

## ***User Guide for the Organizing Committee***

### **Table of Contents**

<b>1. Access to ASSYST .....</b>	<b>2</b>
<b>1.1 For new users - creating an account .....</b>	<b>2</b>
<b>1.2 For registered users .....</b>	<b>2</b>
<b>2. Creating and configuring a new conference .....</b>	<b>2</b>
<b>2.1 Requesting a new conference.....</b>	<b>2</b>
<b>2.2 Defining multiple tracks.....</b>	<b>2</b>
<b>2.3 Configuring a conference .....</b>	<b>3</b>
<b>3. Forming the TPC.....</b>	<b>3</b>
<b>3.1 Adding TPC chairs.....</b>	<b>3</b>
<b>3.2 Inviting TPC members.....</b>	<b>3</b>
<b>4. Assigning reviews .....</b>	<b>4</b>
<b>4.1 Assigning reviews as TPC chair .....</b>	<b>4</b>
<b>4.2 Assigning reviews as TPC member .....</b>	<b>4</b>
<b>5. Reviewing .....</b>	<b>4</b>
<b>5.1 “My reviews” page .....</b>	<b>4</b>
<b>5.2 Accepting or declining a review.....</b>	<b>4</b>
<b>5.3 Filling in &amp; modifying a review .....</b>	<b>5</b>
<b>6. Notification .....</b>	<b>5</b>
<b>6.1 Selecting accepted papers .....</b>	<b>5</b>
<b>6.2 Send notification to authors .....</b>	<b>5</b>

## **1. Access to ASSYST**

To perform any action in ASSYST (submit or review a paper, create a conference, etc.) you must be a registered user in the system. To register, please visit the following [website](#).

If you have received an invitation from ASSYST to serve as TPC member or reviewer, it means that you already have an ASSYST account (either you were registered previously, or the conference chairs have created an account for you).

### **1.1 For new users - Creating an account**

- Go to [www.assyst-online.org](http://www.assyst-online.org)
- Select [Option no. 1](#), on the left side
- Click on "[Register](#)" (at the bottom of the page)
- Follow the 4 steps to complete the registration.

### **1.2 For registered users:**

- Go to [www.assyst-online.org](http://www.assyst-online.org)
- Select Option no. 1 (on the left hand side)
- If you do not remember your password, click on "[Recover Password](#)" ( at the bottom of the page)  
Your new password will be sent by e-mail to the address you have provided.

## **2. Creating and configuring a new conference**

### **2.1 Requesting a new conference**

To create a new conference (workshop, symposium or track) in ASSYST, you have to submit a request, which will be further reviewed by the system administrator:

- Log in ([www.assyst-online.org](http://www.assyst-online.org), [Option no. 1](#))
- Follow the "[Create a new Conference](#)" link in the menu line below the header.

After the request has been filled out, a decision will be made by the administrator. You will be notified via email whether your request has been approved or declined.

### **2.2 Defining multiple tracks**

If the conference has a multiple number of tracks, you need to define them before configuring the event. To define multiple tracks:

- Log in ([www.assyst-online.org](http://www.assyst-online.org), [Option no. 1](#))
- Select the "[Chairing](#)" link in the menu on the left hand side
- Select you conference from the list
- Select the "[Tracks](#)" link in the menu on the left hand side
- Add the tracks to the conference

### **2.3 Configuring a conference.**

The conference has to be configured before it becomes visible to other users and available for submission. To configure a conference:

- Log in ([www.assyst-online.org](http://www.assyst-online.org), [Option no. 1](#))
- Select the "[Chairing](#)" link in the menu on the left hand side

- Select the conference from the list
- Select “[Setup](#)” link in the menu on the left hand side
- You will be brought to the setup page with 6 different tabs, which allow you to enter all the details of the conference.
  - 1. Research topics:** the list of topics from which the authors will choose when submitting their papers.  
**IMPORTANT:**  
You have to define at least one topic to open the submission system.
  - 2. Conference parameters:** basic information like name, deadlines and email addresses can be added here.
  - 3. Paper types:** here you may create various paper categories for the conference (short paper, full paper, poster, etc.)
  - 4. Submission templates:** here you can select one or several of the available submission templates to be used by the authors.
  - 5. Email templates:** these are template email notifications sent by the system such as TPC member invitation, review assignment, paper acceptance, etc., which you may customize to your liking. Should you decide not to create your own email templates; the default system templates will be used automatically.
  - 6. Review form:** the form to be filled by the reviewers is defined here.

### **3. Forming the TPC**

#### **3.1 Adding TPC chairs**

To add a new TPC chair to the conference:

- Log in ([www.assyst-online.org](http://www.assyst-online.org), [Option no. 1](#))
- Select “[Chairing](#)” in the menu on the left hand side
- Select the conference from the list
- Select “[Committee](#)” in the menu on the left hand side
- Select the “[Add TPC chair](#)” link above the list of committee members.

You will be prompted to search from the existing users; however, you can add a new user to the system as well.

#### **3.2 Inviting TPC members**

To invite a new TPC member to the conference:

- Log in ([www.assyst-online.org](http://www.assyst-online.org), [Option no. 1](#))
- Select “[Chairing](#)” in the menu on the left hand side
- Select the conference from the list
- Select “[Committee](#)” in the menu on the left hand side
- Select “[Add/Invite TPC member](#)” link above the list of committee members.

## 4. Assigning reviews

### 4.1 Assigning reviews as TPC chair

If you are acting as a TPC chair, you can assign TPC members or reviewers to any papers submitted to the conference:

- Log in ([www.assyst-online.org](http://www.assyst-online.org), [Option no. 1](#))
- Select “[Chairing](#)” in the menu on the left hand side
- Select the conference from the list
- Follow “Papers” / “[Assign reviews](#)” in the menu on the left hand side.
- Select the review type in the “**Assign**” column near the paper
- Select the reviewer.

### 4.2 Assigning reviews as TPC member

If you are acting as a TPC member, you can assign reviewers to those papers, which were assigned to you by TPC the chair:

- Log in ([www.assyst-online.org](http://www.assyst-online.org), [Option no. 1](#))
- Select “[My TPCs](#)” in the menu on the left hand side.
- Select the conference from the list.
- Follow “[Manage reviews](#)” in the menu on the left hand side.
- Select “**Review**” link in the “**Assign**” column near the paper.
- Select the reviewer.

**Note:** When assigning a review to a TPC member/reviewer, you will see the list of existing TPC members/reviewers along with their expertise, which allows you to assign the appropriate papers to him/her.

## 5. Reviewing

### 5.1 “My reviews” page

All the information about the reviews assigned to you is summarized on the “**My Reviews**” page. To open it, follow “[My Reviews](#)” link in the user menu on the left hand side of the screen.

### 5.2 Accepting or declining a review

After a review has been assigned to you, you will either have to accept or decline it by choosing the corresponding link in the “**Operations**” column. A review can be filled in only after you have accepted the assignment.

### 5.3 Filling in & modifying a review

After accepting a review assignment, click on the “**Compile the review**” link. Here, you also have the option to recommend the paper for publication in magazines, journals, or both. If your recommendation results in a paper being published in a magazine, your name will be included in the heading of the article as a small token of appreciation for your assistance with the review.

Upon completion of your review, select one of the two options below:

- Submit the review: click on “**Send NOW**” button at the bottom of the form.

- Save the review without submitting it, in order to return to it later: click on the **“Send LATER”** button at the bottom of the form. Later you can submit the review by selecting the **“Submit review”** operation for this review on the **“My reviews”** page, or to return to the editing form by selecting **“Compile the review”** again. You can return to editing your review as many times as you would like, until you have chosen to submit it.

## 6. Notification

At notification deadline the TPC chair has to notify the authors:

- Log in ([www.assyst-online.org](http://www.assyst-online.org), [Option no. 1](#))
- Select **“Chairing”** in the menu on the left hand side
- Select the conference from the list
- Go to [Reviews/ reviews](#) report

### 6.1 Selecting the accepted papers:

3 ways are available:

- “Accept first ( x number of ) papers” – enter the correct number
- “Accept all the paper with a score greater than or equal to (number) – enter the correct number
- “Manually”- tick the box next to the selected papers

### 6.2 Sending out the notification to the authors:

- Click on “Notify results to the authors”  
**IMPORTANT:** Make sure you tick the master box on top of all papers or tick them one by one
- Click on “Send confirmation”

If you need further assistance please the [ASSYST Administrator](#).