conf.researchr.org Documentation

Release 1

Elmer van Chastelet, Danny Groenewegen, Eelco Visser

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Contents

Federated conferences such as SPLASH are complex organizations composed of many parts (co-located conferences, symposia, and workshops), and are put together by many people and committees. Developing the website for such a conference requires a considerable effort, and is often reinvented for each edition of a conference using software that provides little to no support for the domain. Conf.researchr.org is a domain-specific content management system developed to support the production of large conference websites. Conf.researchr.org is used for the federated conferences of ACM SIGPLAN.

When you're new to conf.researchr.org, we recommend reading *Hierarchy*, as it explains the basic model behind the CMS.

CHAPTER 1

Hierarchy

In conf.researchr.org, the model of the CMS is **designed to reflect the hierarchy of actual conferences**, with support for simple conferences having a single *call* for papers, and more complex federations of conferences with *subconferences*, workshops and multiple *tracks* per conference.

Taking a conference as starting point:

- a *conference* can have **multiple sub-conferences** (like workshops, symposia, etc), or can be a sub-conference itself
- a *conference* can have **zero or more conference committees** (e.g., organizing, steering, program committee)
- a *conference* can have **a front page** with free text items, a photo carousel, event carousels and a sidebar with news items, supporters, widgets and upcoming important dates (aggregated from its tracks)
- a *conference* can have one or more **venues**, and **attending information** items
- a *conference* has a **program**, with automatically generated tabular and timeline views of the **tracks**, **sessions** and **events** with support for filtering, a personal program, and calendar feed to be imported into one's digital agenda.
- a *conference* can have **multiple tracks**
  - a *track* can have zero or more **call for contributions**, **important dates** and **committees**
  - a *track* can have zero or more **session slots** defining the time and place of the session(s)
    - each *session slot* can be assigned **events** (talks/welcome/keynote/you_name_it)
    - *session slots* are set up at the conference-level where session slots get assigned to the tracks
  - a *track* will have **events** with its own rubric like **accepted papers/artifacts/...**
  - a *track* has its own **page** showing the **call** for contributions, **important dates**, its **program**, **accepted papers**, **committee(s)**, and other **free text items**.

CHAPTER 2

CMS-mode: FULL vs SIMPLE

For sub-conferences like workshops, typically it is sufficient to have only a **track page** with all the information about the **call**, **important dates**, the **committee(s)** and **programme**. For this reason, we introduced the **SIMPLE** cms-mode, where the configuration is simplified to only have tracks, and no separate home page, nor committees at the conference level. This reduces complexity in navigation for the visitors (a separate home page will often introduce additional navigation and duplicate content for small sub-conferences).

The CMS-mode can be set at the *General Data* manage-page of the conference.

In **SIMPLE** mode, you get:

- One or more *Tracks* with their own pages. These will be the landing pages for the subconference/workshop/symposium/...
- An Image gallery (at the conference level), useful for adding images, but other file types are also supported
- **For each track:**
  - a *Call* for contributions
  - one or more *Committees* (e.g. Organizing and Program Committee)
  - ability to import/update items from *HotCRP* or Conference Publishing Consulting
  - its program, with *Sessions*, and *Events* (e.g. talk) within a session.
  - ability to add more free text items ("Additional Pages")
  - configurable badges

In **FULL** mode, you get everything from SIMPLE mode plus

- **A separate _conference_ home page, with ability to add:**
  - *News items*
  - *Sponsors*
  - *Social Widgets*
  - *Photo Carousel*

- Ability to add another *Venue*
- Ability to add *Attending Information* items
- *Committees* at the conference level
- Ability to change styling (CSS) of the pages, and customizable footer

CHAPTER 3

Styling, Footer and Navbar

Custom styling

Conf supports changing the style of pages by providing a custom CSS file. The page elements are mainly using classes from Twitter Bootstrap, for which the styling can be overridden by uploading a custom CSS file. This can be done under the **Header/Footer customization** page at the conference level. The uploaded css-file will be included *after* the default bootstrap css files.

Custom footer HTML code

Custom HTML-code can be added to the footer, done also at the **Header/Footer customization**-page. This part is located at the right of the footer, and can be used to hold additional information like a supporter's logo, social links or any other information. This HTML-code is inserted as-is, so one can also (ab)use it to include javascript code to do some fancier stuff with elements on the page.

View mode of sub-conferences

For sub-conferences like workshops, symposia or co-located conferences, its pages may be viewed in the "context" of the main conference. This means that the **content of a sub-conference** is shown with the **styling, navigation bar and footer of the main conference**. This is the default setting for sub-conferences. In case this is not desired, one can change the *view context* in the **General Data** section of the sub-conference. If a sub-conference should have its own view-context, change this setting to the sub-conference itself.

This section explains how conf.researchr.org is structured.

CHAPTER 4

Edit Managers and Editors

Required privilege: **Edition Manager**

As a manager, you can add or remove other managers and editors. When adding a manager, he/she will automatically be assigned as editor.

To change managers/editors:

- Click the **Access Control** item in the edition menu panel at the left
- There are 2 tabs, **Managers** and **Editors**
- To add someone to a group, begin to type his or her name and click on the name when he/she appears in the suggestions

CHAPTER 5

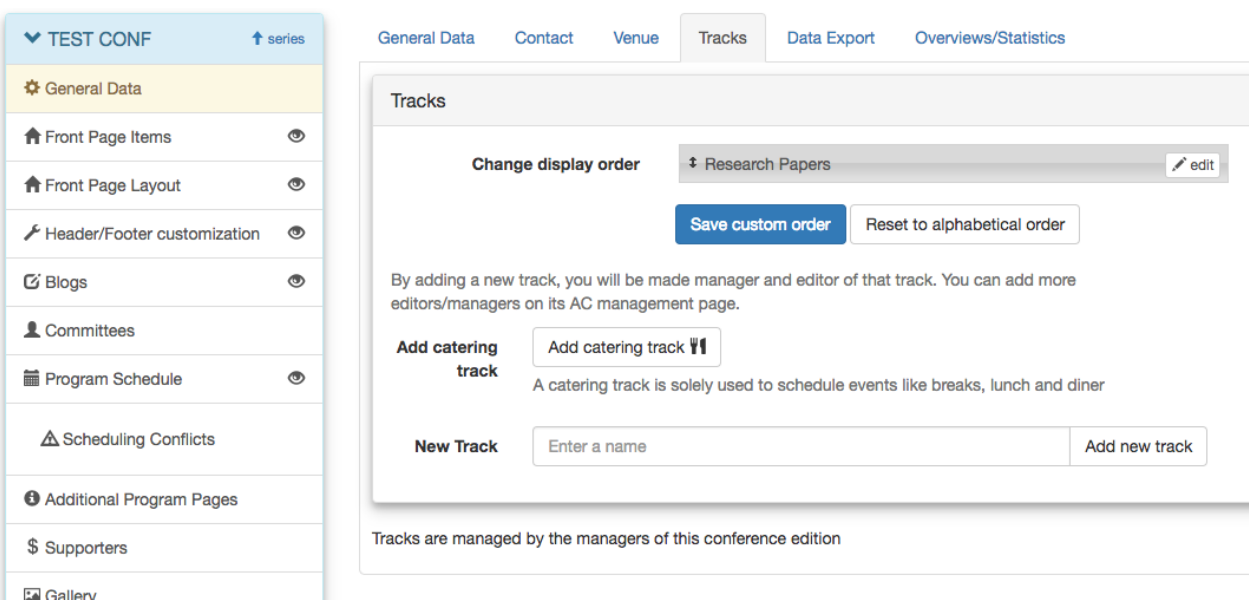
Add a Track

Required privilege: **Edition Manager**

Tracks are the elements that contain the call for contributions, important dates and accepted papers. Tracks may also hold events that have not associated with a call for contributions, e.g. for committee meetings.

In order to add a track to a conference:

- open the **General Data** page of the conference
- go to the **Tracks** tab
- fill in the name of the new track and click **Add new track**



After that, the track will managable from the **Tracks** menu panel at the left, or using the edit button in the reorder widget. You will be added as manager+editor for that track.

CHAPTER 6

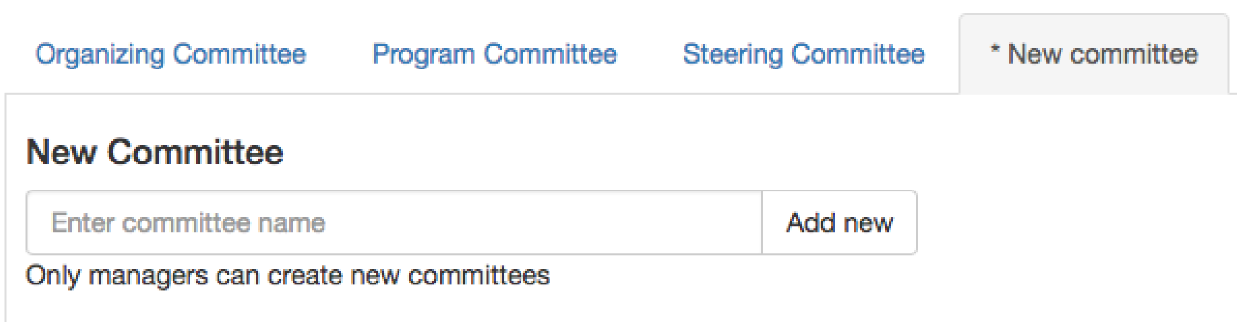
Set up Committees

Required privilege: **Edition or Track Editor**

Committees can be added both at the conference and track level. For simple conferences like workshops, with only a single track, committees are typically only added at the track level. Features and setup is the same for both levels, except that a track committee is shown in the track page's sidebar.

Add a committee

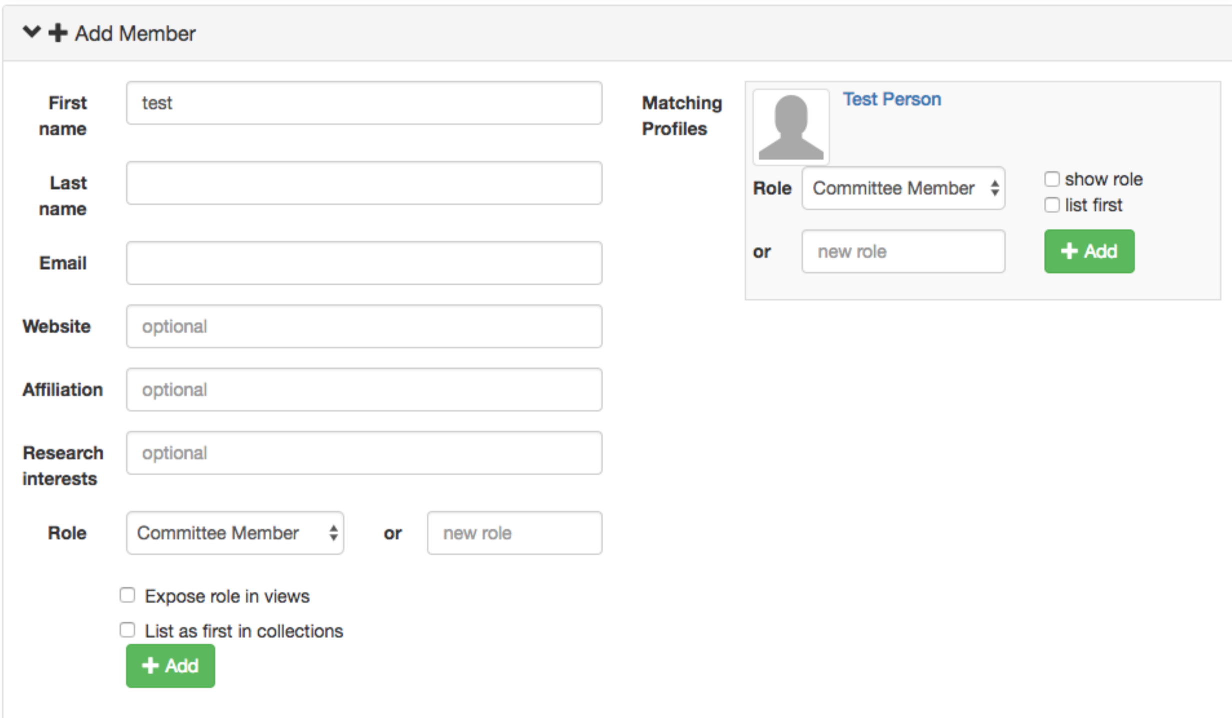
- Click the **Committees** item from the Conference or Track menu.
- In the **New committee**-tab, enter the name of the committee (e.g. "Organizing Committee") and add.



Edit a Committee

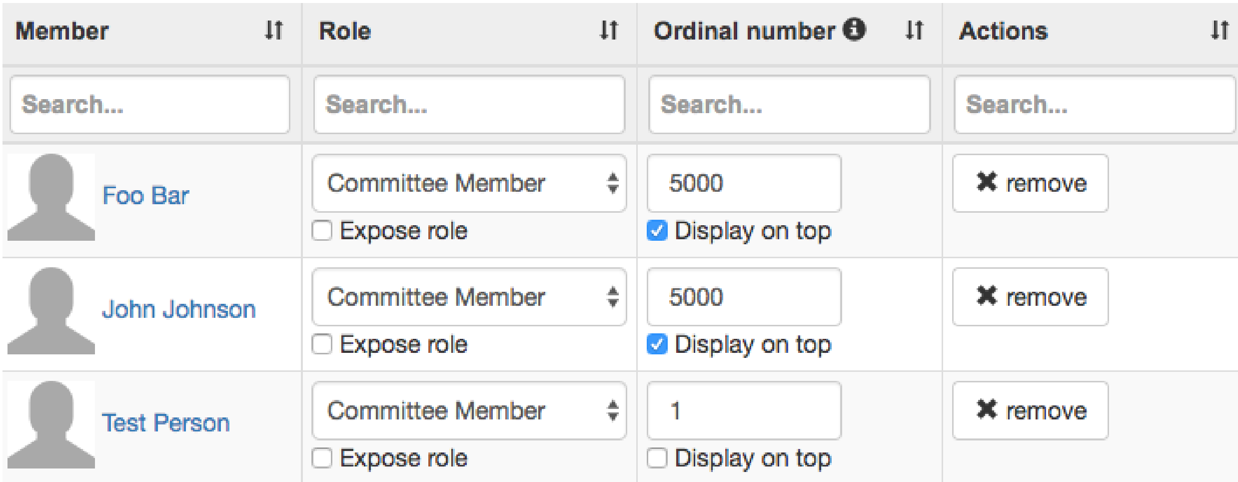
- Open the committee from the tabs in the committee page.
- In the **General Data**-panel, you can change the name and order of appearance when more committees are configured

- To add someone:
  - Open the **Add Member**-panel if not already expanded
  - Start entering his/her name. The system will suggest existing profiles to choose from.
    - When choosing someone from the suggestions
    - If someone is not in the system yet, complete the form with his/her name and email.
  - Optional: change the role (e.g. from "Chair" instead of "Committee Member")
  - Optional: check **show role** to display its role next to someone's name when displayed.



About the order of committee members

Committee members, but also people involved in events, are ordered by the *ordinal number* from low to high, which is configurable per member. The default is set to 5000. When the ordinal number is the same (default), the system orders people by their last name. Also, a separate group of members can be configured with the **Display on top**-option. These members will be listed first, using the same order-logic applied within this group, followed by the rest of the members.


Member
Role
Ordinal number
Actions
Search...
Search...
Search...
Search...
Foo Bar
Committee Member
Expose role
5000
Display on top
remove
John Johnson
Committee Member
Expose role
5000
Display on top
remove
Test Person
Committee Member
Expose role
1
Display on top
remove

CHAPTER 7

Program Schedule (Workflow)

The program schedule facility provides the following features:

- Conflict detection during configuration of the schedule, with detection of:
  - overlapping events, scheduled at the same location at the same time
  - tight personal schedules, when a person (author/presenter/chair) is scheduled at 2 locations at the same time or close to each other
  - events or sessions scheduled outside the boundaries of the program
- An interactive program page with tabular and timeline views
  - Filterable by day, room, track, awards, personal program
- Filtered program views embedded on the track, event and venue-room pages
- Creation of personal programs by star-ing events in any program view (both by guest and logged-in visitors)
- iCal export/sync service allowing automatic syncing to your calendar.

Workflow

For a good user experience, it is **strongly recommended** that all tracks from the conference/sub-conferences add their schedule with events (talks/tutorials/keynotes/you name it) to the system. An incomplete program will be worthless for your attendees.

The workflow for creation of a complete conference program is as follows:

1. *Session Slots* are to be constructed at the top-level conference by its editor(s).
   - Session slots divide a conference day into multiple sessions. E.g. 2 morning and 2 afternoon sessions a day for each available room.
   - Each room will have its own session slots, which can easily be copied to other rooms and/or days.
2. The created session slots are assigned to tracks (drag-drop interface), also by the top-level conference editor(s)

   - Tracks from the conference itself _and_ tracks from any sub-conference get assigned here. The idea here is that distribution of the tracks into rooms/time-slots is managed from the top-level.

3. Track editors now schedule *Program Sessions*. A track editor distributes the events* (talks/tutorials/...) over (newly) created program sessions, where each program session is scheduled in one of the session slots that were assigned to the track.
4. Within each program session, track editors can adjust order of events and the start/end time of each individual event

* Typically, accepted papers(/artifacts), which are modelled as events, are already added to a track way before the schedule is created.

CHAPTER 8

Create Session Slots (conference-level)

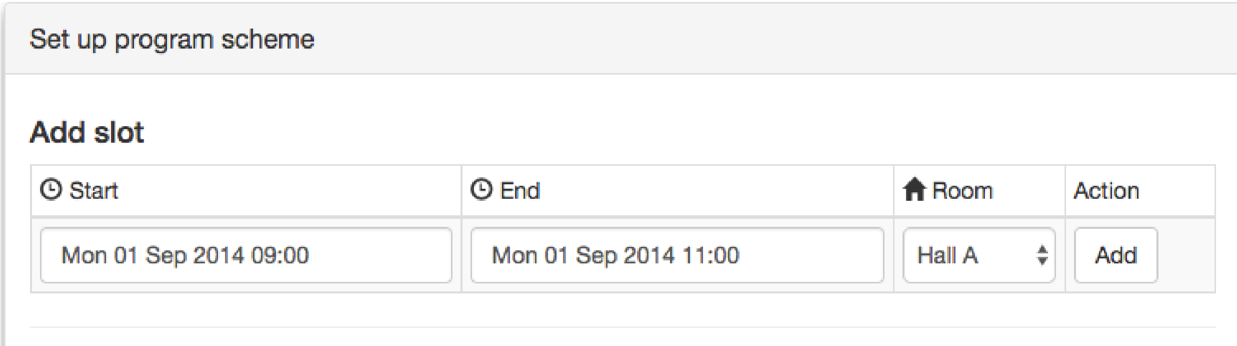
At the (main) conference-level, one designs the global program schedule by creating session-slots to be distributed over the available days and rooms. This process typically entails the design of one conference day for a specific room. The session slots from this day can then be copied to another day or room.

A session slot:

- has a start and end time
- has a location (room)
- will be assigned to a track, and defines the time and location of a session. The more detailed schedule of a session itself (session name, talks etc) is managed at the track-level, see *Add Program Sessions*.

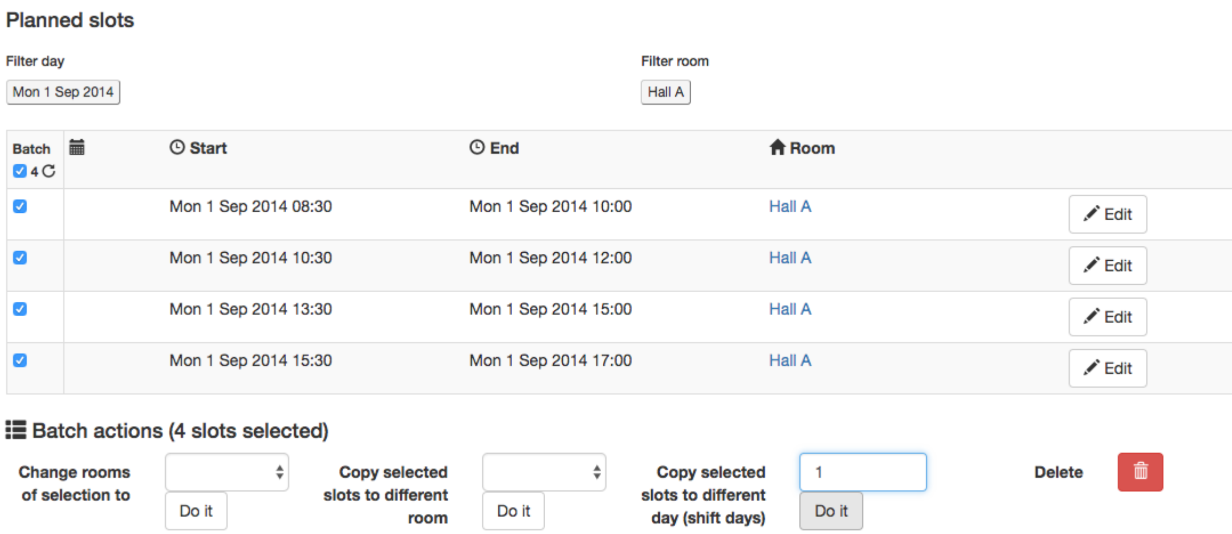
Create session-slots for one conference day

- Recommendation is to set up the available *Room(s)* first before creating the session slots. If room-names are not known yet, you may first give them a symbolic name, e.g. "Room 1".
- Open the **Program Schedule** manage-page from the conference-level menu.
- Enter the start and end time, and location for a session in the **Add slot** form, and click **Add**.
  - Repeat this for all sessions for that location that day



Duplicate slots to other days/rooms

After you added the session slots, the slots for a conference day may look like this:



If this day-schedule is applicable for other days or other rooms as well, you can copy these slots:

- *optional:* In case there are (many) unrelated session slots shown, you can first filter the view to only contain specific day(s) and/or room(s).
- Select the session slots to copy, or use the select-all checkbox at the top of the first column.
- Now, choose the appropriate batch action at the bottom:
  - select **Copy selected slots to different room**, and pick the room that the new copied session slots should have.
  - select **Copy selected slots to different day (shift days)**, and enter the day offset (based on the original slot dates) you want the new session slots to have.

Edit/Delete session slots

The start/end times and location of each single session slot can be changed from the table by clicking the **Edit**-button.

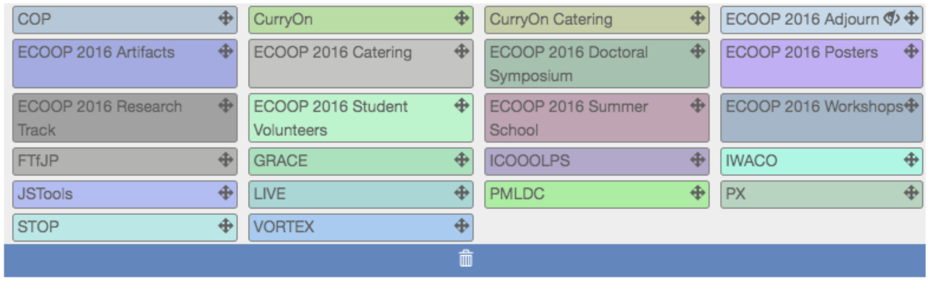
CHAPTER 9

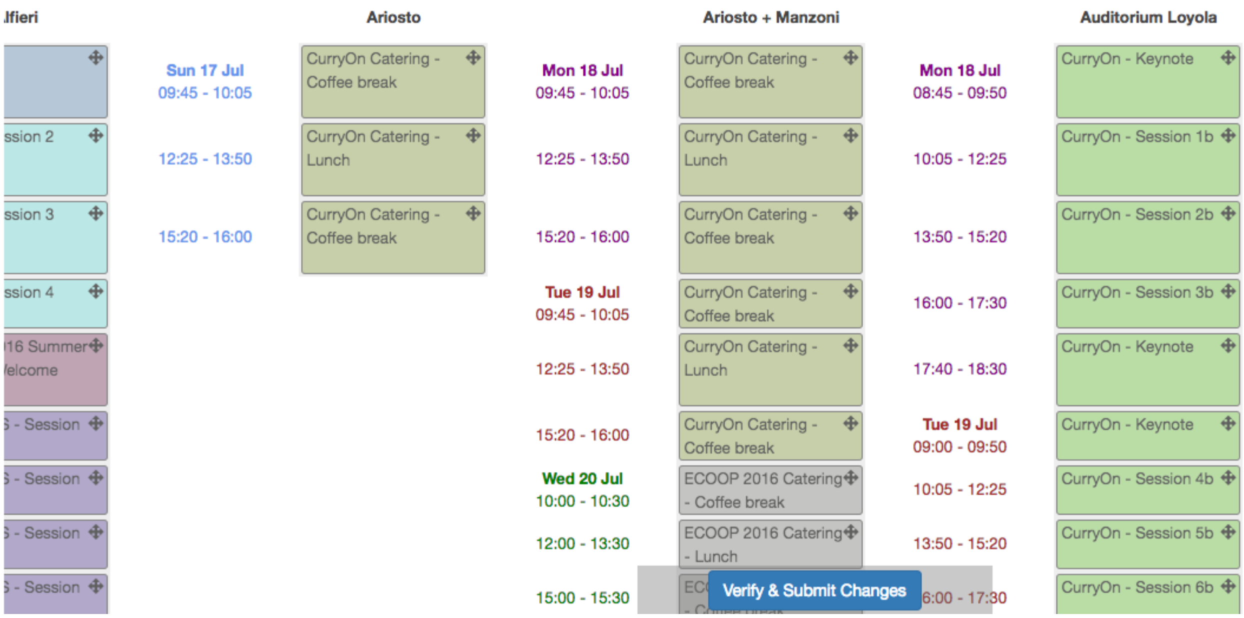
Assign Session Slots to Tracks

When finished adding session slots, one can start assigning the sessions to the tracks. Track organizers can then start their work on the schedule, i.e. naming the sessions and scheduling the talks/events within the sessions (see *Add Program Sessions*).

Assign session slots

- Open the **Program Schedule** manage-page from the conference-level menu.
- Open the second tab **Populate Session Slots**
- 2 tables are shown. One with all tracks within the conference (and sub-conferences), and one containing the session slots with all rooms from left to right, and for each room all days with session slots.
- To assign a session slot to a track, drag the targeted track-block from the upper table to the session slot in the lower table
  - By holding the shift-button, you can copy a track-block from within the session blocks table.
  - Un-assign a track from a session slot by dragging the track-block from the lower table to the to the trash can
  - In case you move a session/swap 2 sessions, which already has/have events scheduled within, the system will move the session(s) including its events to the new time-slot/location. In case the time-span of the new session slot differs from the old one, events will be rescheduled to fit within the new time-span, preserving relative time span between the events.
- Click **Verify & Submit Changes** to apply the changes.
  - A review window will first show you a summary of rescheduled events, in case an already scheduled session is moved to another session slot.





In this section you'll learn how to set up the presentation and content of a conference instance in conf.researchr.org.

CHAPTER 10

Content of track page

Just browse any of the conference websites to get a grasp of what track pages may look like.

The webpage of a track may have the following elements:

- A description of what the track is about “About” in **General/About/Badges - General Data**
- One or more *Call for Contributions* giving detailed information on the track (and conference) and how to submit a contribution.
- A sidebar with:
  - committee members
  - important dates
- Additional pages, e.g. with information about the paper format etc.
- A list of Sponsors/Supporters

The following elements are added automatically after adding events and sessions to the track:

- A list of accepted papers/posters/...
- A schedule of program sessions, each session having one or more talks/presentations

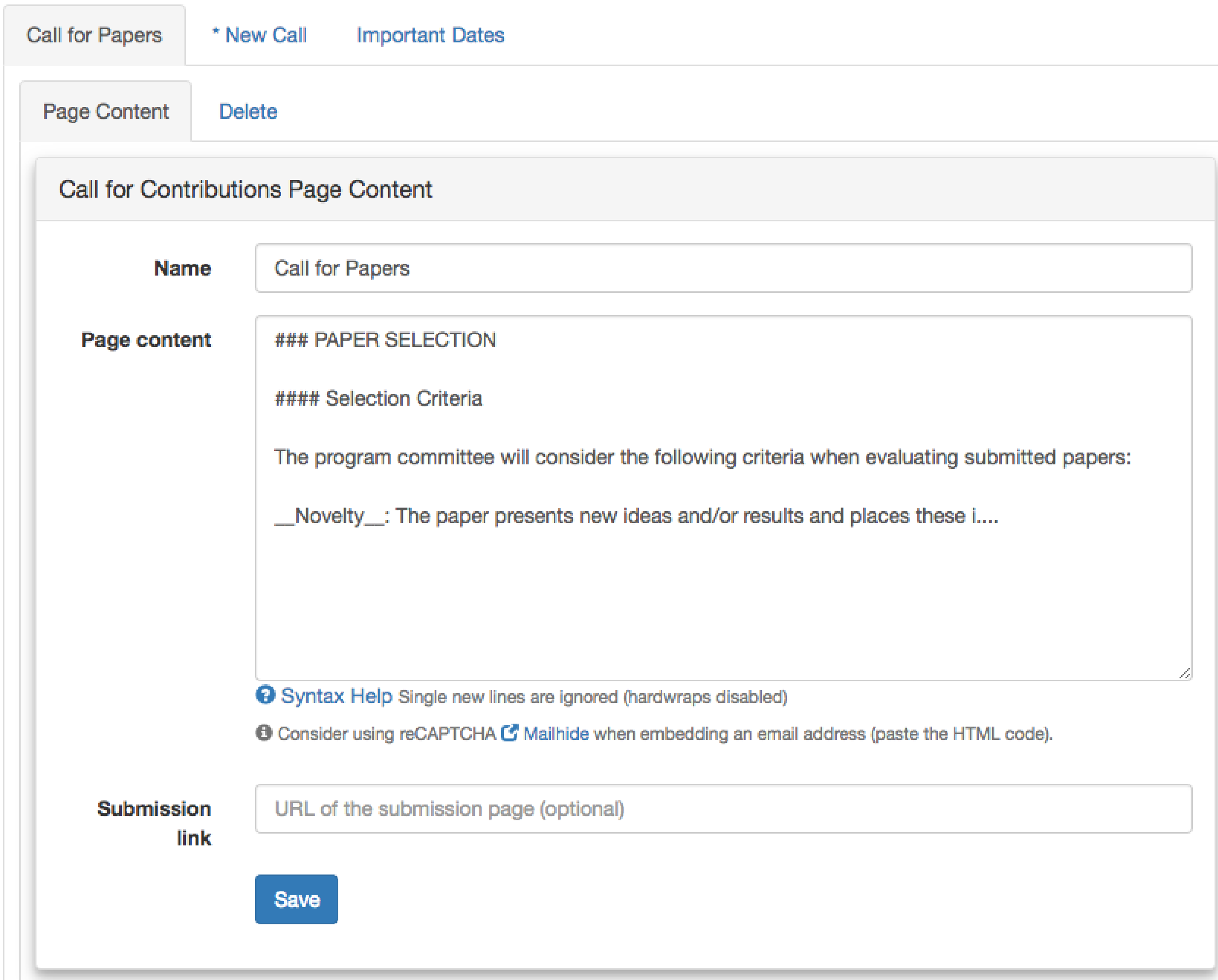
CHAPTER 11

Add a Call

Required privilege: **Track Manager**

To add a Call for Papers (/Posters/Tutorials/any other type):

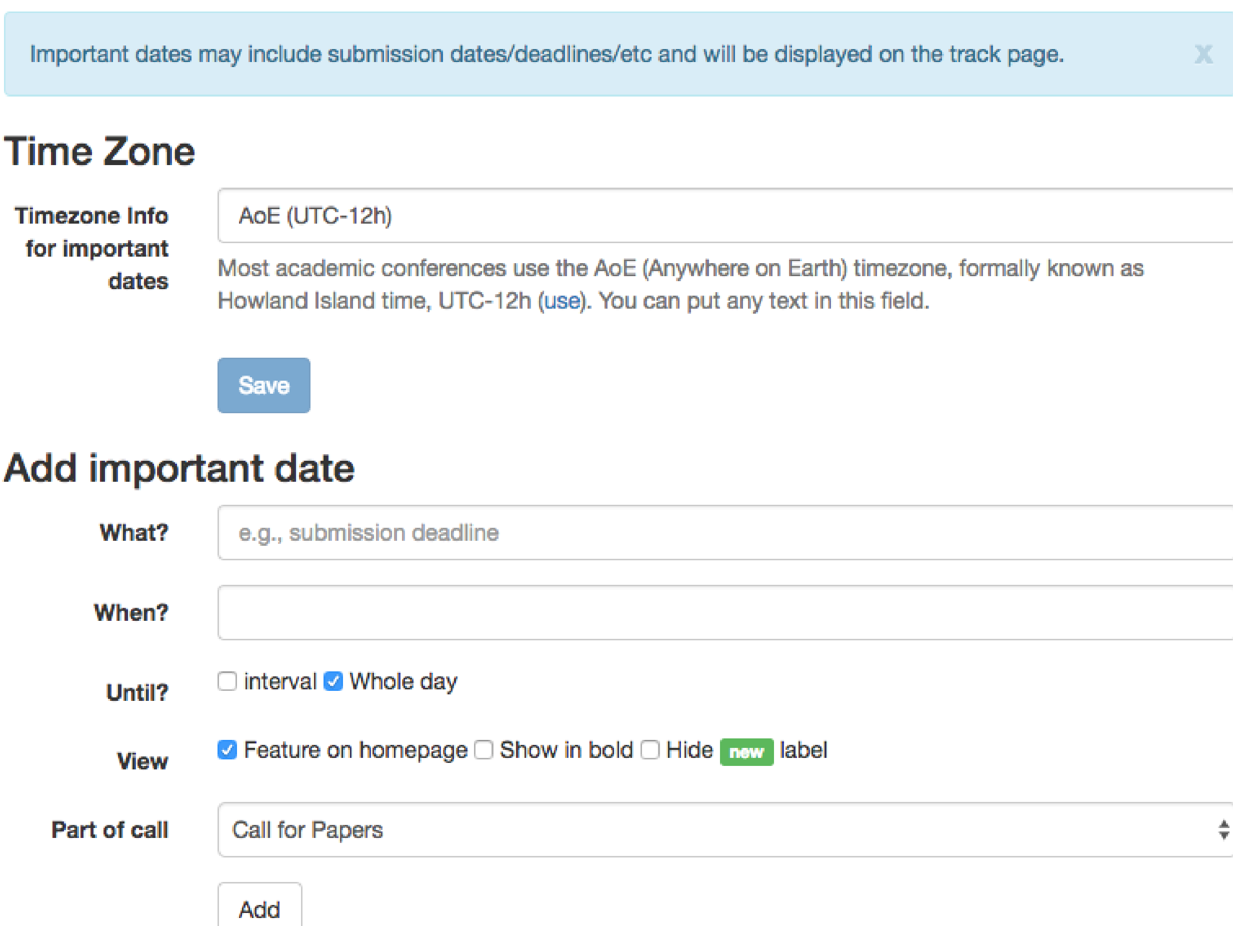
- click on the track name from the **Tracks** menu-panel at the left
- in the opened menu, click **Call for Contributions**
- enter a name for the call in the **New Call**-tab, e.g. "Call for Papers" and hit the **Add new**-button
- now you can add the text accompanying the call-for-papers in the **Page content** field of the call


Call for Papers
* New Call
Important Dates
Page Content
Delete
Call for Contributions Page Content
Name
Call for Papers
Page content
PAPER SELECTION
Selection Criteria
The program committee will consider the following criteria when evaluating submitted papers:
__Novelty__: The paper presents new ideas and/or results and places these i....
Syntax Help Single new lines are ignored (hardwraps disabled)
Consider using reCAPTCHA Mailhide when embedding an email address (paste the HTML code).
Submission link
URL of the submission page (optional)
Save

CHAPTER 12

Add Important Dates

Adding/managing important dates is done from the Calls menu:



CHAPTER 13

Scheduling

A program schedule for a track consists of *Program Sessions*. A session may have a chair (optional), and can have multiple events (papers/tutorials/..) scheduled within.

As described in *Program Schedule (Workflow)*, a track's program sessions can be *scheduled* as soon as the *Session Slots* are constructed and assigned to the tracks, both done by the editors of the top-level conference. If these sessions slots are missing yet, sessions can still be created and assigned events. However the schedule of the session is then postponed until the session slots are available and assigned to the track.

CHAPTER 14

Add Events (talks/papers/...)

Required privilege: **Track Editor**

Tracks may have various types of contributions and events associated with it. E.g., accepted papers with talks or posters, or more general events such as an Opening or Keynote.

In conf.researchr.org these are all modeled as *event*. Each event:

- has an abstract/description, and authors/performers
- can be part of the track's schedule
- may appear in the list of accepted papers/posters/... and will be by default
- may get badges/awards assigned (e.g. "Best Paper Award")
- can have embedded media and external links (e.g. a demo video, link to preprint, DOI link)

To add a single event

- open the "Events/Talks" page from the track menu panel, and open the "New event"-tab
- fill in the basic event information and hit the "Create"-button which opens the more detailed edit-event page.
- complete the event data by adding authors/performers and more info if applicable. After the event is created it will show up in the accepted list of [papers/artifacts/...], and later in the track and conference schedule when set up.

Batch adding events

The system also supports batch-adding and batch-update-merging events from supported systems. Currently supported are HotCRP and Conference Publishing Consulting.

CHAPTER 15

Import / Update from HotCRP

Papers (or other artefacts) submitted and accepted in HotCRP can be imported and converted into events to appear as accepted papers(/posters/...), and become schedulable. The title, abstract, authors, affiliations will be imported.

Import steps:

- Export the papers to json-format using the HotCRP instance.
- Open *Data Import* in the track menu
- Upload the json-file. After uploading you can review the parsed data
- Start the conversion wizard, which will guide you through the imported items
  - Review each item. When correct, hit the convert-button to add it to the track events.

You can re-upload newer versions of json-exports, the wizard will then match already existing events against the imported items. When matched, the wizard presents you an interface where you can merge changes.

CHAPTER 16

Import / Update from CPC (Conference Publishing Consulting)

When your conference has a contract with Conference Publishing Consulting, accepted papers/artefacts can be obtained and used for import into events by providing the conference id used by CPC, something similar to *MYCONF17*.

Import steps:

- Open *Import Data (HotCRP/CPC)* in the track menu
- Fill in the *Conference Publishing Consulting event id* and hit *Import*
- optional: In case multiple calls fall under the CPC event id, choose the one you want to import events from
- The parsed data is show. Here you can *Start conversion/update wizard*, which will guide you through the imported items
    - Review each item. When correct, hit the convert-button to add it to the track events.

When data is updated by CPC, you can repeat above the above steps. The wizard will then match already existing events against the newly imported items. When matched, the wizard presents you an interface where you can merge updates.

CHAPTER 17

Add Program Sessions

To add program sessions to a track:

- Open **Sessions and Schedule** from the track menu and open the **New Session**-tab
- Enter a name of the session and add the session. The name can later be changed

Configuring a program session:

- In the edit tab of a session you can select the *Session slot*, which defines the time boundary and location of the session
  - In case no session slots appear in the drop down, it seems that the session slots are not yet created by the editors of the (top-level) conference. Please ask the maintainers of the top-level conference to create the session slots and assign them to the track you're editing.
- Select the events (talks/presentations/tutorials/welcome/...) that should be scheduled within the program session.
- Now, **Save** the program session. In case a session-slot is configured, the events will now automatically be assigned an equal amount of time within the time boundaries of the session slot.
- The **Event Planning** panel shows the session-schedule. Here:
  - You can change the start and end-times of the individual events
  - You can change the order of the events using the drag-drop interface (**Populate Event Slots**)

Tracks are the elements that contain the call for contributions, important dates and accepted papers. They can also be used to hold events that have no call/contributions, e.g. for committee meetings.

A track will have its own page, browsable from the navigation bar of the conference website.

CHAPTER 18

People, Profiles and Users

- Each person added in some context on conf.researchr.org will become an identity that can be referenced from any (future) conference instance.
- A person is identified by his/her email address.
  - An identity can only be claimed by the owner of that email address by registering (**Sign Up** from the menu bar)
- All persons have a *General Profile* with someone's up-to-date profile data.
  - In case a user claimed this person identity, only he/she may change the data of the general profile
  - In case the identity is not claimed yet, editors of a conference in which this person has an active role may update the data of the general profile as well
- A person may also have *Conference-specific Profile* s:
  - In case a person has an active role in some conference, a snapshot copy of the *General Profile* is automatically made after the conference ends. This copy is called a *Conference-specific Profile*. When profile information is shown in the context of that past conference, it will always reflect someone's bio/affiliation at the time/in the context of the conference.
  - Conference specific profiles can also be created before a conference ends. This may be useful when a bio or affiliation should be different from someone's global info for example.
  - Different from global profiles, editors of a conference may change the data of conference-specific profiles, also when the account where the conference-specific profile belongs to is claimed.