page.

Click here to delete a page.



The screenshot shows a web interface for managing static pages. At the top, there is a breadcrumb trail: "My Home > Executive Manager > Static Pages". Below this is a table with the following columns: "#", "Page Title", a green "+ New" button, and "Actions". The table lists 17 pages, including "Announcement", "Call for Paper", "Camera-Ready Submission", "Impotrant News", "Instructions for Presentation Poster Papers for IST2014", "Iran At a Glance", "Iran's Culture & Arts", "Iran's Historical Monuments", "Iran's Natural Attractions", "IST2014 Session Programs", "National Technical Program Committee", "Organizing Committee Members", "Overseas Technical Program Committee", "Poster", "Registration Information", "Symposium Topics", and "W101- Optical Wireless Communications (Indoor and outdoor)". Each page has a corresponding icon in the "Actions" column, which includes a magnifying glass, a pencil, and a red 'X'.

Once you have selected “New”, you will see the following screen to add contents and Save at the end.

My Home > Executive Manager > Static Pages

Page Title: Call for Paper

Contents:

CALL FOR PAPERS

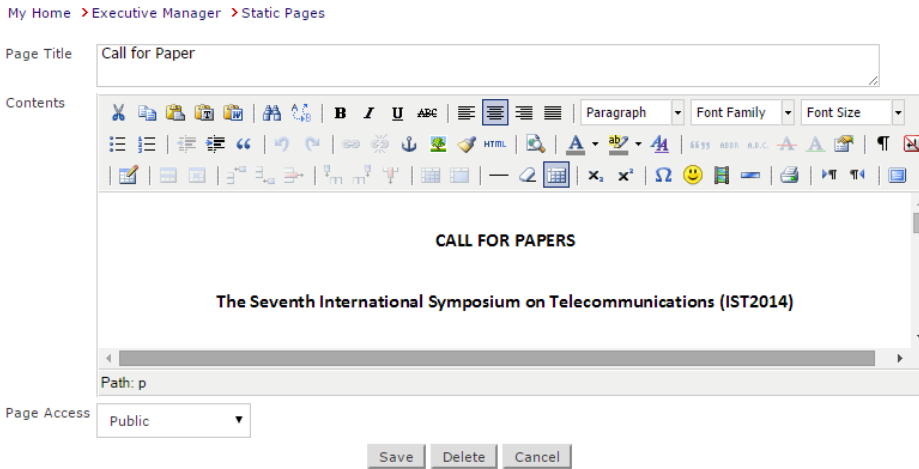
The Seventh International Symposium on Telecommunications (IST2014)

Path: p

Page Access: Public

Save Delete Cancel

Click on this to Save contents.



The screenshot shows the 'New' page creation screen. It has a breadcrumb trail: "My Home > Executive Manager > Static Pages". Below this is a form with the following fields: "Page Title" (containing "Call for Paper"), "Contents" (containing a rich text editor with the text "CALL FOR PAPERS" and "The Seventh International Symposium on Telecommunications (IST2014)"), "Path" (containing "p"), and "Page Access" (a dropdown menu set to "Public"). At the bottom of the form are three buttons: "Save", "Delete", and "Cancel". A callout box points to the "Save" button with the text "Click on this to Save contents."

## Menus Settings

In iKNiTO cs you can set up menus, enable or disable them, and decide whether they are shown in the Home Page's quick links. It is also possible to change name of a menu. There are 80 main and sub-menus in the system, whose names may be changed depending on a conference requirement. In the following image, those in red are disabled and are not visible in the relevant system. In this chapter we will see how to load of Static Pages. Once they are loaded, we will see how menus are used.

Enter the required Title instead of the default one.

Enable display of the menu in the system.

My Home > Executive Manager > Menus

|    | Default Title             | You                                  | Enabled   | Quick Link  |
|----|---------------------------|--------------------------------------|---|---|
| 1  | Home                      | <input type="text"/>                 | <input checked="" type="radio"/> Yes <input type="radio"/> No | <input type="radio"/> Yes <input checked="" type="radio"/> No |
| 2  | Gathering Information     | <input type="text"/>                 | <input type="radio"/> Yes <input checked="" type="radio"/> No | <input type="radio"/> Yes <input checked="" type="radio"/> No |
| 3  | .. About Gathering        | <input type="text"/>                 | <input checked="" type="radio"/> Yes <input type="radio"/> No | <input type="radio"/> Yes <input checked="" type="radio"/> No |
| 4  | .. Manager Note           | <input type="text"/>                 | <input checked="" type="radio"/> Yes <input type="radio"/> No | <input type="radio"/> Yes <input checked="" type="radio"/> No |
| 5  | .. Gathering Organization | <input type="text"/>                 | <input checked="" type="radio"/> Yes <input type="radio"/> No | <input type="radio"/> Yes <input checked="" type="radio"/> No |
| 6  | .. Gathering Goals        | <input type="text"/>                 | <input checked="" type="radio"/> Yes <input type="radio"/> No | <input type="radio"/> Yes <input checked="" type="radio"/> No |
| 7  | .. Gathering Bases        | <input type="text"/>                 | <input checked="" type="radio"/> Yes <input type="radio"/> No | <input type="radio"/> Yes <input checked="" type="radio"/> No |
| 8  | .. Important Dates        | <input type="text"/>                 | <input checked="" type="radio"/> Yes <input type="radio"/> No | <input type="radio"/> Yes <input checked="" type="radio"/> No |
| 9  | .. Keynote Speakers       | <input type="text"/>                 | <input checked="" type="radio"/> Yes <input type="radio"/> No | <input type="radio"/> Yes <input checked="" type="radio"/> No |
| 10 | .. Related Links          | <input type="text"/>                 | <input type="radio"/> Yes <input checked="" type="radio"/> No | <input type="radio"/> Yes <input checked="" type="radio"/> No |
| 11 | .. FAQ                    | <input type="text"/>                 | <input checked="" type="radio"/> Yes <input type="radio"/> No | <input type="radio"/> Yes <input checked="" type="radio"/> No |
| 12 | .. User Guide             | <input type="text"/>                 | <input checked="" type="radio"/> Yes <input type="radio"/> No | <input type="radio"/> Yes <input checked="" type="radio"/> No |
| 13 | .. Submenu 1              | National Technical Program Committee | <input checked="" type="radio"/> Yes <input type="radio"/> No | <input type="radio"/> Yes <input checked="" type="radio"/> No |
| 14 | .. Submenu 2              | Organizing Committee Members         | <input checked="" type="radio"/> Yes <input type="radio"/> No | <input type="radio"/> Yes <input checked="" type="radio"/> No |
| 15 | .. Submenu 3              | Overseas Technical Program Committee | <input checked="" type="radio"/> Yes <input type="radio"/> No | <input type="radio"/> Yes <input checked="" type="radio"/> No |
| 16 | .. Submenu 4              | Registration Information             | <input checked="" type="radio"/> Yes <input type="radio"/> No | <input type="radio"/> Yes <input checked="" type="radio"/> No |

This menu is disabled.

Enable or Disable the menu in Quick Links.

## Quick Links Management

During menu setting, a menu may be enabled for Quick Links. Such items may be sorted by using the Quick Links management. Use the arrows to move them up and down. Once done, just click on Save.

My Home > Executive Manager > Manage Quick Links

Static Pages  Save

| #  | Title                             | Delete | Save |
|----|-----------------------------------|--------|------|
| 1  | Conference Program                | X      | ↑ ↓  |
| 2  | Conference Topics                 | X      | ↑ ↓  |
| 3  | Registration Guide                | X      | ↑ ↓  |
| 4  | Registration Guide                | X      | ↑ ↓  |
| 5  | Important Dates                   | X      | ↑ ↓  |
| 6  | International Technical Committee | X      | ↑ ↓  |
| 7  | Local Technical Committee         | X      | ↑ ↓  |
| 8  | Organizing Committee              | X      | ↑ ↓  |
| 9  | Keynote Speakers                  | X      | ↑ ↓  |
| 10 | Special Session info              | X      | ↑ ↓  |
| 11 | PEDSTC 2010 Conference            | X      | ↑ ↓  |
| 12 | PEDSTC 2011 Conference            | X      | ↑ ↓  |
| 13 | PEDSTC 2012 Conference            | X      | ↑ ↓  |
| 14 | PEDSTC 2013 Conference            | X      | ↑ ↓  |
| 15 | Workshops                         | X      | ↑ ↓  |
| 16 | Exhibitions plan                  | X      | ↑ ↓  |

Sort based on your priorities

Delete this Static Page from Quick Links

Quick Links are displayed in the Home Page.

**Important Dates**




Paper Submission Deadline  
May 20, 2014  
~~May 05, 2014~~  
~~April 20, 2014~~

Notification of Acceptance  
July 23, 2014  
~~June 28, 2014~~

Gathering Start Date  
September 09, 2014

Gathering End Date  
September 11, 2014

**IST2014 Keynote Speakers**

|   |  |
|---|--|
|  | <b>G. Alan Horne</b><br>President of the Arab Regulators Group (2008/9). Board Member of Radio & TV<br>Licensing Panel (Vanuatu), Member of Supervisory Committee of Pacific ICT Regulatory Resource Centre (PiRRC) 2011 - 2012. |
|  | <b>Zabih (Fary) GHASSEMLOOY</b><br>Northumbria University<br>Newcastle, United Kingdom<br><i>Hybrid Heterogeneous Radio over Free Space Optics Communications technology</i>   |
|  | <b>Inkyu Lee</b><br>Korea University, Seoul, Korea<br><i>Three Dimensional Beamforming Techniques for 5G Wireless Systems</i>  |
|  | <b>Ernesto Damiani</b><br>Università degli Studi di<br><i>CLOUD ASSURANCE: THE NOTION AND THE ISSUES</i>   |

**IST2014 Session Programs**

Workshops Presentation

Important News

Camera-Ready Submission

Instructions for Presentation  
Poster Papers for IST2014

Accepted Papers

Workshops

Registration Information

Call for Paper

Poster

National Technical Program Committee

Overseas Technical Program Committee

Organizing Committee Members

Exhibition Request



## Conference Dates and Timeline

This section allows you to determine and announce dates of the conference as well as start and deadline of submissions in the Home Page of the site.

[My Home](#) > [Executive Manager](#) > [Gathering Dates & Times](#)

| Optional Title                |                            |      |         |        |   |
|-------------------------------|----------------------------|------|---------|--------|---|
| Paper Submission Deadline     |                            | 20 ▾ | May ▾   | 2014 ▾ | + |
|                               |                            | 05 ▾ | May ▾   | 2014 ▾ |   |
|                               |                            | 20 ▾ | April ▾ | 2014 ▾ |   |
| Paper Acceptance Notification | Notification of Acceptance | 23 ▾ | July ▾  | 2014 ▾ | + |
|                               |                            | 28 ▾ | June ▾  | 2014 ▾ |   |

---

Optional Dates +

|  |      |            |        |
|--|------|------------|--------|
|  | 18 ▾ | December ▾ | 2015 ▾ |
|--|------|------------|--------|

---

|                      |  |      |             |        |      |  |
|----------------------|--|------|-------------|--------|------|--|
| Gathering Start Date |  | 09 ▾ | September ▾ | 2014 ▾ | Time |  |
| Gathering End Date   |  | 11 ▾ | September ▾ | 2014 ▾ | Time |  |

## Important Dates in Home Page

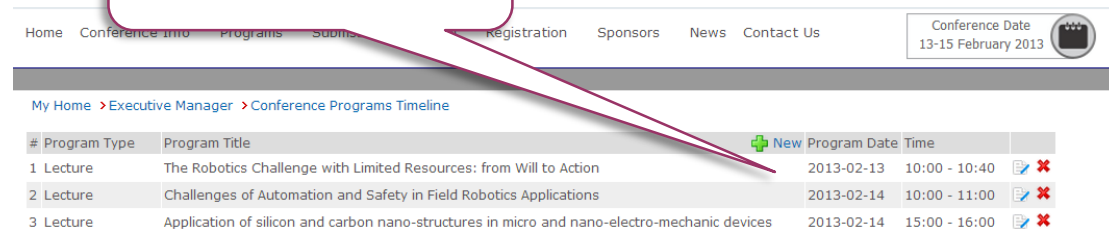
| Important Dates   | IST2014 Keynote Speakers   | IST2014 Session Programs  |
|---|--|---|
| Paper Submission Deadline<br>May 20, 2014<br><del>May 05, 2014</del><br><del>April 20, 2014</del> |  <b>G. Alan Horne</b><br>President of the Arab Regulators Group (2008/9). Board Member of Radio & TV<br><br>Licensing Panel (Vanuatu), Member of Supervisory Committee of Pacific ICT Regulatory Resource Centre (PIRRC) 2011 - 2012. | Workshops Presentation<br><br>Important News<br><br>Camera-Ready Submission<br><br>Instructions for Presentation<br>Poster Papers for IST2014 |
| Notification of Acceptance<br>July 23, 2014<br><del>June 28, 2014</del>                           |  <b>Zabih (Fary) GHASSEMLOOY</b><br>Northumbria University<br>Newcastle, United Kingdom   | Accepted Papers<br><br>Workshops<br><br>Registration Information<br><br>Call for Paper<br><br>Poster  |
| Gathering Start Date<br>September 09, 2014  |  <b>Inkyu Lee</b><br>Korea University, Seoul,<br>Korea  | National Technical Program Committee<br><br>Overseas Technical Program Committee<br><br>Organizing Committee Members                          |
| Gathering End Date<br>September 11, 2014  |  <b>Ernesto Damiani</b><br>Università degli Studi di  | Exhibition Request  |



## Conference Programs Timeline

To add a conference program and timeline, use New and finish by clicking on Save.

Use New to add a conference schedule.



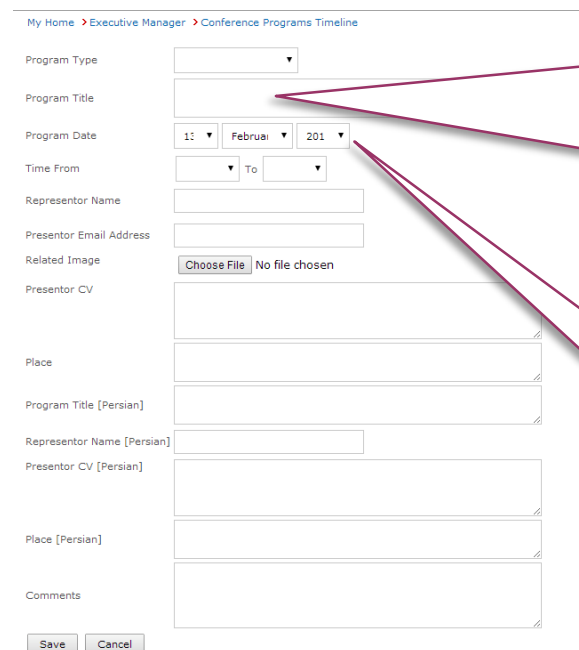
Home Conference Info Programs Submits Registration Sponsors News Contact Us

Conference Date  
13-15 February 2013

My Home > Executive Manager > Conference Programs Timeline

| # | Program Type | Program Title  | New | Program Date | Time          |  |
|---|--------------|--|-----|--------------|---------------|--|
| 1 | Lecture      | The Robotics Challenge with Limited Resources: from Will to Action                           |     | 2013-02-13   | 10:00 - 10:40 |  |
| 2 | Lecture      | Challenges of Automation and Safety in Field Robotics Applications                           |     | 2013-02-14   | 10:00 - 11:00 |  |
| 3 | Lecture      | Application of silicon and carbon nano-structures in micro and nano-electro-mechanic devices |     | 2013-02-14   | 15:00 - 16:00 |  |

Once you select New, a special form for adding conference timeline information opens. You can now enter the required information and then Save. Examples of such timelines follow.



My Home > Executive Manager > Conference Programs Timeline

Program Type:

Program Title:

Program Date: 11 February 201

Time From:  To:

Representor Name:

Presentor Email Address:

Related Image:  No file chosen

Presentor CV:

Place:

Program Title [Persian]:

Representor Name [Persian]:

Presentor CV [Persian]:

Place [Persian]:

Comments:

Select program type and add its title



Enter date, time, presenter name and all required information concerning place and other notes.

# Program

|               | Sat. 5 <sup>th</sup> Oct | Sun. 6 <sup>th</sup> Oct.              | Mon. 7 <sup>th</sup> Oct. | Tue. 8 <sup>th</sup> Oct. | Wed. 9 <sup>th</sup> Oct. |
|---------------|--------------------------|--|---------------------------|---------------------------|---------------------------|
| 8:00 – 9:00   | On-site registration     | On-site registration                   |                           |                           |                           |
| 9:00 – 10:30  | Workshop                 | Plenary 1 (Opening)<br>Keynote Session | Technical Sessions        | Technical Sessions        |                           |
| 10:30 – 11:00 | Coffee Break             | Coffee Break                           | Exhibition                | Exhibition                |                           |
| 11:00 – 12:30 | Workshops                | Technical Sessions                     | Coffee Break              | Coffee Break              |                           |
|               |                          | Exhibition                             | Technical Sessions        | Technical Sessions        |                           |
|               |                          |  | Exhibition                | Exhibition                |                           |
| 12:30 – 13:30 | Lunch Break              | Lunch Break                            | Lunch Break               | Lunch Break               |                           |
| 13:30 – 15:00 | Workshops                | Technical Sessions                     | Technical Sessions        | Plenary 1<br>(Closing)    |                           |
|               |                          | Exhibition                             | Exhibition                | Exhibition                |                           |
| 15:00 – 15:30 | Coffee Break             | Coffee Break                           | Coffee Break              | Coffee Break              |                           |
| 15:30 – 17:00 | Workshops                | Poster Sessions                        | Poster Sessions           | Exhibition                |                           |
|               |                          | Exhibition                             | Exhibition                |                           |                           |
| 17:00 – 18:00 | Exhibitor's Reception    |  |                           |                           |                           |
| 18:00 – 20:00 |                          |  | Conference Dinner         |                           |                           |

Social Events, technical visits

## Conference Prices

The cost of participation in a conference can be simply added to the system and kept for all attendees to see. Costs are dependent on type of membership in the system (Student, Professor, member of a scientific society, or non-affiliated), as well as date of registration, and type of currency (in some cases). It is also possible to add new types of membership to the system. To refrain from unacceptable registration and payment, it is possible to make some types of registration dependent on approval by the Executive Manager.

[My Home](#) > [Executive Manager](#) > [Conference Prices](#)

Registration Type: Scientific Society Members

Optional Label for Registration Type:

Registration Fee: ☒ Price depends on registration date. ☐ Price is fixed for all dates.

Early Registration Deadline: 18 December 2015

Registration Fee Before Specific Date: 150 Pounds

Registration Fee After Specific Date: 200 Pounds

☒ This Registration Type Require Confirmation Document.

Comments for Confirmation Document:

Comments for Registration Type:

Save Cancel

| # | Registration Type | Early Registr Deadline | Registration Fee Before Specific Date | Registration Fee After Specific Date |
|---|-------------------|------------------------|---------------------------------------|--------------------------------------|
| 1 | Students          | 2015-12-18             | 00                                    | 150                                  |

Callouts:

- Select membership type.
- If required, add new membership title.
- If required, make it clear that fees for the conference depend on date of payment.
- Enter fees here.
- Select this to indicate that registration is dependent on confirmation, and add comments.
- Edit and revise fees.



## Registration of Users in a Conference

Registration status is grouped as below:

| Status of Registration            | Description  |
|-----------------------------------|--|
| Not Processed                     | Cases not considered yet, for any reason.  |
| Waiting for Manager Confirmation  | Persons waiting for Executive Manager's confirmation.                                    |
| Discount request from Suppliant   | Person who have requested discount.  |
| Discount Applied by Manager       | Discount approved cases.   |
| Ready for Payment                 | Confirmed and ready to pay.  |
| Successful Payment                | Persons who have paid.   |
| Confirmed                         | List of all confirmed users.   |
| Not Confirmed                     | List of al unconfirmed users.  |
| Waiting for Confirmation Document | Users who need to present some documents to have their membership confirmed.             |
| Waiting for Paper Confirmation    | Users who are still waiting for their paper acceptance to participate in the conference. |

Home Conference Info Programs Submssion Travel Registration Sponsors News Contact Us

Conference Date  
13-15 February 2013

My Home > Executive Manager > Register Users in Conference

Contributor Email Address  [Register a New User](#)

Registration Status

- Not Processed
- Waiting for Manager Confirmation
- Discount Request form Suppliant
- Discount Applied by Manager
- Ready for Payment
- Successfull Payment
- Confirmed
- Not Confirmed
- Waiting for Confirmation Document
- Waiting for Paper Confirmation

Use this to register a new user

Select registration status

## Services

Services cover accommodation as well as all cost issues and billing for payment. You can determine type of services to be provided by using “+” in below.

Determine type of services (accommodation or hosting) and their titles.

Home Conference Info Programs Submission Travel Registration Sponsors News Contact Us

Conference Date  
13-15 February 2013

My Home > Executive Manager > Services

# Service Type Service Title +

My Home > Executive Manager > Services

Service Type  
Service Title  
Price  
Comments  
More Information  
Status

Hotel  
Reception

0 Pounds

Enter cost and comments.

Path: p

Enabled

Save Cancel

Click on + to determine type of accommodation and hosting services.  
If required change status of Services to inactive.

Enter cost and comments.

Add photos of accommodation as well as more information here. May also add a link to a hotel.




















































Click on Save when finished.

## Workshops Management

In every conference there are some events at the sideline, such as workshops, exhibition or fair, and scientific contests. iKNiTO cs enables requests for workshops and list of requesters to be entered into the system and be presented to the Executive Manager.

Use New to add a workshop and then complete the form.

My Home > Executive Manager > Workshops

| #  | Workshop Title  | New | Workshop Date                                    | Status  | Save  |
|----|---|-----|--|---------|---|
| 1  | W101- Optical Wireless Communications (Indoor and outdoor)-H2                       |     | 2014-09-06 08:00-12:00<br>2014-09-06 14:00-18:00 | Enabled |          |
| 2  | W102- Research Directions in Cloud Computing-H3                                     |     | 2014-09-08 08:00-12:00                           | Enabled |          |
| 3  | W103- OFDM Transceivers: principles, implementation and latest development-H6       |     | 2014-09-07 08:00-12:00                           | Enabled |          |
| 4  | W104- Layered Interference Mitigation for Wireless Networks-H5                      |     | 2014-09-07 14:00-18:00                           | Enabled |          |
| 5  | W105- Agile all-optical multicasting techniques for next-generation WDM networks-H2 |     | 2014-09-08 14:00-18:00                           | Enabled |          |
| 6  | W107- CLOUD MONITORING AND CONTROL-H2   |     | 2014-09-07 08:00-12:00                           | Enabled |          |
| 7  | W108- Future multiple antenna technologies for next generation wireless systems-H3  |     | 2014-09-08 14:00-18:00                           | Enabled |       |
| 8  | W109- Measuring quality of experience in IPTV related services-H3                   |     | 2014-09-06 08:00-12:00                           | Enabled |    |
| 9  | W110- Design challenges of satellite embedded systems-H6                            |     | 2014-09-06 14:00-18:00                           | Enabled |    |
| 10 | W111- Clarity Unified Operation Support System(OSS) solution-H2                     |     | 2014-09-07 14:00-18:00                           | Enabled |    |
| 11 | W112- Voip Network Design and its related issues-H4                                 |     | 2014-09-07 08:00-12:00<br>2014-09-07 14:00-18:00 | Enabled |    |
| 12 | W113- Internet of Things: Applications and Security challenges-H3                   |     | 2014-09-07 14:00-16:00                           | Enabled |    |
| 13 | W114- Strategic Cyber Risk & Threat Assessment-H3                                   |     | 2014-09-07 08:00-12:00                           | Enabled |    |
| 14 | W115- Introduction to Scrum and Xamin Development Methodology-H4                    |     | 2014-09-08 08:00-12:00                           | Enabled |    |
| 15 | W116- Cloud Computing and its Simulation Environment-H6                             |     | 2014-09-07 14:00-18:00                           | Enabled |    |
| 16 | W117- Mobile Broadband & (LTE &LTE Advanced ,HSPA+, Mobile WiMax)-H3                |     | 2014-09-06 14:00-18:00                           | Enabled |    |
| 17 | W118- Cloud Area: Shaping the Future-H6   |     | 2014-09-08 14:00-18:00                           | Enabled |    |

## Workshops Form

My Home > Executive Manager > Workshops

Workshop Title: W101- Optical Wireless Communications (Indoor and outdoor)-H2

Workshop ID: W101

Workshop Group: A

Workshop Date: 06 September 2014 Workshop Time From: 08:00 To: 12:00  
06 September 2014 Workshop Time From: 14:00 To: 18:00

Registration Fee:

|                         |       |                   |     |       |
|-------------------------|-------|-------------------|-----|-------|
| Students                | 950   | [Second Currency] | 75  | Euros |
| IEEE Members            | 1,600 | [Second Currency] | 120 | Euros |
| General Participants    | 2,000 | [Second Currency] | 150 | Euros |
| IEEE Members & Students | 750   | [Second Currency] | 60  | Euros |

Capacity: 50

☐ To enroll in this workshop, required to enroll in Gathering.

Teacher Name: Zabih (Fary) Ghassemlooy

Teacher Affiliation: Northumbria University

Teacher Email Address:

Related Image: Choose File No file chosen

Teacher Home Page: http://soe.northumbria.ac.uk/ocr/people/ghassemlooy/

Workshop Place:

Audience:

Teacher CV File: Choose File No file chosen

Presentation File: Choose File No file chosen

Teacher CV:

IC1101 OPTIWISE, is a College Member of the Engineering and Physical Science Research Council, UK, and has served on a number of International Research and Advisory Committees including a Panel Member of the Romanian Research Assessment Exercise 2011. His researches interests are on photonics switching, optical wireless and wired communications, visible light communications and mobile communications. He has received a number of research grants from UK Research Councils, European Union, Industry and UK Government, has supervised a large number of PhD students (more than 46) and published over 500 papers (190 journals + 4 books) and presented a large number of keynote and invited talks. He is a co-author of a CRC book on "Optical Wireless Communications - Systems and Channel Modelling with Matlab (2012); a co-editor of an IET book on "Analogue Optical Fibre Communications". He is the founder and the Chairman of the IEEE, IET International Symposium on Communication

Path: p » strong

Overview:

Invited Talk - Hybrid Heterogenous Radio over Free Space Optics Communications technology

In the past decade, the world has witnessed a dramatic increase in the traffic carried by the telecommunication networks. The increasing demand for high-speed internet services (high definition TV, video calls and cloud-based computing) has underpinned the need for further innovation, research and development in new emerging technologies capable of delivering ultra high data rates. Optical fibre based systems provide the means to accommodate this demand in the core and the metropolitan-area network level. However, the fibre has still a long way to go, before it reaches the end users (the Fibre-to-the-Home - FTTH concept) because of the very high installation costs. Several fixed wireless access schemes already exist. Worldwide

Path: p » strong

Add Title of the Workshop and its Date and Time

Enter cost of participation in this Workshop

Enter Teacher Name here

Add venue of the Workshop, Teacher's CV, and all other related information.

## Sample Workshops List

[Home](#) > [Programs](#) > [Workshops](#)

[To register in workshops, go to Workshops Registration](#) in Registration Menu

| # | Workshop Title                          | Workshop Date                                    | Workshop Place | Capacity | Registration Fee | Teacher Name |
|---|---|--|----------------|----------|------------------|--------------|
| 1 | Structural Equation Modeling using AMOS | 2015-12-15 12:00-18:00<br>2015-12-16 12:00-18:00 |                | 40       | 2,500            |              |

### Contents

[Overview](#)

#### Structural Equation Modeling using AMOS

Research in the social sciences has been getting more and more complicated with the realization that the complexity of human behavior cannot be captured with simple theories that were current. This understanding has led to increasingly sophisticated theories of human behavior. These theories and their assumptions cannot be investigated using the simple statistical analyses that were applied some decades ago. Structural Equation Modeling (SEM) is a widely applied approach to analyzing complex sets of data. The workshop provides an introduction to the basics of the SEM and gives the participants hands-on experience with some of the most current SEM analyses.

##### *Outline of the course:*

- Overview of basic descriptive statistics (e.g., variance and covariance matrices)
- Principles of statistical hypothesis testing
- Covariance and correlation matrices
- Simple and multiple regression analysis
- Formative and reflective measurement
- Exploratory Factor Analysis (EFA) vs. Principal Components Analysis (PCA)
- Path Analysis
- Confirmatory Factor Analysis (CFA)
- Structural Equation Modeling (SEM)
- Hands-on practice with the AMOS software

[Teacher CV](#)

[Teacher CV](#)

[Teacher CV](#)

## Registration of Users in Workshops

Due to limitations that might exist in space and number of attendees in workshops, here too the Executive Manager is responsible for managing registration in workshops. There are many options to view lists of requesters based on status of registration. The Executive Manager must first select Title of a Workshop and then view list of users based on their status of registration, and decide about each.

[Home](#) [Conference Info](#) [Programs](#) [Submission](#) [Travel](#) [Registration](#) [Sponsors](#) [News](#) [Contact Us](#)

Conference Date  
13-15 February 2013

[My Home](#) > [Executive Manager](#) > [Register Users in Workshops](#)

Workshop Title

Contributor Email Address

 | [Register a New User](#)

Registration Status

Not Processed

Not Processed

Waiting for Manager Confirmation

Discount Request form Suppliant

Discount Applied by Manager

Ready for Payment

Successfull Payment

Confirmed

Not Confirmed

Waiting for Confirmation Document

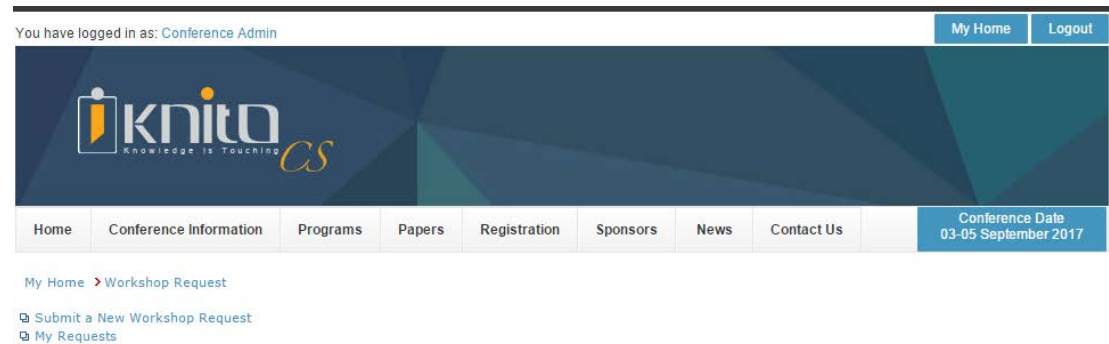
Waiting for Paper Confirmation

Save

Cancel

## Request to Hold a Workshop

Any user may request a Workshop to be held. This option will be available in iKNiTOcs only if the Executive Manager has activated it in the menus.



Once you select the request for a workshop from your menu, a special form is opened. Please fill carefully and submit your request. This is to provide a better interaction between a conference and its participants. Once all requests are submitted, these are reviewed together with the Scientific Editor of the conference and decision is made.

If you are registering a request to hold a workshop as a teacher or instructor, please make sure to add all required information including your CV, types of audience, and any other related information.

## Workshop Request Form

Home

Congress Information

Contact Us

Congress Date  
19-20 February 2013

My Home > Workshop Request

Workshop Title \*

Teacher Name \*

Teacher Affiliation

Teacher Home Page

Place and Date

Audience

Teacher CV File  
Choose File No file chosen

Presentation File  
Choose File No file chosen

Proposal File  
Choose File No file chosen

Overview \*

Contents \*

Title and details of the Workshop

Your name as teacher

As a Teacher or instructor, please add your full detail and suggest a date and place for the Workshop.

Please add your suggested potential audience and topics for the Workshop.

Path: p

Save Cancel



## Requested Workshops List

The Executive Manager may check suggested workshops list by clicking on Request to Hold Workshops in his or her menu. He or she may activate a workshop which means its information will be part of the conference website for people to see and register in it.





Use this to edit a workshop's detail. Use the red sign to delete a suggested workshop.

[My Home](#) > [Executive Manager](#) > [Requests to Hold Workshops](#)

| #  | Workshop Title   | Teacher Name     | Email Address                    | Phone Number | Affiliation                        | Status   |   |
|----|--|------------------|----------------------------------|--------------|------------------------------------|----------|---|
| 1  | Agile all-optical multicasting techniques for next-generation WDM networks | Rogelio Bridges  | amirhossein.tehranchi@polymtl.ca | 514 3404711  | University of Montreal             | Disabled |       |
| 2  | All Optical Logic Gates  | Ryker Lawson     | f.davoodi@ee.kntu.ac.ca          | 02144836759  | Faculty of Electrical Engineering, | Disabled |       |
| 3  | Clarity Unified Operation Support System(OSS) solution                     | Jillian Lacey    | a.dastmalchi@fakour.net          | 88531535-40  |                                    | Disabled |       |
| 4  | Free and Open Source Softwares for Communications Engineering              | Aleah Salinas    | farhang.mohsen@gmail.com         | 09308508460  |                                    | Disabled |       |
| 5  | Green Communications, Approaches and Requirements                          | Gordon Daniel    | dadkhah@itrc.ac.ca               | +12184977591 | Research Institute for ICT         | Disabled |       |
| 6  | Introduction of Cellular Network Optimization Softwares                    | Irene Chan       | noori.hsnl@gmail.com             | 02166234902  |                                    | Disabled |     |
| 7  | Photonic Crystal Waveguides in Optical Communications                      | Irene Chan       | noori.hsnl@gmail.com             | 02166234902  | Research Institute for ICT         | Disabled |   |
| 8  | Preventing Eavesdropping in Telecommunication Systems                      | Irene Chan       | noori.hsnl@gmail.com             | 02166234902  |                                    | Disabled |   |
| 9  | Telco challenges and development of communication service                  | Jillian Lacey    | a.dastmalchi@fakour.net          | 88531535-40  |                                    | Disabled |   |
| 10 | Voip Network Design and its related issues                                 | Camila Nicholson | yaghmaee@ieee.org                | +19153119629 |                                    | Disabled |   |

Once you select to edit, then Workshops form will be shown which has detail of a workshop. You can add price as well as other information.

[My Home](#) > [Executive Manager](#) > [Workshops](#)

|  |  |   |  |
|--|--|---|--|
| Workshop Title   | <input type="text" value="Green Communications, Approaches and Requirements"/> |   |  |
| Workshop ID  | <input type="text"/>   |   |  |
| Workshop Group    | <input type="text" value="▼"/>   |   |  |
| Workshop Date   | <input type="text" value="09"/> <input type="text" value="▼"/>                 | <input type="text" value="September"/> <input type="text" value="▼"/> | <input type="text" value="2014"/> <input type="text" value="▼"/> |
| Workshop Time From   | <input type="text" value="▼"/>   | To  | <input type="text" value="▼"/>                                   |
| Registration Fee   | <input type="text" value="▼"/>   | <input type="text" value="0"/>  | Dollars  |
| Capacity   | <input type="text" value="0"/>   |   |  |
| <input type="checkbox"/> To enroll in this workshop, required to enroll in Conference.   |  |   |  |
| Teacher Name   | <input type="text" value="Veronica Aguirre"/>                                  |   |  |
| Teacher Affiliation  | <input type="text"/>   |   |  |
| Teacher Email Address  | <input type="text" value="aguirre@iust.ac.uk.ca"/>                             |   |  |
| Related Image  | <input type="button" value="Choose File"/> No file chosen                      |   |  |
| Teacher Home Page  | <input type="text"/>   |   |  |
| Workshop Place   | <input type="text"/>   |   |  |
| Audience   | <input type="text"/>   |   |  |

# Define Exhibition

You can define and allocate stands or booths in iKNiTO cs. Once the Executive Manager has defined stands and entered in the system, any legal entity who registers, may also input its request to rent a stand. The Executive Manager then reviews these requests and results are sent to requesters via the system.

My Home >Executive Manager > Define Exhibition

Enter exhibition title first and then enter it's booth.

Title

Exhibition Booth Type

Size

Price

Map

Status

Comments

Save

Cancel

Enter Exhibition Name or Stand number here and upload floor plan of the exhibition.

Enter descriptions and if required switch status of the exhibition between Enabled and Disabled.

Click on icon to add a new booth for exhibition.

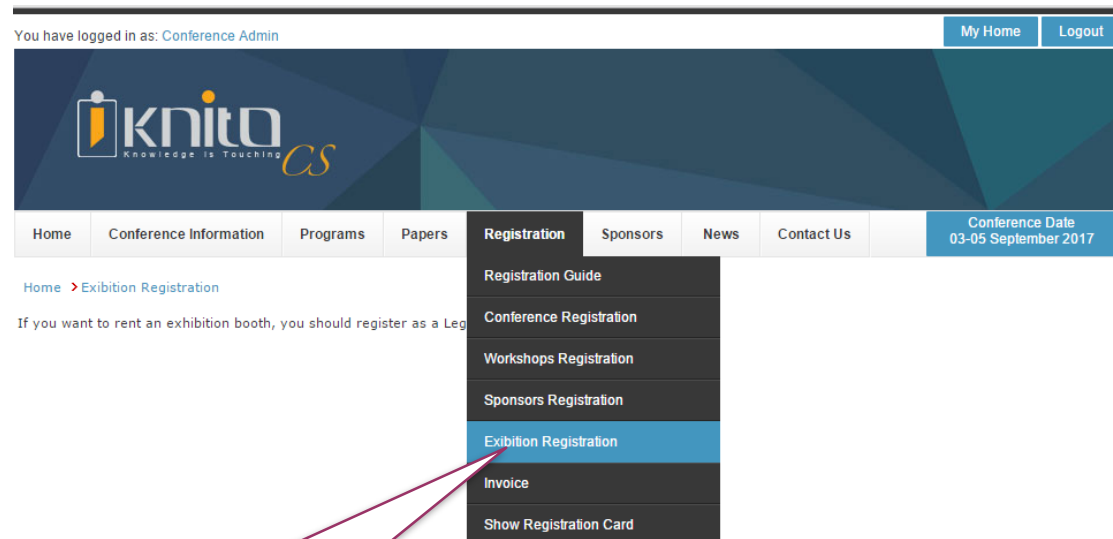
Exhibition Name

Conference Main Exhibition

Save

## Sample Exhibition Details

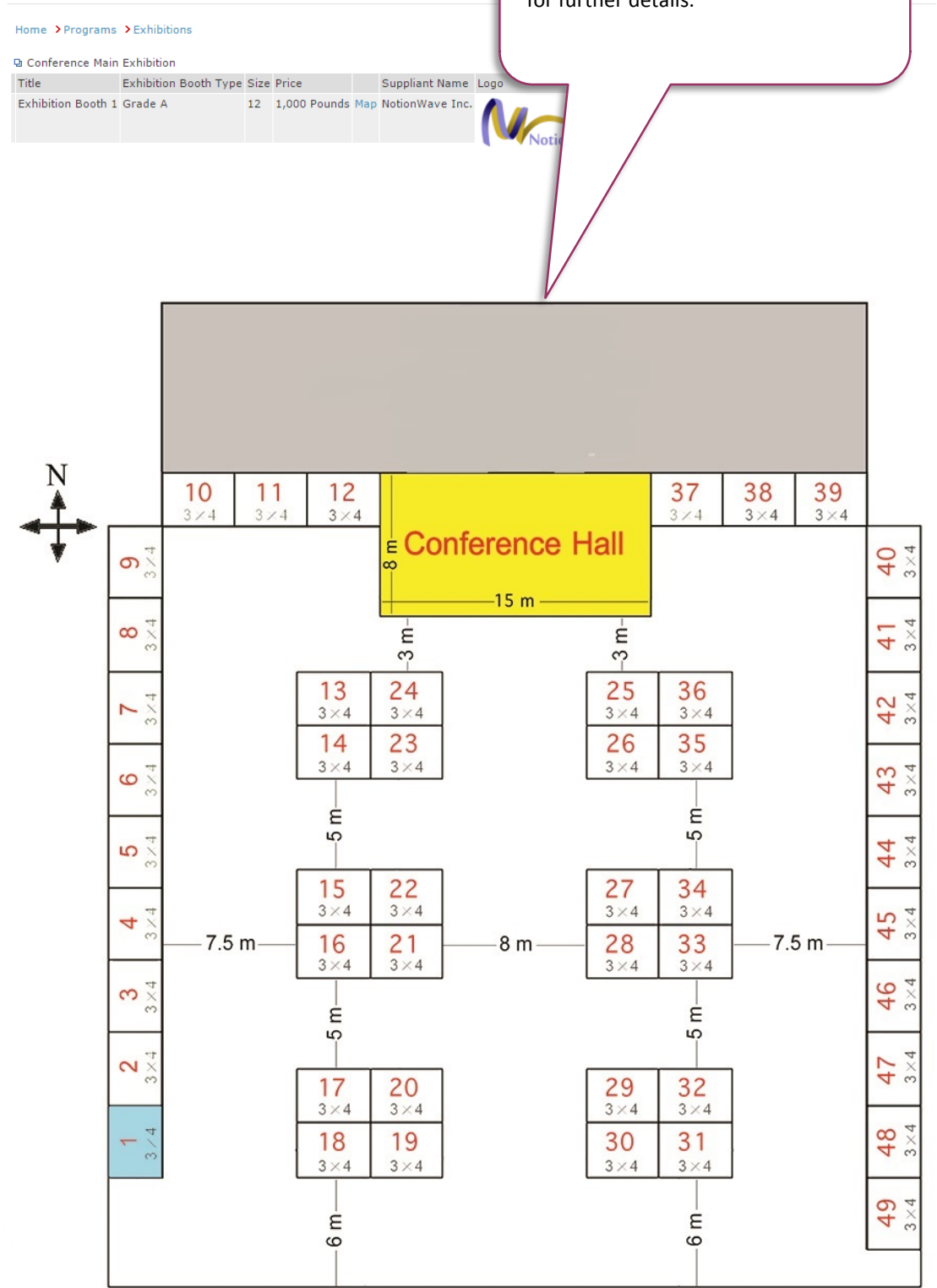
If you select the Request for Stand/Booth from the main registration menu of a conference, you will then see a list of stands as shown in the coming page. You may now select a stand and pay. Please see the floor plan of the exhibition as well as layout of stands. Those marked in red are already rented.



Choose Request for Stand  
from Registration menu.

Stands marked in red are already taken.

View floor plan and layout of stands for further details.



## Sponsors Enrollment Management

In most conferences, there are a number of institutions who act as either main or media sponsors. To manage registration of such institutions, the Executive Manager will have to define all related settings in the system. Only then, interested institutes may register. iKNiTO cs lets you define categories of sponsors and organizers, as well as submission of new requests for sponsorship.

When an institution registers as a sponsor, it may also register a number of its staffs in the conference and its workshops. Please note that only legal entities are permitted to register in the exhibition part.

My Home > Executive Manager > Sponsors Setting

**Sponsor Type**

Optional Label for Sponsor Type

Price  Pounds

Number of Contributors

Exhibition Booth Type  Number of Exhibition Booth

Comments

| # | Sponsor Type    | Price         |  |
|---|-----------------|---------------|--|
| 1 | Diamond Sponsor | 15,000 Pounds |  |
| 2 | Gold Sponsor    | 10,000 Pounds |  |

Four types of sponsorship: Diamond, Gold Silver, Bronze.

You can change name of sponsorship types. Determine number of complementary exhibitors or attendees, and allocated booth type.


Add comments and then Save









## Enroll Sponsors

Click on Enroll Sponsors to view list of institutions who have offered to sponsor. Use New in order to register their information in the system. Select Edit icon to edit sponsors information. Use the cross sign to delete a sponsor from the system. Use up and down arrows to sort requested sponsors, and then add their logo and their web address. Finally change status to confirmed or unconfirmed.

My Home > Executive Manager > Enroll Sponsors

Information Changed Successfully.

 New

| # | Sponsor Name                                 | Sponsor Type    | Home Page   | Price         | Status    | Request Date |   | Save |
|---|--|-----------------|---|---------------|-----------|--------------|---|------|
| 1 | <input type="checkbox"/> Springer Publishing | Diamond Sponsor | <a href="http://www.springerlink.com">http://www.springerlink.com</a> | 15,000 Pounds | Confirmed | 2015-12-18   |     |      |
| 2 | <input type="checkbox"/> NotionWave Inc.     | Gold Sponsor    | <a href="http://www.notionwave.com/">http://www.notionwave.com/</a>   | 10,000 Pounds | Confirmed | 2015-12-18   |     |      |

Select Edit icon to edit sponsors information. Use the cross sign to delete a sponsor.

My Home > Executive Manager > Enroll Sponsors

Sponsor Name

Main/Media Sponsor

Sponsor Type  [New](#)

Home Page

Comments

Logo  No file chosen

Status

Enter name of sponsors here. Identify as a main or media sponsor.

Add logo and web address.

View and/or change enrollment status (Only sponsors with confirmed status will be displayed in conference website).

Sponsors logos are displayed in the website of the conference.

#### Organizers



Sponsors position in conference website home page.

#### Sponsors



Springer



Springer Publishing

NotionWave Inc.

#### Newsletter Subscription

Subscribe to our email newsletter for useful tips and valuable resources sent out every second Monday.

Subscribe



## Conference Organizers

In order to add details of organizers of a conference, the Executive Manager may select Organizers from his main page menu and then add organizers details, address, logo, and any further comments and then Save.

The screenshot shows the 'Organizers' management page. At the top, a breadcrumb trail reads 'My Home > Executive Manager > Organizers'. The form includes several input fields: 'Organizer Name', 'Logo' (with a 'Choose File' button and 'No file chosen' text), 'Home Page', and 'Comments'. A 'Status' dropdown menu is set to 'Enabled'. Below the form are 'Save', 'Delete', and 'Cancel' buttons. A table below the buttons shows a list of organizers with columns for '#', 'Organizer Name', and a 'Save' button. The first entry is '1 The American University of Cairo'. Callouts provide additional instructions: 'Enter names of organizers and their logos.' points to the 'Organizer Name' field; 'Add web addresses and comments.' points to the 'Home Page' and 'Comments' fields; 'Edit or delete names of organizers.' points to the 'Delete' button and the table; and 'Only if status is Enabled, information is shown in the home page of the conference.' points to the 'Status' dropdown.

My Home > Executive Manager > Organizers

Organizer Name

Logo Choose File No file chosen

Home Page

Comments

Status Enabled

Save Delete Cancel

| # | Organizer Name                   | Save |
|---|----------------------------------|------|
| 1 | The American University of Cairo |      |

## Define Contest Title

in iKNiTO cs you can define a contest, its timeline, deadlines, as well as streamline review and evaluation process.



Executive Manager defines the Contest Title, and delegates various authorities to related staffs.


In most scientific contests, referees and reviewers are selected from among experts. Therefore, iKNiTO cs contest has a dedicated Scientific Editor and its own Reviewers.

Once details of a contest are entered, users may participate in it. It is possible to run several contests in parallel.

Scientific Contests for university students usually motivates more students to participate in the conference.


Once the Executive Manager has entered details of a Contest, a form as shown in the next page will be displayed.

You have logged in as: [Conference Admin](#) [My Home](#) [Logout](#)

**Knito**  
Knowledge is Touching *CS*

[Home](#) [Conference Information](#) [Programs](#) [Papers](#) [Registration](#) [Sponsors](#) [News](#) [Contact Us](#) [Conference Date 03-05 September 2017](#)

[My Home](#) > [Executive Manager](#) > [Define Contest Titles](#)

| Contest Title |  New | Actions |
|---------------|---|---------|
|---------------|---|---------|

Use this to enter  
Contest Title

Enter details and information about contests very carefully. Such contests are quite popular with students.

It is possible to ask contestants to first submit an abstract or summary and only submit the main design or answer if reviewers agree. It is also possible to charge contestants for expenses.

Contest Information Form

Enter Title of the Contest, and summary goals

Add description and a guide on how to submit. May also add images and videos.

Add participation cost (Pricing)

Add timeline for submission, reviews, and results

Use Save to add information to the system

My Home > Executive Manager > Define Contest Titles

Contest Title

Goals

Contest Description

Path: p

Proposal Submission Type

Proposal Abstract First

Pricing Type

Free

Contest Price

0

Abstract Submission Deadline

19

December

2015

Abstract Submission Result Date

19

December

2015

Full Submission Start Date

19

December

2015

Full Submission Deadline

19

December

2015

Full Submission Result Date

19

December

2015

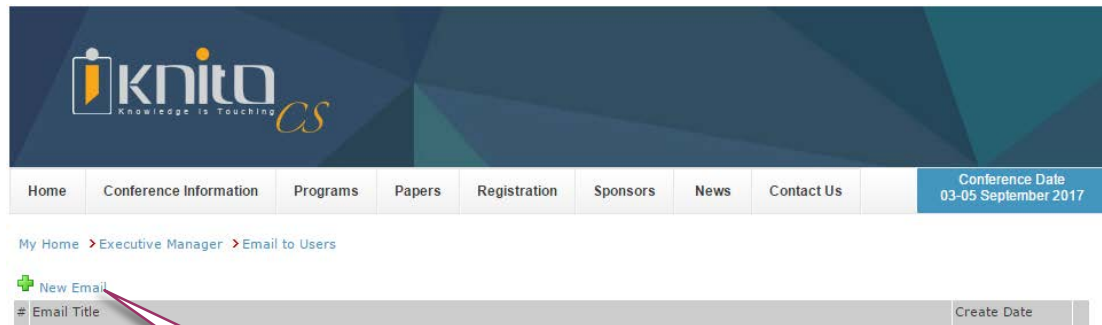
Save

Cancel

104

## Send Email to Users

A very useful feature of iKNiTO cs is that of sending emails to its users. Use Email to Users from the main menu and then select New Letter to create and send email to selected users.



New Letter lets you prepare and send email to users

## Email Form

My Home > Executive Manager > Email to Users

Email Content   Email Receivers   Send

Email Title

Email Subject

Email Content

Path: p

Help

Save

Receiver Name: {receiver name}

Enter Title and Subject of the letter (email) here.

Add Letter's body here.

Use this icon to add image.

Click on this to Save.

Use Letter Receivers to show list of users.

The screenshot shows a web-based email form. At the top, there is a breadcrumb trail: 'My Home > Executive Manager > Email to Users'. Below this, there are three tabs: 'Email Content' (selected), 'Email Receivers', and 'Send'. The 'Email Content' tab contains fields for 'Email Title' and 'Email Subject', both with text input boxes. Below these is a large text area for 'Email Content' with a rich text editor toolbar. The toolbar includes icons for bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, image, and various alignment options. A callout points to the 'Email Receivers' tab with the text 'Use Letter Receivers to show list of users.' Another callout points to the 'Email Content' text area with the text 'Add Letter's body here.' A third callout points to the 'Image' icon in the toolbar with the text 'Use this icon to add image.' At the bottom left, there is a 'Receiver Name:' label followed by a placeholder '{receiver name}'. A callout points to the 'Save' button with the text 'Click on this to Save.' A final callout points to the top of the form with the text 'Enter Title and Subject of the letter (email) here.'

You will see this, once Letters Receivers is selected.

You can refine receivers list by adding filters such as Role.

My Home > Executive Manager > Email to Users

Email Content | Email Receivers | Send

Search  In  Role  ☒ Only Registered Users.

Registration Type  Register as  Sort Results By  Last Name

Paper Status  ☒ Show Only Corresponding Author

C D E F G H I J K L M N O P Q R S T U V W X Y Z ALL

You can refine receivers by their membership type

Email Form (Continued)

Click on Send to dispatch email.

My Home > Executive Manager > Email to Users

|               |                 |      |
|---------------|-----------------|------|
| Email Content | Email Receivers | Send |
|---------------|-----------------|------|

Database Emails

☐ Send email to Conference database emails too.

Save

Newsletter Subscribers

☐ Send email to newsletter subscribers.

Send Email



# Search Based on Paper Stat

My Home > Executive Manager > Email to Users

Email Content

Email Receivers

Send

Search

In

Role

☒ Show Only Corresponding Author

Registered Users.

Registration Type

Register as

Sort Results By

Last Name

Go

Paper Status

Paper Submitted by Author

☒ Show Only Corresponding Author

A

B

C

D

E

F

G

H

I

J

K

L

M

N

O

P

Q

R

S

T

U

V

W

X

Y

Z

ALL

Add to Receivers

Remove from Receivers

Click on Go to apply all the conditions set

Once list of users is displayed you may select from them.  
You can select to view users list based on their status of abstract or paper

Users List Form

Restrict search based on membership type.

Select Role to restrict search of users.

Use this to save Users detail in an Excel file.

My Home > Executive Management > Users

Search  In  Role  ☒ Only Registered Users.

Registration Type  Register as  Sort Results By  Last Name

☐ Show Roles of Users

BCDEFGHIJKLMNOPQRSTUVWXYZ ALL

Number of Users: **2,011**

| # | Register as                          | First Name | Last Name | Email Address | Registration Confirmation | Mobile | Join Date  | Card | Actions |
|---|--------------------------------------|------------|-----------|---------------|---------------------------|--------|------------|------|---------|
| 1 | <input type="checkbox"/> Real Person | Fidel      | Aaron     | vsnae@...c.ca | Confirmed                 | 09...  | 2014-02-26 |      |         |
| 2 | <input type="checkbox"/> Real Person | Heaven     | Abbott    | Ay...st.ac.ca | Not Confirmed             |        | 2014-06-07 |      |         |

Restrict Users list based on legal entity or private person.

Restrict search of users to those who have registered themselves.

Click to view invitation card to the conference.

These let you view a user, Edit, password reset, and login in lieu of a person (impersonate)

## Register a New User

In some cases, it is essential that the Executive Manager register a new user directly.

Register a New User Form: Complete fields with \*

Make sure to add correct email address. Password will be sent to this email address.

We recommend to use email address as user name.

Define Exhibition  
Enroll Exhibitors  
Sponsors Setting  
Enroll Sponsors  
Organizers  
Define Contest Titles  
Email to Users  
List of Users  
**Register a New User**  
Manage Roles  
Assign Subject to Editor / Reviewer  
Conference Organization  
News  
Slideshow  
Image Gallery  
Ads  
Subjects  
Countries  
Related Links  
FAQ  
Glossary  
Checklist  
Paper Evaluation Form

Register as: Real Person ▼

Title: ▼

First Name\*:

Middle:

Last Name\*:

Education\*: ▼

Degree\*: ▼

Specific Field of Study:

Phone Number\*:

Fax:

Mobile Number\*:

Home Page:

Registration Type\*: ▼

Photo: Choose File No file chosen

Country\*: ▼

City\*:

Postal Address\*:

Affiliation\*:

Email Address\*:

Confirm Email Address\*:

Username\*:

Alternate Email Address:

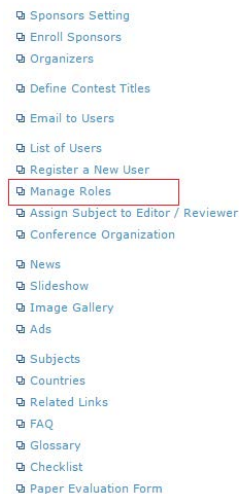
Comments:

## Manage Roles

Each conference has two main segments. One deals with scientific issues and another with executional ones and directs the whole operation. iKNiTO cs has provided a number of roles in order to position people who are in one way another involved in the conference.

Access to various features and function of the system are based on the roles. An Executive Manager can select a user and give required access authorization in order to fulfill his or her tasks. Apart from Author and Attendee roles which are assigned when a user registers in the system, the following roles may be used:

- Reviewer
- Scientific Editor
- Publisher
- Contest Reviewer
- Scientific Editor for Contest
- Exhibition Manager
- News Manager
- Registration Manager
- Executive Manager
- Reception



A vertical list of system menu items, each preceded by a small icon. The item 'Manage Roles' is highlighted with a red rectangular box. The items are: Sponsors Setting, Enroll Sponsors, Organizers, Define Contest Titles, Email to Users, List of Users, Register a New User, Manage Roles, Assign Subject to Editor / Reviewer, Conference Organization, News, Slideshow, Image Gallery, Ads, Subjects, Countries, Related Links, FAQ, Glossary, Checklist, and Paper Evaluation Form.

The Executive Manager of a conference is responsible for assigning roles to members. It is important to pay a special attention when doing this.

There is only one Executive Manager, but a user may have multiple roles and therefore there might be several users for each role.

Therefore it is plausible that two or more people will have the role of a Scientific Editor, or Reviewer, and at the same time act as a Contest Reviewer.

## Manage Roles Form

My Home > Executive Manager > Manage Roles

Search  In  Role

Registration Type  Register as  Sort Results By

AB CDEFGHIJ KLMNOPQR STUVWXYZ ALL

Select User

Number of Users: 2

Admin, Conference < cs@iknito.com >

Available Roles

- ☒ Reviewer
- ☒ Scientific Editor
- ☒ Associate Editor
- ☒ Publisher
- ☒ Exhibition Manager
- ☒ Scientific Editor for Contest
- ☒ Contest Reviewer
- ☒ News Manager
- ☒ Registration Manager
- ☒ Reception

Save Roles

Use these to select a user.

Select roles for selected user and then click on Save Roles button.

It is always possible to enable or disable a Role of a particular user.

Home Conference Info Programs Submssion Travel Registration Sponsors News Contact Us

Conference Date 13-15 February 2013

My Home > Executive Manager > Manage Roles

Search  In  Role

Registration Type  Register as  Sort Results By

AB CDEFGHIJ KLMNOPQR STUVWXYZ ALL

Select User

Number of Users: 761

Lagio, Allegri < allegri.lagio@yopmail.com >

Available Roles

- ☐ Reviewer
- ☐ Scientific Editor
- ☐ Publisher
- ☒ Exhibition Manager
- ☐ Scientific Editor for Match
- ☐ Match Reviewer
- ☐ News Manager
- ☐ ROLE\_14

Save Roles Cancel

After selecting the required Roles, click on Save Roles.

## Assigning Subject to Reviewers

Before assigning subjects to reviewers, it is essential that the main subjects covered in a conference are defined and added to the system. It is then possible to assign subjects to Reviewers.

By defining specialty of each Reviewer and assigning subjects to him or her, it is possible to simplify matching of a paper in a particular subject area with a Reviewer.

As there might be a large number of potential Reviewers registered in a conference, this assignment of subjects is quite important.

Define main subjects of the conference carefully and only add to the system once.

It is possible to enter two levels of Main Subjects and Subject (s) under it. Better keep it more general and refrain from very fine subjects.

Define Main Subjects of a conference based on the theme of the conference.

When submitting an abstract or a paper, the Author may view list of subjects and select one or more.

It is possible to delete main subjects and subjects or add new ones.

If some of the subjects are already assigned to some Reviewers, it may only be edited and not deleted.

The next image shows what happens when Assign Subject to Reviewers is selected from the main menu.

- [Sponsors Setting](#)
- [Enroll Sponsors](#)
- [Organizers](#)
- [Define Contest Titles](#)
- [Email to Users](#)
- [List of Users](#)
- [Register a New User](#)
- [Manage Roles](#)
- [Assign Subject to Editor / Reviewer](#)
- [Conference Organization](#)
- [News](#)
- [Slideshow](#)
- [Image Gallery](#)
- [Ads](#)
- [Subjects](#)
- [Countries](#)
- [Related Links](#)
- [FAQ](#)
- [Glossary](#)
- [Checklist](#)
- [Paper Evaluation Form](#)

## Subjects Entry Form

Home Conference Info Programs Submssion Travel Registration Sponsors News Contact Us

Conference Date  
13-15 February 2013

My Home > Executive Manager > Subjects

Main Subject

Subject Name [English]

Subject Name [Persian]

Save Cancel

Available Subjects

1. Learning
2. Mobile robots

Enter Main Subjects of the conference here.

Click to Save

Home Conference Info Programs Submssion Travel Registration Sponsors News Contact Us

Conference Date  
13-15 February 2013

My Home > Executive Manager > Subjects

Main Subject

Subject Name [English]

Subject Name [Persian]

Save Cancel

Available Subjects

1. Learning
- E\_learning
2. Mobile robots

Enter Subjects related to each Main Subject here.

It is possible to edit or delete a selected Main Subject or Subject. To select any subject double click on it.

## Subject Assignment Form

First select name of a Reviewer from the list.

The screenshot shows a web application interface for assigning subjects to reviewers. At the top is a navigation bar with links: Home, Conference, Programs, Submission, Travel, Registration, Sponsors, News, and Contact Us. On the right of the navigation bar, it displays the 'Conference Date' as '13-15 February 2013' next to a calendar icon. Below the navigation bar is a breadcrumb trail: 'My Home > Executive Manager > Assign Subject to Reviewers'. The main form area contains a 'Select a Reviewer.' dropdown menu, followed by 'Assign Subjects' and 'Cancel' buttons. Below this is a 'Search Subjects' input field with a magnifying glass icon and a 'Case Sensitive' checkbox. The 'Select Subject(s).' section features two scrollable lists. The left list contains 'Learning' and 'Mobile robots'. Between the lists are 'Add->' and '<-Delete' buttons. A callout points to the left list with the text 'Select subjects related to the Reviewer's specialty.' Another callout points to the 'Add->' and '<-Delete' buttons with the text 'Use Add to include subjects, or use Delete to remove.'

Home Conference Programs Submission Travel Registration Sponsors News Contact Us

Conference Date  
13-15 February 2013

My Home > Executive Manager > Assign Subject to Reviewers

Select a Reviewer. [dropdown] [Assign Subjects] [Cancel]

Search Subjects [input] [magnifying glass icon] [Case Sensitive checkbox]

Select Subject(s).

Learning  
Mobile robots

Add->  
<-Delete

Select subjects related to the Reviewer's specialty.

Use Add to include subjects, or use Delete to remove .



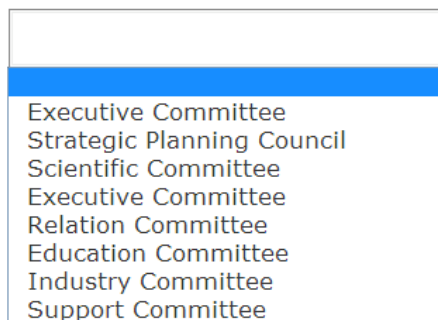
## Conference Organization

By using Conference Organization from the main menu it is possible to introduce and add various key people such as the Executive Manager, Scientific Committee Manager, Executive Committee Manager as well as members of Scientific and Executive committees.

Conference Organizations helps you to define people who are going to manage the event.

Add all major people involved in the running of the conference here, and based on their importance for public to view.

It is possible to add people to committees and based on their responsibilities.



- 🔗 Sponsors Setting
- 🔗 Enroll Sponsors
- 🔗 Organizers
- 🔗 Define Contest Titles
- 🔗 Email to Users
- 🔗 List of Users
- 🔗 Register a New User
- 🔗 Manage Roles
- 🔗 Assign Subject to Editor / Reviewer
- 🔗 Conference Organization
- 🔗 News
- 🔗 Slideshow
- 🔗 Image Gallery
- 🔗 Ads
- 🔗 Subjects
- 🔗 Countries
- 🔗 Related Links
- 🔗 FAQ
- 🔗 Glossary
- 🔗 Checklist
- 🔗 Paper Evaluation Form

## Conference Organization Entry Form

Once you select Conference organization from the main menu, you can add information about all people involved in running of a conference. First choose a committee name, and then add Roles and other details.

The screenshot shows the 'Conference Organization' entry form. At the top, there is a navigation bar with links: Home, Conference Info, Programs, Submission, Travel, Registration, Sponsors, News, Contact Us. On the right, it displays the 'Conference Date' as '13-15 February 2013' with a calendar icon. The breadcrumb trail reads 'My Home > Executive Manager > Conference Organization'.

The form contains several input fields: 'Committee' (a dropdown menu), 'Role' (a dropdown menu), 'Website', 'Email Address', 'Phone', and 'Photo' (with a 'Choose File' button and 'No file chosen' text). Below these fields are 'Save' and 'Cancel' buttons.

Two callout boxes provide instructions:

- Determine to which committee the user belongs**: Points to the 'Committee' dropdown menu.
- Determine user's Role**: Points to the 'Role' dropdown menu, which is open, showing a list of roles: Manager, Titular Boss, Boss, Executive Manager, Scientific Committee Manager, Scientific Committee User, Industry Committee Manager, Industry Committee User, Relation Committee Manager, Relation Committee User, Education Committee Manager, Education Committee User, Executive Committee User, and Support Committee User.

At the bottom, there is a table titled 'Organization Conference' with columns 'Name', 'Committee', and 'Role'. A 'Save' button is located to the right of the table header.

| Name                   | Committee           | Role | Save |
|------------------------|---------------------|------|------|
| 1. Prof. Hassan Zohoor | Executive Committee | Boss | Save |

Determine to which committee the user belongs

A dropdown menu showing a list of committees: Executive Committee, Strategic Planning Council, Scientific Committee, Executive Committee, Relation Committee, Education Committee, Industry Committee, and Support Committee. The 'Executive Committee' is currently selected and highlighted in blue.

Add other details of the user such as full name, academic rank, and place of work or study. A photo, as well as email address will also be added here. At the end, click on Save.

## Conference Organization Edit Form

Select each name in order to edit or delete.

Use up and down arrows to change order of names. We suggest to sort members of each committee separately. At the end click Save.

---

[My Home](#) > [Executive Manager](#) > [Conference Organization](#)

|   |   |  |
|---|---|--|
| Committee   | <input type="text"/>                                      | If necessary, add a Custom Role Title for each of the main Roles.                                |
| Role  | <input type="text"/>                                      |  |
| Custom Role Title   | <input type="text"/>                                      | It is possible to add all information in two languages, if the Website is marked as bi-language. |
| Name  | <input type="text"/>                                      |  |
| Degree, Work Place [English]  | <input type="text"/>                                      |  |
| Website   | <input type="text"/>                                      |  |
| Email Address   | <input type="text"/>                                      |  |
| Phone   | <input type="text"/>                                      |  |
| Photo   | <input type="button" value="Choose File"/> No file chosen |  |
| <input type="button" value="Save"/> <input type="button" value="Cancel"/> |   |  |

## News and Announcements

This option enables you to add News in the site and once required change order of display.

### News Manager or Press Secretary

One of the important responsibilities of an Executive Manager is to disseminate information about the conference. Since in most cases this task is delegated to someone with the required experience and expertise, we have added a special Role called News Manager for this purpose, which only has access to the News sections.

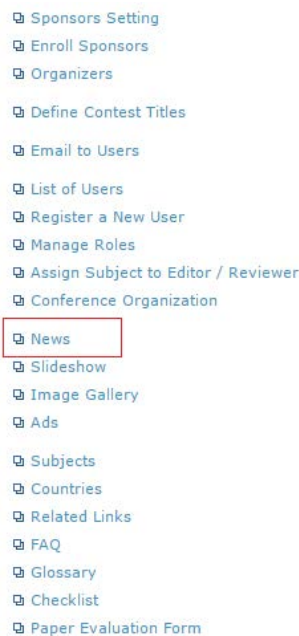
All related information about the conference are loaded and displayed through this Role.

Sorting and order of news displays are done by the News manager and based on their priority and importance and date as well as quality of pictures.

Since News Manager works under Executive Manager, the latter has access to all of the News Manager's functions.

We suggest that news is entered and sorted with the time and date of the conference in mind and their importance.

Once you select News from the main menu the following page opens in order to add news or edit current ones.



News and Announcements Entry Forms

HomeConference InfoProgramsSubmissionTravelRegistrationSponsorship

My Home > Executive Manager > News

| # | News Title             | News Date  | Actions |
|---|------------------------|------------|---------|
| 1 | Workshops Notification | 2013-01-18 |         |
| 2 | Visit to Tower         | 2013-01-07 |         |
| 3 | Guide for Registration | 2013-01-08 |         |

Add news title here.

Add news abstract/summary here.

Use this to add news.

Use this to edit or delete news.

My Home > Executive Manager > News

News Title

News Abstract

News Details

Path: p

News Date

19December2015

Related Image

Choose FileNo file chosen

SaveCancel

Add news detail and use appropriate icons to adjust format.

Click on Save to keep the news.

## Sample News & Announcements Page



[Home](#) [Conference Info](#) [Programs](#) [Submssion](#) [Travel](#) [Registration](#) [Sponsors](#) [News](#) [Contact Us](#)

[My Home](#) > [Executive Manager](#) > [News](#)

| # | News Title             |  New | News Date  | Actions   |
|---|------------------------|---|------------|---|
| 1 | Workshops Notification |   | 2013-01-18 |   |
| 2 | Visit to Tower         |   | 2013-01-07 |   |
| 3 | Guide for Registration |   | 2013-01-08 |   |

## Sample News & Announcements Page

[My Home](#) > [Executive Manager](#) > [News](#)

|               |   |
|---------------|---|
| News Title    | <input type="text" value="Full Paper Submission"/>  |
| News Abstract | <input type="text"/>  |
| News Details  | <div><div></div><div><p>The inclusion of your paper for oral or poster presetaion will be based on the quality of your full paper submitted. We will give priority to those who submit their full papers. We have decided to publish the full papers as a book (by an international publisher) or as a proceeding.</p></div><div><p>Path: p</p></div></div> |
| News Date     | <div><div><input type="text" value="23"/></div><div><input type="text" value="August"/></div><div><input type="text" value="2015"/></div></div>   |
| Related Image | <div><div><input type="button" value="Choose File"/> No file chosen</div><div><a href="#">View</a> </div><div><input type="button" value="Save"/> <input type="button" value="Delete"/> <input type="button" value="Cancel"/></div></div>  |

## Slideshow Images

iKNiTO cs lets you add pictures and images to the website of a conference in order to make it more attractive and dynamic.

- Images help you to highlight the main features of a conference.
- Choose images in an appropriate format and related to the conference.
- Use experienced graphic designers for creating images.
- There is no limit for number of images but their quality and size should not cause delay in loading of the conference site.
- So, as much as possible while maintaining quality, try to minimize image sizes.
- Images could be a mixture of text and image for better informing
- Your main images will be displayed as slideshow in the website.
- If possible, upload smaller sizes of images to let users of the site download them.

- ▢ Sponsors Setting
- ▢ Enroll Sponsors
- ▢ Organizers
- ▢ Define Contest Titles
- ▢ Email to Users
- ▢ List of Users
- ▢ Register a New User
- ▢ Manage Roles
- ▢ Assign Subject to Editor / Reviewer
- ▢ Conference Organization
- ▢ News
- ▢ Slideshow
- ▢ Image Gallery
- ▢ Ads
- ▢ Subjects
- ▢ Countries
- ▢ Related Links
- ▢ FAQ
- ▢ Glossary
- ▢ Checklist
- ▢ Paper Evaluation Form

- By choosing Slideshow from the main menu, the following page opens.



## Slideshow Images Entry Form

My Home >

**Add Title of the image.**

**Load the image.**

Title

Image (960 x 300)  No file chosen

Link

Note

**Add description of the image.**

Status  ▼

**Title**

1. Slide1

**If an image status is switched to Enabled, it will appear in the home page of the conference.**

**Use these to sort order of display.**

The screenshot shows a web form for adding slideshow images. At the top, there's a breadcrumb 'My Home >'. The form has several sections: a 'Title' field with 'Slide 2' entered; an 'Image' section with a 'Choose File' button and the text 'No file chosen'; a 'Link' text area; a 'Note' text area; a 'Status' dropdown menu currently set to 'Enabled'; and 'Save' and 'Cancel' buttons. Below this is a table with a header row 'Title' and a single row '1. Slide1'. To the right of the table is a 'Save' button. At the bottom right of the table, there are two small blue arrows pointing up and down, used for sorting. Callout boxes with purple borders and pointers explain the 'Add Title of the image.' field, the 'Load the image.' button, the 'Add description of the image.' note field, the 'Enabled' status dropdown, the 'If an image status is switched to Enabled...' note, and the sorting arrows.

## Sample Images of Home Page



## Advertisements

iKNiTO cs has special functions for this purpose.

Here is a list of recommendations in order to enhance quality of your conference website:

- Choose appropriate images and specially pay attention to the harmony with conference's header banner color.
- Choose advertisement images in harmony with your site and the conference.
- Use experienced graphic designers.
- There is no limit on number of advertisements but they should not adversely affect quality of your website.
- Also pay attention to size of images, while you should not sacrifice quality.
- Images may be a mix of text and image for better informing.
- Advertisements are displayed in the home page of the conference.
- By selecting Ads from the main menu the following page opens.



A vertical list of menu items from the iKNiTO cs system. The item 'Ads' is highlighted with a red rectangular border. The items are: Sponsors Setting, Enroll Sponsors, Organizers, Define Contest Titles, Email to Users, List of Users, Register a New User, Manage Roles, Assign Subject to Editor / Reviewer, Conference Organization, News, Slideshow, Image Gallery, Ads, Subjects, Countries, Related Links, FAQ, Glossary, Checklist, and Paper Evaluation Form.

- 🔗 Sponsors Setting
- 🔗 Enroll Sponsors
- 🔗 Organizers
- 🔗 Define Contest Titles
- 🔗 Email to Users
- 🔗 List of Users
- 🔗 Register a New User
- 🔗 Manage Roles
- 🔗 Assign Subject to Editor / Reviewer
- 🔗 Conference Organization
- 🔗 News
- 🔗 Slideshow
- 🔗 Image Gallery
- 🔗 Ads
- 🔗 Subjects
- 🔗 Countries
- 🔗 Related Links
- 🔗 FAQ
- 🔗 Glossary
- 🔗 Checklist
- 🔗 Paper Evaluation Form

## Advertisements Entry Form

The screenshot shows a web application interface for adding advertisements. The top navigation bar includes links for Home, Conference, Programs, and Contact Us. A sidebar on the left contains a breadcrumb trail: My Home > Executive Manager > Ads. The main form area contains the following fields and controls:

- Ad Title:** A text input field with a callout box stating "Add Ad Title here."
- Position:** A dropdown menu currently set to "Right", with a callout box stating "Add web address of the Ad. This could be URL of the related company."
- Ad Link:** A text input field.
- Comments:** A large text area for additional information.
- Related Image:** A section with a "Choose File" button and the text "No file chosen".
- Status:** A dropdown menu currently set to "Enabled", with a callout box stating "If status is Enabled, the Ad will appear on the home page of the conference."
- Buttons:** "Save" and "Cancel" buttons are located at the bottom of the form.

Additional callout boxes provide further instructions:

- A box pointing to the "Position" dropdown states: "Determine location of the image."
- A box pointing to the "Save" button states: "Add description, upload image, and at the end click on Save."

The top right of the page displays the "Conference Date 13-15 February 2013" next to a calendar icon.

## Add Countries, Related Links, FAQ, Glossary

Use these to add countries and related links.

Use Countries from the menu to add name of countries. They will appear in the registration form (next page).

Use Related Links from the menu to add useful links. Make sure they are entered correctly.

Add useful questions and their answers to help users and visitors of the website.

Use the Glossary to provide a uniform and standard definition of terms.

- [Sponsors Setting](#)
- [Enroll Sponsors](#)
- [Organizers](#)
- [Define Contest Titles](#)
- [Email to Users](#)
- [List of Users](#)
- [Register a New User](#)
- [Manage Roles](#)
- [Assign Subject to Editor / Reviewer](#)
- [Conference Organization](#)
- [News](#)
- [Slideshow](#)
- [Image Gallery](#)
- [Ads](#)
- [Subjects](#)
- [Countries](#)
- [Related Links](#)
- [FAQ](#)
- [Glossary](#)
- [Checklist](#)
- [Paper Evaluation Form](#)

Countries Entry Form

[My Home](#) > [Executive Manager](#) > [Countries](#)

Country Name

Country Name [English]

Save

Cancel

Add country name and then Save.

| # | Country Name |
|---|--------------|
| 1 | Canada       |

## Related Links Entry Form

Add title and address of the link and Save.

[My Home](#) > [Executive Manager](#) > [Related Links](#)

Title

URL

| Related Links                          |   | Save |
|--|---|------|
| 1. iKNiTO Website                      |   |      |
| 2. iKNiTO Digital Library              |   |      |
| 3. iKNiTO Repository Management System |   |      |
| 4. iKNiTO Journal Management Sysstem   |   |      |
| 5. iKNiTO Conference Management System |   |      |

Select title and then edit or delete

[My Home](#) > [Executive Manager](#) > [Related Links](#)

Title

URL

| Related Links                          |   | Save |
|--|---|------|
| 1. iKNiTO Website                      |   |      |
| 2. iKNiTO Digital Library              |   |      |
| 3. iKNiTO Repository Management System |   |      |
| 4. iKNiTO Journal Management Sysstem   |   |      |
| 5. iKNiTO Conference Management System |   |      |

## FAQ Entry Form

[My Home](#) > [Executive Manager](#) > [FAQ](#)

Question Title

Answer

FAQ

Add Question Title here

Use these to sort questions and Save

## Glossary Entry Form

[My Home](#) > [Executive Manager](#) > [Glossary](#)

Glossary Title

Description

Glossary

Add title and definition of the terms and Save.



## Paper Submission Checklist

This checklist is entered by the Executive Director and intended to make sure the Author has observed all conditions when submitting a paper. The list is displayed when an Author intends to submit his or her paper.

The checklist is intended to ensure that Authors have input all the required information so that the conference management may decide and invite them for presentation.

Items in the checklist are termed as Questions. There two type of optional and mandatory questions. A paper may not be submitted unless the Author answers all mandatory questions.

Make sure Questions of the checklist are short and clear and refrain from confusing questions.

Only refer to items which have already been addressed in the Guide for Authors.

For example, if the Guide has mentioned particular restrictions on size and format of paper or images or number of pages, then the question must ask if those restrictions have been observed.

By selecting Checklist from the main menu, the following page opens.

- [Sponsors Setting](#)
- [Enroll Sponsors](#)
- [Organizers](#)
- [Define Contest Titles](#)
- [Email to Users](#)
- [List of Users](#)
- [Register a New User](#)
- [Manage Roles](#)
- [Assign Subject to Editor / Reviewer](#)
- [Conference Organization](#)
- [News](#)
- [Slideshow](#)
- [Image Gallery](#)
- [Ads](#)
- [Subjects](#)
- [Countries](#)
- [Related Links](#)
- [FAQ](#)
- [Glossary](#)
- [Checklist](#)
- [Paper Evaluation Form](#)

## Checklist Entry Form

This screenshot shows the 'Checklist Entry Form' interface. It includes a navigation bar at the top with links like 'Home', 'Conference Info', 'Program', 'Submission', 'Travel', 'Registration', 'Sponsors', 'News', and 'Contact Us'. The main form area has fields for 'Question Title', 'Comments', and a 'Question Confirm' dropdown menu set to 'Mandatory'. Below these are 'Save' and 'Cancel' buttons. A section titled 'Checklist Questions' lists three items: '1. Have you checked your paper with...', '2. Have you paid for the registration...', and '3. Have you submitted the copyright...'. Callouts point to various parts: 'Add Question Title here.' points to the title field; 'Add Comments here.' points to the comments field; 'Is this Optional or Mandatory?' points to the dropdown menu; and 'At the end click on Save' points to the save button.

Add Question Title here.

Add Comments here.

Is this Optional or Mandatory?

At the end click on Save

[My Home](#) > [Executive Manager](#) > [Checklist](#)

Question Title

Comments

Question Confirm Mandatory ▼

Save Cancel

### Checklist Questions

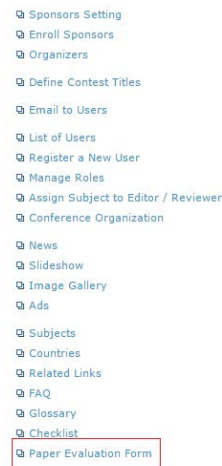
1. [Have you submitted the copyright form?](#)

You can select a Question and edit or delete it.

## Paper Evaluation Form

iKNiTO cs provides a very convenient platform for review and evaluation of papers:

- Each Reviewer will receive an Evaluation Form. Since different conferences might have different forms, the Executive Manager is responsible for designing and adding this form. This is made possible by a special “Paper Evaluation Form” item in the main menu. In the form it is possible to define certain questions. Each question could have one descriptive answer or be multiple-choice. In addition, some questions might be optional and others mandatory.
- Once you have saved a question and its features, another form opens to let you add another question. At the end you can view all questions and if required adjust their order, edit or delete.
- The plus sign on top of the page lets you start adding a new question. iKNiTO cs handles all correspondences automatically. As an example, once a paper is sent to a Reviewer for evaluation it is accompanied by a cover letter with a specific detail related to that case. These letters are customizable for each conference. This may be done by going to the page of the Executive Manager and selecting Conference Letters setting.
- Once you select paper Evaluation Form from the main menu the following page opens.



## Evaluation Form Entry

|      |          |        |              |            |   |
|------|----------|--------|--------------|------------|---|
| Home | Programs | Papers | Registration | Contact Us | Conference Date<br>09-11 September 2014 |
|------|----------|--------|--------------|------------|---|

My Home > Executive Manager > Paper Evaluation Form

|   |       |               |                |     |      |
|---|-------|---------------|----------------|-----|------|
| # | Group | Question Type | Question Title | New | Save |
|---|-------|---------------|----------------|-----|------|

### Determine type of questions

Multi Answers  
No Answer  
Descriptive  
Score

Use this to add questions and if required answers for the evaluation form.

My Home > Executive Manager > Paper Evaluation Form

|   |   |                  |
|---|---|------------------|
| Group   | All Reviewers   |                  |
| Question Type                                       | Multi Answers   | Single Selection |
| Question Title                                      | Contribution to the literature  |                  |
| Recommended Answers                                 | <div><div>+</div><div>Weak</div></div> <div><div></div><div>Fair</div></div> <div><div></div><div>Good</div></div> <div><div></div><div>Excellent</div></div> |                  |
| Comments  |   |                  |
| Status  | Mandatory   |                  |
| <div>Save</div> <div>Delete</div> <div>Cancel</div> |   |                  |

Add Question Title.

Add suggested answers to questions, based on their importance.

Add comments for explaining the question

Determine type of question. Mandatory questions must be answered. Title.

At the end click on Save

## Score Question Type:

[My Home](#) > [Executive Manager](#) > [Paper Evaluation Form](#)

|   |  |
|---|--|
| Group   | <div>All Reviewers ▼</div>                       |
| Question Type                                       | <div>Score ▼</div> <div>Single Selection ▼</div> |
| Question Title                                      | <div>Contribution to the literature</div>        |
| Score from  | <div>0 ▼</div> To <div>100 ▼</div>               |
| Comments  | <div></div>                                      |
| Status  | <div>Mandatory ▼</div>                           |
| <div>Save</div> <div>Delete</div> <div>Cancel</div> |  |

## Sample Paper Evaluation Form

My Home > Executive Manager > Paper Evaluation Form

| # | Group         | Question Type  | Question Title   | New | Save |
|---|---------------|----------------|--|-----|------|
| 1 | All Reviewers | Multi Answers  | Reviewer Familiarity with the subject:   |     |      |
| 2 | All Reviewers | Multi Answers  | Have you seen the same paper or a slightly modified version of this paper published in another conference or journal?                                |     |      |
| 3 | All Reviewers | Descriptive    | If Yes, which journal?   |     |      |
| 4 | All Reviewers | Without Answer | Evaluation of work and contribution  |     |      |
|   | All Reviewers | Multi Answers  | a. Relevance to IST2012's topics:  |     |      |
|   | All Reviewers | Multi Answers  | b. Originality and Novelty:  |     |      |
|   | All Reviewers | Multi Answers  | c. Theoretical and practical significance and balance:   |     |      |
|   | All Reviewers | Multi Answers  | d. Readability, clarity and organization:  |     |      |
| 5 | All Reviewers | Multi Answers  | Overall Recommendation:  |     |      |
| 6 | All Reviewers | Multi Answers  | If accepted, which of the following should be the most appropriate for this paper?   |     |      |
| 7 | All Reviewers | Multi Answers  | If accepted, should I recommend this paper to be considered for publishing in International Journal of Information Communication Technology (IJICT)? |     |      |

Select a question and then edit or delete it.

Use this to adjust order of importance and click on Save.

My Home > Executive Manager > Paper Evaluation Form

Group: All Reviewers

Question Type: Multi Answers Single Selection

Question Title:

Recommended Answers:

|  |           |   |  |
|--|-----------|---|--|
|  | Weak      | 0 |  |
|  | Fair      | 0 |  |
|  | Good      | 0 |  |
|  | Excellent | 0 |  |

Comments:

Status: Mandatory

Save Delete Cancel

Change question type from mandatory to optional.

## Confirm Users Registration

Confirmation of registration of users, or submission of abstract and paper is a very important item in the conference and requires special attention.

- If the Executive Manager confirms a user, then he or she may pay the fees and participate in the conference.

[Confirm Users Registration](#)

[New Sponsorship Requests](#)

[New Exhibitors Requests](#)

[Conference Registration Requests](#)

[Workshop Registration Requests](#)

- If the user is not confirmed, then he or she may not complete registration process.

[Unpaid Invoices](#)

[Paid Invoices](#)

- Importance of this feature stems from the fact that there are usually some restrictions in terms of capacity of conferences. Therefore, conference organizers wish to make sure users who are related to the main subjects of the conference are participating.

## Confirm Users Form

Once the Executive Manager selects Confirm Users Registration the following is shown. This gives a list of unconfirmed users. If the list of unconfirmed users is a lengthy one, then you can search the list based on type of membership.

My Home > Executive Manager > Confirm Users Registration

Search  In  Registration Confirmation

Registration Type  Sort Results By  Last Name

☐ Show Roles of Users

AB C D E F G H I J K L M N O P Q R S T U V W X Y Z ALL

Number of Users: **455**

| #  | <input type="checkbox"/> | First Name | Last Name | Email Address       | Registration Type | Confirmation Document | Registration Confirmation | Mobile Number | Join Date  | Card | Actions |
|----|--------------------------|------------|-----------|---------------------|-------------------|-----------------------|---------------------------|---------------|------------|------|---------|
| 1  | <input type="checkbox"/> | Heaven     | Abbott    | htollahi@iust.ac.ca |                   |                       | Not Confirmed             |               | 2014-06-07 |      |         |
| 2  | <input type="checkbox"/> | Shea       | Abel      | shea@iust.ac.ca     |                   |                       | Not Confirmed             |               | 2014-06-15 |      |         |
| 3  | <input type="checkbox"/> | Heather    | Abbas     | heather@iust.ac.ca  | Students          |                       | Not Confirmed             | 09122564357   | 2014-08-24 |      |         |
| 4  | <input type="checkbox"/> | Cindy      |           |                     |                   |                       | Not Confirmed             |               | 2014-07-07 |      |         |
| 5  | <input type="checkbox"/> | Hugh       |           |                     | Students          |                       | Not Confirmed             | +19360907391  | 2014-05-18 |      |         |
| 6  | <input type="checkbox"/> | Brennen    |           |                     |                   |                       | Not Confirmed             |               | 2014-06-15 |      |         |
| 7  | <input type="checkbox"/> | Amarion    |           |                     |                   |                       | Not Confirmed             |               | 2014-07-07 |      |         |
| 8  | <input type="checkbox"/> | Cristopher |           |                     |                   |                       | Not Confirmed             |               | 2014-06-14 |      |         |
| 9  | <input type="checkbox"/> | Bernard    |           |                     | Students          |                       | Not Confirmed             | +1 9122710397 | 2014-03-05 |      |         |
| 10 | <input type="checkbox"/> | Harmony    | Aj        |                     | Students          |                       | Not Confirmed             | +61450188970  | 2014-05-19 |      |         |

Records Per Page

Change Confirmation Status To:

Use this to search for a specific user.

Save in Excel format.

Restrict the list to Confirmed or Unconfirmed users.

Use this to refine search based on membership type

After selecting users, change their status and click on Save.



It is also possible to change status of already confirmed users to unconfirmed. This might be necessary if you face shortage of space. You may therefore opt to see list of confirmed users.

My Home > Executive Manager > Confirm Users Registration

Search  In  Registration Confirmation

Registration Type  Sort Results By

☐ Show Roles of Users A B C D E F G H I J K L M N O P Q R S T U V W X Y Z ALL

Number of Users: 21

| #  | <input type="checkbox"/> | First Name | Last Name | Email Address          | Registration Type | Confirmation Document | Registration Confirmation | Mobile Number  | Join Date  | Card | Actions |
|----|--------------------------|------------|-----------|------------------------|-------------------|-----------------------|---------------------------|----------------|------------|------|---------|
| 1  | <input type="checkbox"/> | Duncan     | Barton    | li@modares.ac.ca       | IEEE Members      |                       | Not Confirmed             | 09124568938    | 2014-03-02 |      |         |
| 2  | <input type="checkbox"/> | Aspen      | Case      | 3@gmail.com            | IEEE Members      |                       | Not Confirmed             | 123123123      | 2014-09-12 |      |         |
| 3  | <input type="checkbox"/> | Glenn      | Collins   | hati@iust.ac.ca        | IEEE Members      |                       | Not Confirmed             | 09121087458    | 2014-03-02 |      |         |
| 4  | <input type="checkbox"/> | Luis       | Davila    | @ing.unife.it          | IEEE Members      |                       | Not Confirmed             | +393297506505  | 2014-05-20 |      |         |
| 5  | <input type="checkbox"/> | Aliya      | Dunn      | @ed.ac.uk              | IEEE Members      |                       | Not Confirmed             | +44 7440060410 | 2014-05-26 |      |         |
| 6  | <input type="checkbox"/> | Markus     | Early     | brahim.alani@gmail.com | IEEE Members      | 1011407589667.jpg     | Not Confirmed             | 00989144169029 | 2014-05-05 |      |         |
| 7  | <input type="checkbox"/> | Nyla       | Ferrell   | hammad@aut.ac.ca       | IEEE Members      |                       | Not Confirmed             | 09128132780    | 2014-04-06 |      |         |
| 8  | <input type="checkbox"/> | Anne       | Gary      | reh@aut.ac.ca          | IEEE Members      |                       | Not Confirmed             | +19122350093   | 2014-04-28 |      |         |
| 9  | <input type="checkbox"/> | Jade       | Godfrey   | ur@eng.ikiu.ac.ca      | IEEE Members      |                       | Not Confirmed             | 09125820556    | 2014-05-19 |      |         |
| 10 | <input type="checkbox"/> | Guillermo  | Jamison   | nd@gmail.com           | IEEE Members      |                       | Not Confirmed             | 09365732973    | 2014-05-19 |      |         |

Records Per Page

Change Confirmation Status

Use this to restricts records per page of display.

Select users and change their status to Unconfirmed and then Save.

## New Sponsorship Requests

Use this in order to enter details of requests from sponsors

- You can view new requests by selecting New Sponsorship requests from the main menu
- Once selected, you will see the picture of next page.
- Add details carefully.

[Confirm Users Registration](#)

[New Sponsorship Requests](#)

[New Exhibitors Requests](#)

[Conference Registration Requests](#)

[Workshop Registration Requests](#)

[Unpaid Invoices](#)

[Paid Invoices](#)

### New Sponsorship Requests Form

By clicking on the New, you can add new requests from sponsors.

My Home > Executive Manager > New Sponsorship Requests

New

| # | Sponsor Name  | Sponsor Type    | Home Page | Price         | Status                           | Request Date |  | Save |
|---|---|-----------------|-----------|---------------|----------------------------------|--------------|--|------|
| 1 | <input type="checkbox"/> information analysis company | Diamond Sponsor |           | 10,000 Pounds | Waiting for Manager Confirmation | 2014-04-07   |  |      |

### New Sponsors Entry Form

Add details, Web address, logo of sponsor, and change status accordingly.

My Home > Executive Manager > Enroll Sponsors

Sponsor Name

Main/Media Sponsor

Main Sponsor

Sponsor Type

New

Home Page

Comments

Logo

Browse...

No file selected.

Status

Incomplete Payment

Incomplete Payment

Waiting for Manager Confirmation

Discount Request form Suppliant

Discount Applied by Manager

Ready for Payment

Successfull Payment

Confirmed

Not Confirmed

Waiting for Confirmation Document

Waiting for Paper Confirmation

Save

Delete

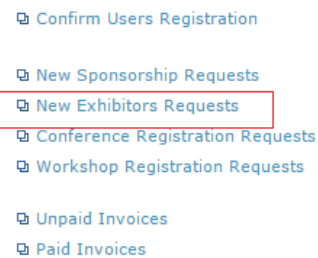
Copyright © 2015 Confere

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## New Exhibitors Requests

Use this option from the main menu to see a list of requests for booths.

- You can see list of requests though this option in the menu.
- Booths specifications including size and location must have been added to the system prior to this. The Executive Manager is able to do these.



A screenshot of a menu with several options. The option 'New Exhibitors Requests' is highlighted with a red rectangular box. The other options are listed above and below it.

- Confirm Users Registration
- New Sponsorship Requests
- New Exhibitors Requests**
- Conference Registration Requests
- Workshop Registration Requests
- Unpaid Invoices
- Paid Invoices

## **New Exhibitors Requests List**

Edit or delete requests.

Suggested name by a requester for the Booth.

Title of the Booth.

Requester name

## Conference Registration requests

- One of the most important executive aspects of a conference is management of user registration and receipt of participation fees. iKNiTO cs provides all these functions.
- By selecting this from the main menu, you will be able to see what follows in the next page.

[Confirm Users Registration](#)

[New Sponsorship Requests](#)

[New Exhibitors Requests](#)

[Conference Registration Requests](#)

[Workshop Registration Requests](#)

[Unpaid Invoices](#)

[Paid Invoices](#)

## Conference Registration Requests List

By selecting Conference Registration Requests from Executive Manager's menu, you will see a list of requests for participation in the conference. Due to the high number of request, is it possible to sort this based on status of registration and then decide for or against confirming a request.

Use this to limit list of requesters to a specific group.

My Home > Executive Manager > Executive Manager > Conference Registration Requests

Registration Status  Sort Results By Last Name 

Go

Export to Excel

Print Card

Number of Records: 360

| #  | <input type="checkbox"/> | First Name | Last Name   | Registration Type                    | Mobile Number | Confirmation Document | Registration Confirmation | Registration Fee | Registration Status | Payment Status | Request Date |  |
|----|--------------------------|------------|-------------|--------------------------------------|---------------|-----------------------|---------------------------|------------------|---------------------|----------------|--------------|--|
| 51 | <input type="checkbox"/> | Asher      | Carmichael  | Students                             | 09153436399   |                       | Confirmed                 | 150 Dollars      | Incomplete Payment  | Not Paid       | 2014-08-11   |  |
| 52 | <input type="checkbox"/> | Kenna      | Carroll     | Students                             | 09112181240   |                       | Confirmed                 | 150 Dollars      | Confirmed           | Confirmed      | 2014-05-28   |  |
| 53 | <input type="checkbox"/> | Emmett     | Castle      | General Participants                 | 09181611498   |                       | Confirmed                 | 300 Dollars      | Incomplete Payment  | Not Paid       | 2014-04-07   |  |
| 54 | <input type="checkbox"/> | Devin      | Cates       | Requested via a Company/Organisation | 09123198817   |                       | Confirmed                 | 0 Dollars        | Confirmed           | Confirmed      | 2014-09-01   |  |
| 55 | <input type="checkbox"/> | Colton     | Caudill     | Requested via a Company/Organisation | 09121366848   |                       | Confirmed                 | 0 Dollars        | Confirmed           | Confirmed      | 2014-09-01   |  |
| 56 | <input type="checkbox"/> | Aileen     | Cervantes   | NotionWave Staff                     | 09370231288   |                       | Confirmed                 | 0 Dollars        | Confirmed           | Confirmed      | 2014-08-13   |  |
| 57 | <input type="checkbox"/> | Jaden      | Chamberlain | Requested via a Company/Organisation | 09125350068   |                       | Confirmed                 | 0 Dollars        | Confirmed           | Confirmed      | 2014-08-25   |  |
| 58 | <input type="checkbox"/> | Trey       | Chang       | Students                             | 09171435201   |                       | Confirmed                 | 150 Dollars      | Incomplete Payment  | Not Paid       | 2014-07-22   |  |
| 59 | <input type="checkbox"/> | Vaughn     | Chang       | Students                             | +19143405418  |                       | Confirmed                 | 150 Dollars      | Incomplete Payment  | Not Paid       | 2014-07-28   |  |
| 60 | <input type="checkbox"/> | Gabriel    | Chapman     | Students                             | 09127611471   |                       | Confirmed                 | 150 Dollars      | Successful Payment  | Not Paid       | 2014-07-27   |  |

Records Per Page 10 

1

2

3

4

5

6

7

8

9

10

Select users and change status.

|    |                          |         |             |                                      |             |  |           |             |                    |           |            |  |
|----|--------------------------|---------|-------------|--------------------------------------|-------------|--|-----------|-------------|--------------------|-----------|------------|--|
| 55 | <input type="checkbox"/> | Colton  | Caudill     | Requested via a Company/Organisation | 09121366848 |  | Confirmed | 0 Dollars   | Confirmed          | Confirmed | 2014-09-01 |  |
| 56 | <input type="checkbox"/> | Aileen  | Cervantes   | NotionWave Staff                     | 09370231288 |  | Confirmed | 0 Dollars   | Confirmed          | Confirmed | 2014-08-13 |  |
| 57 | <input type="checkbox"/> | Jaden   | Chamberlain | Requested via a Company/Organisation | 09125350068 |  | Confirmed | 0 Dollars   | Confirmed          | Confirmed | 2014-08-25 |  |
| 58 | <input type="checkbox"/> | Trey    | Chang       | Students                             |             |  | Confirmed | 150 Dollars | Incomplete Payment | Not Paid  | 2014-07-22 |  |
| 59 | <input type="checkbox"/> | Vaughn  | Chang       | Students                             |             |  | Confirmed | 150 Dollars | Incomplete Payment | Not Paid  | 2014-07-28 |  |
| 60 | <input type="checkbox"/> | Gabriel | Chapman     | Students                             |             |  | Confirmed | 150 Dollars | Successful Payment | Not Paid  | 2014-07-27 |  |

Records Per Page: 10   4 5 6 7 8 9 10

Change Registration Status To:

## Workshop Registration Requests

- This is to help in better management of workshops as well as payment of participation fees.
- Select this option from the menu to see the next page.

[Confirm Users Registration](#)

[New Sponsorship Requests](#)

[New Exhibitors Requests](#)

[Conference Registration Requests](#)

[Workshop Registration Requests](#)

[Unpaid Invoices](#)

[Paid Invoices](#)



## Workshop Registration Requests List

This item of the menu helps you see the list of requests for participation in a workshop.

[My Home](#) > [Executive Manager](#) > [Workshop Registration Requests](#)

|    |   |   | Export to Excel  | Print Card |              |
|----|---|---|------------------|------------|--------------|
| #  | Workshop Title  | Teacher Name  | Registration Fee | Capacity   | Contributors |
| 1  | W101- Optical Wireless Communications (Indoor and outdoor)-H2                       | Zabih (Fary) Ghassemlooy  | 100 Dollars      |            | 27           |
| 2  | W102- Research Directions in Cloud Computing-H3                                     | Raouf Boutaba   | 120 Dollars      |            | 71           |
| 3  | W103- OFDM Transceivers: principles, implementation and latest development-H6       | Tomohisa Wada   | 180 Dollars      |            | 28           |
| 4  | W104- Layered Interference Mitigation for Wireless Networks-H5                      | Behnam Aazhang & Behrouz Maham & Masumeh Nasiri Kenari & Farshad Lahouti            | 220 Dollars      |            | 10           |
| 5  | W105- Agile all-optical multicasting techniques for next-generation WDM networks-H2 | Amirhossein Tehranchi   | 220 Dollars      |            | 18           |
| 6  | W107- CLOUD MONITORING AND CONTROL-H2   | Ernesto Damiani   | 100 Dollars      |            | 36           |
| 7  | W108- Future multiple antenna technologies for next generation wireless systems-H3  | Inkyu Lee & S.Mohammad Razavizadeh  | 110 Dollars      |            | 21           |
| 8  | W109- Measuring quality of experience in IPTV related services-H3                   | Nahid Amani & Hassan Asgharian  | 200 Dollars      |            | 18           |
| 9  | W110- Design challenges of satellite embedded systems-H6                            | Azam Eidi&Leila Mohammadi&Payman Parvand&Reza Omid&Mahboobeh Gharib&Houman Zarrabi  | 180 Dollars      |            | 4            |
| 10 | W111- Clarity Unified Operation Support System(OSS) solution-H2                     | Tony Kalcina hadtash & Dastmalchi & Mohammad Ghaznavi                               | 200 Dollars      |            | 10           |
| 11 | W112- Voip Network Design and its related issues-H4                                 | Mohammad Hossein Yaghmaee Moghaddam & Ahmadreza Montazerolghaeem & Hossein Khosravi | 200 Dollars      |            | 14           |
| 12 | W113- Internet of Things: Applications and Security challenges-H3                   | Haghighi & Tadayon  | 250 Dollars      |            | 47           |
| 13 | W114- Strategic Cyber Risk & Threat Assessment-H3                                   | Mahmoud Khaleghi  | 220 Dollars      |            | 48           |

## Paid and Not Paid Invoices

- Select Not Paid Invoices to see list of users who have not paid yet.
- Some of the entries in the Not Paid list might be due to lack of confirmation by the Executive Manager.

[Confirm Users Registration](#)

[New Sponsorship Requests](#)

[New Exhibitors Requests](#)

[Conference Registration Requests](#)

[Workshop Registration Requests](#)

[Unpaid Invoices](#)





















[Paid Invoices](#)

## List of Not Paid Members

Use this icon to edit (the following form) which lets you for example give discount.

My Home > Executive Manager > Paid Invoices

Number of Invoices: 608

|    |                          |             |                            |            |            |               |              |               |                |                 | Export to Excel | Print Card  |
|----|--------------------------|-------------|----------------------------|------------|------------|---------------|--------------|---------------|----------------|-----------------|-----------------|---|
| #  | <input type="checkbox"/> | Register as | Registration Type          | First Name | Last Name  | Mobile Number | Invoice Date | Invoice Price | Payment Method | Payment Receipt | Status          |   |
| 1  | <input type="checkbox"/> | Real Person | Free User                  | Eden       | Diggs      | 09122717410   | 2014-05-07   | 0 Dollars     | Online Payment |                 | Confirmed       |   |
| 2  | <input type="checkbox"/> | Real Person | Students                   | Jana       | Werner     | 09124606112   | 2014-05-16   | 150 Dollars   | Manual Payment |                 | Confirmed       |   |
| 3  | <input type="checkbox"/> | Real Person | Students                   | Scott      | Leal       | 09131082281   | 2014-05-24   | 150 Dollars   | Online Payment | 13930504975307  | Confirmed       |   |
| 4  | <input type="checkbox"/> | Real Person | Students                   | Darrius    | Herrington | +19126165972  | 2014-05-26   | 150 Dollars   | Online Payment | 13930305164854  | Confirmed       |   |
| 5  | <input type="checkbox"/> | Real Person | Students                   | Kenna      | Carroll    | 09112181249   | 2014-05-28   | 150 Dollars   | Online Payment | 13930512181359  | Confirmed       |   |
| 6  | <input type="checkbox"/> | Real Person | Scientific Society Members | Jude       | Hubbard    | 09124606112   | 2014-05-28   | 150 Dollars   | Online Payment | 13930512181359  | Confirmed       |   |
| 7  | <input type="checkbox"/> | Real Person | Students                   | Angie      | Diggs      | 09124606112   | 2014-05-28   | 150 Dollars   | Online Payment | 13930512181359  | Confirmed       |   |
| 8  | <input type="checkbox"/> | Real Person | Students                   | Janiyah    | Lilly      | 09102102361   | 2014-07-22   | 150 Dollars   | Manual Payment |                 | Confirmed       |   |
| 9  | <input type="checkbox"/> | Real Person | Students                   | Libby      | Villalobos | 09149749237   | 2014-07-22   | 150 Dollars   | Manual Payment |                 | Confirmed       |   |
| 10 | <input type="checkbox"/> | Real Person | Students                   | Caroline   | Vang       | +19125469746  | 2014-07-23   | 150 Dollars   | Online Payment | 13930506169424  | Confirmed       |   |

Value and date of invoice

## Invoice Status

If necessary, add discount.

For selected, change status to:

Manager Notes

☐ Changes should be sent to the manager

Incomplete Payment

Waiting for Manager Confirmation

Discount Request form Supplier

Discount Applied by Manager

Ready for Payment

Successful Payment

Confirmed

Not Confirmed

Waiting for Confirmation Document

Waiting for Paper Confirmation

Save

[My Home](#) > [Executive Manager](#) > [Paid Invoices](#)

|                       |  |
|-----------------------|--|
| Register as           | Real Person  |
| Full Name             | Levi Minor   |
| Registration Type     | IEEE Members & Students  |
| Confirmation Document |  |
| Invoice Date          | 2014-07-24   |
| Invoice Price         | 120 Dollars  |
| Discount              | <input type="text" value="0"/> %   |
| Invoice Final Price   | <input type="text" value="120"/> Dollars   |
| Payment Method        | Online Payment   |
| Transaction Number    | 13930506176593   |
| User Notes            |  |
| Status                | <input type="text" value="Confirmed"/>   |
| Manager Notes         | <div>Entry card to the symposium will be distributed at the symposium venue from 8:00 on Tuesday Sep.9th.<br/>Address:North S<br/>Center</div> |

☒ Changes should be confirmed by applicant by

☐ [Proforma Items](#)

☐ [Papers](#)

| # | Paper ID | Paper Title  |
|---|----------|--|
| 1 | 1143-IST | On the Coverage Region of MIMO Two-Hop Amplify-and-Forward Relay Network |

Click on Save at the end.