# iKNiTO cs User Manual (Conference Management System)

Winter 2016

cs.iknito.com

# iKNiTO cs User Manual

## Conference Management System

Winter 2016

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All names and references to persons and entities are fictitious and solely for the purpose of this manual. In places where we have used real system images, and in line with our Privacy Policy, we have either modified names, affiliations, and email addresses or have redacted them.

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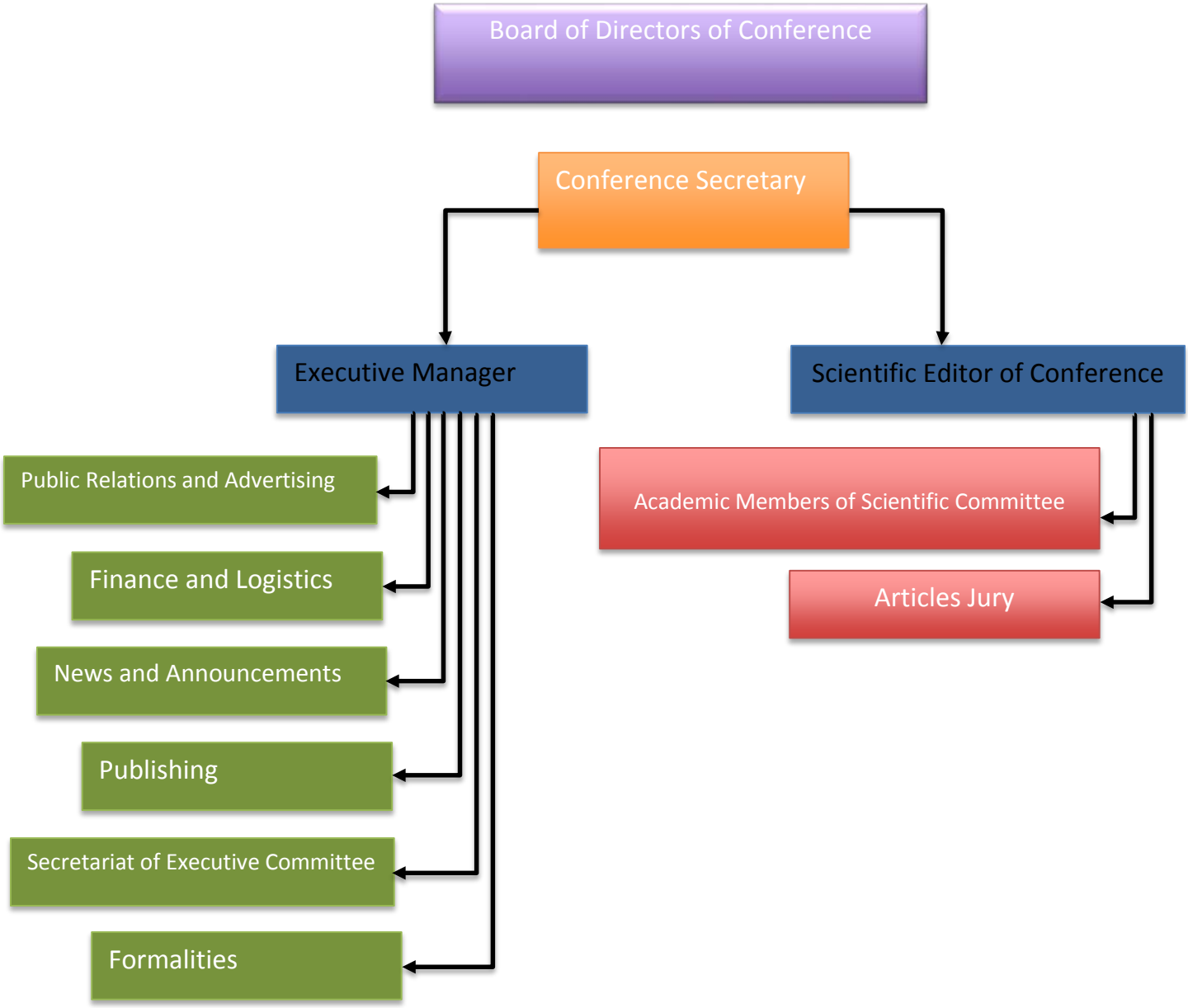

Board of Directors of Conference
Conference Secretary
Executive Manager
Scientific Editor of Conference
Public Relations and Advertising
Finance and Logistics
News and Announcements
Publishing
Secretariat of Executive Committee
Formalities
Academic Members of Scientific Committee
Articles Jury

**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 man 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 in 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.

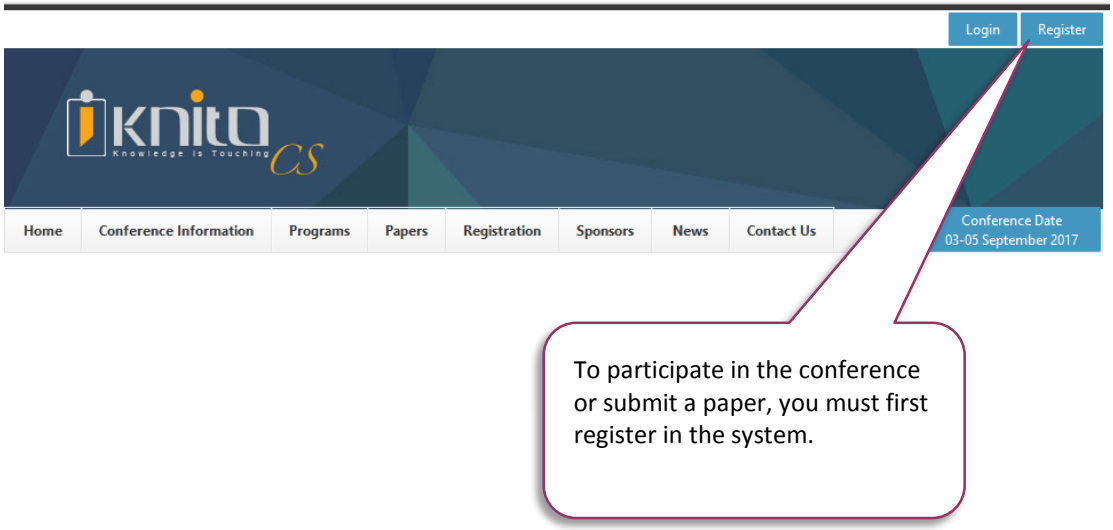
To send a paper, author must first register, then activate his or her account, and finally submit abstract or full paper. It goes without saying that registration and submission for a particular conference will be open during a pre-determined time span, which is defined for the conference.

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.

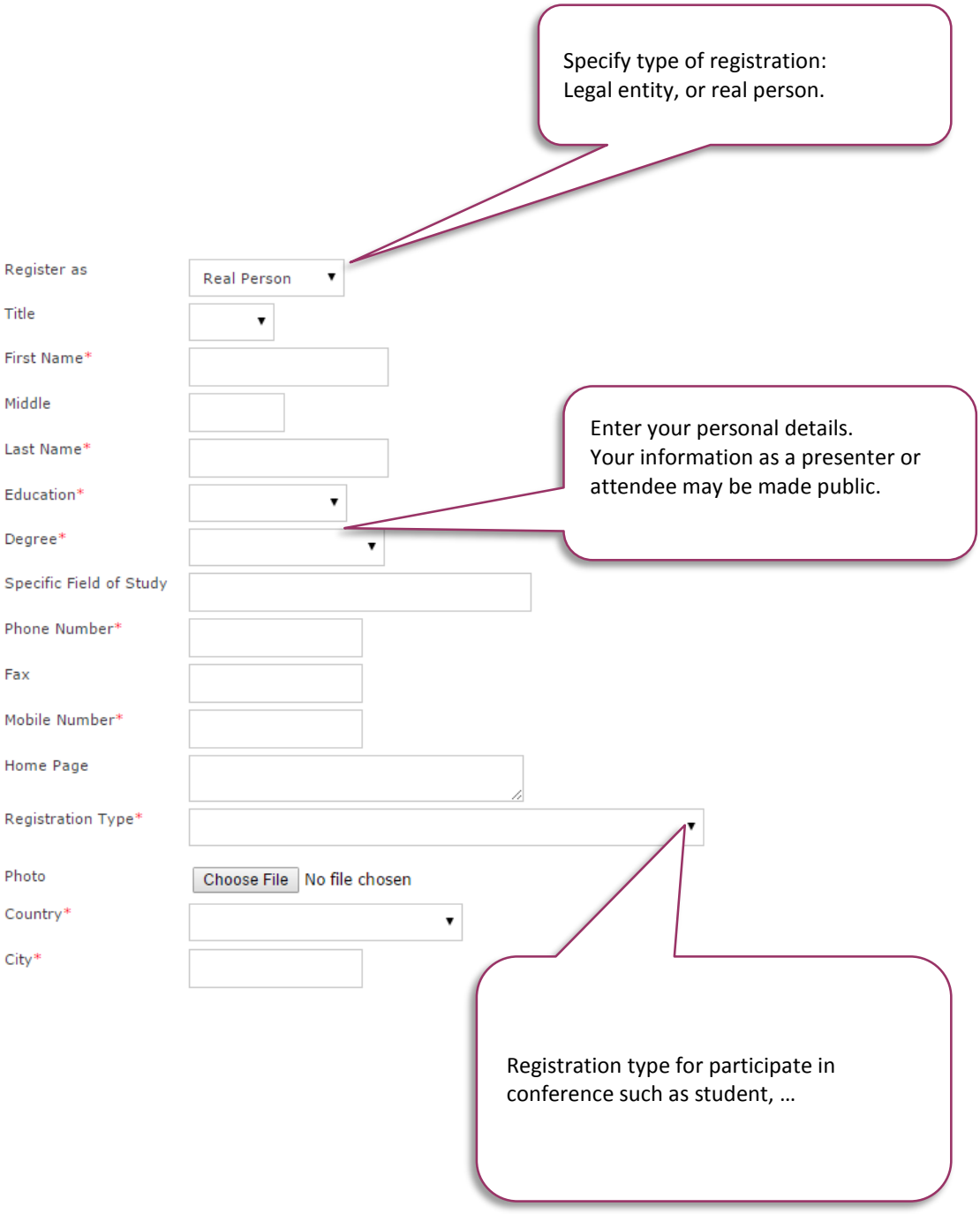
## Registration in iKNiTO cs

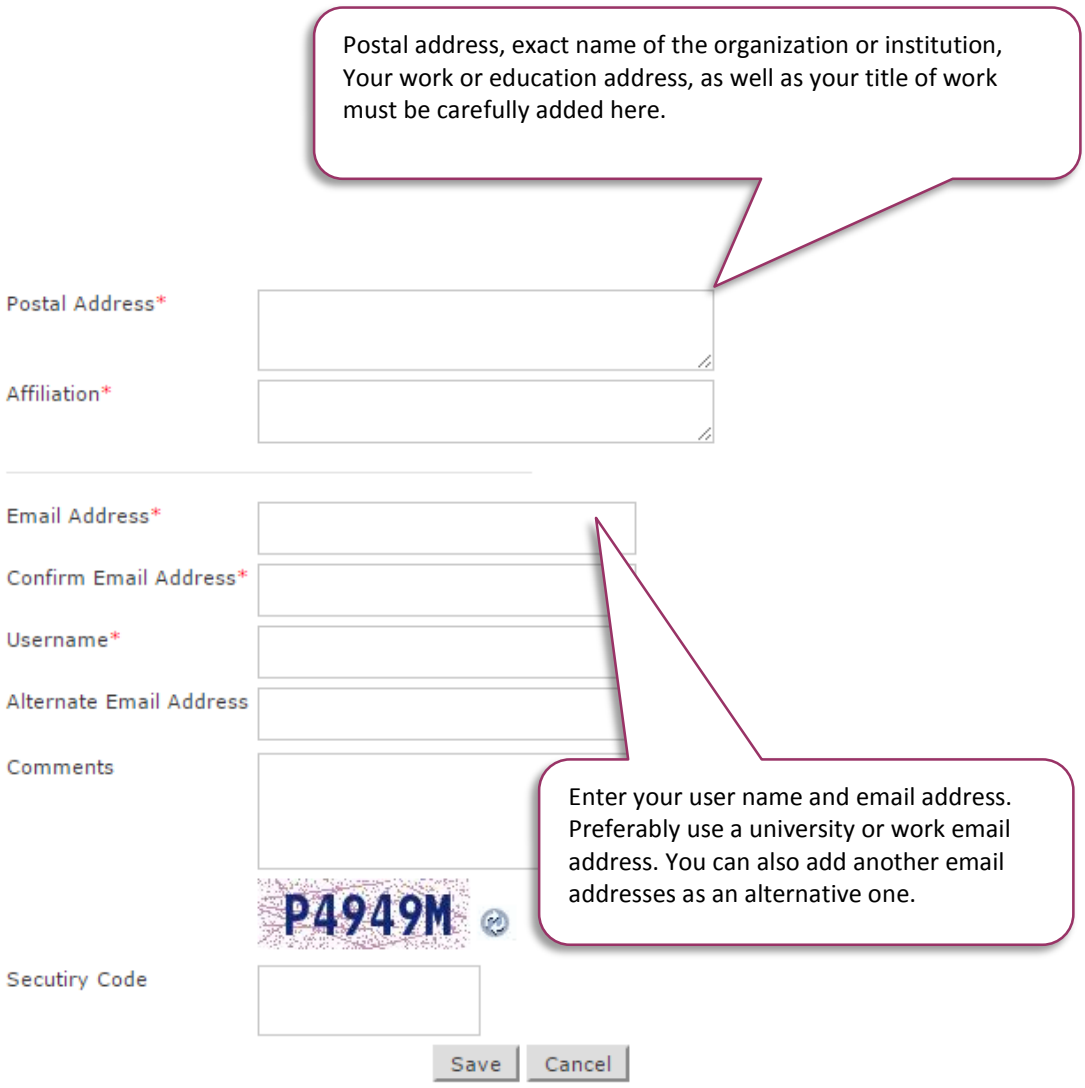


**Registration Form**

- 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.


Specify type of registration:
Legal entity, or real person.
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*
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
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.
P4949M
Secutiry Code
Save
Cancel

## Sample of a completed form

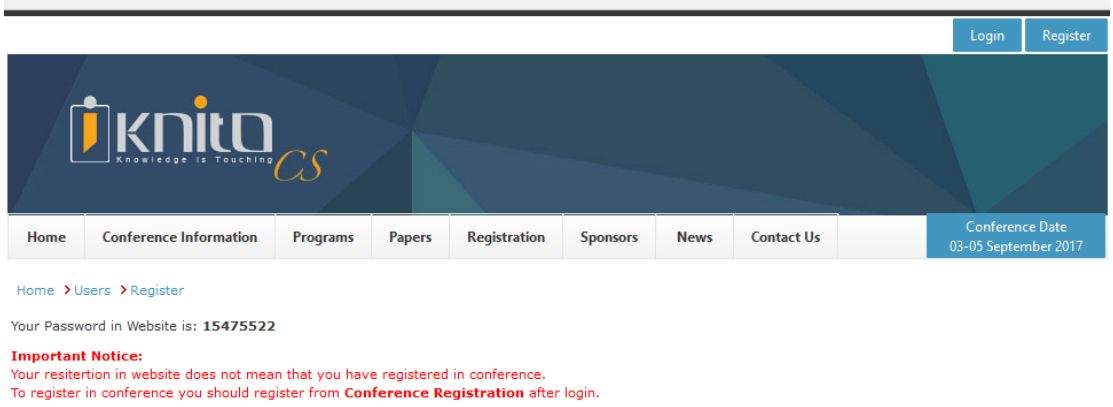
| | |
|---|---|
| Register as | Real Person |
| Title | Prof. |
| First Name* | William |
| Middle | |
| Last Name* | Attwood |
| Education* | PhD |
| Degree* | Professor |
| Specific Field of Study | |
| Phone Number* | 00000000000 |
| Fax | |
| Mobile Number* | |
| Home Page | |
| Registration Type* | IEEE Members |

Please upload your IEEE membership document

| | |
|---|---|
| Select File | Choose File No file chosen |
| Photo | Choose File No file chosen |
| Country* | Canada |
| City* | Otava |
| Postal Address* | Concordia University, Canada |
| Affiliation* | Concordia University, Canada |

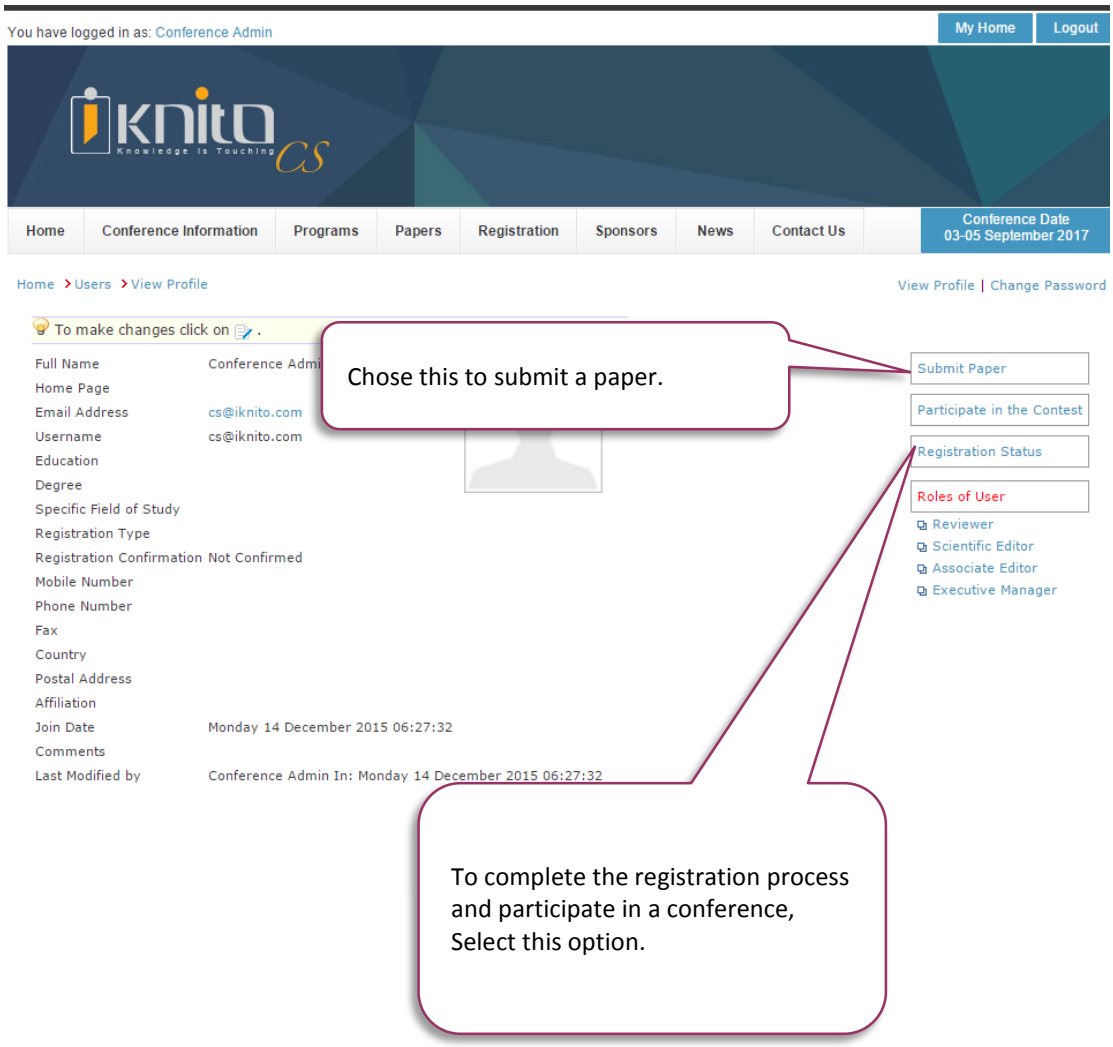
| | |
|---|---|
| Email Address* | bill@cse.concordia.ca |
| Username* | bill@cse.concordia.ca |
| Alternate Email Address | |
| Comments | |

After completing the registration form, the following will be shown




**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.




**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.

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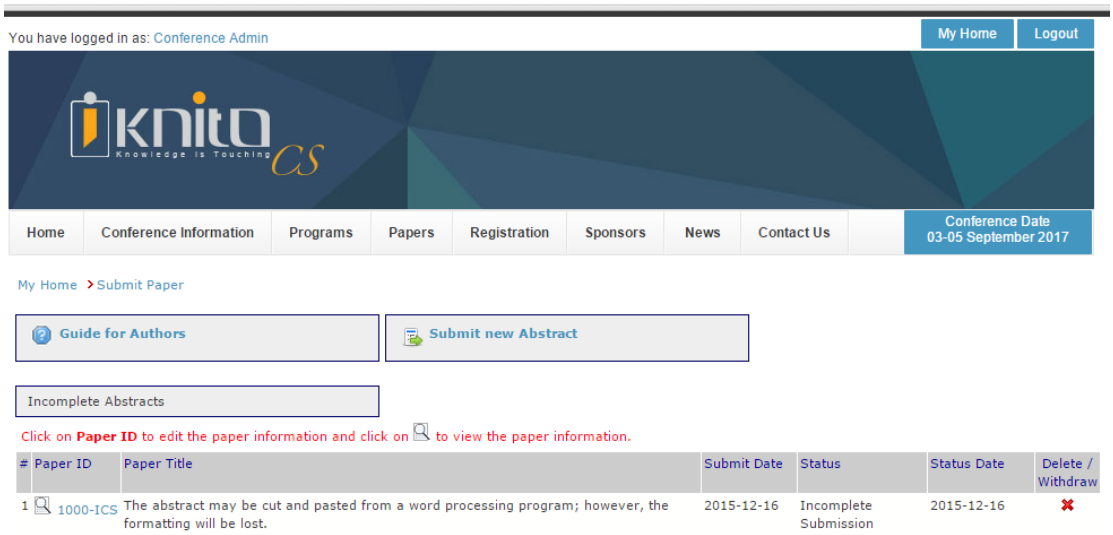



If you click on Submit Paper, you will next see an option to view a guide on how to write a paper and submit, as shown below.

# 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 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.

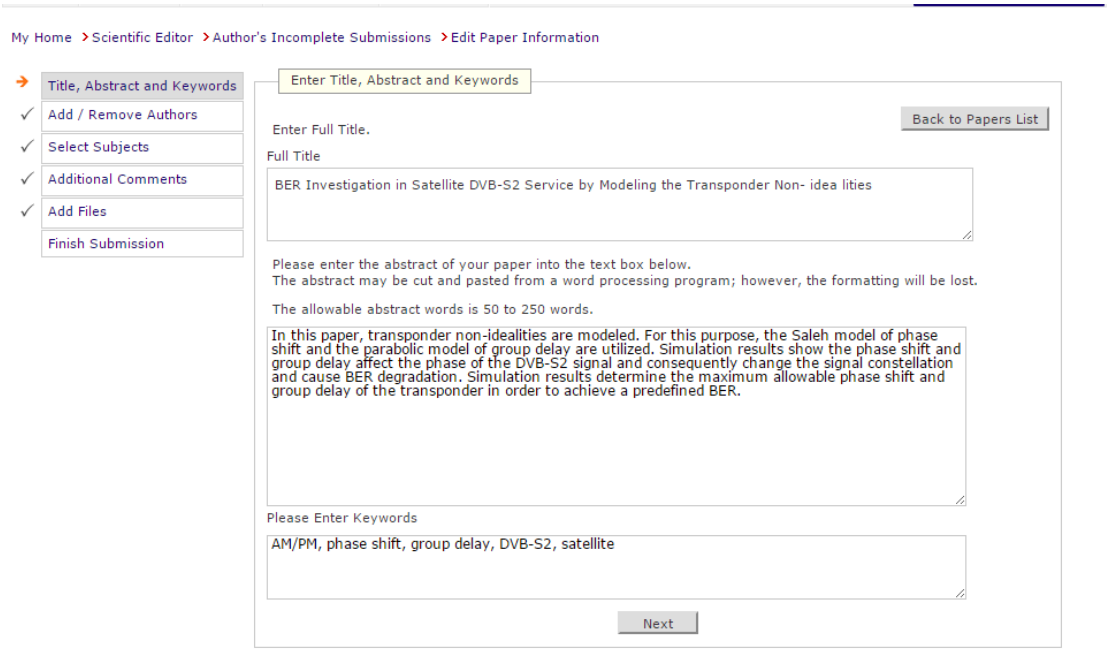
- Workshops
  Tutorial proposals on subjects describing new developments in systems, technologies or applications are welcomed. Length should be tailored for half-day or full-day presentation using PowerPoint or Overhead Projector Slides. Distribution of supplementary handouts or brochures is encouraged.

:: 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

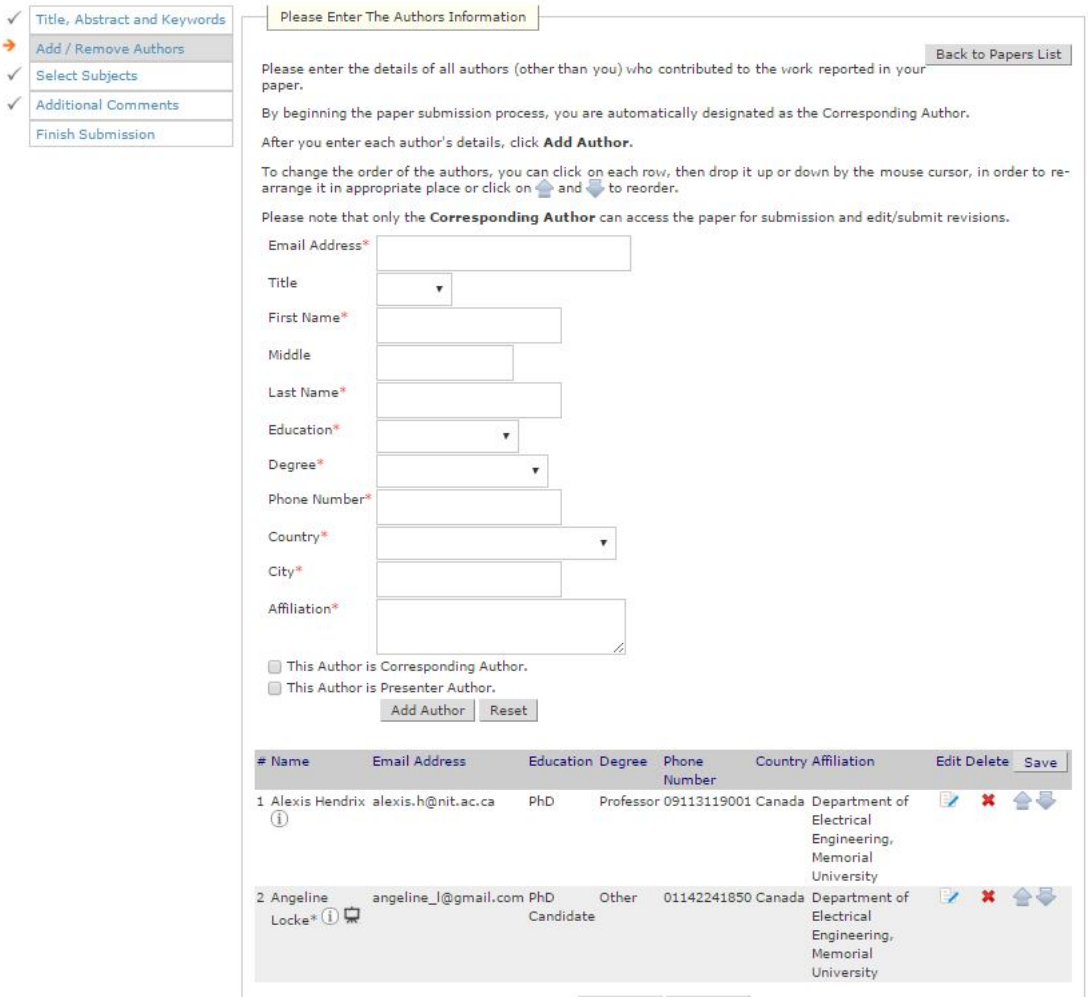
If you choose Submit New Paper, you will need to complete the following form

- 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.

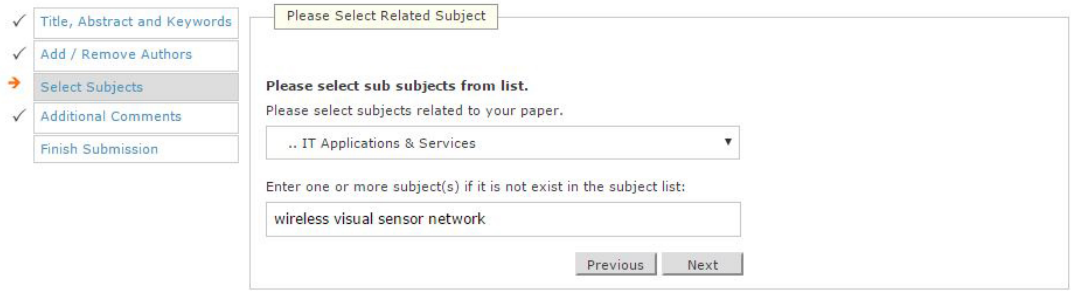


- Please do not use the browser's Back button. Only use menus and options available and the Next button at the bottom of the page.

- 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.

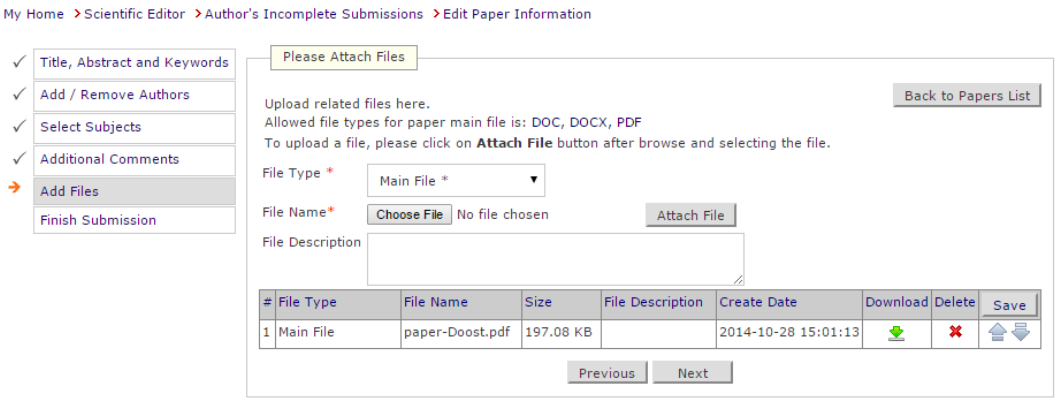


Select subjects carefully.

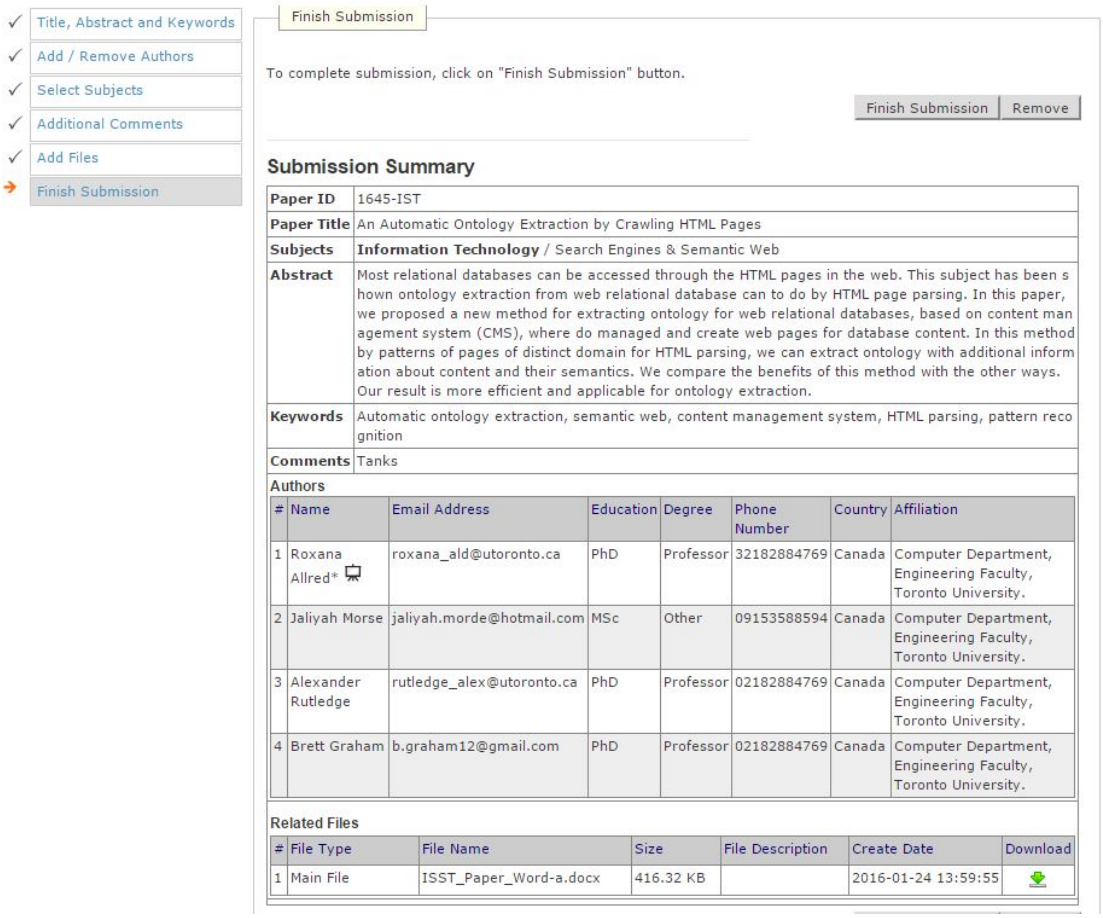



If necessary, provide further description about the paper and yourself. To complete the submission process please agree to this:
“I have read and agree to all terms and conditions.”

- 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.




- 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**

| | |
|---|---|
| **Paper ID** | 1645-IST |
| **Paper Title** | An Automatic Ontology Extraction by Crawling HTML Pages |
| **Subjects** | **Information Technology** / Search Engines & Semantic Web |
| **Abstract** | Most relational databases can be accessed through the HTML pages in the web. This subject has been s hown ontology extraction from web relational database can to do by HTML page parsing. In this paper, we proposed a new method for extracting ontology for web relational databases, based on content man agement 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 inform ation 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. |
| **Keywords** | Automatic ontology extraction, semantic web, content management system, HTML parsing, pattern reco gnition |
| **Comments** | 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. |
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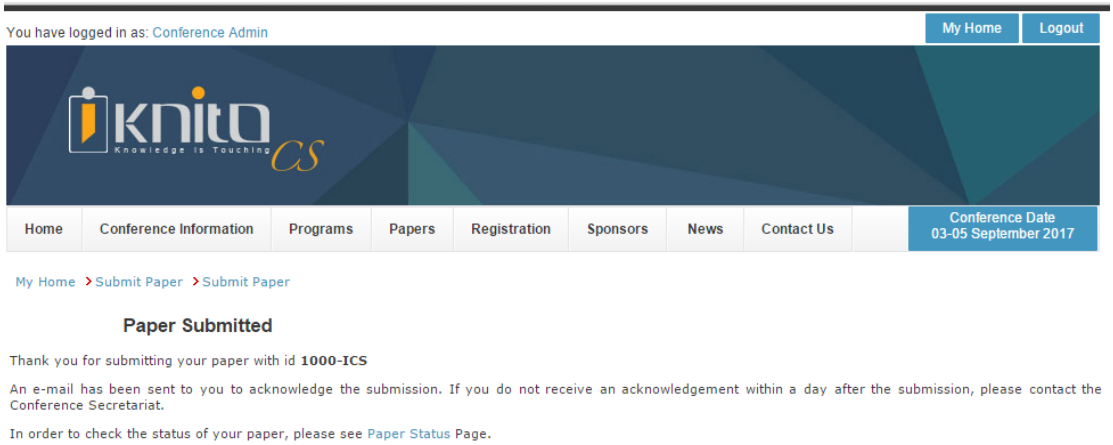
Related Files

| # | 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.



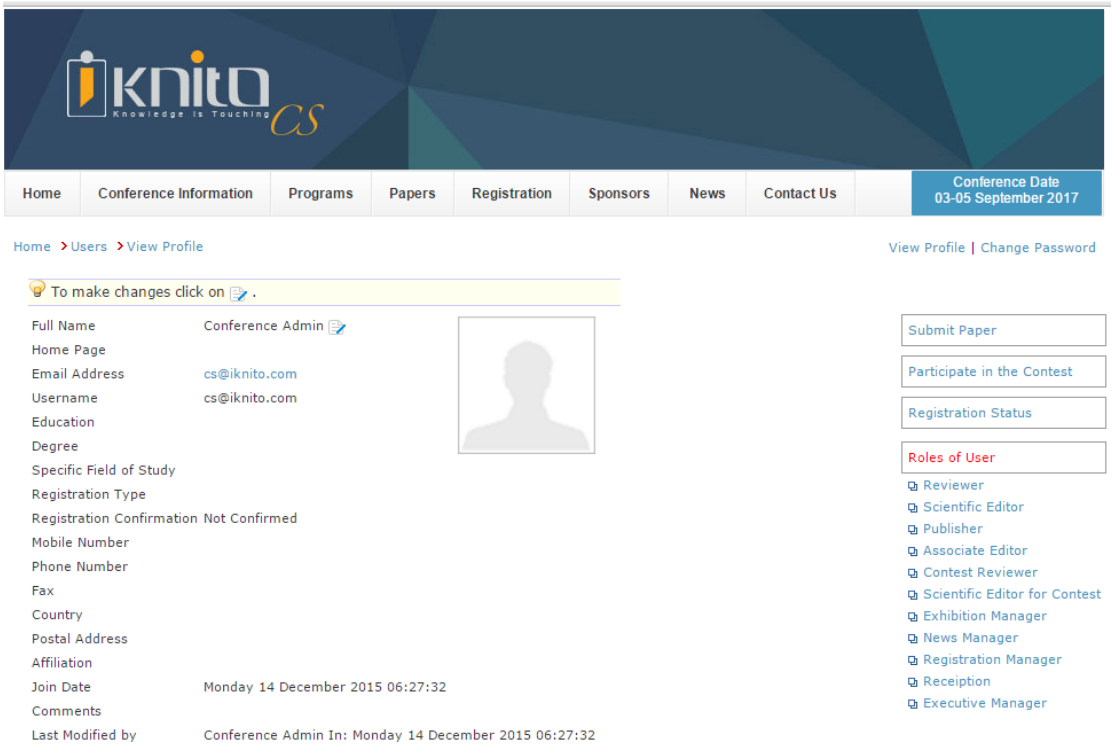

The Scientific Committee will communicate the result of evaluation process once received, and through the system.

# 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 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.

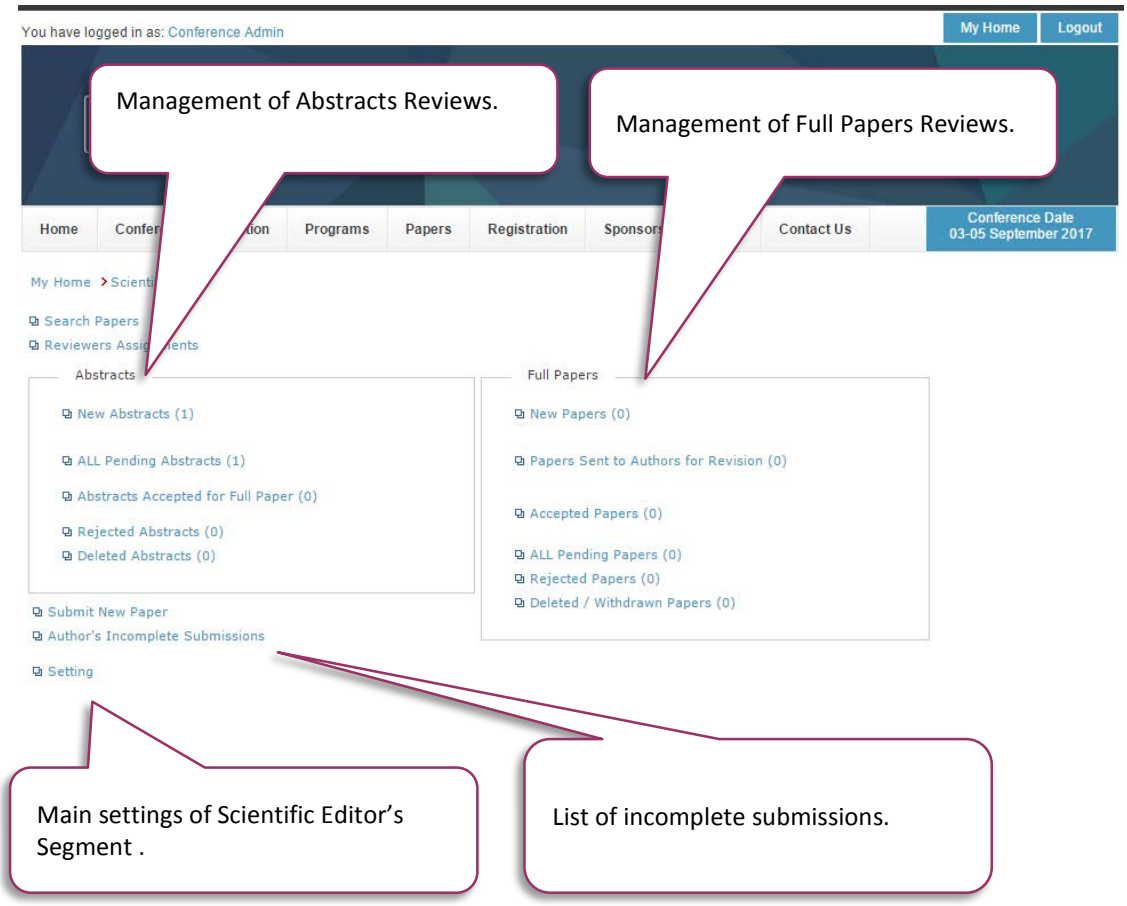
Each submitted abstract or complete paper is first and foremost handed over to the Scientific Editor of the conference. The Scientific Editor does a preliminary evaluation to decide whether a paper meets the requirements to be reviewed, evaluated and published, and if yes, then who may review it. The 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**

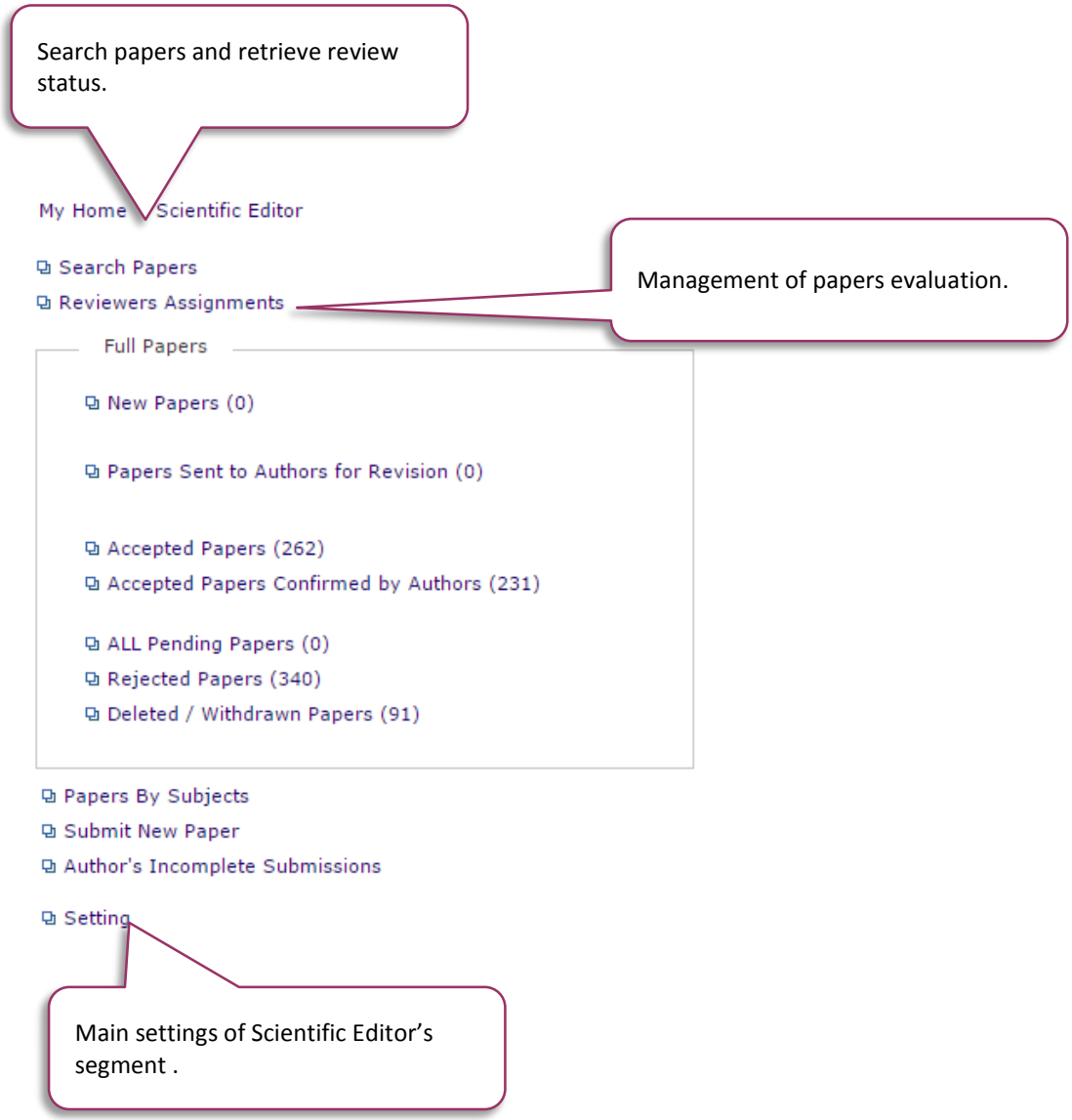
The following image shows Scientific Editor's special page for when abstracts are submitted first.

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.

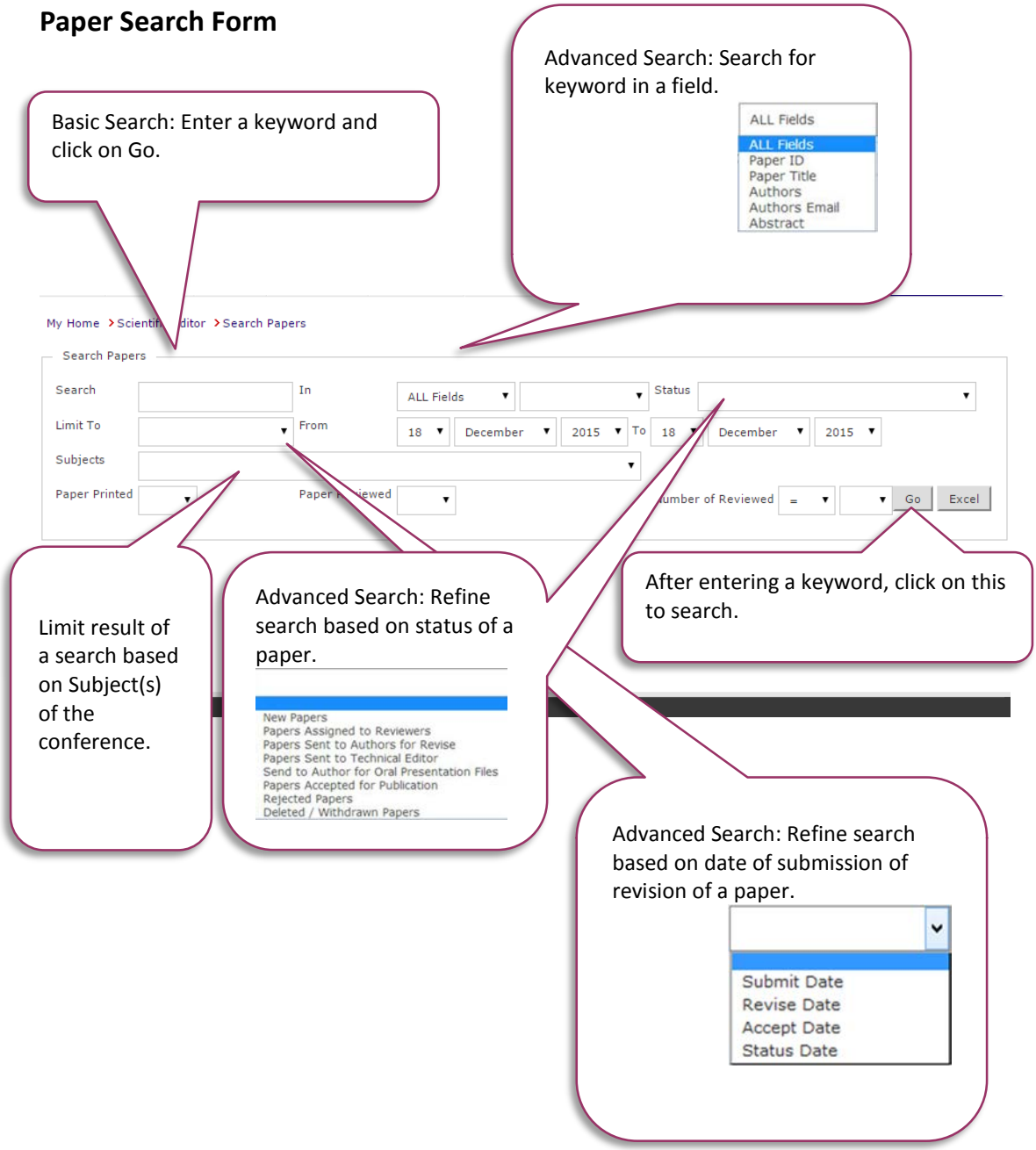



Scientific Editor is responsible for all tasks related to evaluation and review of submitted papers. In effect a Scientific Editor of a conference has a role similar to Editor-in-Chief of a scientific journal. He or she may review a paper and decide and inform its author. The paper may also be forwarded 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.

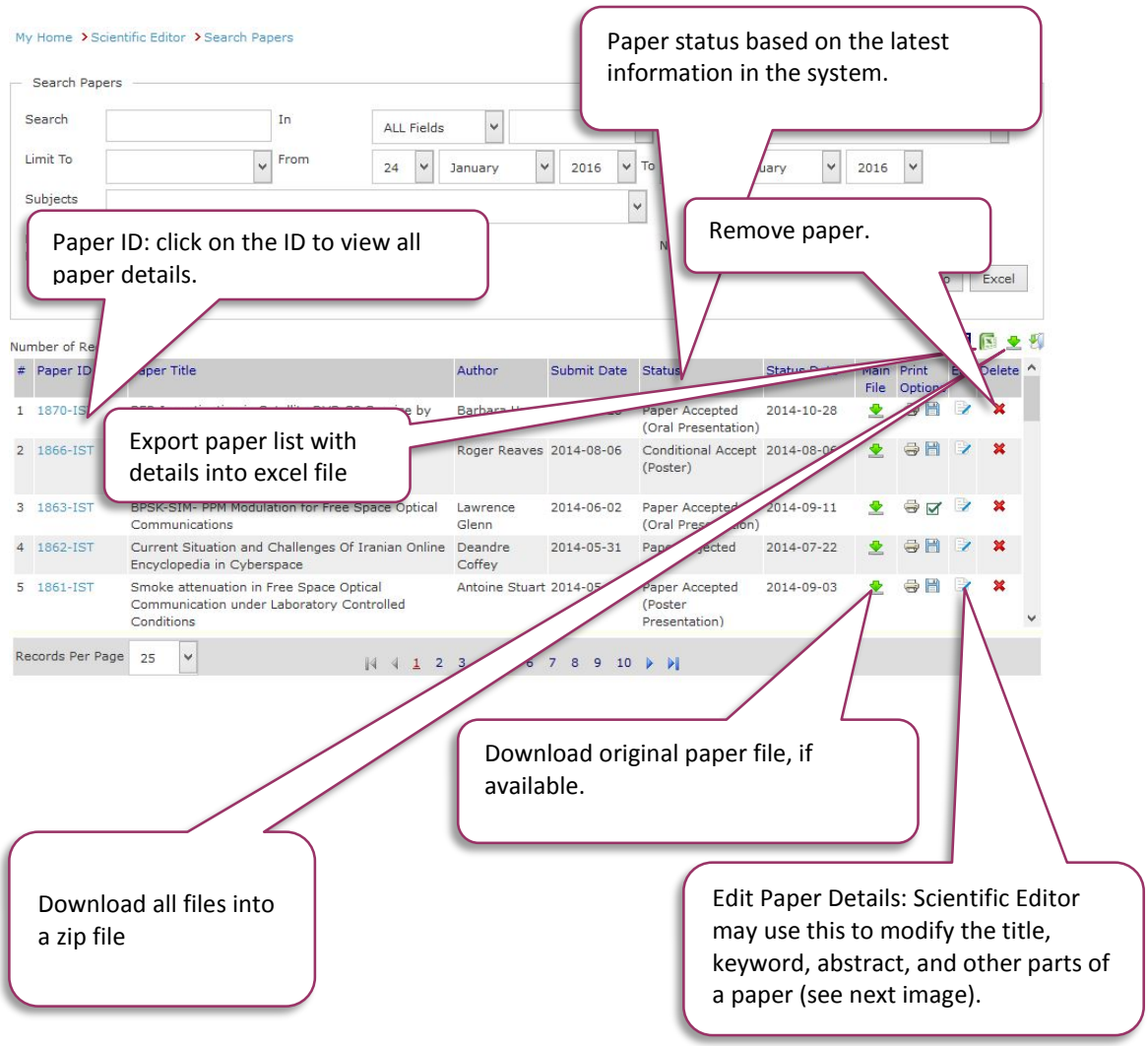
Scientific conferences usually accomplish evaluation and review of papers in shortest time frame and inform the results to authors. Members of the Scientific Committee may accept reviewer role and provide invaluable assistance.

**Paper Search Form**




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



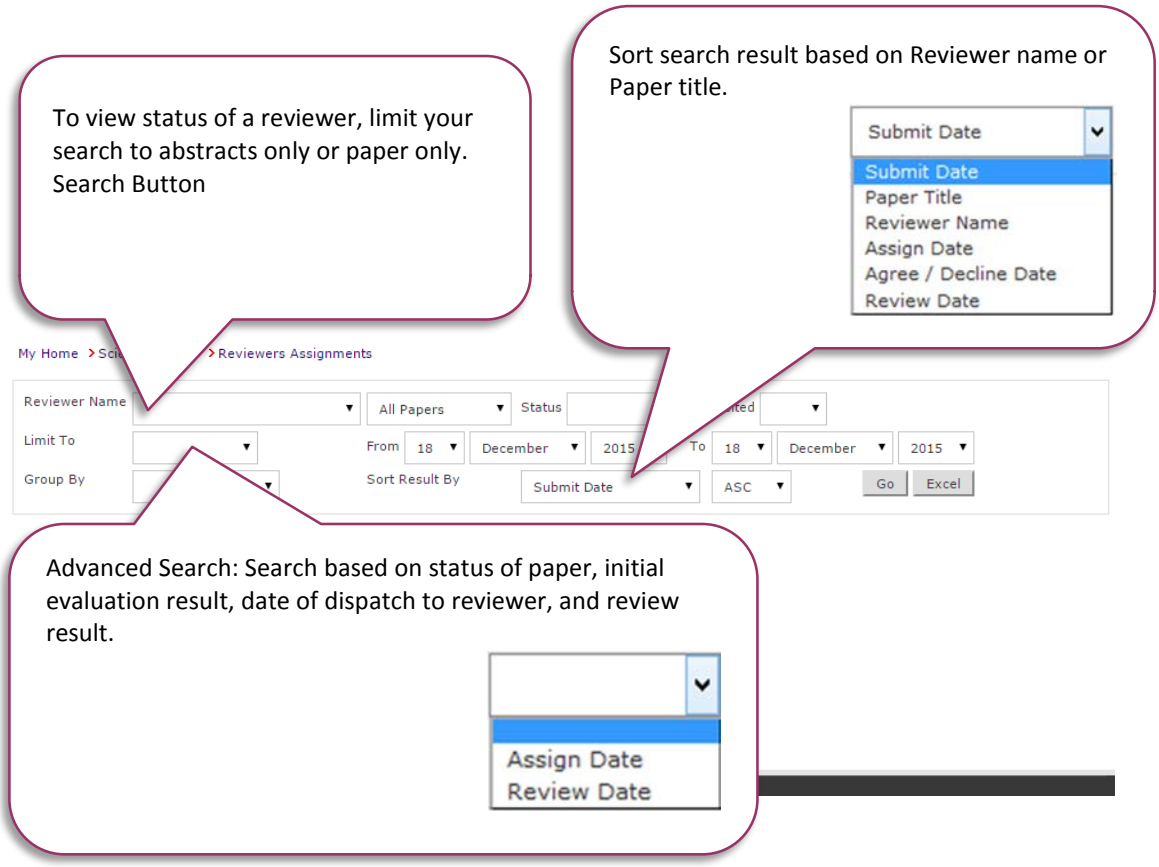

Use this option to view list of papers.

**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



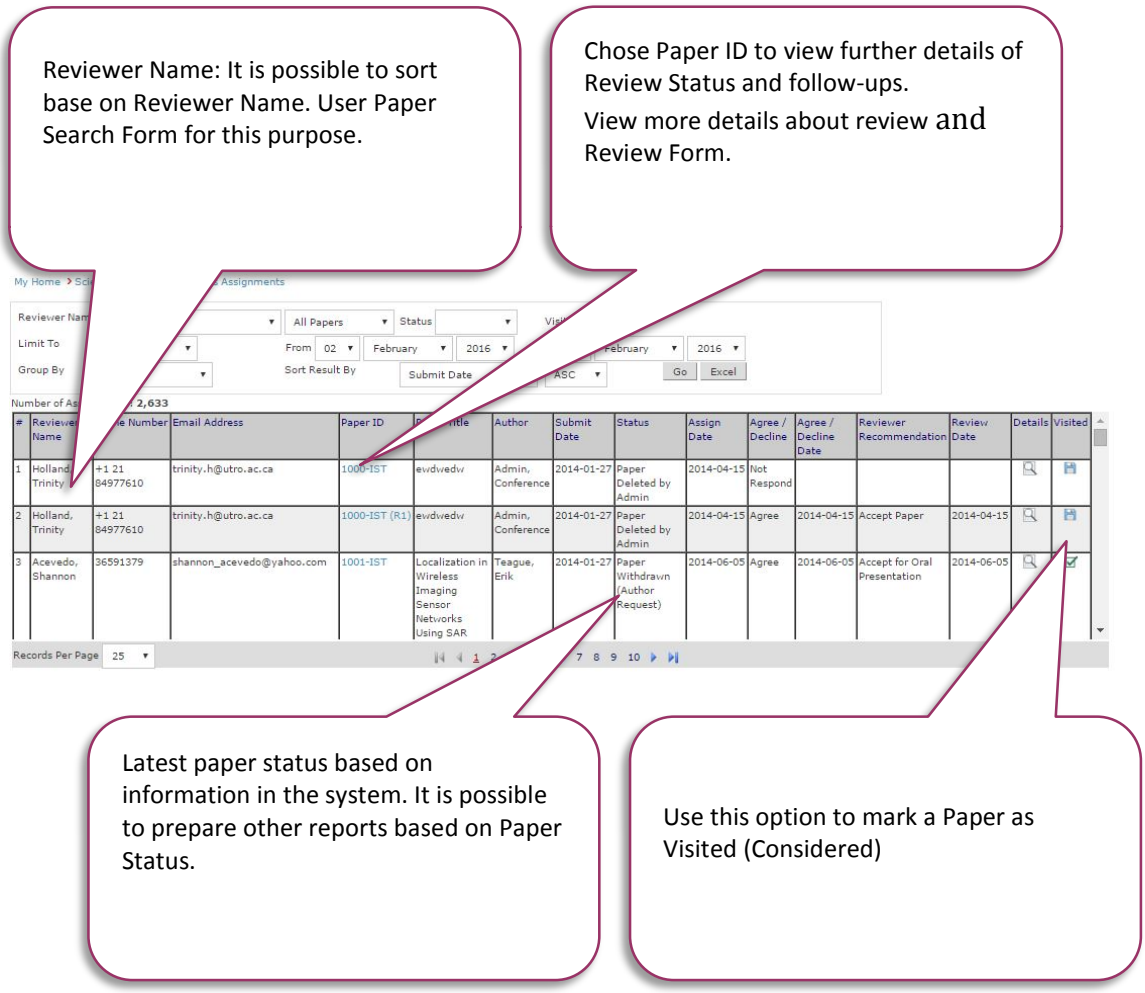

Once you choose to search, a complete list of papers with specified conditions are displayed. As displayed in the next page, you may re-assign papers which are not reviewed according to the deadline to another reviewer. Also you may opt not to send any more papers to those reviewers who are late in their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

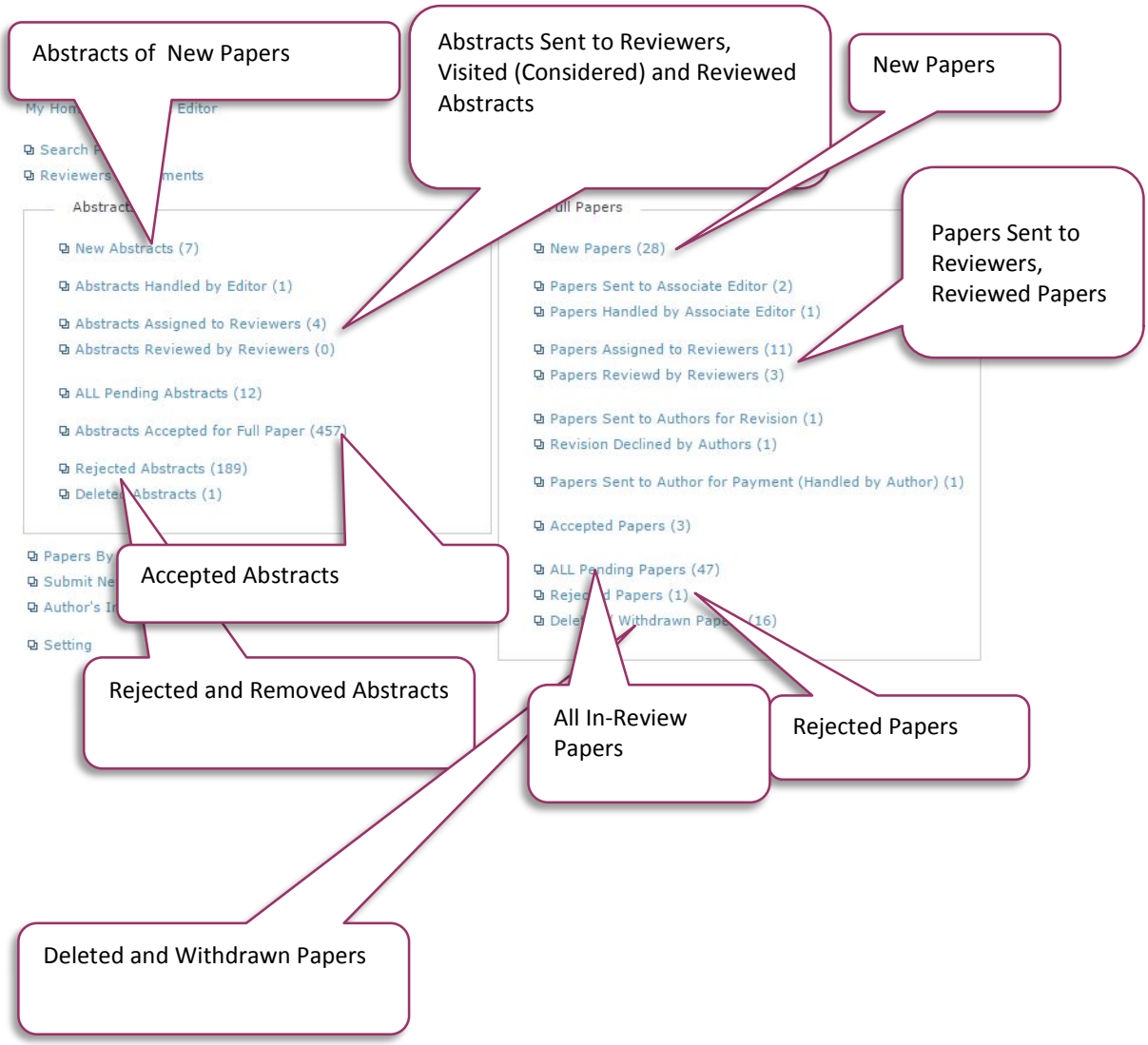
**In-Review Status Form**

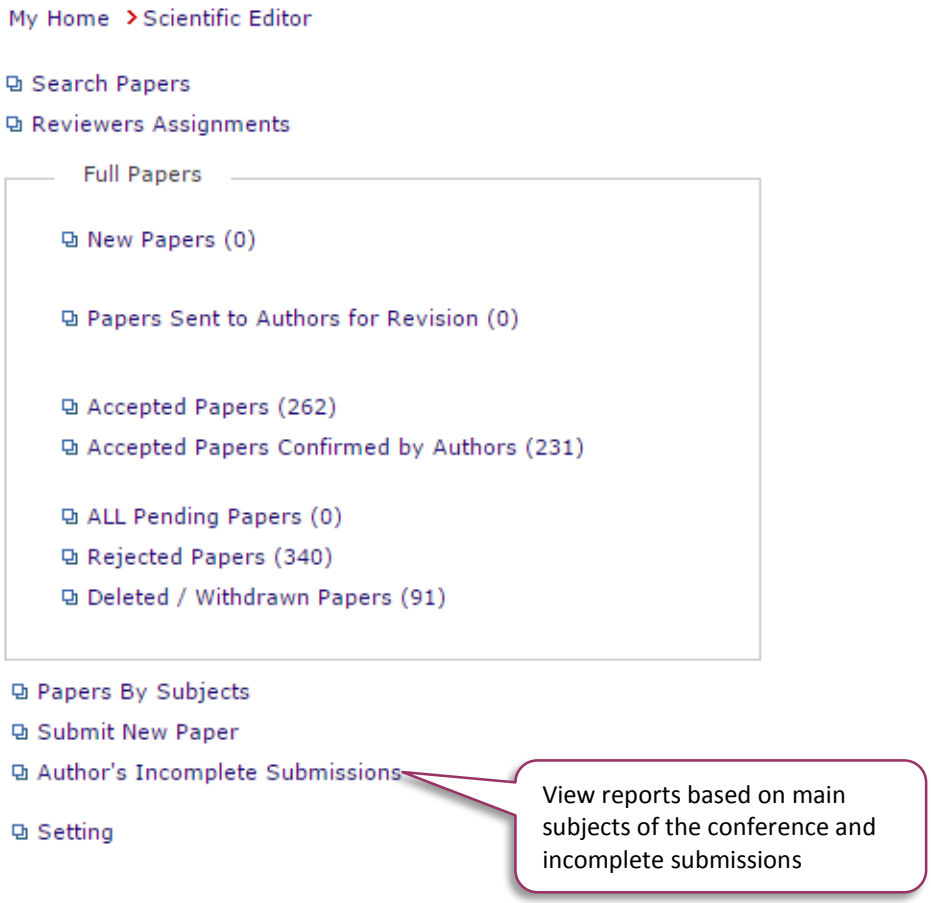
Review Result. Use the result to prepare special reports.




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**



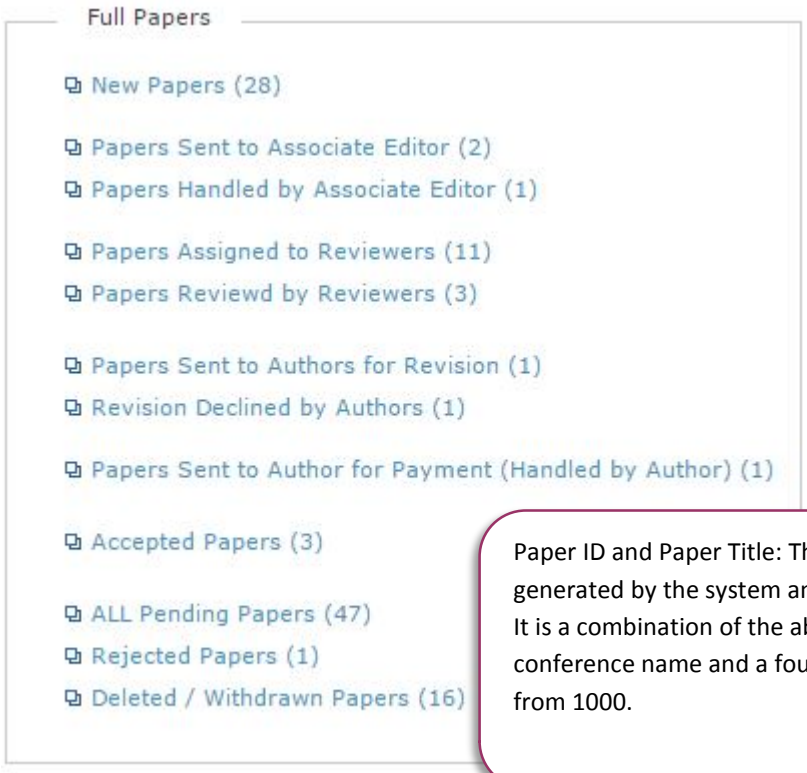

My Home > Scientific Editor
Search Papers
Reviewers Assignments
Full Papers
New Papers (0)
Papers Sent to Authors for Revision (0)
Accepted Papers (262)
Accepted Papers Confirmed by Authors (231)
ALL Pending Papers (0)
Rejected Papers (340)
Deleted / Withdrawn Papers (91)
Papers By Subjects
Submit New Paper
Author's Incomplete Submissions
Setting
View reports based on main subjects of the conference and incomplete submissions

**Key Points**

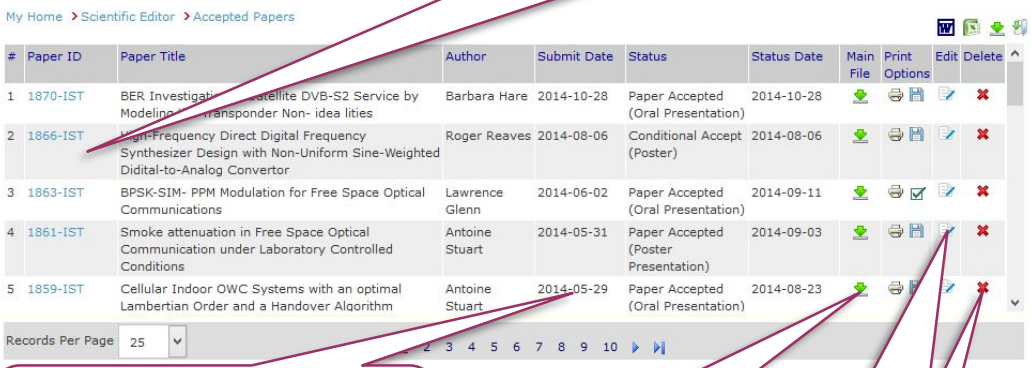
- Click on Paper ID to view all details of the paper as well as some actions for executive tasks.
- A Scientific Editor may do one of these three tasks:
  1. Send a paper to one or more Reviewers.
  2. Insert his or her expert view about a paper.
  3. Send the final review result (both His or her view 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.




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.




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

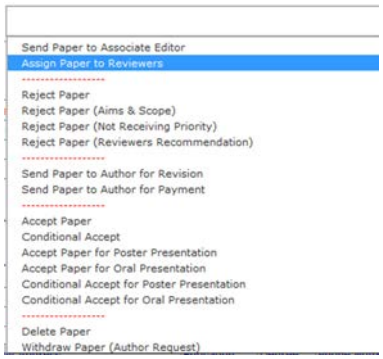
Click here to download paper's main file

Click here to edit paper's detail file

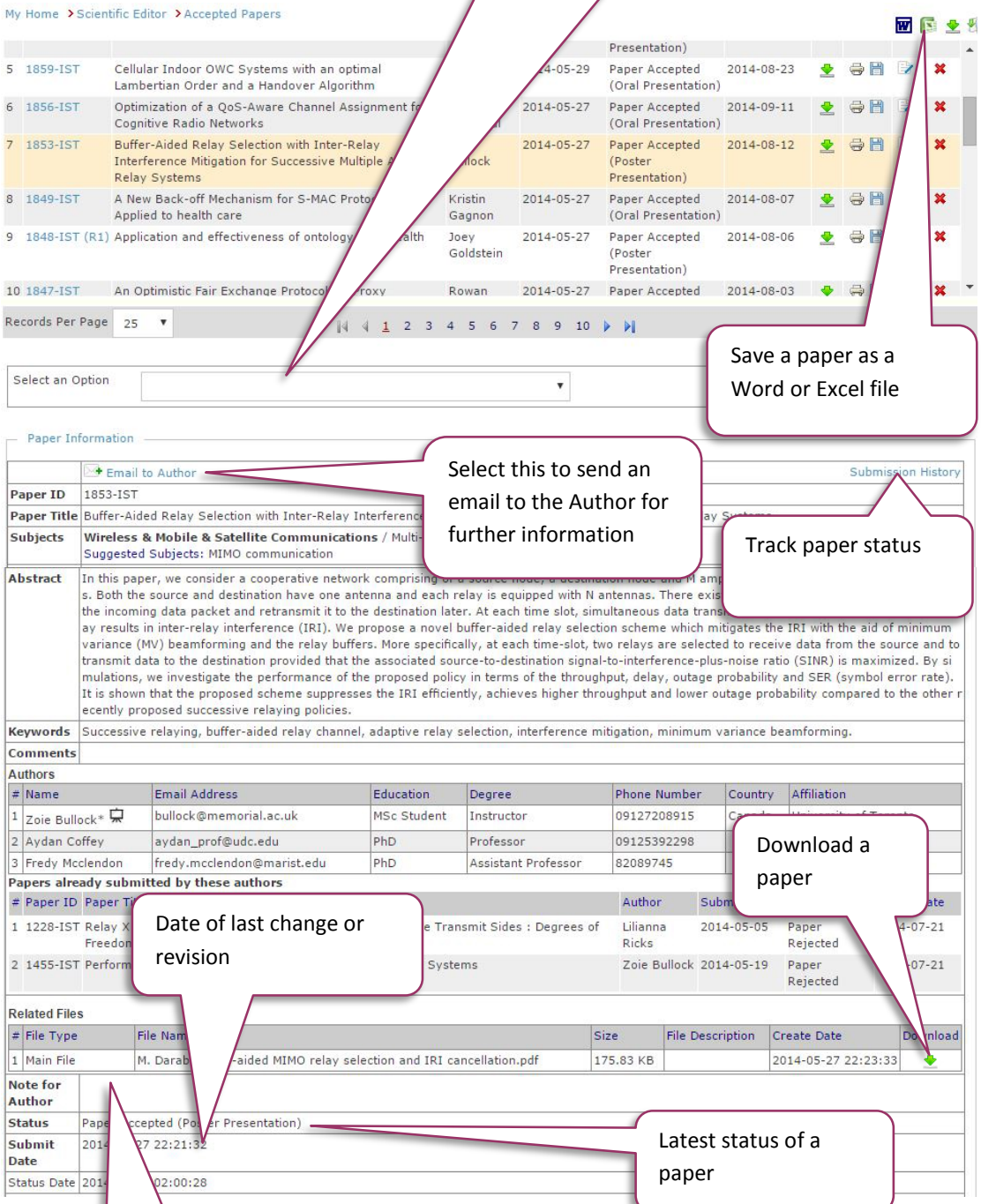
To remove a paper, choose this option.

## Paper Information Form

Click here to decide about a paper




Click on a Paper ID to see the following details




Save a paper as a Word or Excel file

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

Track paper status

Download a paper

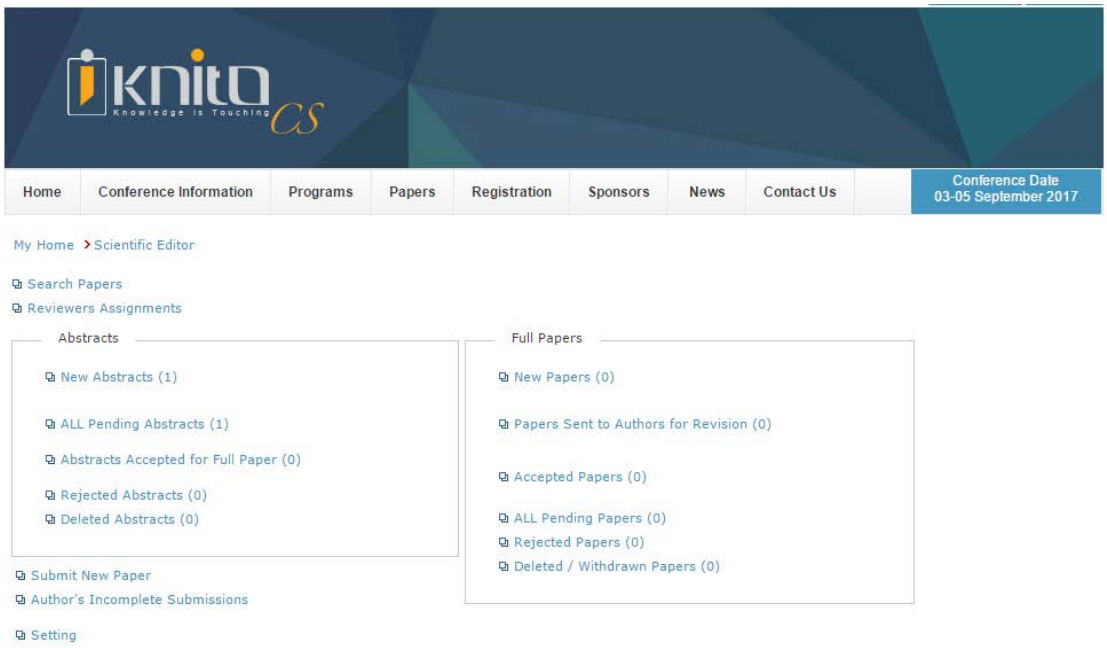
Date of last change or revision

Latest status of a paper

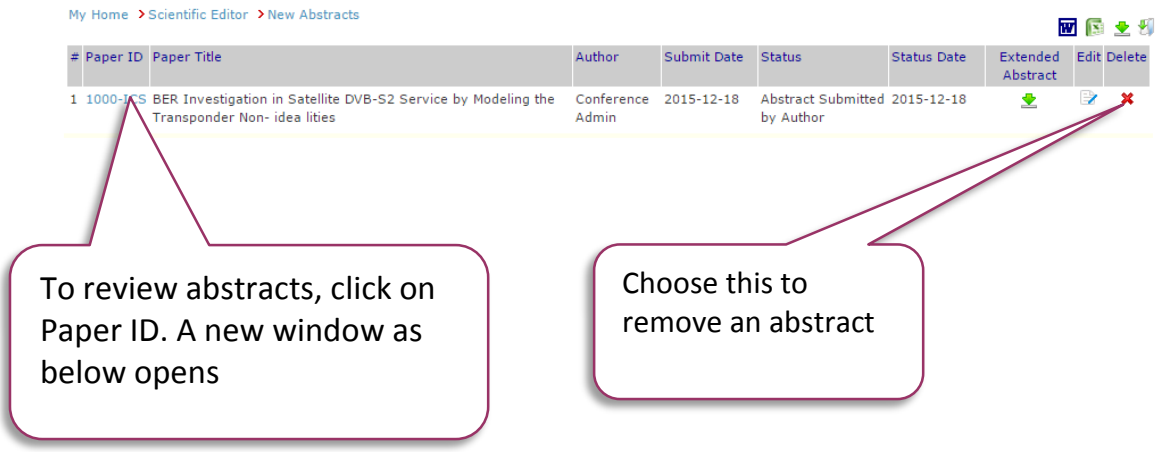
Scientific Editor's notes

## Review Abstract

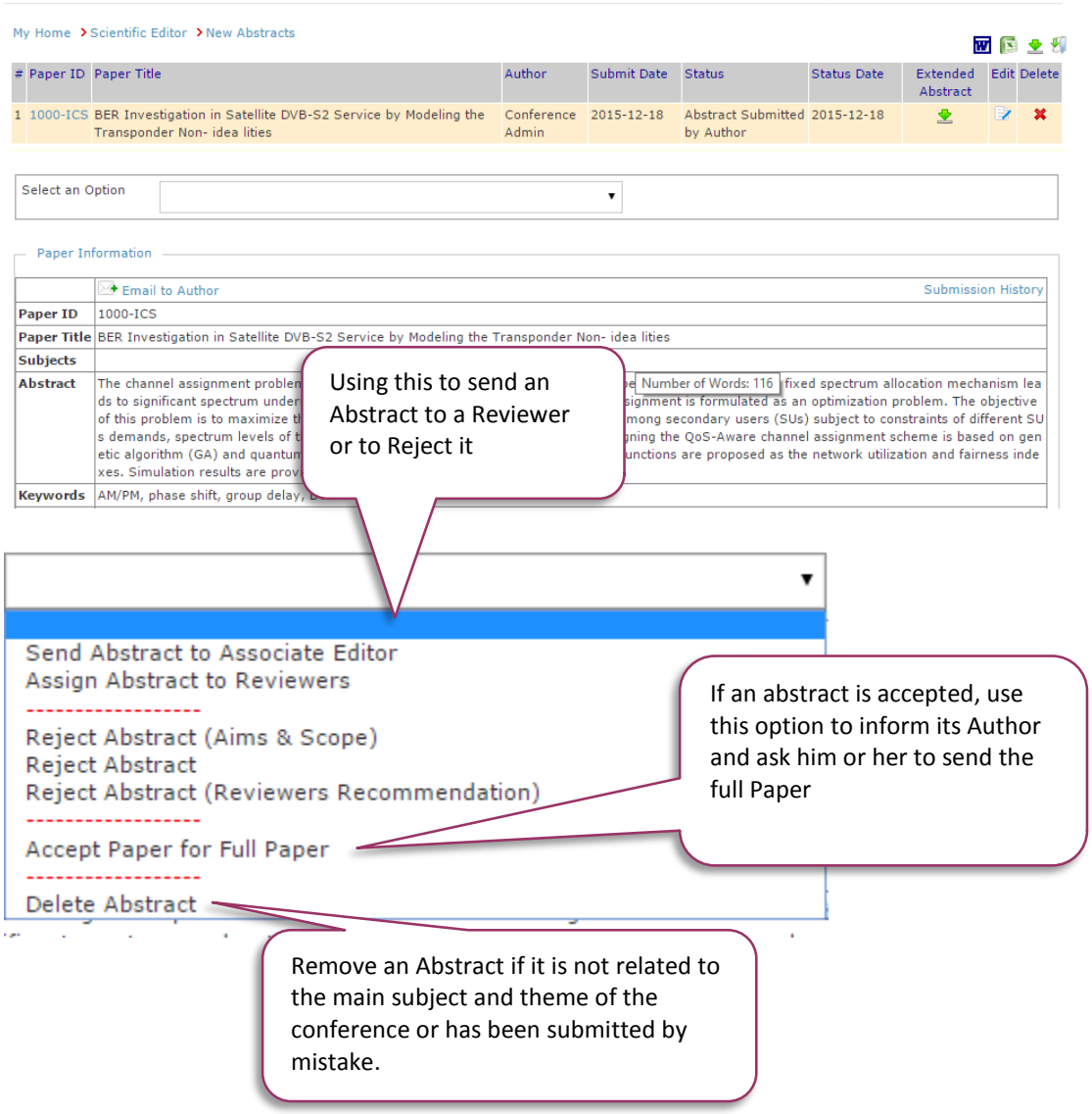
Choose this option to review Abstracts. A new window as follows will appear




## Abstracts Information Form

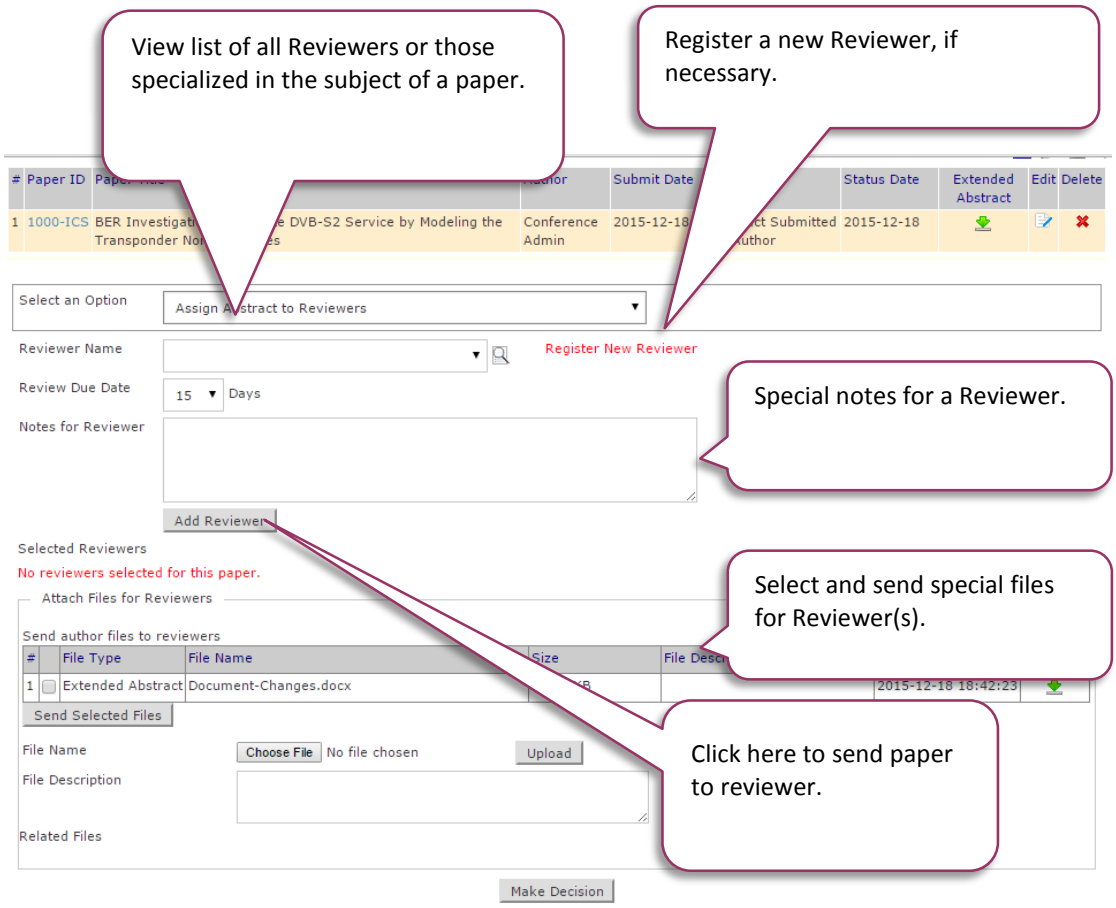


Initial evaluation and dispatch of the Abstract to Reviewers



## Submission to Reviewers Form

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



## 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- idea lities | 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 Didital-to-Analog Convertor | 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

Select an Option ▾

Paper Information

| | Email to Author | Submission History |
|---|---|---|
| **Paper ID** | 1866-IST | |
| **Paper Title** | High-Frequency Direct Digital Frequency Synthesizer Design with Non-Uniform Sine-Weighted Didital-to-Analog Convert | |
| **Subjects** | **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

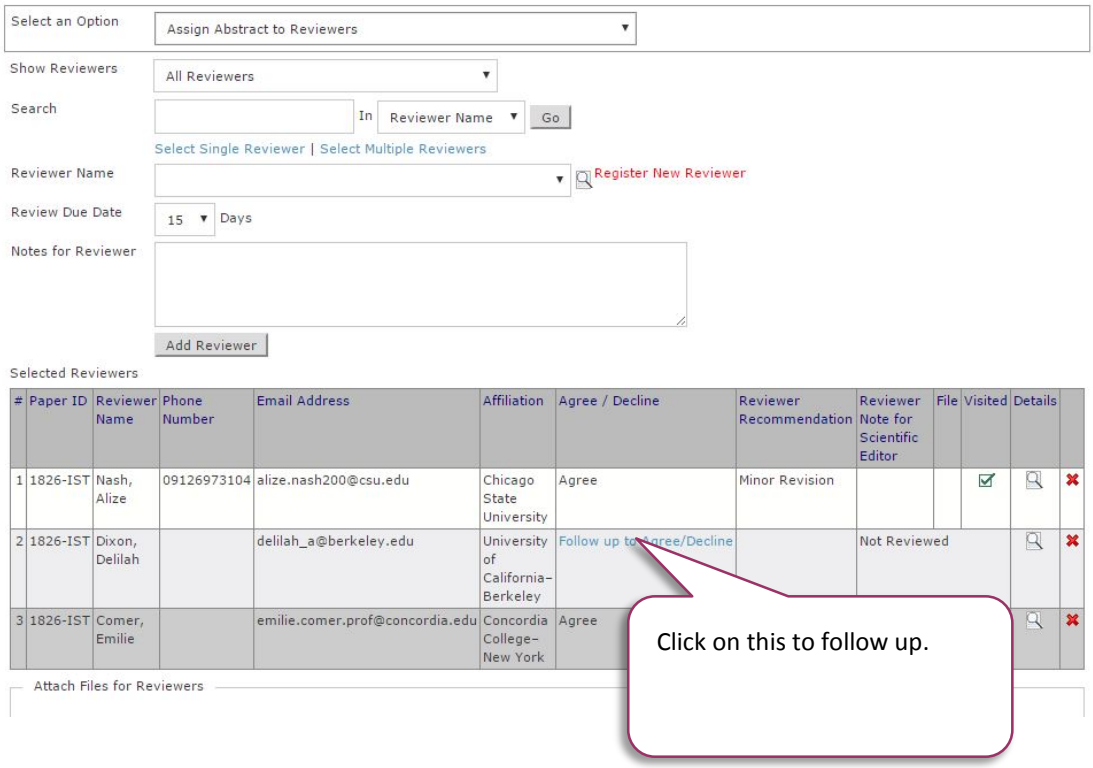
**Paper Title** A New Back-off Mechanism for S-MAC Protocol With Applied to health care
**Paper ID** 1849-IST
**Author** Gagnon, Kristin

**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 | Rodrigues, Guadalupe | Paper Assigned to Reviewers | Paper Assigned to Reviewer. #2027 | | 2014-06-14 15:52:34 |
| 7 | 1849-IST | Rodrigues, 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 Revie #4045 | | 2014-06-15 10:28:30 |
| 12 | 1849-IS | Chase, Louis | | | Reviewer Declined to R 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

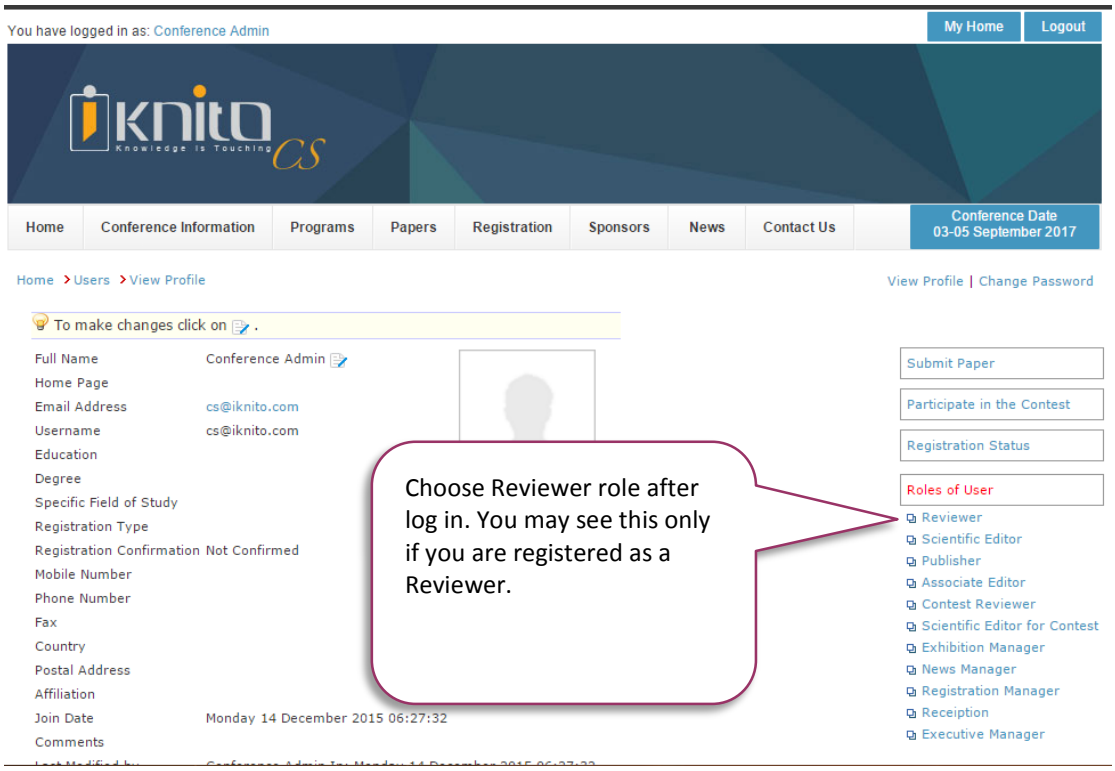



After selecting a Reviewer, the following list will show all papers assigned to the Reviewer.

# Chapter Three: Reviewers Guide

## Introduction

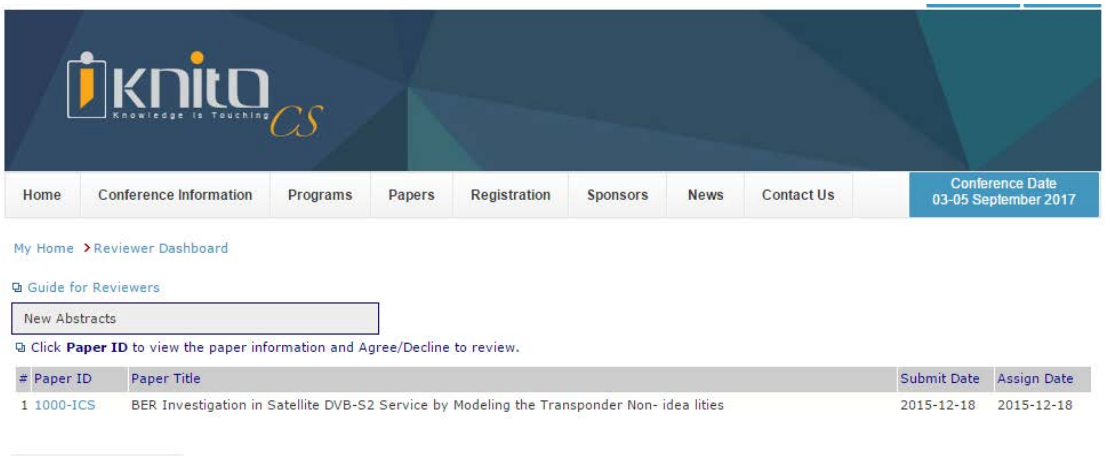
In traditional system, reviewers express their opinion in writing, on a form or as a detailed writing. iKNiTO cs provides this functionality in a very dynamic way. Once people fill the initial registration form they are asked whether they wish to act as a Reviewer. Conference's Executive Manager has 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.



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.

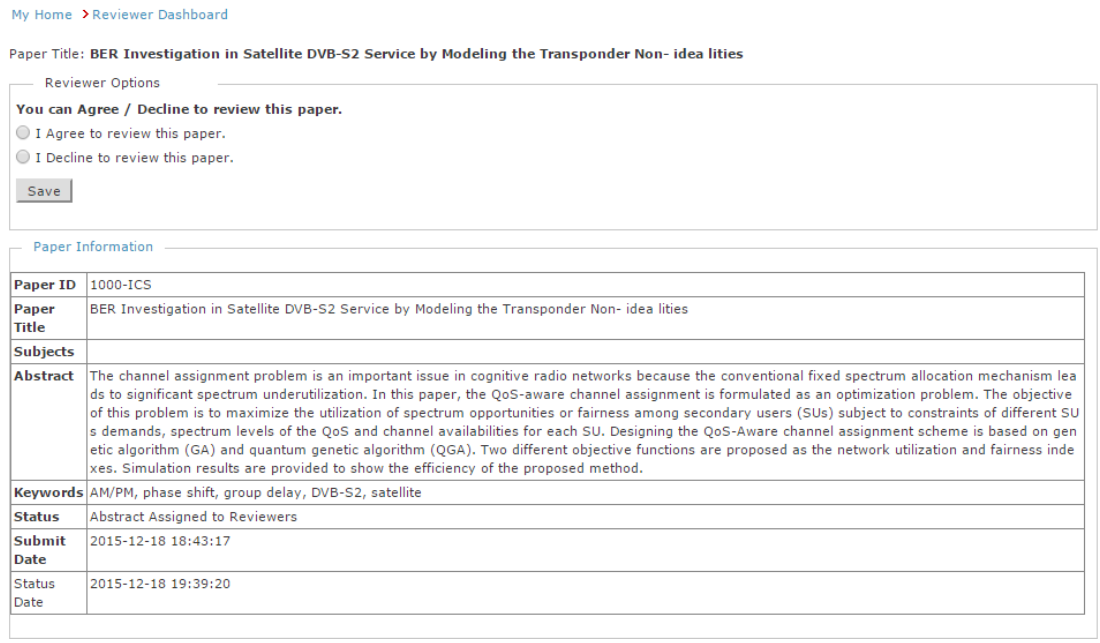
**Reviewer's Page**

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.

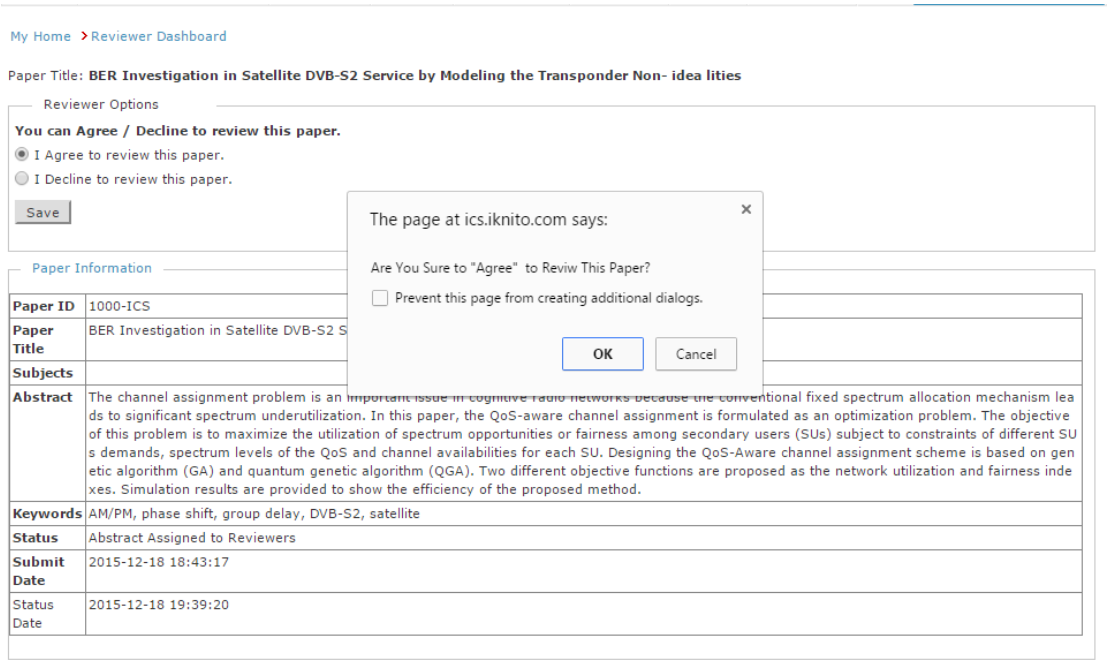


## Paper Information Form for Reviewer

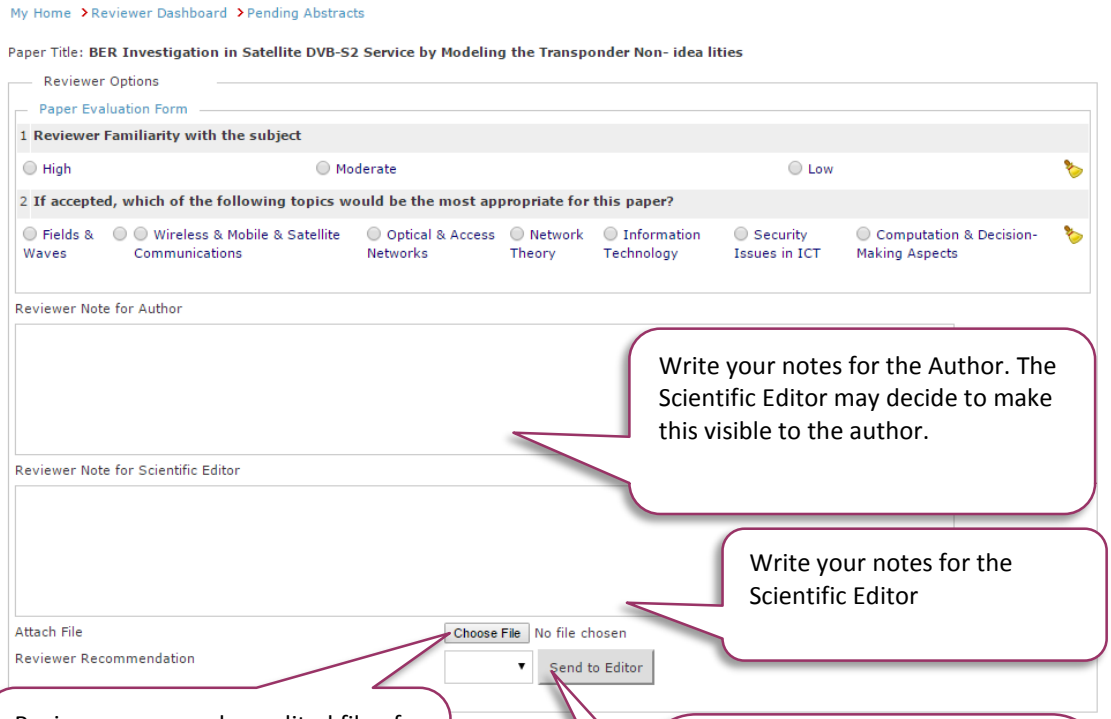
To complete a Review Form, you must first accept to review a paper.
Select and then click on Save
This section shows original Abstract or Paper, if it is attached.
If a Reviewer accepts to review a paper, he may view the original paper. Otherwise, he may only view its abstract




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



## Review Form




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

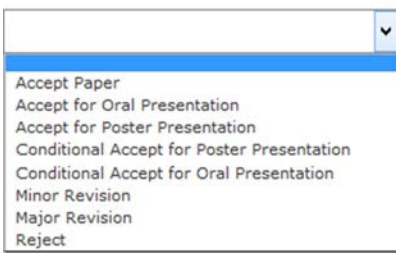
Reviewer may send an edited file of the paper containing his comments to the Scientific Editor.

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**

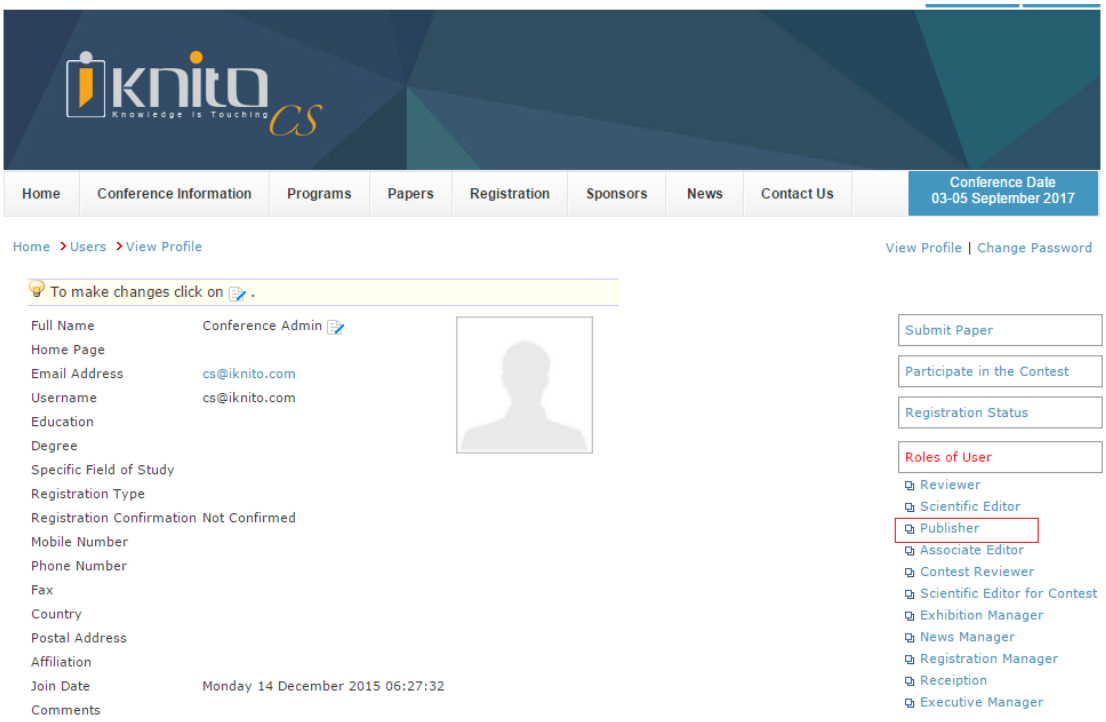
- Conferences often provide a pre-designed form to reviewers. iKNiTO cs provides the same feature. The Executive Manager may edit the form and add his or her questions.
- Once a Reviewer insets his or her recommendation, it is not possible to change it. Reviewers must take extreme care when adding their 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**

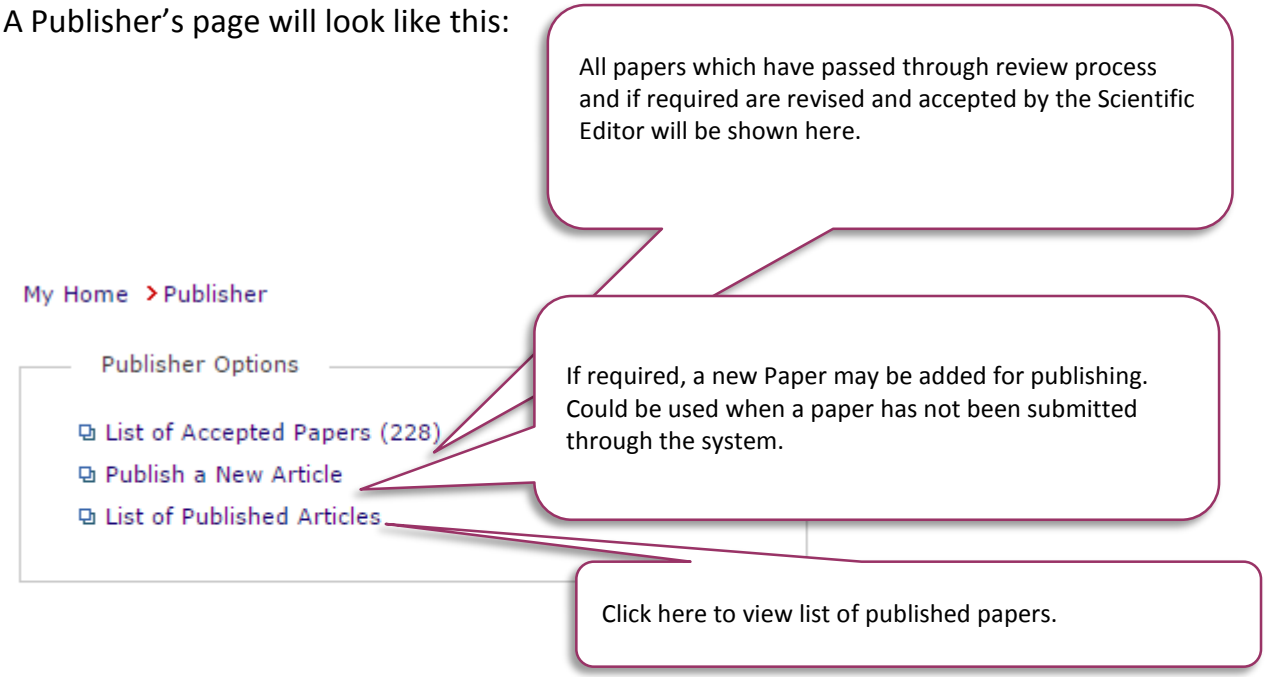
An important and last step after accepting a paper is to publish it. This is done through the role of Publisher. Executive Manager in coordination with Scientific Editor will assign this role to a competent person who can do the both scientific and language editing of accepted papers, and publish them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



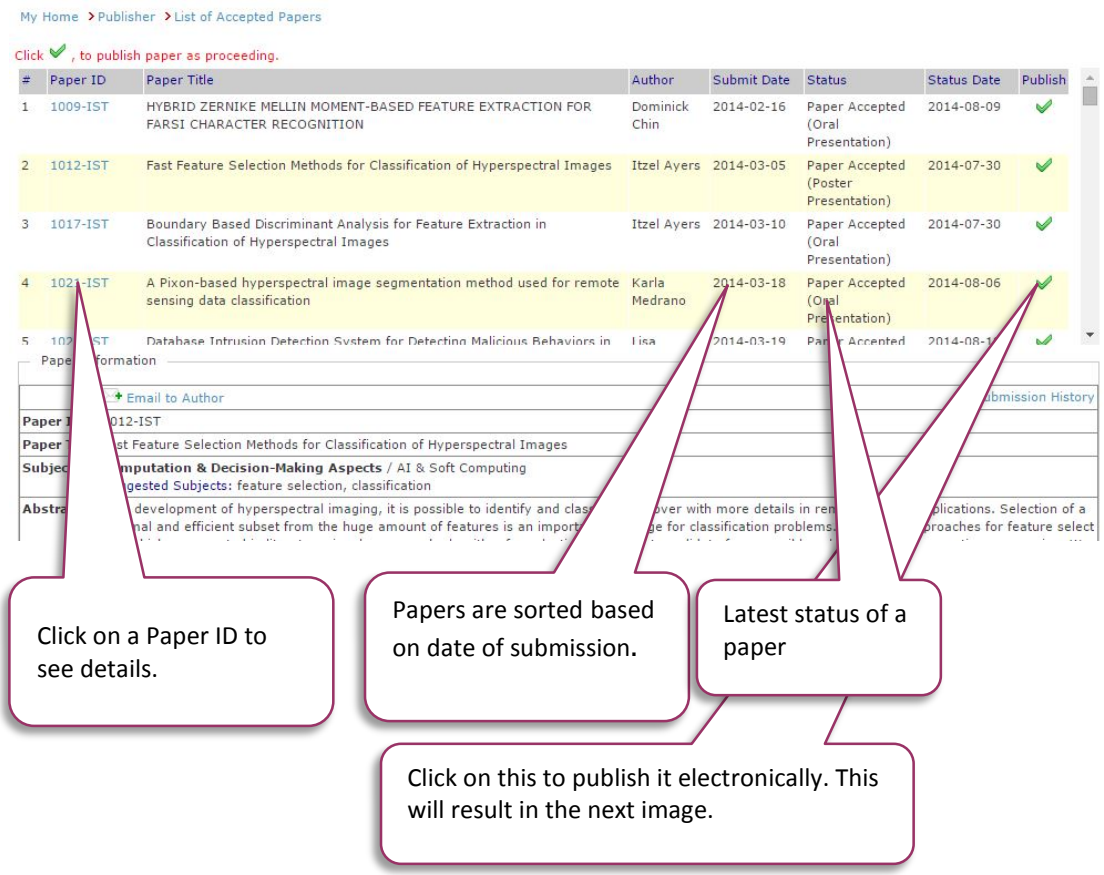

Using some of the options available here, accepted paper may be published easily.

## Publisher's Page

A Publisher's page will look like this:



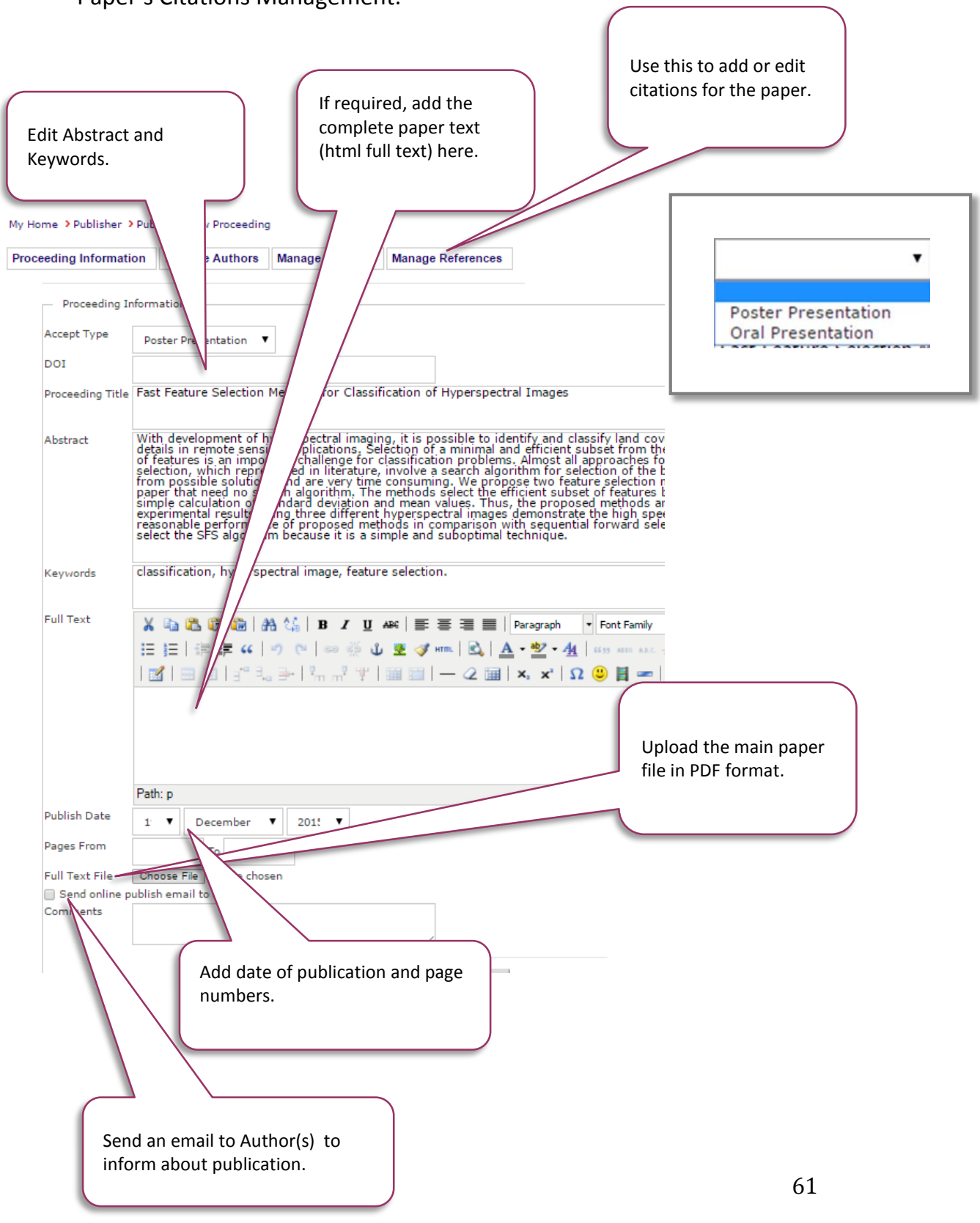

## Papers Accepted and Ready for Publication



**Electronic Publishing Form**

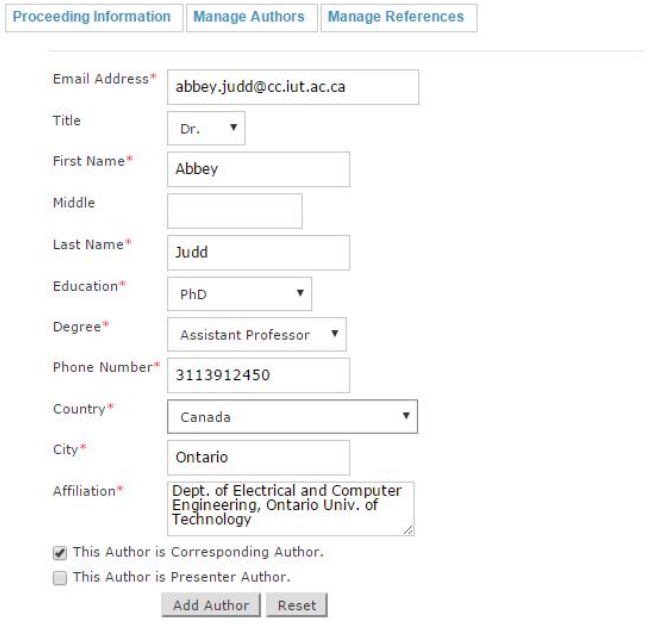
Electronic Publishing Form has four parts:

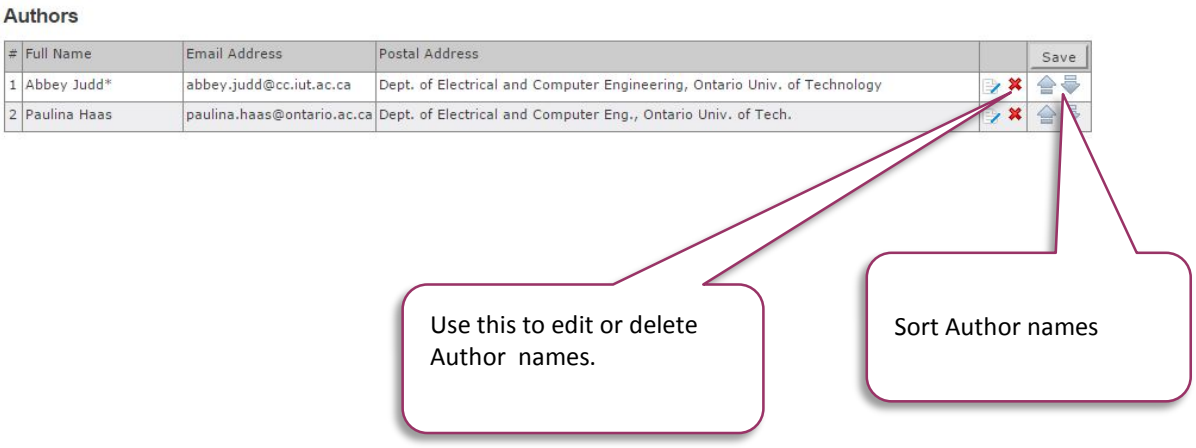
- Paper details.
- Author Management (Add or edit authors names).
- Subject Management (Define Subject of a paper).
- Paper's Citations Management.



**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.



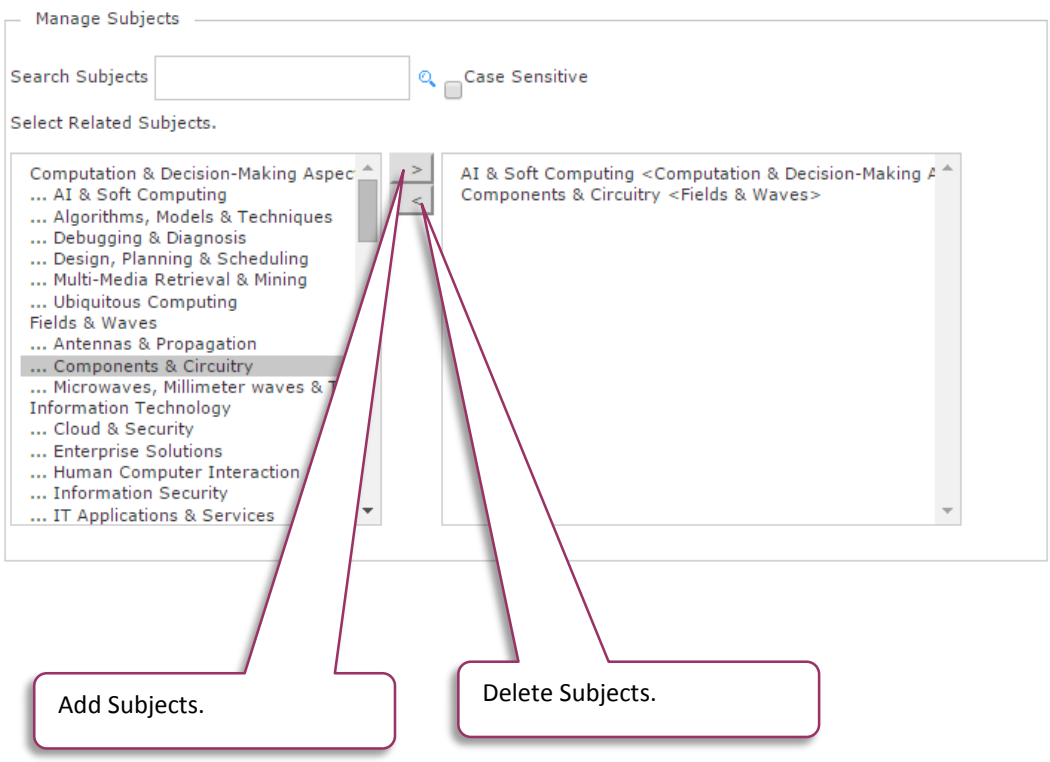




Use this to edit or delete Author names.

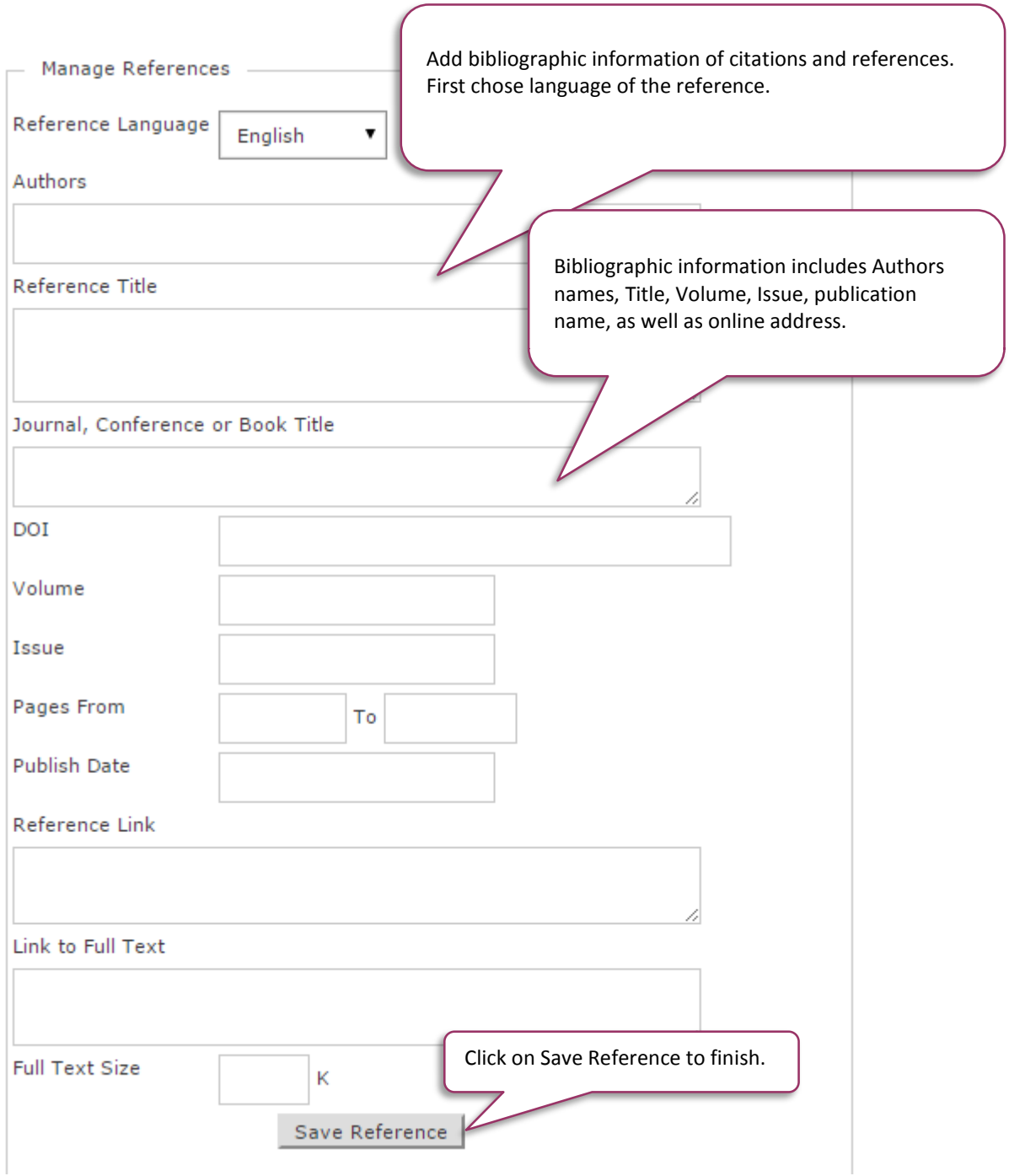
Sort Author names

**Papers Subject Form**

Select one or more Subjects matching the Paper.



## Papers References and Resources Form



**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 man 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

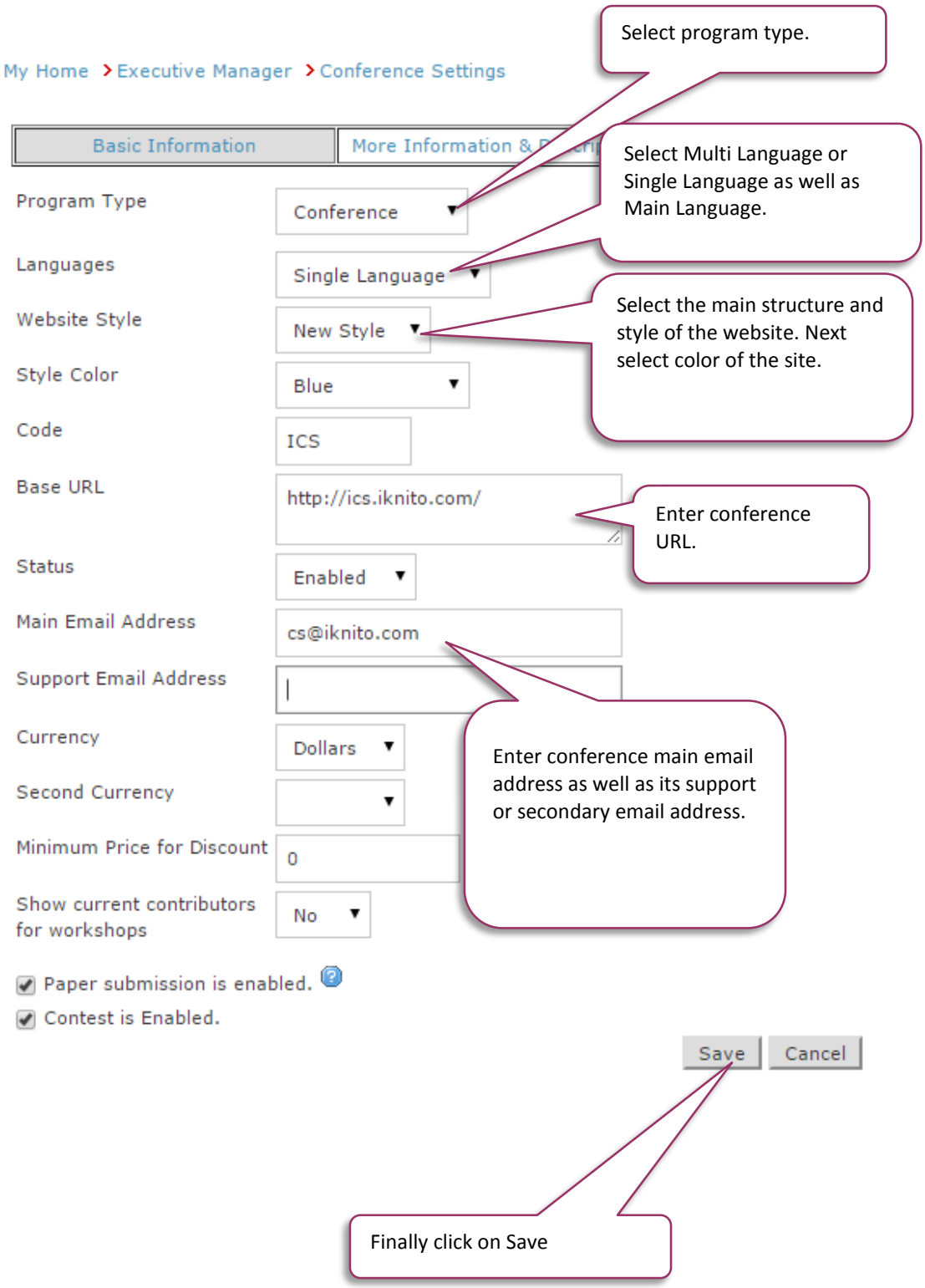
- New Sponsorship Requests
- New Exhibitors Requests
- Conference Registration Requests
- Workshop Registration Requests

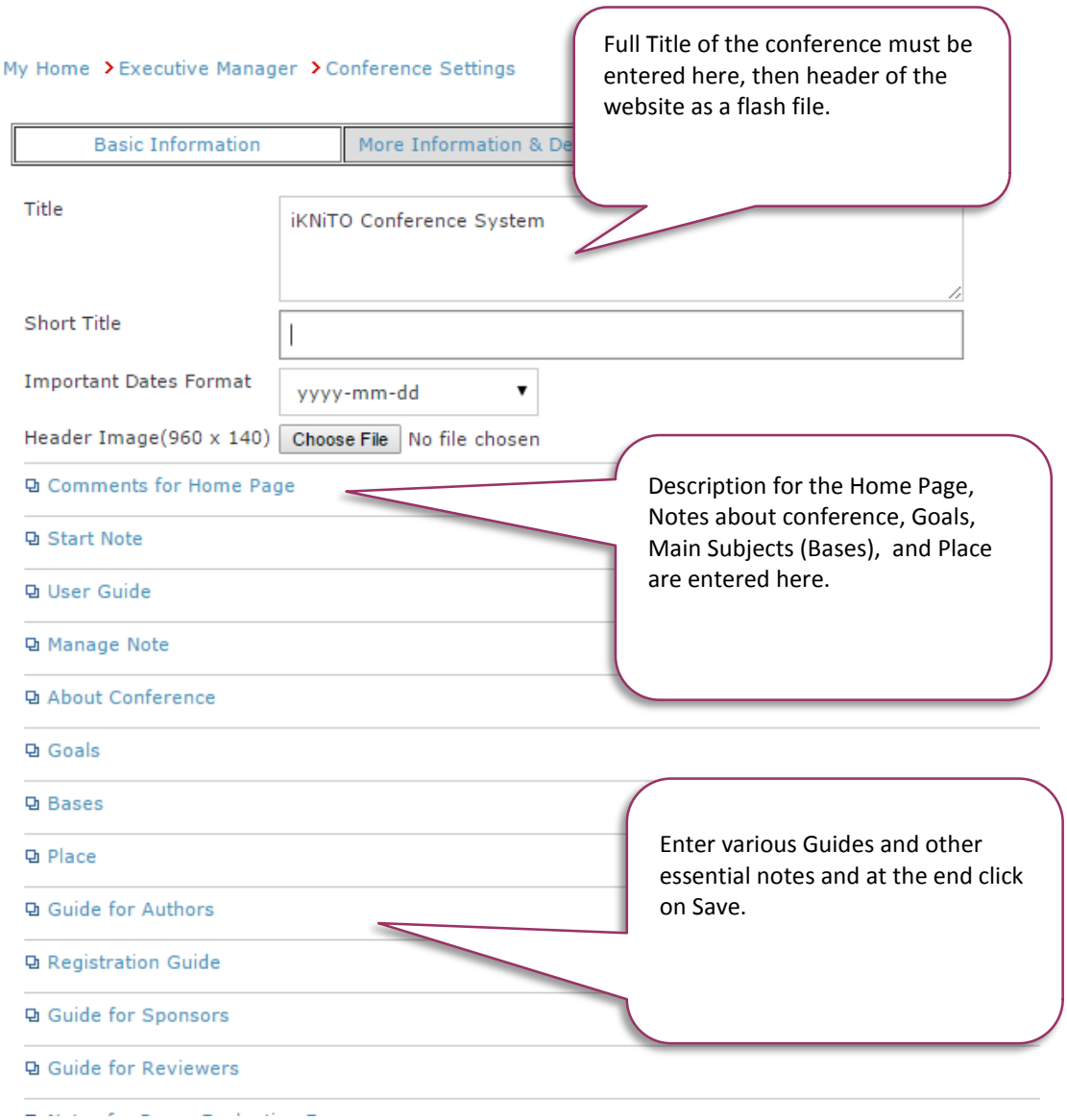
- Unpaid Invoices
- Paid Invoices

**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 |

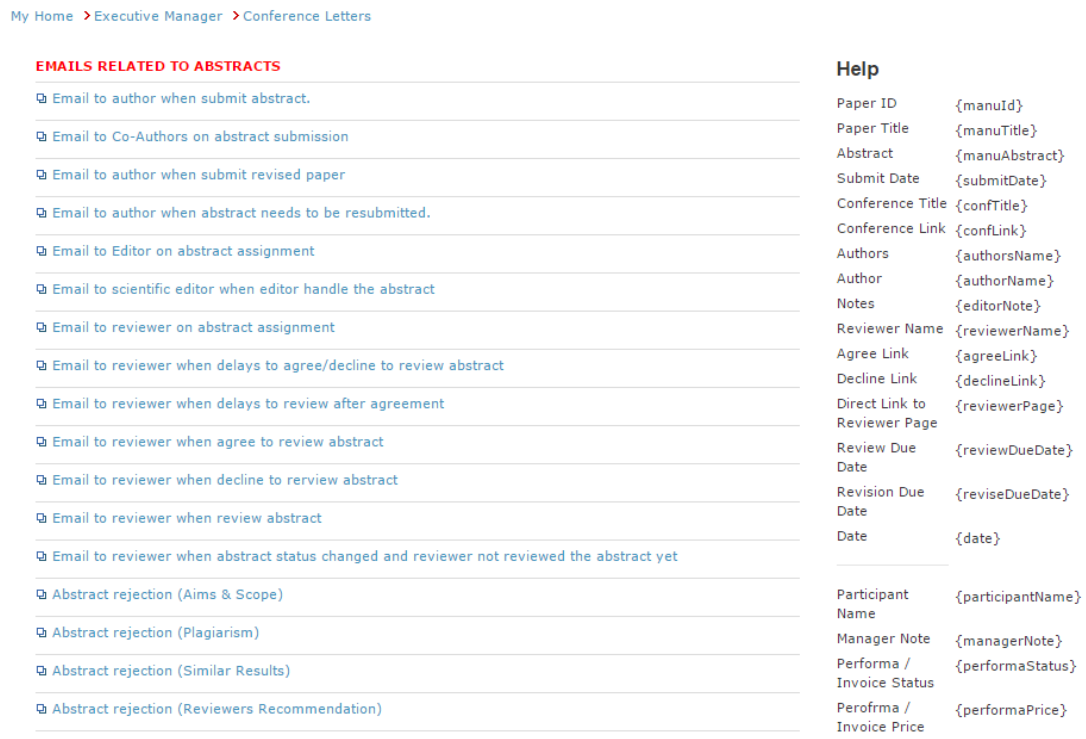
## Conference Setting Form




My Home
Executive Manager
Conference Settings
Basic Information
More Information & De
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.

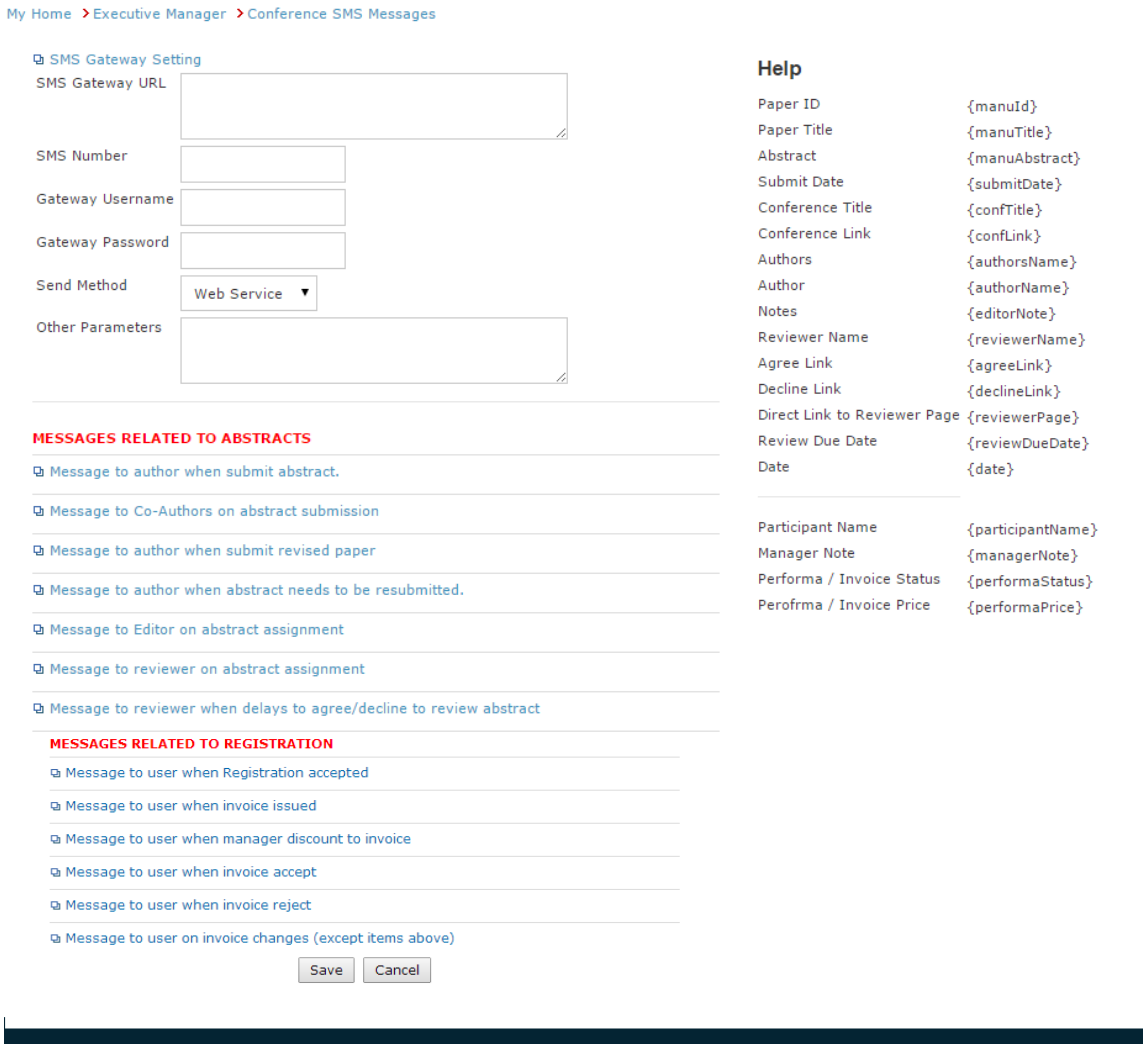
## Default Letters Settings

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.



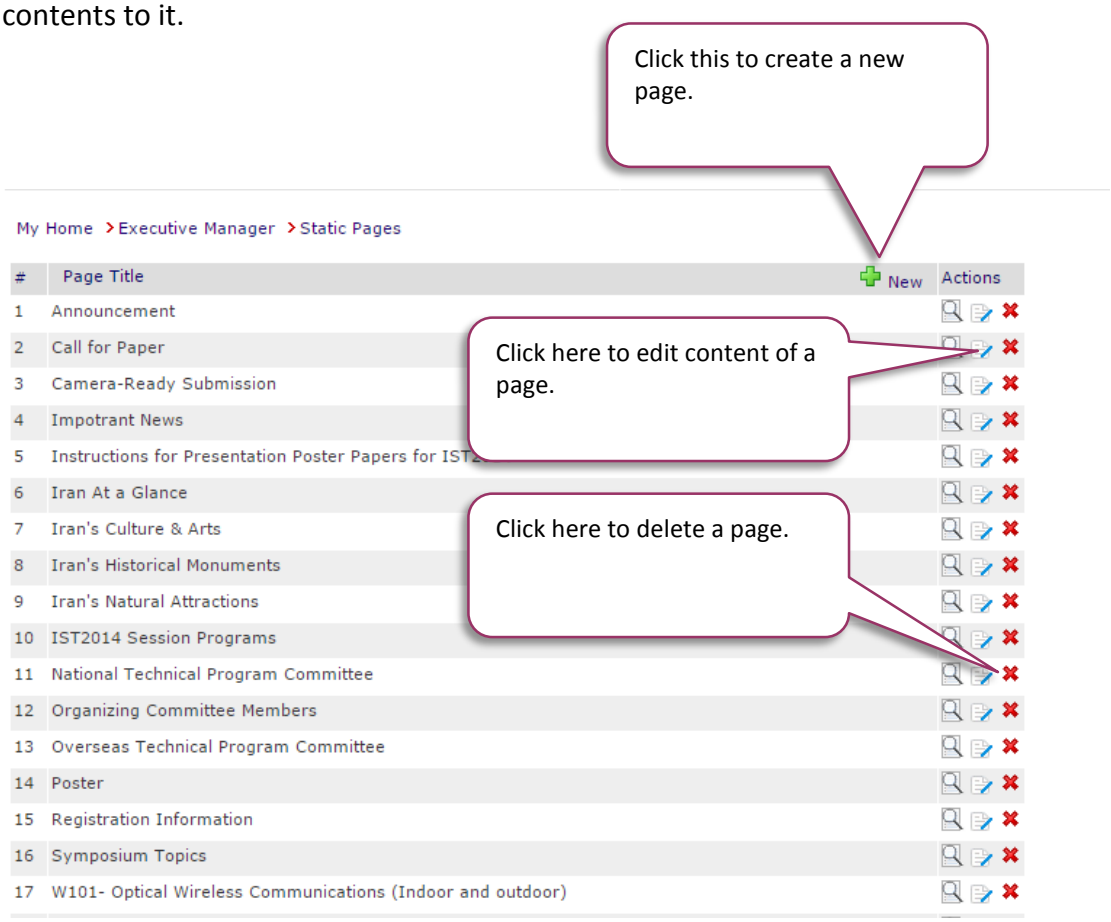
## Default SMS Settings

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.

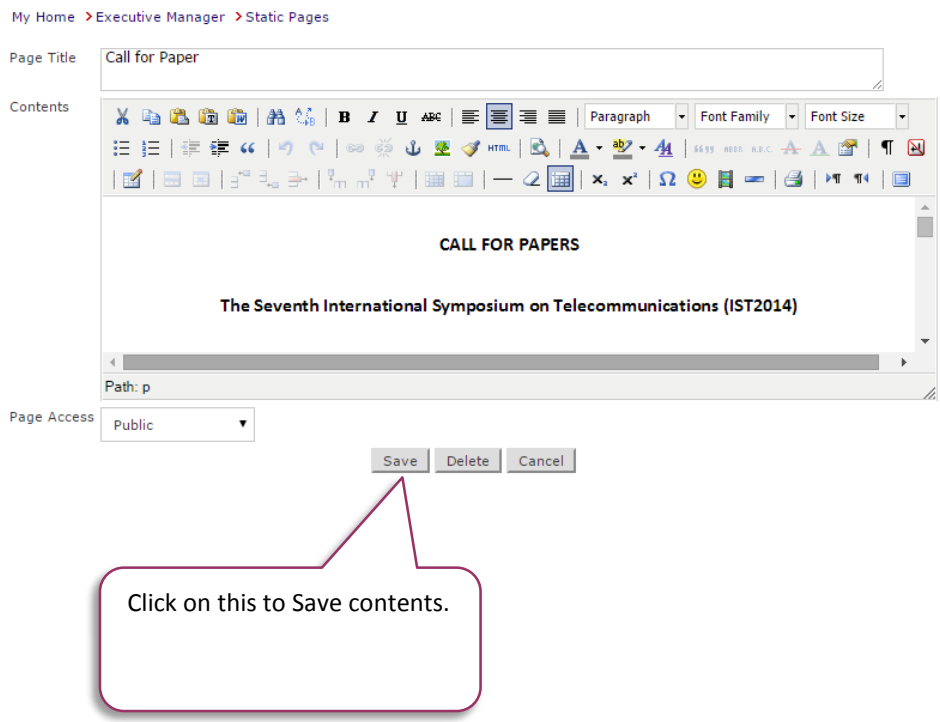


## Static Pages Management

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

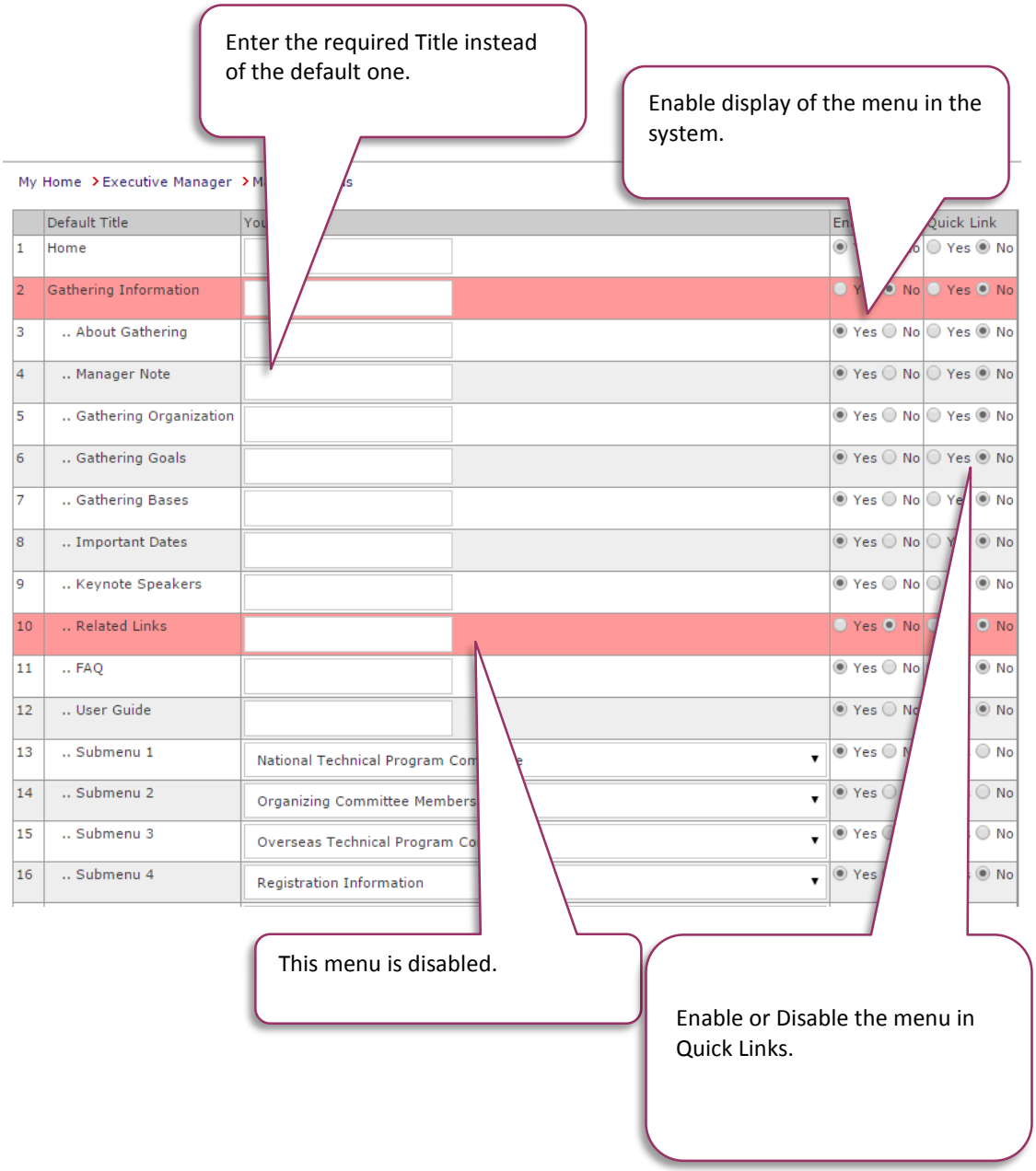



Once you have selected “New”, you will see the following screen to add contents and Save at the end.



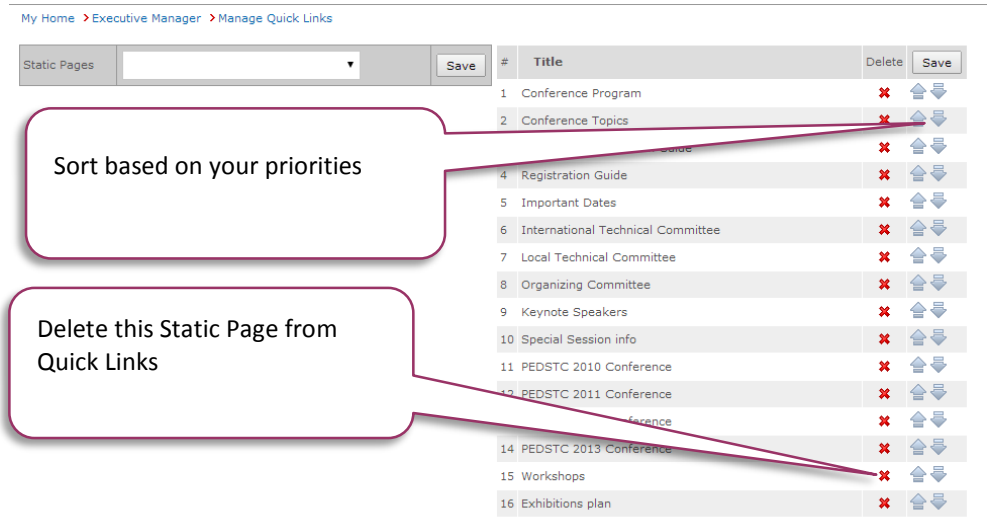
## Menus Settings

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.

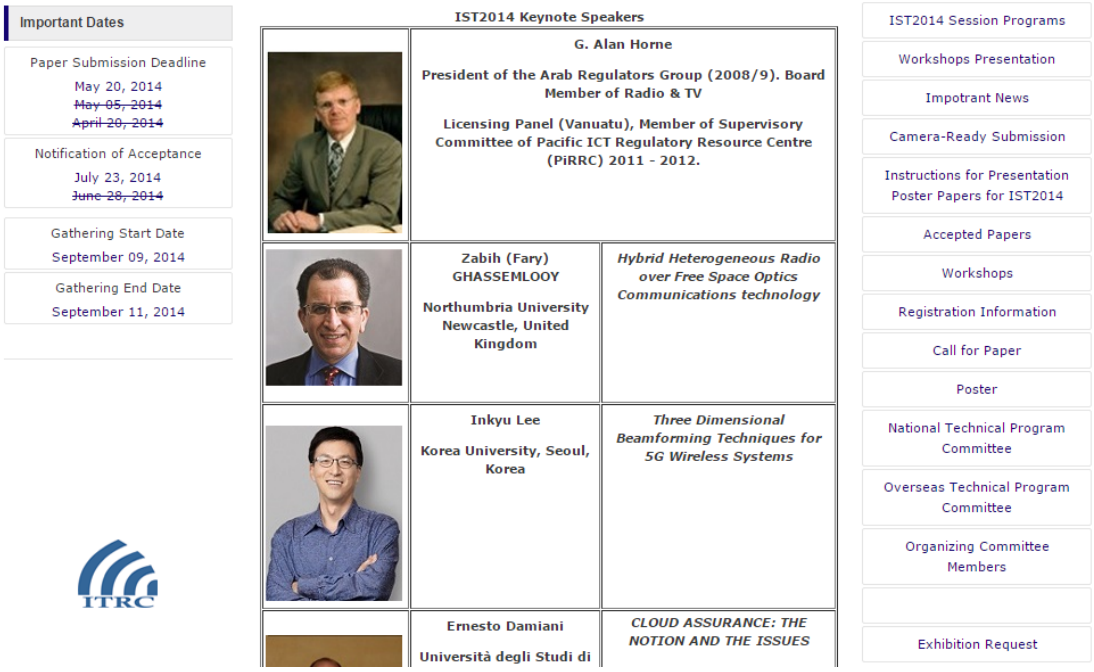


## Quick Links Management

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.



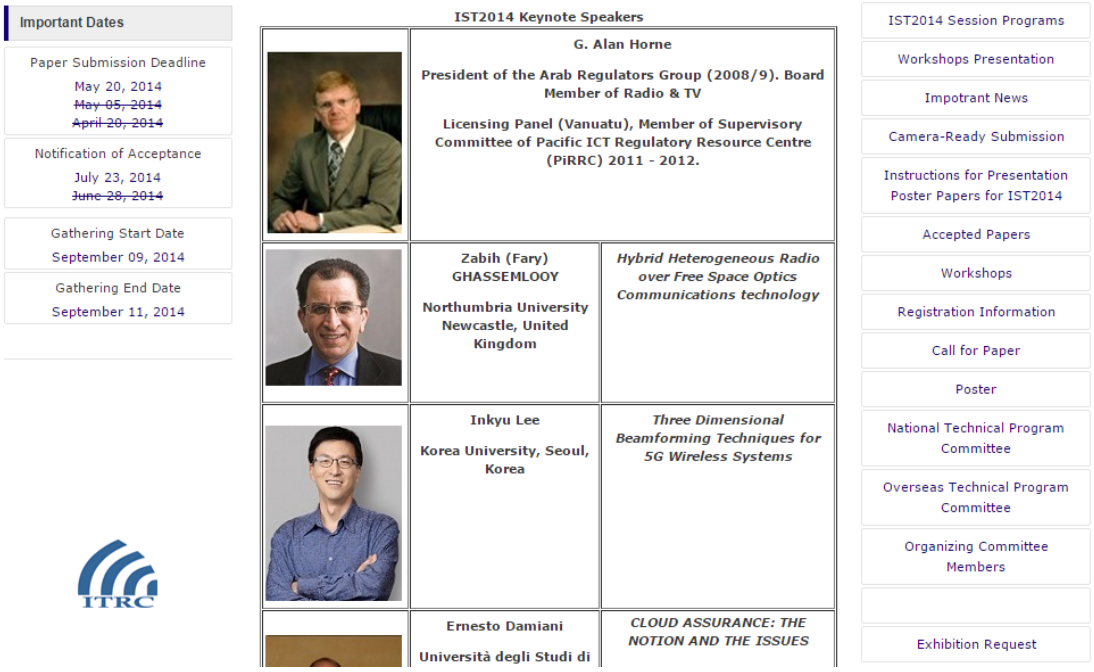

Quick Links are displayed in the Home Page.



## Conference Dates and Timeline

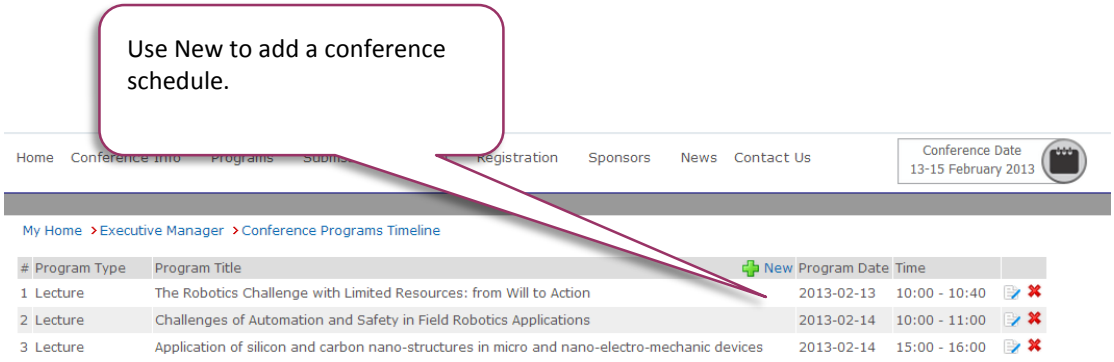
This section allows you to determine and announce dates of the conference as well as start and deadline of submissions in the Home Page of the site.

Important Dates in Home Page

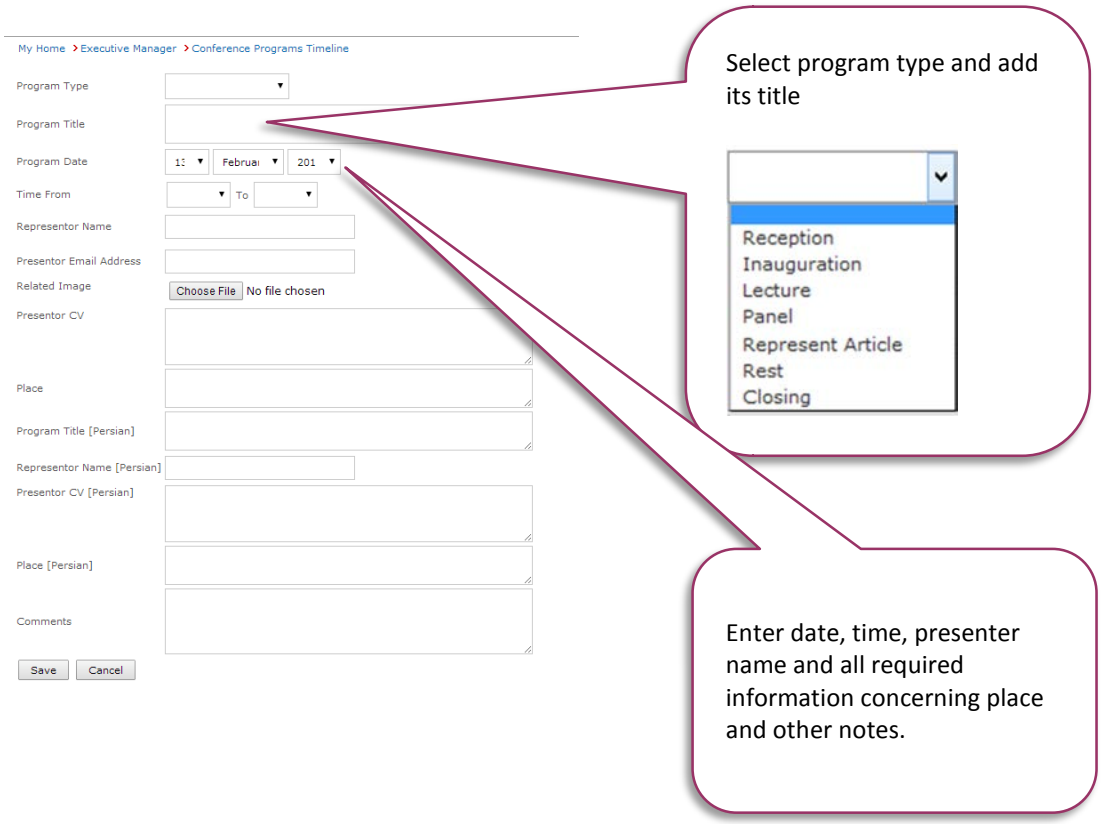


## Conference Programs Timeline

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




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.



Home > Program

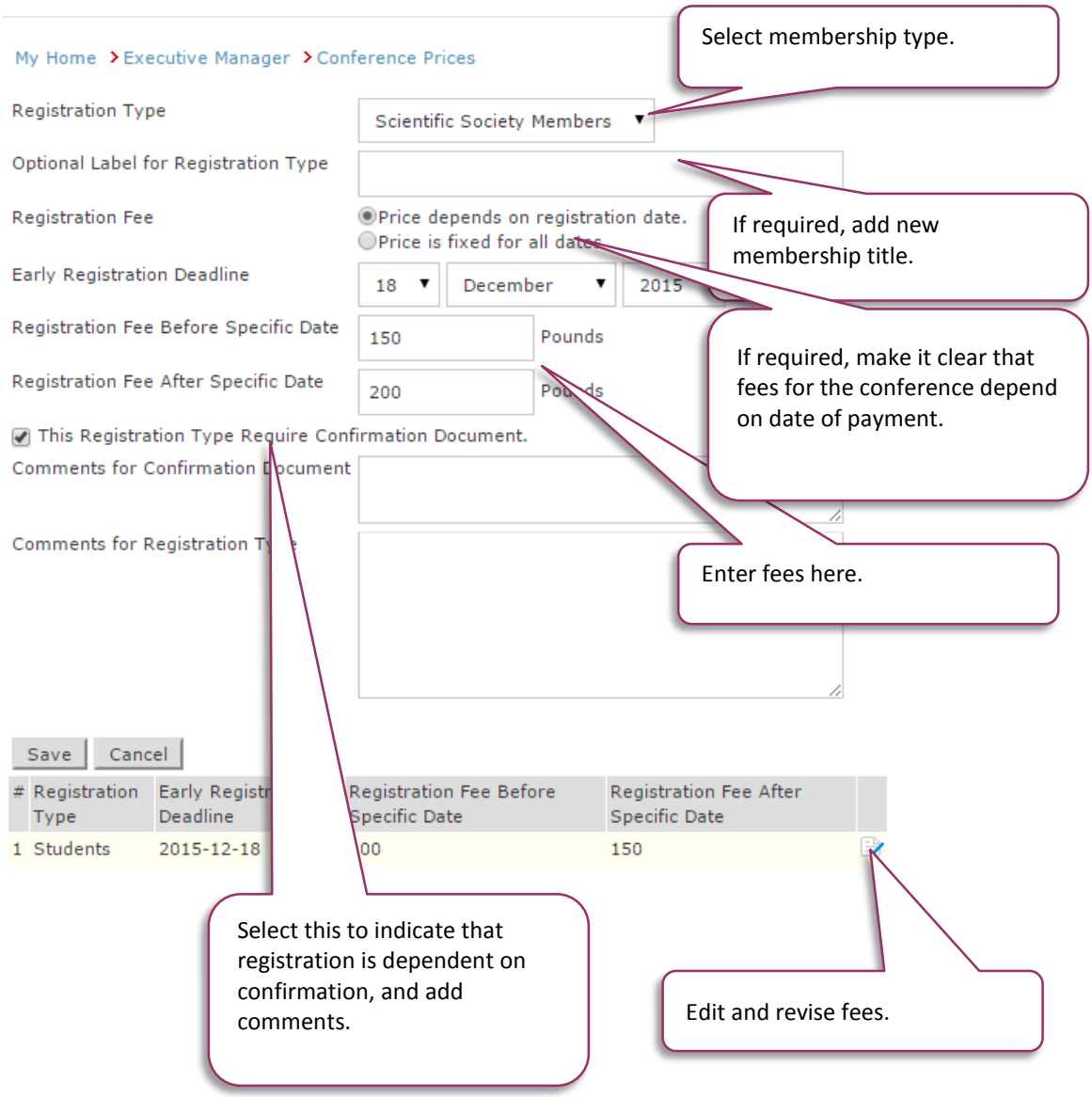
# Program

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

*Social Events, technical visits*

## Conference Prices

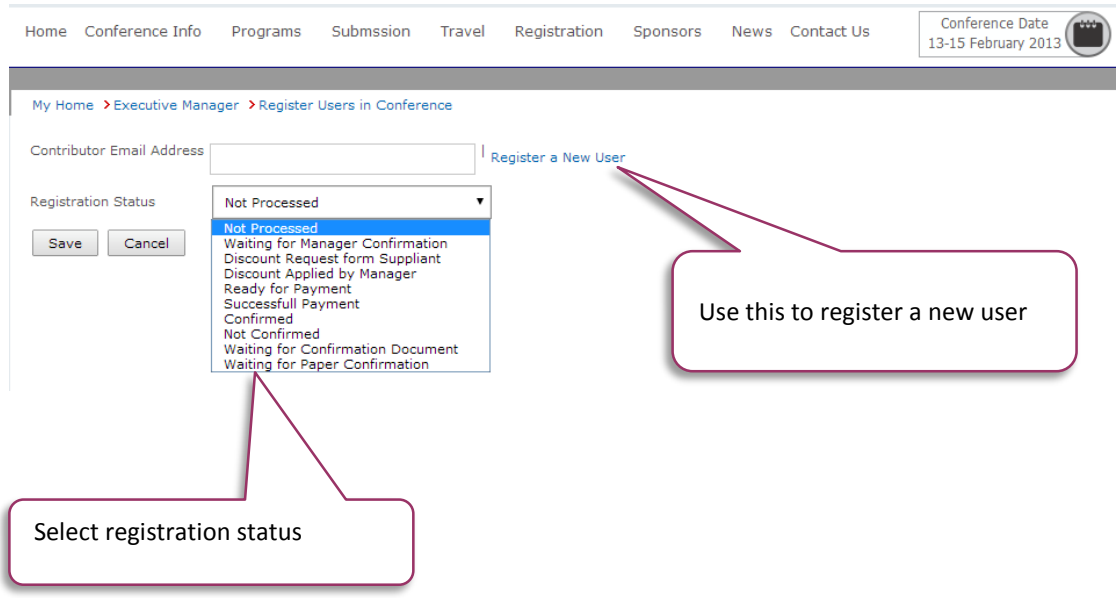
The cost of participation in a conference can be simply added to the system and kept for all attendees to see. Costs are dependent on type of membership in the system (Student, Professor, member of a scientific society, or non-affiliated), as well as date of registration, and type of currency (in some 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.



## Registration of Users in a Conference

Registration status is grouped as below:

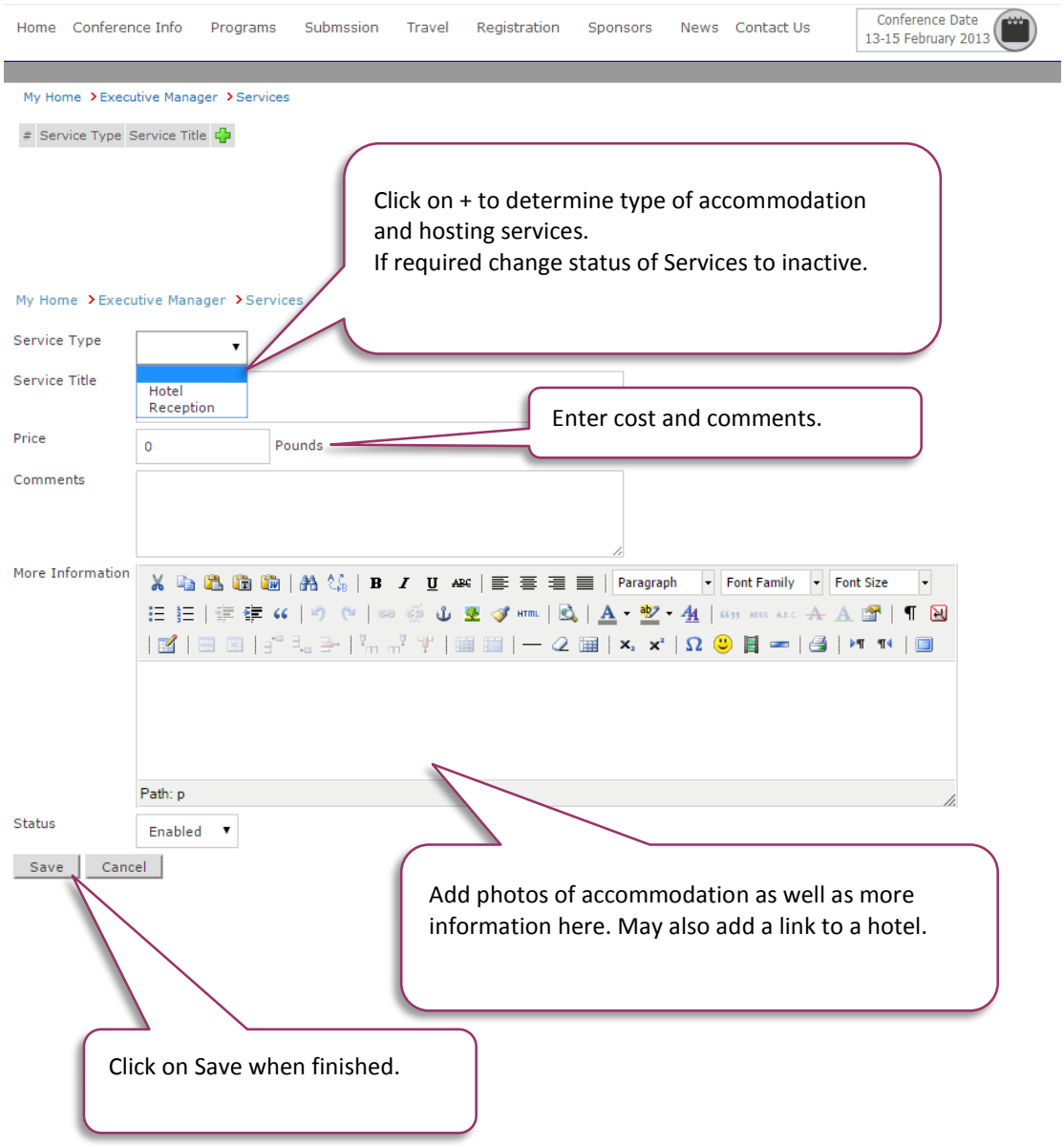
| Status of Registration | Description |
|---|---|
| Not Processed | Cases not considered yet, for any reason. |
| Waiting for Manager Confirmation | Persons waiting for Executive Manager's confirmation. |
| Discount request from Suppliant | Person who have requested discount. |
| Discount Applied by 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. |



## Services

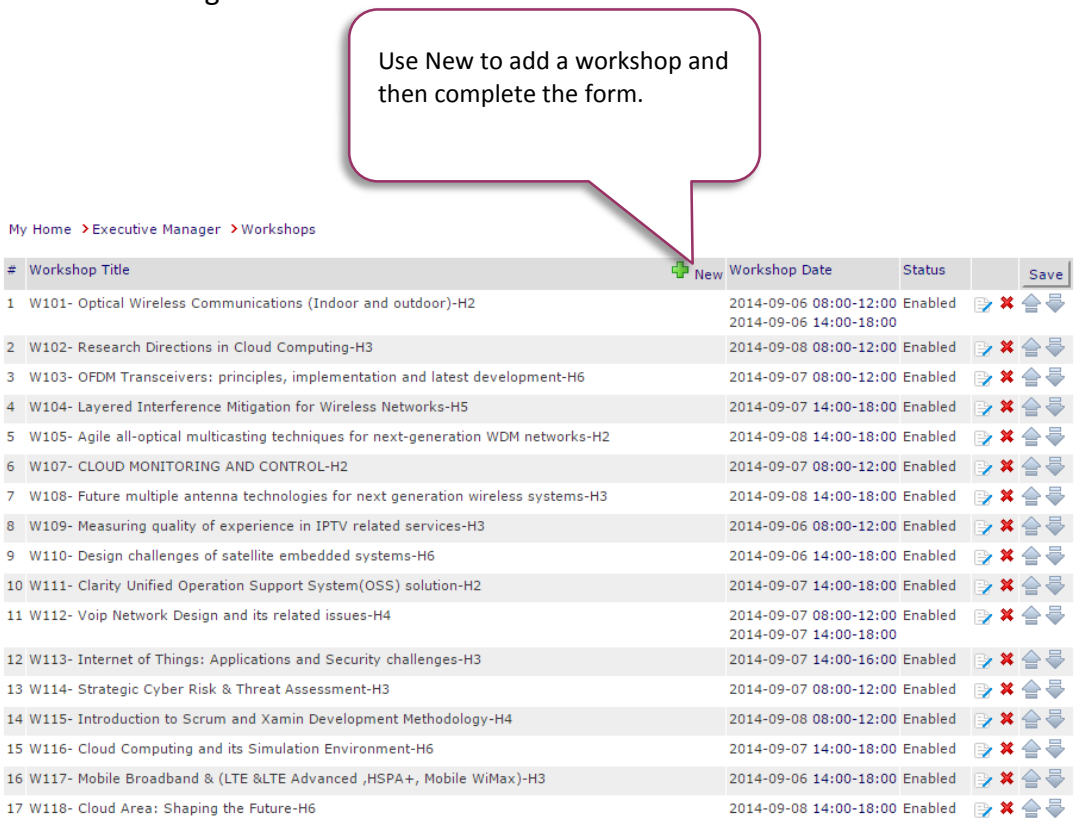
Services cover accommodation as well as all cost issues and billing for payment. You can determine type of services to be provides by using “+” in below.

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

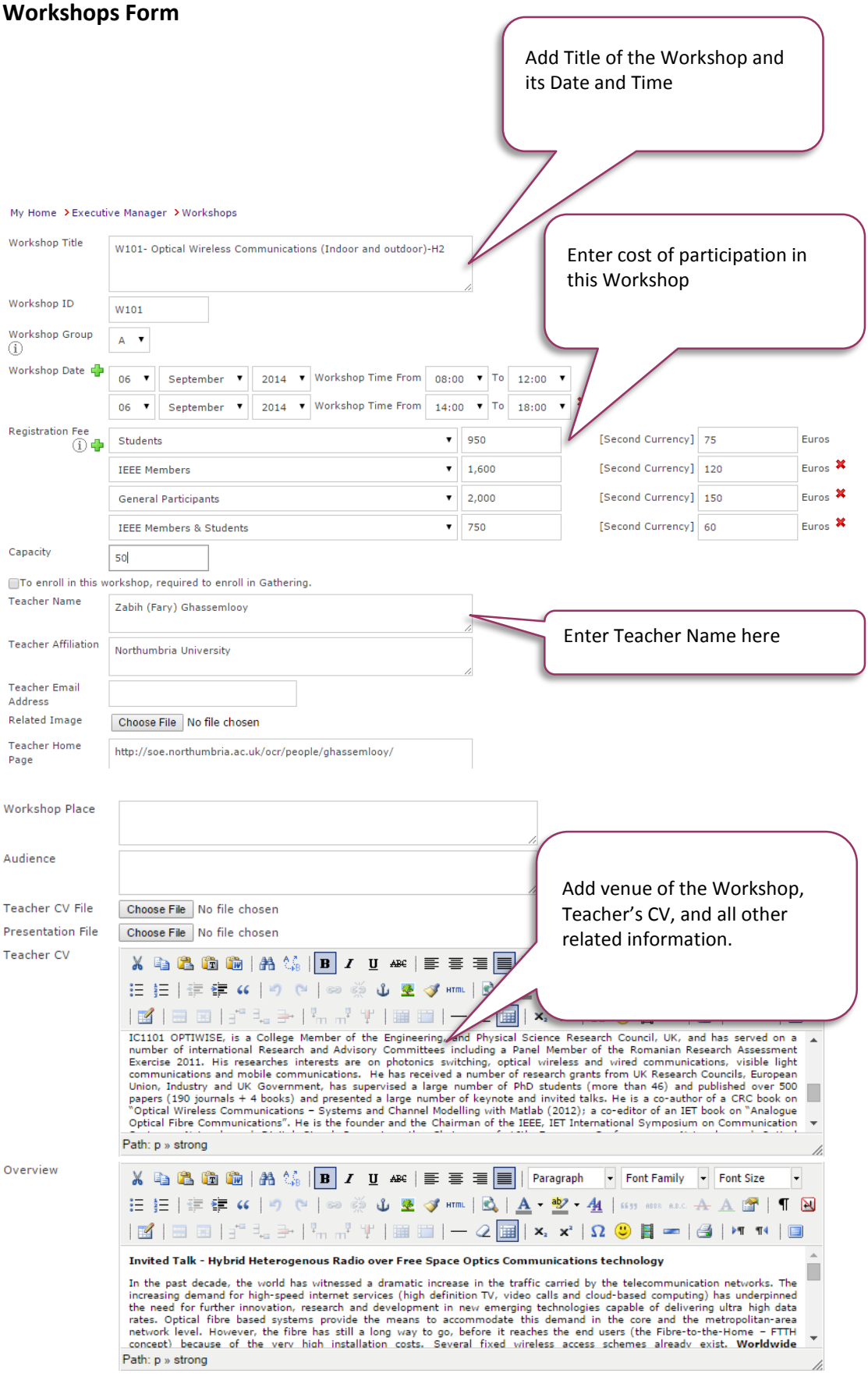


## Workshops Management

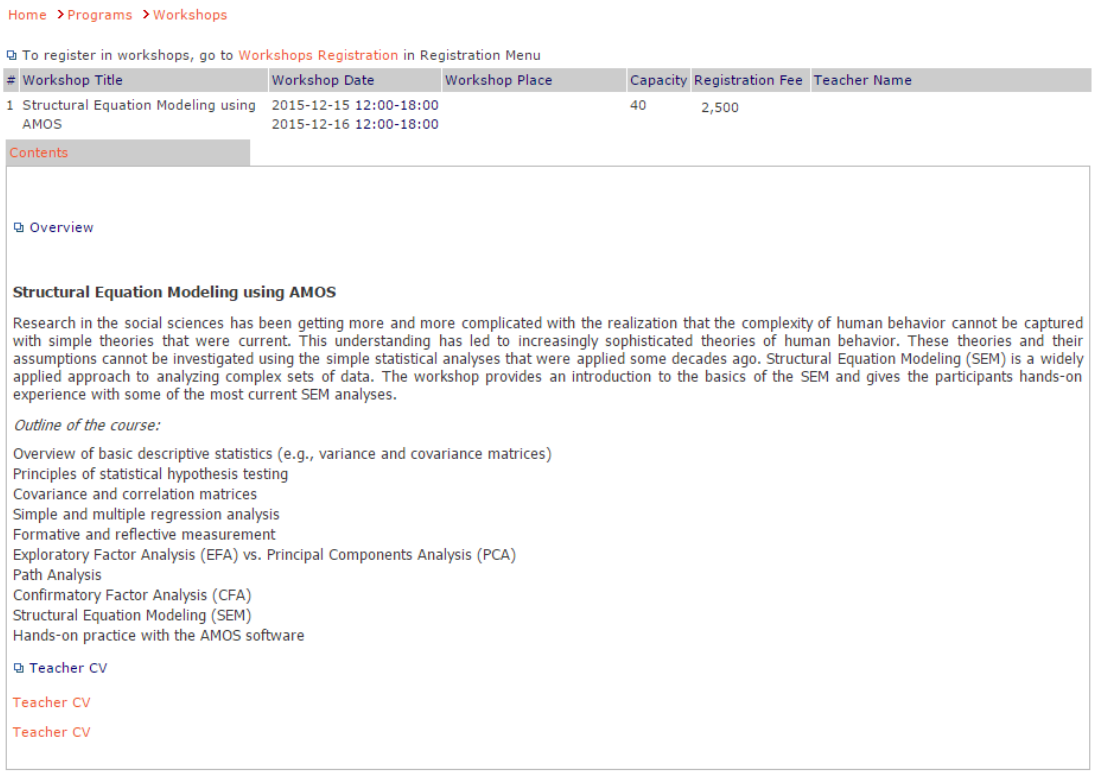
In every conference there are some events at the sideline, such as workshops, exhibition or fair, and scientific contests. iKNiTO cs enables requests for workshops and list of requesters to be entered into the system and be presented to the Executive Manager.



## Workshops Form



## 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

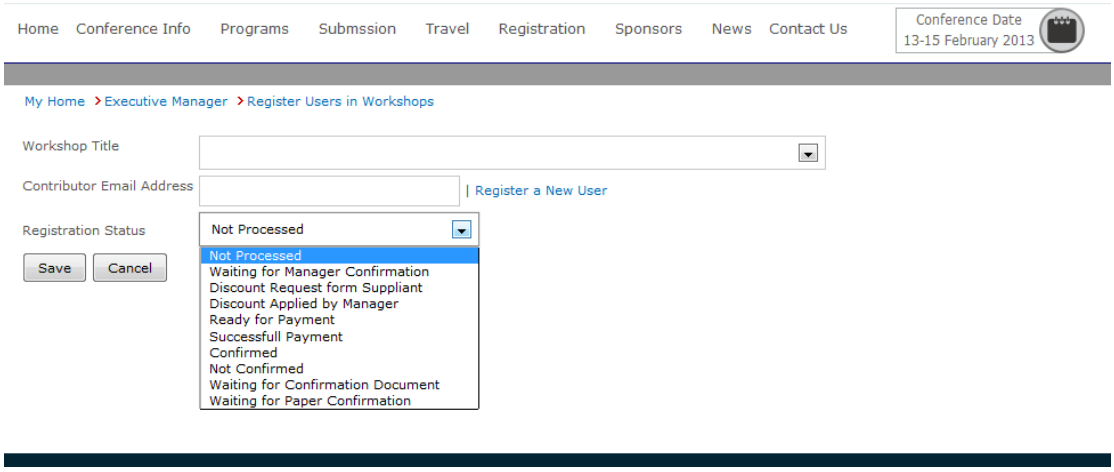
Teacher CV

Teacher CV

Teacher CV

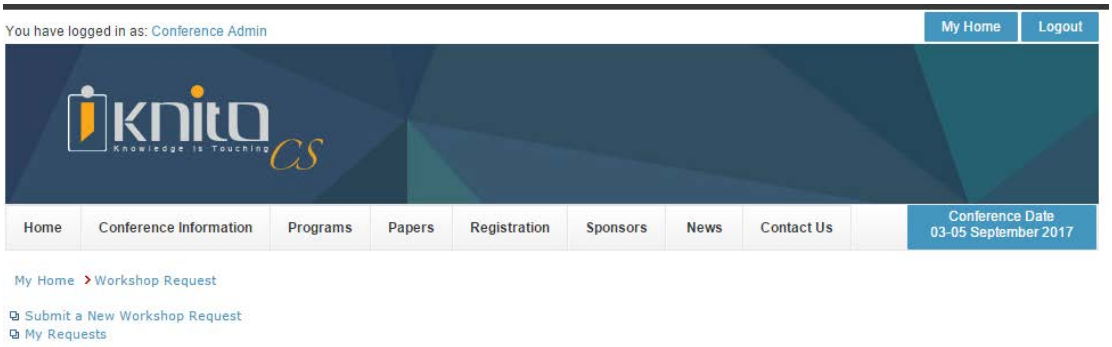
**Registration of Users in Workshops**

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.



**Request to Hold a Workshop**

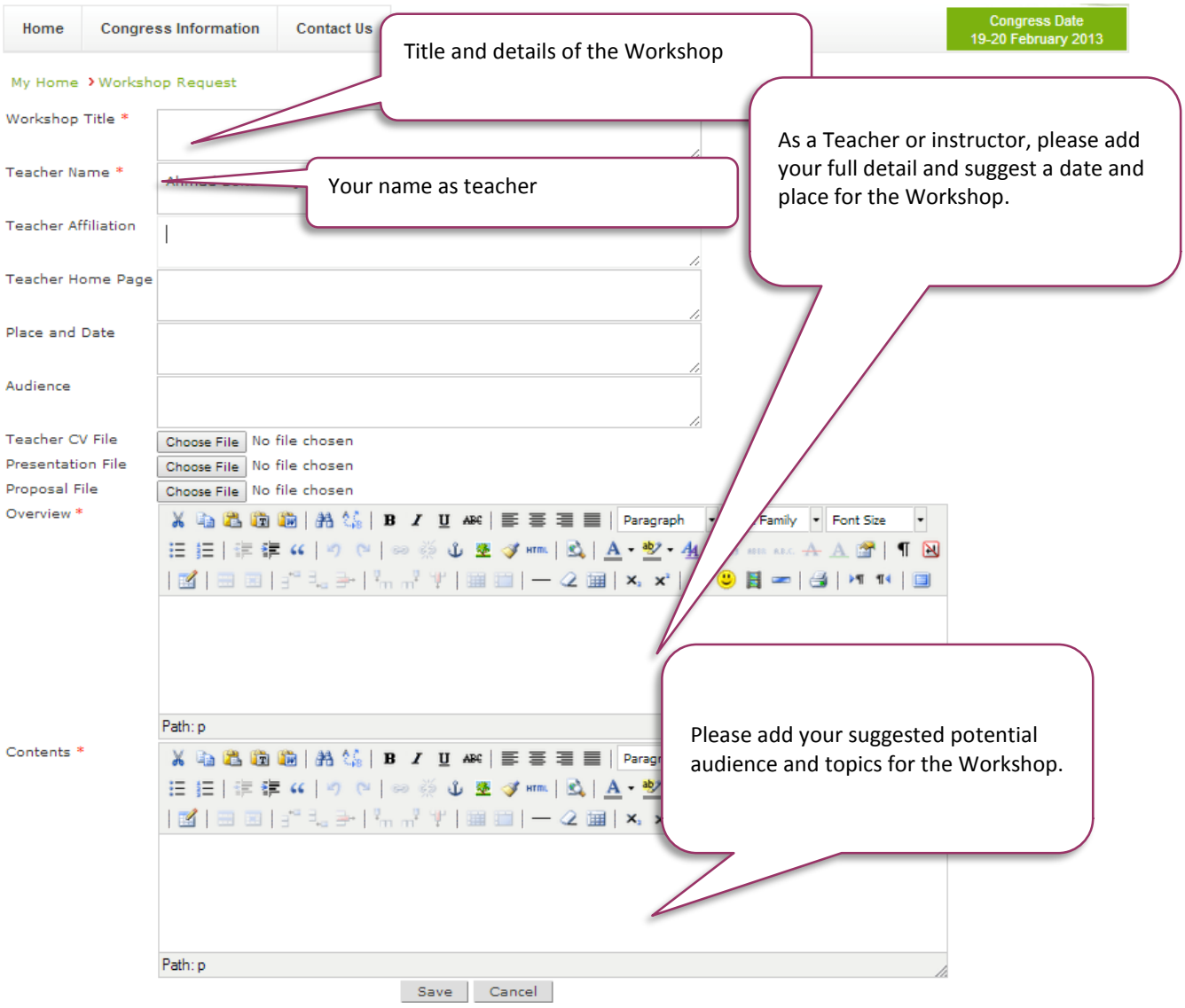
Any user may request a Workshop to be held.  This option will be available in iKNiTO cs only if the Executive Manager has activated it in the menus.




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



**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: Green Communications, Approaches and Requirements

Workshop ID:

Workshop Group:

Workshop Date: 09 September 2014 Workshop Time From To

Registration Fee: 0 Dollars

Capacity: 0

To enroll in this workshop, required to enroll in Conference.

Teacher Name: Veronica Aguirre

Teacher Affiliation:

Teacher Email Address: aguirre@iust.ac.uk.ca

Related Image: Choose File No file chosen

Teacher Home Page:

Workshop Place:

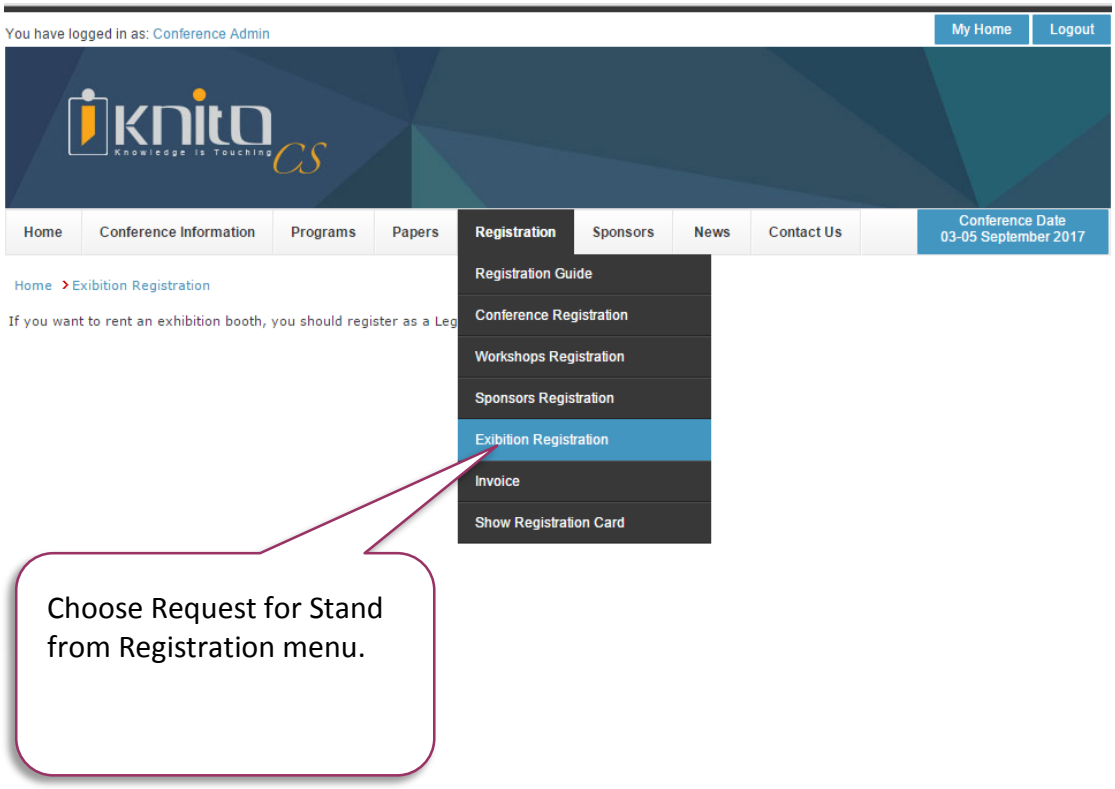
Audience:

## 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.

**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.



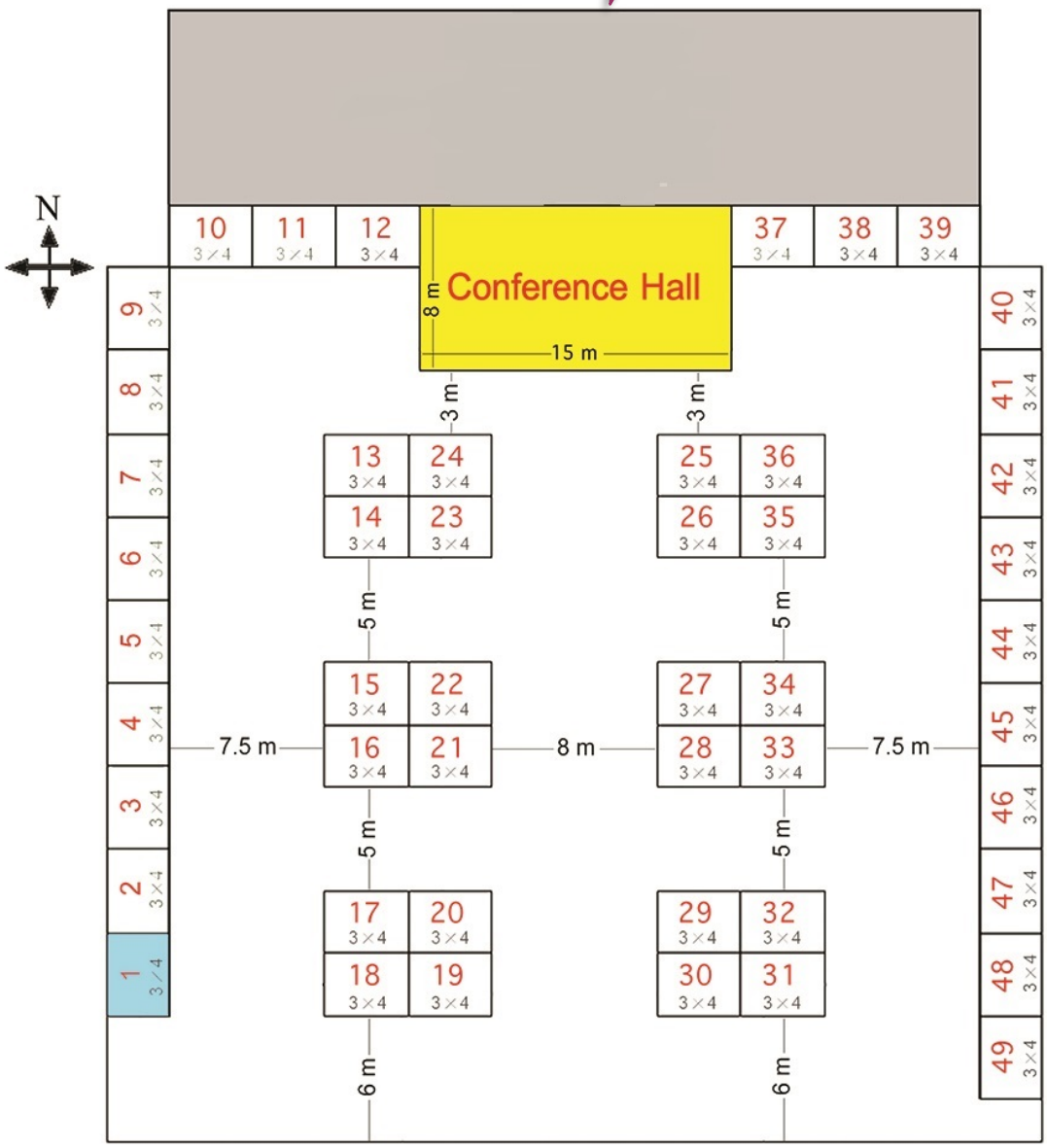
Stands marked in red are already taken.

View floor plan and layout of stands for further details.

Home > Programs > Exhibitions

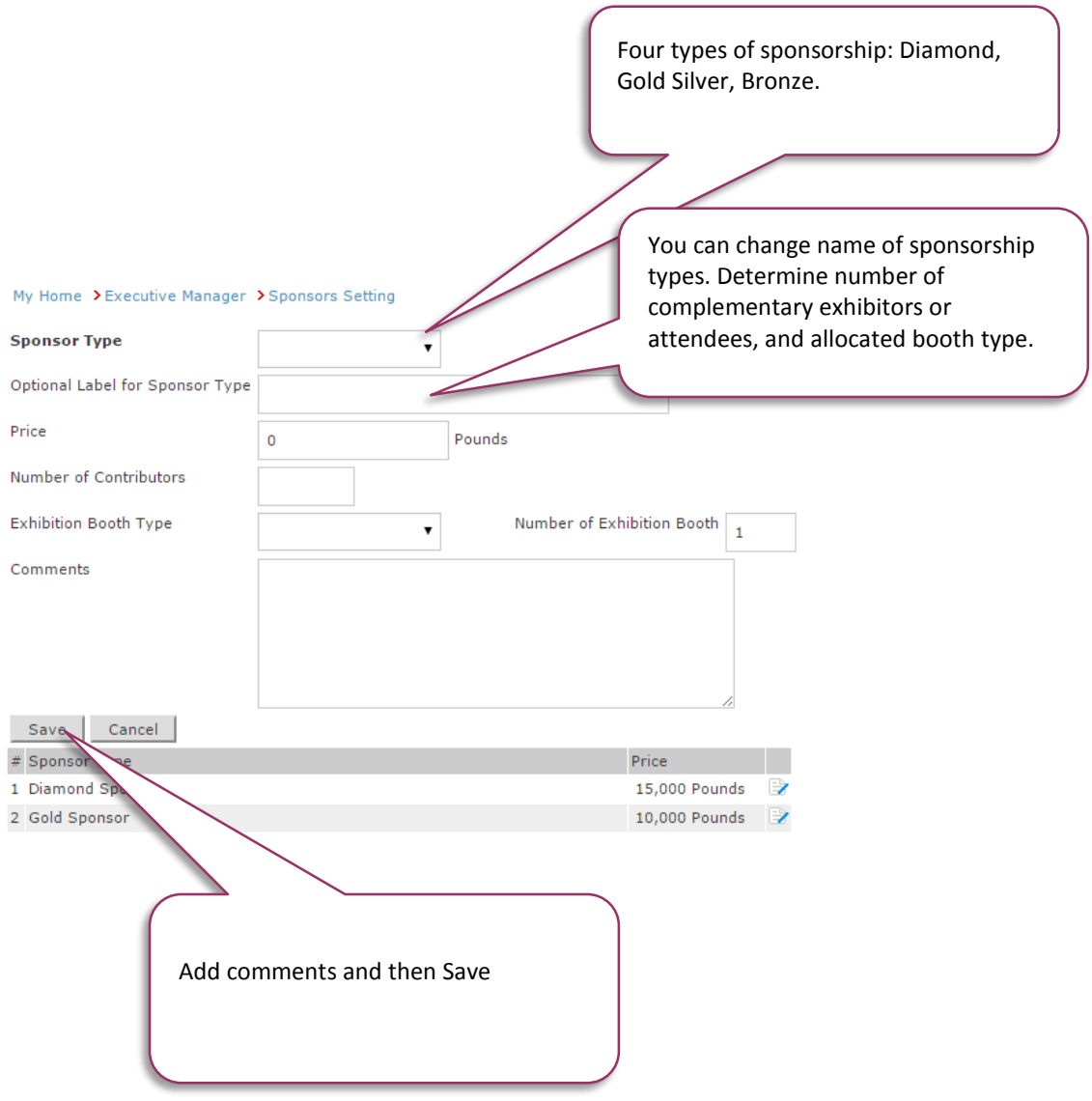
Conference Main Exhibition

| Title | Exhibition Booth Type | Size | Price | | Suppliant Name | Logo |
|---|---|---|---|---|---|---|
| Exhibition Booth 1 | Grade A | 12 | 1,000 Pounds | Map | NotionWave Inc. | |



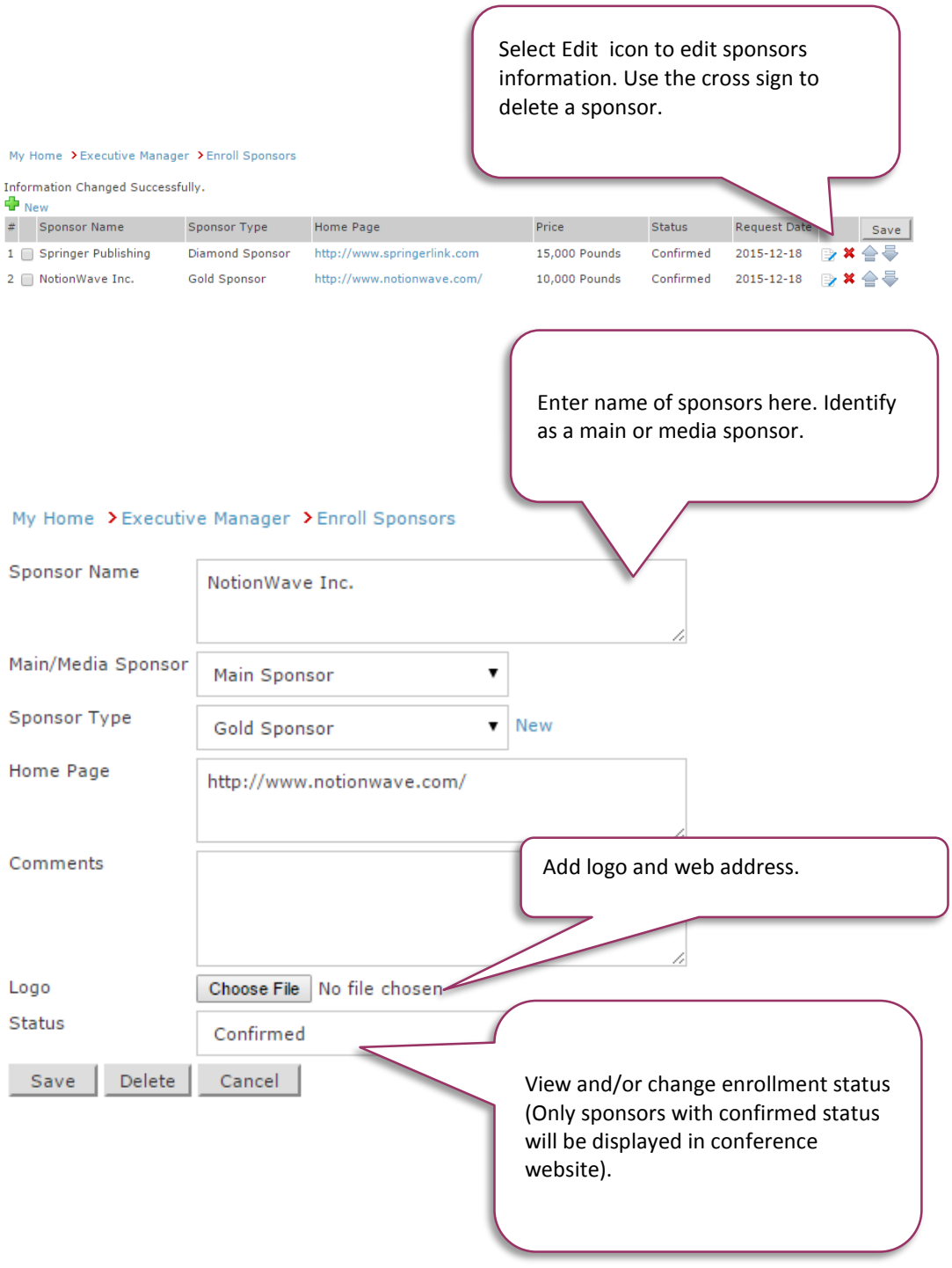
## Sponsors Enrollment Management

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.

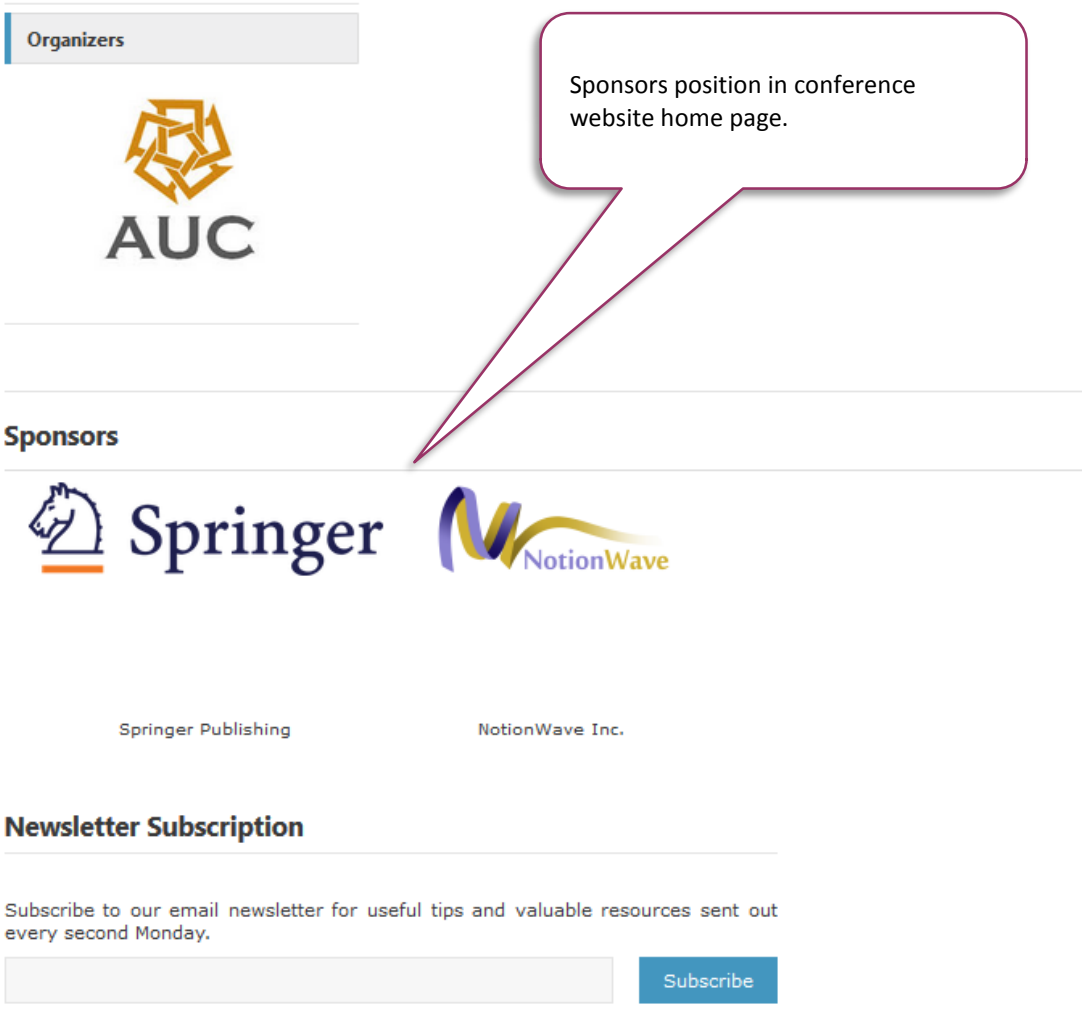


**Enroll Sponsors**

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.

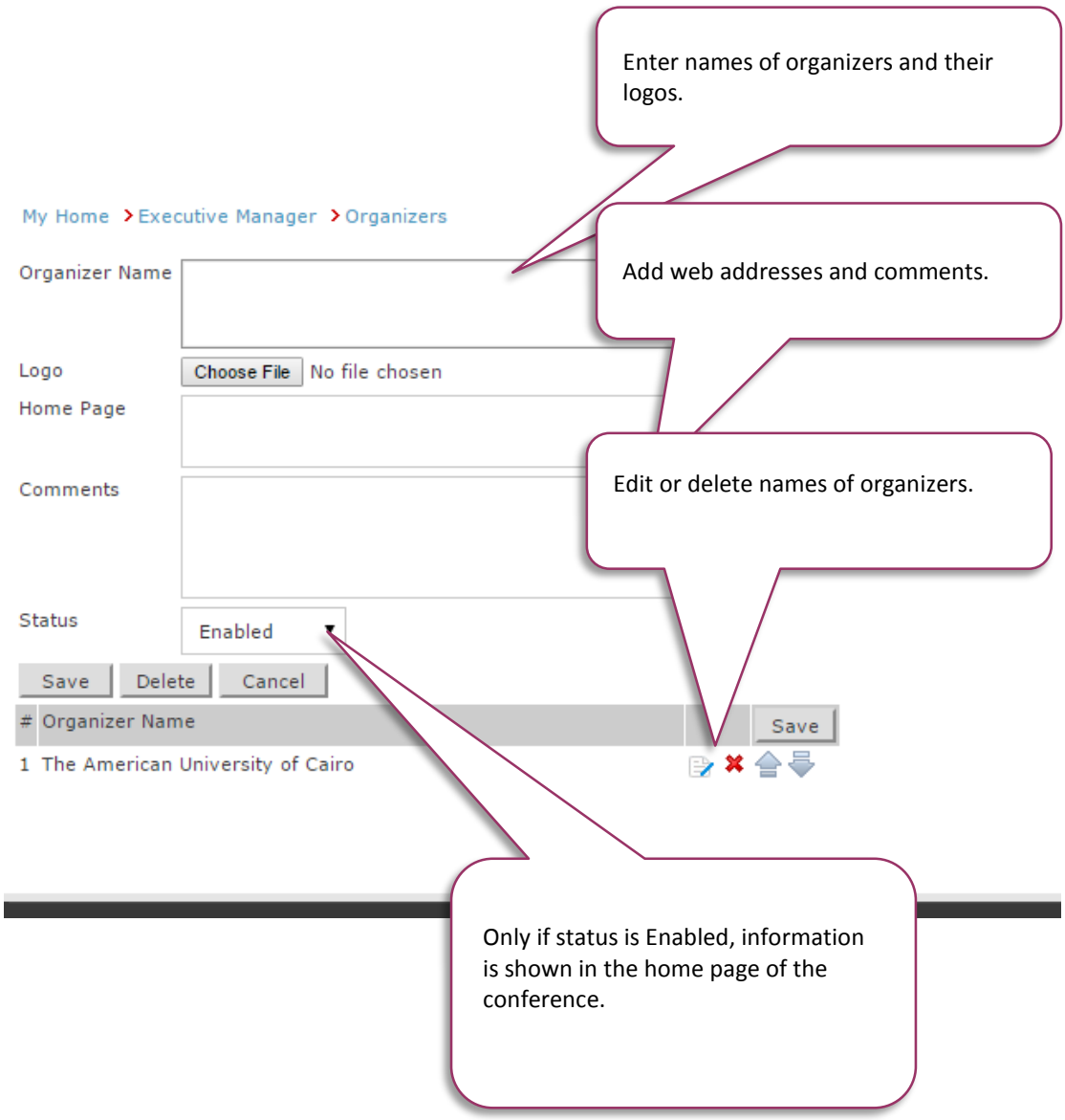



Sponsors logos are displayed in the website of the conference.


Organizers
AUC
Sponsors position in conference website home page.
Sponsors
Springer
NotionWave
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.



## Define Contest Title

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

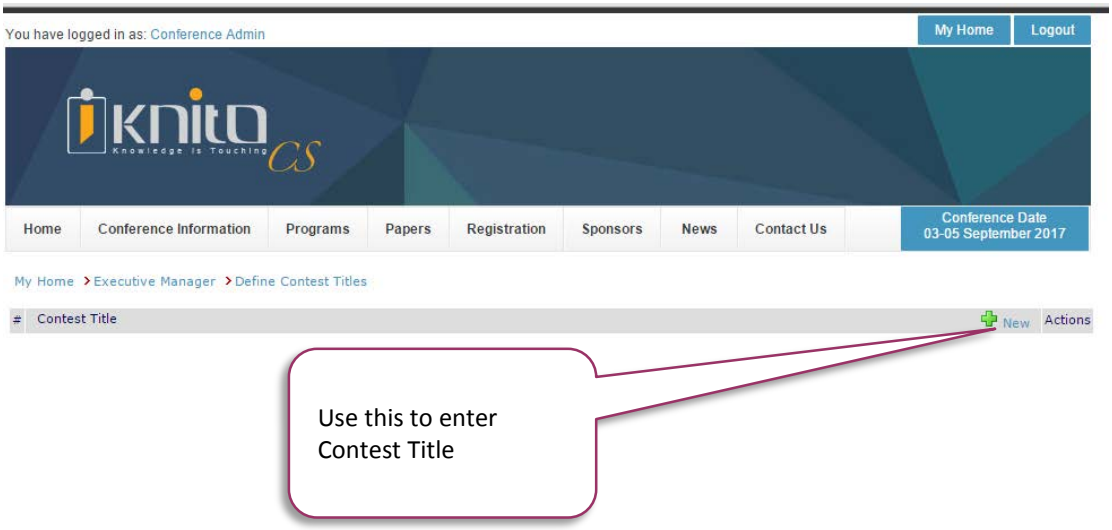
Executive Manager defines the Contest Title, and delegates various authorities to related staffs.

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.

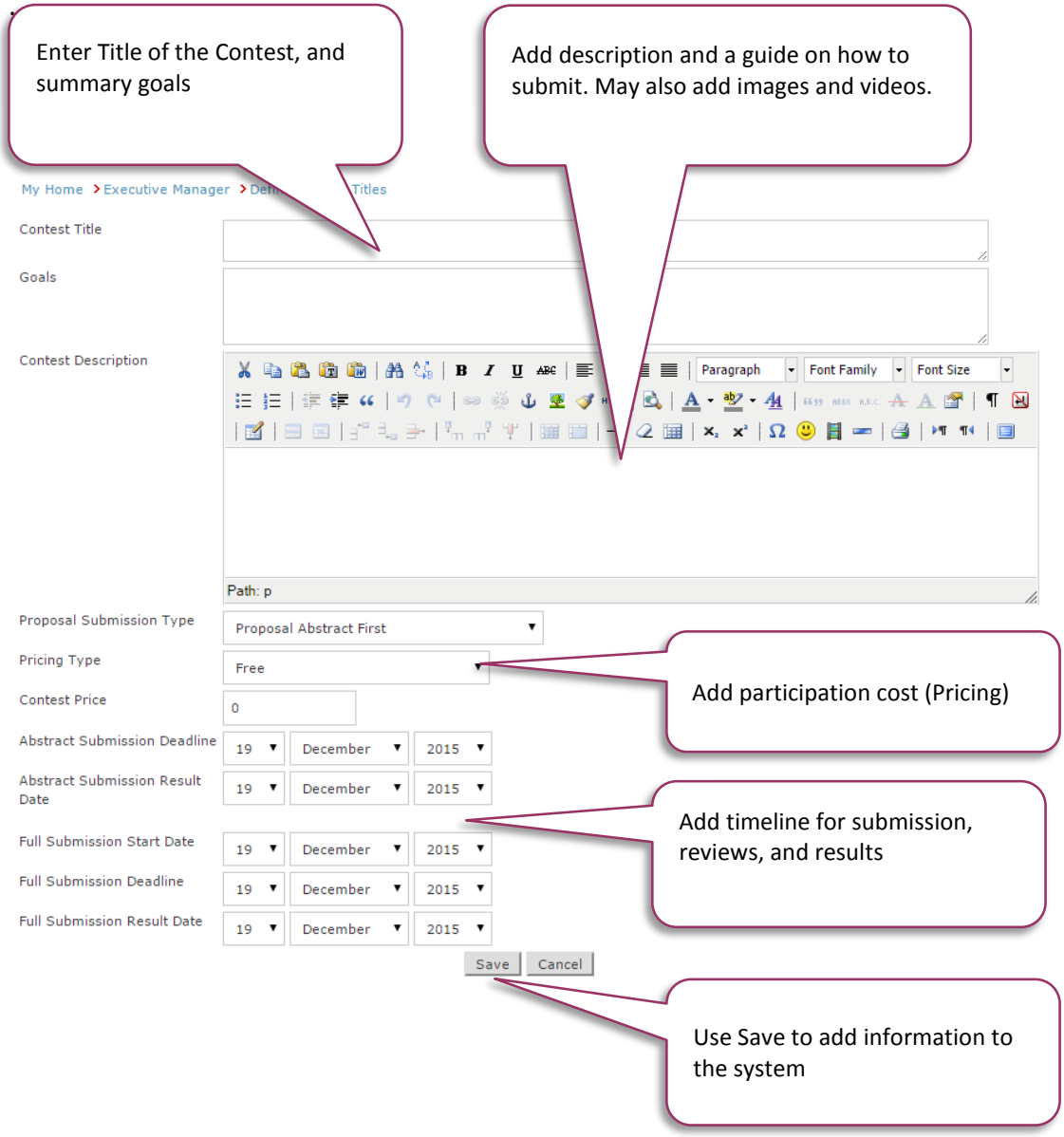
Once the Executive Manager has entered details of a Contest, a form as shown in the next page will be displayed.




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

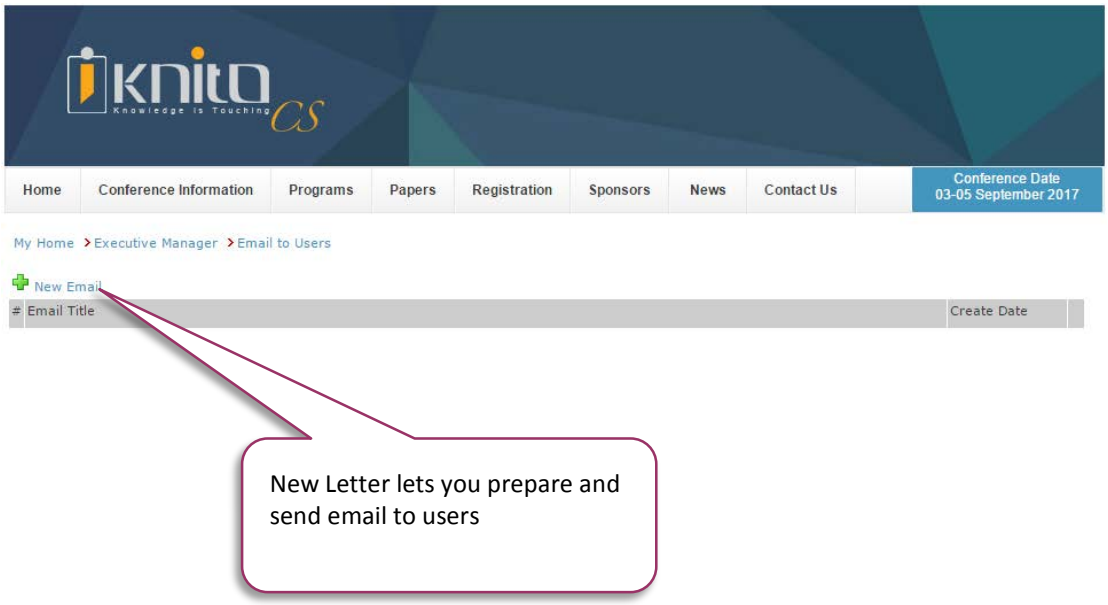
It is possible to ask contestants to first submit an abstract or summary and only submit the main design or answer if reviewers agree. It is also possible to charge contestants for expenses.

## Contest Information Form

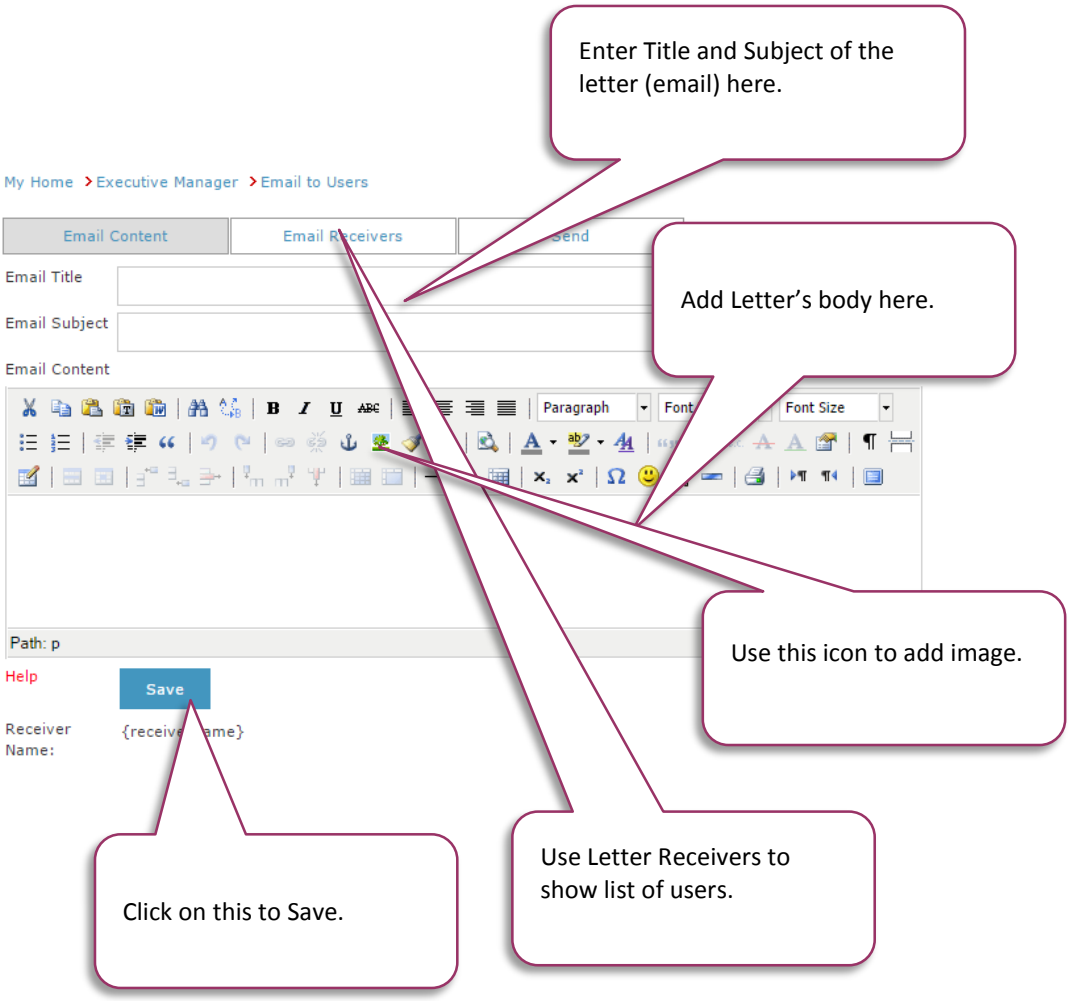


## Send Email to Users

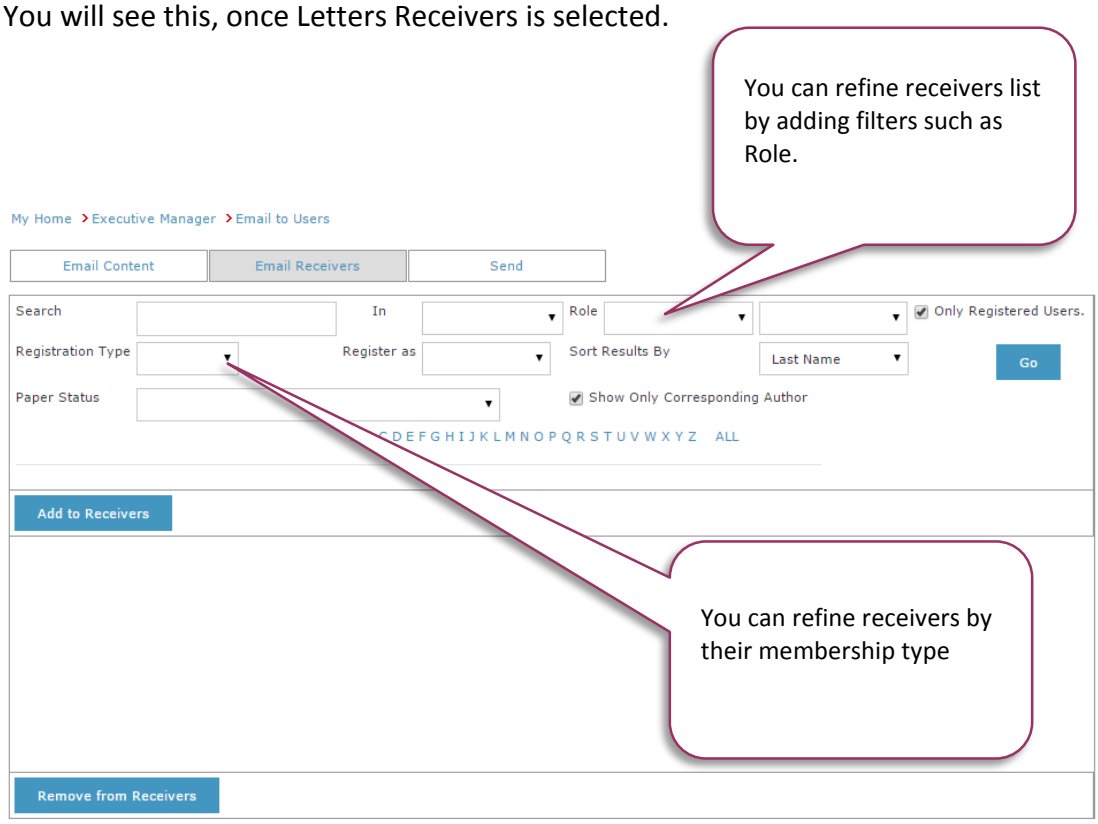
A very useful feature of iKNiTO cs is that of sending emails to its users. Use Email to Users from the main menu and then select New Letter to create and send email to selected users.



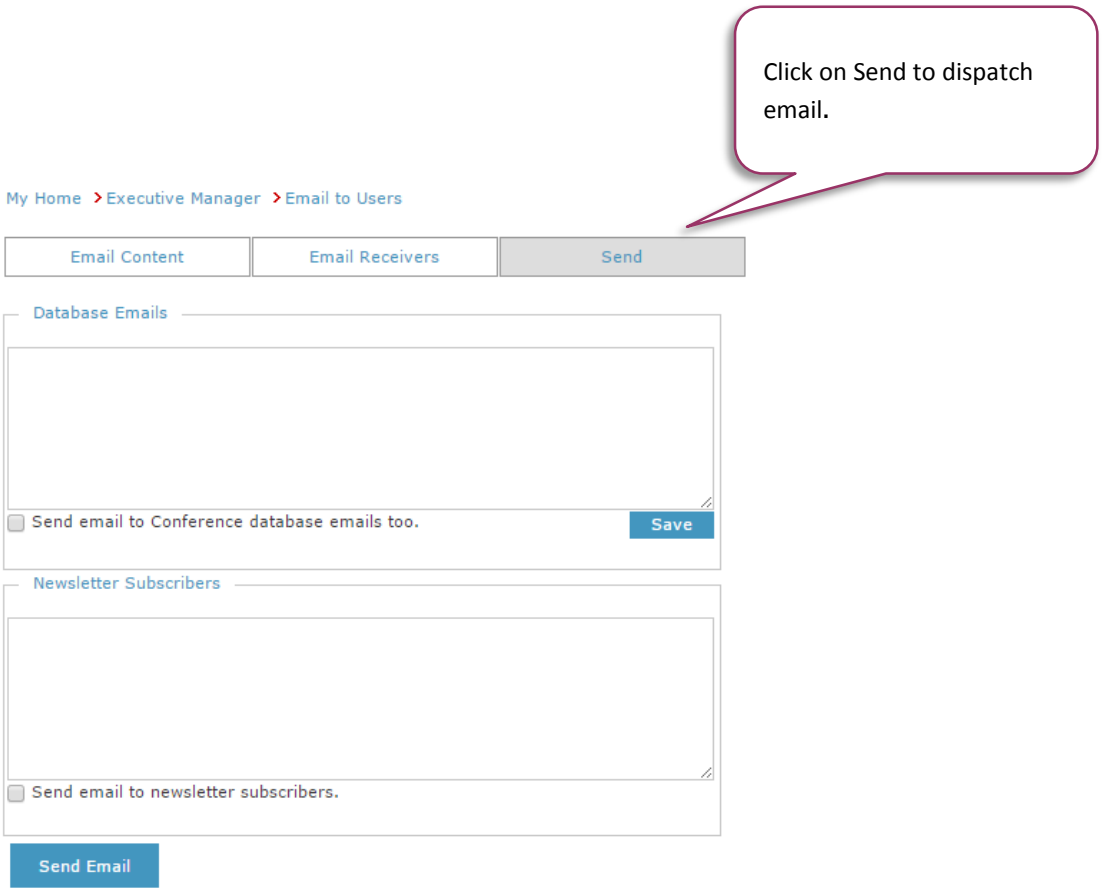
## Email Form


Enter Title and Subject of the letter (email) here.
My Home
Executive Manager
Email to Users
Email Content
Email Receivers
Send
Email Title
Email Subject
Email Content
Add Letter's body here.
Paragraph
Font
Font Size
Path: p
Use this icon to add image.
Help
Save
Receiver Name:
Click on this to Save.
Use Letter Receivers to show list of users.

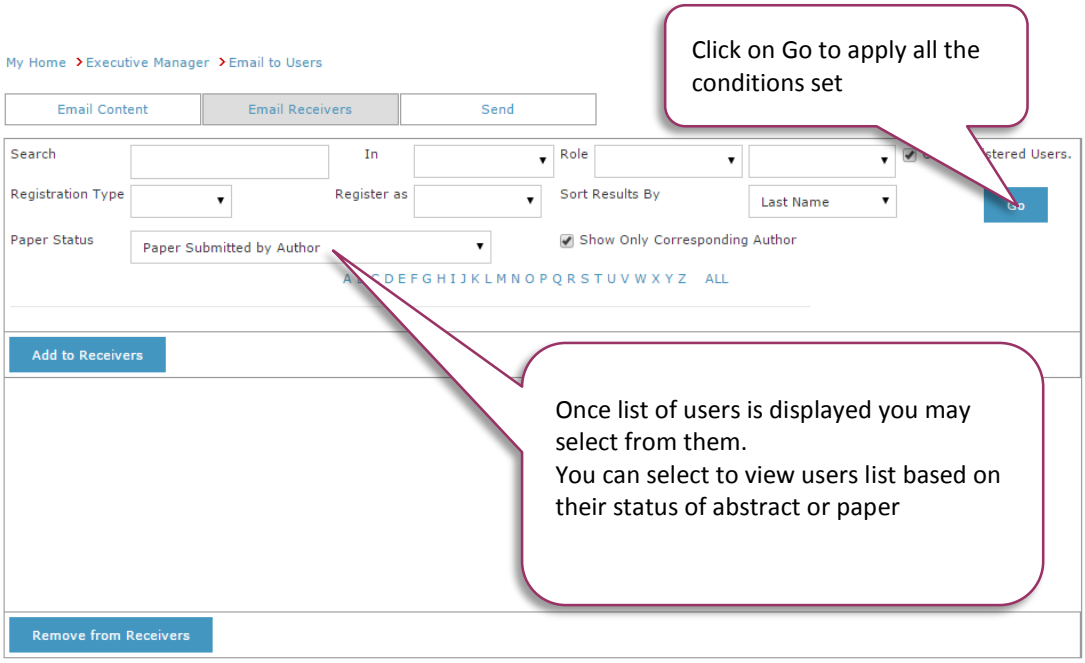
You will see this, once Letters Receivers is selected.



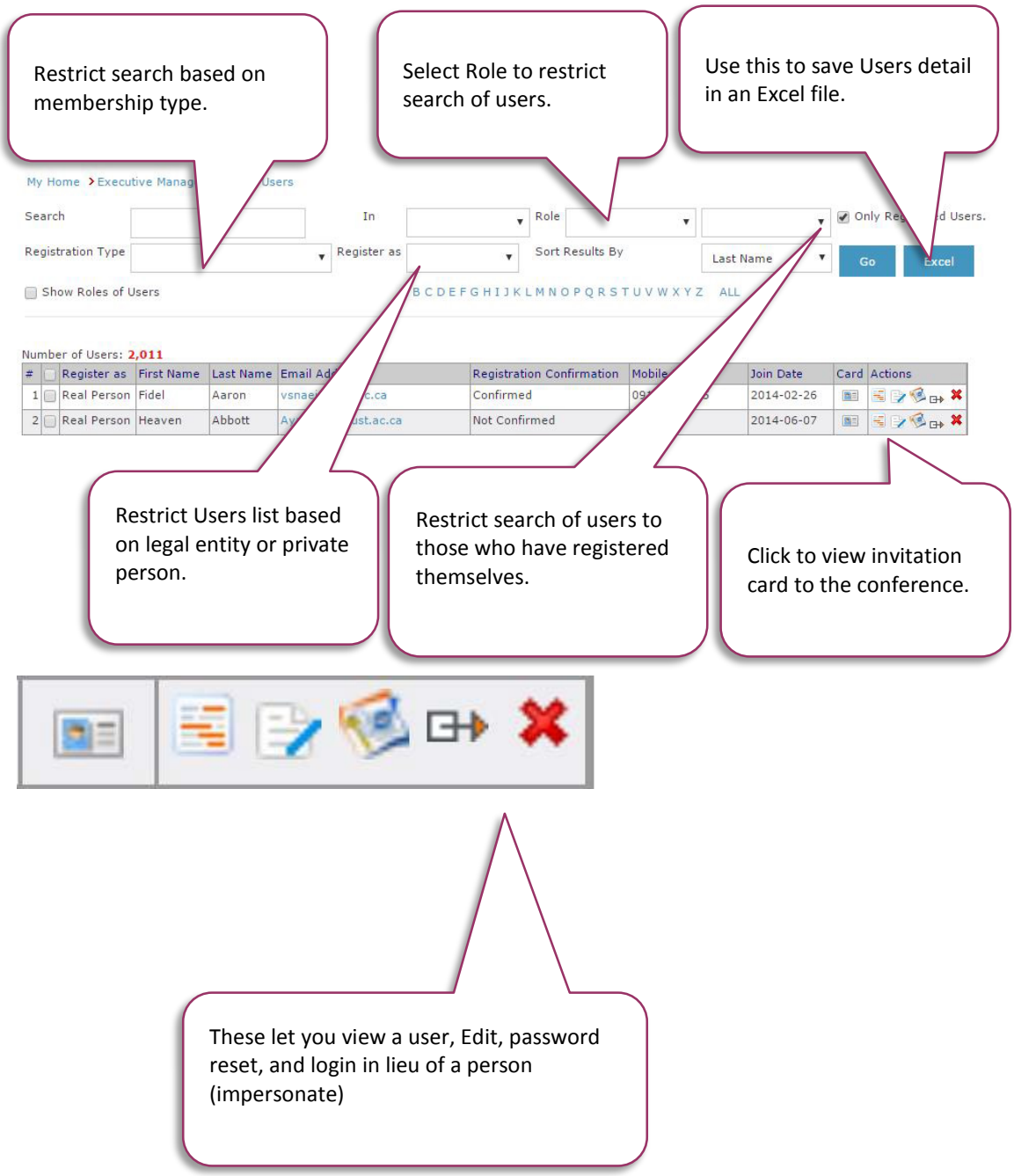
## Email Form (Continued)



## Search Based on Paper Stat



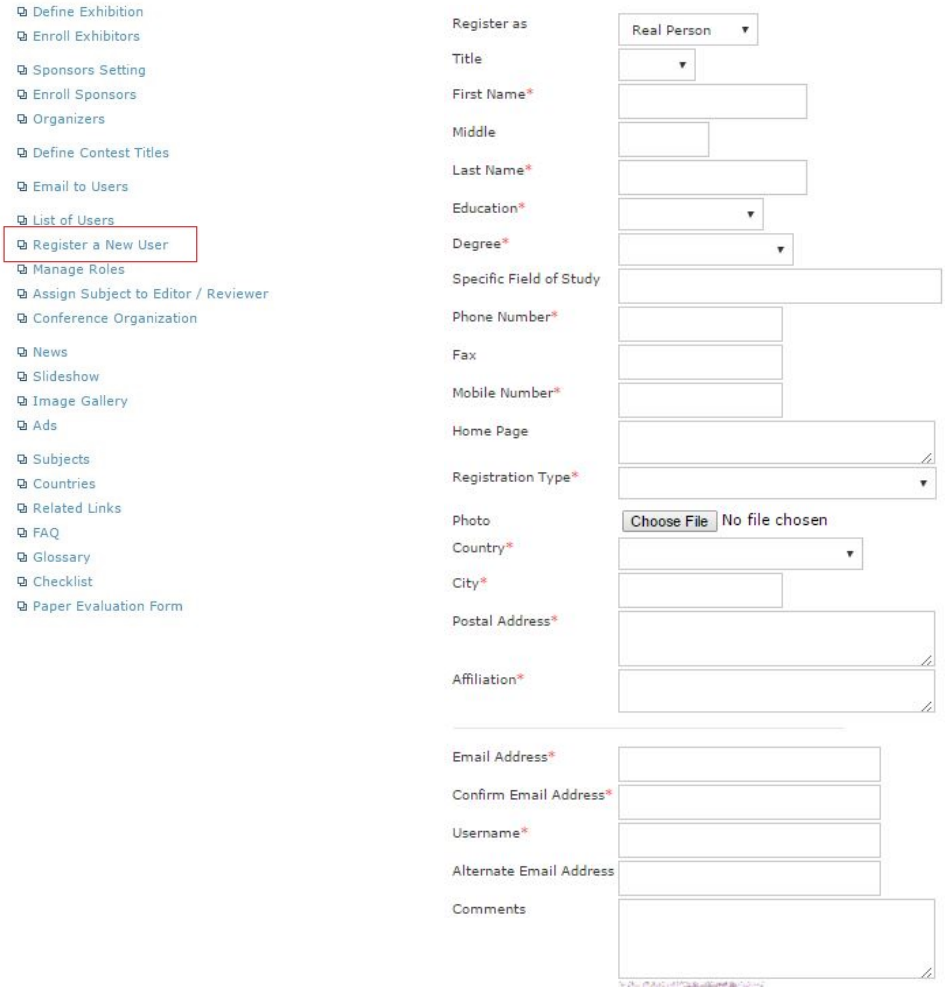
## Users List Form



## Register a New User

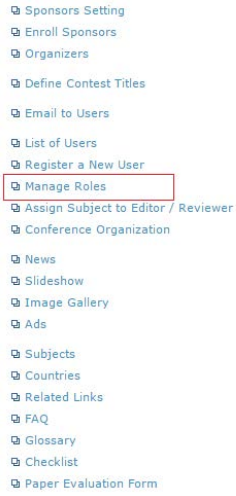
In some cases, it is essential that the Executive Manager register a new user directly.

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.



## 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:

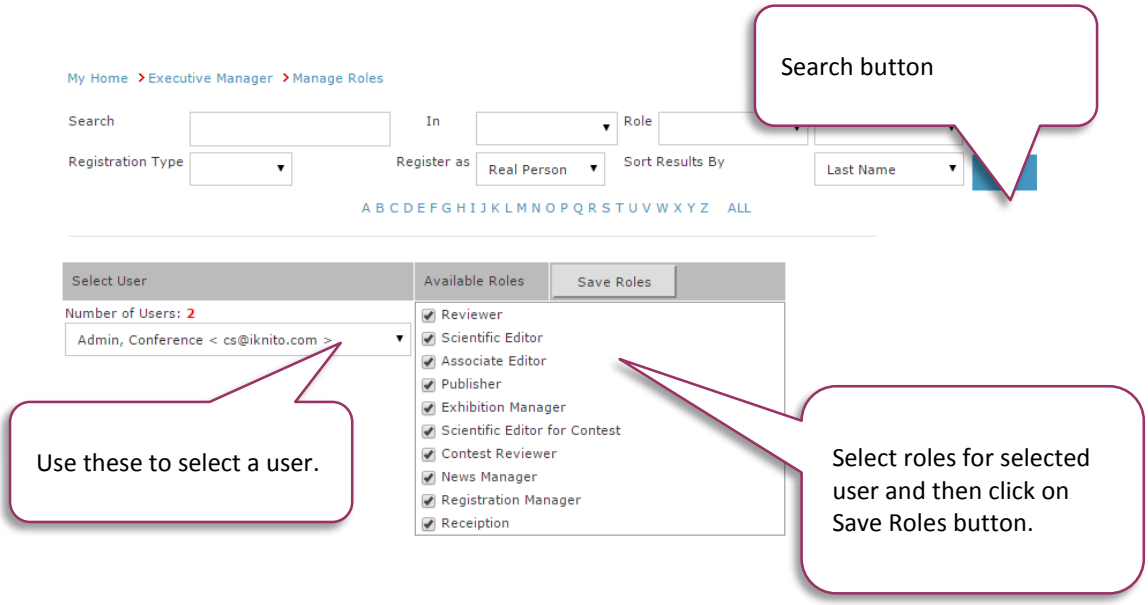
- Reviewer
- Scientific Editor
- Publisher
- Contest Reviewer
- Scientific Editor for Contest
- Exhibition Manager
- News Manager
- Registration Manager
- Executive Manager
- Reception

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

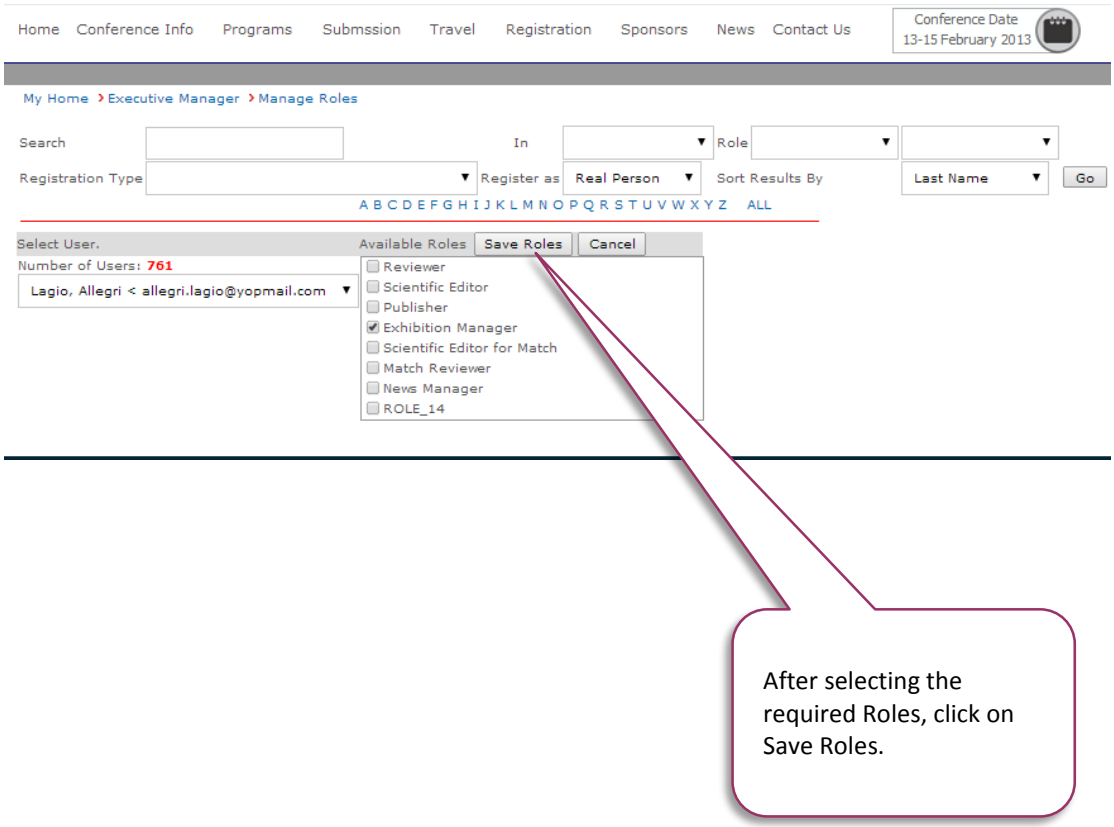
There is only one Executive Manager, but a user may have multiple roles and therefore there might be several users for each role.

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




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



**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.

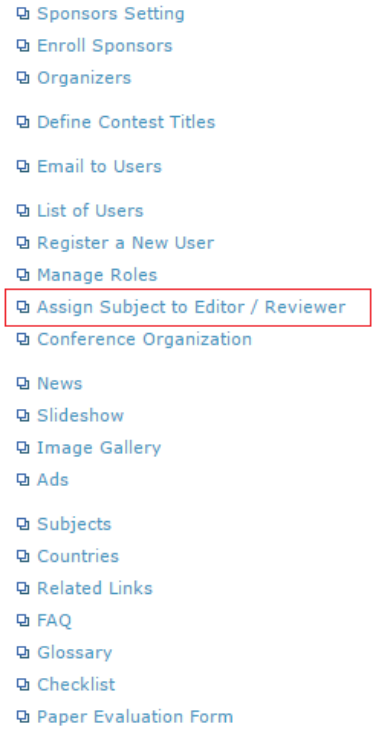
By defining specialty of each Reviewer and assigning subjects to him or her, it is possible to simplify matching of a paper in a particular subject area with a Reviewer.

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.



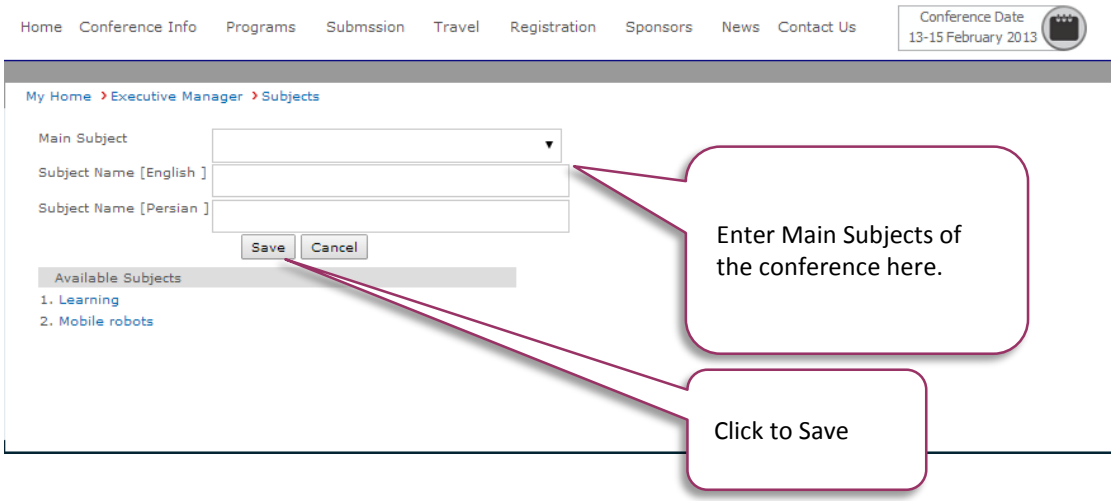

When submitting an abstract or a paper, the Author may view list of subjects and select one or more.

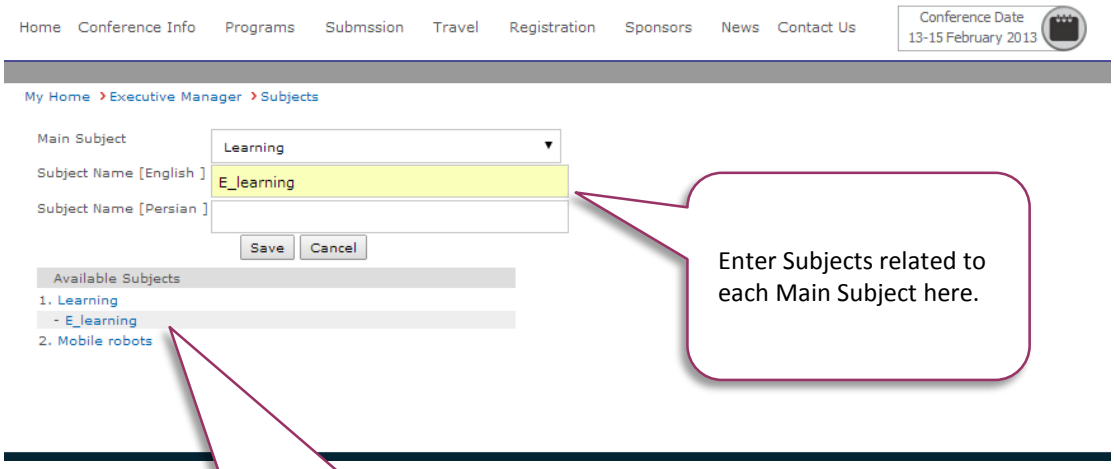
It is possible to delete main subjects and subjects or add new ones.

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.

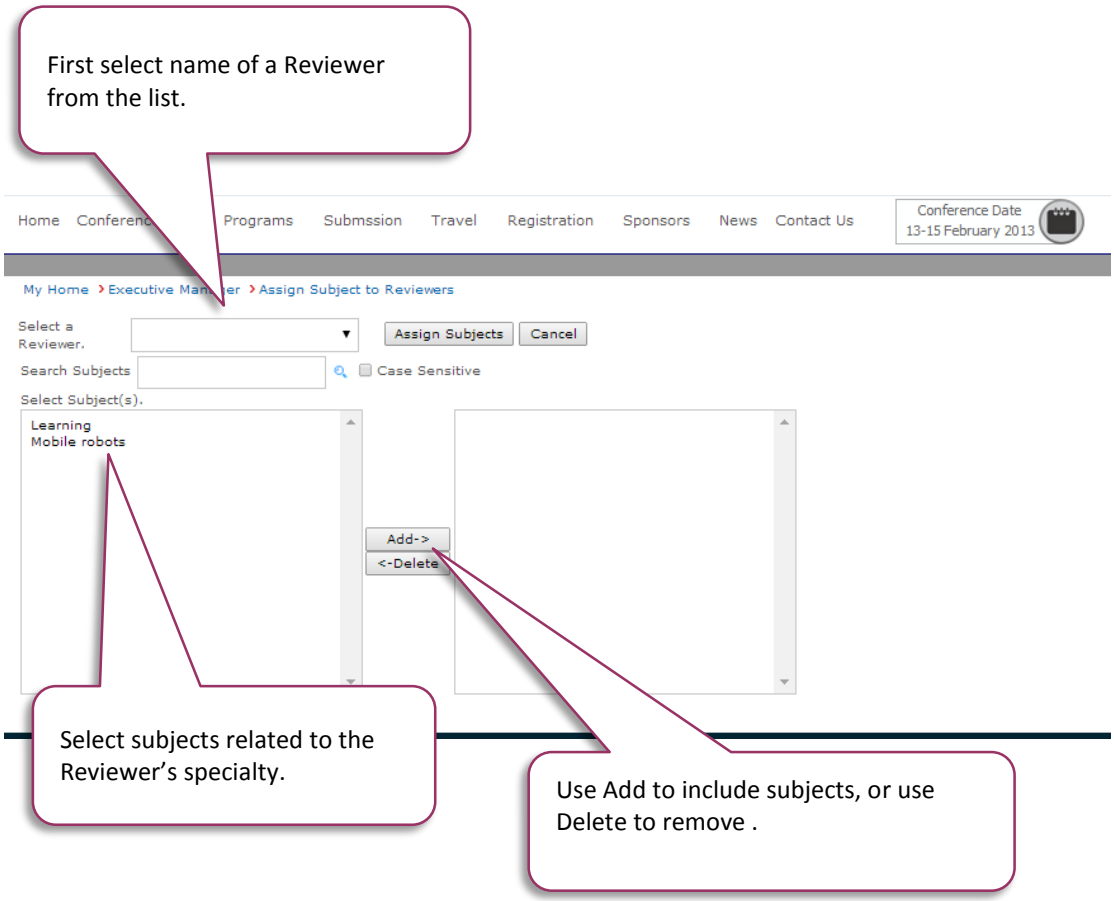
## Subjects Entry Form




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

## Subject Assignment Form



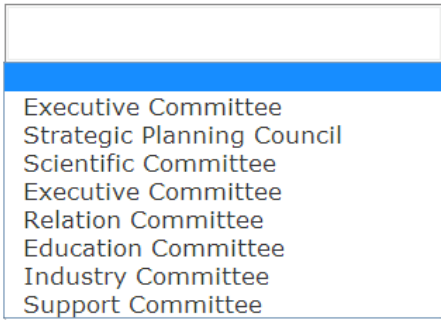
## Conference Organization

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.

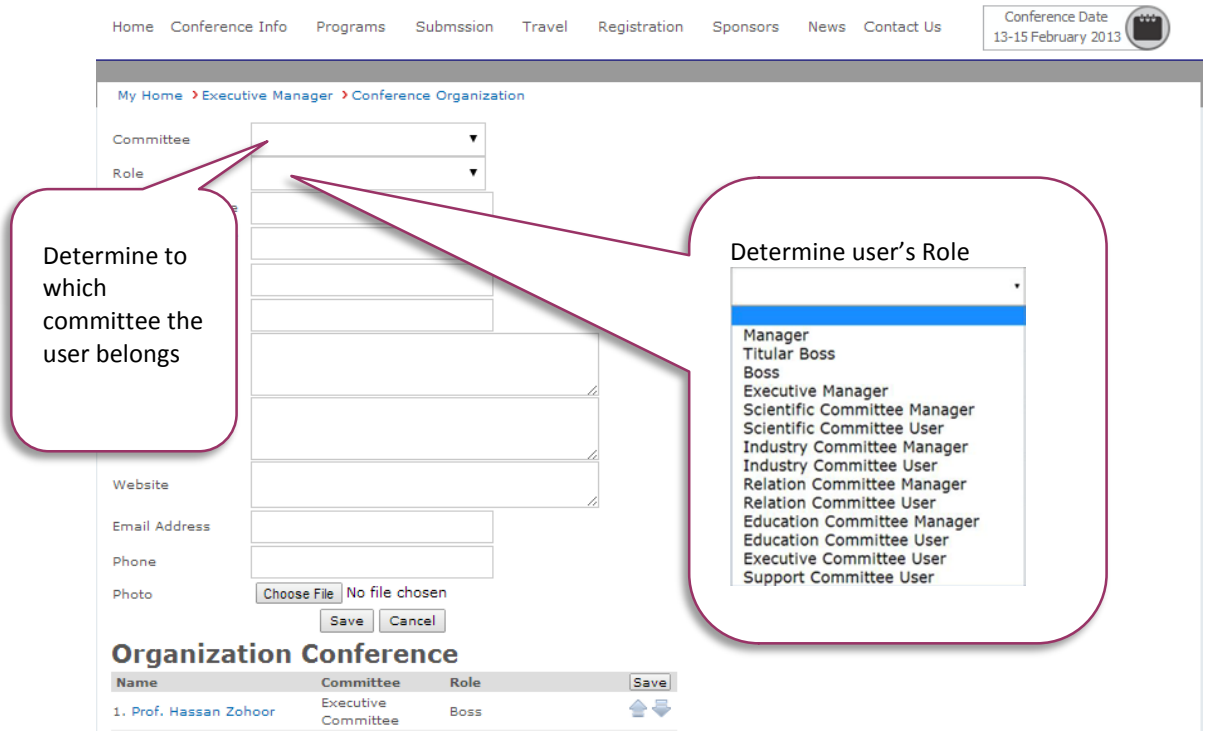
Add all major people involved in the running of the conference here, and based on their importance for public to view.

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



**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.

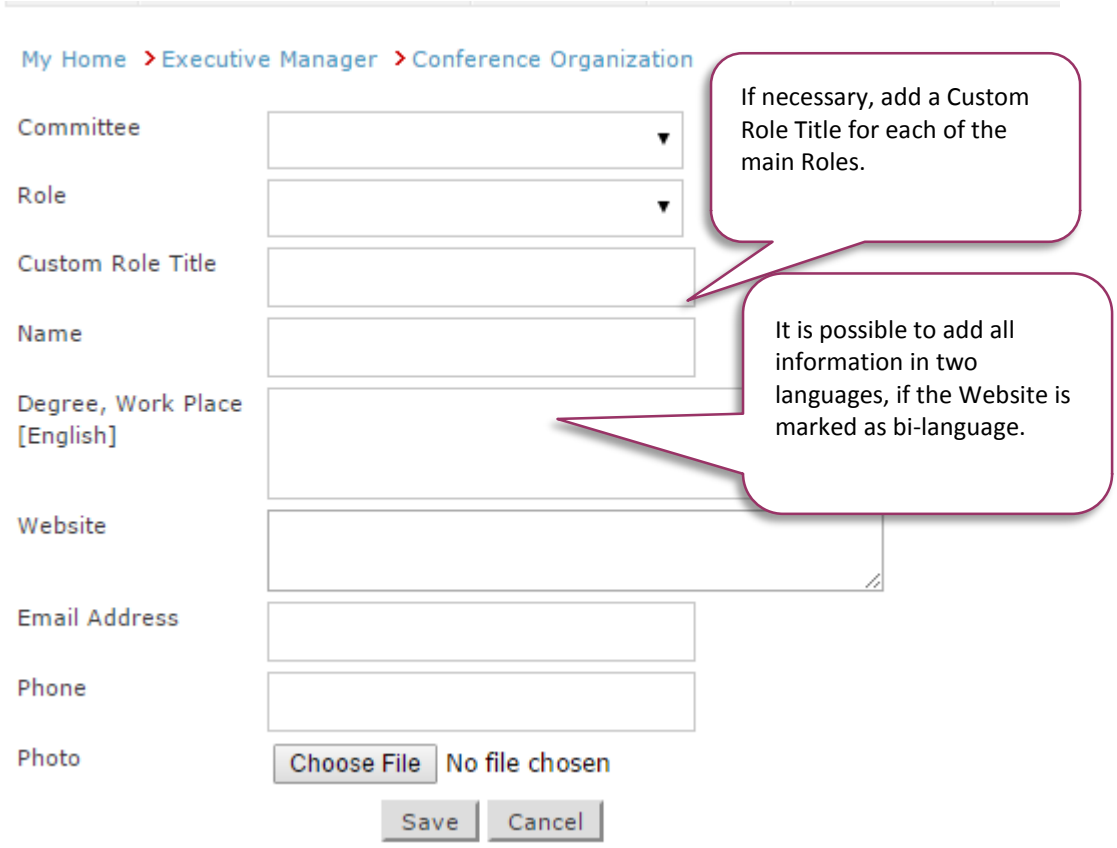



Determine to which committee the user belongs

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.



## 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.

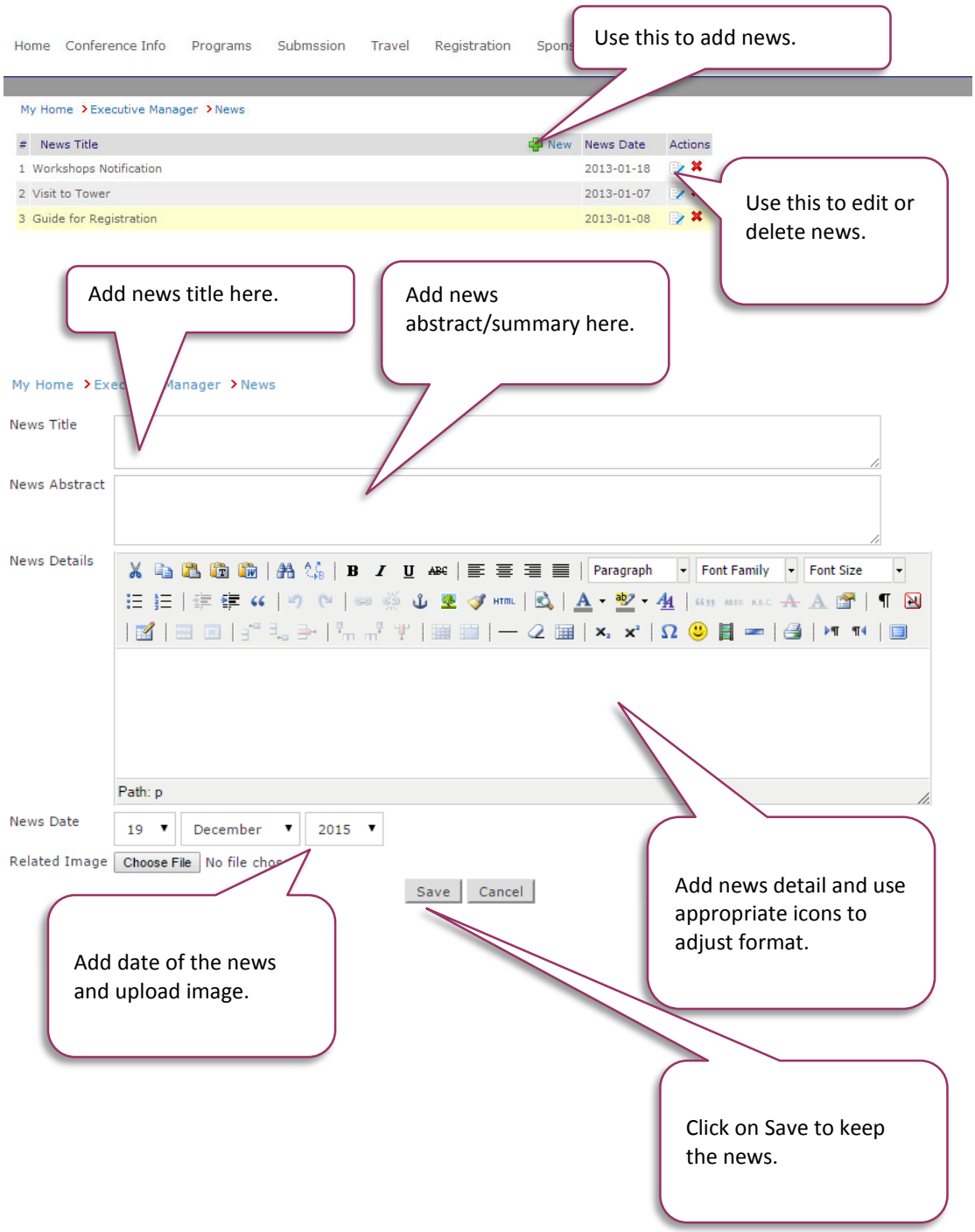
Sorting and order of news displays are done by the News manager and based on their priority and importance and date as well as quality of pictures.

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

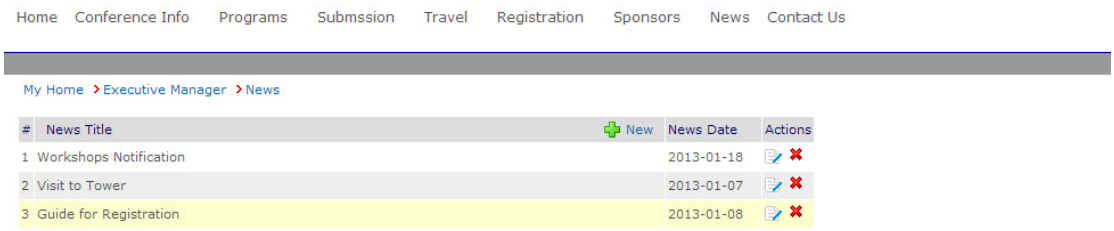
We suggest that news is entered and sorted with the time and date of the conference in mind and their importance.

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

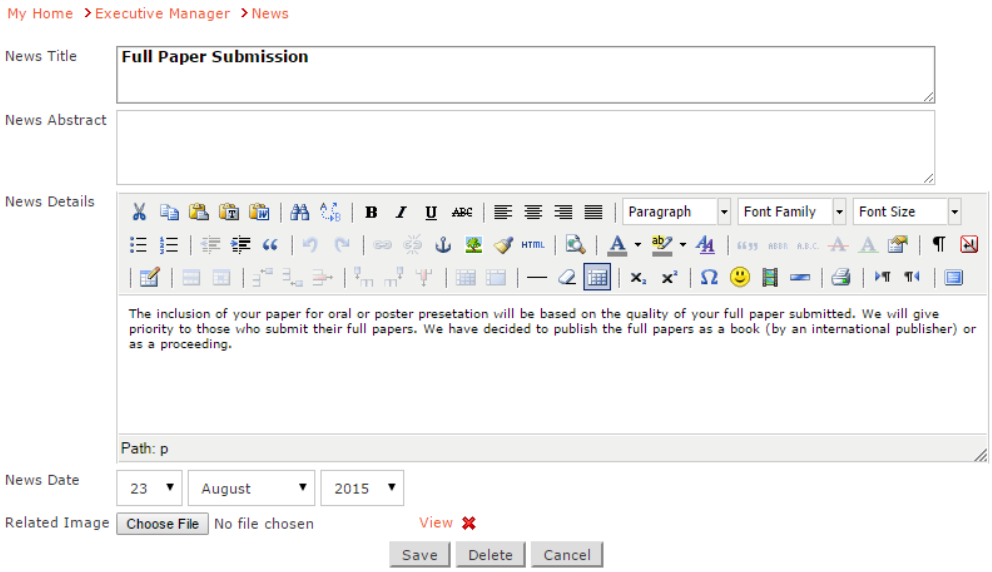
## News and Announcements Entry Forms



## Sample News & Announcements Page




## Sample News & Announcements Page



## Slideshow Images

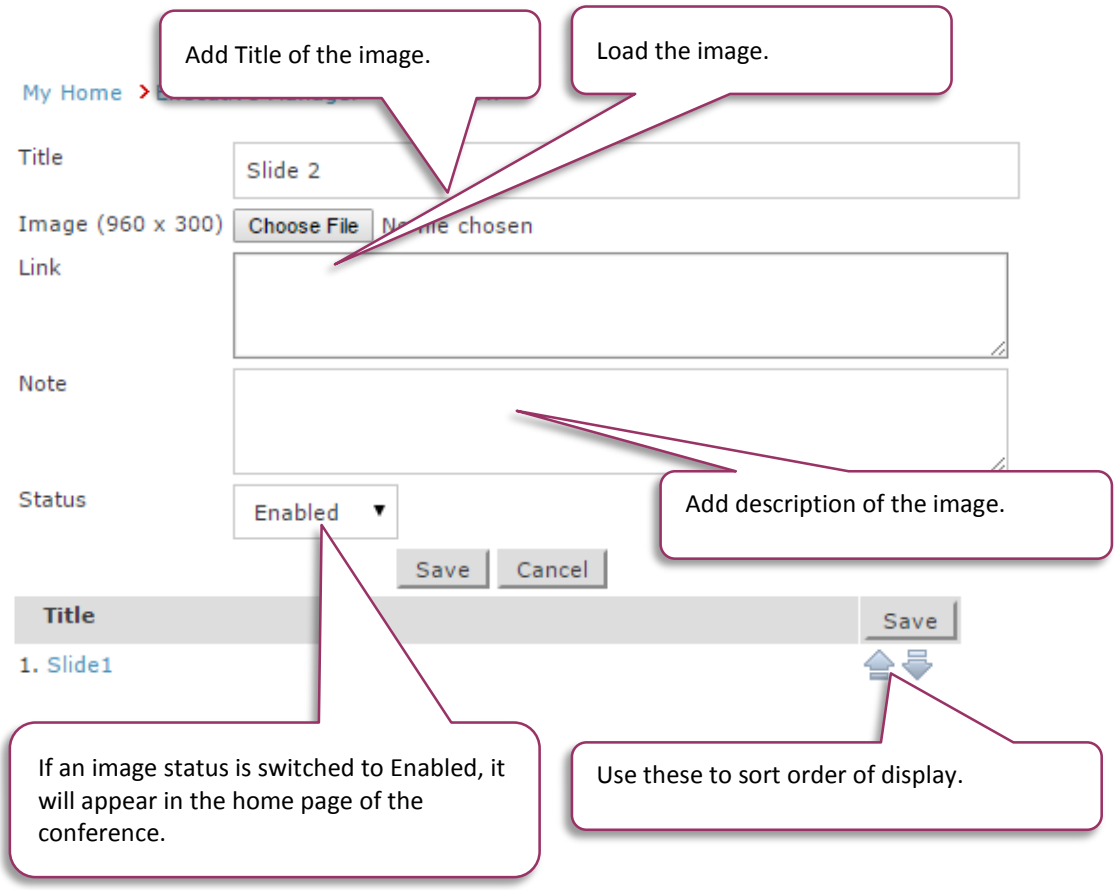
iKNiTO cs lets you add pictures and images to the website of a conference in order to make it more attractive and dynamic.

- 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.

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

**Slideshow Images Entry Form**



## Sample Images of Home Page

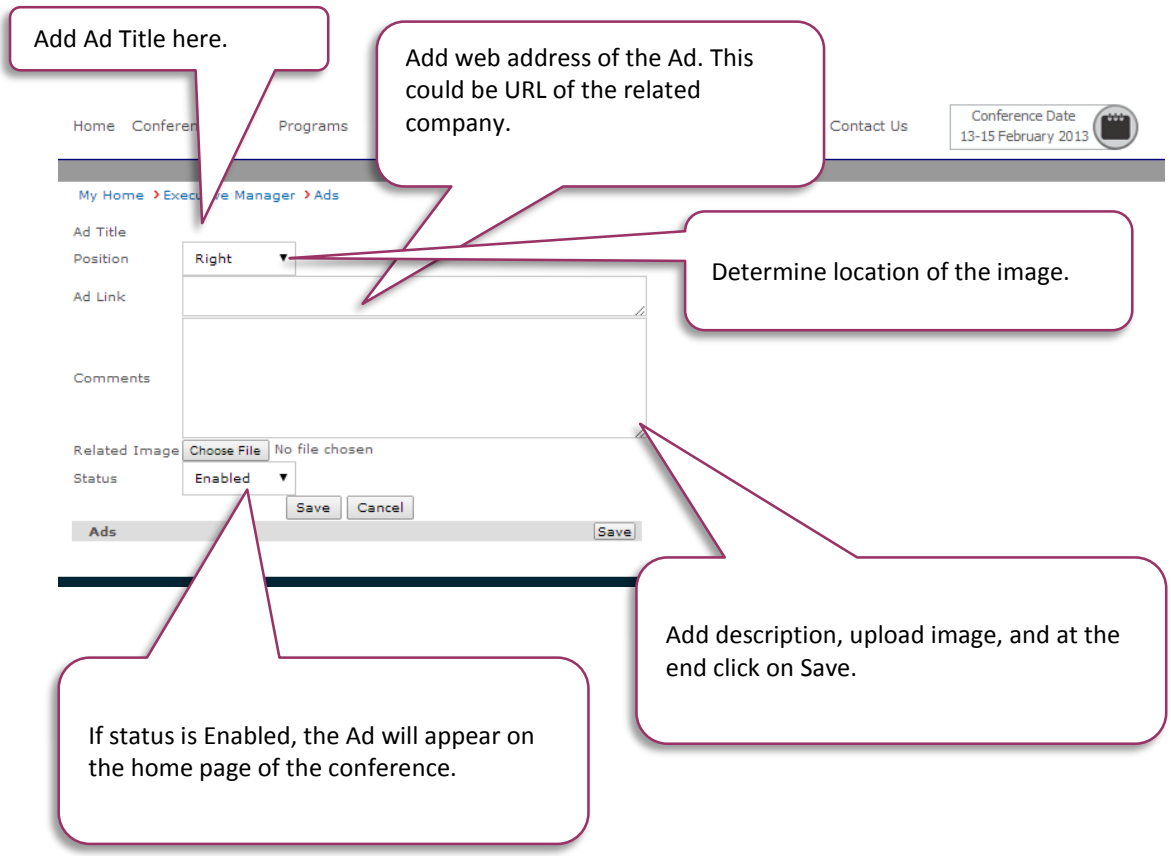
## Advertisements

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.

**Advertisements Entry Form**



## 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).

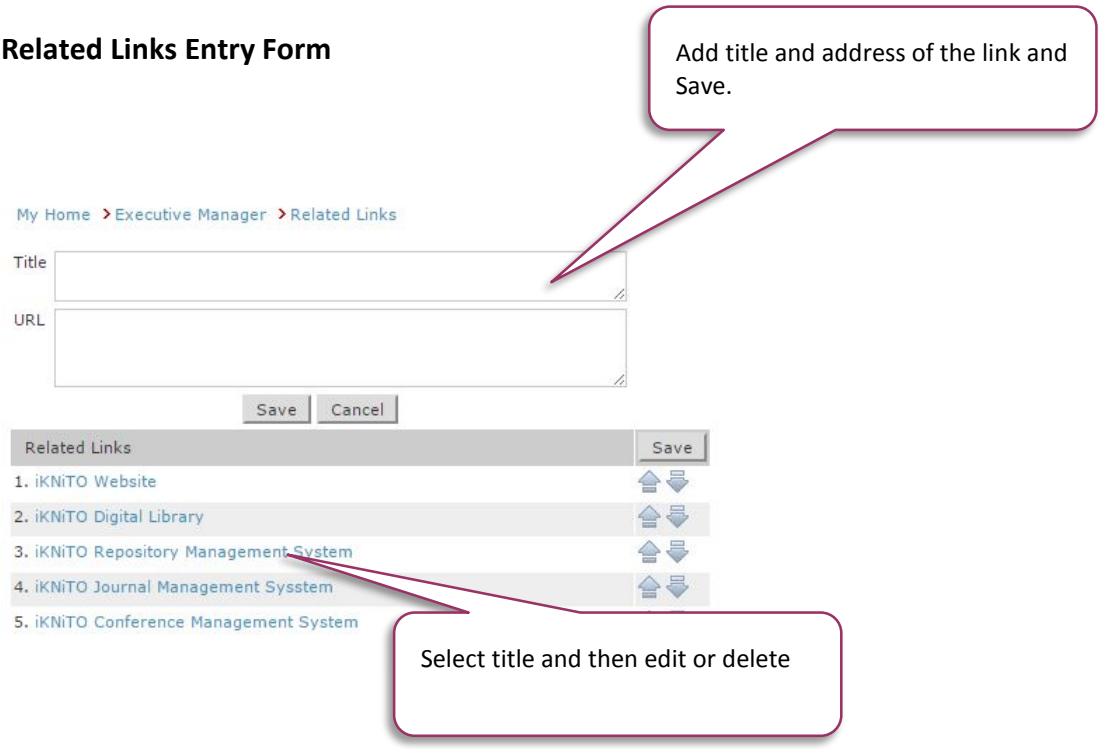
Use Related Links from the menu to add useful links. Make sure they are entered correctly.

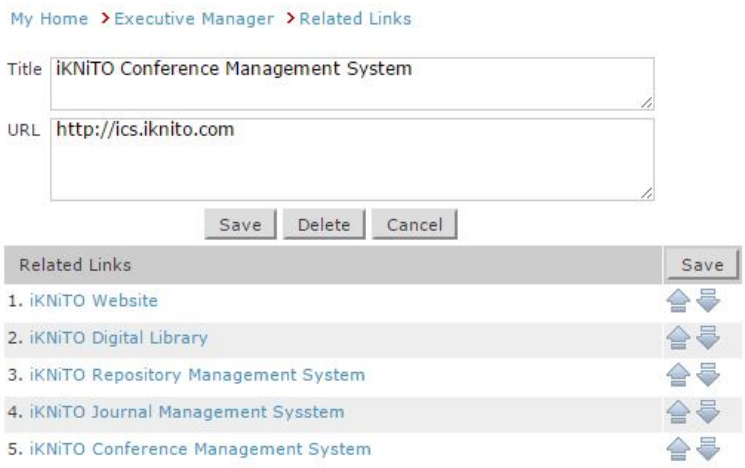
Add useful questions and their answers to help users and visitors of the website.

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

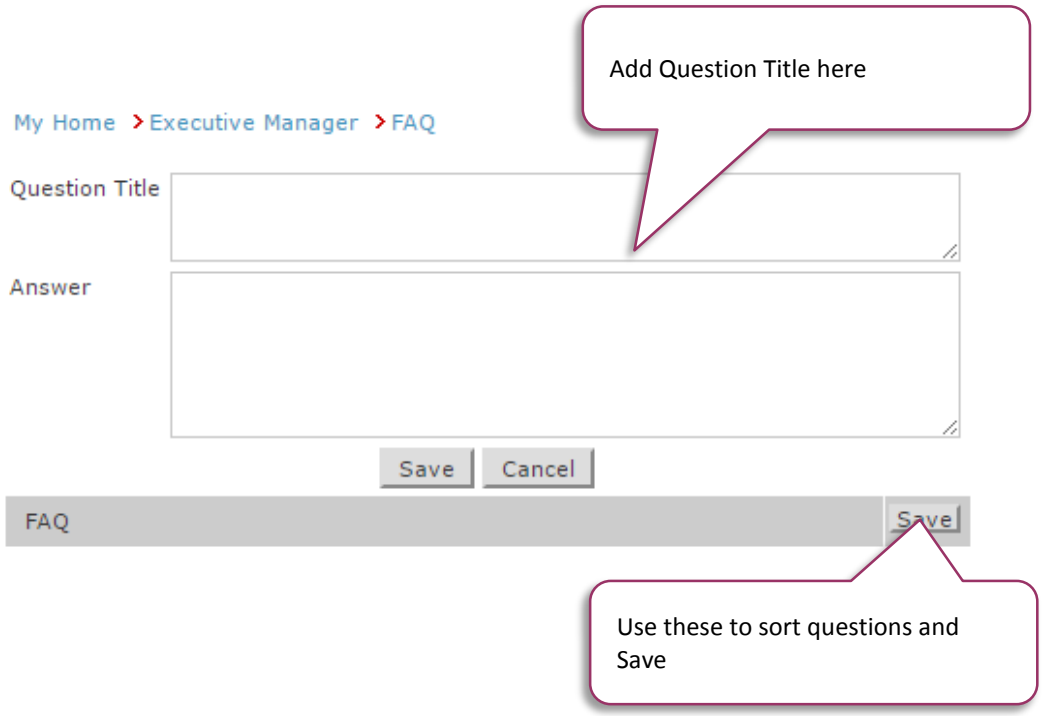
**Countries Entry Form**

## Related Links Entry Form

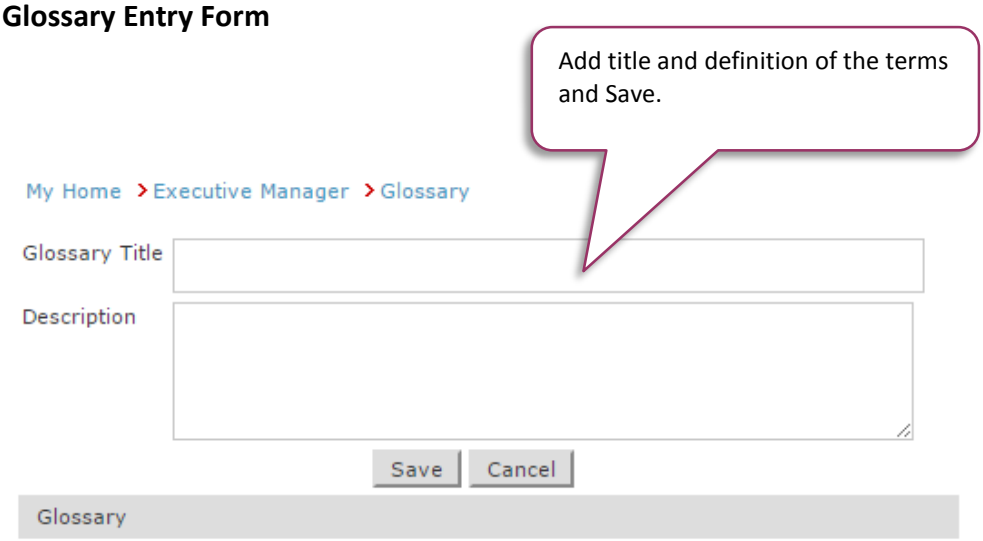


## FAQ Entry Form




## Glossary Entry Form



**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.

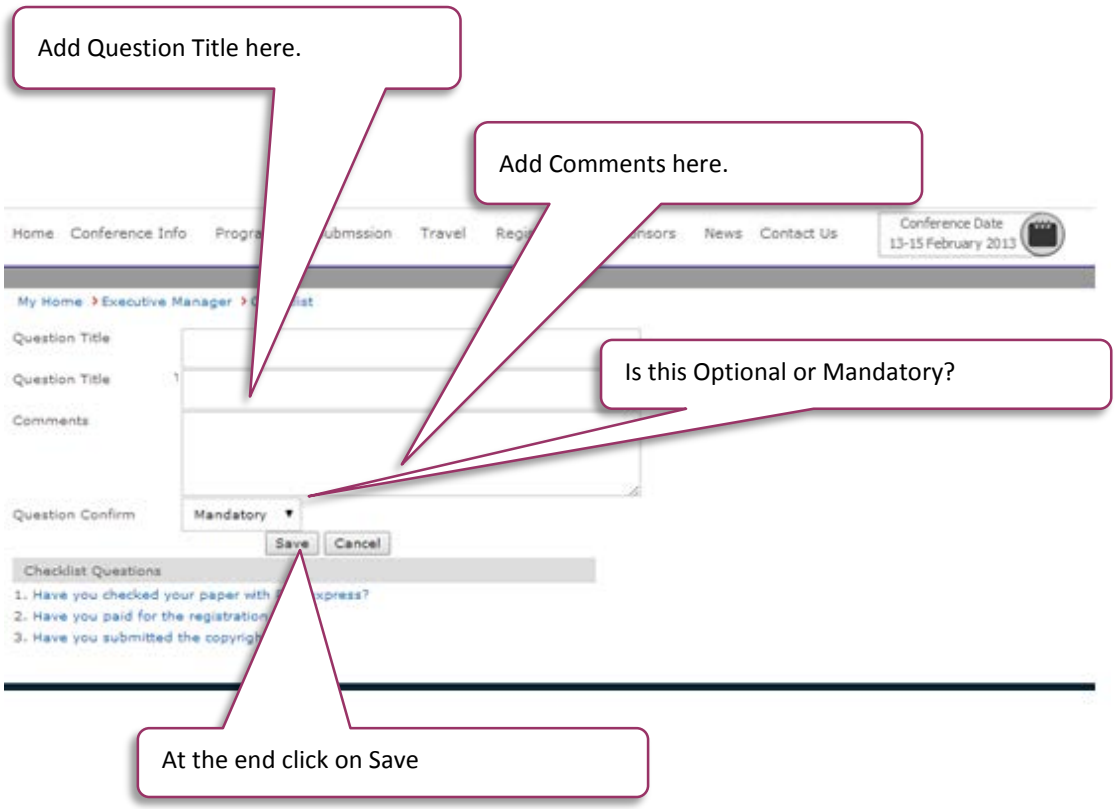
Make sure Questions of the checklist are short and clear and refrain from confusing questions.

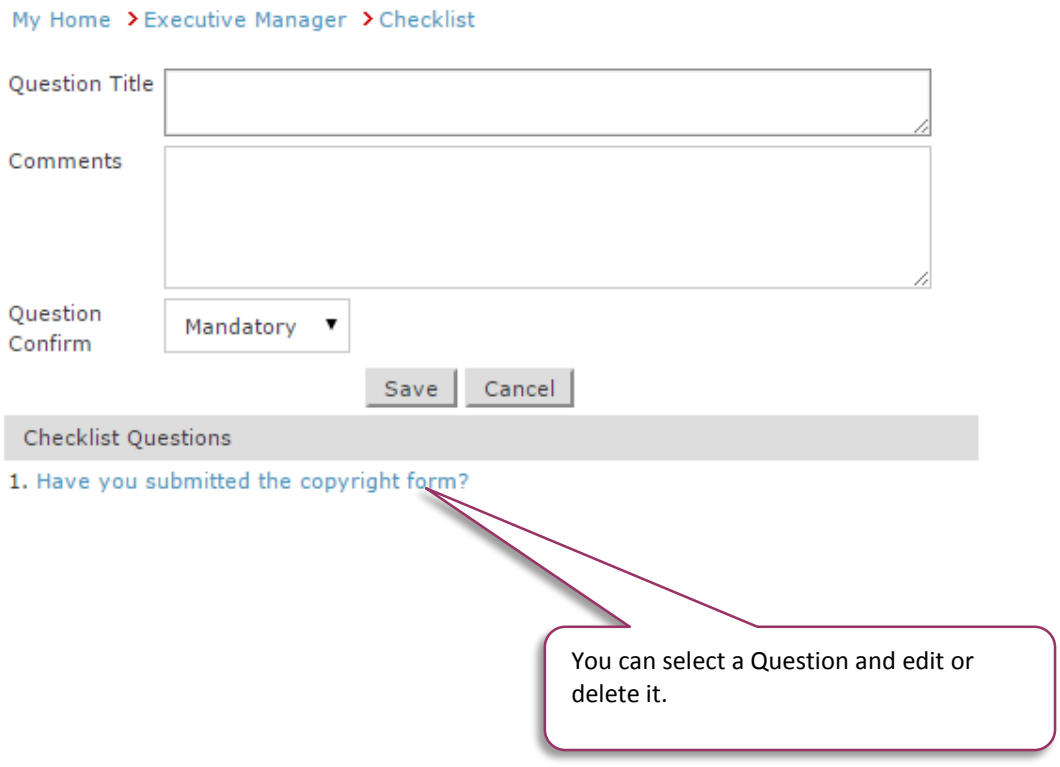
Only refer to items which have already been addressed in the Guide for Authors.

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.

## Checklist Entry Form



**Paper Evaluation Form**

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

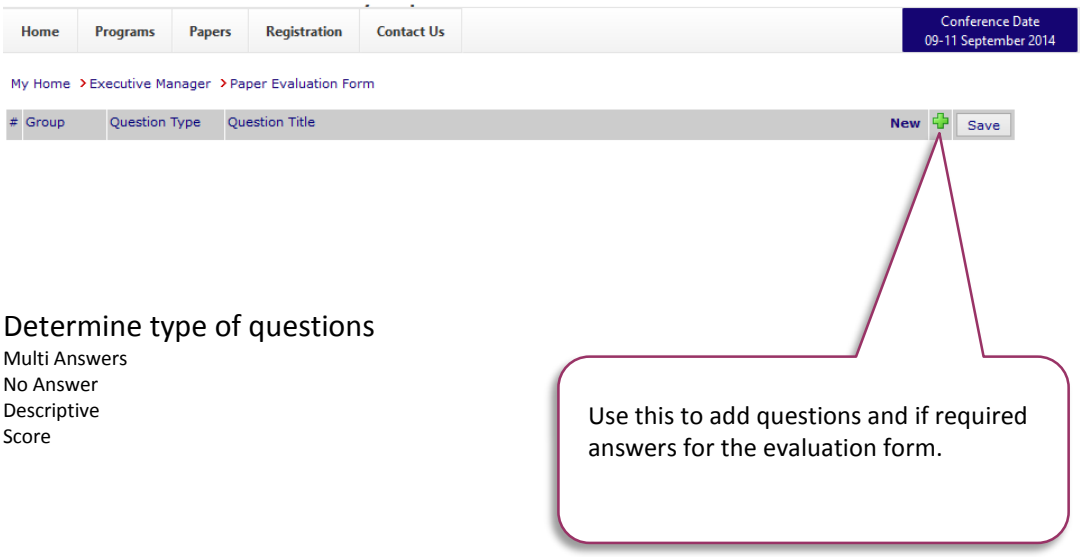
- Each Reviewer will receive an Evaluation Form. Since different conferences might have different forms, the Executive Manager is responsible for designing and adding this form. This is made possible by a special “Paper Evaluation Form” item in the main menu. In the form it is possible to define certain 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.

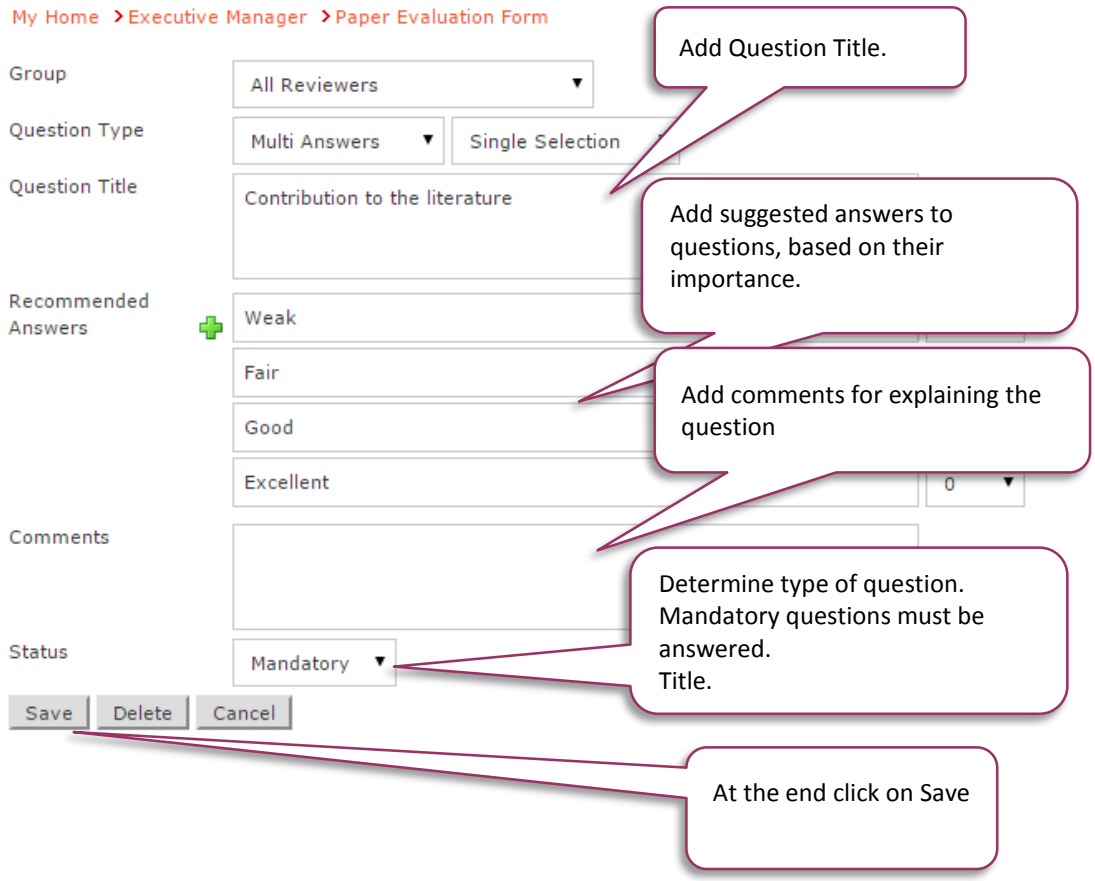
- Once you select paper Evaluation Form from the main menu the following page opens.

## Evaluation Form Entry

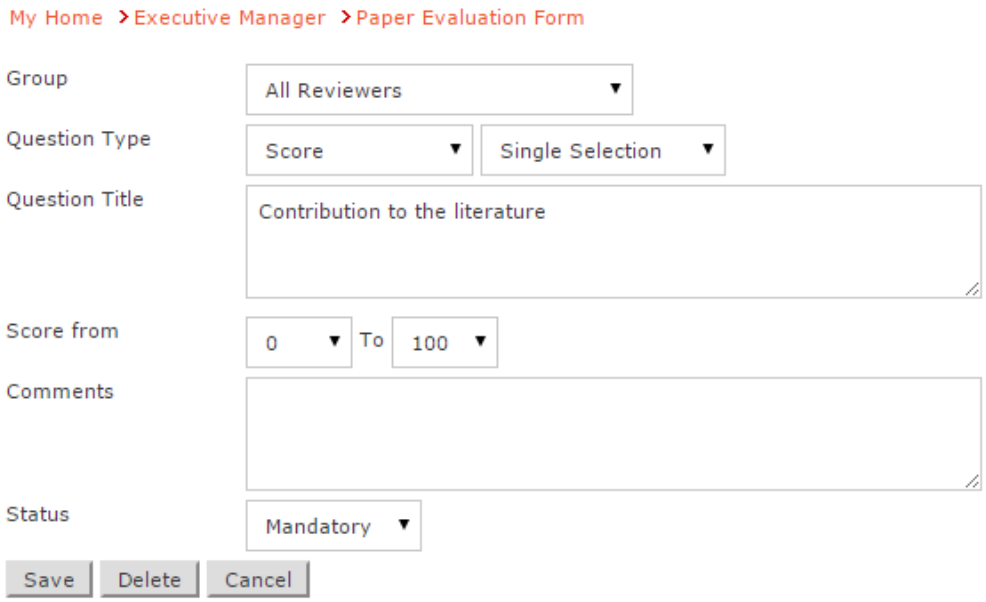



### Determine type of questions

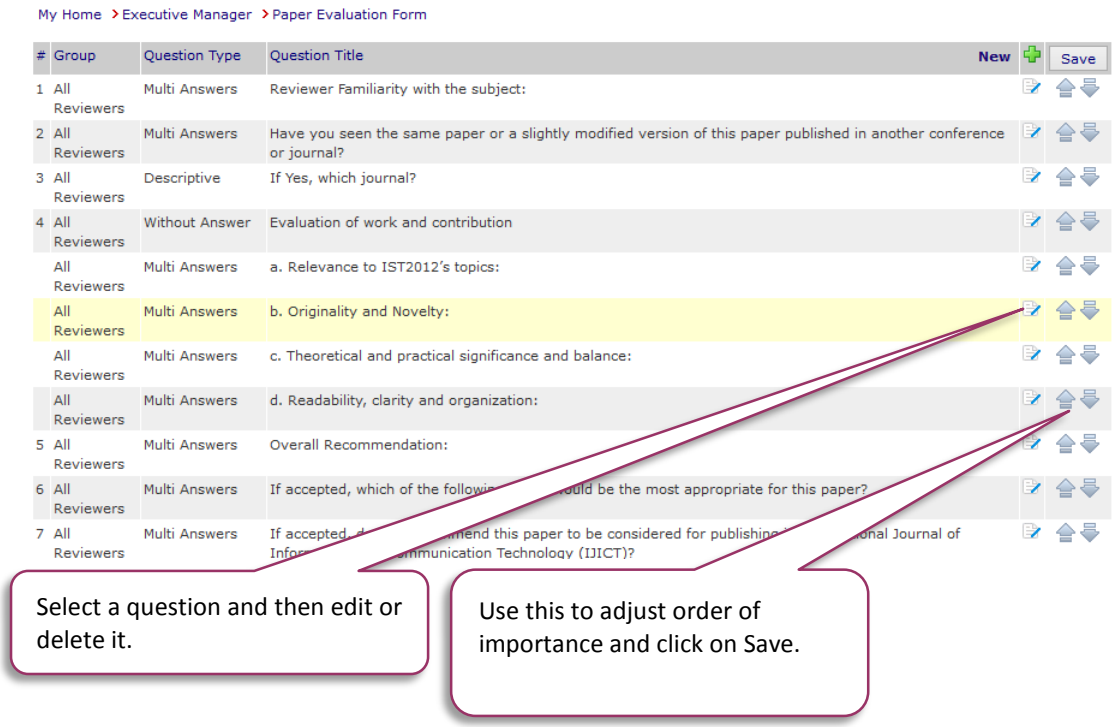
Multi Answers
No Answer
Descriptive
Score

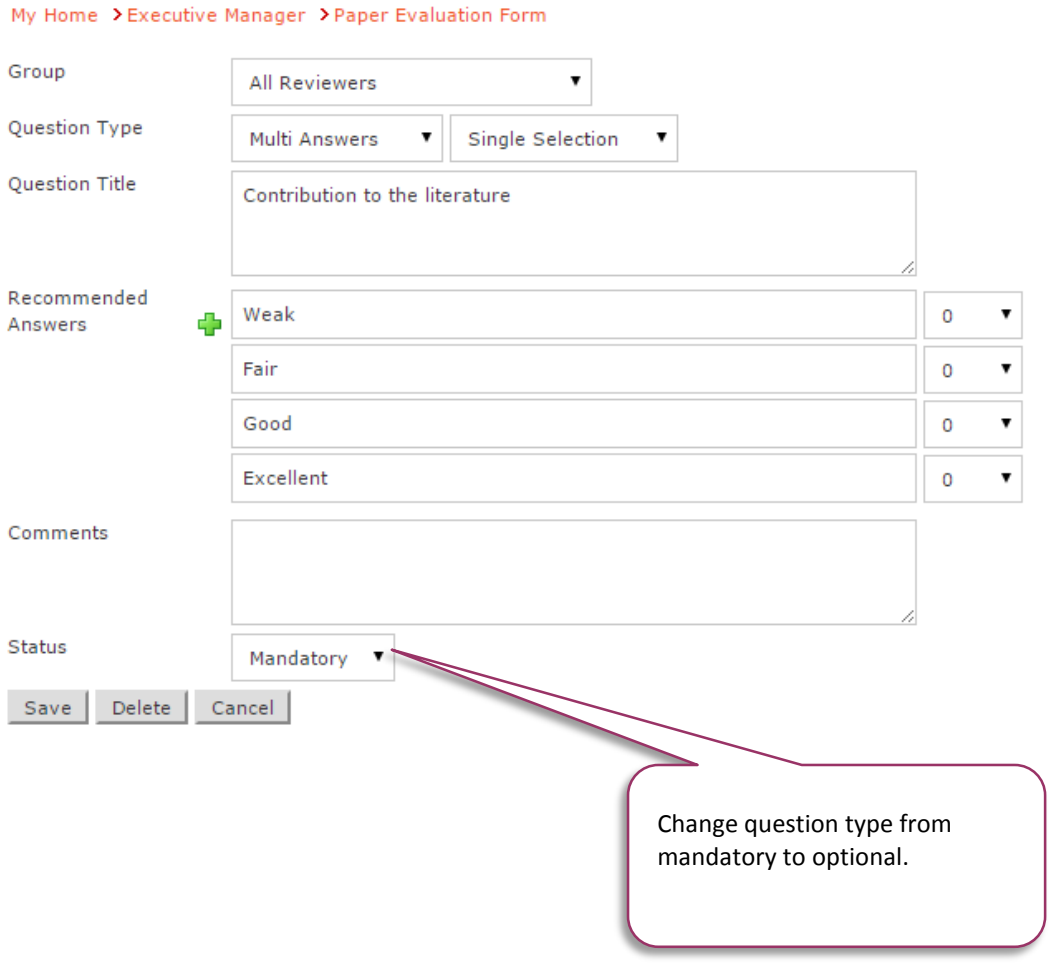


Score Question Type:



## Sample Paper Evaluation Form

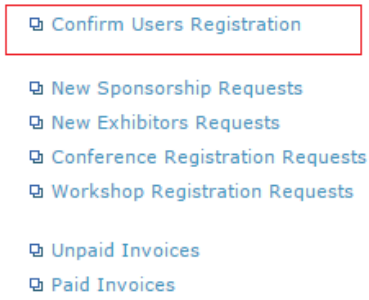


## Confirm Users Registration

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.



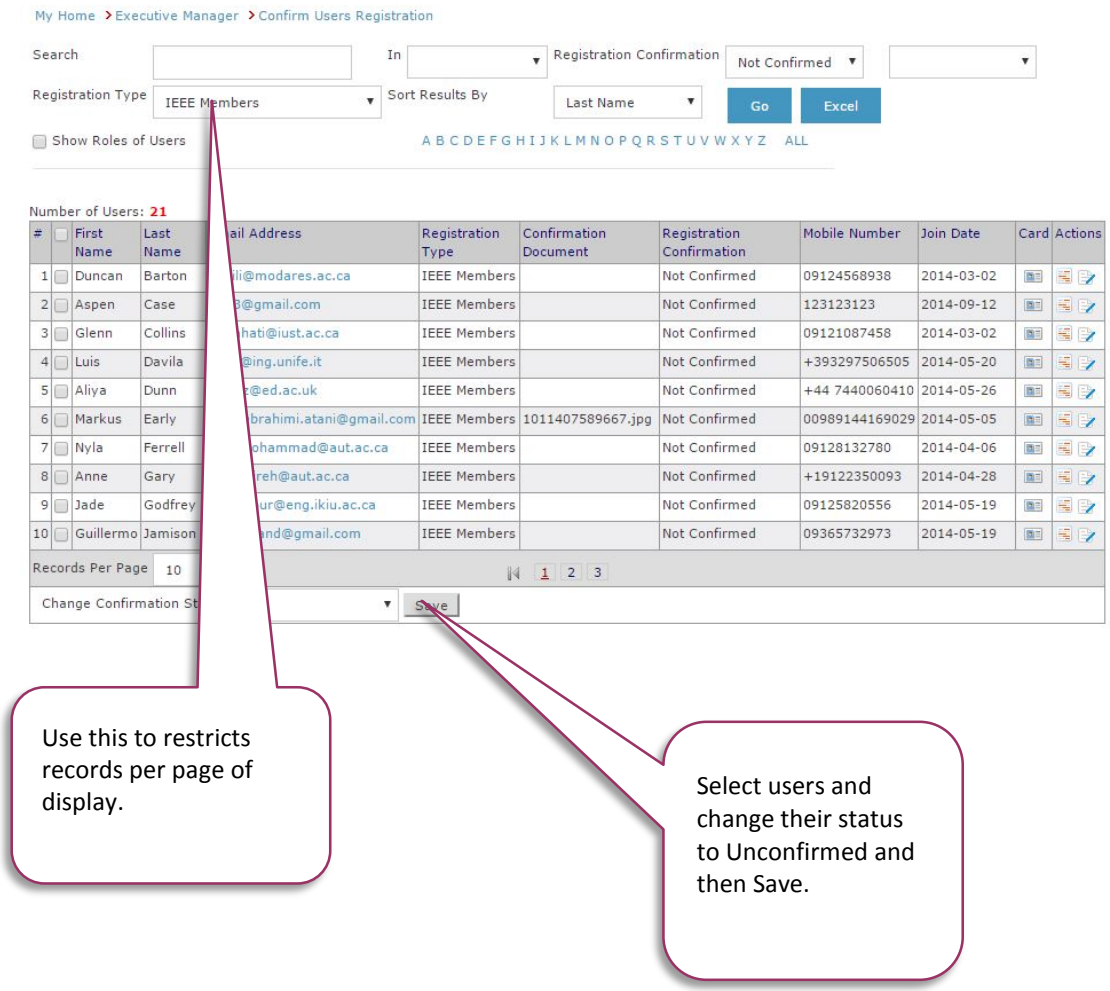

- If the user is not confirmed, then he or she may not complete registration process.

- 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.

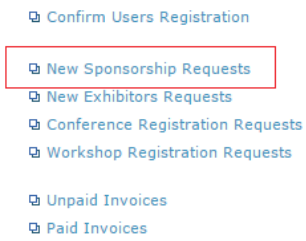
It is also possible to change status of already confirmed users to unconfirmed. This might be necessary if you face shortage of space. You may therefore opt to see list of confirmed users.



## 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



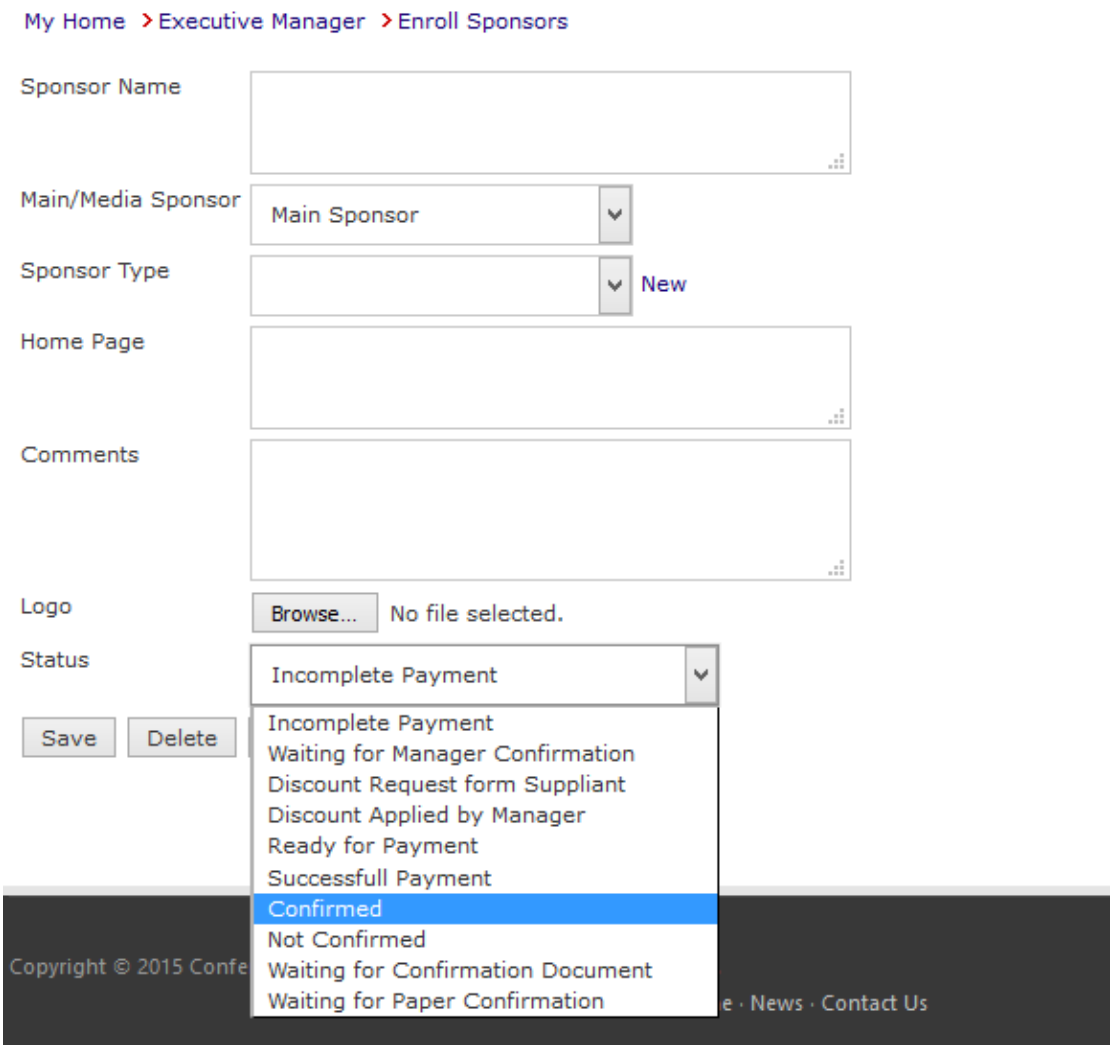

- Once selected, you will see the picture of next page.
- Add details carefully.

**New Sponsorship Requests Form**

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

**New Sponsors Entry Form**

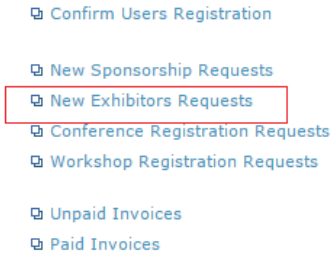
Add details, Web address, logo of sponsor, and change status accordingly.



## 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.



**New Exhibitors Requests List**

Edit or delete requests.

Suggested name by a requester for the Booth.

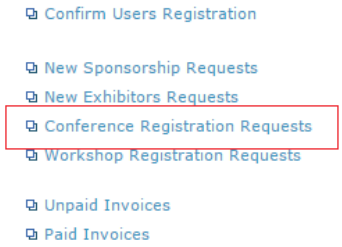
Title of the Booth.

Requester name

## Conference Registration requests

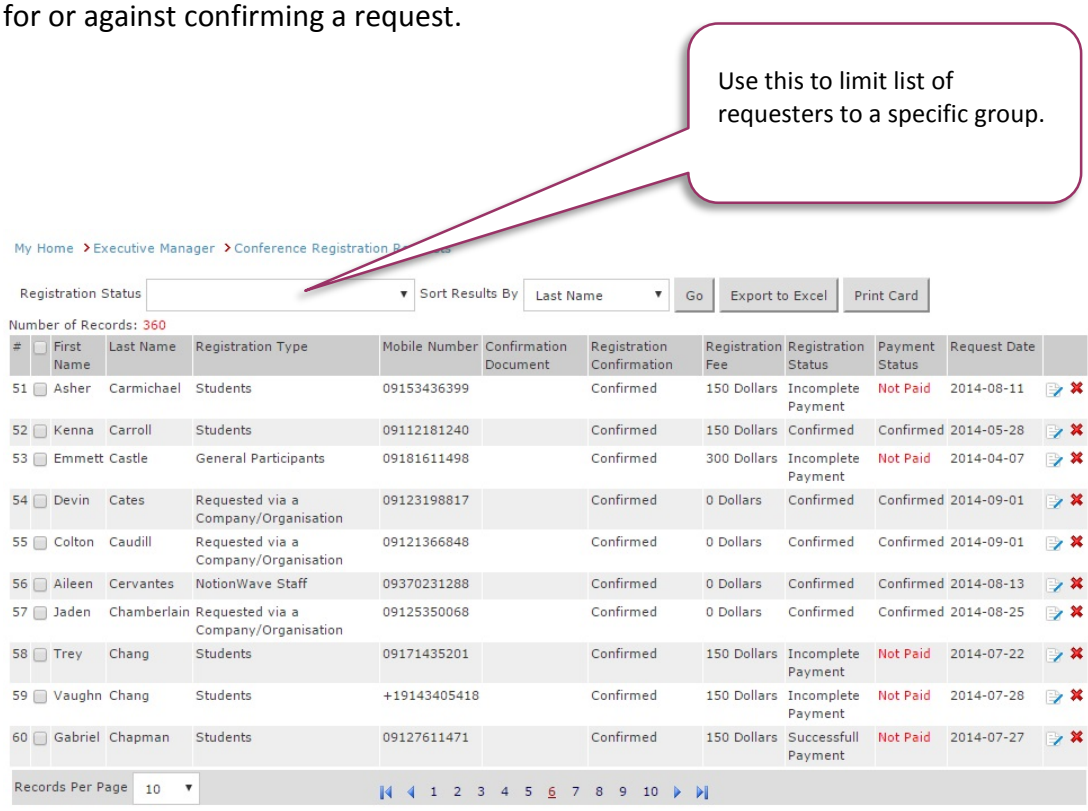
- One of the most important executive aspects of a conference is management of user registration and receipt of participation fees. iKNiTO cs provides all these functions.

- By selecting this from the main menu, you will be able to see what follows in the next page.

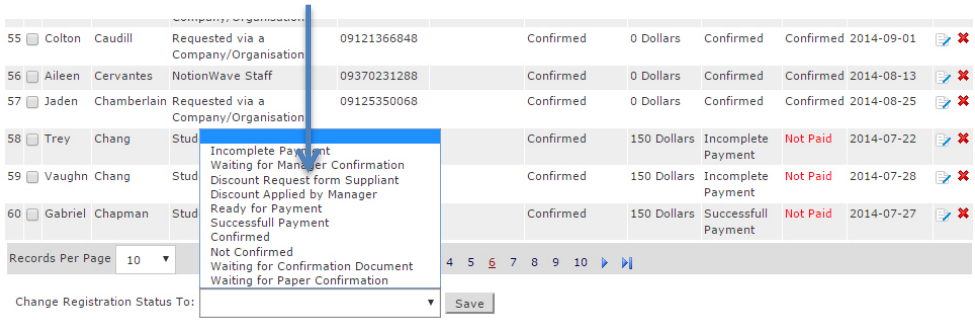


## Conference Registration Requests List

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.



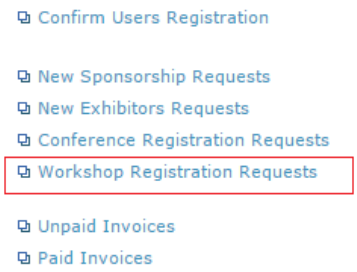

Select users and change status.



## Workshop Registration Requests

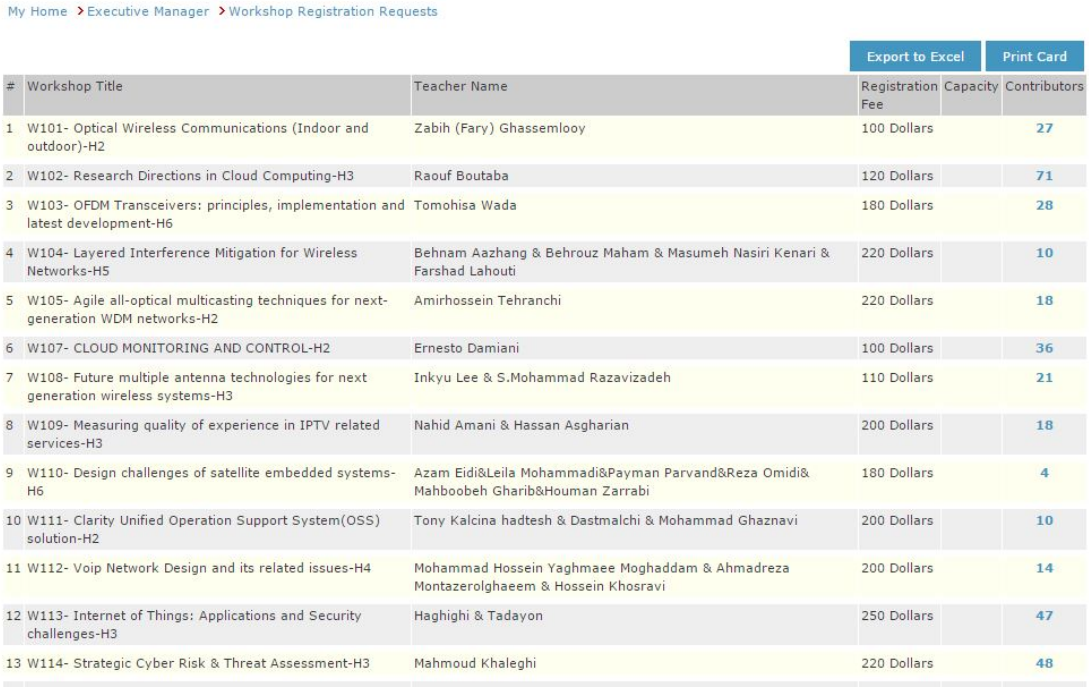
- This is to help in better management of workshops as well as payment of participation fees.

- Select this option from the menu to see the next page.



**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

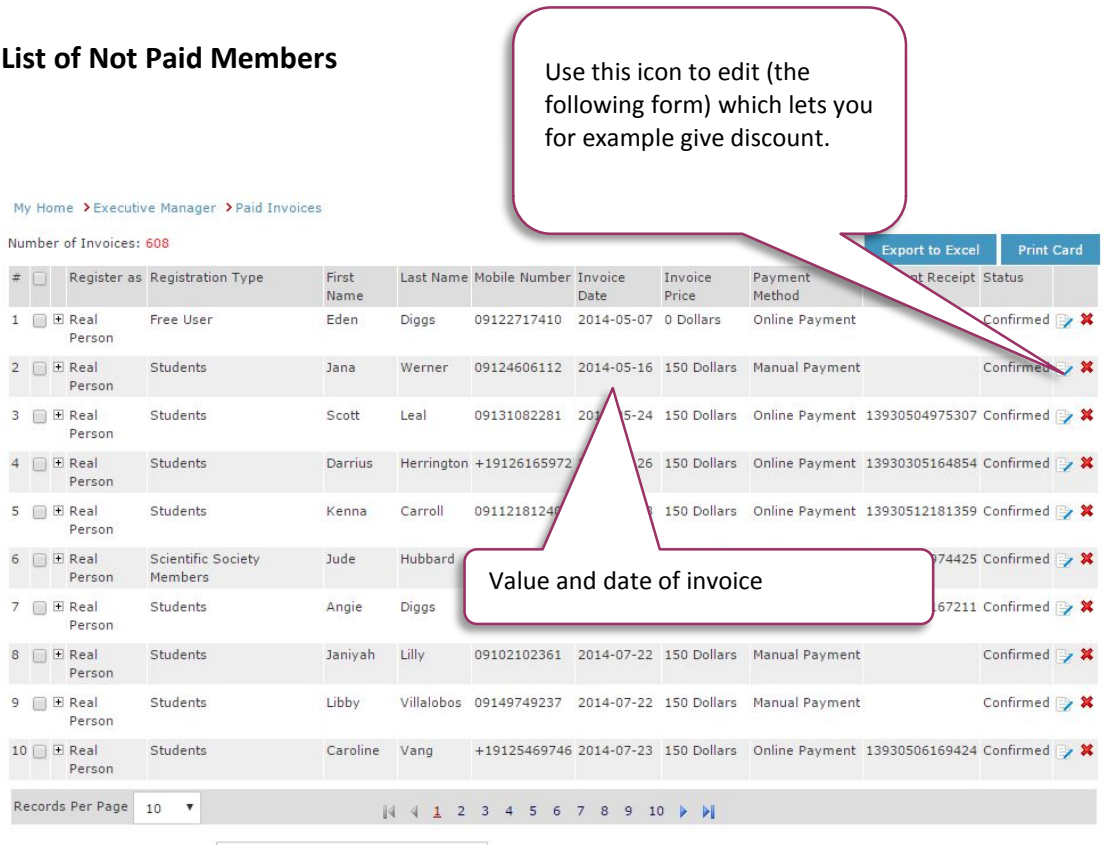
| # | Workshop Title | Teacher Name | Registration Fee | Capacity | Contributors |
|---|---|---|---|---|---|
| 1 | W101- Optical Wireless Communications (Indoor and outdoor)-H2 | Zabih (Fary) Ghassemlooy | 100 Dollars | | 27 |
| 2 | W102- Research Directions in Cloud Computing-H3 | Raouf Boutaba | 120 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 Omidi& Mahboobeh Gharib&Houman Zarrabi | 180 Dollars | | 4 |
| 10 | W111- Clarity Unified Operation Support System(OSS) solution-H2 | Tony Kalcina hadtesh & 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.

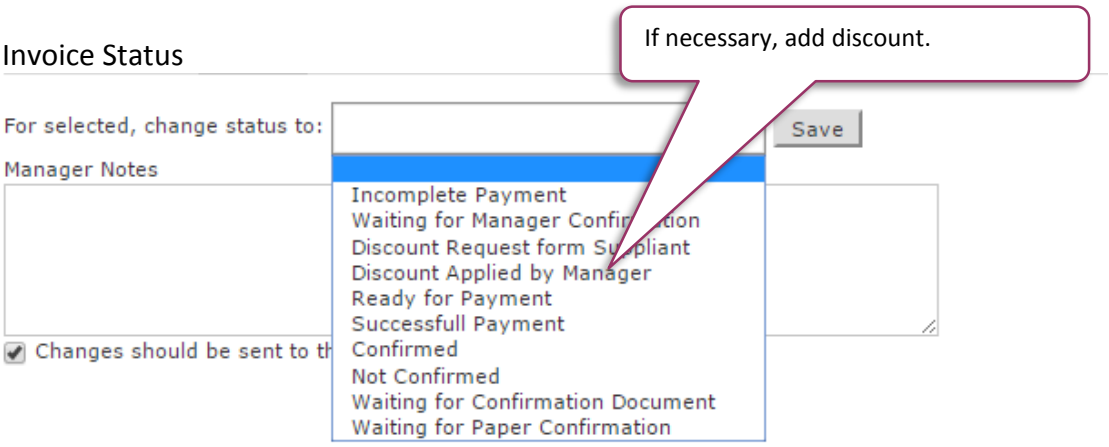
- Some of the entries in the Not Paid list might be due to lack of confirmation by the Executive Manager.

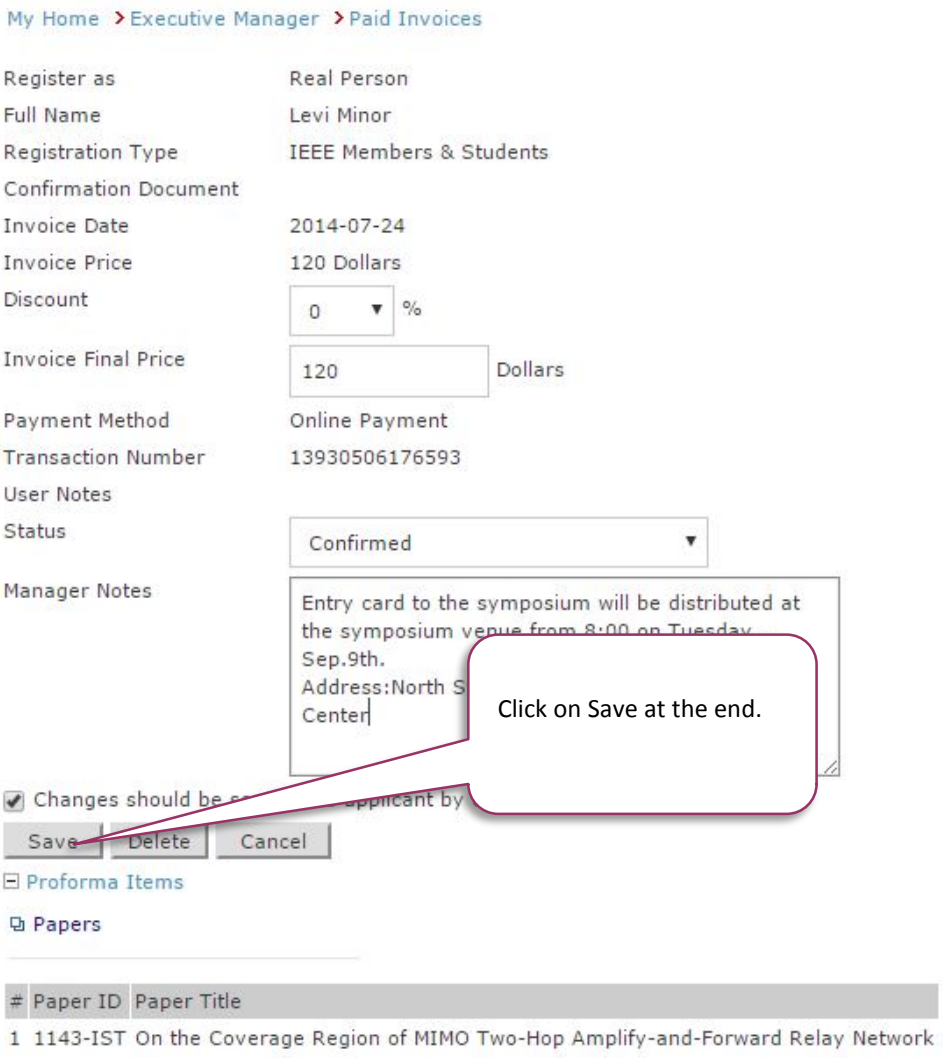
## List of Not Paid Members




| # | Register as | Registration Type | First Name | Last Name | Mobile Number | Invoice Date | Invoice Price | Payment Method | Receipt | Status |
|---|---|---|---|---|---|---|---|---|---|---|
| 1 | Real Person | Free User | Eden | Diggs | 09122717410 | 2014-05-07 | 0 Dollars | Online Payment | | Confirmed |
| 2 | Real Person | Students | Jana | Werner | 09124606112 | 2014-05-16 | 150 Dollars | Manual Payment | | Confirmed |
| 3 | Real Person | Students | Scott | Leal | 09131082281 | 201 5-24 | 150 Dollars | Online Payment | 13930504975307 | Confirmed |
| 4 | Real Person | Students | Darrius | Herrington | +19126165972 | 26 | 150 Dollars | Online Payment | 13930305164854 | Confirmed |
| 5 | Real Person | Students | Kenna | Carroll | 09112181240 | | 150 Dollars | Online Payment | 13930512181359 | Confirmed |
| 6 | Real Person | Scientific Society Members | Jude | Hubbard | | | | | 974425 | Confirmed |
| 7 | Real Person | Students | Angie | Diggs | | | | | 167211 | Confirmed |
| 8 | Real Person | Students | Janiyah | Lilly | 09102102361 | 2014-07-22 | 150 Dollars | Manual Payment | | Confirmed |
| 9 | Real Person | Students | Libby | Villalobos | 09149749237 | 2014-07-22 | 150 Dollars | Manual Payment | | Confirmed |
| 10 | Real Person | Students | Caroline | Vang | +19125469746 | 2014-07-23 | 150 Dollars | Online Payment | 13930506169424 | Confirmed |

Records Per Page 10 1 2 3 4 5 6 7 8 9 10




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
0
%
Invoice Final Price
120
Dollars
Payment Method
Online Payment
Transaction Number
13930506176593
User Notes
Status
Confirmed
Manager Notes
Entry card to the symposium will be distributed at
the symposium venue from 8:00 on Tuesday
Sep.9th.
Address:North S
Center
Click on Save at the end.
Changes should be
applicant by
Save
Delete
Cancel
Proforma Items
Papers
# Paper ID Paper Title
1 1143-IST On the Coverage Region of MIMO Two-Hop Amplify-and-Forward Relay Network