Sciencesconf

CCSD team

Mar 07, 2024

USER ACCOUNT

Sciencesconf is a multi-language and configurable platform for managing scientific conferences. From the reception of communications to the automatic editing of proceedings, as well as the reviewing and programming of topics, it facilitates the organisation of scientific events.

The platform does not offer logistical support for space rental, restaurant management, etc.

CHAPTER

ONE

WHY CREATE AN ACCOUNT ON SCIENCESCONF

If you wish to register or submit papers in one of the conferences created on the SciencesConf platform, you must first log in, or create an account.

Creating an account allows you to access the services offered by the CCSD : Sciencesconf.org, HAL and Episciences.org.

The list of events on the SciencesConf portal can be consulted without having an account.

Note

If you don't know if you already have an account, go to the account creation screen as shown below and enter your email address. Sciencesconf will tell you if your address already exists.

Note

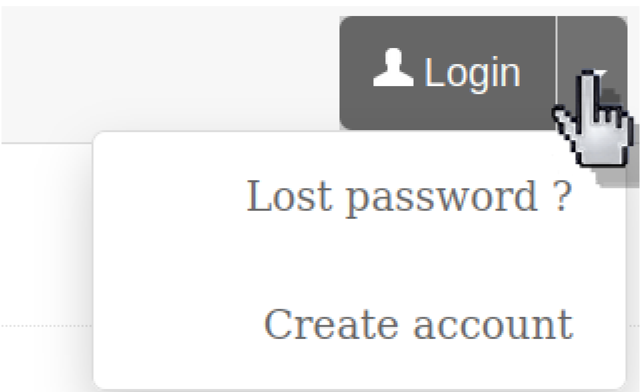
If you have an account but have forgotten your password, refer to the "Login or Forgotten Password" section below.

CHAPTER

TWO

CREATE YOUR ACCOUNT

There are two ways to create an account, * either on the portal: Sciencesconf.org, * or on an event website: With the help of the `` `Connexion` `` button, you can access the account creation.



If you do not have an account, follow the instructions below:

Creating an account is done in two steps:

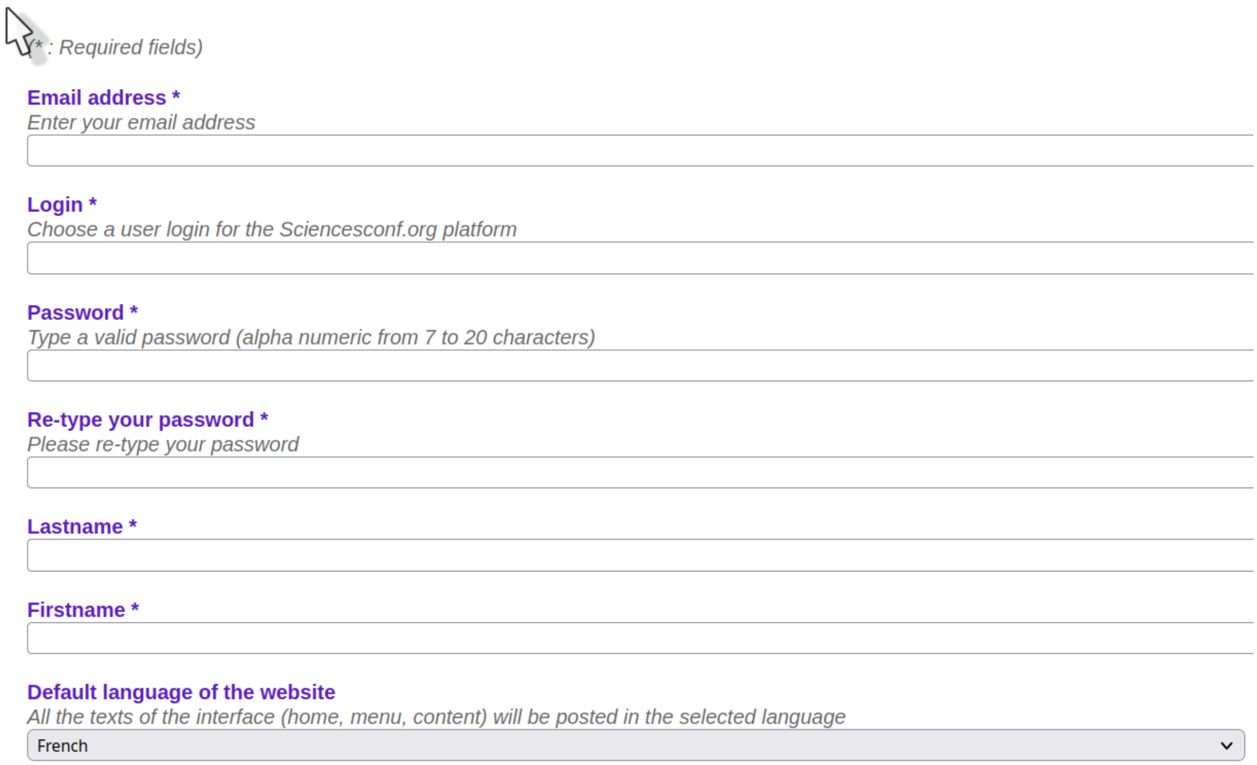
1. fill in the form with the information necessary to create the account
2. validate the creation of the account by clicking on the activation link received by email

On the account creation form, enter the required information:

- email address: indicate a valid address to which the validation link will be sent.
- login: this is your username. It must be at least 3 characters long and **cannot be changed afterwards**,
- password: must be at least 7 characters
- lastname: with a capital letter in the initial (ex: Dupont),
- firstname: with a capital letter in the initial (ex: Camille).

Fields marked with an asterisk are mandatory.

Tick the "I am a human" box to validate the information



To complete the account creation step, validate it by activating the link received by email. Note that the account activation email is not sent immediately (its receipt may take a little time). Remember to check that the email did not arrive in spam.

Once the account is activated, you can connect (see *Connect*).

Note

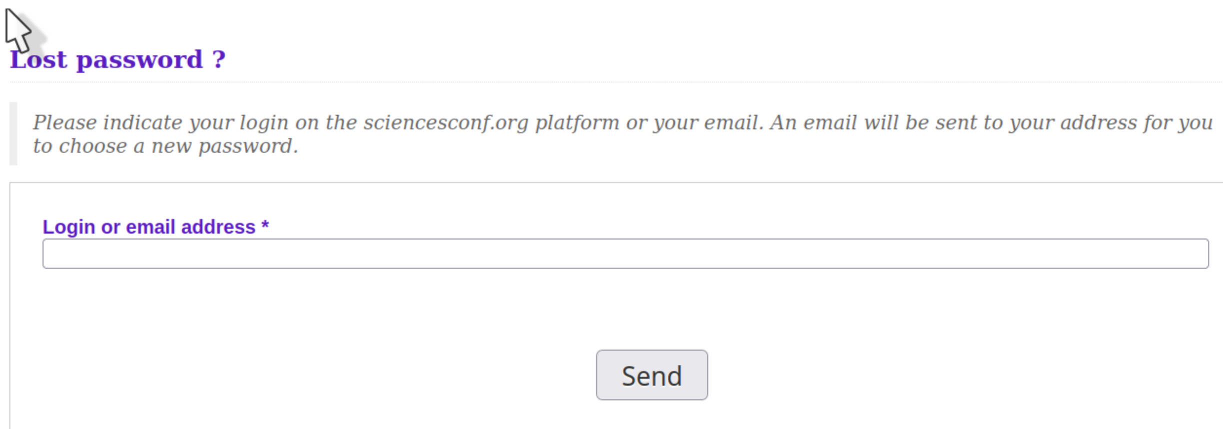
In addition to being active for Sciencesconf.org, your account is also active for HAL et Episciences.org.

CHAPTER THREE

FORGOTTEN LOGIN OR PASSWORD

If you forget your password, click on "Forgot password?" at the top right of the "Login" button.

Enter your login or email address, then click on "Send"



An email will be sent to you in order to recover access to your account.

If you do not receive any email, you have probably changed your email address, or it has been redirected to spam.

Report the problem to Sciencesconf Support : support@sciencesconf.org

Our services will update your account so that you can recover your login and password. Passwords are encrypted and you can only recover yours by following the online procedure (our services do not have access to them).

CHAPTER

FOUR

CHANGE YOUR ACCOUNT

To change your account, log in and click on “Edit my account” accessible by clicking on the arrow to the right of your name at the top right of the screen

All fields are editable except your login

CHAPTER

FIVE

ACCESS THE REGISTRATION FORM

To register on a conference site created on the Sciencesconf.org platform, you have two situations:

5.1 You have an account

If you have an account on one of the CCSD platforms: Sciencesconf.org, Sciencescall.org, HAL ou Episciences :

- click on the `` `Connect` `` button at the top right of the screen,
- then on *Connected space > My registration* in the menu,
- and complete the registration form established by the conference administrators.

5.2 You don't have an account

If you don't have an account, 2 possibilities

- The «Registration» page appears in the menu, you can create your account and register at the same time.
- If the «Registration» page is missing from the menu, you will first need to create your account,then log in to the conference website and from the *Connected Area > My Registration* menu, complete the registration form established by the conference administrators.

For registration inquiries, you can contact the administrators directly from the contact link in the conference menu. The email address is of type [conference-shortname@sciencesconf.org].

CHAPTER

SIX

SUBMIT

How to submit your abstract and/or fulltext on a Sciencesconf website:

- it is necessary to have an account on the platform or create one,
- then, log in by clicking on the button (see *Connect*)
- Once logged into the platform, click the "New Submission" button and follow the steps to submit your abstract or article. (see *Make a new submission*)

What are the different statuses of a submit (see *The various statutes of a submission*)

How to update your deposit (see *Edit my submission*)

How to access the evaluation of my submission (see *Access the evaluation of my submission*)

CHAPTER SEVEN

CONNECT

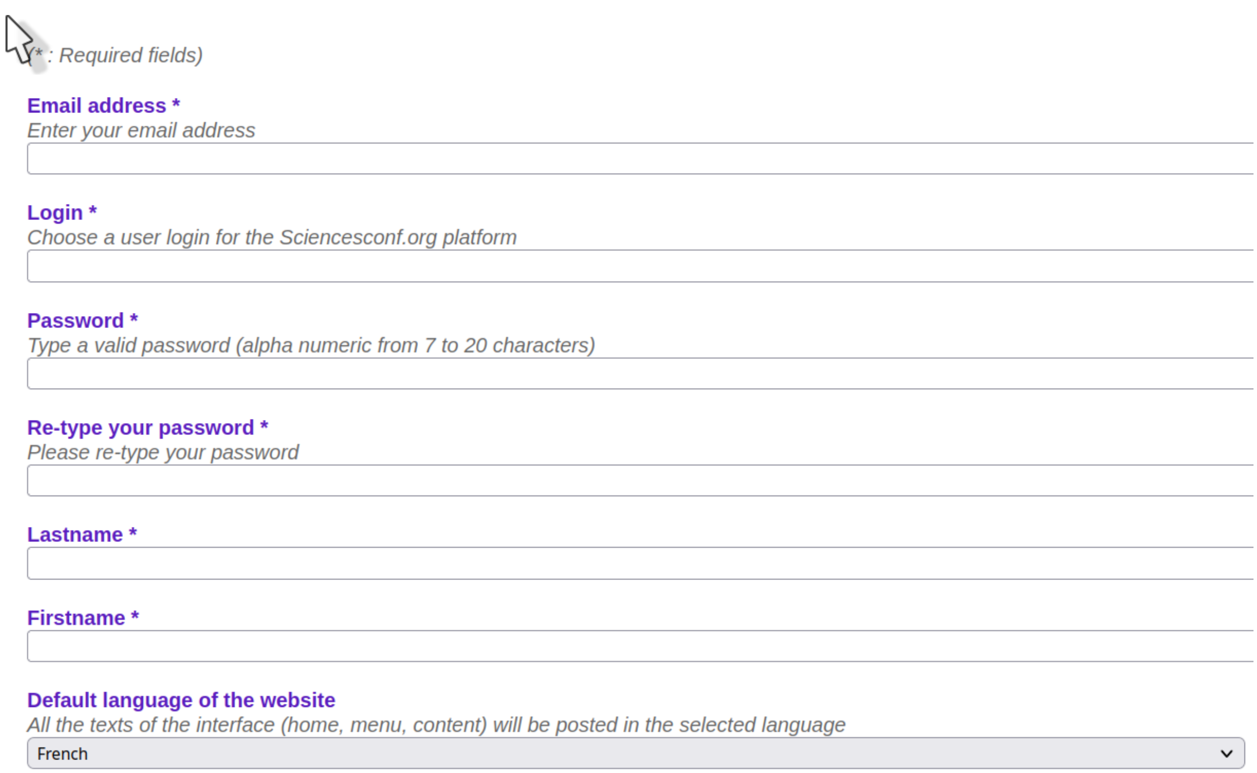
If you want to register or submit a paper on a Sciencesconf conference website, you should have an account and be log in.

Note

On the authentication screen, in the Login field, enter the login that you set when creating your account and not your email address.

If you do not have an account on one of the CCSD web platform : Sciencesconf.org, Sciencescall.org, HAL or Episciences, you can create one in two different ways :

- On the Sciencesconf.org main website : Create your account



- On the conference website where you want to make a deposit, by clicking on the arrow to the right of `` `Connexion` `` button

Make sure to validate your account by clicking on the link received by email (please check your spam box if you don't receive the email).

Once the account has been activated, you can log in using your login and password.

Note

in addition to being active for Sciencesconf.org and Sciencescall.org, your account is also active for HAL and Episciences.org. The login is also done using the username (login) and the associated password.

CHAPTER

EIGHT

MAKE A NEW SUBMISSION

If the submission period is open, you can submit your paper while connected on the website.

Depending on the configuration chosen by the conference administrator, you will be able to submit :

- an abstract,
- a fulltext following an accepted abstract,
- a fulltext only.

Conference administrators determine file format, size limits and paper format.

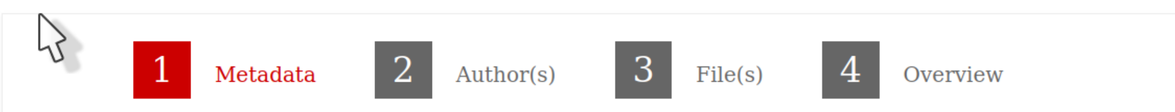
Note

Some conferences use "double blind" reviewing. In this case, authors should not include their name in the paper.

8.1 Submit an abstract

From the menu *My space* > *My submissions*, click on `` `Submit an abstract` `` button.

By default, you will have to fill in and check 4 steps: define the characteristics of your paper, add the authors, deposit the file and save the submission.



You may not be viewing the third step `` `File(s)` ``, depending on the configuration chosen by the conference administrator.

- Metadata step

Fill in at least all mandatory information marked with a *. Enter the title, abstract, keywords and choose the type of submission as well as the theme(s) in the proposed list.

If you are not asked for the summary at this stage, you will be asked at the `` `File(s)` `` stage, depending on the configuration made by the conference administrator.

Once you have filled in all the information, click on the `` `Next Step` `` button at the bottom of the page. This allows you to proceed to the step "Authors(s)".

Note

If you remain in the Metadata step, an error has been detected in the form. Error messages appear in red.

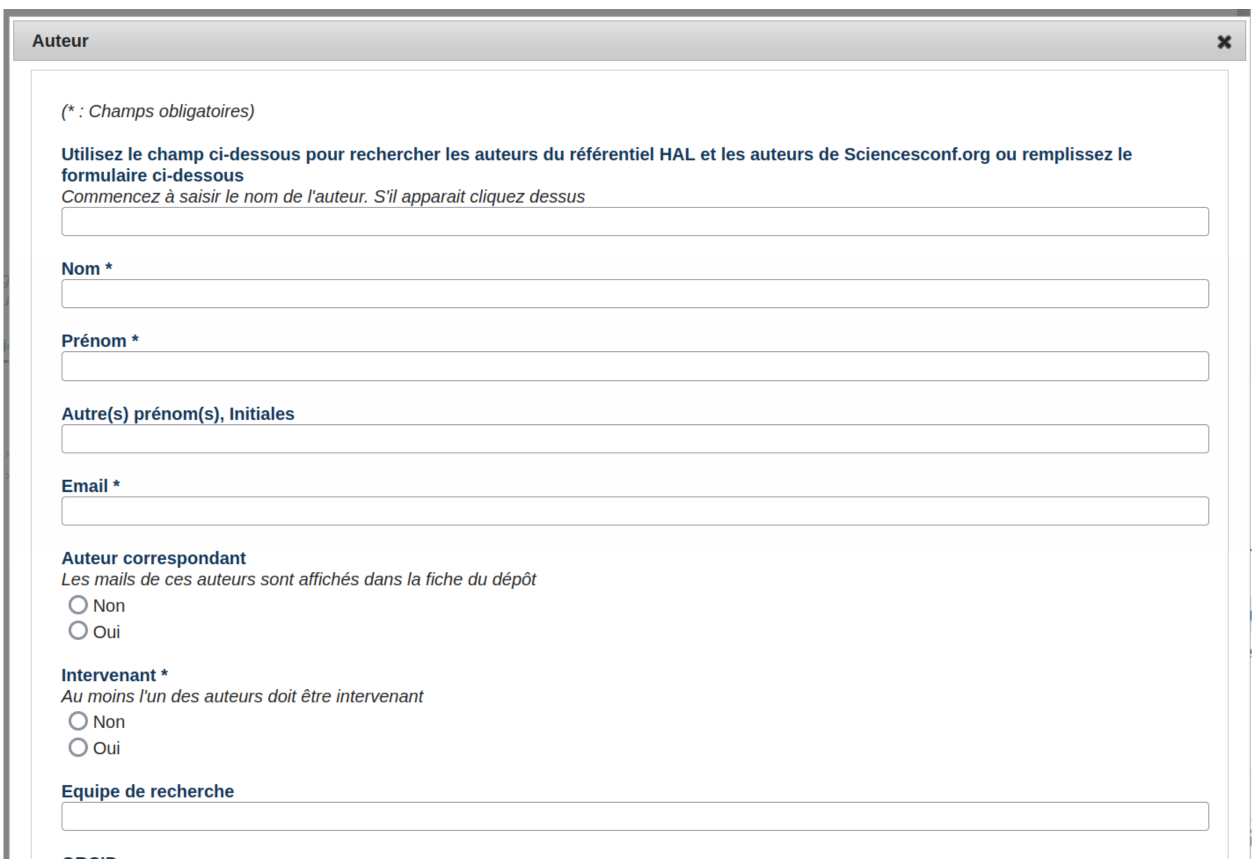
- Author(s) step

This step allows you to add the authors of your submission.

By default, as a depositor, you appear as the author of the repository.

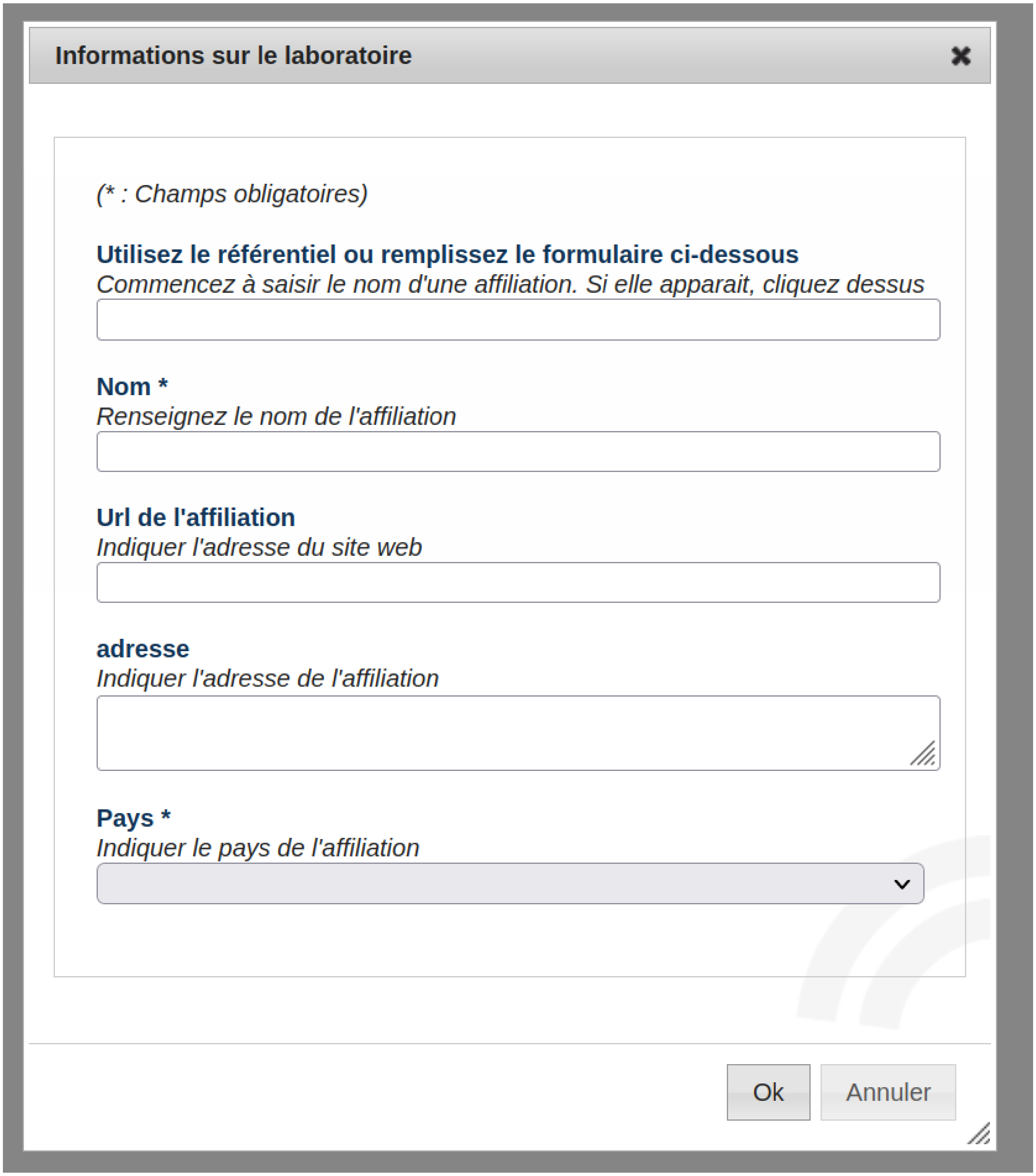
You can fill as many co-authors as you want by clicking on `` `Add an author (+)` ``.

In the window that appears, the first field allows you to search for authors already present either in the auréHAL repository, then in the Sciencesconf authors database.



You can fill as many authors as you want by clicking on `Add an author (+)`.

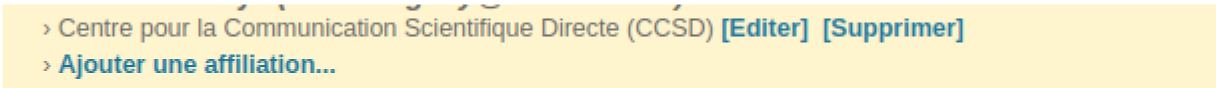
For each author, you can add their affiliations by clicking on `Add Affiliation`. In the window that appears, the first field allows you to search for structures already present either in the auréHAL repository, then in the Sciencesconf affiliations database.



It is possible that author affiliations are mandatory, depending on the setting chosen by the site administrator.

For French affiliations, the seizure of at least one supervisory body is mandatory.

When hovering over an affiliation, the `Edit` and `Delete` actions appear.



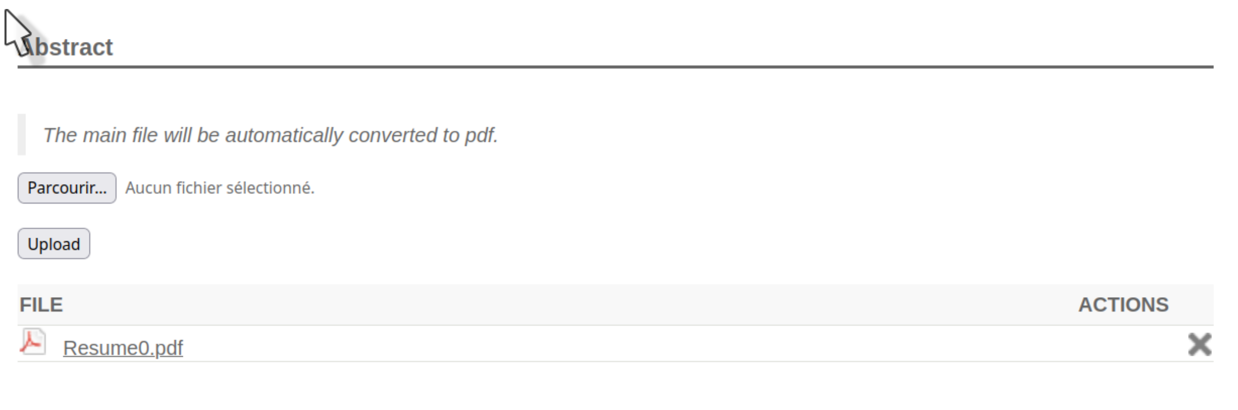
Once you have filled in all the information, click on the `Next Step` button at the bottom of the page. This allows you to proceed to the “File(s)” or “Summary” step.

- File(s) step

This step allows you to upload your abstract as a file if it was provided by the conference administrator. You can also transfer additional data for your submission. If the abstract was already entered in first step, this part allows you to transfer additional data file (see the tutorial).

Otherwise, you will have to submit your abstract here.

The image below indicates that a file containing the abstract has been submitted.



Do not forget to click on the `Upload` button. The file should appear below, under File. Check that the conversion to PDF has been successful by the presence of the icon .. image:: ../_static/deposer/icone_pdf.png.

Once you have filled in all the information, click on the `Next Step` button at the bottom of the page. This allows you to proceed to the “Summary” step.

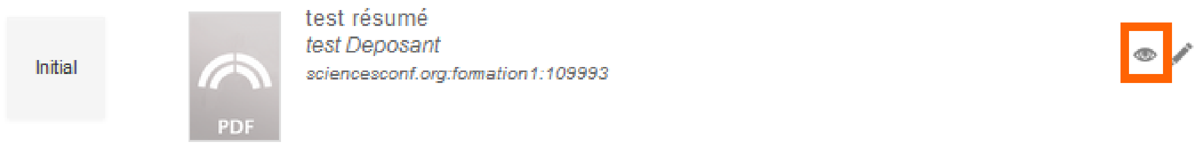
- Overview step

Finally, in the `Overview` step, you will be able to view your submission (all the data plus any additional files). If you want to return to your repository, click the previous steps at the top of the screen, otherwise click on `Submit` button.

A pop-up window informs you of the registration of your submission.

Tip

To preview the correct PDF conversion of your file (from a .doc file for example), do not hesitate to click on *My space* > *My submissions* in the menu, then on the small eye to the right of your submission.



This will allow you to access the pdf version of your submission.

Type :	:	Oral
Thématiques	:	thématique2
PDF version	:	PDF version

8.2 Submit a fulltext

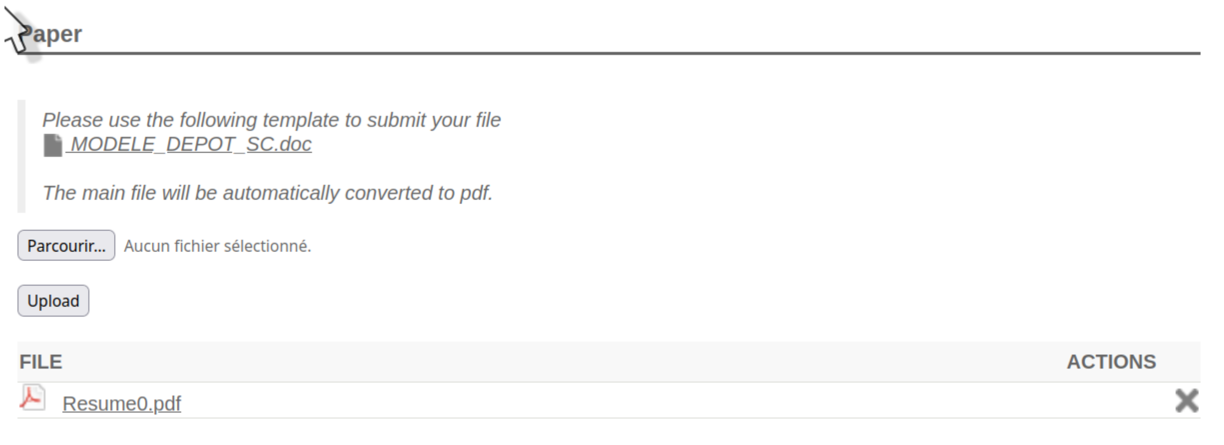
8.2.1 Submit a fulltext following an accepted abstract

You have received an email indicating that your abstract has been accepted and you wish to submit your communication. Go to the menu *My space* > *My submissions* and click on the small `+ ` to the right of your summary repository.

You will see the 4 steps reappear: `Metadata`, `Author (s)`, `File (s)` and `Summary`. These data have been retained but can be modified.

In `File(s)` step , you will be able to choose and transfer the file of your communication.

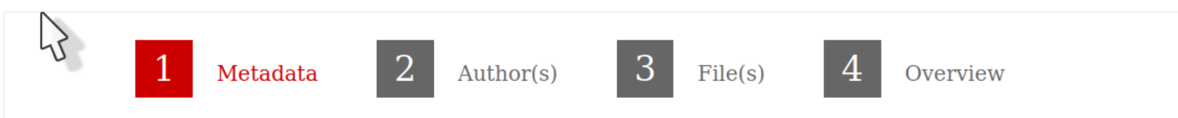
Don't forget to check the conversion of your file in pdf format. In Overview step , if your submission is acceptable for you, click on `Submit` button. The status of your submission is Initial. At this point, you can still modify your submission (See the *Edit my submission* page).



8.2.2 Submit a fulltext without an abstract

In order to submit a fulltext, go to *My space* > *My submissions* menu and click on `Submit a paper` button.

By default, you will have to fill in and check 4 steps: define the characteristics of your paper, add the authors, deposit the file and save the submission.



- Metadata step

Fill in at least all mandatory information marked with a *. Enter the title, abstract, keywords and choose the type of submission as well as the theme(s) in the proposed list.

Once you have filled in all the information, click on the `Next Step` button at the bottom of the page. This allows you to proceed to the step "Authors(s)".

Note

If you remain in the Metadata step, an error has been detected in the form. Error messages appear in red.

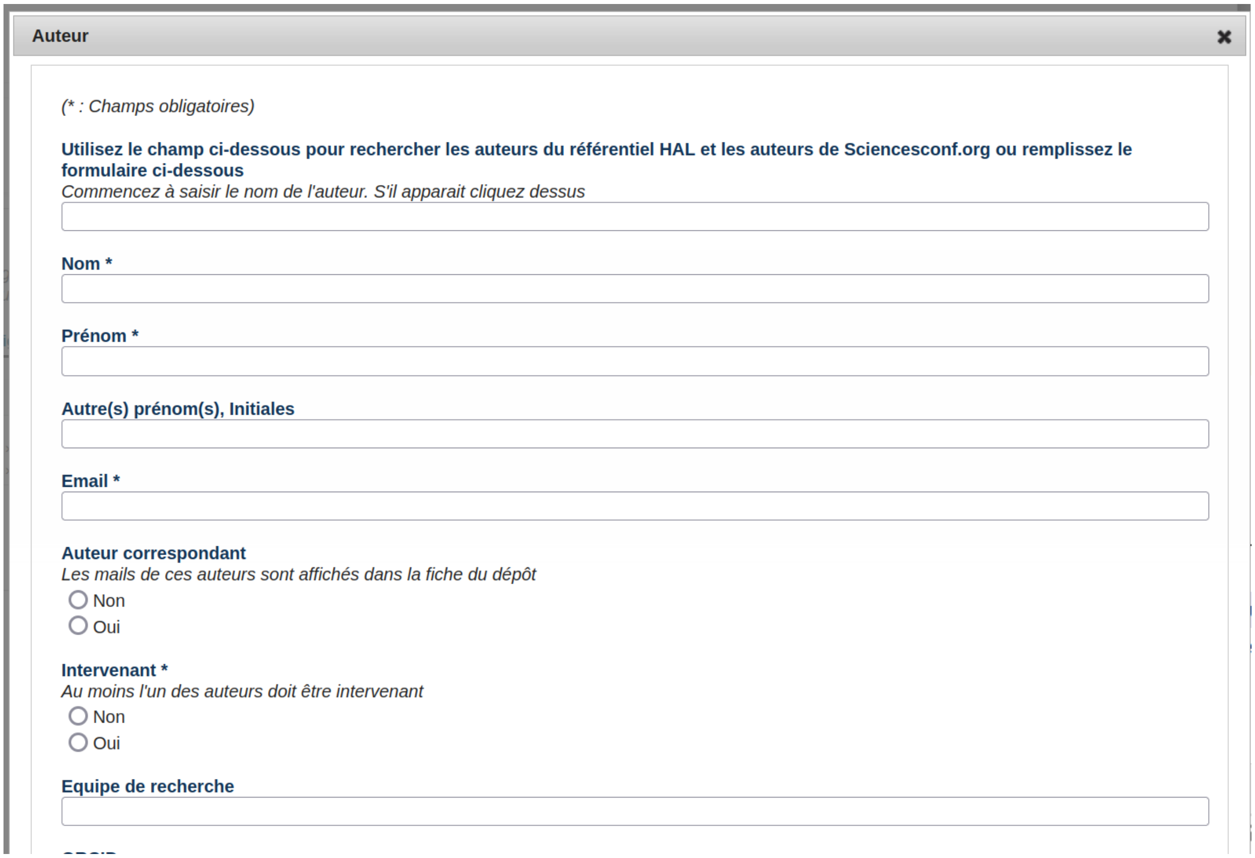
- Author(s) step

This part allows you to inform the authors of your submission.

By default, as a depositor, you appear as the author of the repository.

You can fill as many co-authors as you want by clicking on `Add an author (+)`.

In the window that appears, the first field allows you to search for authors already present either in the auréHAL repository, then in the Sciencesconf authors database.



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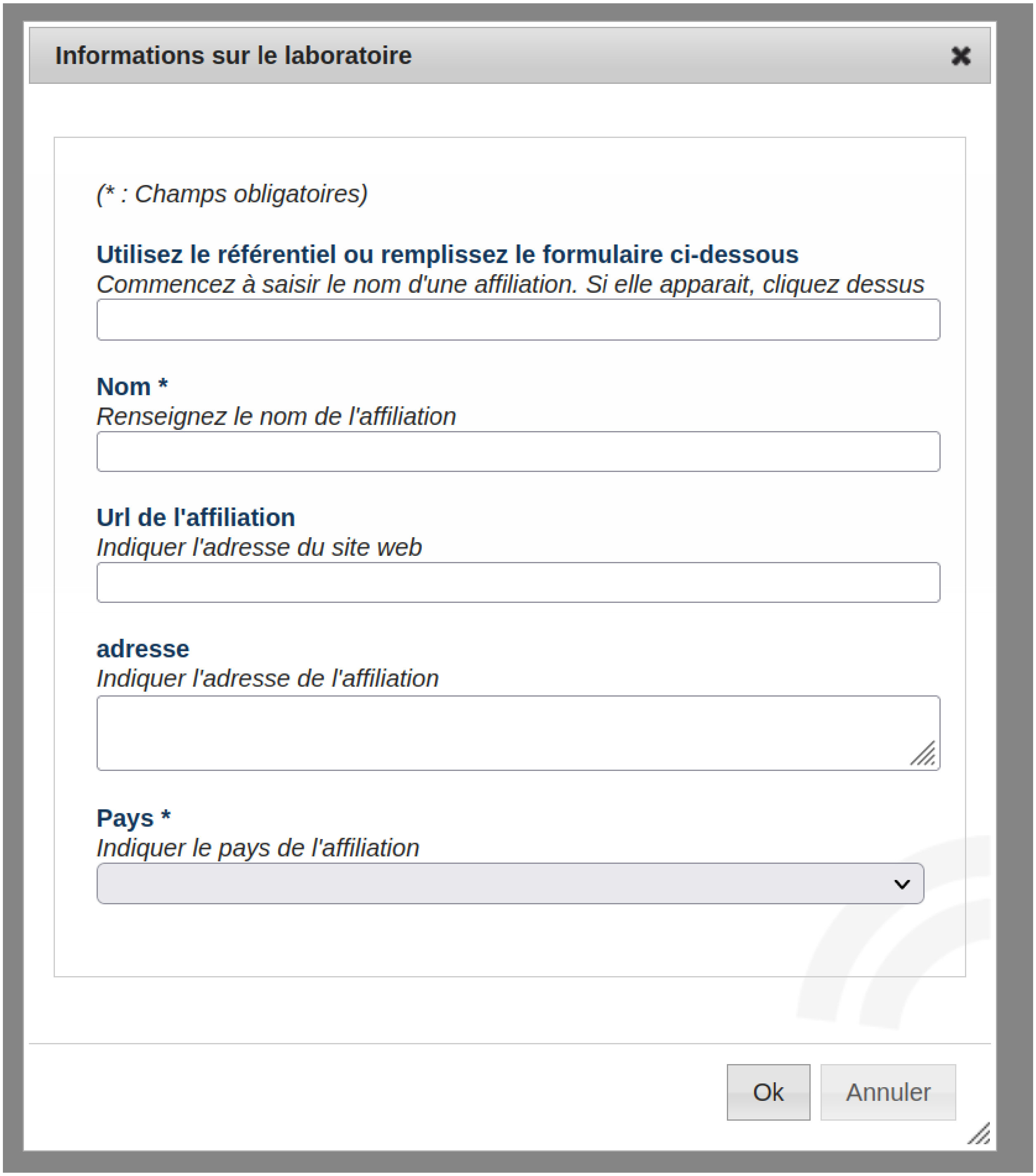
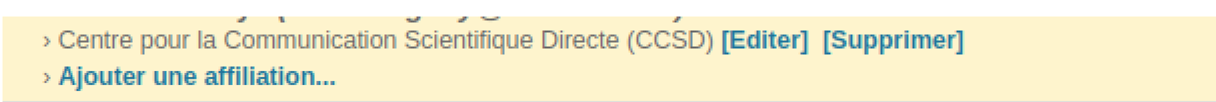


It is possible that author affiliations are mandatory, depending on the setting chosen by the site administrator.

For French affiliations, the seizure of at least one supervisory body is mandatory.

When hovering over an affiliation, the `Edit` and `Delete` actions appear.

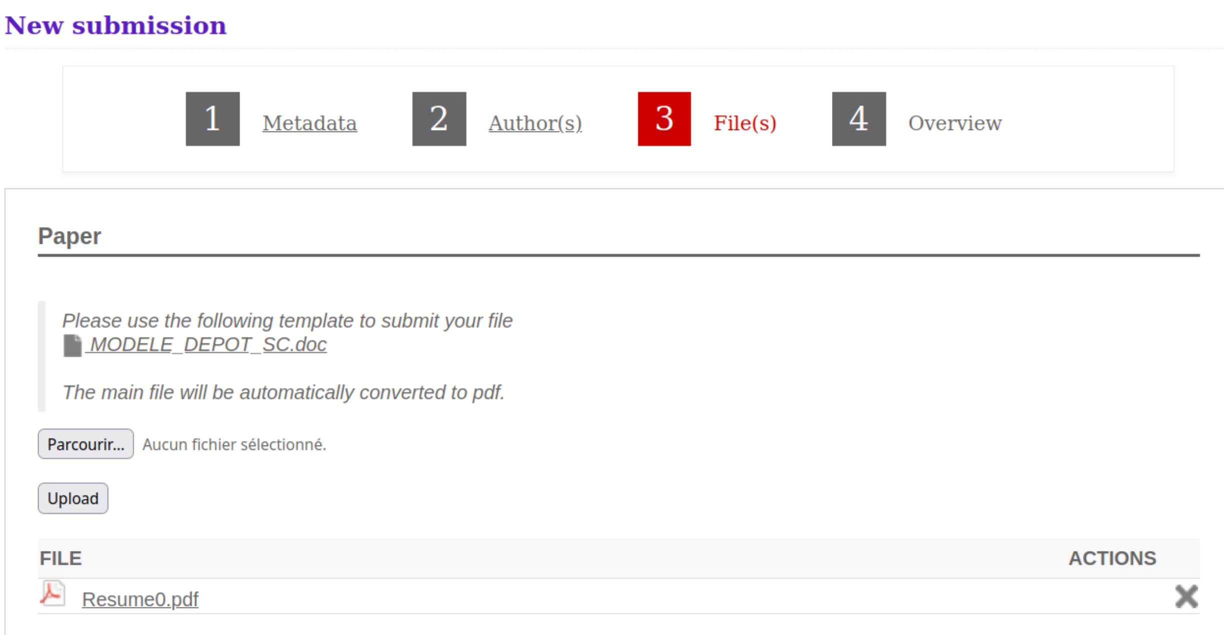


Once you have filled in all the information, click on the `Next Step` button at the bottom of the page. This allows you to proceed to the "File(s)" or "Summary" step.

- File(s) step

This step allows you to deposit the file of your communication as well as additional data for your deposit.

Do not forget to click on the `Upload` button. The file should appear below, under File. Check that the conversion to PDF has been successful by the presence of the icon .. image:: ../_static/deposer/icone_pdf.png.



Once you have filled in all the information, click on the `Next Step` button at the bottom of the page. This allows you to proceed to the "Summary" step.

- Overview step

Finally, in the `Overview` step, you will be able to view your submission (all the data plus any additional files). If you want to return to your repository, click the previous steps at the top of the screen, otherwise click on `Submit` button.

A pop-up window informs you of the registration of your submission.

Tip

To preview the correct PDF conversion of your file (from a .doc file for example), do not hesitate to click on *My space* > *My submissions* in the menu, then on the small eye to the right of your submission.

This will allow you to access the pdf version of your submission.

Type :	:	Oral
Thématiques	:	thématique2
PDF version	:	PDF version

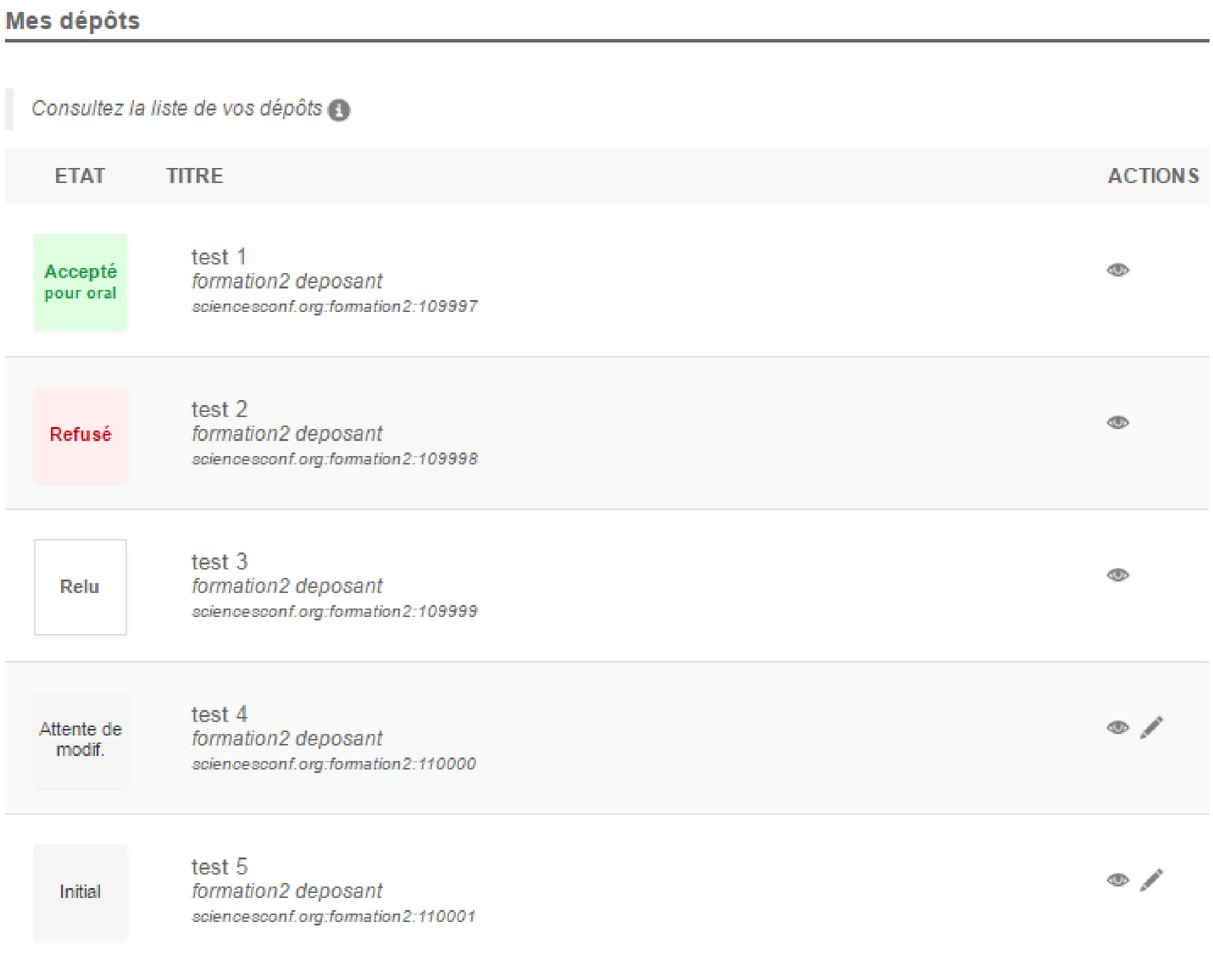
CHAPTER

NINE

THE VARIOUS STATUTES OF A SUBMISSION

The various statutes regarding your submissions are :

- Accepted : your submission has been accepted and is no longer editable.
- Refused : your submission has been refused.
- Reviewed : your submission has been assessed but the coordinator has not yet decided what to do next. Your deposit is not modifiable.
- Awaiting update : the administrators of the website are waiting for a change on your part on the submission.
- Initial : indicates that your submission has not been reviewed by the reviewers. No action has yet been taken from conference coordinators, you can still edit your deposit.


Mes dépôts
Consultez la liste de vos dépôts
ETAT
TITRE
ACTIONS
Accepté pour oral
test 1
formation2 deposant
sciencesconf.org:formation2:109997
Refusé
test 2
formation2 deposant
sciencesconf.org:formation2:109998
Relu
test 3
formation2 deposant
sciencesconf.org:formation2:109999
Attente de modif.
test 4
formation2 deposant
sciencesconf.org:formation2:110000
Initial
test 5
formation2 deposant
sciencesconf.org:formation2:110001

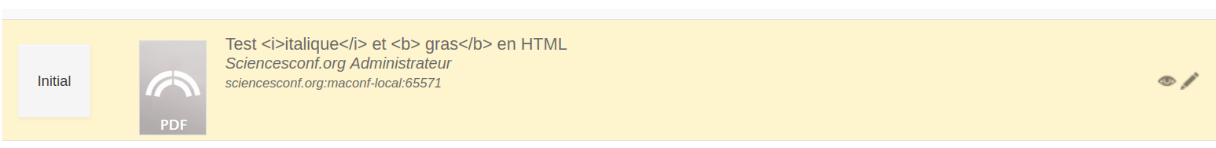
CHAPTER

TEN

EDIT MY SUBMISSION

You can't modify your submissions which are « Accepted » (in green), « Refused » (in red) or « Reviewed » (in white). If you want to edit these submissions, you can contact the conference's administrator. The contact's link is in the conference website menu.

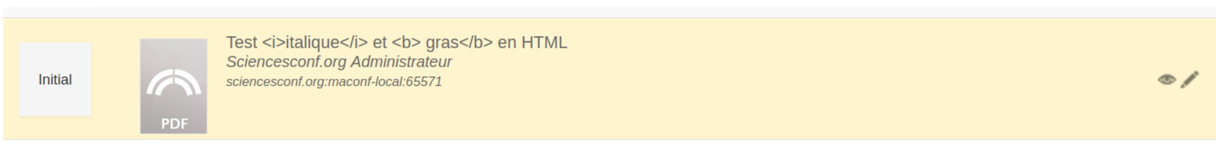
However, if your submission is in « Initial » status (no action by reviewers or administrators) or in « Awaiting update » status (site administrators expect a change from you), you can go to the menu *My space* > *My deposits*, click on the pencil icon at the right of your deposit and edit it.



CHAPTER
ELEVEN

ACCESS THE EVALUATION OF MY SUBMISSION

Once your submission is evaluated, you will be able to access the notes and reviews of the reviewers by clicking on the small eye to the right of your deposit in the *My space* > *My deposits* menu.



If there are any changes to your deposit, you will receive an email with the comments of the coordinator.

CHAPTER

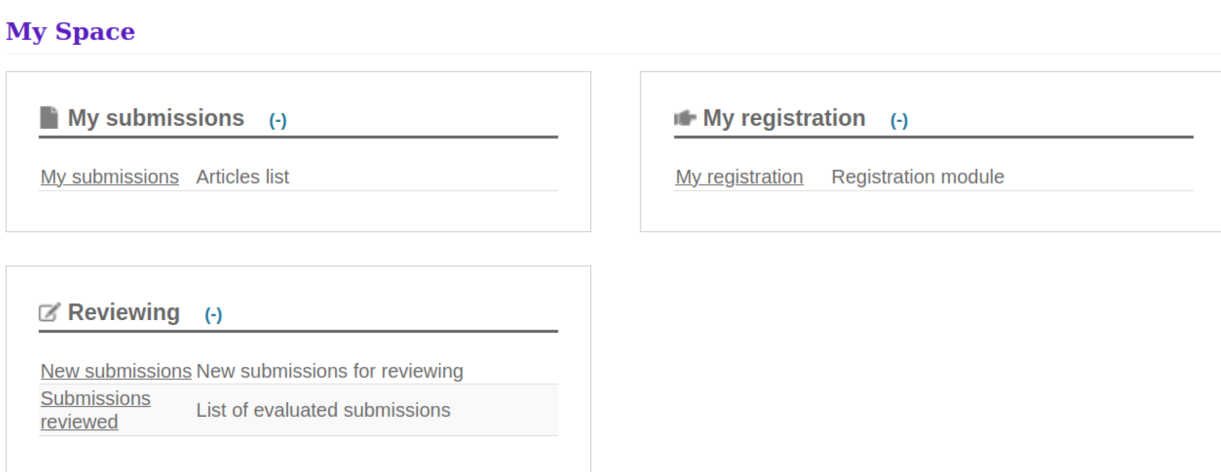
TWELVE

REVIEW

The reviewer is asked by the conference organisers to give his opinion on the communication proposals. This role is associated with the Sciencesconf user account, for a given conference. Depending on the configuration established by the conference organizers, the reviewer may :

- note a deposit according to the criteria defined in the rating grid,
- propose a change of theme,
- propose a change in the type (oral, poster, etc.) of communication.,

The reviewer has access to the following actions :



New sumbmissions to access the submissions to review

Submissions reviewed to access the submissions reviewed and/or update a reviewing

CHAPTER

THIRTEEN

ACCESSING REPOSITORIES FOR REVIEWING

En tant que relecteur, vous pouvez être notifié automatiquement lors de la réception de nouveaux dépôts à relire.

In any case, as a reviewer, you can access the list of repositories to review by logging into your space and going to *Reviewing > New submissions*.

On this page, you will be able to filter the repositories to be review by "deposit type" or by "topic".

To evaluate a deposit, click on the small pencil to the right of each title; see image below:

On this new page, access the repository by clicking on the pdf link or on the PDF thumbnail, if the depositorhas submitted a repository in file format.

The notation grid allows you to rate the submission according to different criteria.

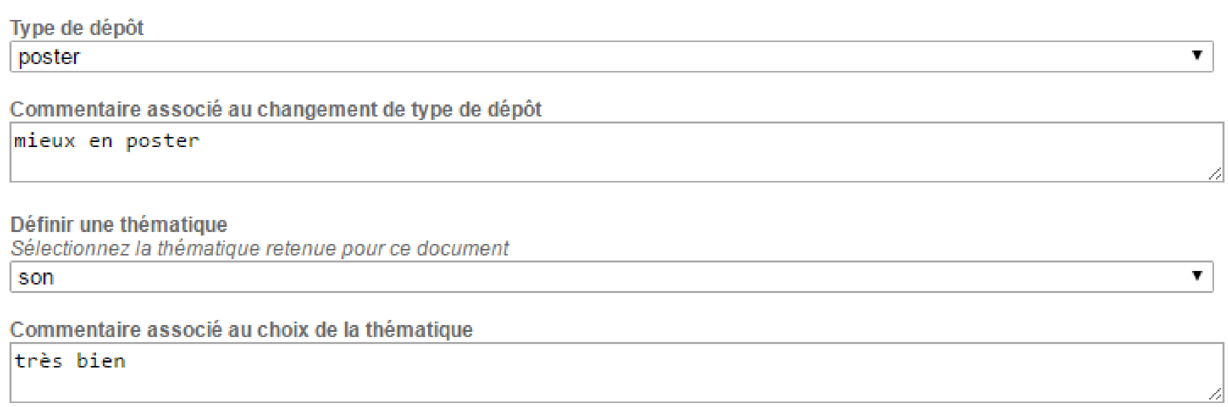
Depending on the configuration of this grid, for each criterion indicated, you can choose a note among those proposed and optionally enter a comment.

The weighting assigned to each criterion is indicated in the last column. A weighting of 0 means that the criterion is not taken into account when calculating the document score.

The coordinator will choose whether or not to make notes and comments of the reviewers visible to the depositor.

You will also be able to enter an internal comment (for the coordinator) and a global comment for the author. This second comment will not be sent automatically. It is also the coordinator who decides to send this comment to the depositor.

Finally, you can propose to change the Deposit type and Topic chosen by the depositor. You can add comments to your change proposals.



When you have finished reviewing a deposit, click Save. The deposit status changes to “Reviewed”. The deposit automatically disappears from your “New submissions” list and is now present in the “Submissions reviewed” section.

Tip

If you have been appointed as a reviewer and the list of your deposits to be reviewed is empty, check that you are logged in with a reviewer account. In case of doubt, the administrator can check whether your account has the reviewer privilege. If you have multiple accounts, please contact

[Sciencesconf support] (mailto:support@sciencesconf.org).

See also: *Submissions reviewed*

CHAPTER

FOURTEEN

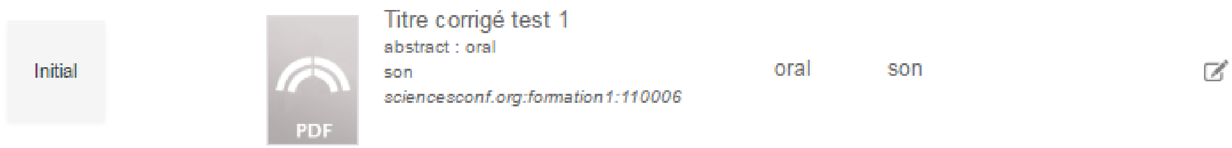
ACCESSING REVIEWED DEPOSITS

To access reviewed repositories, go to*Reviewing > Submissions reviewed*.

The different statuses are: pending modification, accepted, refused or initial.

You can view the repository by clicking on the little eye to the right of each repository.

In the following image, the coordinator sent a change request to the depositor. The depositor must change his or her submission before re-submitting it.



When the depositor has changed his or her deposit following your and the coordinator's proposals, the status changes to Initial.

By clicking on the pencil to the right of the deposit, you can re-evaluate the deposit. You will also be able to access your rating and any change requests made by the coordinator.

After a second reviewing, the repository will be marked as Reviewed.

The coordinator is responsible for accepting or refusing the deposit.


Relecture > Dépôts relus
Vous accédez aux papiers en cours de relecture, acceptés. Dès que la période de relecture est terminée, vous ne pouvez plus modifier votre évaluation.
Liste des dépôts
Filtrer par type de dépôt
Filtrer par thématique
PAPIER
TYPE
THÉMATIQUE
ACTIONS
Accepté
PDF
Titre corrigé test 1
abstract : oral
son
sciencesconf.org:formation1:110006
oral
son

CHAPTER

FIFTEEN

EDIT A REVIEW

If you want to go back to a replay, go to *Reviewing* > *Submissions reviewed*.

Only deposits with the status “Reviewed” are modifiable. The coordinators have not yet taken into account your rating to accept or refuse the deposit. By clicking on the pencil to the right of the deposit, you can re-evaluate the deposit.

See also: *New submissions*

CHAPTER

SIXTEEN

GENERAL GUIDE

This guide describes the different configurable modules for managing a conference.

Overview of Creating your conference website

First steps in website administration (see the tutorial)

Website setup

Mailing management

Registration management

Payment setup

Participants management

Editorial management

Reviewing management

Program management

Export to HAL

Once you have set all active modules, the `` `Opening the website` `` button will activate. If you wish, you can open the site to the public.

If you want to close the site, go to *My Space*. At the bottom of the page, you will have the option to click the `` `Close Conference Site` `` button.

CHAPTER

SEVENTEEN

CREATE THE CONFERENCE WEBSITE

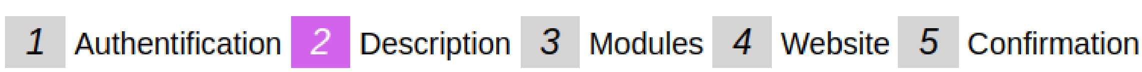
The creation of a conference site on Sciencesconf.org takes place in 4 phases:

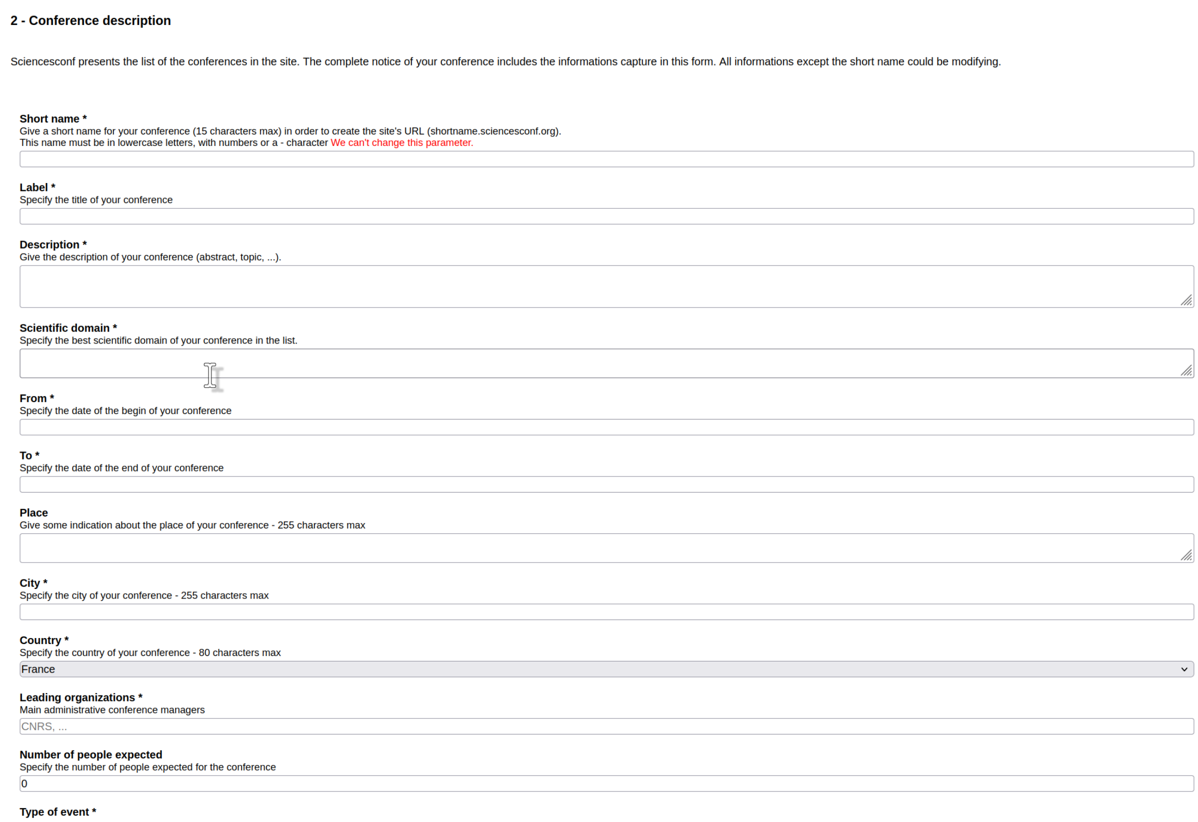
1. Request for *Creation of the conference* by yourself,
2. *CCSD validation of application*,
3. *Conference site administration*,
4. *Opening the site to the public*

17.1 Creation of the conference

To request the creation of your conference, go to the Sciencesconf site and click on "Create a new conference".

After authenticating, complete the following steps:





2 - Conference description

Sciencesconf presents the list of the conferences in the site. The complete notice of your conference includes the informations capture in this form. All informations except the short name could be modifying.

Short name *
Give a short name for your conference (15 characters max) in order to create the site's URL (shortname.sciencesconf.org).
This name must be in lowercase letters, with numbers or a - character We can't change this parameter.

Label *
Specify the title of your conference

Description *
Give the description of your conference (abstract, topic, ...).

Scientific domain *
Specify the best scientific domain of your conference in the list.

From *
Specify the date of the begin of your conference

To *
Specify the date of the end of your conference

Place
Give some indication about the place of your conference - 255 characters max

City *
Specify the city of your conference - 255 characters max

Country *
Specify the country of your conference - 80 characters max
France

Leading organizations *
Main administrative conference managers
CNRS, ...

Number of people expected
Specify the number of people expected for the conference
0

Type of event *

Fields marked with an asterisk are mandatory.

All the information entered in these steps can be modified after validation except the "Short name" field. This short name will be the beginning of your conference url: https://nomcourt.sciencesconf.org

17.2 CCSD validation of application

Make sure to fill in the description as well as the organizations carrying the event will facilitate the validation.

After confirmation of creation, your conference will be validated by our team within an average of 1 week following your request.

17.3 Conference site administration

The conference site must be configured before it can be opened to the public for registration and/or submission.

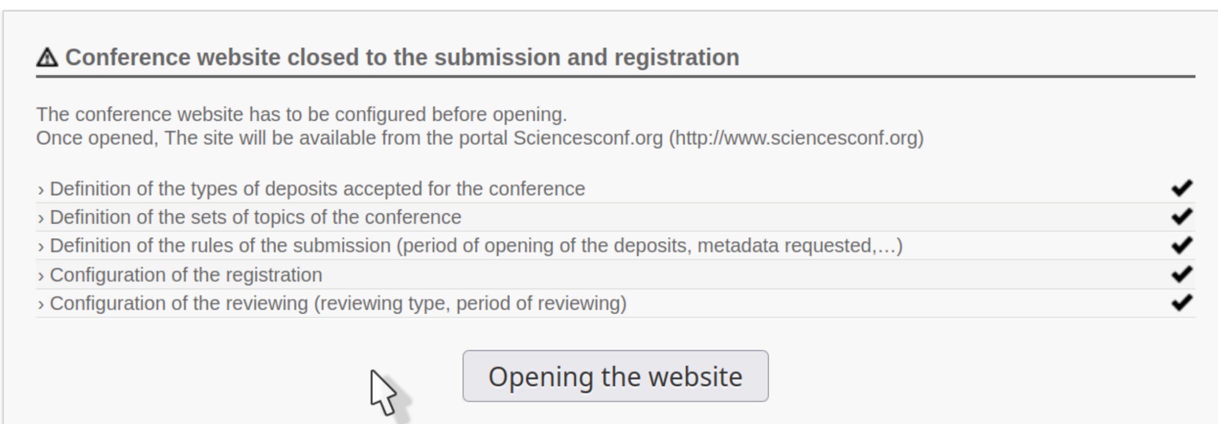
Once logged in, and from the *My Space* menu, you will see a table with the list of items to configure according to the modules enabled for your conference.

The site configuration includes:

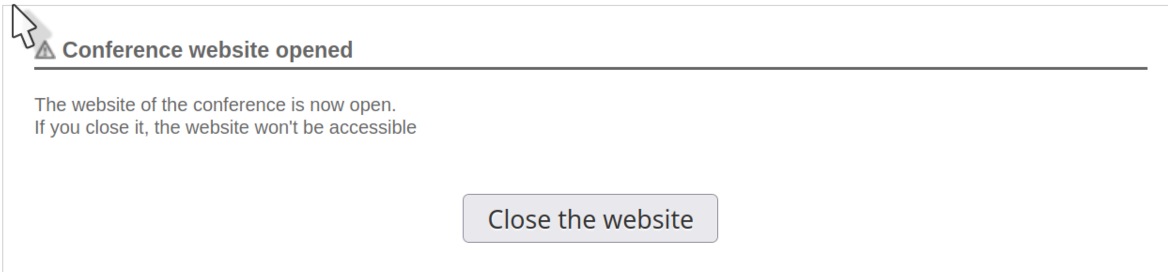
- Definition of the types of deposits accepted for the conference
- Definition of conference topics
- Definition of the rules of the repository (opening period of the repositories, metadata requested, etc.)
- Reviewing setup (type of reviewing, reviewing period)
- Registration module setup

17.4 Opening the site to the public

When you have configured all of these (✓),the `Open the website` button will activate.



You will be able to close the site once the conference is over by clicking on *My Space* and then clicking on `Close the website`.


Conference website opened
The website of the conference is now open.
If you close it, the website won't be accessible
Close the website

CHAPTER

EIGHTEEN

WEBSITE ADMINISTRATION

The configuration of your SciencesConf website depends on the different modules you have selected.

18.1 Access to the conference space

Once your space has been accepted by our team, you will receive a confirmation email with the website URL.

To access your conference space, click on the URL and log in with your login and password.

By default, the account used for the site creation request has conference administrator rights.

As the site administrator, you have access to the "My space " section and can give the Administrator privilege to others. In the "My space" section, you will see a table with the list of items to configure according to the modules enabled for your conference.

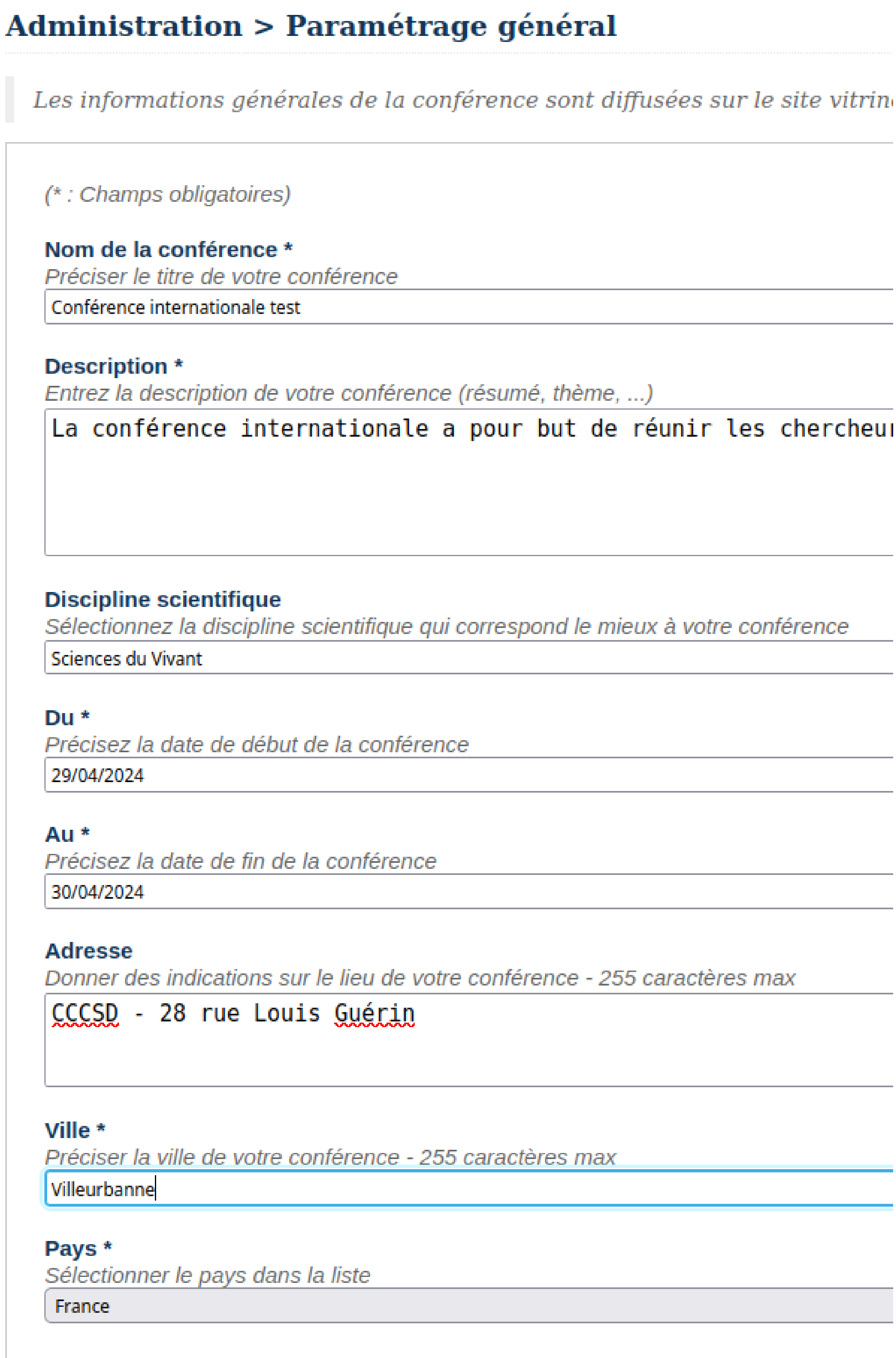
At this stage, the site is only accessible to administrators and persons with a specific role given by the administrator.

For more details on privileges, please see the *FAQ* at the end of this page.

18.2 General setting

The first step is to check the general setting you entered when you requested to create a conference.

Go to *Administration* > *General setting*, you will find general conference information such as title, dates or location.


Administration > Paramétrage général

Les informations générales de la conférence sont diffusées sur le site vitrin

(* : Champs obligatoires)

Nom de la conférence *
Préciser le titre de votre conférence
Conférence internationale test

Description *
Entrez la description de votre conférence (résumé, thème, ...)
La conférence internationale a pour but de réunir les chercheu

Discipline scientifique
Sélectionnez la discipline scientifique qui correspond le mieux à votre conférence
Sciences du Vivant

Du *
Précisez la date de début de la conférence
29/04/2024

Au *
Précisez la date de fin de la conférence
30/04/2024

Adresse
Donner des indications sur le lieu de votre conférence - 255 caractères max
CCCSD - 28 rue Louis Guérin

Ville *
Préciser la ville de votre conférence - 255 caractères max
Villeurbanne

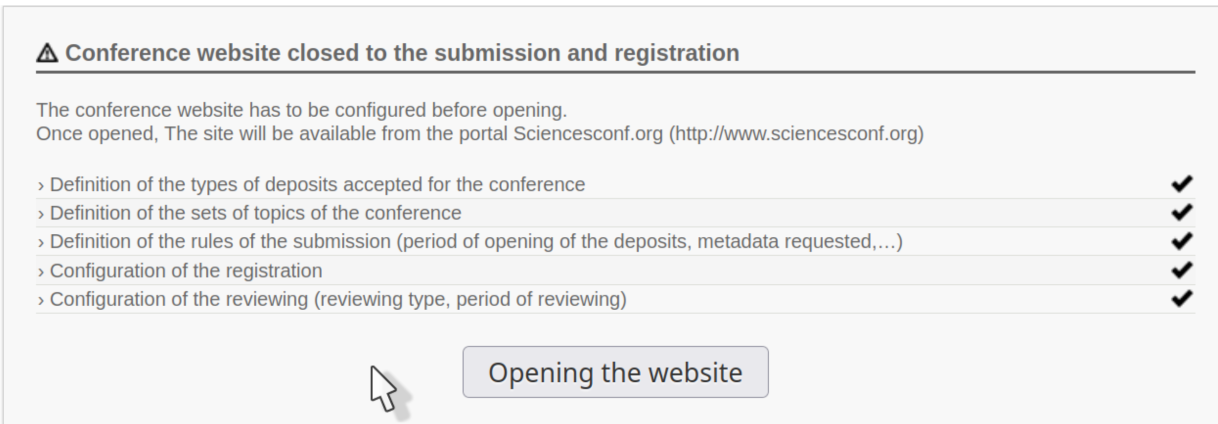
Pays *
Sélectionner le pays dans la liste
France

This information will be disseminated on the showcase site Sciencesconf.org

They are also used for search engine referencing.

18.3 Modules

The elements visible in your space depend on the modules activated.



You may see fewer lines if you have not enabled all modules.

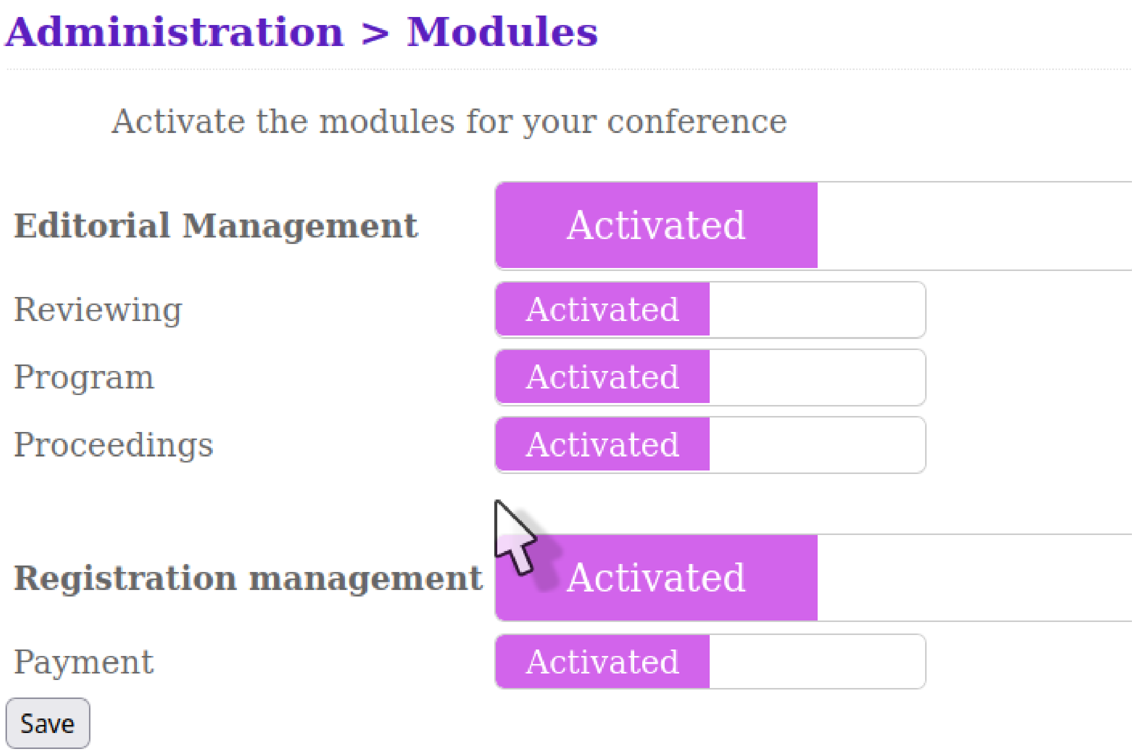
Once you have configured all of these lines, the `Opening the website` button will activate.

18.3.1 Enable/disable modules

To enable or disable modules, go to *Administration* > *Modules*.

When you activate the Registration management module and the Editorial management module, the sub-modules are disabled by default. We need to activate them one by one.

Don't forget to click the `Save` button so that the changes are taken into account.



18.4 Users

18.4.1 Users

The *Administration* > *Users* menu lists all users who have logged on to your site, whether they are registered, depositors or simple visitors.

18.4.2 Rights

The privileges that may be granted are:

- Administrator: establishes the site in its general aspect. This privilege includes all other privileges.
- Coordinator: coordinates site submissions. He will define the reviewers, distribute the repositories, select the submissions and will be responsible for establishing the program in conjunction with the Webmaster
- Webmaster: personalizes the website (appearance and content)

- Administrative: manages registrations
- Reviewer: evaluates submissions
- Redactor: access only reviewer reviews

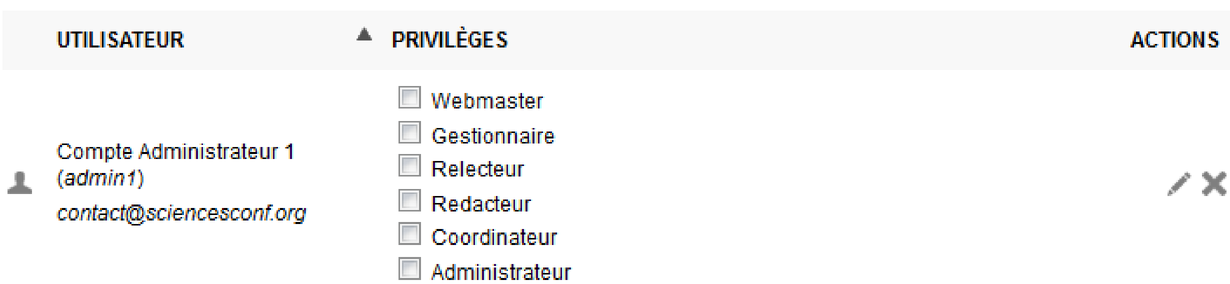
Privilège /accès module	Dépôts	Inscription	Gestion éditoriale	Relecture	Programme	Gestion des mails	Gestion de l'inscription	Site web	Administration
Administrateur	✓	✓	✓	✓	✓	✓	✓	✓	✓
Coordinateur	✓	✓	✓	✓	✓	✓			
Rédacteur	✓	✓	✓						
Relecteur	✓	✓		✓					
Gestionnaire	✓	✓					✓		✓
Webmaster	✓	✓			✓			✓	

The assignment is done only on a user account already created.

From the *Administration* > *Rights* menu you have access to the dashboard for assigning privileges to users of your site.

To add roles to a user who does not have one, * click on "Add user", * enter the first characters of his name to search for the user, * select the user from the list, * then tick the privileges in the popup window that appears.

To change a user's roles, right-click the pencil on the right. Select the privileges for that user.



Note

By default, the administrator has all rights except that of reviewer.

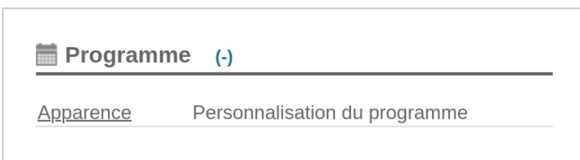
CHAPTER

NINETEEN

THE ADMINISTRATIVE ROLES

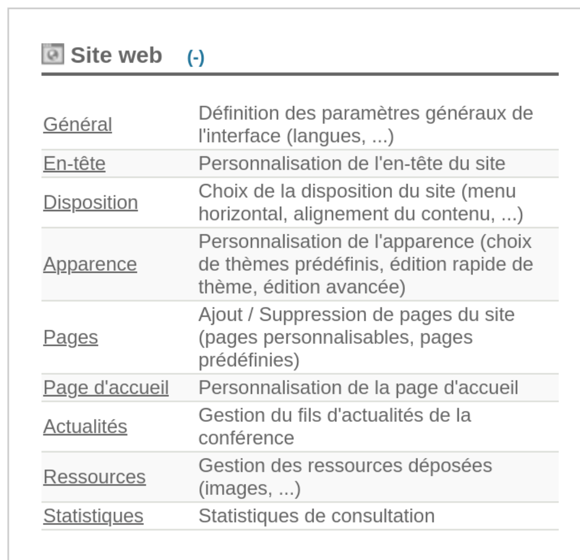
19.1 Webmaster

The webmaster is responsible for managing the appearance of the conference website. The privileges specific to the webmaster are framed in orange:



Programme (-)

Apparence	Personnalisation du programme



Site web (-)

Général	Définition des paramètres généraux de l'interface (langues, ...)
En-tête	Personnalisation de l'en-tête du site
Disposition	Choix de la disposition du site (menu horizontal, alignement du contenu, ...)
Apparence	Personnalisation de l'apparence (choix de thèmes prédéfinis, édition rapide de thème, édition avancée)
Pages	Ajout / Suppression de pages du site (pages personnalisables, pages prédéfinies)
Page d'accueil	Personnalisation de la page d'accueil
Actualités	Gestion du fils d'actualités de la conférence
Ressources	Gestion des ressources déposées (images, ...)
Statistiques	Statistiques de consultation

19.2 Redactor

19.3 Administrative

The administrative has access to all registration tracking and account creation.

19.4 Reviewer

The reviewer has access to the communications that the administrator or coordinator has assigned him for review.

19.5 Coordinator

The coordinator organizes the reviewing work, accepts or refuses the deposits and proceeds to the electronic publication of the communications. He also has rights on program configuration and email management. As with all other privileges, there may be one or more coordinators.

19.6 Administrator

The administrator can access to all configuration elements of the conference website, except reviewing. Ti is not necessary to add any role to the administrator except reviewer.

19.7 Contributor

This role is automatically done to the person who submit a communicationon Sciencesconf website for the conference.

19.8 Participant

This role is automatically done to a person who register on Sciencesconf website for the conference.

CHAPTER

TWENTY

WEBSITE MANAGEMENT

The second part of the configuration concerns the customization of the appearance of your conference website to give it a visual identity: the general aspect and the pages.

Several steps are available to set the appearance of the conference website:

- General: languages, contact, documentation,

- Header: configuration form or custom banner,

- Layout: menu alignment, width and position,

- Appearance: background image, colors, size and font or style sheet,

- Homepage: content of the homepage of the site,

- Pages: create and manage the site menu,

- News: news feed content,

- Resources: storage of the various text files and images of the site (ex: logos, banner, copyright assignment contract, etc.),

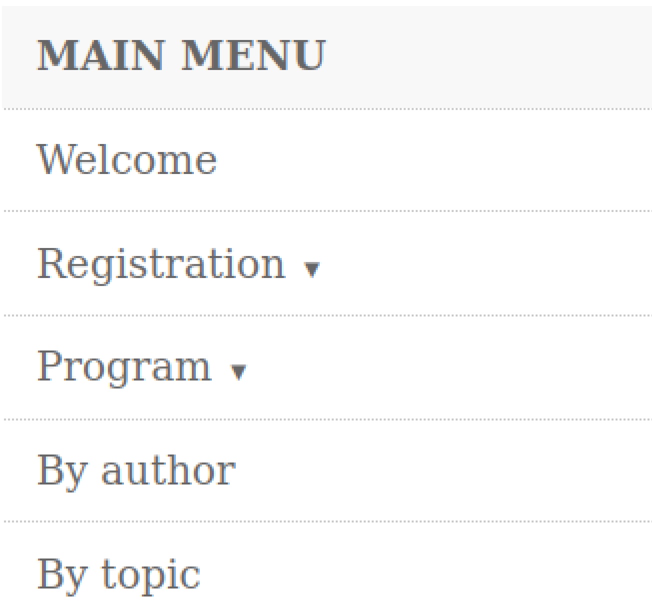
- Statistics: information on access to statistics

20.1 Add a folder (a page with sub-pages)

You can also structure the menu by adding folders to group pages. In *Website* > *Pages*, simply click "Add Folder" and give it a name, then drag pages under that folder using the arrows to the left of each title.

It takes at least two pages to create a folder with subpages. If there is only one page in a folder, it will not display, only the page will be visible.

Example menu with some pages added:

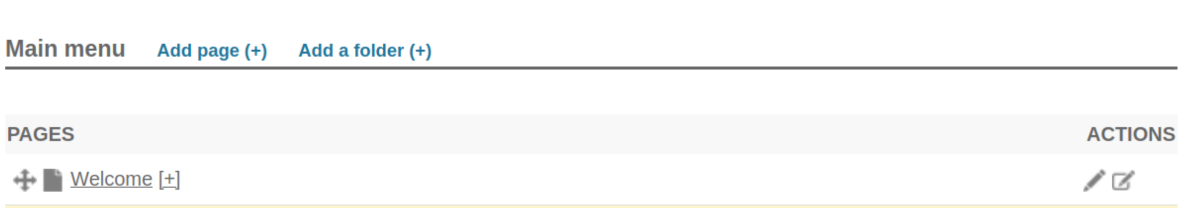


The menu must be saved in order to display the pages in the Menu and be able to edit their contents using the edit
icon.

20.2 Consultation rights, right to modify and edit content

For all pages, you can change the rights of consultation by type of user (pencil): public, member (person connected with a Sciencesconf account), editor, proofreader, manager, coordinator, webmaster and administrator).

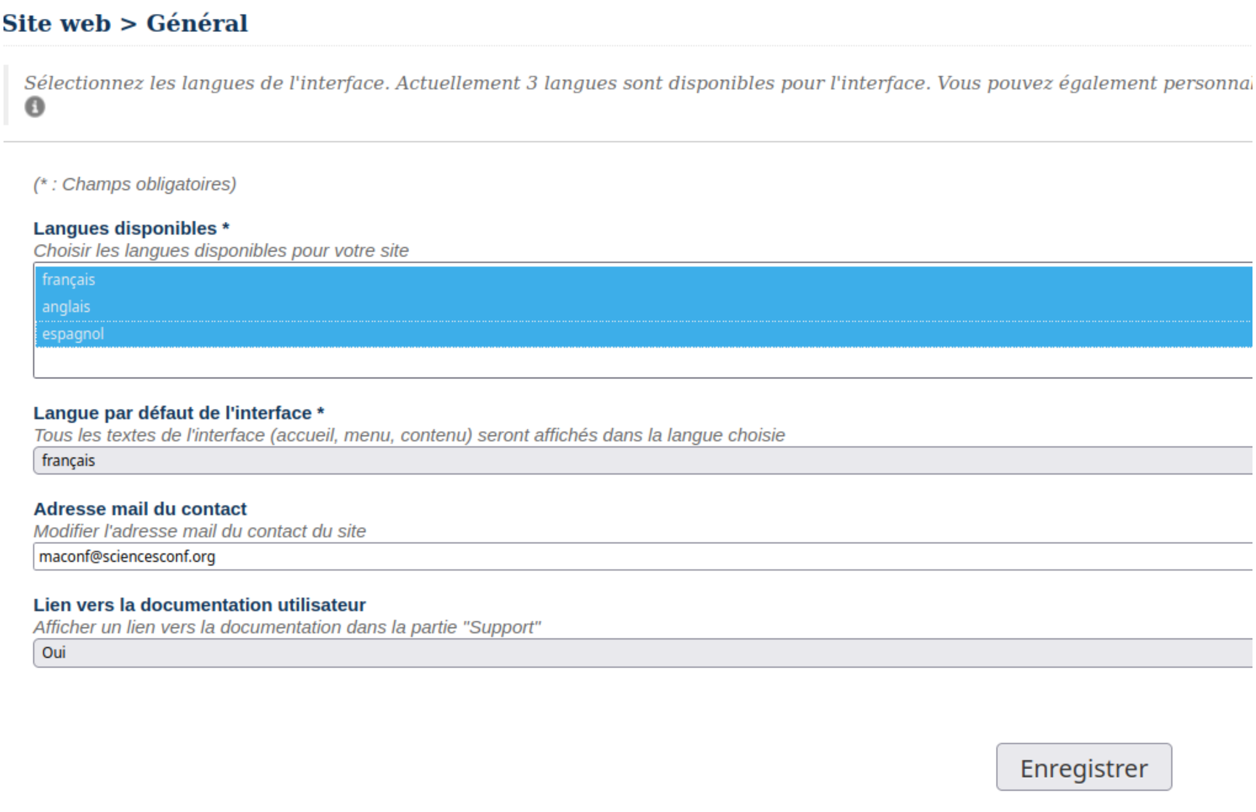
For some pages, you can also set the modification rights.


Main menu
Add page (+)
Add a folder (+)
PAGES
ACTIONS
Welcome [+]

CHAPTER TWENTYONE

GENERAL SETTINGS

In *Website > General*, you can set different parameters such as the language of your site and customize the support part.



21.1 The language

The available languages are French, English and Spanish. You have the choice to select up to three languages for your interface by holding the "Shift" key.

If you choose multiple languages, users will be able to change the language of the site by clicking on the language codes at the top left of the site.

You can also set the default language for your site.

Tip

We advise you to choose languages from the first configurations of your site. For each page or field created, you will need to complete the content in the chosen languages. If you choose languages along the way, you will need to go back to each page and enter the content in the added language(s).

21.2 Contact

Sciencesconf has created an alias for you. This one is of the type nomcourtconference@sciencesconf.org.

By default, this address will be the address used to contact support, i.e., to contact you. If you wish to be contacted by another email address, you can change the email address of the contact.

You can also add a link to the user documentation.

All this information will be visible in the *Support* section of the menu.

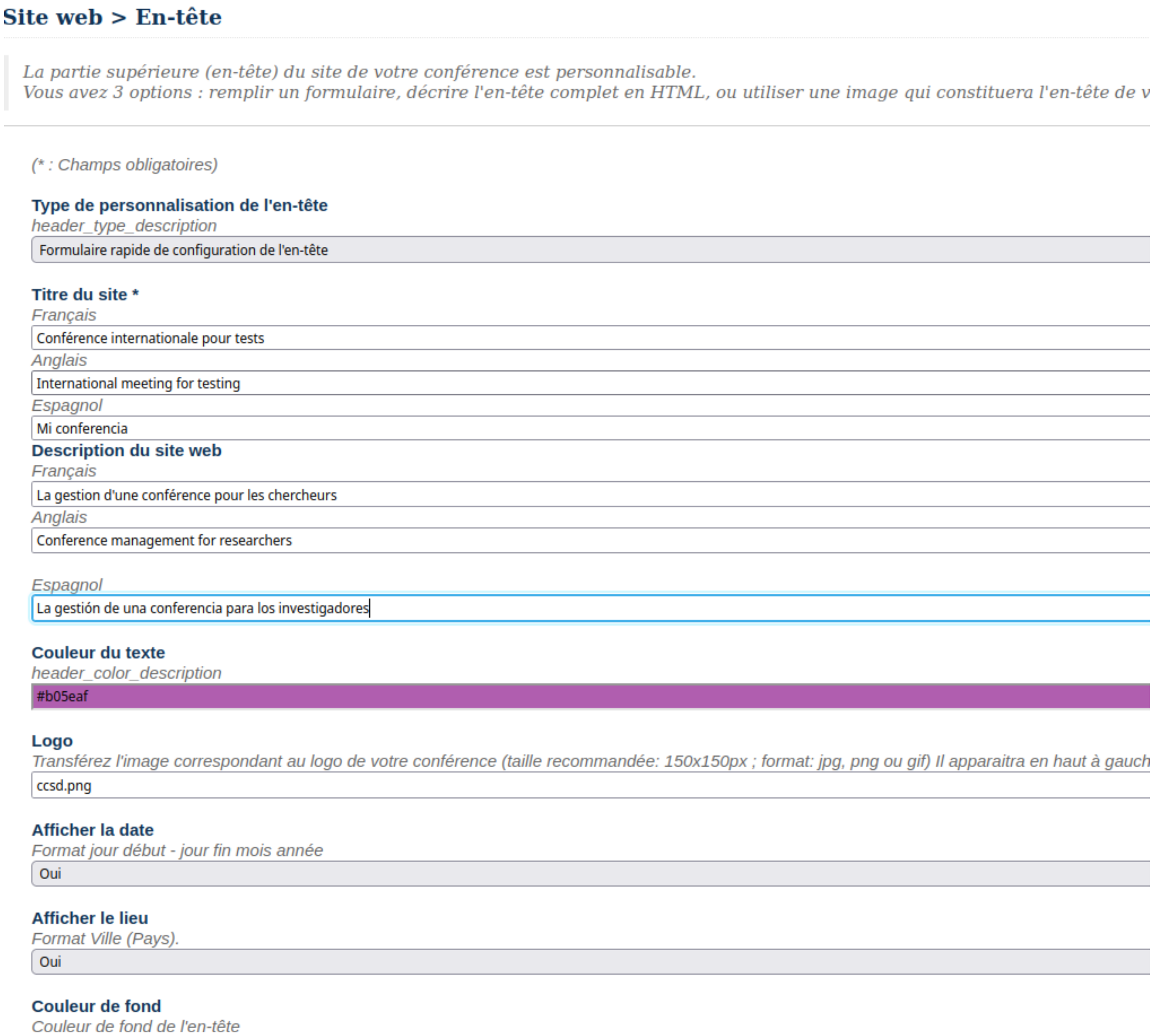
CHAPTER

TWENTYTWO

HEADER

In *Website* > *Header*, you can set the site header in three ways:

22.1 Header setup quick form


Site web > En-tête

La partie supérieure (en-tête) du site de votre conférence est personnalisable.
Vous avez 3 options : remplir un formulaire, décrire l'en-tête complet en HTML, ou utiliser une image qui constituera l'en-tête de v

(* : Champs obligatoires)

Type de personnalisation de l'en-tête
header_type_description
Formulaire rapide de configuration de l'en-tête

Titre du site *
Français
Conférence internationale pour tests
Anglais
International meeting for testing
Espagnol
Mi conferencia
Description du site web
Français
La gestion d'une conférence pour les chercheurs
Anglais
Conference management for researchers

Espagnol
La gestión de una conferencia para los investigadores

Couleur du texte
header_color_description
#b05eaf

Logo
Transférez l'image correspondant au logo de votre conférence (taille recommandée: 150x150px ; format: jpg, png ou gif) Il apparaitra en haut à gauch
ccsd.png

Afficher la date
Format jour début - jour fin mois année
Oui

Afficher le lieu
Format Ville (Pays).
Oui

Couleur de fond
Couleur de fond de l'en-tête

If you use this type of setting, you will need to choose a title for your conference. If your conference is in multiple languages, you will need to enter the title in each selected language.

You can enter a description, choose the color of your text and the background color.

You can also include a logo. This logo will appear on the top left of all pages. The recommended size is **150 x 150px**. The accepted formats are . jpg, . png or .gif.

You can also choose to display information such as the date and location of your conference.

Finally, you have the option to add a background image that will automatically position under the logo and text.

This image will be displayed at the original dimensions and will not be resized by the tool.

22.2 Customize your header in HTML

With this option, you have access to a text editor. You can either paste your image or switch to HTML mode and enter the HTML code of your header.

22.3 Header picture

If you use the "Header picture" option, your picture must be worked on by you. The image will not be resized. Just attach a file.

Recommended header picture size is **980 x 160px**.

Tip

If you switch from one mode to another, you will have to delete the images loaded in the previous options, otherwise you may have a stack of images on your header.

CHAPTER

TWENTYTHREE

DISPOSITION

The *Website* > *Layout* part concerns the style of your site: - left alignment or center, - the width of your pages fixed or variable,- the layout of the menu: you can choose between a vertical menu (which appears to the left of the page) or horizontal (displayed at the top of the page, below the title banner).

The website layout is optimized for computer navigation. There will be no adaptation for smartphone navigation.

CHAPTER

TWENTYFOUR

APPEARENCE

The *Website* > *Appearance* menu includes the choice of colors and fonts for your site. You have three ways to set the appearance of your site.

24.1 In one clic

You have the choice between 16 predefined graphic themes.

24.2 Quickly

You choose the background image and its repetitions (x,y). You define the background color, the main site color (for example the menu background color) as well as the text color.

In this section, you can also define the font, text size and titles.

24.3 Advanced

With this option, you can edit the site style sheet and configure the appearance in detail.

CHAPTER

TWENTYFIVE

PAGES

Pages allow to enrich the menu *Main menu*. To add pages, go to *Website* > *Pages*.

You can add predefined pages or customizable pages: - Home page: a single page, One of the site; - Link: allows you to link to an external page; - File: allows to display a document in the browser or to link it to a page; - Submission of a communication; - Consultation of communications by author, by speaker, by theme or by type of document; - Search for a conference paper; - Programme; - Conference registration; - Resources: RSS feed, photo gallery, list of participants, access, sponsors, news; - Customizable page: to create information pages. You can also add as many customizable pages as you want.

After adding a page, you must click the `` `Save` `` button to see the page in the menu and then be able to edit it.

Note

Only one page can be created per page type except for 'Link', 'File', 'Customizable page' and 'Photo gallery' pages.

25.1 The different types of pages

25.1.1 Homepage

The home page is the only page created by default and that cannot be deleted.

By default, the home page contains the content of the description you entered when you requested to create a website.

To change it, click the "Update page content" icon on the Home line or click *Website* > *Homepage*.

The homepage can be divided into 2 columns: a column called "main column" and another called "right lateral column". Each column is divided into blocks with a title and content.

Click "Add a block of text" to add content as blocks that you will place in the main area or in the right-hand side column. You can move the blocks with then arrows to the left of each block. See next picture.

In the "More pptions", you can also change the width of the main area, the background color of the lateral area and insert separators between the main part and the right column.

25.1.2 Web link

With this page, you add a link to your Menu.

You can add multiple pages of this type.

Example: pages indicating nearby hotels.

25.1.3 File

With this page, you add a file to your Menu.

You can add multiple pages of this type.

Example: a file with a campus map, a program made entirely by you, a list of restaurants nearby, etc.

25.1.4 Customizable page

This page is fully configurable using a text editor.

If your site is in multiple languages, the content must be configured in all languages of the site before you can save the page.

The text editor allows you to switch to HTML mode if you want to customize the page in more detail.

You can add multiple pages of this type.

25.1.5 Browse by

You can add pages to view accepted repositories. The types of consultations are by Author, Speaker, Document type or Topic.

25.1.6 Search

This page allows users to search for a deposit against the mandatory fields filled in by depositors.

25.1.7 Program

The Program page makes the program accessible to users in the Navigation menu. The configuration of the program content is done in the *Program* menu

25.1.8 Registration

The Registration page allows users to access the registration form even if they are not logged in. The registration form is configured in the *Registration management* menu

However, account creation and login are mandatory for those registering for your conference.

25.1.9 Photo gallery

With this page you can add images and create your own photo gallery.

You can add up to 5 pages of this type.

25.1.10 List of Participants

The list of participants updates automatically when a registration is validated and paid if the registration is paid.

The list of items displayed for each registrant can be configured by clicking on the "Update page content" icon.

If the number of participants in the "List of Participants" is not equal to the list of registrants, participants may not have finalized their registration (no payment, incomplete registration), or the registrants have not clicked on the link allowing them to validate the creation of their account.

25.1.11 Map

This page allows you to insert a link to a map using the HTML text editor.

You can also insert geographic coordinates in the latitude-longitude field.

25.1.12 Sponsors

This page allows you to add sponsors. You can indicate their name, a description, a logo and possibly the URL of the sponsor's website.

You can rearrange the list of sponsors by clicking and dropping on the list of sponsors.

25.1.13 RSS Feed

This page allows you to add an RSS feed address.

25.1.14 Submit

With the addition of this page, users will be able to submit their submission from the Navigation section. Configuration of the submission form is done in the *Editorial management* menu

However, account creation and login are mandatory for those who file a summary or communication.

25.1.15 News

This page allows you to highlight your news via a dedicated page. After creating the page, you can add news by going to the 'Edit content' button or via the menu *Website* > *News*

CHAPTER

TWENTYSIX

NEWS

From the menu *Website* > *News*, you can manage the news of your conference.

To add a news, click on "Add a news".

There are three fields on the News entry form. All fields marked with a star are mandatory.

> Title: title of your news, Content: description of the news, URL target: url of the page to have more information

These news will be available on a page of your site or via RSS.

CHAPTER TWENTYSEVEN

RESOURCES

In *Website* > *Resources*, you have access to all the resources deposited on your site.

You can replace or delete them from this page. Resources are all external files used to enrich your website, such as images, sponsor logos, files used in File pages, etc.

CHAPTER

TWENTYEIGHT

STATISTICS

Upon creation of your site, you can request the creation of an access on Matomo, web analysis software of consultation statistics. It provides you with detailed reports on your website visitors: search engine and keywords used, their languages, your most popular pages…

Login credentials are listed on the *Website* > *Statistics* page.

For more information on this tool, you can read their documentation in English: Piwik tour

You also have the option to use Google Analytics if you already have an account.

CHAPTER

TWENTYNINE

ALIAS EMAIL DE CONTACT

Chaque conférence possède un alias, une adresse mail qui redirige vers une ou plusieurs adresses email préexistantes contenues dans celui-ci.

Cet alias est basé par défaut sur le nom court de votre conférence suivi de @sciencesconf.org.

Lorsque vous utiliserez le module d'envoi de message *Mailing*, les destinataires verront cette adresse comme expéditeur. De plus, si vous souhaitez être contacté directement grâce à une adresse générique, l'alias permet de renvoyer les mails reçus vers les adresses emails de plusieurs destinataires.

Vous avez également la possibilité de créer de nouveaux alias, afin de palier à vos besoins, comme avoir un alias spécifique à la partie administrative.

29.1 Créer un nouvel alias

Dans *Gestion des mails* > *Alias*>, cliquez sur la liste déroulante, à la fin de la liste, cliquez sur *« Créer un nouvel alias »* et saisissez le nom souhaité. Celui-ci sera préfixé par le nom court de votre conférence, suivi de « @sciencesconf.org ».

Dans la partie *« Destinataire »*, ajouter des adresses valides, elles s'afficheront en bas de page dans la partie Destinataire.

Finissez l'action en cliquant sur *« Ajouter l'alias »*.

29.2 Modifier les adresses de l'alias

Dans *Gestion des mails* > *Alias*, choisissez l'alias concerné et ajoutez des adresses mail valides dans la partie Destinataire. Elles s'afficheront en bas de page, dans la partie Destinataire.

Les croix à droite de chaque adresse mail vous permettent de supprimer ces adresses.

Terminez l'action en cliquant sur *« Modifier l'alias »*.

29.3 Supprimer un alias

Dans *Gestion des mails* > *Alias*, vous trouverez le bouton `` `Supprimer l'alias` ``.

Note

Tous les alias créés manuellement peuvent être supprimés sauf celui créé par défaut par Sciencesconf.

Si vous ne souhaitez pas que cet alias apparaisse dans l'adresse mail de contact, l'administrateur du site ou le webmaster peut aller dans *Site web* > *Général* et modifier la ligne « adresse de contact ».

CHAPTER

THIRTY

APPARENCE DES EMAILS

La gestion de l'apparence des mails se trouve dans *Gestion des mails* > *Apparence*.

Vous aurez la possibilité de personnaliser l'en-tête des emails grâce à l'éditeur de texte ou le mode HTML.

Vous pourrez également choisir la police de caractère qui sera utilisée sur les emails envoyés.

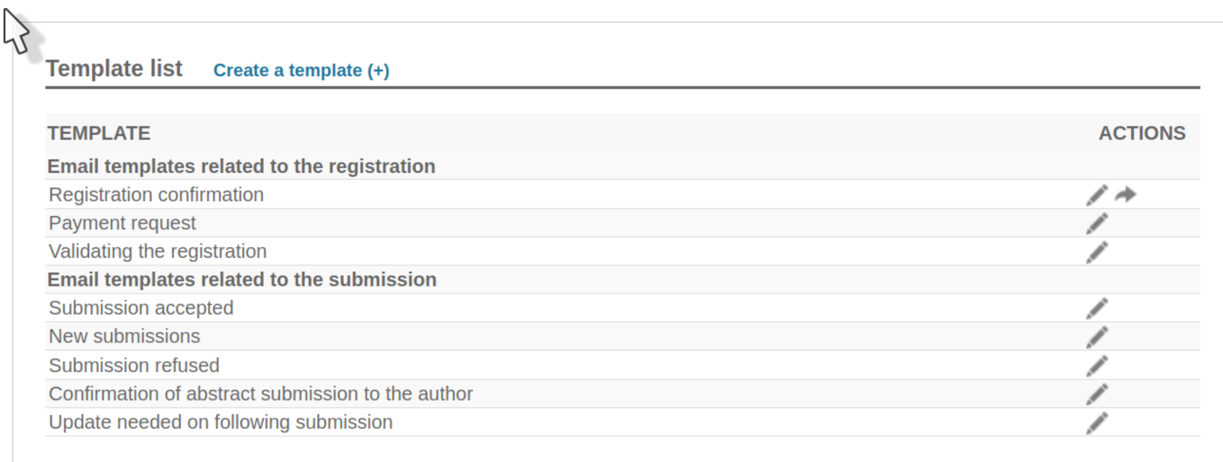
Enfin, vous pourrez choisir d'ajouter ou non le pied de page prédéfini dans Sciencesconf.

CHAPTER

THIRTYONE

GESTION DES MODÈLES DE MAILS

Sciencesconf a créé plusieurs modèles de mails liés soit à l’inscription, soit au dépôt :



Template list Create a template (+)

TEMPLATE	ACTIONS
Email templates related to the registration	
Registration confirmation	
Payment request	
Validating the registration	
Email templates related to the submission	
Submission accepted	
New submissions	
Submission refused	
Confirmation of abstract submission to the author	
Update needed on following submission	

31.1 Création et modification des modèles

Si vous souhaitez créer de nouveaux modèles, cliquez sur *« Créer un modèle »*.

Si vous souhaitez modifier ces modèles, cliquez sur l’icone du crayon à droite de chaque ligne.

Vous trouverez un éditeur de texte qui vous permettra de modifier le titre et le contenu de chaque modèle.

Si vous souhaitez revenir au modèle initial, cliquez sur la flèche qui apparait à droite du crayon.

31.2 Les tags

Des tags ont été définis pour personnaliser vos mails avec les données de votre conférence.

Tous les tags disponibles dans Sciencesconf se trouvent dans l'éditeur de texte. Par exemple si vous choisissez *« Nom complet de la conférence »*, le tag affiché sera %%CONFERENCE_NAME%%. Ce tag sera remplacé par le nom de votre conférence dans les mails envoyés.

Table 1: Liste des tags disponibles

Tag	Description
%%USER%%	Nom complet de l'utilisateur sous la forme 'prénom nom'
%%LOGIN%%	Identifiant de connexion
%%CONFERENCE%%	Identifiant court de la conférence
%%CONFERENCE_NAME%%	Nom complet de la conférence
%%CONFERENCE_CONTACT%%	Adresse mail de contact pour la conférence
%%CONFERENCE_URL%%	URL de la conférence
%%PAPER%%	Identifiant du document
%%PAPER_USER%%	Contributeur de la soumission
%%PAPER_REF%%	Référence du document déposé par un contributeur
%%PAPER_TYPDOC%%	Type de dépôt de la soumission
%%PAPER_SESSION%%	Thématique(s) du dépôt
%%PAPER_COMMENT%%	Commentaire laissé par le coordinateur lors de la relecture
%%PAPER_NOTE%%	Note moyenne donnée par les relecteurs
%%PAPER_GRID%%	Grille de relecture
%%REGISTRATION_DATA%%	Données d'inscription de l'utilisateur

Note

les tags relatifs aux papiers et aux inscriptions ne seront remplacés que pour mails issus de modèles à ces fonctionnalités.

CHAPTER

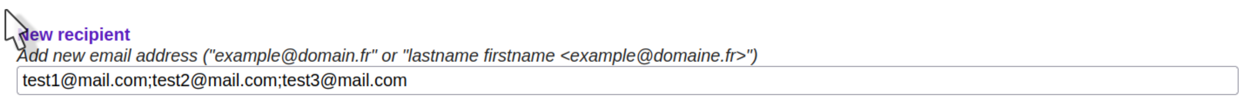
THIRTYTWO

GESTION DES LISTES PRÉDÉFINIES

Si vous souhaitez créer des listes de destinataires, allez dans *Gestion des mails* > *Listes prédéfinies*.

Cliquez sur *« Nouvelle liste »*, saisissez un titre et ajoutez des destinataires « libres » ou liés à des types créés dans Sciencesconf selon les privilèges, le dépôt ou les inscriptions.

Si vous choisissez d'ajouter des nouveaux destinataires, les emails sont entrés manuellement dans une liste prédéfinie de contact. Chaque adresse est séparée par un point virgule.



Il n'y a pas de procédure d'import de contacts à partir d'un fichier csv.

N'oubliez pas de cliquer sur la ligne qui apparait *« Ajouter le (ou les) destinataires(s) »*.

Cette nouvelle liste apparaitra dans les destinataires dans la fonctionnalité *Mailing*.

Warning

SciencesConf n'est pas un système de gestion de liste de diffusion, la limite d'emails à envoyer est de 500. Au-delà les serveurs saturent. Préférez donc l'utilisation d'un système de type Sympa.

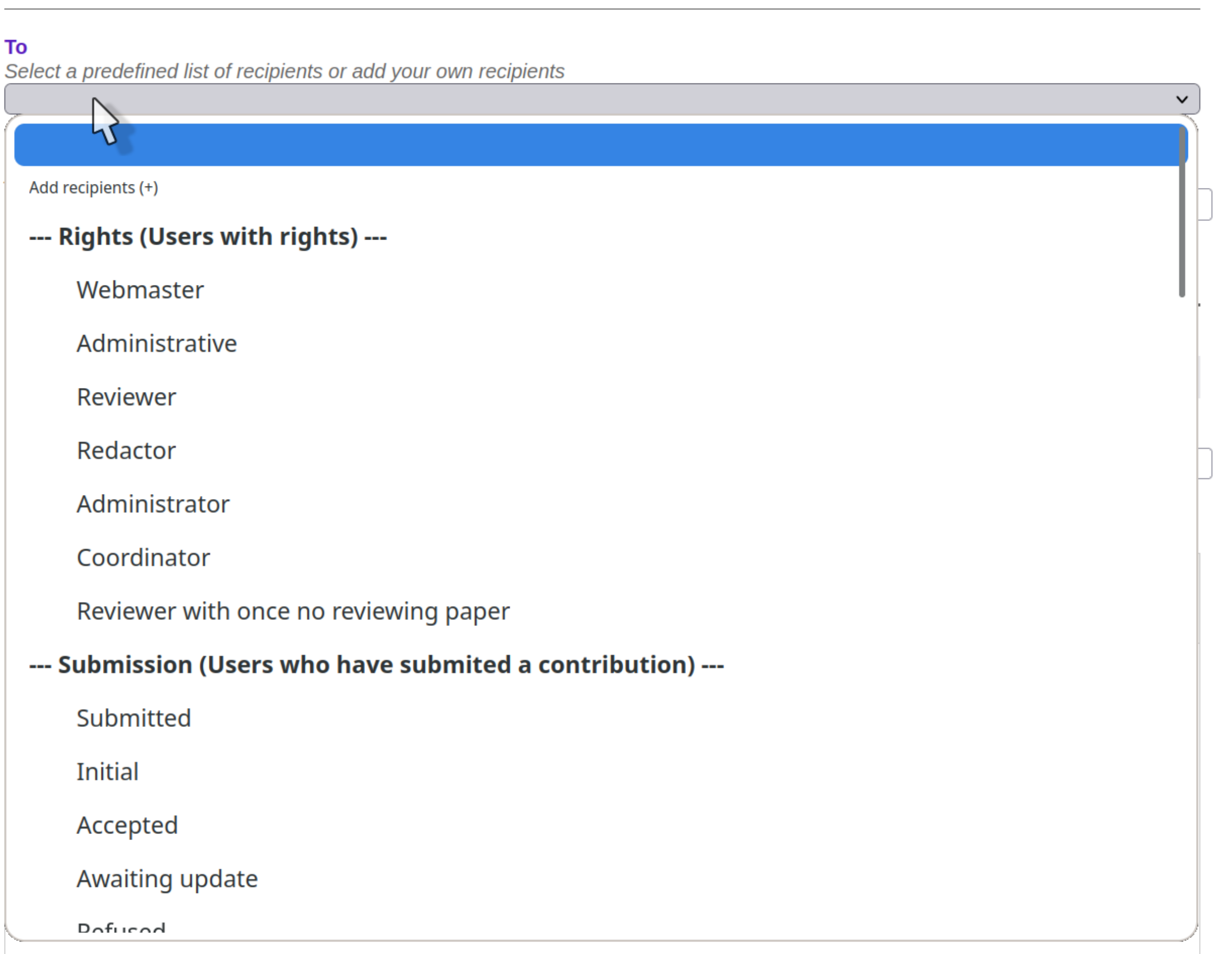
CHAPTER

THIRTYTHREE

MAILING

L'envoi des mails se fait dans la rubrique *Gestion des mails* > *Mailing*.

L'envoi de mails se divise en trois parties : *« A »* (destinataires), *« Contenu »* et *« Options »*.



Selon votre choix des destinataires, vous aurez accès à certains modèles dans la rubrique *« Contenu »*.

Dans *« A »* vous trouverez les listes de destinataires classés selon les privilèges, les dépôts, le statut de leur inscription et également vos listes prédéfinies. Toutefois, vous pourrez aussi ajouter de nouveaux destinataires.

Dans la partie *« Contenu »*, vous retrouverez les modèles prédéfinis ainsi que vos modèles personnalisés. Vous pouvez choisir un modèle ou écrire directement votre email à l'aide de l'éditeur de texte et du mode HTML.

Vous aurez aussi la possibilité de joindre un fichier dont la taille maximale devra être de 200 Mo.

Enfin dans la troisième partie *« Options »*, vous pouvez paramétrer l'envoi du mail aux auteurs correspondants, à l'ensemble des administrateurs et des accusés de réception.

Avant d'envoyer, vous pouvez prévisualiser votre message.

Pour chaque destinataire, vous aurez accès au contenu de l'email. Si vous avez utilisé un des modèles, vous verrez les tags être remplacés par les informations personnalisées.

Dans cet espace, vous pourrez supprimer un ou plusieurs destinataires et procéder à l'envoi.

Pour les sites multi-lingues, la langue des emails est celle définie par le paramètre « Langue par défaut de l'interface » choisi par l'utilisateur dans son profil de compte si elle fait partie des langues du site de la conférence.

Note

Les emails apparaissent en double lors de la prévisualisation, car nous l'affichons en mode HTML et en mode texte. Cela permet d'avoir le rendu dans les deux configurations possibles des clients de messagerie.

CHAPTER

THIRTYFOUR

HISTORIQUE

Dans *Gestion des mails* > *Historique*, vous avez accès à tous les mails envoyés depuis la plateforme.

Vous pouvez trier les mails (par sujet, par destinataires et par date) à l'aide des flèches situées à droite de la colonne.

Si vous recherchez un email spécifique, préférez l'utilisation du champ *« Rechercher dans le tableau »*.

Warning

L'historique ne permet pas de retracer l'historique des mails reçus, mais celui des mails envoyés par la conférence.

CHAPTER THIRTYFIVE

MANAGE REGISTRATION

If you have enabled the *Registration management* module, you will need to configure these features in order to open the public site.

Registration is configured in 2 stages:

– the general configuration of registrations

– the registration form for participants

Warning

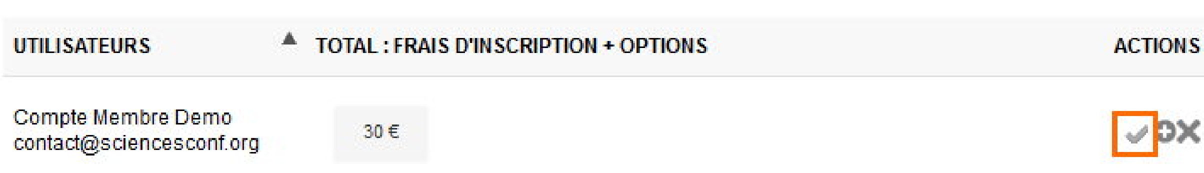
you can change your registration form as long as there are no participants. If people have already registered for your conference, no changes to the form will be permitted.

35.1 General configuration of registrations

From the *Registration management > 1 – Configuration* menu, you have access to the general settings of registration.

You can therefore indicate the registration period during which the registration form will be accessible to future participants. Note that the dates entered here depend on those indicated in the *Administration > General Settings* menu.

Manual validation allows you to control each new registration made on the site. Similar to pre-registration, with this option, you will have to validate each registration with the checkmark so that future participants can access the payment. An email is then sent automatically to the participant.



From this menu, you can also choose to alert administrators by email to each new registration. This alert makes sense if you choose a manual validation of registrants.

Here you can finally determine the maximum number of participants at your event if you have logistical constraints.

Tip

It should be noted that the information in this menu can be modified even if registrants are saved.

35.2 The registration form

To set up the registration form, go to *Registration Management > 2 – Form*<. Anyone wishing to register must complete this form.

The form is divided into four main parts.

35.2.1 Mandatory information about the user account

These informations are mandatory and not modifiable, it is part of the information relating to the user's Sciencesconf account.

35.2.2 Optional user account information

Some questions will be displayed, but not mandatory, these are additional informations. You can hide them if you wish.

35.2.3 Information on supervisory authorities

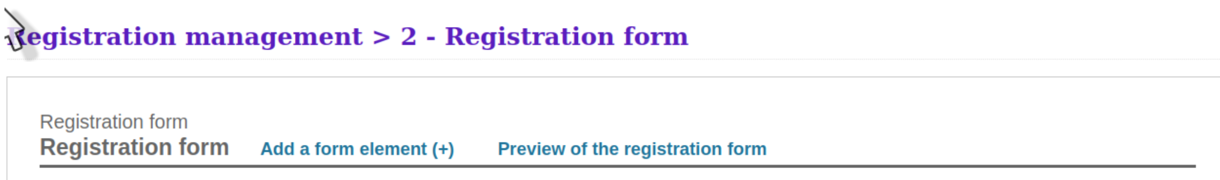
If you have enabled "Information on the affiliations of participants" in Step *1 – Setup*, you will be able to make the Affiliate Information options mandatory for future participants.

35.2.4 The customizable registration form

Finally, the “Register form” section deals with customizable questions.

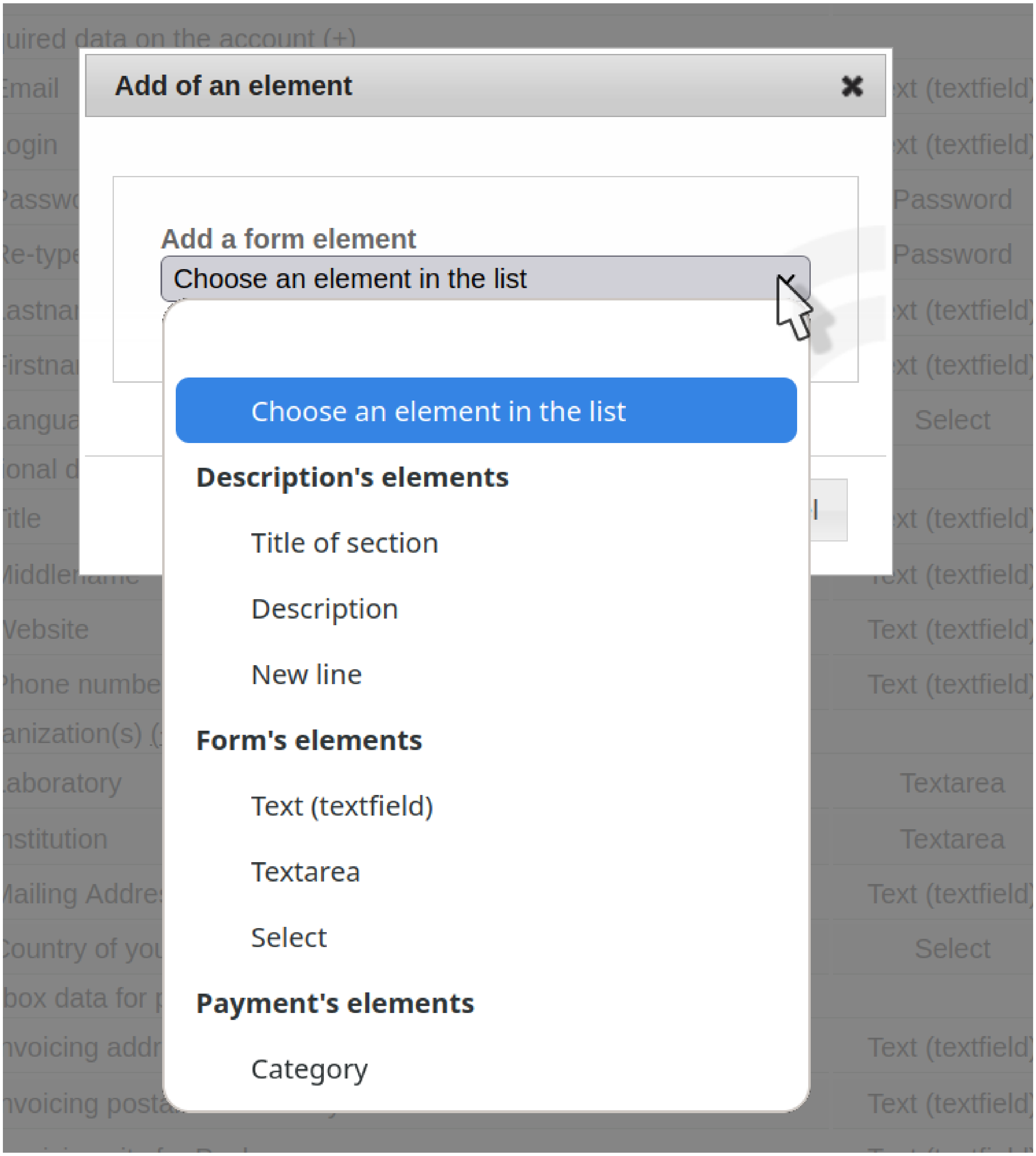
They are of several types. These fields can be removed with the cross, changed with the pencil, and moved relative to each other with the arrows to the left of each element.

If you want to add customizable items, click “Add form item”.



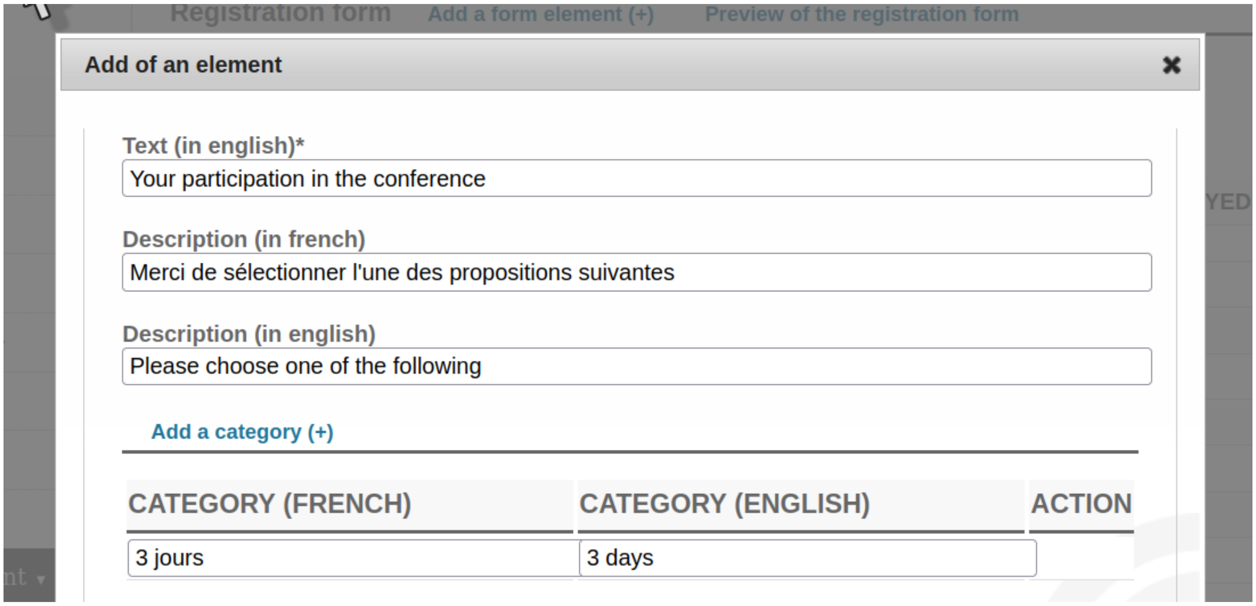
There are three types of elements:

1. * **The description elements*** (title, description and line break) will help you organize your form
2. ***Form elements*** where the expected response is text, multi-line text, or a choice from a select list
3. ***The payment element*** (category) that will allow you to define the different categories of participants (for example student, researcher, speaker, delegate, guest, etc.) and assign them a specific price in step *3 - Payment* (see the tutorial)


Add of an element
Add a form element
Choose an element in the list
Choose an element in the list
Description's elements
Title of section
Description
New line
Form's elements
Text (textfield)
Textarea
Select
Payment's elements
Category

35.2.5 The category element and drop-down list

The *label* will be the information visible to the user. If you want to complete the label, use the *description* field.



Once this item is added and saved, and you want to set different rates, go to the *Registration management > 3 – Payment* menu. Automatically your statuses (aka registrant categories) will be visible in the "Fee registration" part. All you have to do is add rates and choose the payment methods you want.

The form can be previewed by clicking on "Preview of the registration form" displayed in blue beside "Registration form".

If you want to add additional options (paid or not), you can add Drop-down List items. You can choose the "yes/no" type for a gala dinner, or a "personalized list" if it is a list of places to visit.

Each value will then correspond to a particular place.

If you have not activated the payment module, you can open your site.

If you have enabled payment, refer to the *Payment setup* page

To manage registrants, refer to the *Participants* page

CHAPTER

THIRTYSIX

PAYMENT SETUP

If you have enabled the Payment module, the configuration is done from the *Registration Management > 3 – Payment* menu

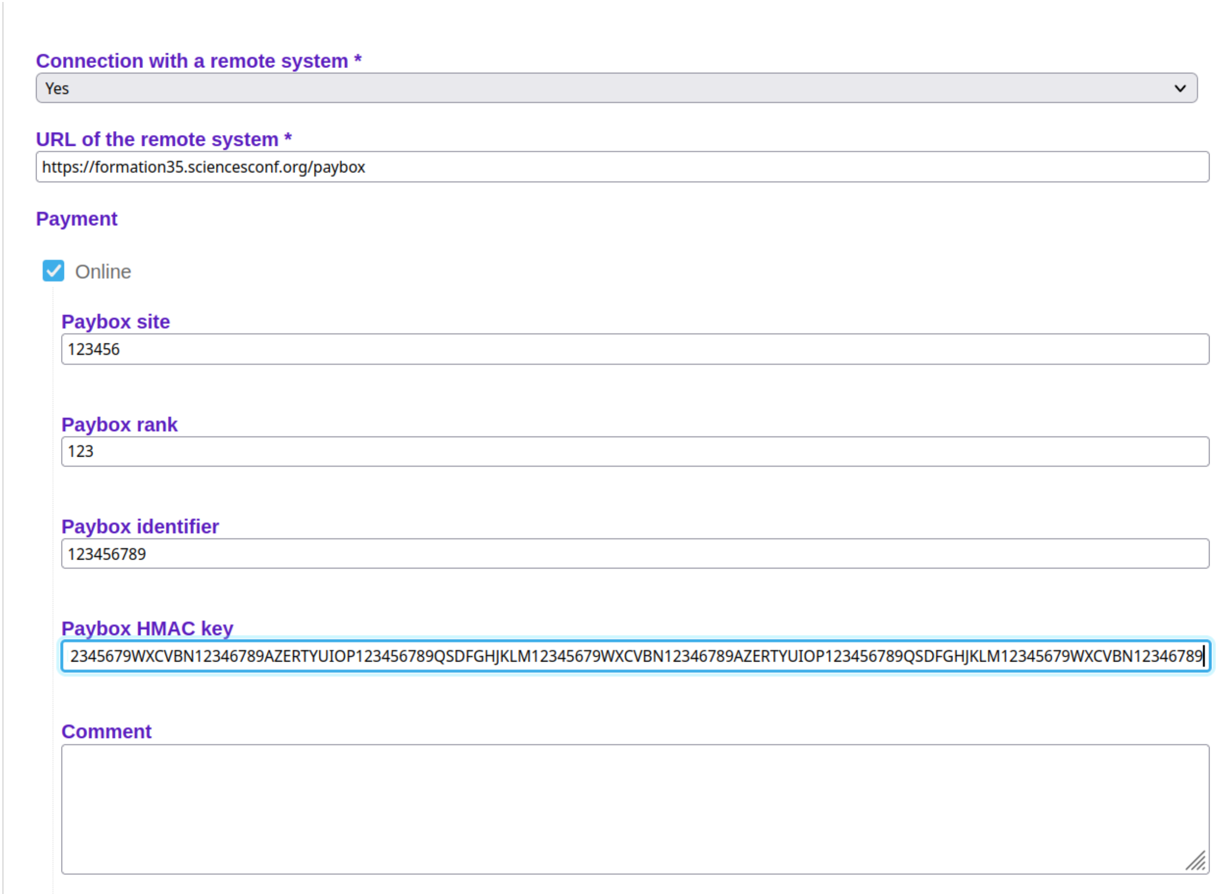
36.1 Choice of payment methods

The payment methods available on Sciencesconf are:

- inline payment

Si vous souhaitez mettre en place un service de paiement en ligne deux systèmes peuvent être mis en place sur Sciencesconf :

- via local payment system*. If the accounting department of your structure has a platform centralizing payments, then you must simply indicate its url in the field
- via système **Paybox** (Verifone)*. Sciencesconf se charge uniquement de faire le lien entre votre conférence et votre compte Paybox. Une fois ce-dernier ouvert, il faudra renseigner toutes les informations fournies par Paybox, suivant le modèle ci-dessous :



The operation of online payment is detailed in the following diagram: inline payment

Moreover, it is up to the conference organizers to manage the opening bank accounts. If you do not have a Paybox account (Verifone), you can request a creation from the Paybox site. For more information, see the Verifone FAQ section "Integrating verifone e-commerce solutions (Paybox)".

Pour la mise en place du protocole 3D secure v2 : *voir le tuto*

- payment by check

You must include the ORDER and mailing address in the box.

- payment by bank transfer

The account details must be filled in so that the registrants can proceed with the payment from their bank account to that of your accounting department. This is to indicate the IBAN BIC RIB.

- payment on the spot

If you want registrants to be able to pay for their registration directly upon arrival at the conference venue. You can select the accepted payment methods on site.

- payment by purchase order or administrative mandate

You must include the ORDER and mailing address in the box.

Payments made online will be automatically updated from the list of Registrants in *Registration management > Participants*

The status of online payments automatically changes to green (validated) if the transaction has been finalized. For the remaining transactions, the Administrator (or Manager) will need to manually validate the payment as soon as the payment has been received.

More details on the Participants management page.

36.2 Select options

On this page, you can also define whether the amounts indicated are excluding tax or including taxes, and indicate the VAT rate to be applied to the amounts.

36.3 Registration fees setup

Registration fees are to be entered in this section.

The amounts must be entered **at least** until the registration end date that you set in *Registration Management > 1 – Configuration*

For the payment end date, it must not exceed the end date of your conference. This information can be found in *Administration > General Settings*.

36.3.1 Different amounts by Category

If you want the registration fee to be different by relation to a category of registrant (for example student, researcher, or speaker, congressman, guest, etc.) you will find here the categories configured in the previous part of which you can define different amounts for each category. The amounts must cover the registration period set in the menu *Registration management > 2 – Form*(see the tutorial)

36.3.2 Different amounts by date

You can also set different amounts in relation to the registration dates.

To do this, click Add Amount and enter the different amount for each category from the date.

> MONTANT DES FRAIS D'INSCRIPTIONS * AJOUTER UN MONTANT DIFFÉRENT (+)

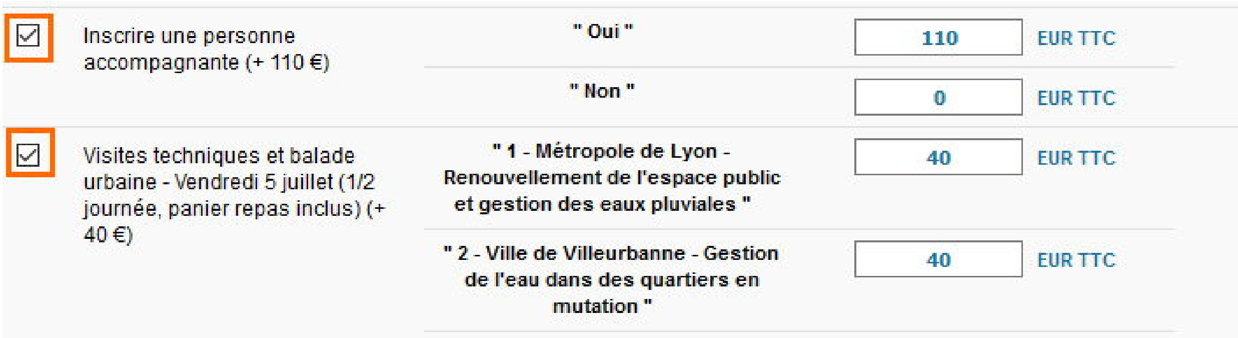
DATE	CATÉGORIE	MONTANT TTC
	" 3 jours - Congressiste "	590 EUR
	" 3 jours - Intervenant, relecteur, membre "	520 EUR
	" 3 jours - Invitation (merci de spécifier votre code invité ci-dessous) "	0 EUR
	" 2 jours - Congressiste "	480 EUR
Jusqu'au 30/06/2019	" 2 jours - Intervenant, relecteur, membre "	430 EUR
	" 2 jours - Invitation (merci de spécifier votre code invité ci-dessous) "	0 EUR
	" 1 jour - Congressiste "	280 EUR
	" 1 jour - Intervenant, relecteur, membre "	250 EUR
	" 1 jour - Invitation (merci de spécifier votre code invité ci-dessous) "	0 EUR
	" 3 jours - Congressiste "	690 EUR
	" 3 jours - Intervenant, relecteur, membre "	620 EUR
	" 3 jours - Invitation (merci de spécifier votre code invité ci-dessous) "	0 EUR
	" 2 jours - Congressiste "	550 EUR
Jusqu'au 30/08/2019	" 2 jours - Intervenant, relecteur, membre "	500 EUR
	" 2 jours - Invitation (merci de spécifier votre code invité ci-dessous) "	0 EUR
	" 1 jour - Congressiste "	320 EUR
	" 1 jour - Intervenant, relecteur, membre "	290 EUR
	" 1 jour - Invitation (merci de spécifier votre code invité ci-dessous) "	0 EUR

- Additional amounts

Apart from the amounts by Category and Date, it is possible to add additional amounts.

The descriptions of these additional amounts have been configured in the previous section *Registration management > 2 – Form*

Below, you will see an example of an item of the type “Drop-down list”



If you check the box for your item, you can add amounts that will be added to the registration fee.

If you do not check it, the information will be filled in by your registrants without affecting the registration amount.

Tip

If you wish to specify a rate containing centimes, you must use the period and not the comma as a separator.

When you have finished setting the different payment methods and registration fees, the *Open conference website* button will activate (My space).

You can now open the site to the public.

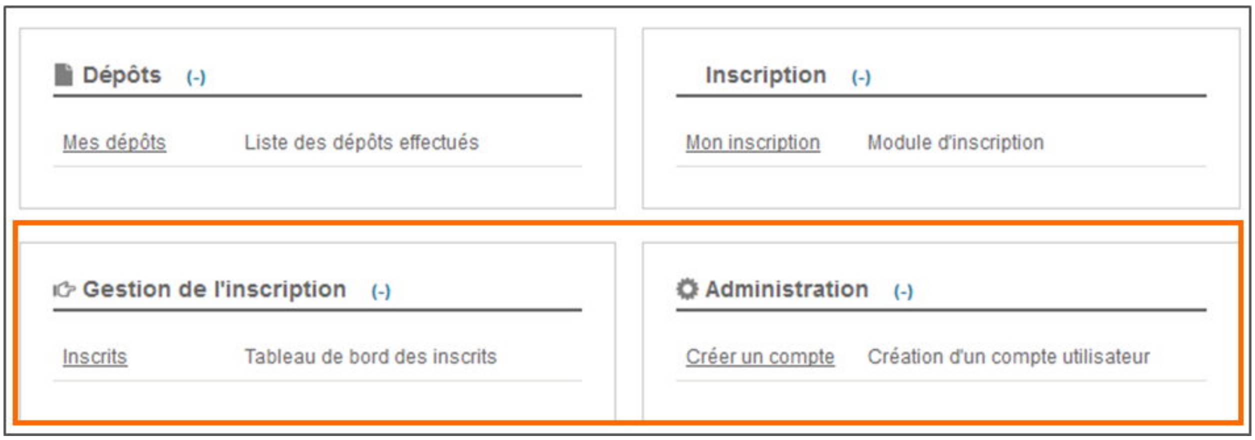
CHAPTER

THIRTYSEVEN

PARTICIPANTS MANAGEMENT

As a conference administrator or manager, you can perform various actions to manage registrations.

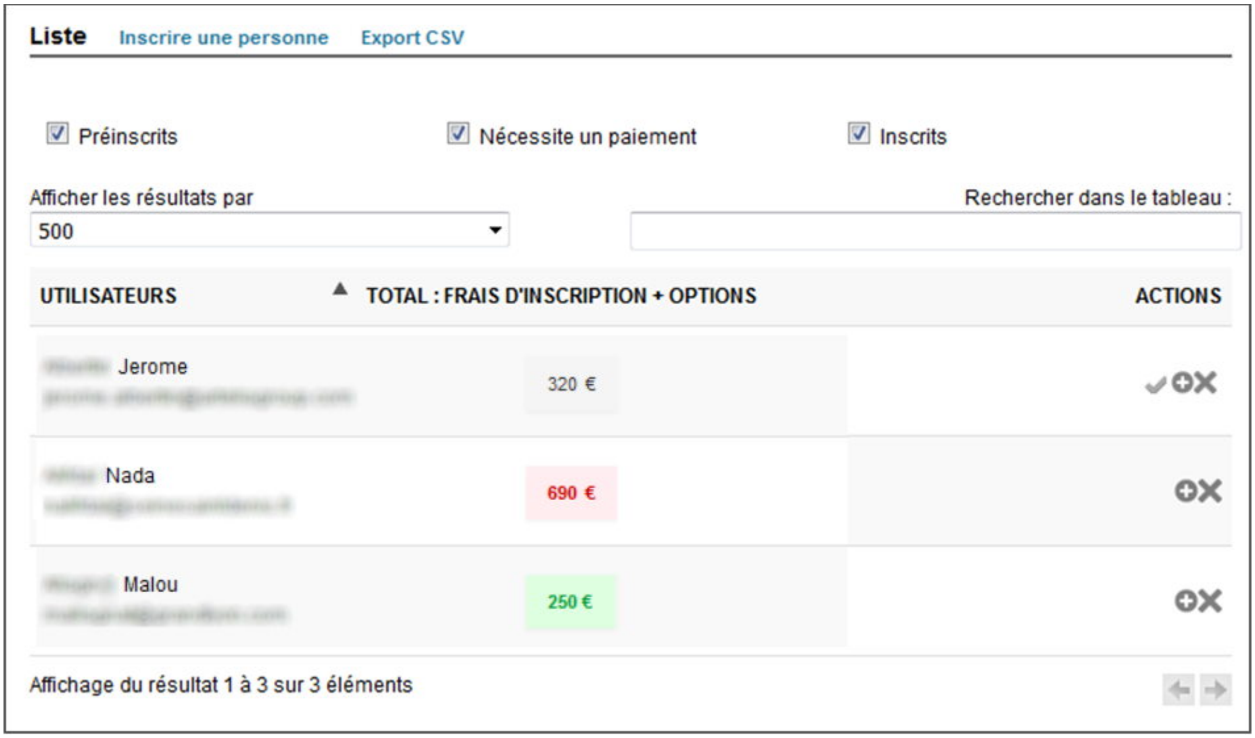
The manager has access to all registration tracking. By default, he visualizes the following actions:



37.1 View registrations

To view registrations, go to *Registration management* > *Participants*.

You will have access to the summary table of registrants presenting the participants, the amount of their fees, the status of their registration as well as the various possible actions on registration.



The color code will indicate the status of the registration:

- *Grey* : registration to be validated by the manager (pre-registration) or invalid registration (account not validated, method of payment not chosen)
- *Red*: payment pending, registration is in progress
- *Green*: payment received, registration is final

37.2 Validate pre-registrations

To validate registrations, go to *Registration management* > *Participants*.

If the conference administrator has chosen the manual validation of registrants, you can validate these pre-registrations by clicking on the checkmark to the right of each registrant.

37.3 Management of registrations

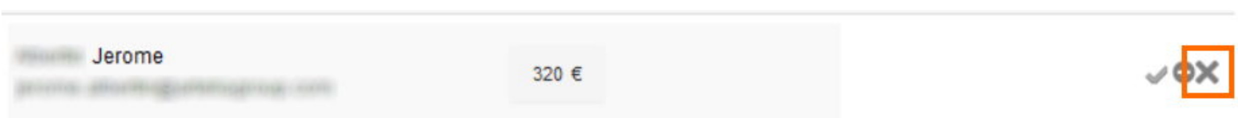
If you want to edit the registration, go to *Registration management* > *Participants* and click on the + icon to the right of the registration line.

This action allows you to:

- *See information*: view the registration form filled in by the registrant.
- *Validate registration*: the validation of the registration is also done by this means (in addition to the check mark seen
- *Modify the payment information*: you can change the payment method, send a confirmation email
- *Send a request for payment*: if you click on this button, a payment request is **automatically** send by email to participants.
- *Edit information*: you access the form and modify all the information related to this registration.

37.4 Delete a registration

If you want to delete a registration, go to *Registration management* > *Participants* and click on the cross to the right of the registration line.



Warning

Any deletion of registration is final!

37.5 Register a person

To register a person, they must have an account on Sciencesconf.org. If not, see “Create an account for a user”.

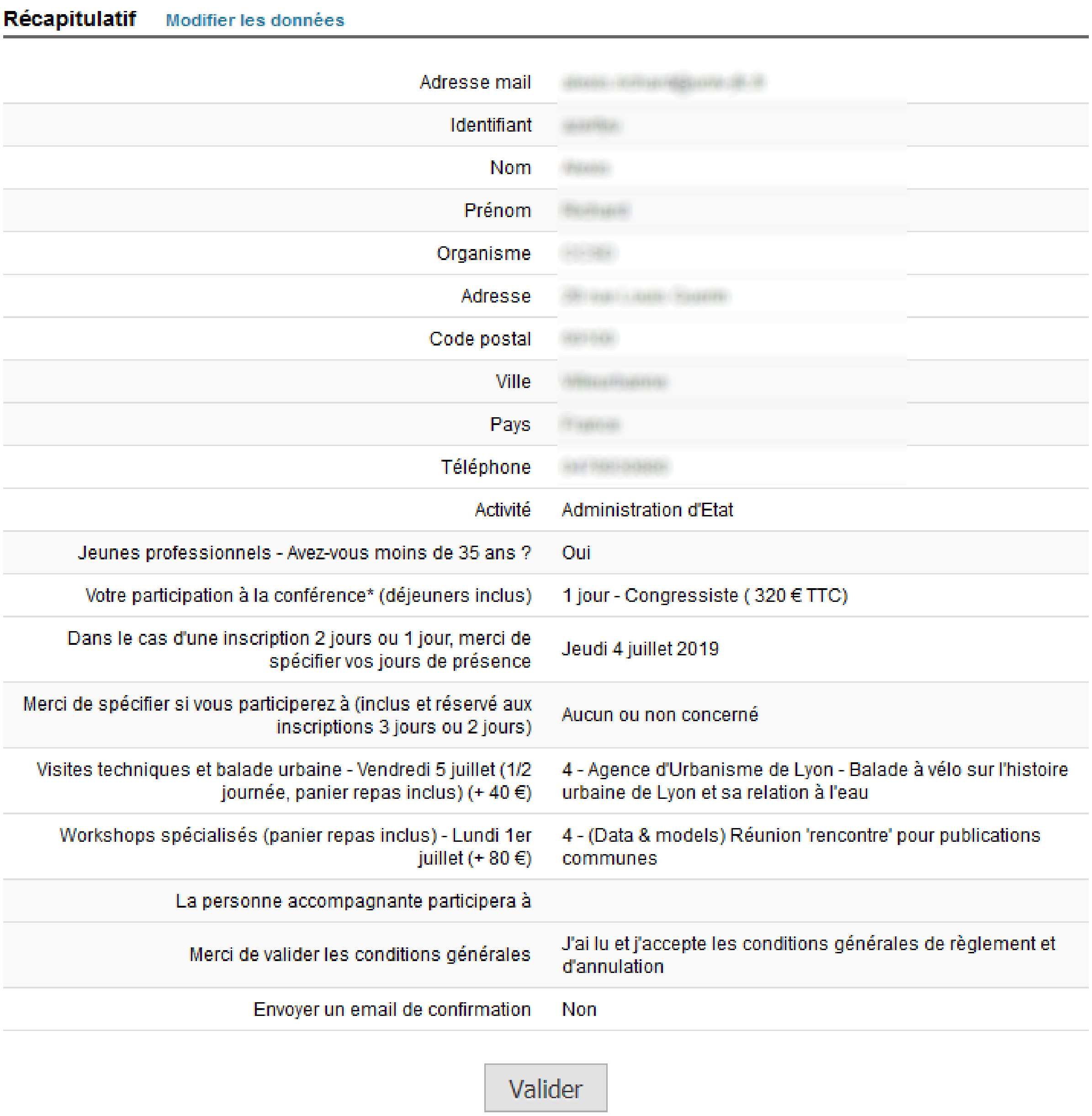
Tip

HAL or Episciences accounts can be used on the Sciencesconf.org. The login is also done using the username (login) and the associated password.

If you want to register an individual, go to *Registration management* > *Participants* and click on “Register someone”.

Start typing in your email ID or address or name to see a drop-down list that matches the information entered. Then select the desired user and click the **Select** button.

The registration form appears. Fill in at least all the mandatory information (indicated by an asterisk) before saving. You will then see a summary. If the information is correct, click **Validate** otherwise click **Modify data**.



Récapitulatif Modifier les données

Adresse mail	
Identifiant	
Nom	
Prénom	
Organisme	
Adresse	
Code postal	
Ville	
Pays	
Téléphone	
Activité	Administration d'Etat
Jeunes professionnels - Avez-vous moins de 35 ans ?	Oui
Votre participation à la conférence* (déjeuners inclus)	1 jour - Congressiste (320 € TTC)
Dans le cas d'une inscription 2 jours ou 1 jour, merci de spécifier vos jours de présence	Jeudi 4 juillet 2019
Merci de spécifier si vous participerez à (inclus et réservé aux inscriptions 3 jours ou 2 jours)	Aucun ou non concerné
Visites techniques et balade urbaine - Vendredi 5 juillet (1/2 journée, panier repas inclus) (+ 40 €)	4 - Agence d'Urbanisme de Lyon - Balade à vélo sur l'histoire urbaine de Lyon et sa relation à l'eau
Workshops spécialisés (panier repas inclus) - Lundi 1er juillet (+ 80 €)	4 - (Data & models) Réunion 'rencontre' pour publications communes
La personne accompagnante participera à	
Merci de valider les conditions générales	J'ai lu et j'accepte les conditions générales de règlement et d'annulation
Envoyer un email de confirmation	Non

Valider

After validation and, if your site allows, the person will automatically appear in the list of Participants.

37.6 Export list of registrants

If you want to export the Registrants list, go to *Registration management > Participants* and click on "Export CSV".

The export contains all the fields of the registration form as well as the status of the payment (one line per participant).

You can then use the exported data to edit badges or invoices as shown in publipostage.

37.7 Create an account for a user

If a user fails to register on your site, you have the ability to create an account. To do this, go to *Administration > Create an account*. Fill in all the required information and remember down the username and password.

The ID is a non-modifiable field and it will be up to you as a manager to communicate the ID and password to the person for whom you have just created an account. In this case, the person does not receive an email to validate the account creation. The account is automatically validated.

CHAPTER

THIRTYEIGHT

EDITORIAL MANAGEMENT

If the Editorial Management module and its sub-modules are active, the site administrator must configure some functionalities before the site can be made visible to the public.

38.1 Definition of deposit types

By default, the deposit types are "oral" and "poster". If you want to add or change repository types, go to *Editorial Management > Submission type*.

In this section, you can define if the type of deposit is affected by the reviewing and if the depositors will have to choose a topic.

38.2 Definition of topics

The topics can differentiate the main themes of the conference. They are necessary for program session setup and reviewing.

To configure the themes, go to *Editorial management > Topic*. You can define as many themes as you want.

For example: the topics «light» and «sound» will allow you to give the title of your sessions in the program. Each deposit can be linked to a topic.

38.3 Submission configuration

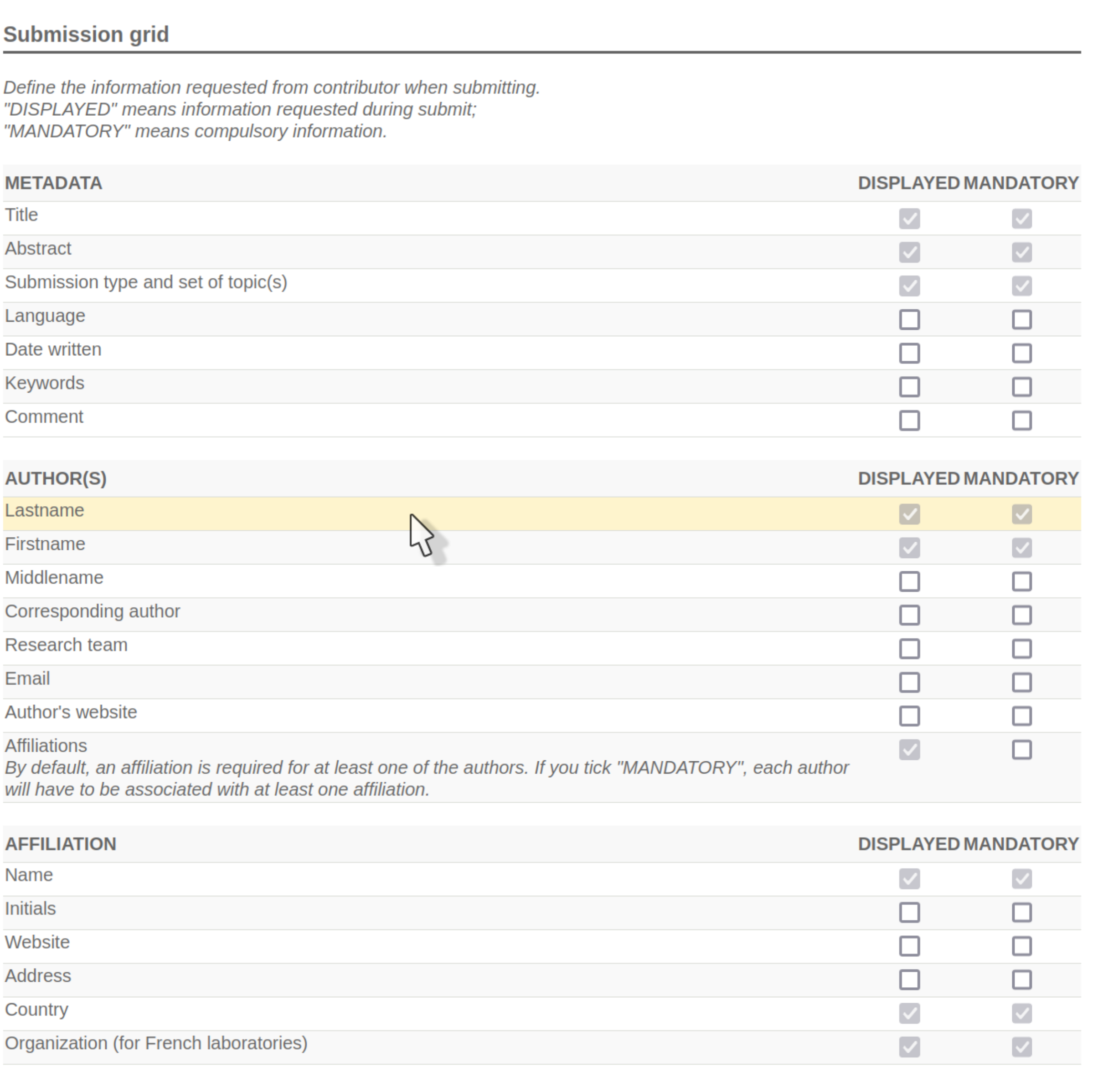
To set the deposit rules, go to *Editorial management* > *Configuration*<.

38.3.1 Submission rules

The first part concerns the rules of deposit: type of document (abstract, abstract then fulltext or fulltext only)(see the tutorial), dates of deposit, format of abstract (text box or file), limit of the number of deposits per contributor and finally, configuration of the various alerts (e-mail to depositors, coordinators and reviewers). The items to be configured depend on the document type.

38.3.2 Setting up the input grid

The second part concerns the form which the applicant must complete at the time of submission. It concerns the metadata specific to the document and the authors. Some of this information may be made mandatory, others are not modifiable.



Submission grid

Define the information requested from contributor when submitting.
"DISPLAYED" means information requested during submit;
"MANDATORY" means compulsory information.

METADATA	DISPLAYED	MANDATORY
Title	☑	☑
Abstract	☑	☑
Submission type and set of topic(s)	☑	☑
Language	☐	☐
Date written	☐	☐
Keywords	☐	☐
Comment	☐	☐

AUTHOR(S)	DISPLAYED	MANDATORY
Lastname	☑	☑
Firstname	☑	☑
Middlename	☐	☐
Corresponding author	☐	☐
Research team	☐	☐
Email	☐	☐
Author's website	☐	☐
Affiliations *By default, an affiliation is required for at least one of the authors. If you tick "MANDATORY", each author will have to be associated with at least one affiliation.*	☑	☐

AFFILIATION	DISPLAYED	MANDATORY
Name	☑	☑
Initials	☐	☐
Website	☐	☐
Address	☐	☐
Country	☑	☑
Organization (for French laboratories)	☑	☑

Tip

If your site plans to use this module, the configuration must be completed before the site opens. As soon as deposits have been registered on your site, it is strongly advised not to change the configuration. Any changes may have an impact on the repositories themselves, on the proceedings or on the program.

38.4 Consultation rights

You can make the contributions of your conference (abstracts and/or fulltext) searchable if you use the *Consultation by*

To do this, you must define the document accessibility period for each role after validation by the coordinator or from a given date.

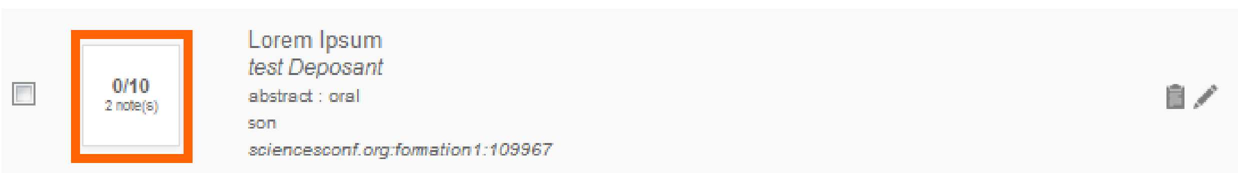
If you do not fill in any rules, the documents will not be available for consultation.

38.5 Viewing submissions

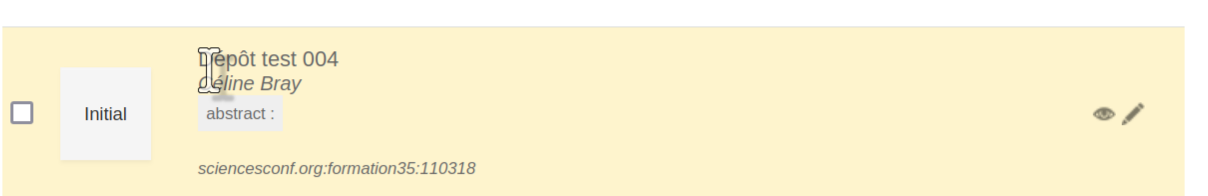
Deposit statuses are: Initial, Note, Accepted, Refused and Awaiting update.

As administrator-coordinator, one of your roles is to accept, refuse or request changes from depositors.

To change the status of a deposit, go to Editorial Management > Submissions. If the deposit has a note, it means that the deposit has been reviewed.



To view the deposit, click on the card to the right of the relevant deposit. You will have access to its file and the document in pdf version. This way you will have access to several types of information:



38.5.1 Submission history

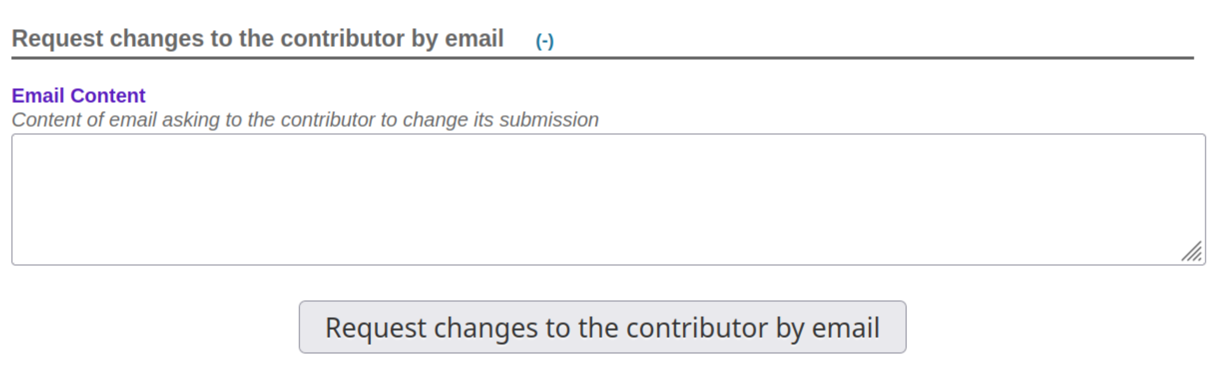
You access the history of the various actions made on the deposit (date, by whom, etc).

38.5.2 Reviewers evaluations

If the repository has been reviewed, you can see the details of the rating by the reviewer(s): notes, possible comments, opinions on the topics and types of repositories.

38.5.3 Request changes to the contributor by email

If you wish to request modifications from the applicant, you have the possibility to enter the content of the email directly into the insert provided for this purpose. Then click on the `` `Request changes to the depositor by email` `` button, sending is immediate.



38.5.4 Annotate

You can enter internal notes (between coordinators).

38.5.5 Actions

Finally, in this part, you confirm or modify the type of deposit, the topic and you can enter comments for the depositor. Attention, you must save this comment. The mailing will be done in the *Mailing management* > *Mailing* section. This option allows you to enter comments for each repository and send all comments at the end of the selection.

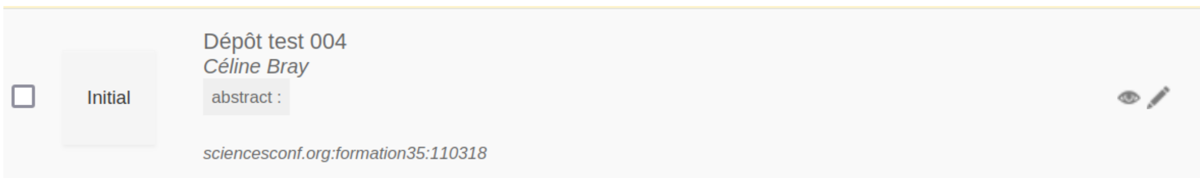
Accept, Decline, and Save comment for depositor

After checking the notes and ratings of the reviewers and after confirming the type and topic of the repository, you can choose the action you want to perform.

To return to the deposit dashboard, go to *Editorial Management* > *Submissions*.

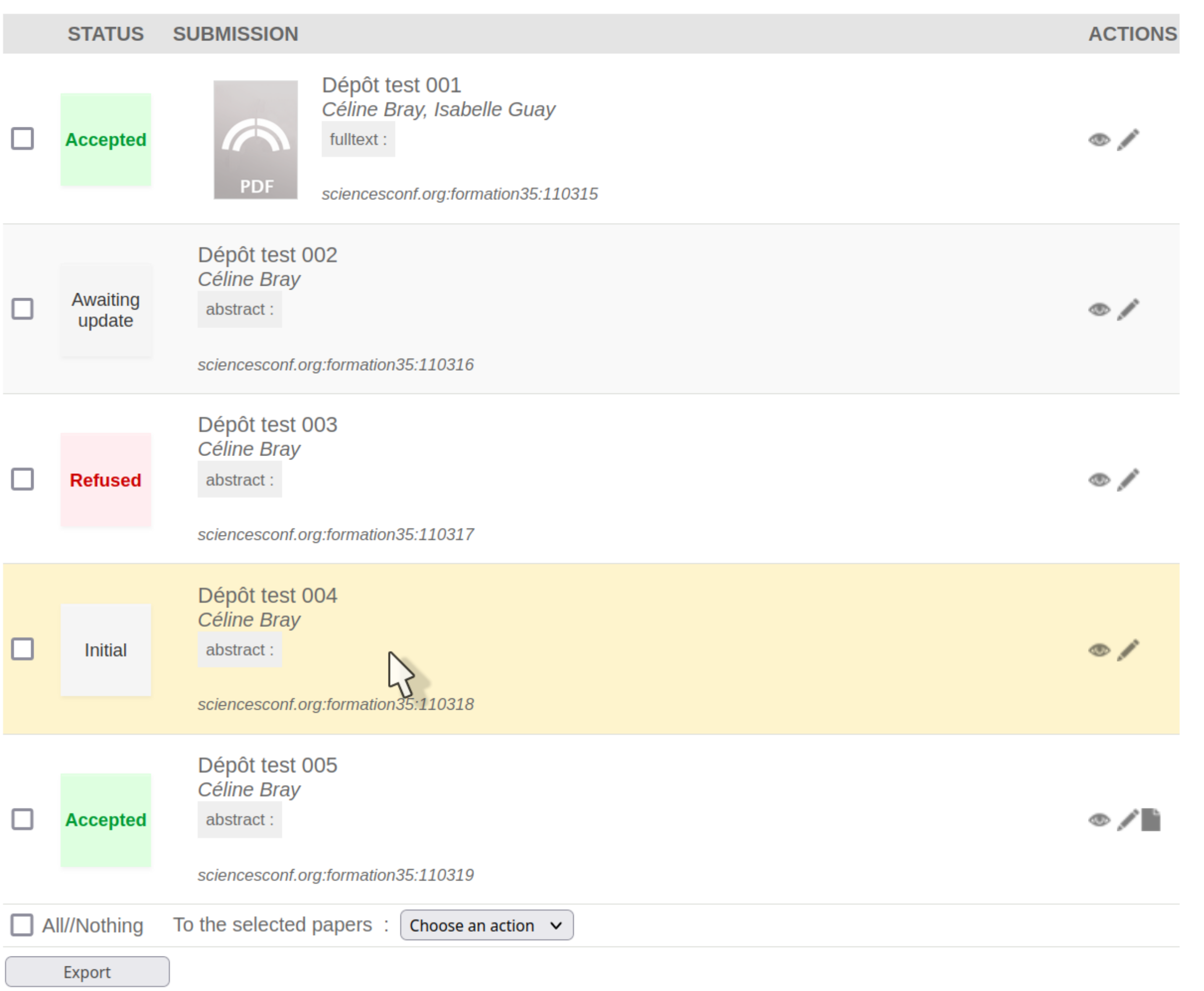
Change of deposit and change of status "en masse"

To change the deposit, click on the pencil to the right of the deposit.



This way you can make changes or corrections to the information that describes the document.

In addition, the check boxes on the left allow you to perform actions on all selected deposits. After selecting one or more deposits, you will find at the bottom of the page a drop-down list allowing you to perform two types of actions: change of status or deletion of the deposit.



As long as the deposits are in the **Initial** or **Awaiting update** status, the deposit can be modified by the depositor.

If the deposit has a note or is refused, the depositor may no longer amend it.

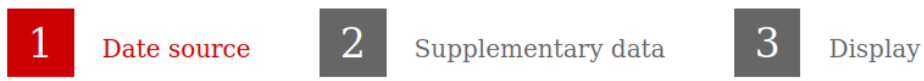
If the deposit is accepted, the deposit can only be modified by the coordinator administrator. If a change is made, the status is restored to the original, and you will need to change it again.

38.6 Electronic document management

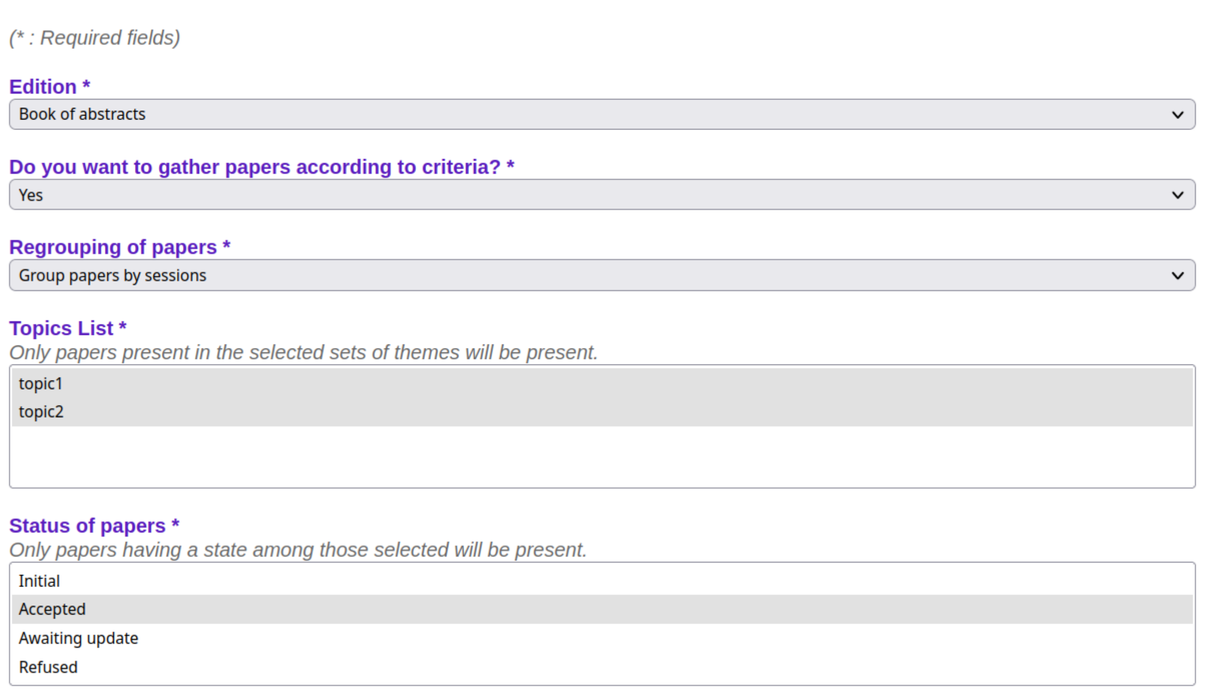
To edit the book of abstracts or proceedings, click on *Editorial Management* > *Proceedings*

38.6.1 Book of abstracts

When editing the book of abstracts, there are three steps.

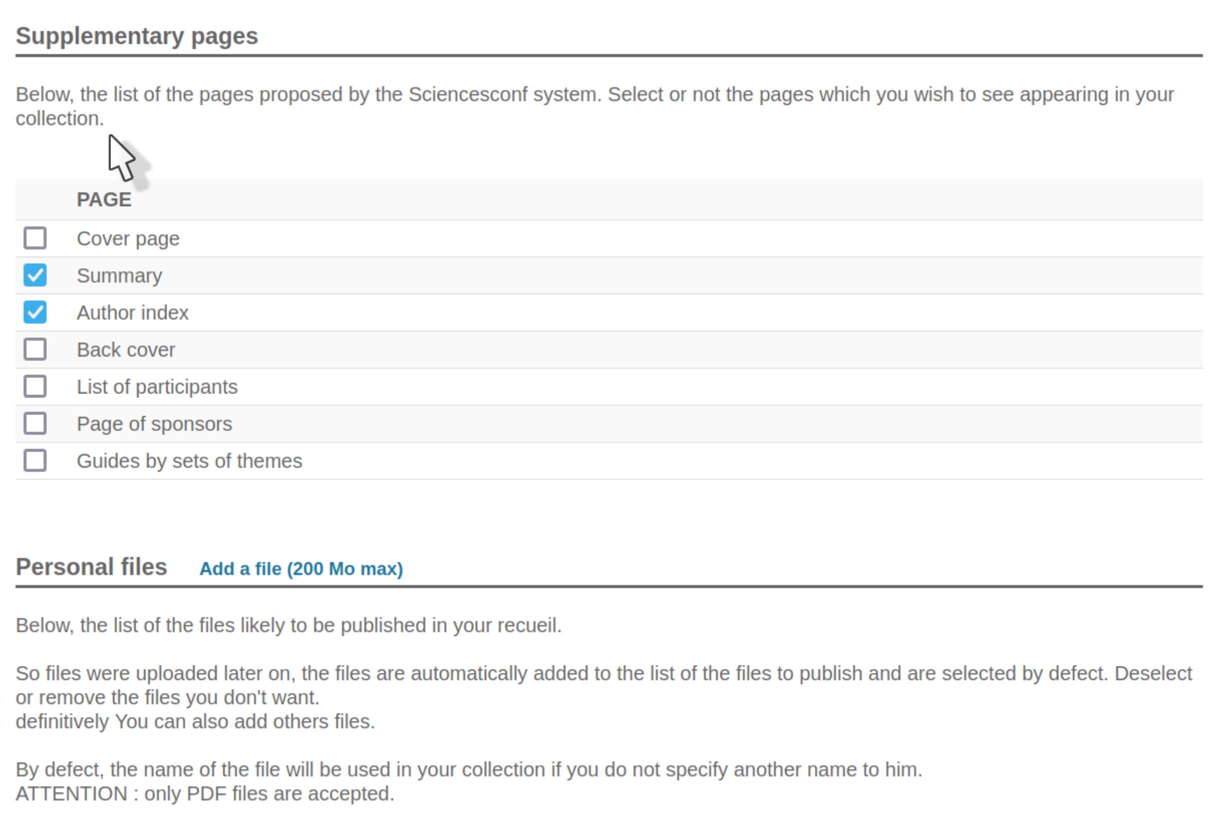


In the first step, you can choose whether or not to group the abstracts by criteria (for example by topic or by day).

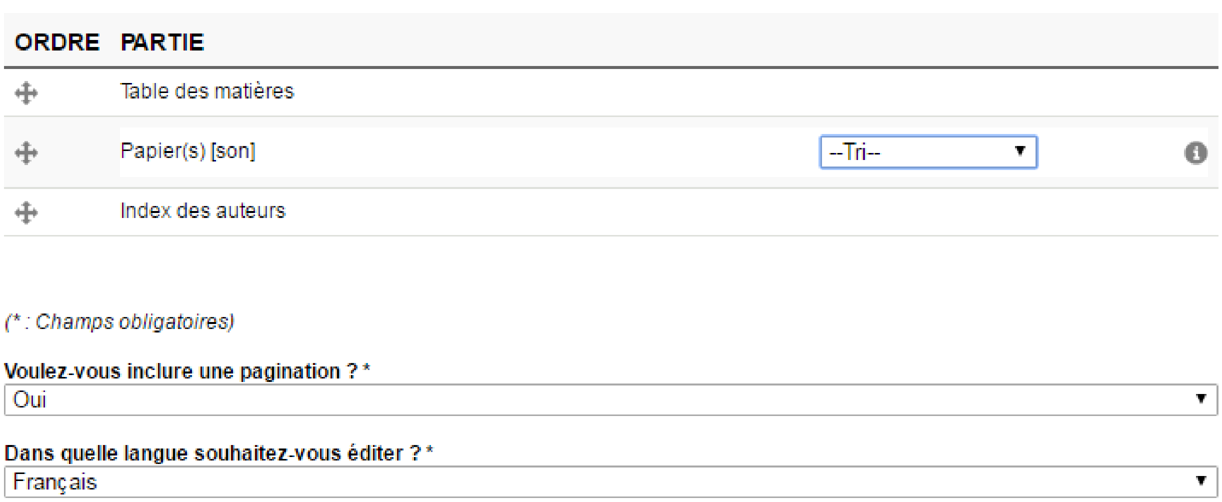


The grouping of papers per day is only available if you have chosen to configure the Sciencesconf Program module.

In step 2, you can add additional pages proposed by Sciencesconf or personal files in PDF format.



Finally, in step 3 “Display”, you can change the order of the different parts and sort the papers by type of deposit, title, deposit date, first author or first speaker.



If you want to include pagination and your book has a table of contents, pagination errors may occur. This is because of the location of the table of contents. If it is very long, it is customary to place it at the end of a document.

Once all your options have been chosen, you will get a PDF file, a TeX file (editable with external software like TeXMaker) and a log file (which lists compilation errors).

38.6.2 Acts

The proceedings are edited in the same way as the abstracts. They contain the fulltexts of the conference. The three steps, “Data Source”, “Supplementary data” and “Display” will need to be set up before editing. You can read the previous section to get more information about these three steps.

CHAPTER THIRTYNINE

PROGRAM MANAGEMENT

This module allows you to configure your conference schedule.

Adding the “Session” event type will extract the titles from the accepted submissions in the Deposit module.

In case you are not using the Editorial management module, the Program module may not be very informative. In this case, the administrator or webmaster can create a page of type Customizable to create his program freely or a page of type File, to import a program that he has worked freely.

For more information, see *Website management*

39.1 Adding events

To set up your conference program, go to *Program* > *Administration*

In this section, you can add several types of events to your conference dates.

The types of events are:

- Session

It is defined by the start and end times, the topic, the president of the session and the room. For this type of event, you can add the submission linked to the session (topic) by clicking on the file icon. Only accepted submissions can be added.

- Speech

It is defined by the start and end times, the speaker’s name, the title, the room and possibly the addition of a file.

- Logistics

It is defined by the start and end time, the title, the description and possibly a file.

- Break

It is defined by the start and end time, the type of break (break, coffee break, breakfast, lunch, etc.), the title, the room and possibly a file.

- Tour

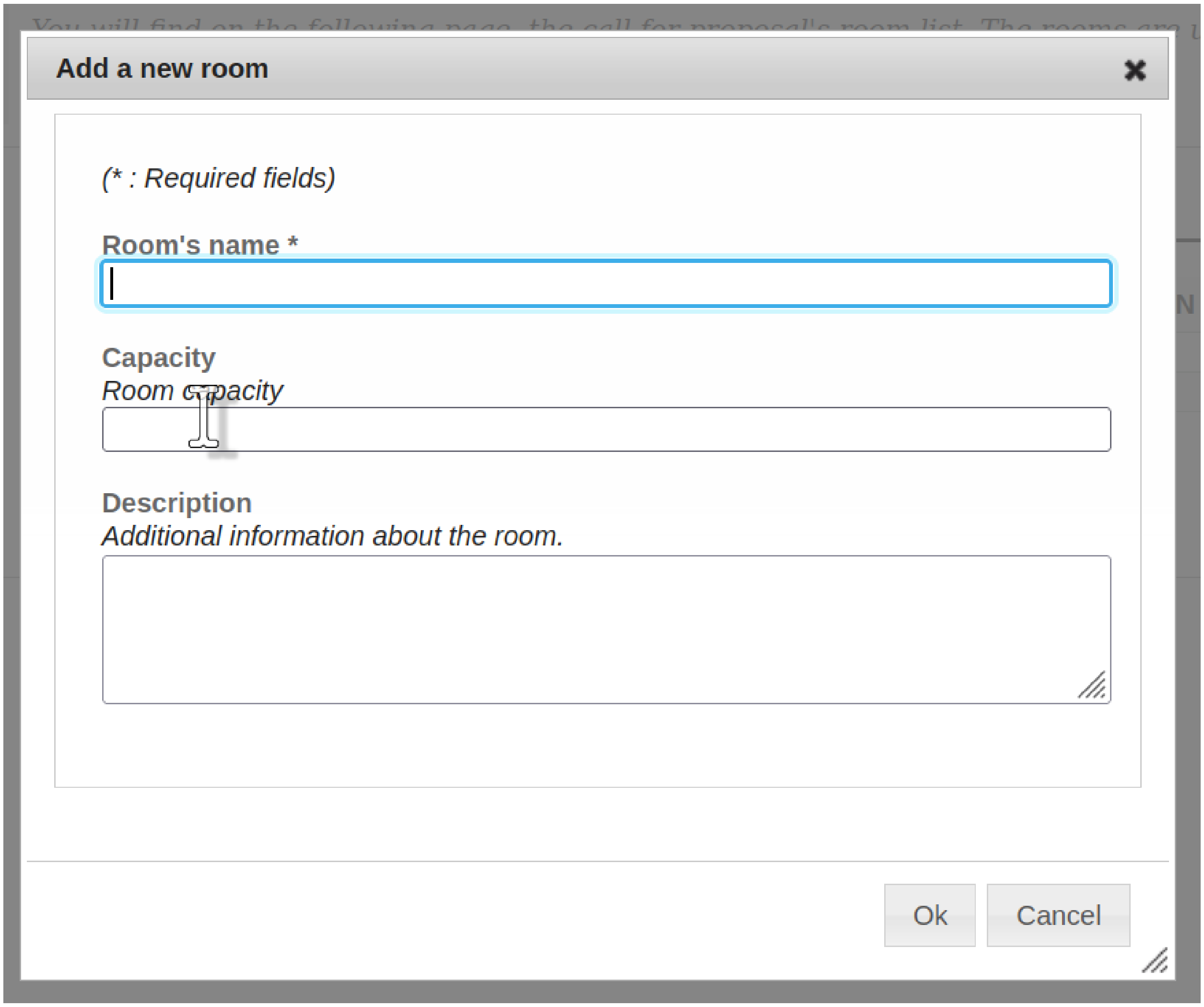
It is defined by the start and end time, the title, the description and possibly a file.

At the top of the page, you will find a link allowing you to export in the .csv format of the program.

39.2 Addition of rooms

This menu allows you to define the rooms for the conference. The rooms will then be proposed in association when managing the schedule.

It is possible to indicate for each room its name, its capacity and possibly a description of it (equipment, accessibility etc.).



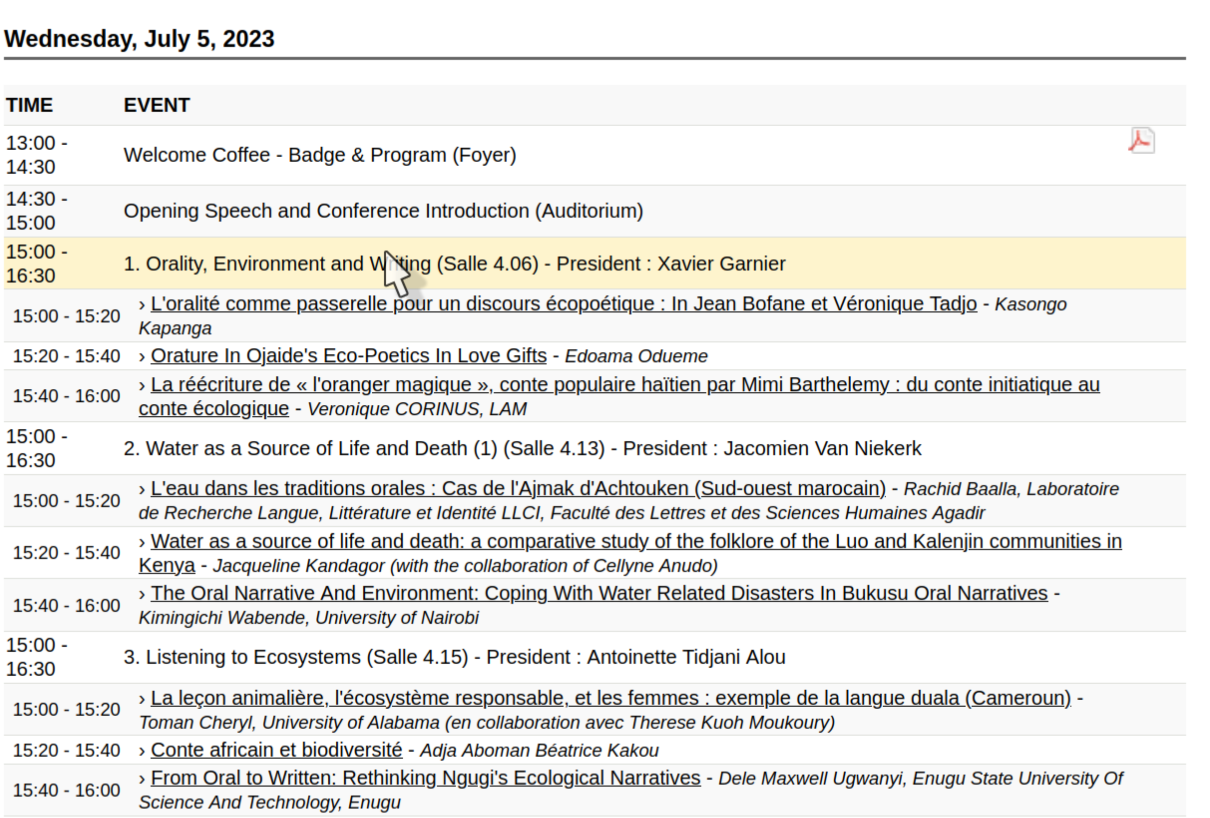
39.3 Appearance of the program

39.3.1 View selection

In the Program, you have the option to set the default program view presented to users in the Program page. Available views are: weekly, daily or detailed.

The first two views are displayed graphically with a table.

The detailed view presents a list view, which is more suitable for printing and is more suitable if the session titles are very long:



Wednesday, July 5, 2023

TIME	EVENT
13:00 - 14:30	Welcome Coffee - Badge & Program (Foyer)
14:30 - 15:00	Opening Speech and Conference Introduction (Auditorium)
15:00 - 16:30	1. Orality, Environment and Writing (Salle 4.06) - President : Xavier Garnier
15:00 - 15:20	› L'oralité comme passerelle pour un discours écopoétique : In Jean Bofane et Véronique Tadjo - *Kasongo Kapanga*
15:20 - 15:40	› Orature In Ojaide's Eco-Poetics In Love Gifts - *Edoama Odueme*
15:40 - 16:00	› La réécriture de « l'oranger magique », conte populaire haïtien par Mimi Barthelemy : du conte initiatique au conte écologique - *Veronique CORINUS, LAM*
15:00 - 16:30	2. Water as a Source of Life and Death (1) (Salle 4.13) - President : Jacomien Van Niekerk
15:00 - 15:20	› L'eau dans les traditions orales : Cas de l'Ajmak d'Achtouken (Sud-ouest marocain) - *Rachid Baalla, Laboratoire de Recherche Langue, Littérature et Identité LLCI, Faculté des Lettres et des Sciences Humaines Agadir*
15:20 - 15:40	› Water as a source of life and death: a comparative study of the folklore of the Luo and Kalenjin communities in Kenya - *Jacqueline Kandagor (with the collaboration of Cellyne Anudo)*
15:40 - 16:00	› The Oral Narrative And Environment: Coping With Water Related Disasters In Bukusu Oral Narratives - *Kimingichi Wabende, University of Nairobi*
15:00 - 16:30	3. Listening to Ecosystems (Salle 4.15) - President : Antoinette Tidjani Alou
15:00 - 15:20	› La leçon animalière, l'écosystème responsable, et les femmes : exemple de la langue duala (Cameroun) - *Toman Cheryl, University of Alabama (en collaboration avec Therese Kuoh Moukoury)*
15:20 - 15:40	› Conte africain et biodiversité - *Adja Aboman Béatrice Kakou*
15:40 - 16:00	› From Oral to Written: Rethinking Ngugi's Ecological Narratives - *Dele Maxwell Ugwanyi, Enugu State University Of Science And Technology, Enugu*

You can also set all available views for the program: week, day and detail. They will appear above the default program. To choose multiple views, simply click on the pages you are interested in by simultaneously clicking on the CTRL key.

In addition, if you have used the Sciencesconf deposit module, you will be able to add links to accepted communications.

39.3.2 Customization

Customization of the program can be done quickly or advanced.

- Quickly

This configuration allows you to choose the background color, border and text of the different elements of the program.

The different elements are scale, sessions, breaks, speeches, logistics and tours.

ELEMENT	BACKGROUND COLOR	BORDER COLOR	TEXT COLOR
Scales	#E6EFF8	#A5BDC1	#446688
Session	#D264EB	#D264EB	#ffffff
Break	#D9D9D9	#CDCDCD	#ffffff
Speech	#0DAAD0	#0C8CBD	#ffffff
Logistics	#63C1D8	#3FACCF	#ffffff
Tour	#D9D9D9	#CDCDCD	#ffffff

You can choose the desired color with the Color picker tool. First choose a color from the color chart in the circle and then define the color by clicking on the square.

- Expert

If you choose the expert configuration, you can directly modify the source code of the style sheets for the program and thus go further in the customization of the tool.

CHAPTER

FORTY

EXPORT TO HAL

As a conference site administrator, you have the ability to export your conference's validated fulltext to HAL. They will be grouped into a collection.

40.1 legal prerequisite

If you, Sciencesconf conference organizers, wish to deposit the papers in HAL, two situations are possible:

- if you have planned the export before submitting the communications in Sciencesconf, this must be specified on the site,
- You must ensure that you have the consent of the authors to transfer the fulltext of the communication to the open HAL archive.

40.2 technical prerequisite

At the setting of your conference

- the deposits must be of type Fulltext or Abstract+Fulltext
- abstracts should be "text" type

40.3 export process

1 **export request**

you make the export request in Sciencesconf by specifying the list of fulltext to be exported to HAL by using the menu Editorial management -> Export of papers to HAL

2 ** what we are going to achieve**

- we create the collection corresponding to the conference in HAL and proceed to a minimal configuration of it
- we export the full texts requested
- we may supplement deposits and model them in HAL
- the conference organizer owns the repositories (to be validated)

3 ** management of your HAL collection**

You then have the possibility to modify the deposits of your HAL collection: addition of the summary, keywords, verification of the authors, their IdHAL and their affiliation.

CHAPTER

FORTYONE

REVIEWING MANAGEMENT

If you have enabled the review module, the configuration is done in three steps:

- The first step is to configure the reviewing module (dates, reviewing grid, anonymization, etc.)
- The second step is to add reviewers (they must have an account on Sciencesconf)
- Finally, the final step is to distribute the papers to the reviewers.

41.1 Reviewing setup

41.1.1 Reviewing rules

First define the reviewing rules from the *Reviewing* > *Configuration* menu.

You will have the opportunity to:

- anonymize submissions
- define the reviewing periods by type of repository (created during the configuration of the editorial management)
- make reviewers evaluations available to depositors
- choose the method of sending the email following the coordinator's decision.

41.1.2 Setting up the notation grid

Next, configure the grid that the reviewer will use to evaluate the deposits. You can create a single grid for all repositories or multiple grids by document type (summary and/or full text) and/or by repository type. A grid consists of at least one criterion and each criterion has at least 2 values to choose from 0 to 10. (see the tutorial)

From the *Reviewing* > *Notation grids* menu, you will create rating grids for document types (summary and/or full text) and/or for the repository type (oral, poster) of your site.

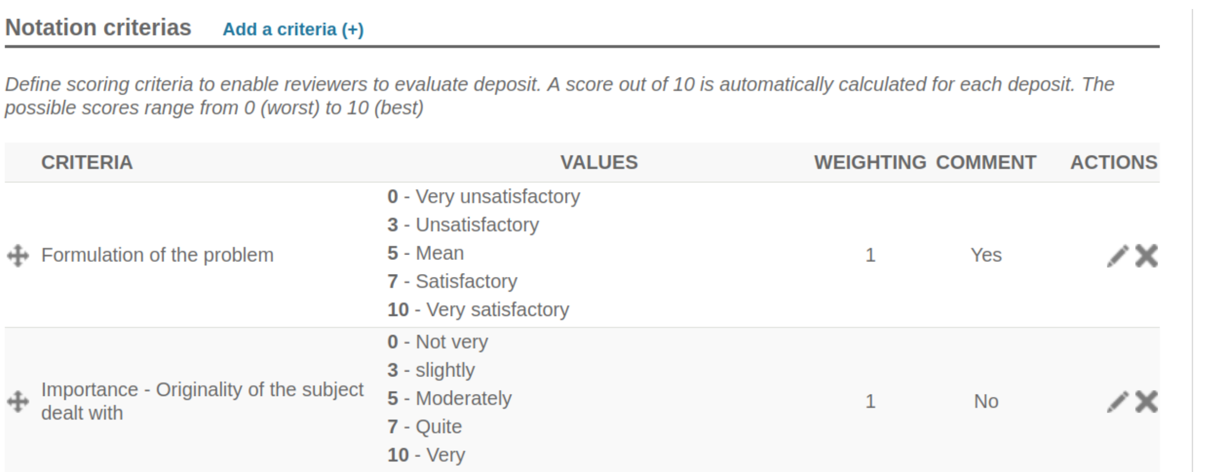
Once the type of the notation grid is selected (Abstract grid for example), you will add criteria by clicking on “Add criteria” .

For each criterion created, you will give it values. You can name up to 10 values (e.g. bad, average, good, etc.). If, however, you prefer to indicate fewer values, it is recommended that the values be spread over all the notes and not grouped from 0 to 5. In this way the score will be calculated on 10.

Then you have the option of adding a weighting for each criterion. If all your criteria are of the same importance, choose the equivalent weighting (for example to 1). A weighting of 0 will indicate that the criterion is not considered in the calculation of the final score.

Finally, you can choose to add a “comment” field for the reviewer to add their comments to each criterion.

An example of a notation grid:



Notation criterias Add a criteria (+)

Define scoring criteria to enable reviewers to evaluate deposit. A score out of 10 is automatically calculated for each deposit. The possible scores range from 0 (worst) to 10 (best)

CRITERIA	VALUES	WEIGHTING	COMMENT	ACTIONS
Formulation of the problem	**0** - Very unsatisfactory **3** - Unsatisfactory **5** - Mean **7** - Satisfactory **10** - Very satisfactory	1	Yes	
Importance - Originality of the subject dealt with	**0** - Not very **3** - slightly **5** - Moderately **7** - Quite **10** - Very	1	No	

41.2 Add reviewers

To add a reviewer, go to *Reviewing* > *Reviewers* and click on “Add a new reviewer”.

Start typing in the reviwer’s ID, or in default, lastname, firstname or email address. When the user appears on the list, select it.

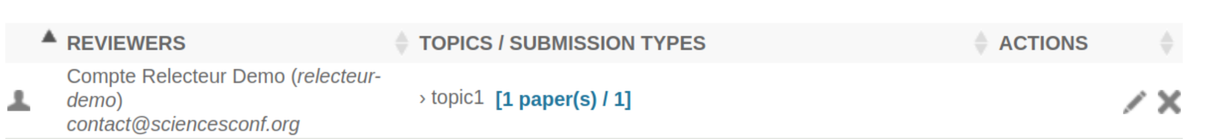
If the reviewer does not have a Sciencesconf account, contact the user to create an account. Otherwise, contact the conference administrator or manager. Indeed, the administrator and the manager can create accounts for third parties, but be careful, it will be up to the administrator to provide the account information to the user.

41.3 Distribute papers

Once you have added the desired reviewer(s), you must distribute the submissions to the reviewers. There are two ways to distribute submissions to review.

41.3.1 Distribution by theme

Click the pencil to the right of your reviewer’s line. This will allow you to view all the themes associated with your submissions. The list of themes is defined by the site administrator.



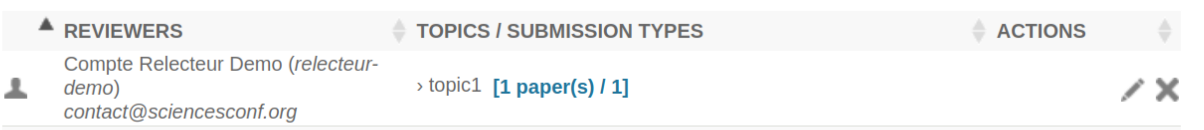
Click on the themes you want to associate with this reviewer and then click Ok.

You will see the number of submissions that the reviewer will need to review.

There can be several reviewers for a theme.

41.3.2 Distribution of certain papers associated with a them

If you want to choose some papers of a theme and not all papers, click on the number of submissions to review. This information is displayed in blue.



The list of papers associated with the theme is displayed. Check the titles you want to assign to the reviewer.

Tip

If you wish to use this type of distribution, we advise you to wait until the end of the submission period so that you can distribute all submissions at the same time.

There may be multiple reviewers for the same submission, there is no limit on the number of reviewers.

See also *Review*

CHAPTER

FORTYTWO

FAQ

42.1 I’ve changed institutions, what can I do?

If you want to access your account, but your email address has changed, you need to update your profile.

To do this, go to *My Space* > *My Profile* and change the address.

42.2 I have not received the password change email

Are you sure that your email address is valid? If yes, check your spam box, the email may have been redirected.

It is also possible that you have multiple accounts which affects sending the password reset email.

Contact support, our services will update your account so you can retrieve your login credentials.

42.3 I can’t connect to Sciencesconf

If you forget your password, you can request a new one using the following form https://portal.sciencesconf.org/user/lost (your login or your email address will be asked).

If you manage to log in, you will be able to change your password again in: *My account* > *Edit my account* > *Password*

42.4 I want to delete my Sciencesconf account, how can I do that ?

If you want to delete your account, it is necessary to make a request directly to support.

42.5 My email address has changed, what is the procedure ?

You can update your email address in *My space* > *My profile* after logging in.

If you have lost or forgotten your login credentials, report your new address to support. Our services will update your account.

42.6 The different roles

The different roles

42.7 I want to edit badges or invoices for participants

The first step is to export in a `.csv` file the list of registrants. Go to “Management of registration” -> “Registered”, filter the data if necessary and click on “Export CSV”. Use the mailing to format the data.

CHAPTER FORTYTHREE

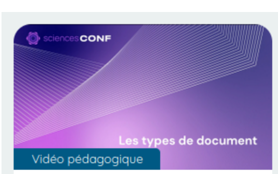
VIDEO CLIPS

Video tutorials are available on the CCSD channel Canal U :

43.1 First steps in Sciencesconf

Your request to create a conference on Sciencesconf has just been approved, and you discover the Sciencesconf website ? In this video (in french), the CCSD accompanies you to take your first steps on the platform and on your conference site

43.2 Submission : types of documents (in french)



Sciencesconf allows you to receive abstracts and/or fulltexts of your conference papers, and transfer the full texts to HAL. In this video (in french), we explain the characteristics of the different types of documents that can be deposited on Sciencesconf.

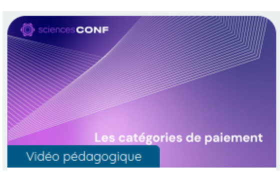
43.3 Submission : supplementary data (in french)

Sciencesconf allows the filing of files annexed to the abstracts and fulltexts, the files are then designated as supplementary data, or additional data. Find out how they work here (in french).

43.4 Review : notation grids (in french)

To evaluate abstract and full-text submissions, you can develop your own scoring grid, with custom criteria, ratings, and weightings: this video (in french) introduces you to this feature.

43.5 Registration : payment categories (in french)



`The payment tool of Sciencesconf allows you to differentiate the rate according to the categories of your choice. Learn here (in french) how to create your categories and enter rates for each of these categories.

43.6 Payment : protocol 3D secure v2 (in french)

The Sciencesconf payment tool allows you to use the Paybox protocol. This video (in french) guides you in the implementation of this protocol with the 3D-secure v2.

CHAPTER

FORTYFOUR

MEDIAS

44.1 Documentation download

French version

English version

44.2 Presentation at the University of Montpellier

On Tuesday, January 23, 2024, as part of the webinars offered by the open science training team of the University of Montpellier, the CCSD presented the Sciencesconf platform.

`Support du webinaire`