

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-session proposals is carried out.

Tool 2 – Call-for-session proposals

Based on the skeleton programme or as possible starting point, the public is asked to propose (additional) new sessions or modifications to the skeleton programme sessions (if applicable). 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– Implementation of cooperation

The programme committee members implement cooperation between different programme groups by adding co-organizing and co-listings of sessions. This cooperation will be reflected in the online programme. For co-organization, the respective session will be shown in the session programme of the other programme group and receives a session number of this group. For a co-listing, the respective session will only be shown in the session programme of the other programme group but keep its original session number. A co-organization or co-listing needs to be requested by a programme group chair. The chair of the other programme group can accept or decline the request.

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Tool 5 – 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 organizer can determine the number of abstracts per user.

The following submission options are possible: (a) submission of abstract/paper text as HTML, (b) submission of abstract/paper text as plain text, LaTeX, or Word document; or (c) submission of a more complex PDF abstract/paper containing figures, equations, and/or tables.

For option (a) authors use a WYSIWYG editor to paste their abstract/paper text and use simple formatting (boldface, italic, superscript, and subscript). They can also embed images. The outcome is a separate HTML page per abstract/paper to which the DOI resolves. In addition, the text is also shown as toggled content inside the timetable of the sessions. Readers can download the abstract/paper as PDF file generated from the HTML page.

For option (b) the abstract/paper content is pasted into a web form followed by a server-side generation of a PDF file with a common layout including citation header. For option (b) it is possible to introduce a word limitation (min/max). For option (c), Copernicus provides Word and LaTeX templates for authors to generate their PDF abstract/paper, and the server then adds only the citation header to the abstract/paper PDF file.

In all cases, HTML or PDF abstracts, the citation header contains a conference logo (optional), the title and volume of a proceedings series (optional), the abstract/paper ID and publication year (both mandatory), the DOI, and the conference title. All abstracts/papers receive a copyright and distribution licence, most often author copyright and the Creative Commons Attribution 4.0 License.

Upon abstract/paper submission, authors indicate their preference for a presentation type. It is also possible to charge an abstract/paper submission 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 submission fee is carried out online by credit card, and the author obtains a PDF invoice and receipt of payment. Bank and credit card charges will be invoiced separately to the organizer. Furthermore, the organizer can define a general information text to be shown in the submission form and request approval of rules of conduct (if applicable).

It is possible to implement several submission types. This functionality can be used e.g. to have a type "regular abstracts" (with fee) and another type "invited abstracts" (password protected without fee).

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Tool 6 – 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. Individual support schemes can be implemented. An upload of a PDF file (CV, motivation letter) is possible.

Tool 7 – Support application assignment & rating

The session organizers can always check the abstracts/papers submitted to their session. In tool 7, session organizers are asked to rate those abstracts/papers that have applied for support, e.g. 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 8).

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 8 – PC support ranking

The programme committee must first check whether the session organizers have finalized tool 7. 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 9 – 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 programme committee. They are then able to assign the different types of support 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.

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Tool 10 – 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 11 – Abstract/paper review

Prior to the decision on acceptance or rejection of a contribution by the session organizer (tool 12), 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 considered for the result of the review. By using the review tool, the referees can download the submitted contributions assigned to them and submit their reports by using an online form. They must 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 12.

Tool 12 – Session organizer I (SO I) – abstract/paper implementation

By using tool 12, 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 can 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. It is also possible to decide on the presentation type directly. Optionally, organizers can request to verify the acceptance of such late abstracts through the session organizers.

Tool 13 – Session organizer II (SO II) – session tagging (optional)

In addition to the abstracts/papers accepted for a respective session, there is other information that might help the programme committee scheduling 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-

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back requests to combine similar sessions. Furthermore, session organizers can estimate their needed room size.

By tagging the sessions, one also generates a fall back for tool 12. However, a problem arises when one session organizer finalizes tool 12 for their 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, they will be forwarded back to tool 12 when entering tool 13. This increases the chances that most sessions can be organized by its session organizers.

Tool 14 – PCI – abstract implementation & session tagging

The programme committee members can view the sessions of their programme group at any time (statistics, submitted abstracts, etc.). However, tool 14 is another fall back for the session organization. Before scheduling in tool 15, the programme committee members can finalize the session organization where needed. PCI also offers a check on abstract similarities as well as session similarities.

Tool 15 – PCII – 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 presentation slots to a session. Furthermore, they can schedule the display time and the author-in-attendance time for a corresponding poster sub-session.

Tool 16 – Session organization III – presentation selection

The session organizers are informed about the outcome of the scheduling in tool 15 and can now divide the abstracts/papers of their sessions into different presentation types (oral and poster presentations) and define the sequence. The conference organizer defines the kinds of presentations (name, length regarding oral presentations, etc.), and the session organizer then uses these presentation types to generate the session's sub-programme. If the "acceptance with presentation type" was used in tool 12, the abstracts are already pre-allocated in orals and posters.

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Tool 17 – PCIII – presentation selection

If session organizers do not apply the presentation selection in tool 16, programme committee members can complete these sessions in tool 17. With tool 17, the conference programme is finalized, and the schedules can be sent out.

Tool 18 – Presentation upload

After the conference, authors can upload their presentations. The uploaded presentations will be made available on the conference website (linked in the 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 (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 of 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 via email. This personal programme can also be compiled or adjusted in the mobile app. Mobile app and online data base are synchronized through the login of the attendee.
- **Sessions of special interest** can be selected by users with the necessary permission and are then marked as “sessions of special interest for ...” in the online programme. For example, press officers can select sessions that could be of interest to journalists taking part in the conference (“sessions of special interest for media”). Also, sessions being of particular interest for early career scientists (or other participant groups) can be marked and listed.
- The **mobile apps for iPhones and Android smartphones** offers the ability to browse through the programme and its sessions, to search for individual sessions or presentations, to compile a personal programme

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(and synchronize to the online personal programme), to view floor plans and general information, to view and download newsletters (daily updates), and it includes a messaging service to contact other conference attendees. All functionalities are available offline for use when attendees are not connected to a wireless network. As soon as they are connected, updates of the programme, the personal programme, messages, and other features are synchronized.

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 session programmes per programme group to be downloaded from the conference website.

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