



## Online Tools of Service Package A

### Tool 1 – Call-for-Skeleton Programme

Programme Committee Members have the opportunity to generate a Skeleton Programme with preliminary sessions. They provide session titles, session organizers, and session descriptions. If the present conference has a predecessor managed through Copernicus Office, they can decide either to include new sessions and/or to re-use sessions from the preceding event. This tool is utilized afterwards when a public Call-for-Sessions is carried out.

### Tool 2 – Call-for-Session Proposals

Based on the Skeleton Programme, the public is asked to propose additional new sessions or modifications to the Skeleton Programme sessions. They can propose session titles, session organizers, and descriptions.

### Tool 3 – Session Programme Finalization

The Programme Committee Members are asked to finalize the Session Programme. They can use or modify their skeleton sessions, add new sessions, and use proposals from the public to modify existing or new sessions. If a conference does not use Tools 1 and 2, Tool 3 is the starting point. For smaller conferences, Copernicus Meetings could also implement the sessions based on information from the organizer.

### Tool 4 – Abstract/Paper Submission and Call-for-Papers

After all sessions are finalized (later modifications are of course possible), the public is invited to submit their abstracts/papers. The following submission options are possible: (a) submission of abstract/paper text as plain text, LaTeX, or Word document; or (b) submission of a more complex PDF abstract/paper containing figures, equations, and/or tables. Option (a) is generated by the server along with the citation header. For option (b), Copernicus provides Word and LaTeX templates for authors to generate their PDF abstract/paper, and the server then adds the citation header to the abstract/paper.

In both cases, the citation header contains a conference logo (optional), the conference title, the title and volume of a proceedings series (optional), as well as the abstract/paper ID and publication year (both mandatory). All abstracts/papers

#### Copernicus Meetings

Bahnhofsallee 1e  
37081 Göttingen  
Germany

Managing Director  
Martin Rasmussen

#### Contact

meetings@copernicus.org  
<http://meetings.copernicus.org>  
Phone +49 551 90 03 39 20  
Fax +49 551 90 03 39 70

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Copernicus Gesellschaft mbH  
Based in Göttingen  
Registered in HRB 131 298  
County Court Göttingen  
Tax Office FA Göttingen  
USt-IdNr. DE216566440



receive a copyright notice, most often the Creative Commons Attribution License 3.0.

Upon abstract/paper submission, authors indicate their preference for a presentation type. It is also possible to charge a abstract/paper processing fee at this time. This is often used to avoid no-shows or to finance the services of Copernicus' Service Package A directly. The payment of the processing fee is carried out online by credit card, and the author obtains a PDF invoice and receipt of payment.

### **Tool 5 – Abstract/Paper Submission with Application for Support**

The conference organizer can define various kinds of support. Authors can then apply for such support (registration fee waiver, travel support, etc.) upon abstract/paper submission. The further handling of these abstracts/papers is defined in Tools 6 and 7, and 8.

### **Tool 6 – Support Application Assignment & Rating**

The session organizers can always check the abstracts/papers submitted to their session. In Tool 6, session organizers are asked to rate those abstracts/papers that have applied for support regarding quality of science (60%) and quality of abstract (40%). In addition, they can include a short comment on the respective abstracts/papers to the Programme Committee. This rating will then serve as the basis for the Programme Committee when ranking the applications (Tool 7).

Session organizers can add support applications to other abstracts/papers submitted to their sessions, and they can also upload additional abstracts/papers that may be sent directly to the session organizer.

### **Tool 7 – PC Support Ranking**

The Programme Committee must first check whether the session organizers have finalized Tool 6. Then they can rank the support applications and add additional comments to the applications. The resulting overall support application list will be used by the Support Selection Committee to finally award the authors.

### **Tool 8 – Support Selection**

The Support Selection Committee receives access to the overall ranking of support applications and to the comments provided by the session organizers and

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Programme Committee. They are then able to assign the different types of supports and/or additional financial support to the abstracts/papers. Automatic emails inform authors about the acceptance or rejection of their application. In addition, the session organizers as well as the Programme Committee will be informed about the support selection outcome.

### **Tool 9 – Referee Assignment**

If a conference organizer wishes to conduct a peer-review (double-blind or attributed) prior to the decision on acceptance or rejection of an abstract/paper, the referees need to be pre-assigned to the conference and to the contributions that they are expected to review. The organizer can add referees and assign them to contributions. Before the review starts, each referee receives an email with detailed information and a link to the review tool.

### **Tool 10 – Abstract/Paper Review**

Prior to the decision on acceptance or rejection of a contribution by the session organizer (Tool 11), the referees have the chance to use the Abstract/Paper Review. Before, the organizer defines weighted criteria which will be used by the referee. In addition, the referees can be asked about their expertise. The expertise will be taken into account of the final result of the review. By using the review tool, the referees can download the submitted contribution assigned to them and submit their reports by using an online form. They have to judge the abstract/paper according to the defined criteria and they add comments to the authors (mandatory) as well as the organizers (optional). The recommendation and the reviewer reports are then shown in the following Tool 11.

### **Tool 11 – Session Organizer Part 1 (SO I) – Abstract/Paper Implementation**

By using Tool 11, the session organizers are asked to check the abstracts/papers submitted to their sessions together with the corresponding Reviews (if Tool 10 was used in advance) and decide about acceptance, rejection, or transfer to other sessions that may better fit the scope of the contribution. Furthermore, session organizers are able to see abstracts/papers transferred to their sessions, and they can upload additional abstracts/papers that were sent to them directly. The latter are directly accepted without further review.



### **Tool 12 – Session Organizer Part 2 – Session Tagging**

In addition to the abstracts/papers accepted for a respective session, there is other information that might help the Programme Committee schedule a session and its sub-sessions. This information can be provided by the session organizers through the so-called session tagging. They can indicate specific days that the session should not be scheduled, no-overlap requests to denote sessions whose scheduling should not be in parallel to another given session, as well as a back-to-back request to combine similar sessions. Furthermore, session organizers can estimate their needed room size.

By tagging the sessions, one also generates a fallback for Tool 11. However, a problem arises when one session organizer finalizes Tool 11 for his/her session and another session organizer requests an abstract/papers transfer to this session afterwards. To give the recipient session organizer the chance to check this transfer request, s/he will be forwarded back to Tool 11 when entering Tool 12. This increases the chances that the majority of sessions are able to be organized by its session organizers.

### **Tool 13 – PC Part 1**

The Programme Committee members are able to view the sessions of their programme group at any time (statistics, submitted abstracts, etc.). However, Tool 13 is another fallback for the session organization. Before scheduling in Tool 14, the Programme Committee Members can finalize the session organization where needed.

### **Tool 14 – PC Part 2 – Scheduling**

The Programme Committee Members can check all session-related information provided by the session organizers and can then assign a time block, room, and maximum number of oral slots to a session. Furthermore, they can e.g. schedule the display time and the author-in-attendance time for a corresponding poster sub-session.

### **Tool 15 – Session Organizer Part 3 – Presentation Selection**

The session organizers are informed about the outcome of the scheduling in Tool 14 and can now divide the abstracts/papers of their sessions into different presentation types (e.g. oral and poster presentations), and define the sequence. The conference organizer defines the kinds of presentations (name, length

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regarding oral presentations etc.), and the session organizer then uses these presentation types to generate the session's sub- programme.

### Tool 16 – PC Part 3

If session organizers do not apply the presentation selection in Tool 15, Programme Committee Members can complete these sessions in Tool 16. With Tool 16, the conference programme is finalized and the schedules can be sent out.

### Tool 17 – Presentation Upload

After the conference, authors can upload their presentations. The uploaded presentations will be made available on the conference website (online programme).

### Online Presentation of the Conference Programme

There are various ways to access the conference programme. The Copernicus tools provide all of them, and they can be linked and used according to the preference of the conference organizer:

- The **Session Programme** provides access via the logical order of sessions in a programme group. All sessions show the time and location of their sub-session (e.g. oral and poster), including the breakdown into the actual presentations (titles, authors, abstracts).
- The **Meeting Programme** provides access via conference days and time blocks. Accordingly, selection sessions, their oral and poster sub-sessions, as well as the breakdown into the actual presentations, are carried out.
- The **Personal Programme** allows participants to generate their own programme by browsing through the sessions and their presentations and selecting the contributions of interest. The participants can print this Personal Programme, save it as a PDF file, and forward the PDF file by email.
- The **mobile Apps for iPhones and Android smartphones** offer the ability to browse through the programme and its sessions offline (free from 500 abstracts/papers).

The Meeting Programme and Session Programme provide a **search engine** to allow a specified search for authors, abstract/paper titles, sessions, and session organizers (conveners). Furthermore, the Copernicus tools provide PDF files of session schedules and sessions programme per programme group to be downloaded from the conference website.