



CONGRESS ADMINISTRATION TOOLSET

**Version 1.5**

About CATS.  
An Introductory Guide for System Users  
v 1.0

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# Chapter 1

## Introduction

This handbook is meant to support **CATS - Conference Administration ToolSet - Users**, such as authors who want to submit a paper or conference attendees who want to register for the conference.

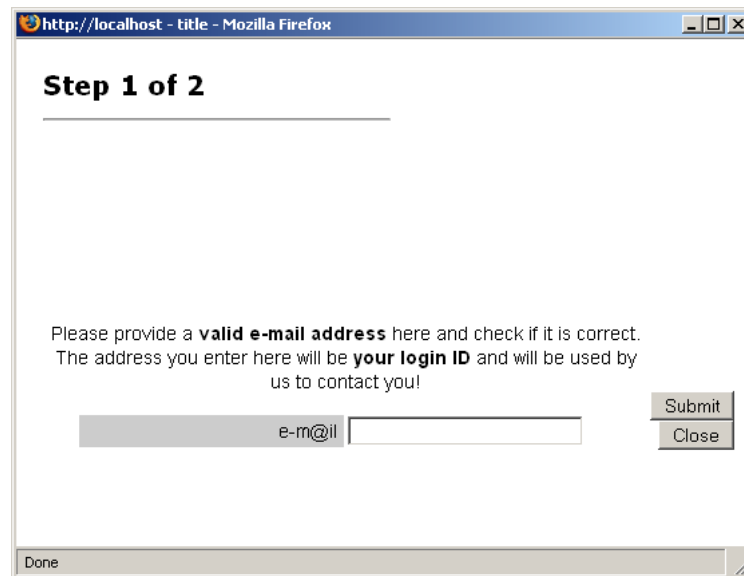
Since CATS is a composition of functionalities grouped for different groups and persons involved in the conference, a number of different user and assigned tasks exist in this tool set. Typically, the users of the software just want to register for the conference and / or upload contributions. For this purpose it is enough to simply register to the conference software as standard user. The basic functionality includes changing personal details, making new submissions and changing them, initializing the registration for the conference and booking additional services for the conference.

Chapter 2 shows the registration process for new users. Each user is allowed to perform several tasks. The tasks related to the basic user are described in Chapter 3

# Chapter 2

## User Registration

Starting at the login screen found on the conference administrations homepage (e.g `<server_address>/http://demo.cerebra.at/cats1.5/index.php`), the users are offered three options: retrieval of lost passwords, first time registration with the system and the usage of an existing account to log on to the system. All require entering a valid e-mail address, as mail addresses are used as a key to distinguish individuals within the database and as prime means of communication.



The screenshot shows a Mozilla Firefox browser window with the address bar displaying 'http://localhost - title - Mozilla Firefox'. The main content area is titled 'Step 1 of 2' and contains the following text: 'Please provide a **valid e-mail address** here and check if it is correct. The address you enter here will be **your login ID** and will be used by us to contact you!'. Below this text is a text input field with a placeholder 'e-m@ll'. To the right of the input field are two buttons: 'Submit' and 'Close'. The status bar at the bottom of the browser window shows 'Done'.

**Figure 2.1:** Registration: Step1: insert a valid email address.

The first time registration consists of two steps. First a valid email address has to be provided to the system (Fig. 2.1). Then the system checks if the email address was already entered (e.g the user was registered as coauthor by someone else). In step two, the user is asked to provide detailed contact information and affiliation before a new account is being created (Fig. 2.1). If an incomplete account should already have been created as a result

The screenshot shows a Mozilla Firefox browser window with the address bar displaying 'http://localhost - title - Mozilla Firefox'. The page content is titled 'Step 2 of 2' and contains a registration form. The form fields are as follows:

* Salutation	<input type="radio"/> Mrs. <input checked="" type="radio"/> Mr. <input type="radio"/> Ms.
Title	Dipl.-Ing.
* First Name	Klaus
* LAST NAME	Schgaguler
* Affiliation - Organisation	Cerebra Informationssystem G
* Affiliation - Department	CATS Dokumentation
* Address	Flurgasse 1
* City	Gleisdorf
* State or Province	Steiermark
* Zip Code	8200
Country	Austria
* e-mail	klaus.schgaguler@gmail.com
TelePhone	+43 (650) 2373272
TeleFax	+ ( )
Memberships	
php group	<input checked="" type="checkbox"/>
java group	<input type="checkbox"/>
* Please choose a Password for Login	*****
* ... and confirm it here	*****

At the bottom right of the form, there are two buttons: 'Submit' and 'Close'. The browser status bar at the bottom shows 'Done'.

**Figure 2.2:** Registration: Step2: provide detailed contact information, affiliation and a password.

of database merging or co-author specification (Chapter 3.2) operations, all data available is presented for completion or correction, if necessary. After the users are asked for a password, they can log in to the system.

Each new user registered to the system is automatically assigned the basic user role. This enables them to perform basic tasks such as creation and manipulation of submissions. Other special tasks can be assigned by the system admin whenever needed.

# Chapter 3

## User's Tasks

The user role is assigned automatically to everyone registered to the system. This means the user tasks are of a basic nature and can be accessed without the need to have any special roles assigned.

### 3.1 Update Personal Data

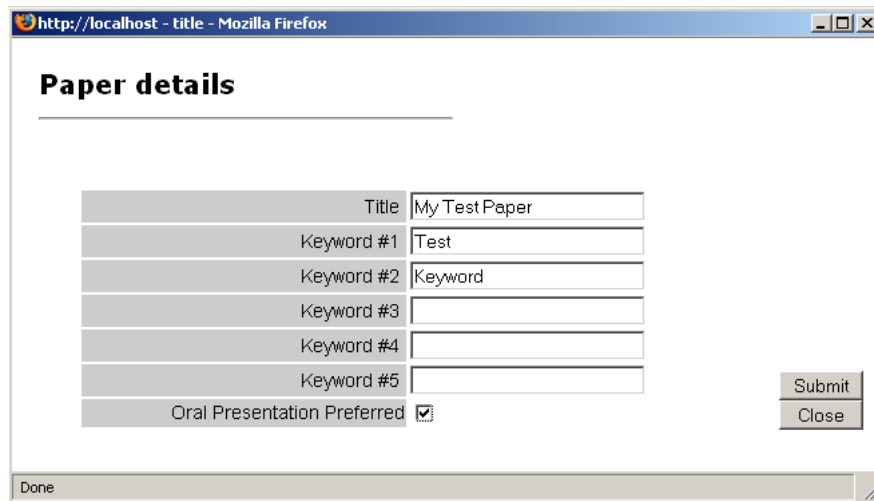
Within this task, the users are invited to complete or change the personal contact data and to change the password, if desired. Some data fields - marked with an asterisk(\*) - are necessary for proper identification and must therefore be filled in. If necessary fields remain empty, an instruction message is displayed. Furthermore the user can choose his or her memberships in this task. The email address can not be changed by the users themselves because it is the primary identification key to the conference administration system. This can only be counted on request by the management team. The input mask is the same as shown in Fig. 2.2

### 3.2 Manage Authoring Activities

The central task of the pre-conference user management is constituted by the submission of papers. CATS supports an infinite number of contributions for every user, which can be added, viewed, modified and deleted by using the appropriate tools supplied by this task. A list of all papers where an user is author or co-author is also displayed.

Submitting a paper usually consists of three steps:

1. As depicted in Fig. 3.1, the first step comprises the specification of the contribution's title and its keywords. Also, it can be chosen whether an oral or a poster presentation is preferred.
2. Once the entries are submitted, a unique paper identifier is generated and the current individual is registered as an author of the paper. The next step would be to identify all



The screenshot shows a Mozilla Firefox browser window with the address bar displaying 'http://localhost - title - Mozilla Firefox'. The main content area is titled 'Paper details' and contains a form with the following elements:

Title	My Test Paper
Keyword #1	Test
Keyword #2	Keyword
Keyword #3	
Keyword #4	
Keyword #5	
Oral Presentation Preferred	<input checked="" type="checkbox"/>

At the bottom right of the form are two buttons: 'Submit' and 'Close'. The status bar at the bottom of the browser window shows 'Done'.

**Figure 3.1:** Submission: First Step: Title and Keywords

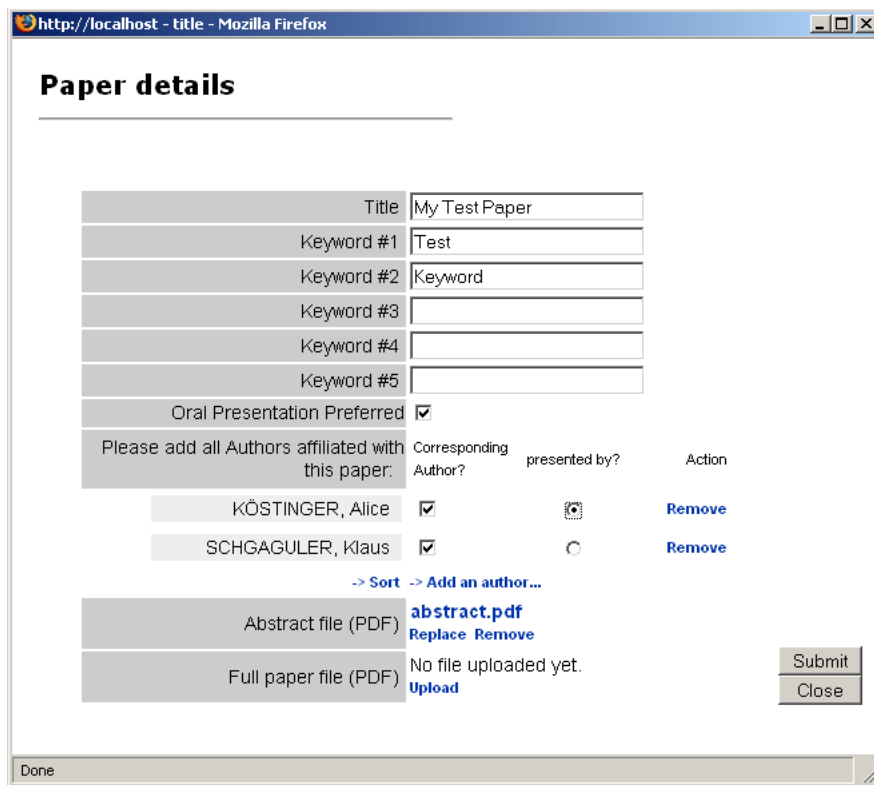
other authors, if there are any. This process can be started from the paper detail screen (Fig. 3.2).

It is inevitably necessary to register individuals represented in the database with a paper, and not any abstract names. Therefore, the authors compiling a contribution file are asked to search for the individuals they want to register within the existing accounts, or, if not successful, to enter basic user data which enables the system to list all coauthors where needed, or to contact them if necessary.

After adding the coauthors it is possible to determine who of the authors should be contacted by conference administration for information regarding the submission and to choose the presenter. Note that all this data can be changed by the user at any moment later on.

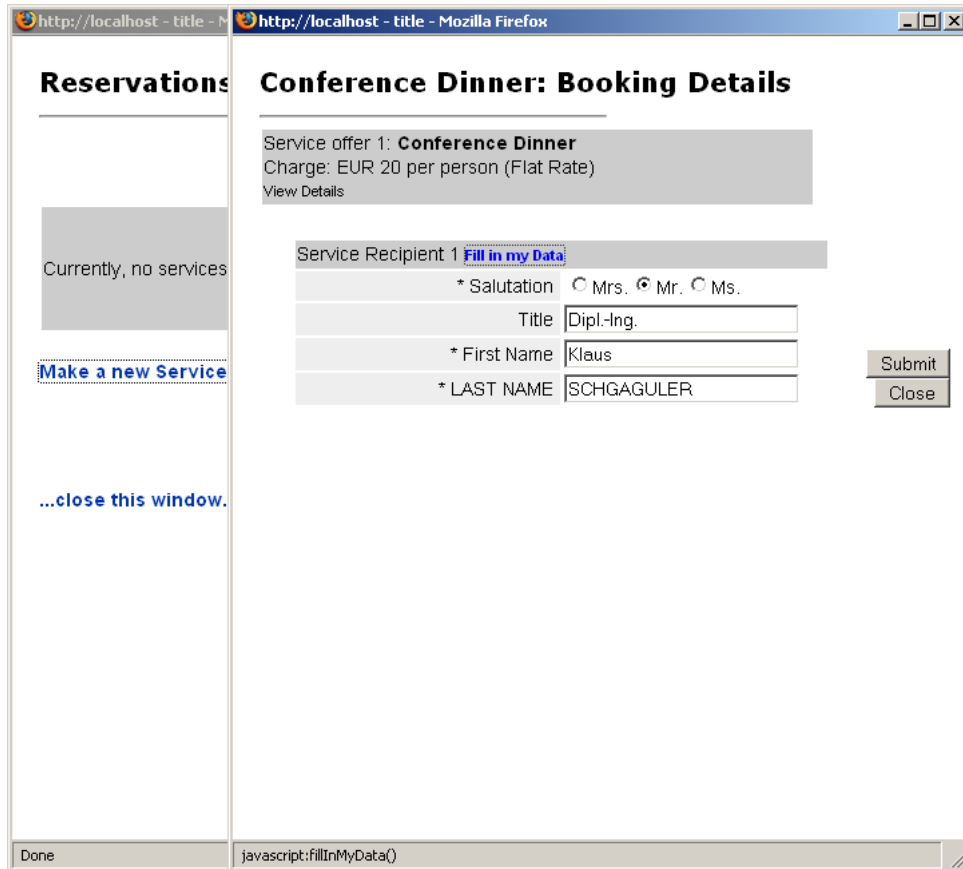
3. From then on, short and full papers can be uploaded and altered, depending on whether the respective deadline has been reached or not. Also, if necessary and indicated by the editorial board, oral presentation supporting material and camera-ready documents can be uploaded via this interface (Fig. 3.2).

All data relevant to the contributions can be changed before the submission deadline by selecting a specific paper from the list. When replacing an abstract or fullpaper the older version is deleted. An entire contribution can be withdrawn by removing all authors for the contribution.



**Figure 3.2:** Submission: second and third Step: Add all coauthors and upload abstract and fullpaper.

### 3.3 Book Accommodation and Activities



**Figure 3.3:**

The wish to sign up for accommodation, events and leisure activities can be answered using this task. The users can first view the bookings they already initiated and cancel them, if allowable (this is a system setting), or create another act of signing up for a certain option.

Therefore, a list of available accommodation options is presented the user can chose from, as long as certain services have not been booked up and as long as the current date is within the booking period.

When booking is possible, the user is asked to provide the names of the individuals a service shall be reserved for. These do not necessarily have to be registered users of the system, as, for example, an attendee can book a conference dinner ticket for his wife. Nevertheless, each booking process is assigned to a user and therefore can be accounted properly. When such users are service recipients themselves, they can let the program fill in the contact details automatically in order to save time.

## 3.4 Final Registration

When registering for definitive attendance at a conference, the users are first asked to select a method of payment. This enables the system to automatically fill in a registration form and send it to the user for further usage. As, depending on the means of payment, different data is needed or different conference fees are due, this step is necessary.

If not done at time of the contribution upload the user has to indicate all contributions one is responsible for presentation. By this, the conference programme can be compiled in a more informative way, as it also contains the individuals who are going to present certain results. The session chairs are also provided with this information in order to have complete information at hand.

Fulfilling this task, a user is granted the rights of prospective attendees, i.e. accessing the detailed conference programme and view the status of all payments effected. After the registration process has been initialized here, the conference administration can confirm the payment and thus finalize the registration process.

## 3.5 View Conference Programme

After being published by the conference administration, the conference programme can be seen here. Depending on the system settings, different program details can be accessed, such as the paper assigned to the sessions or meta data about a certain presentation.