



iKNiTO cs User Manual  
(Conference Management System)

Winter 2016

[cs.iknito.com](http://cs.iknito.com)

# **iKNiTO cs User Manual**

## **Conference Management System**

Winter 2016

©This user manual is a property of NotionWave Inc. of Canada  
Disclaimers: Content of this manual may not fully match your custom built product.  
All names and references to persons and entities are fictitious and solely for the purpose of this manual. In places where we have used real system images, and in line with our Privacy Policy, we have either modified names, affiliations, and email addresses or have redacted them.

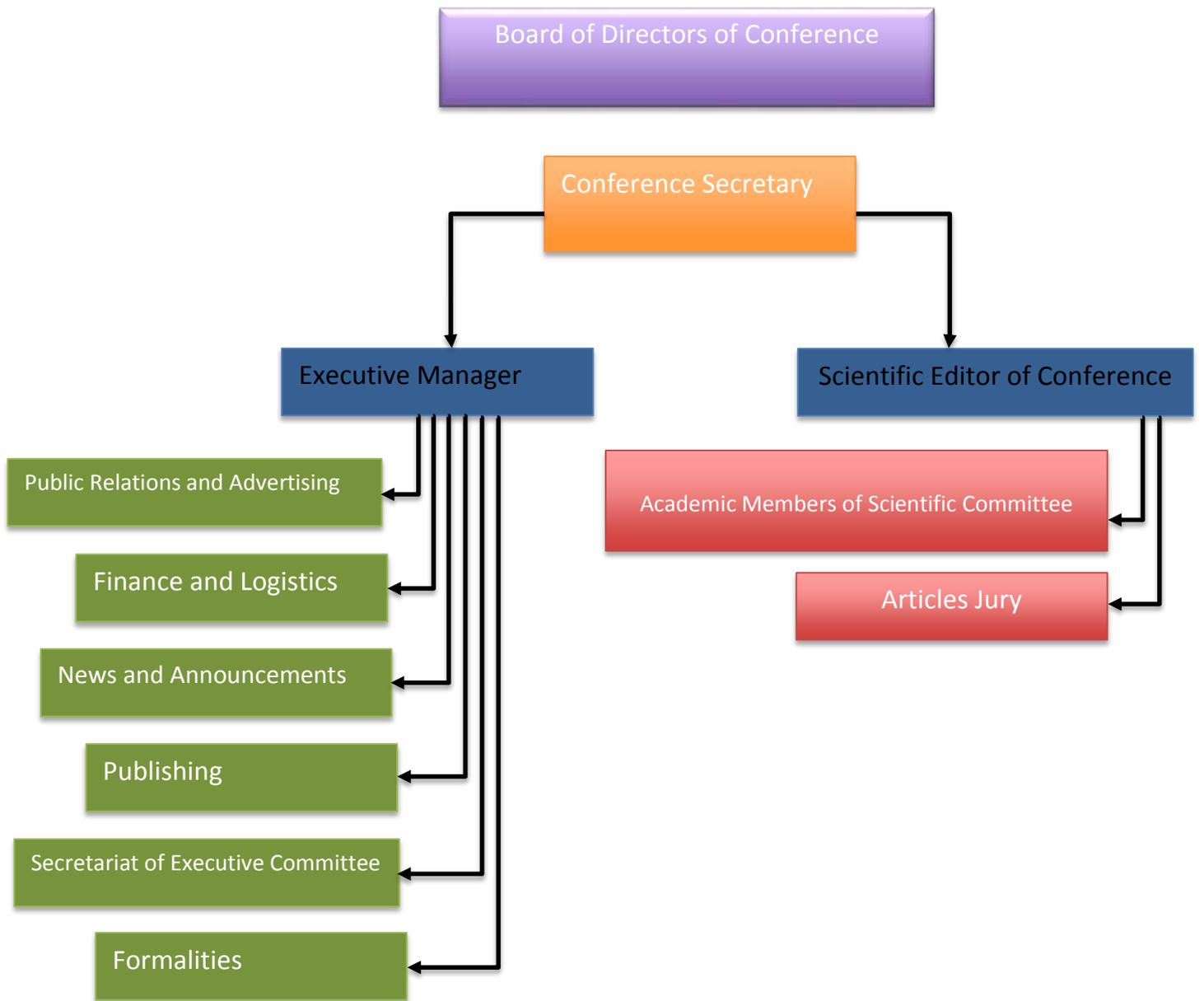
## Table of Contents

<b>Introduction</b> .....	13
<b>Introduction to iKNiTO cs</b> .....	14
<b>Chapter One: Users Guide, Registration, and Paper Submission</b> .....	18
<b>Introduction</b> .....	18
<b>Registration in iKNiTO cs</b> .....	19
<b>Registration Form</b> .....	20
<b>Sample of a completed form</b> .....	24
<b>Key points</b> .....	25
<b>Abstract Submission, Paper Submission</b> .....	26
<b>How to write and submit a paper</b> .....	28
<b>Chapter Two: Scientific Editor Guide</b> .....	35
<b>Introduction</b> .....	35
<b>Scientific Editor Page</b> .....	37
<b>Paper Search Form</b> .....	40
<b>Paper Search Result Form</b> .....	41
<b>View Reviewers Status</b> .....	42
<b>Reviewers Status Form</b> .....	42
<b>In-Review Status Form</b> .....	43
<b>Scientific Editor Page</b> .....	44
<b>Key Points</b> .....	46
<b>Submit Papers or Abstracts for Review</b> .....	47
<b>Paper Information Form</b> .....	48
<b>Review Abstract</b> .....	49
<b>Abstracts Information Form</b> .....	49
<b>Submission to Reviewers Form</b> .....	51
<b>Paper Tracking Information</b> .....	52
<b>Submission History</b> .....	52
<b>Chapter Three: Reviewers Guide</b> .....	54
<b>Introduction</b> .....	54
<b>Reviewer's Page</b> .....	55
<b>Paper Information Form for Reviewer</b> .....	56
<b>Review Form</b> .....	57
<b>Key Points</b> .....	58
<b>Chapter Four: Electronic Publishing Guide</b> .....	59
<b>Introduction</b> .....	59

<b>Publisher’s Page</b> .....	60
<b>Papers Accepted and Ready for Publication</b> .....	60
<b>Electronic Publishing Form</b> .....	61
<b>Authors Detail Form</b> .....	62
<b>Papers Subject Form</b> .....	63
<b>Papers References and Resources Form</b> .....	64
<b>Key Points</b> .....	65
<b>Chapter Five: Executive Manager Guide</b> .....	66
<b>Introduction</b> .....	66
<b>Website Management</b> .....	67
<b>Registration Management and Attendees Services</b> .....	68
<b>Conference Side Events Management: Workshops, Exhibitions, Scientific Contests</b> .....	69
<b>Sponsors and Organizers Registration Management</b> .....	70
<b>User Management</b> .....	71
<b>Conference Settings</b> .....	73
<b>Conference Setting Form</b> .....	74
<b>Default Letters Settings</b> .....	76
<b>Default SMS Settings</b> .....	77
<b>Static Pages Management</b> .....	78
<b>Menus Settings</b> .....	79
<b>Quick Links Management</b> .....	80
<b>Conference Dates and Timeline</b> .....	81
<b>Conference Prices</b> .....	84
<b>Registration of Users in a Conference</b> .....	85
<b>Services</b> .....	86
<b>Workshops Management</b> .....	87
<b>Workshops Form</b> .....	88
<b>Sample Workshops List</b> .....	89
<b>Registration of Users in Workshops</b> .....	90
<b>Request to Hold a Workshop</b> .....	91
<b>Workshop Request Form</b> .....	92
<b>Requested Workshops List</b> .....	93
<b>Define Exhibition</b> .....	95
<b>Sample Exhibition Details</b> .....	96
<b>Sponsors Enrollment Management</b> .....	98
<b>Enroll Sponsors</b> .....	99

<b>Conference Organizers</b> .....	101
<b>Define Contest Title</b> .....	102
<b>Contest Information Form</b> .....	104
<b>Send Email to Users</b> .....	105
<b>Email Form</b> .....	106
<b>Search Based on Paper Stat</b> .....	109
<b>Users List Form</b> .....	110
<b>Register a New User</b> .....	111
<b>Manage Roles</b> .....	112
<b>Manage Roles Form</b> .....	113
<b>Assigning Subject to Reviewers</b> .....	114
<b>Subjects Entry Form</b> .....	115
<b>Subject Assignment Form</b> .....	116
<b>Conference Organization</b> .....	117
<b>Conference Organization Entry Form</b> .....	118
<b>Conference Organization Edit Form</b> .....	119
<b>News and Announcements</b> .....	120
<b>News Manager or Press Secretary</b> .....	120
<b>News and Announcements Entry Forms</b> .....	121
<b>Sample News &amp; Announcements Page</b> .....	122
<b>Sample News &amp; Announcements Page</b> .....	122
<b>Slideshow Images</b> .....	123
<b>Slideshow Images Entry Form</b> .....	125
<b>Sample Images of Home Page</b> .....	126
<b>Advertisements</b> .....	127
<b>Advertisements Entry Form</b> .....	128
<b>Add Countries, Related Links, FAQ, Glossary</b> .....	129
<b>Countries Entry Form</b> .....	130
<b>Related Links Entry Form</b> .....	131
<b>FAQ Entry Form</b> .....	132
<b>Glossary Entry Form</b> .....	132
<b>Paper Submission Checklist</b> .....	133
<b>Checklist Entry Form</b> .....	134
<b>Paper Evaluation Form</b> .....	135
<b>Evaluation Form Entry</b> .....	136
<b>Sample Paper Evaluation Form</b> .....	138

<b>Confirm Users Registration</b> .....	139
<b>Confirm Users Form</b> .....	140
<b>New Sponsorship Requests</b> .....	142
<b>New Sponsorship Requests Form</b> .....	143
<b>New Sponsors Entry Form</b> .....	143
<b>New Exhibitors Requests</b> .....	144
<b>New Exhibitors Requests List</b> .....	145
<b>Conference Registration requests</b> .....	146
<b>Conference Registration Requests List</b> .....	147
<b>Workshop Registration Requests</b> .....	148
<b>Workshop Registration Requests List</b> .....	149
<b>Paid and Not Paid Invoices</b> .....	150
<b>List of Not Paid Members</b> .....	151



**Note:** In this manual you will find that we have sometimes capitalized a word or phrase. This occurs when the word (s) corresponds to a menu item or a term which is part of the vocabulary of the system and we wanted to emphasize the correspondence, or a role in the system has been stressed.

## Subject Guide

Conference Website Management	
Subject	Description
Conference Settings	Main settings of the website
Conference Letters	Default letters settings
Conference SMS Settings	Default SMS settings
Static Pages	Create and add contents to Static Pages
Manage Menus	Main and Sub-Menus Settings
Manage Quick Links	Create links to websites content for display in the first page
Conference Organization	Introduction of conference President, Scientific Editor, Executive Manager, and members of committees
News	Manage websites news content
Slideshow	Upload and setting of presentation slides
Ads	Upload posters and other promotional material in the website
Subjects	Define main subjects of the conference
Countries	Add countries in the website
Related Links	Introduce other related sites
FAQ	Create list of questions and answers
Glossary	Introduce main terms and their definitions for the conference
Manage File System Back-up	Back-up and restore
Checklist	Develop checklist for authors to ensure everything is submitted
Paper Evaluation Form	Create and edit of review and evaluation form

Registration Management and Attendees Services	
Subject	Description
Conference Dates & Times	Dates for Abstracts Submission deadline, Paper Submission deadline, Review deadline, and start of conference
Conference Programs Timeline	Conference day (s) schedules

Conference Prices	Conference attendance options and prices
Register Users in Conference	Registration of attendees
Conference Registration Requests	List of those requesting to attend
Services	Accommodation services
Not Paid Invoices	List of unpaid bills to be determined about their attendance
Paid Invoices	List of paid bills to issue attendance cards

### Conference Side Events Management: Workshops, Exhibitions, Scientific Contests

Subject	Description
Workshops	Introduction to conference workshops
Register Users in Workshops	Approve or reject request to attend a workshop
Request to Hold Workshops	List of requested workshops for decision-making
Workshop Registration Requests	View a list of applicants to participate in workshops
Define Exhibition	Create and edit the number and name of exhibition booths
Enroll Exhibitors	To register exhibitors and allocate booths to them
New Exhibitors Requests	View a list of new requests for booths
Define Match Titles	Title and features of sideline contests

### Sponsors and Organizers Registration Management

Subject	Description
Sponsors Setting	The introduction of different types of conference sponsors: Main Sponsors, Media Sponsors, and others
Enroll Sponsors	Registration of the sponsors and uploading their logo and link to their websites in the conference home page

Organizers	Introduce main organizers and uploading their logo and link to their websites in the conference home page
New Sponsorship Requests	View new sponsorship requests

User Management	
Subject	Description
Email to Users	Informing website users
List of Users	A complete list of system users with ability to view, edit, delete as well as data entry on behalf of users
Register a New User	New users registration
Manage Roles	Tasks list includes: Reviewer Scientific Editor Publisher Match Reviewer Scientific Editor for Match Exhibition Manager News Manager Registration Manager Executive Manager
Assigning Subject to Reviewers	Allocate subjects to reviewers to start sending papers for review
Confirm Users Registration	Confirm membership

## **Introduction**

Academic conferences provide a suitable platform to present and publish scientific achievements as well as the opportunity to review and discuss these findings by the scientific community.

Scientific Conferences are one of the most appropriate means for advancement of education and research of academic groups. If correctly planned and organized, it provides the best context for communication between universities and academic institutes from one side and organizations which require results of research. One of the main goals of all scientific conferences is to present new scientific methods and results and help in raising level of education and research in various fields.

iKNiTO cs, as a state of the art conference management system, has been designed and developed with the objective of enabling professional and timely execution of all processes involved in a scientific conference. Almost all of the processes of scientific conferences or congresses, festivals, and scientific meetings are covered.

### **Introduction to iKNiTO cs**

In any conference there are two main types of operations of scientific and executive. To facilitate these, iKNiTO cs has the following sections:

- Content management with the aim of disseminating information about the conference
- Management of abstracts and papers submissions
- Management of paper reviews
- Management, set up, and running of scientific contests or matches
- Management of workshops
- Management of conference registrations
- Management of exhibitions
- Management of publications

The system has an informative website for all managers involved in scientific and executive parts of a conference. Abstracts and full papers are submitted through this website, which are then forwarded to reviewers in the time frame which is defined by the scientific editor of the conference. Review results are sent back to authors through the system. If there is a need for revision and correction, the system is used to inform authors and receive back their revised content. All registrations and payments are also carried out using this system.

In short, the system receives papers from authors and enters them in an electronic binder of the scientific editor, who in turn forwards them to reviewers. All review results are filed in the system and authors are informed.

In case there is a delay in a review process, the system sends follow up messages. If a reviewer requires certain revisions by an author, this is passed on to the author in order to carry out the changes and re-submit the revised paper. Finally, a submission is either accepted or rejected and omitted from final publications. Next, the scientific editor forwards an accepted paper to the layout editor for language editing and layout design. Thus, the ready to publish version of the paper is loaded into the system and is there to be seen by all.

iKNiTO cs acts similar to a very diligent and active secretary and performs all aspects of the cycle of publishing scientific papers. Once a person registers in the system, he or she is recognized as either an author or an attendee and may only submit an abstract or a full paper. The system has other roles for different responsibilities and tasks that we will introduce later.

In iKNiTO cs there are eight distinct roles. Each user can have one or multiple roles. If a user has multiple roles, he or she can visit the home page and switch his or her role. For example, if a user is defined as both author and reviewer, he can refer to his special page and select one of the roles and do the permitted tasks for that role.

The eight roles in this system are as follows:

1. Author or Attendee
2. Reviewer
3. Publisher
4. Match Reviewer
5. Scientific Editor for Match
6. Exhibition Manager
7. News Manager
8. Executive Manager

Capabilities and privileges of each of these roles are different.

- **Author** can only provide abstracts or paper or handle his or her submitted papers, plus participate in a parallel match and contest.
- **Reviewer** can only comment on papers referred to him or her.
- **Publisher** uploads abstracts and full papers in the website and publishes.

**Match Reviewer and Scientific Editor of Match** only act if there is a scientific contest in the conference.

**Exhibition Manager** plans and allocates booths and examines all new requests for stands.

**News Manager** edits and uploads news and information about the conference in the website.

**Executive Manager** has full authority to run the conference electronically.

In this manual, corresponding to each role, there is a section, which may be skipped to, if you are only interested in a certain role.

### **General Features of iKNiTO cs**

- Management of user registration and participation in a conference.
- Registration of legal entities.
- Ability to receive abstract and full paper at the same time or abstract first, and full paper once abstract is accepted.

- Automatic recording of all processes related to papers, including assessment and review.
- Ability to track status of a paper.
- Ability to upload different file types when submitting a paper.
- Ability to revise and amend after a review and resubmission.
- Ability to create and edit review forms.
- Management of scientific matches either in parallel to a conference or as a separate entity covering registration, submissions, reviews, and scientific appraisal.
- Management of enrollment, and running of workshops.
- Ability to have specific settings for a conference, congress, festival, contest, ...
- Ability to create customized menus and pages.
- Ability to rename menus as needed.
- Ability to edit default emails.
- Ability to send email to users.
- Ability to load images associated with a conferences for promotion and awareness in the home page.
- Ability to send SMSs to users.
- Online payment of participation fees.
- Management of travel and accommodation services.

## **Chapter One: Users Guide, Registration, and Paper Submission**

### **Introduction**

People who apply to participate in an event must first be registered in the system and then activate their account at which point they can complete the registration form. In some cases, completion of the registration process involves payment of registration fees.

To send a paper, author must first register, then activate his or her account, and finally submit abstract or full paper. It goes without saying that registration and submission for a particular conference will be open during a pre-determined time span, which is defined for the conference.

iKNiTO cs allows group registration. Legal entities who act as sponsors of a Scientific conference may also register a group based on their agreement with the conference managers.

Details of registration process is as follows:

1. Join the conference system.
2. Complete the registration process.
3. Complete reregistration for as an attendee or,
4. Submit a paper.

## Registration in iKNiTO cs



To participate in the conference or submit a paper, you must first register in the system.

## Registration Form

- The registration form must be completed carefully.
- First, determine whether you are registering as a legal entity or a person. In case of a legal entity who is also one of the sponsors is registering, they may group register a number of their affiliates and staffs in the conference or its workshops. Only legal entities may participate in the side exhibitions. As a result, if an institute is interested in the exhibition or they wish to act as a sponsor, they must register as a legal entity only.
- Identify your title. All correspondences will be under this title.
- Enter your first and last name, education level, academic title and field. Such information will help the organizers of the conference to choose better, should they reach the full capacity.
- If this is an international conference, please make sure to enter your details in both local and English languages.
- Enter your land line as well as your personal cell number. This is essential for urgent communications. Conference organizers will have to inform paper presenters in a specified time period. So access via phone is essential.
- If you have a personal website, please use Ctrl + C and Ctrl + V to copy and paste the exact address
- There are four membership types in the system:
  - Student
  - Professor and academic staff
  - Author and presenter of paper,
  - Private (no affiliations)
- If available, please upload a photo of yourself in the system.
- Enter where you live or work, including city, full mailing address with post code as well as where you study or work, your title, type of employment

- To complete registration, enter your e-mail address, and a user name. Your email address may be used as user name. It is recommended that you use your email address as username but should you wish to use another name, and so long as it has not already been used, you are free to do so.
- Enter a correct email address. In case you forget your password, it is possible for you to receive it via email.
- Use the Comments box to add any necessary information
- If a particular explanation is necessary, enter in the comments section.
- To save the form, enter the security code and click on Save.
- Registration form is as shown below. Fields marked with \* must be filled
- If you forget your password, chose to receive another one
- If you have registered in the system, and you do not know your user name or email address, contact conference's executive director.

Specify type of registration:  
Legal entity, or real person.

Register as

Title

First Name\*

Middle

Last Name\*

Education\*

Degree\*

Specific Field of Study

Phone Number\*

Fax

Mobile Number\*

Home Page

Registration Type\*

Photo  No file chosen

Country\*

City\*

Enter your personal details.  
Your information as a presenter or  
attendee may be made public.

Registration type for participate in  
conference such as student, ...

Postal address, exact name of the organization or institution, Your work or education address, as well as your title of work must be carefully added here.

Postal Address\*

Affiliation\*

Email Address\*

Confirm Email Address\*

Username\*

Alternate Email Address

Comments



Security Code

Save

Cancel

Enter your user name and email address. Preferably use a university or work email address. You can also add another email addresses as an alternative one.

## Sample of a completed form

Register as	Real Person ▼
Title	Prof. ▼
First Name*	William
Middle	
Last Name*	Attwood
Education*	PhD ▼
Degree*	Professor ▼
Specific Field of Study	
Phone Number*	00000000000
Fax	
Mobile Number*	
Home Page	
Registration Type*	IEEE Members ▼
Please upload your IEEE membership document	
Select File	<input type="button" value="Choose File"/> No file chosen
Photo	<input type="button" value="Choose File"/> No file chosen
Country*	Canada ▼
City*	Otava
Postal Address*	Concordia University, Canada
Affiliation*	Concordia University, Canada
<hr/>	
Email Address*	bill@cse.concordia.ca
Username*	bill@cse.concordia.ca
Alternate Email Address	
Comments	

After completing the registration form, the following will be shown

The screenshot shows the KNITO website interface. At the top right, there are 'Login' and 'Register' buttons. Below this is a dark blue banner with the KNITO logo and the tagline 'Knowledge is Touching CS'. A navigation menu includes 'Home', 'Conference Information', 'Programs', 'Papers', 'Registration', 'Sponsors', 'News', and 'Contact Us'. On the right side of the menu, it displays 'Conference Date 03-05 September 2017'. Below the navigation menu, there is a breadcrumb trail: 'Home > Users > Register'. A message states 'Your Password in Website is: 15475522'. An 'Important Notice' section follows, stating: 'Your resitertion in website does not mean that you have registered in conference. To register in conference you should register from **Conference Registration** after login.'

## Key points

- Remember your password and change it after you first log in.
- Registration in the system does not mean that you have registered in a conference. To register for a conference, you will need to fill the conference registration form as a next step.
- If you are submitting abstract or full paper for a conference, please make sure to add their details carefully as will be explained below.
- In some cases, the emailed password is sent to your SPAM folder. Please check this folder if you have not received any registration confirmation email.

You have logged in as: Conference Admin My Home Logout



Home Conference Information Programs Papers Registration Sponsors News Contact Us Conference Date  
03-05 September 2017

Home > Users > View Profile View Profile | Change Password

To make changes click on  .

Full Name	Conference Admin		<a href="#">Submit Paper</a>
Home Page			<a href="#">Participate in the Contest</a>
Email Address	cs@iknito.com		<a href="#">Registration Status</a>
Username	cs@iknito.com		<b>Roles of User</b>
Education			<input type="checkbox"/> Reviewer
Degree			<input type="checkbox"/> Scientific Editor
Specific Field of Study			<input type="checkbox"/> Associate Editor
Registration Type			<input type="checkbox"/> Executive Manager
Registration Confirmation	Not Confirmed		
Mobile Number			
Phone Number			
Fax			
Country			
Postal Address			
Affiliation			
Join Date	Monday 14 December 2015 06:27:32		
Comments			
Last Modified by	Conference Admin In: Monday 14 December 2015 06:27:32		

**Chose this to submit a paper.**

**To complete the registration process and participate in a conference, Select this option.**

### Abstract Submission, Paper Submission

After entering the system, you can use [Submit Paper](#) for sending and follow-up of a paper. Use [Registration Status](#) in order to register for a conference. In some cases, participation in a conference requires payment.

You have logged in as: [Conference Admin](#) [My Home](#) [Logout](#)



---

[Home](#)
[Conference Information](#)
[Programs](#)
[Papers](#)
[Registration](#)
[Sponsors](#)
[News](#)
[Contact Us](#)

Conference Date  
03-05 September 2017

My Home > [Submit Paper](#)

 [Guide for Authors](#)

 [Submit new Abstract](#)

Incomplete Abstracts

Click on **Paper ID** to edit the paper information and click on  to view the paper information.

#	Paper ID	Paper Title	Submit Date	Status	Status Date	Delete / Withdraw
1	 <a href="#">1000-ICS</a>	The abstract may be cut and pasted from a word processing program; however, the formatting will be lost.	2015-12-16	Incomplete Submission	2015-12-16	✘

If you click on Submit Paper, you will next see an option to view a guide on how to write a paper and submit, as shown below.

## How to write and submit a paper

Home > Author > Paper Submission Rule

- **Papers**
- Authors are invited to submit complete manuscripts of their original work of between 4 to 6 pages long. All manuscripts should be in English and submitted electronically using IST2014 submission web page in both MS Word and PDF formats in compliance with the [IEEE manuscript templates](#). Authors are also required to indicate which category from the above list their submission adheres to. Receipt of proposals will be acknowledged by e-mail. Each submission will be subject to review by three reviewers and the final decision will be made by TPC. At least one author of each accepted paper must register for the symposium.
- 

### Notes:

- Manuscripts submitted to IST'2014 should not be submitted in parallel to other events. Manuscripts accepted or rejected by other similar events would not be processed by the IST'2014 TPC.
- The attention of prospective authors is drawn to the IST'2014 policy on plagiarism. Use of material from other sources without giving credit to the reference is not ethical. Proposals containing plagiarism would not be considered by the IST'2014 TPC.
- To avoid plagiarism, due credit must be given whenever the followings are used:
  - Another person's idea, opinion, or theory.
  - Any facts, statistics, graphs, drawings-any pieces of information-that are not common knowledge.
  - Quotations of another person's actual spoken or written words.
  - Paraphrase of another person's spoken or written words.
- Manuscripts corresponded by student authors should obtain prior approval of their advisors before submission. All correspondences would also address the co-authors for their information.

- **Workshops**  
Tutorial proposals on subjects describing new developments in systems, technologies or applications are welcomed. Length should be tailored for half-day or full-day presentation using PowerPoint or Overhead Projector Slides. Distribution of supplementary handouts or brochures is encouraged.

:: Paper Submission Steps

- **New authors:**
- **Step 1:**  
If you are a new author, please create an account in order to submit a paper.  
**To Receive Login ID and Password Please Click Here.** You will receive your account information via auto-generated e-mail.
- **Step 2:**  
Submit your paper using "Online paper submission" icon. Please follow the procedure of on-line paper submission.
- **Step 3:**  
After paper submission, you will receive the confirmation e-mail including your paper number and the other specific information

If you choose Submit New Paper, you will need to complete the following form

- Enter Title, Abstract and keywords.  
If there are more than one author, please enter their details fully as the system will send emails to each of them as well.
- Select Subject of the paper. In case the required subject does not exist, please contact your system admin and suggest it.
- Enter Additional Comments and then upload the full paper and its accompanying documents (if any).
- Note that in many cases, authors will first submit their abstracts and upon their acceptance the author is informed and asked to submit the full paper in a specified time frame via the system.
- If all fields are completed carefully then you may submit. Otherwise, please review the form and complete it.

My Home > Scientific Editor > Author's Incomplete Submissions > Edit Paper Information

→ Title, Abstract and Keywords

- ✓ Add / Remove Authors
- ✓ Select Subjects
- ✓ Additional Comments
- ✓ Add Files
- Finish Submission

Enter Title, Abstract and Keywords

Enter Full Title. [Back to Papers List](#)

Full Title

BER Investigation in Satellite DVB-S2 Service by Modeling the Transponder Non-idealities

Please enter the abstract of your paper into the text box below.  
The abstract may be cut and pasted from a word processing program; however, the formatting will be lost.  
The allowable abstract words is 50 to 250 words.

In this paper, transponder non-idealities are modeled. For this purpose, the Saleh model of phase shift and the parabolic model of group delay are utilized. Simulation results show the phase shift and group delay affect the phase of the DVB-S2 signal and consequently change the signal constellation and cause BER degradation. Simulation results determine the maximum allowable phase shift and group delay of the transponder in order to achieve a predefined BER.

Please Enter Keywords

AM/PM, phase shift, group delay, DVB-S2, satellite

Next

- Please do not use the browser's Back button. Only use menus and options available and the Next button at the bottom of the page.
- If there are more than one author, please ensure to enter their details fully in the form. If one of the authors is responsible for correspondences, please specify. You can establish the order of appearance of names of authors using the button at the bottom left corner of the form.

- ✓ Title, Abstract and Keywords
- ➔ Add / Remove Authors
- ✓ Select Subjects
- ✓ Additional Comments
- Finish Submission

Please Enter The Authors Information [Back to Papers List](#)

Please enter the details of all authors (other than you) who contributed to the work reported in your paper.

By beginning the paper submission process, you are automatically designated as the Corresponding Author.

After you enter each author's details, click **Add Author**.

To change the order of the authors, you can click on each row, then drop it up or down by the mouse cursor, in order to rearrange it in appropriate place or click on and to reorder.

Please note that only the **Corresponding Author** can access the paper for submission and edit/submit revisions.

Email Address\*

Title

First Name\*

Middle

Last Name\*

Education\*

Degree\*

Phone Number\*

Country\*

City\*

Affiliation\*

This Author is Corresponding Author.

This Author is Presenter Author.

#	Name	Email Address	Education	Degree	Phone Number	Country	Affiliation	Edit	Delete	Save
1	Alexis Hendrix	alexis.h@nit.ac.ca	PhD	Professor	09113119001	Canada	Department of Electrical Engineering, Memorial University			
2	Angeline Locke*	angeline_J@gmail.com	PhD	Other Candidate	01142241850	Canada	Department of Electrical Engineering, Memorial University			

Select subjects carefully.

The screenshot shows a submission interface with a sidebar on the left containing a checklist: 'Title, Abstract and Keywords', 'Add / Remove Authors', 'Select Subjects' (highlighted with an orange arrow), 'Additional Comments', and 'Finish Submission'. The main content area is titled 'Please Select Related Subject' and contains the following text: 'Please select sub subjects from list. Please select subjects related to your paper.' Below this is a dropdown menu showing '.. IT Applications & Services'. Underneath, it says 'Enter one or more subject(s) if it is not exist in the subject list:' followed by a text input field containing 'wireless visual sensor network'. At the bottom right of the main area are 'Previous' and 'Next' buttons.

If necessary, provide further description about the paper and yourself. To complete the submission process please agree to this:  
“I have read and agree to all terms and conditions.”

The screenshot shows the same submission interface as above, but the sidebar now highlights 'Additional Comments' with an orange arrow. The main content area is titled 'Please Enter following' and contains the text: 'Please enter any comments you would like to send to the editorial office. These comments do not appear in your paper.' Below this is a large, empty text area for entering comments. At the bottom right of the main area are 'Previous' and 'Next' buttons.

- Next, upload the paper in the system. Please note that only one file may be marked as the main paper file. So author may not add two files, both being the main paper.

My Home > Scientific Editor > Author's Incomplete Submissions > Edit Paper Information

- ✓ Title, Abstract and Keywords
- ✓ Add / Remove Authors
- ✓ Select Subjects
- ✓ Additional Comments
- ➔ Add Files
- Finish Submission

[Back to Papers List](#)

Please Attach Files

Upload related files here.  
Allowed file types for paper main file is: DOC, DOCX, PDF  
To upload a file, please click on **Attach File** button after browse and selecting the file.

File Type \* Main File \*

File Name\* Choose File No file chosen Attach File

File Description

#	File Type	File Name	Size	File Description	Create Date	Download	Delete	Save
1	Main File	paper-Doost.pdf	197.08 KB		2014-10-28 15:01:13			

Previous Next

- After selecting the main file of the paper, select the Choose File and then Attach File. Add any description about the file. Choose Next button to see your abstract and main details. By choosing the Finish Submission, the process for submission completes. An email confirming receipt of abstract and paper will be sent to your email address.

- ✓ Title, Abstract and Keywords
- ✓ Add / Remove Authors
- ✓ Select Subjects
- ✓ Additional Comments
- ✓ Add Files
- ➔ Finish Submission

Finish Submission

To complete submission, click on "Finish Submission" button.

Finish Submission
Remove

### Submission Summary

<b>Paper ID</b>	1645-IST
<b>Paper Title</b>	An Automatic Ontology Extraction by Crawling HTML Pages
<b>Subjects</b>	Information Technology / Search Engines & Semantic Web
<b>Abstract</b>	Most relational databases can be accessed through the HTML pages in the web. This subject has been shown ontology extraction from web relational database can do by HTML page parsing. In this paper, we proposed a new method for extracting ontology for web relational databases, based on content management system (CMS), where do managed and create web pages for database content. In this method by patterns of pages of distinct domain for HTML parsing, we can extract ontology with additional information about content and their semantics. We compare the benefits of this method with the other ways. Our result is more efficient and applicable for ontology extraction.
<b>Keywords</b>	Automatic ontology extraction, semantic web, content management system, HTML parsing, pattern recognition
<b>Comments</b>	Tanks

**Authors**

#	Name	Email Address	Education	Degree	Phone Number	Country	Affiliation
1	Roxana Allred*	roxana_ald@utoronto.ca	PhD	Professor	32182884769	Canada	Computer Department, Engineering Faculty, Toronto University.
2	Jaliyah Morse	jaliyah.morde@hotmail.com	MSc	Other	09153588594	Canada	Computer Department, Engineering Faculty, Toronto University.
3	Alexander Rutledge	rutledge_alex@utoronto.ca	PhD	Professor	02182884769	Canada	Computer Department, Engineering Faculty, Toronto University.
4	Brett Graham	b.graham12@gmail.com	PhD	Professor	02182884769	Canada	Computer Department, Engineering Faculty, Toronto University.

**Related Files**

#	File Type	File Name	Size	File Description	Create Date	Download
1	Main File	ISST_Paper_Word-a.docx	416.32 KB		2016-01-24 13:59:55	

- Choose Finish Submission again to re-confirm your submission to the conference system
- Click on "OK" to see an image confirming submission.

You have logged in as: Conference Admin [My Home](#) [Logout](#)



[Home](#) [Conference Information](#) [Programs](#) [Papers](#) [Registration](#) [Sponsors](#) [News](#) [Contact Us](#) Conference Date  
03-05 September 2017

[My Home](#) > [Submit Paper](#) > [Submit Paper](#)

### **Paper Submitted**

Thank you for submitting your paper with id **1000-ICS**

An e-mail has been sent to you to acknowledge the submission. If you do not receive an acknowledgement within a day after the submission, please contact the Conference Secretariat.

In order to check the status of your paper, please see [Paper Status Page](#).

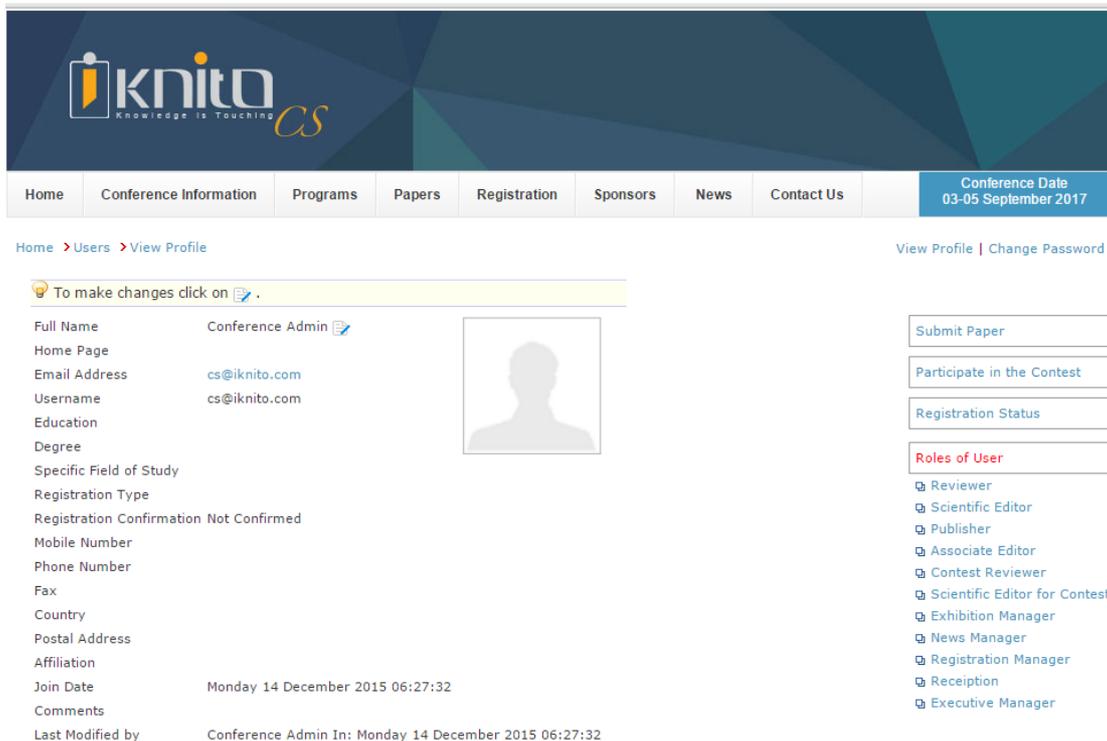
The Scientific Committee will communicate the result of evaluation process once received, and through the system.

## Chapter Two: Scientific Editor Guide

### Introduction

Scientific Editor of a conference is the main person responsible for the whole process of review and evaluation of abstracts and full papers. As a result, he or she will have special functions in the system. iKNiTO cs provides a complete set of capabilities for the Scientific Editor's role:

- Execution of general policies and procedures of the conference
- Monitoring of evaluation and review of scientific papers
- Monitoring all schedules and timings of paper presentations



The screenshot shows the iKNiTO CS user profile page. At the top, there is a navigation bar with the following items: Home, Conference Information, Programs, Papers, Registration, Sponsors, News, Contact Us, and a blue button for "Conference Date 03-05 September 2017". Below the navigation bar, the breadcrumb "Home > Users > View Profile" is visible on the left, and "View Profile | Change Password" is on the right. A yellow banner with a lightbulb icon says "To make changes click on [edit icon]". The profile information is displayed in a table-like format on the left, with a placeholder for a profile picture in the center. On the right, there are several buttons: "Submit Paper", "Participate in the Contest", "Registration Status", and "Roles of User". The "Roles of User" section lists various roles with checkboxes, including Reviewer, Scientific Editor, Publisher, Associate Editor, Contest Reviewer, Scientific Editor for Contest, Exhibition Manager, News Manager, Registration Manager, Reception, and Executive Manager.

Full Name	Conference Admin <a href="#">[edit]</a>		<a href="#">Submit Paper</a>
Home Page			<a href="#">Participate in the Contest</a>
Email Address	<a href="mailto:cs@iknito.com">cs@iknito.com</a>		<a href="#">Registration Status</a>
Username	<a href="#">cs@iknito.com</a>		<a href="#">Roles of User</a>
Education			<input type="checkbox"/> Reviewer
Degree			<input type="checkbox"/> Scientific Editor
Specific Field of Study			<input type="checkbox"/> Publisher
Registration Type			<input type="checkbox"/> Associate Editor
Registration Confirmation	Not Confirmed		<input type="checkbox"/> Contest Reviewer
Mobile Number			<input type="checkbox"/> Scientific Editor for Contest
Phone Number			<input type="checkbox"/> Exhibition Manager
Fax			<input type="checkbox"/> News Manager
Country			<input type="checkbox"/> Registration Manager
Postal Address			<input type="checkbox"/> Reception
Affiliation		<input type="checkbox"/> Executive Manager	
Join Date	Monday 14 December 2015 06:27:32		
Comments			
Last Modified by	Conference Admin In: Monday 14 December 2015 06:27:32		

The flow of papers inside iKNiTO cs has two major paths:

1. Abstracts first: If Executive Manager and Scientific Editor of the conference insist on receiving abstracts first, then authors must submit abstracts first and only submit full papers once they have received positive review notifications.
2. Full Papers: In the event that conference is closer to the time, authors are requested to send their full papers right from the start.

The system configurations for each method are different and are set by the system administrator.

Each submitted abstract or complete paper is first and foremost handed over to the Scientific Editor of the conference. The Scientific Editor does a preliminary evaluation to decide whether a paper meets the requirements to be reviewed, evaluated and published, and if yes, then who may review it. The Scientific Editor may delegate this initial task to his or her colleagues in the Scientific Committee of the conference. If the abstract or full paper does not succeed in this preliminary evaluation, then it may be returned to its author for re-writing or alterations.

Once a Scientific Editor logs into the system, he or she will see a page similar to below. If the Scientific Editor has other roles as well, he or she will also have access to other pages.

## Scientific Editor Page

The following image shows Scientific Editor's special page for when abstracts are submitted first.

Search papers and retrieve Review status.

The screenshot displays the Scientific Editor's dashboard. At the top, it shows the user is logged in as 'Conference Admin' with 'My Home' and 'Logout' buttons. The main navigation bar includes 'Home', 'Confer...', 'ion', 'Programs', 'Papers', 'Registration', 'Sponsors', 'Contact Us', and 'Conference Date 03-05 September 2017'. Below this, the breadcrumb 'My Home > Scientific Editor' is visible. The dashboard is divided into two main sections: 'Abstracts' and 'Full Papers'. The 'Abstracts' section includes: 'New Abstracts (1)', 'ALL Pending Abstracts (1)', 'Abstracts Accepted for Full Paper (0)', 'Rejected Abstracts (0)', and 'Deleted Abstracts (0)'. The 'Full Papers' section includes: 'New Papers (0)', 'Papers Sent to Authors for Revision (0)', 'Accepted Papers (0)', 'ALL Pending Papers (0)', 'Rejected Papers (0)', and 'Deleted / Withdrawn Papers (0)'. On the left side, there are links for 'Submit New Paper', 'Author's Incomplete Submissions', and 'Setting'. Four callout boxes are present: 'Management of Abstracts Reviews.' points to the 'Abstracts' section; 'Management of Full Papers Reviews.' points to the 'Full Papers' section; 'Main settings of Scientific Editor's Segment .' points to the 'Setting' link; and 'List of incomplete submissions.' points to the 'Author's Incomplete Submissions' link.

Followings are details of Scientific Editor's Page

This is a sample of Scientific Editor's page, in cases when a conference only accepts submission of full papers.

The screenshot shows the Scientific Editor's dashboard. At the top, there is a navigation bar with 'My Home' and 'Scientific Editor'. Below this, there are several menu items: 'Search Papers', 'Reviewers Assignments', 'Full Papers', 'Papers By Subjects', 'Submit New Paper', 'Author's Incomplete Submissions', and 'Setting'. The 'Full Papers' section is expanded, showing a list of paper categories with their respective counts: 'New Papers (0)', 'Papers Sent to Authors for Revision (0)', 'Accepted Papers (262)', 'Accepted Papers Confirmed by Authors (231)', 'ALL Pending Papers (0)', 'Rejected Papers (340)', and 'Deleted / Withdrawn Papers (91)'. Three callout boxes provide additional context: one points to the search bar area, another points to the 'Reviewers Assignments' menu item, and a third points to the 'Setting' menu item.

Search papers and retrieve review status.

Management of papers evaluation.

Main settings of Scientific Editor's segment .

Scientific Editor is responsible for all tasks related to evaluation and review of submitted papers. In effect a Scientific Editor of a conference has a role similar to Editor-in-Chief of a scientific journal. He or she may review a paper and decide and inform its author. The paper may also be forwarded to reviewers for evaluation, and Scientific Editor uses their judgment and informs authors. Scientific Editor is the only person who may dispatch a paper for review,

examine review results, and in case of contradictory reviews, dispatch the paper to another reviewer for arbitration. Upon receiving revised manuscripts, the Scientific Editor will dispatch it again once more to the reviewer or arbitrator. At the end and once all reviews and revisions are carried out, the Scientific Editor informs its author and asks him or her to send the final version of the paper.

Scientific conferences usually accomplish evaluation and review of papers in shortest time frame and inform the results to authors. Members of the Scientific Committee may accept reviewer role and provide invaluable assistance.

## Paper Search Form

Basic Search: Enter a keyword and click on Go.

Advanced Search: Search for keyword in a field.

ALL Fields  
 ALL Fields  
 Paper ID  
 Paper Title  
 Authors  
 Authors Email  
 Abstract

My Home > Scientific Editor > Search Papers

Search Papers

Search  In  ALL Fields  Status

Limit To  From 18 December 2015 To 18 December 2015

Subjects

Paper Printed  Paper Reviewed  Number of Reviewed =   Go Excel

Limit result of a search based on Subject(s) of the conference.

Advanced Search: Refine search based on status of a paper.

New Papers  
 Papers Assigned to Reviewers  
 Papers Sent to Authors for Revise  
 Papers Sent to Technical Editor  
 Send to Author for Oral Presentation Files  
 Papers Accepted for Publication  
 Rejected Papers  
 Deleted / Withdrawn Papers

After entering a keyword, click on this to search.

Advanced Search: Refine search based on date of submission of revision of a paper.

Submit Date  
 Revise Date  
 Accept Date  
 Status Date

Once you click Go, a list of related papers will be shown similar to the next page. Choose a Paper ID to view further details

## Paper Search Result Form

My Home > Scientific Editor > Search Papers

Search Papers

Search:  In:  ALL Fields

Limit To:  From: 24 January 2016 To:  January 2016

Subjects:

Number of Records:

#	Paper ID	Paper Title	Author	Submit Date	Status	Status Date	Main File	Print Options	Delete
1	1870-IST	...	Barbara H...	...	Paper Accepted (Oral Presentation)	2014-10-28			
2	1866-IST	...	Roger Reaves	2014-08-06	Conditional Accept (Poster)	2014-08-06			
3	1863-IST	BPSK-SIM- PPM Modulation for Free Space Optical Communications	Lawrence Glenn	2014-06-02	Paper Accepted (Oral Presentation)	2014-09-11			
4	1862-IST	Current Situation and Challenges Of Iranian Online Encyclopedia in Cyberspace	Deandre Coffey	2014-05-31	Paper Rejected	2014-07-22			
5	1861-IST	Smoke attenuation in Free Space Optical Communication under Laboratory Controlled Conditions	Antoine Stuart	2014-05-31	Paper Accepted (Poster Presentation)	2014-09-03			

Records Per Page: 25

Navigation: 1 2 3 4 5 6 7 8 9 10

Annotations:

- Paper ID: click on the ID to view all paper details.
- Export paper list with details into excel file
- Download original paper file, if available.
- Download all files into a zip file
- Edit Paper Details: Scientific Editor may use this to modify the title, keyword, abstract, and other parts of a paper (see next image).
- Remove paper.
- Paper status based on the latest information in the system.

Use this option to view list of papers.

## View Reviewers Status

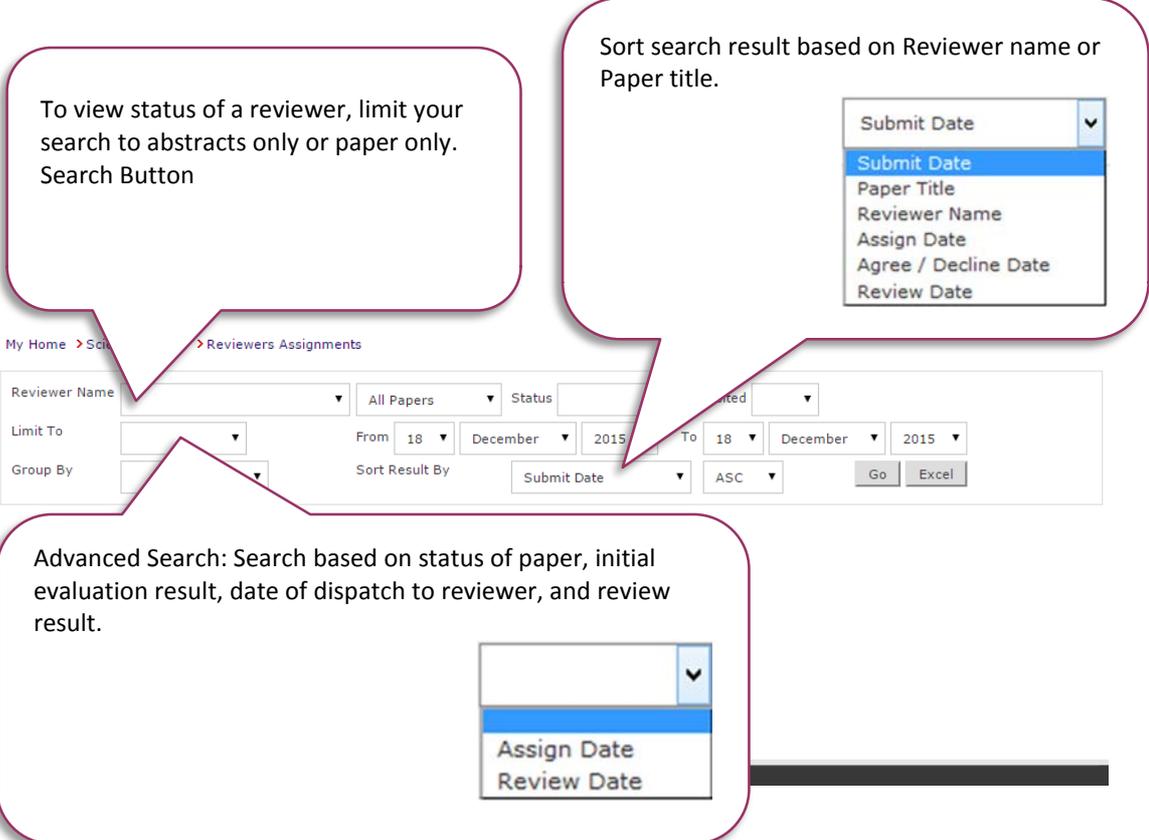
iKNiTO cs provides a very useful status report on activities of reviewers.

### Reviewers Status Form

Basic Search: Choose Reviewer Name from the list

To view status of a reviewer, limit your search to abstracts only or paper only. Search Button

Sort search result based on Reviewer name or Paper title.



Advanced Search: Search based on status of paper, initial evaluation result, date of dispatch to reviewer, and review result.

The screenshot shows the 'Reviewers Assignments' interface. It includes a search form with fields for 'Reviewer Name', 'All Papers', 'Status', 'Limit To', 'Group By', 'From' (18 December 2015), 'To' (18 December 2015), 'Sort Result By' (Submit Date), and 'ASC'. A 'Go' button and an 'Excel' button are also present. Two callout boxes provide additional information: one explains that search can be limited to abstracts or papers, and another shows a dropdown menu for sorting results by 'Submit Date', 'Paper Title', 'Reviewer Name', 'Assign Date', 'Agree / Decline Date', and 'Review Date'. A third callout shows a dropdown menu for advanced search with options for 'Assign Date' and 'Review Date'.

Once you choose to search, a complete list of papers with specified conditions are displayed. As displayed in the next page, you may re-assign papers which are not reviewed according to the deadline to another reviewer. Also you may opt not to send any more papers to those reviewers who are late in their responses.

There are plenty of options in order to refine search in the Reviewers Status Form. You may create some informative reports based on your needs and

according to the number of papers sent to a Reviewer or number of Reviewers.

### In-Review Status Form

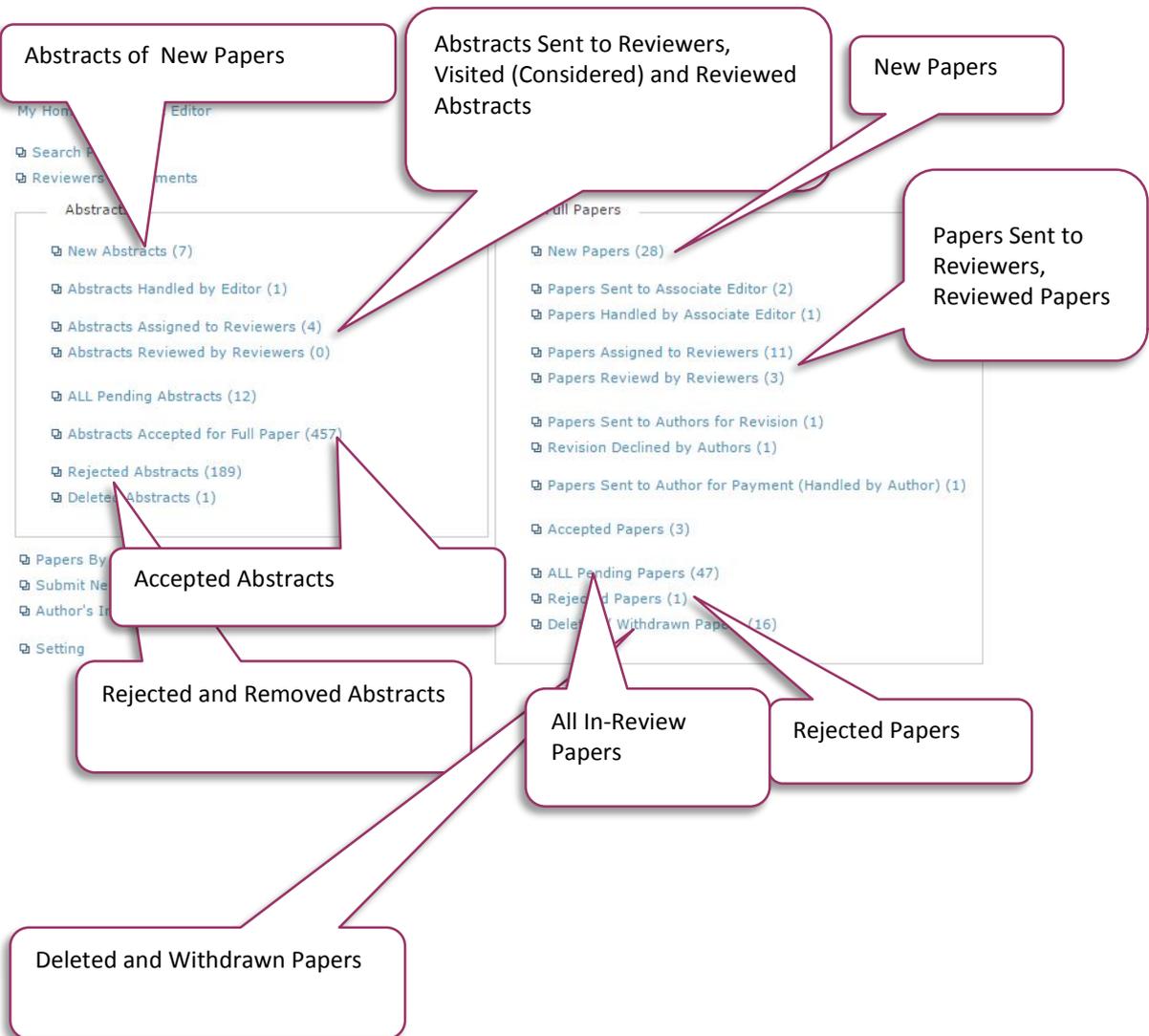
Review Result. Use the result to prepare special reports.

The screenshot shows a web application interface for managing paper reviews. At the top, there are search and filter options including 'Reviewer Name', 'Limit To', 'Group By', 'From', 'To', 'Status', and 'Sort Result By'. Below this is a table with columns for Reviewer Name, Phone Number, Email Address, Paper ID, Paper Title, Author, Submit Date, Status, Assign Date, Agree / Decline, Reviewer Recommendation, Review Date, Details, and Visited. Three callout boxes provide additional information:

- Reviewer Name:** It is possible to sort base on Reviewer Name. User Paper Search Form for this purpose.
- Chose Paper ID to view further details of Review Status and follow-ups.** View more details about review and Review Form.
- Latest paper status based on information in the system.** It is possible to prepare other reports based on Paper Status.
- Use this option to mark a Paper as Visited (Considered)**

As may be required, the Scientific Editor has a number of options to improve review status. By using these reports he or she may contact delayed Reviewers and follow up or resend to another Reviewer.

## Scientific Editor Page



[My Home](#) > [Scientific Editor](#)

[Search Papers](#)

[Reviewers Assignments](#)

Full Papers

[New Papers \(0\)](#)

[Papers Sent to Authors for Revision \(0\)](#)

[Accepted Papers \(262\)](#)

[Accepted Papers Confirmed by Authors \(231\)](#)

[ALL Pending Papers \(0\)](#)

[Rejected Papers \(340\)](#)

[Deleted / Withdrawn Papers \(91\)](#)

[Papers By Subjects](#)

[Submit New Paper](#)

[Author's Incomplete Submissions](#)

[Setting](#)

View reports based on main subjects of the conference and incomplete submissions

## Key Points

- Click on Paper ID to view all details of the paper as well as some actions for executive tasks.
- A Scientific Editor may do one of these three tasks:
  1. Send a paper to one or more Reviewers.
  2. Insert his or her expert view about a paper.
  3. Send the final review result (both His or her view and Reviewers) to Authors.
- Depending on which of the above options is chosen, there are different possibilities in the system.
- For dispatch to a Reviewer, the Scientific Editor may choose one from a list of Reviewers.
- A Scientific Editor may register new Reviewers in the system
- To register new Reviewers, use “Register New Reviewer” to add details and email address.
- Change a Paper status to Pending, will enable it to go to its next step
- Scientific Editor may insert comments and views on a Paper
- Scientific Editor may inform his or her decision based on the following options:
  - Ready to Publish
  - Requires Minor Revisions
  - Requires Major Revisions
  - May not be Published
  - Cannot review the Paper
- Although they seem complex at a first glance, as we shall see, they provide an important assistance to Scientific Editors.

## Submit Papers or Abstracts for Review

By selecting the New Papers option, the following form will be displayed, which contains all bibliographic details of a paper.

Full Papers

- 📁 New Papers (28)
- 📁 Papers Sent to Associate Editor (2)
- 📁 Papers Handled by Associate Editor (1)
- 📁 Papers Assigned to Reviewers (11)
- 📁 Papers Reviewd by Reviewers (3)
- 📁 Papers Sent to Authors for Revision (1)
- 📁 Revision Declined by Authors (1)
- 📁 Papers Sent to Author for Payment (Handled by Author) (1)
- 📁 Accepted Papers (3)
- 📁 ALL Pending Papers (47)
- 📁 Rejected Papers (1)
- 📁 Deleted / Withdrawn Papers (16)

Paper ID and Paper Title: The ID is automatically generated by the system and may not be changed. It is a combination of the abbreviation of conference name and a four-digit number starting from 1000.

My Home > Scientific Editor > Accepted Papers

#	Paper ID	Paper Title	Author	Submit Date	Status	Status Date	Main File	Print Options	Edit	Delete
1	1870-IST	BER Investigation of Satellite DVB-S2 Service by Modeling Non-idealities	Barbara Hare	2014-10-28	Paper Accepted (Oral Presentation)	2014-10-28				
2	1866-IST	High-Frequency Direct Digital Frequency Synthesizer Design with Non-Uniform Sine-Weighted Digital-to-Analog Convertor	Roger Reaves	2014-08-06	Conditional Accept (Poster)	2014-08-06				
3	1863-IST	BPSK-SIM-PPM Modulation for Free Space Optical Communications	Lawrence Glenn	2014-06-02	Paper Accepted (Oral Presentation)	2014-09-11				
4	1861-IST	Smoke attenuation in Free Space Optical Communication under Laboratory Controlled Conditions	Antoine Stuart	2014-05-31	Paper Accepted (Poster Presentation)	2014-09-03				
5	1859-IST	Cellular Indoor OWC Systems with an optimal Lambertian Order and a Handover Algorithm	Antoine Stuart	2014-05-29	Paper Accepted (Oral Presentation)	2014-08-23				

Records Per Page: 25

Date of submission and last changes as well as status of a paper are shown here.

Click here to download paper's main file

Click here to edit paper's detail file

To remove a paper, choose this option.

## Paper Information Form

Click on a Paper ID to see the following details

Click here to decide about a paper

- Send Paper to Associate Editor
- Assign Paper to Reviewers**
- Reject Paper
- Reject Paper (Aims & Scope)
- Reject Paper (Not Receiving Priority)
- Reject Paper (Reviewers Recommendation)
- Send Paper to Author for Revision
- Send Paper to Author for Payment
- Accept Paper
- Conditional Accept
- Accept Paper for Poster Presentation
- Accept Paper for Oral Presentation
- Conditional Accept for Poster Presentation
- Conditional Accept for Oral Presentation
- Delete Paper
- Withdraw Paper (Author Request)

My Home > Scientific Editor > Accepted Papers

Paper ID	Paper Title	Author	Submission Date	Status	Final Date	Actions
5 1859-IST	Cellular Indoor OWC Systems with an optimal Lambertian Order and a Handover Algorithm		2014-05-29	Paper Accepted (Oral Presentation)	2014-08-23	[Download] [Print] [Details] [X]
6 1856-IST	Optimization of a QoS-Aware Channel Assignment for Cognitive Radio Networks		2014-05-27	Paper Accepted (Oral Presentation)	2014-09-11	[Download] [Print] [Details] [X]
7 1853-IST	Buffer-Aided Relay Selection with Inter-Relay Interference Mitigation for Successive Multiple Access Relay Systems	Zoie Bullock	2014-05-27	Paper Accepted (Poster Presentation)	2014-08-12	[Download] [Print] [Details] [X]
8 1849-IST	A New Back-off Mechanism for S-MAC Protocol Applied to health care	Kristin Gagnon	2014-05-27	Paper Accepted (Oral Presentation)	2014-08-07	[Download] [Print] [Details] [X]
9 1848-IST (R1)	Application and effectiveness of ontology	Health Joey Goldstein	2014-05-27	Paper Accepted (Poster Presentation)	2014-08-06	[Download] [Print] [Details] [X]
10 1847-IST	An Optimistic Fair Exchange Protocol	Proxy Rowan	2014-05-27	Paper Accepted	2014-08-03	[Download] [Print] [Details] [X]

Save a paper as a Word or Excel file

Select an Option:

### Paper Information

[Email to Author](#) [Submission History](#)

**Paper ID:** 1853-IST

**Paper Title:** Buffer-Aided Relay Selection with Inter-Relay Interference Mitigation for Successive Multiple Access Relay Systems

**Subjects:** Wireless & Mobile & Satellite Communications / Multiple Access Systems

**Suggested Subjects:** MIMO communication

**Abstract:** In this paper, we consider a cooperative network comprising of a source node, a destination node and M relays. Both the source and destination have one antenna and each relay is equipped with N antennas. There exists the incoming data packet and retransmit it to the destination later. At each time slot, simultaneous data transmission results in inter-relay interference (IRI). We propose a novel buffer-aided relay selection scheme which mitigates the IRI with the aid of minimum variance (MV) beamforming and the relay buffers. More specifically, at each time-slot, two relays are selected to receive data from the source and to transmit data to the destination provided that the associated source-to-destination signal-to-interference-plus-noise ratio (SINR) is maximized. By simulations, we investigate the performance of the proposed policy in terms of the throughput, delay, outage probability and SER (symbol error rate). It is shown that the proposed scheme suppresses the IRI efficiently, achieves higher throughput and lower outage probability compared to the other recently proposed successive relaying policies.

**Keywords:** Successive relaying, buffer-aided relay channel, adaptive relay selection, interference mitigation, minimum variance beamforming.

Select this to send an email to the Author for further information

Track paper status

### Comments

**Authors**

#	Name	Email Address	Education	Degree	Phone Number	Country	Affiliation
1	Zoie Bullock*	bullock@memorial.ac.uk	MSc Student	Instructor	09127208915	Canada	University of Regina
2	Aydan Coffey	aydan_prof@udc.edu	PhD	Professor	09125392298	USA	University of Dayton
3	Fredy Mcclendon	fredy.mcclendon@marist.edu	PhD	Assistant Professor	82089745	USA	Marist College

Download a paper

### Papers already submitted by these authors

#	Paper ID	Paper Title	Author	Submission Date	Status	Final Date
1	1228-IST	Relay X Freedom	Lilianna Ricks	2014-05-05	Paper Rejected	2014-07-21
2	1455-IST	Performance of Successive Multiple Access Relay Systems	Zoie Bullock	2014-05-19	Paper Rejected	2014-07-21

Date of last change or revision

### Related Files

#	File Type	File Name	Size	File Description	Create Date	Download
1	Main File	M. Darabeh - Buffer-aided MIMO relay selection and IRI cancellation.pdf	175.83 KB		2014-05-27 22:23:33	[Download]

### Note for Author

<b>Status</b>	Paper Accepted (Poster Presentation)
<b>Submit Date</b>	2014-05-27 22:21:32
<b>Status Date</b>	2014-05-27 02:00:28

Latest status of a paper

Scientific Editor's notes

## Review Abstract

Choose this option to review Abstracts. A new window as follows will appear

The screenshot shows the KNITO Scientific Editor interface. At the top, there is a navigation bar with links: Home, Conference Information, Programs, Papers, Registration, Sponsors, News, Contact Us, and a blue box indicating the Conference Date: 03-05 September 2017. Below the navigation bar, the user is logged in as 'Scientific Editor'. The main content area is divided into two columns. The left column is titled 'Abstracts' and contains links for: New Abstracts (1), ALL Pending Abstracts (1), Abstracts Accepted for Full Paper (0), Rejected Abstracts (0), Deleted Abstracts (0), Submit New Paper, Author's Incomplete Submissions, and Setting. The right column is titled 'Full Papers' and contains links for: New Papers (0), Papers Sent to Authors for Revision (0), Accepted Papers (0), ALL Pending Papers (0), Rejected Papers (0), and Deleted / Withdrawn Papers (0).

## Abstracts Information Form

My Home > Scientific Editor > New Abstracts

Paper ID	Paper Title	Author	Submit Date	Status	Status Date	Extended Abstract	Edit	Delete
1	1000-ICS BER Investigation in Satellite DVB-S2 Service by Modeling the Transponder Non-idea lities	Conference Admin	2015-12-18	Abstract Submitted by Author	2015-12-18			

To review abstracts, click on Paper ID. A new window as below opens

Choose this to remove an abstract

## Initial evaluation and dispatch of the Abstract to Reviewers

My Home > Scientific Editor > New Abstracts

#	Paper ID	Paper Title	Author	Submit Date	Status	Status Date	Extended Abstract	Edit	Delete
1	1000-ICS	BER Investigation in Satellite DVB-S2 Service by Modeling the Transponder Non-idea lities	Conference Admin	2015-12-18	Abstract Submitted by Author	2015-12-18			

Select an Option

Paper Information

<a href="#">Email to Author</a>	<a href="#">Submission History</a>
<b>Paper ID</b>	1000-ICS
<b>Paper Title</b>	BER Investigation in Satellite DVB-S2 Service by Modeling the Transponder Non-idea lities
<b>Subjects</b>	
<b>Abstract</b>	The channel assignment problem leads to significant spectrum under of this problem is to maximize t s demands, spectrum levels of t etic algorithm (GA) and quantum es. Simulation results are prov Number of Words: 116 fixed spectrum allocation mechanism lea sionment is formulated as an optimization problem. The objective among secondary users (SUs) subject to constraints of different SU nning the QoS-Aware channel assignment scheme is based on gen nctions are proposed as the network utilization and fairness inde
<b>Keywords</b>	AM/PM, phase shift, group delay,

Using this to send an Abstract to a Reviewer or to Reject it

Send Abstract to Associate Editor  
 Assign Abstract to Reviewers  
 -----  
 Reject Abstract (Aims & Scope)  
 Reject Abstract  
 Reject Abstract (Reviewers Recommendation)  
 -----  
 Accept Paper for Full Paper  
 -----  
 Delete Abstract

If an abstract is accepted, use this option to inform its Author and ask him or her to send the full Paper

Remove an Abstract if it is not related to the main subject and theme of the conference or has been submitted by mistake.

## Submission to Reviewers Form

List of Reviewers, search for a reviewer.  
Select this once you have chosen a Reviewer.

The screenshot shows a web interface for managing paper submissions. At the top, a table lists papers with columns for Paper ID, Paper Title, Author, Submit Date, Status Date, Extended Abstract, Edit, and Delete. A callout box points to this table: "View list of all Reviewers or those specialized in the subject of a paper."

Below the table is a dropdown menu labeled "Select an Option" with "Assign Abstract to Reviewers" selected. A callout box points to it: "Register a new Reviewer, if necessary."

The "Reviewer Name" field has a search icon and a "Register New Reviewer" link. A callout box points to the search icon: "Special notes for a Reviewer."

The "Review Due Date" is set to "15 Days".

The "Notes for Reviewer" field is a large text area. A callout box points to it: "Special notes for a Reviewer."

An "Add Reviewer" button is located below the notes field.

The "Selected Reviewers" section shows "No reviewers selected for this paper."

The "Attach Files for Reviewers" section has a "Send author files to reviewers" button. Below it is a table of files:

#	File Type	File Name	Size	File Description
1	Extended Abstract	Document-Changes.docx		

A callout box points to the "Send Selected Files" button: "Select and send special files for Reviewer(s)."

Below the table are fields for "File Name" (with a "Choose File" button and "No file chosen" text), "File Description", and "Related Files". A callout box points to the "Choose File" button: "Click here to send paper to reviewer."

At the bottom of the form is a "Make Decision" button.

## Paper Tracking Information

#	Paper ID	Paper Title	Author	Submit Date	Status	Status Date	Main File	Print Options	Edit	Delete
1	1870-IST	BER Investigation in Satellite DVB-S2 Service by Modeling the Transponder Non-idealities	Barbara Hare	2014-10-28	Paper Accepted (Oral Presentation)	2014-10-28				
2	1866-IST	High-Frequency Direct Digital Frequency Synthesizer Design with Non-Uniform Sine-Weighted Digital-to-Analog Converter	Roger Reaves	2014-08-06	Conditional Accept (Poster)	2014-08-06				
3	1863-IST	BPSK-SIM-PPM Modulation for Free Space Optical Communications	Lawrence Glenn	2014-06-02	Paper Accepted (Oral Presentation)	2014-09-11				
4	1861-IST	Smoke attenuation in Free Space Optical Communication under Laboratory Controlled Conditions	Antoine Stuart	2014-05-31	Paper Accepted (Poster Presentation)	2014-09-03				
5	1859-IST	Cellular Indoor OWC Systems with an optimal Lambertian Order and a Handover Algorithm	Antoine Stuart	2014-05-29	Paper Accepted (Oral Presentation)	2014-08-23				

Records Per Page 25

1 2 3 4 5 6 7 8 9 10

Select an Option

### Paper Information

	<a href="#">Email to Author</a>	<a href="#">Submission History</a>
<b>Paper ID</b>	1866-IST	
<b>Paper Title</b>	High-Frequency Direct Digital Frequency Synthesizer Design with Non-Uniform Sine-Weighted Digital-to-Analog Converter	
<b>Subjects</b>	Fields & Waves / Components & Circuitry	

To view Tracking information of a paper, first select a Paper ID and then click on this

## Submission History

[My Home](#) > [Scientific Editor](#) > [Submission History](#)

**Paper Title** A New Back-off Mechanism for S-MAC Protocol With Applied to health care

**Paper ID** 1849-IST

**Author** Gagnon, Kristin

### Submission History

#	Paper ID	User Name	Destination	Status	Notes	User Notes	Track Date
1	1849-IST	Gagnon, Kristin		Incomplete Submission	Author Started to Submit Paper		2014-05-27 15:19:57
2	1849-IST	Gagnon, Kristin		Paper Submitted by Author	Author Submitted Paper		2014-05-27 15:24:16
3	1849-IST	Admin, Conference	Ali, Chris	Paper Assigned to Reviewers	Paper Assigned to Reviewer. #2373		2014-06-14 15:46:59
4	1849-IST	Admin, Conference	Fink, Kyan	Paper Assigned to Reviewers	Paper Assigned to Reviewer. #2313		2014-06-14 15:50:40
5	1849-IST	Admin, Conference	Burroughs, Maximo	Paper Assigned to Reviewers	Paper Assigned to Reviewer. #2407		2014-06-14 15:50:56
6	1849-IST	Admin, Conference	Rodrigues, Guadalupe	Paper Assigned to Reviewers	Paper Assigned to Reviewer. #2027		2014-06-14 15:52:34
7	1849-IST	Rodrigues, Guadalupe			Reviewer Declined to Review Paper		2014-06-14 15:53:10
8	1849-IST	Fink, Kyan			Reviewer Declined to Review Paper		2014-06-14 19:37:39
9	1849-IST	Ali, Chris			Reviewer Declined to Review Paper		2014-06-14 20:06:25
10	1849-IST	Admin, Conference	Humphrey, Abbie	Paper Assigned to Reviewers	Paper Assigned to Reviewer. #4044		2014-06-15 10:22:57
11	1849-IST	Admin, Conference	Chase, Louis	Paper Assigned to Reviewers	Paper Assigned to Reviewer. #4045		2014-06-15 10:28:30
12	1849-IST	Chase, Louis			Reviewer Declined to Review Paper		2014-06-15 12:02:43

Paper ID will clearly show if a paper is revised.

All of the information about a paper in the system are displayed in chronological order when a change is being made

Select an Option: Assign Abstract to Reviewers

Show Reviewers: All Reviewers

Search: [ ] In Reviewer Name [Go]

Select Single Reviewer | Select Multiple Reviewers

Reviewer Name: [ ] Register New Reviewer

Review Due Date: 15 Days

Notes for Reviewer: [ ]

Add Reviewer

Selected Reviewers

#	Paper ID	Reviewer Name	Phone Number	Email Address	Affiliation	Agree / Decline	Reviewer Recommendation	Reviewer Note for Scientific Editor	File	Visited	Details
1	1826-IST	Nash, Alize	09126973104	alize.nash200@csu.edu	Chicago State University	Agree	Minor Revision			<input checked="" type="checkbox"/>	
2	1826-IST	Dixon, Delilah		delilah_a@berkeley.edu	University of California-Berkeley	Follow up to Agree/Decline		Not Reviewed			
3	1826-IST	Comer, Emilie		emilie.comer.prof@concordia.edu	Concordia College-New York	Agree					

Attach Files for Reviewers

Click on this to follow up.

After selecting a Reviewer, the following list will show all papers assigned to the Reviewer.

# Chapter Three: Reviewers Guide

## Introduction

In traditional system, reviewers express their opinion in writing, on a form or as a detailed writing. iKNiTO cs provides this functionality in a very dynamic way. Once people fill the initial registration form they are asked whether they wish to act as a Reviewer. Conference's Executive Manager has the right to accept or decline this. An Executive Manager may directly register his candidates for the role of Reviewer in the system. Once a person who is registered and has been accepted as a Reviewer logs into the system, he or she may act as a Reviewer.

The screenshot displays the user profile interface for 'Conference Admin'. At the top, it shows the user is logged in as 'Conference Admin' with 'My Home' and 'Logout' buttons. The main navigation bar includes 'Home', 'Conference Information', 'Programs', 'Papers', 'Registration', 'Sponsors', 'News', and 'Contact Us', along with the 'Conference Date 03-05 September 2017'. The breadcrumb trail is 'Home > Users > View Profile'. A callout box with a purple border and a pointer to the 'Reviewer' role in the 'Roles of User' list contains the text: 'Choose Reviewer role after log in. You may see this only if you are registered as a Reviewer.'

Full Name	Conference Admin
Home Page	
Email Address	cs@iknito.com
Username	cs@iknito.com
Education	
Degree	
Specific Field of Study	
Registration Type	
Registration Confirmation	Not Confirmed
Mobile Number	
Phone Number	
Fax	
Country	
Postal Address	
Affiliation	
Join Date	Monday 14 December 2015 06:27:32
Comments	

- Submit Paper
- Participate in the Contest
- Registration Status
- Roles of User
  - Reviewer
  - Scientific Editor
  - Publisher
  - Associate Editor
  - Contest Reviewer
  - Scientific Editor for Contest
  - Exhibition Manager
  - News Manager
  - Registration Manager
  - Reception
  - Executive Manager

In order to streamline the review process, as soon as the Scientific Editor assigns a paper to a Reviewer, an email is dispatched to the Reviewer and asks him or her to accept or decline the request. At this stage, the intended person need not enter the system. The Reviewer chooses between accepting to review or declining. If the Reviewer accepts to review an abstract or a paper or a link to the original of the paper will be sent to the Reviewer. By clicking on the link, the Reviewer enters the system without requiring to login, and will have full access to review, access the original paper, and access Review Form. Alternatively, any Reviewer may just login and then enter the special Reviewers page.

## Reviewer's Page

In this page there are two choices: Newly received abstracts, which are sent to the Reviewer but are not reviewed yet, and Received Abstracts which are being reviewed or completed the review phase.

Click on a Paper ID to start reviewing. Once selected, the next image will appear.

After completing the review and registering a Reviewer's opinion, this may not be changed. This is because the Scientific Editor might have made a decision based on the review. So, the Reviewer may only view his or her expressed opinion.

Home | Conference Information | Programs | Papers | Registration | Sponsors | News | Contact Us | Conference Date 03-05 September 2017

My Home > Reviewer Dashboard

Guide for Reviewers

New Abstracts

Click **Paper ID** to view the paper information and Agree/Decline to review.

#	Paper ID	Paper Title	Submit Date	Assign Date
1	1000-ICS	BER Investigation in Satellite DVB-S2 Service by Modeling the Transponder Non-idea lities	2015-12-18	2015-12-18

## Paper Information Form for Reviewer

To complete a Review Form, you must first accept to review a paper.

Select and then click on Save

This section shows original Abstract or Paper, if it is attached.

If a Reviewer accepts to review a paper, he may view the original paper. Otherwise, he may only view its abstract

[My Home](#) > [Reviewer Dashboard](#)

Paper Title: **BER Investigation in Satellite DVB-S2 Service by Modeling the Transponder Non-idealities**

Reviewer Options

**You can Agree / Decline to review this paper.**

I Agree to review this paper.

I Decline to review this paper.

Paper Information

<b>Paper ID</b>	1000-ICS
<b>Paper Title</b>	BER Investigation in Satellite DVB-S2 Service by Modeling the Transponder Non-idealities
<b>Subjects</b>	
<b>Abstract</b>	The channel assignment problem is an important issue in cognitive radio networks because the conventional fixed spectrum allocation mechanism leads to significant spectrum underutilization. In this paper, the QoS-aware channel assignment is formulated as an optimization problem. The objective of this problem is to maximize the utilization of spectrum opportunities or fairness among secondary users (SUs) subject to constraints of different SUs demands, spectrum levels of the QoS and channel availabilities for each SU. Designing the QoS-Aware channel assignment scheme is based on genetic algorithm (GA) and quantum genetic algorithm (QGA). Two different objective functions are proposed as the network utilization and fairness indexes. Simulation results are provided to show the efficiency of the proposed method.
<b>Keywords</b>	AM/PM, phase shift, group delay, DVB-S2, satellite
<b>Status</b>	Abstract Assigned to Reviewers
<b>Submit Date</b>	2015-12-18 18:43:17
<b>Status Date</b>	2015-12-18 19:39:20

You need to confirm in order to have your selections saved in the system.

[My Home](#) > [Reviewer Dashboard](#)

Paper Title: **BER Investigation in Satellite DVB-S2 Service by Modeling the Transponder Non-idealities**

Reviewer Options

**You can Agree / Decline to review this paper.**

I Agree to review this paper.

I Decline to review this paper.

Paper Information

<b>Paper ID</b>	1000-ICS
<b>Paper Title</b>	BER Investigation in Satellite DVB-S2 Service by Modeling the Transponder Non-idealities
<b>Subjects</b>	
<b>Abstract</b>	The channel assignment problem is an important issue in cognitive radio networks because the conventional fixed spectrum allocation mechanism leads to significant spectrum underutilization. In this paper, the QoS-aware channel assignment is formulated as an optimization problem. The objective of this problem is to maximize the utilization of spectrum opportunities or fairness among secondary users (SUs) subject to constraints of different SUs demands, spectrum levels of the QoS and channel availabilities for each SU. Designing the QoS-Aware channel assignment scheme is based on genetic algorithm (GA) and quantum genetic algorithm (QGA). Two different objective functions are proposed as the network utilization and fairness indexes. Simulation results are provided to show the efficiency of the proposed method.
<b>Keywords</b>	AM/PM, phase shift, group delay, DVB-S2, satellite
<b>Status</b>	Abstract Assigned to Reviewers
<b>Submit Date</b>	2015-12-18 18:43:17
<b>Status Date</b>	2015-12-18 19:39:20

The page at ics.iknito.com says:

Are You Sure to "Agree" to Review This Paper?

Prevent this page from creating additional dialogs.

# Review Form

Pending Abstracts

Click **Paper ID** to view the paper information and start to review.

#	Paper ID	Paper Title	Submit Date	Assign Date	Agree / Decline Date
1	1000-ICS	BER Investigation in Satellite DVB-S2 Service by Modeling the Transponder Non-idea lities	2015-12-18	2015-12-18	2015-12-18

[My Home](#) > [Reviewer Dashboard](#) > [Pending Abstracts](#)

Paper Title: **BER Investigation in Satellite DVB-S2 Service by Modeling the Transponder Non-idea lities**

Reviewer Options

Paper Evaluation Form

**1 Reviewer Familiarity with the subject**

High
  Moderate
  Low

**2 If accepted, which of the following topics would be the most appropriate for this paper?**

Fields & Waves
  Wireless & Mobile & Satellite Communications
  Optical & Access Networks
  Network Theory
  Information Technology
  Security Issues in ICT
  Computation & Decision-Making Aspects

Reviewer Note for Author

Reviewer Note for Scientific Editor

Attach File  No file chosen

Reviewer Recommendation

Write your notes for the Author. The Scientific Editor may decide to make this visible to the author.

Write your notes for the Scientific Editor

Reviewer may send an edited file of the paper containing his comments to the Scientific Editor.

Reviewer's recommendation is sent to the Scientific Editor: Abstract

Review Form has the following sections:

- Reviewer's Note to Scientific Editor
- Reviewer's Note for Author
- Reviewer's Recommendations about the paper

Reviewer's recommendation is sent to the Scientific Editor: Full Paper

## Key Points

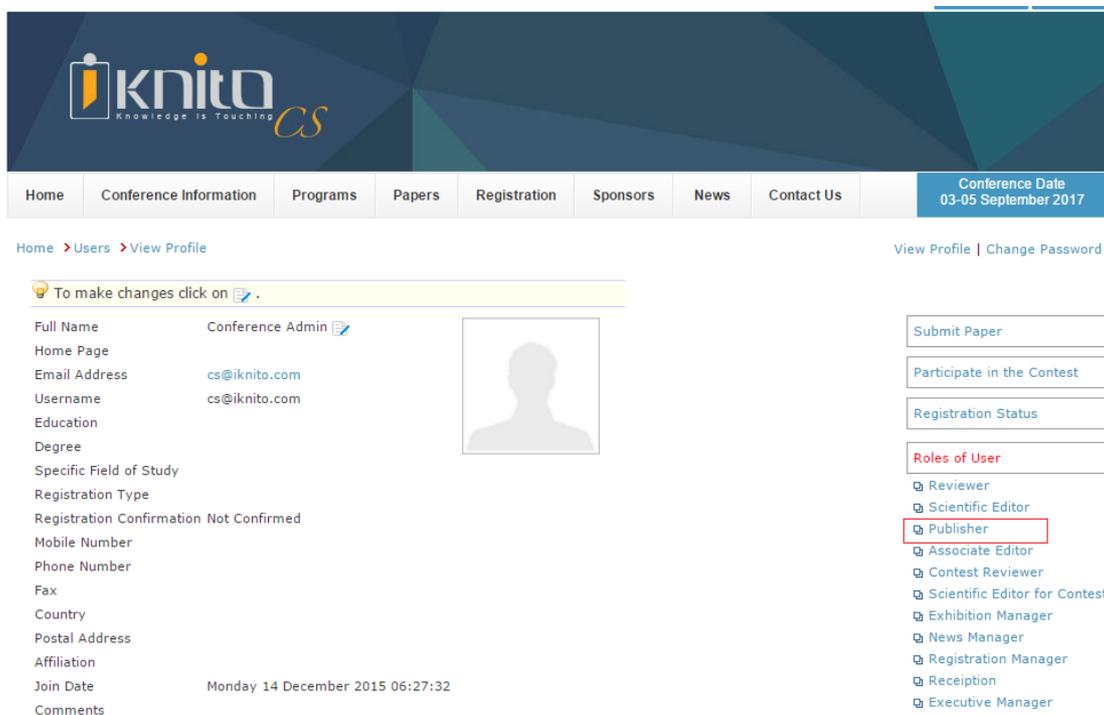
- Conferences often provide a pre-designed form to reviewers. iKNiTO cs provides the same feature. The Executive Manager may edit the form and add his or her questions.
- Once a Reviewer inserts his or her recommendation, it is not possible to change it. Reviewers must take extreme care when adding their recommendations.
- Papers are sent by email to Reviewers. A Reviewer may select between accepting or declining to review without requiring to enter in the system.
- Click on a Paper ID in order to view further information about a paper. This feature is deactivated once a review is completed.
- Initially a Reviewer is asked to show willingness or lack of it with regards to reviewing a paper. The Reviewer may choose his or her selection and then save this in the system.
- The complete paper only becomes visible once a Reviewer has accepted to review it.
- Even if a Reviewer accepts to review but later on regrets, he or she may express his view by choosing “Cannot Review”.
- A Reviewer may do the followings in the system:
  - Add a note for the Author.
  - Add a note for the Scientific Editor.
  - Fill in the Review Form.
  - Send a fully edited file together with comments and notes to the Scientific Editor through the system. Most Reviewers prefer to comment on the Paper using Word software and identify places, which require revisions.
- Optionally upload an edited file containing your (Reviewer’s) comments and dispatch to the Scientific Editor and its Author.
- Finally, the Reviewer must express his or her recommendations using one of the following five options:
  - Paper is accepted
  - Paper is accepted for Oral Presentation
  - Paper is accepted for Poster Presentation
  - Paper accepted condition to minor revisions without requiring further review
  - Paper will be accepted condition to revision and re-review
  - Paper is rejected

## Chapter Four: Electronic Publishing Guide

In this section conference proceedings will be published in conference website

### Introduction

An important and last step after accepting a paper is to publish it. This is done through the role of Publisher. Executive Manager in coordination with Scientific Editor will assign this role to a competent person who can do the both scientific and language editing of accepted papers, and publish them in the system. To see all the features and capabilities of this role, log into the system and then select Publisher role.



Home > Users > View Profile

View Profile | Change Password

To make changes click on .

Full Name	Conference Admin 	
Home Page		
Email Address	cs@iknito.com	
Username	cs@iknito.com	
Education		
Degree		
Specific Field of Study		
Registration Type		
Registration Confirmation	Not Confirmed	
Mobile Number		
Phone Number		
Fax		
Country		
Postal Address		
Affiliation		
Join Date	Monday 14 December 2015 06:27:32	
Comments		

Submit Paper

Participate in the Contest

Registration Status

**Roles of User**

- Reviewer
- Scientific Editor
- Publisher**
- Associate Editor
- Contest Reviewer
- Scientific Editor for Contest
- Exhibition Manager
- News Manager
- Registration Manager
- Reception
- Executive Manager

Using some of the options available here, accepted paper may be published easily.

## Publisher's Page

A Publisher's page will look like this:

[My Home](#) > [Publisher](#)

### Publisher Options

[List of Accepted Papers \(228\)](#)

[Publish a New Article](#)

[List of Published Articles](#)

All papers which have passed through review process and if required are revised and accepted by the Scientific Editor will be shown here.

If required, a new Paper may be added for publishing. Could be used when a paper has not been submitted through the system.

Click here to view list of published papers.

## Papers Accepted and Ready for Publication

[My Home](#) > [Publisher](#) > [List of Accepted Papers](#)

Click , to publish paper as proceeding.

#	Paper ID	Paper Title	Author	Submit Date	Status	Status Date	Publish
1	1009-IST	HYBRID ZERNIKE MELLIN MOMENT-BASED FEATURE EXTRACTION FOR FARSI CHARACTER RECOGNITION	Dominick Chin	2014-02-16	Paper Accepted (Oral Presentation)	2014-08-09	
2	1012-IST	Fast Feature Selection Methods for Classification of Hyperspectral Images	Itzel Ayers	2014-03-05	Paper Accepted (Poster Presentation)	2014-07-30	
3	1017-IST	Boundary Based Discriminant Analysis for Feature Extraction in Classification of Hyperspectral Images	Itzel Ayers	2014-03-10	Paper Accepted (Oral Presentation)	2014-07-30	
4	1021-IST	A Pixon-based hyperspectral image segmentation method used for remote sensing data classification	Karla Medrano	2014-03-18	Paper Accepted (Oral Presentation)	2014-08-06	
5	1022-IST	Database Intrusion Detection System for Detecting Malicious Behaviors in	Lisa	2014-03-19	Paper Accepted	2014-08-11	

Click on a Paper ID to see details.

Papers are sorted based on date of submission.

Latest status of a paper

Click on this to publish it electronically. This will result in the next image.

## Electronic Publishing Form

Electronic Publishing Form has four parts:

- Paper details.
- Author Management (Add or edit authors names).
- Subject Management (Define Subject of a paper).
- Paper's Citations Management.

The screenshot shows a web-based form for publishing a paper. The form is divided into several sections, each with a callout box explaining its function:

- Proceeding Information:** Includes fields for "Accept Type" (set to "Poster Presentation"), "DOI", and "Proceeding Title" (Fast Feature Selection Method for Classification of Hyperspectral Images). A callout points to the "Accept Type" dropdown menu, which is shown in a separate inset window with options for "Poster Presentation" and "Oral Presentation".
- Abstract and Keywords:** The "Abstract" field contains a paragraph of text about hyperspectral imaging. A callout points to this field, stating "Edit Abstract and Keywords." The "Keywords" field contains "classification, hyperspectral image, feature selection."
- Full Text:** A rich text editor with a toolbar is visible. A callout points to this section, stating "If required, add the complete paper text (html full text) here."
- Upload File:** A "Full Text File" section with a "Choose File" button. A callout points to this section, stating "Upload the main paper file in PDF format."
- Publish Date and Pages:** Fields for "Publish Date" (1 December 2011) and "Pages From". A callout points to these fields, stating "Add date of publication and page numbers."
- Send Email:** A checkbox labeled "Send online publish email to" and a "Comments" field. A callout points to the checkbox, stating "Send an email to Author(s) to inform about publication."
- Manage References:** A button labeled "Manage References" is visible. A callout points to this button, stating "Use this to add or edit citations for the paper."

## Authors Detail Form

If needed, edit each field.

Add education and academic level, phone number.

Must add Author's place of work or study.

If ticked, Author's information edit form such as this will be visible.

Click Save Author once fields are edited.

Proceeding Information   Manage Authors   Manage References

---

Email Address\*

Title

First Name\*

Middle

Last Name\*

Education\*

Degree\*

Phone Number\*

Country\*

City\*

Affiliation\*

This Author is Corresponding Author.  
 This Author is Presenter Author.

### Authors

#	Full Name	Email Address	Postal Address		Save
1	Abbey Judd*	abbey.judd@cc.iut.ac.ca	Dept. of Electrical and Computer Engineering, Ontario Univ. of Technology	 	
2	Paulina Haas	paulina.haas@ontario.ac.ca	Dept. of Electrical and Computer Eng., Ontario Univ. of Tech.	 	

Use this to edit or delete Author names.

Sort Author names

## Papers Subject Form

Select one or more Subjects matching the Paper.

Manage Subjects

Search Subjects   Case Sensitive

Select Related Subjects.

Computation & Decision-Making Aspec ... AI & Soft Computing ... Algorithms, Models & Techniques ... Debugging & Diagnosis ... Design, Planning & Scheduling ... Multi-Media Retrieval & Mining ... Ubiquitous Computing Fields & Waves ... Antennas & Propagation ... Components & Circuitry ... Microwaves, Millimeter waves & T Information Technology ... Cloud & Security ... Enterprise Solutions ... Human Computer Interaction ... Information Security ... IT Applications & Services	> <	AI & Soft Computing <Computation & Decision-Making A Components & Circuitry <Fields & Waves>
---	--------	---

Add Subjects.

Delete Subjects.

## Papers References and Resources Form

Manage References

Reference Language

Authors

Reference Title

Journal, Conference or Book Title

DOI

Volume

Issue

Pages From  To

Publish Date

Reference Link

Link to Full Text

Full Text Size  K

Add bibliographic information of citations and references. First chose language of the reference.

Bibliographic information includes Authors names, Title, Volume, Issue, publication name, as well as online address.

Click on Save Reference to finish.

## **Key Points**

Papers must be submitted via iKNiTO cs for review and once accepted will be published electronically.

If required, new papers may be added for online publishing. For example, if this is your second conference, you might wish to add your previous conference information.

If possible, add references and citation to simplify access to them.

Upon accomplishing online publication of papers, make sure to send confirmations to Authors.

Ensure correct and careful addition of related subjects of papers. This will be important in order to provide access to the papers.

## Chapter Five: Executive Manager Guide

### Introduction

iKNiTO cs has eight distinct roles for management of both scientific and executive affairs of a conference. Each user may have one or more roles. A user with multiple roles can select the desired role in the home page and carry out its related tasks. For example, if a user is defined as both Author and Reviewer, he or she can refer to his or her Page, select one of the roles, and do the tasks. The Executive Manager has authority to do as required in order to electronically manage a conference.

There are plenty of operational features available to an Executive Manager. Almost every action that a conference management system needs is provided in iKNiTO cs. Here is a list of these facilities:

1. Website Management
2. Registration Management and Attendees Services
3. Conference Side Events Management:  
Workshops, Exhibitions, Scientific Contests
4. Sponsors and Organizers Registration Management
5. User Management

In the followings we will expand each.

## Website Management

One of the most important tasks of an Executive Manager in iKNiTO cs is management of conference website, including upload and edit of its content. There are varieties of functions, which enable a conference manager to accomplish these. They include various main settings as well as uploading of different contents for display in the home page of the conference. Website header banner, menus, defining type of gathering which could be a conference or a festival, settings of default letters, uploading of news, announcements and promotions, presentation slides, design of the review form and checklist of activities are just some examples of these tasks.

Conference Website Management	
Subject	Description
Conference Settings	Main settings of the website
Conference Letters	Default letters settings
Conference SMS Settings	Default SMS settings
Static Pages	Create and add contents to Static Pages
Manage Menus	Main and Sub-Menus Settings
Manage Quick Links	Create links to websites content for display in the first page
Conference Organization	Introduction of conference President, Scientific Editor, Executive Manager, and members of committees
News	Manage websites news content
Slideshow	Upload and setting of presentation slides
Ads	Upload posters and other promotional material in the website
Subjects	Define main subjects of the conference
Countries	Add countries in the website
Related Links	Introduce other related sites
FAQ	Create list of questions and answers
Glossary	Introduce main terms and their definitions for the conference
Checklist	Develop checklist for authors to ensure everything is submitted
Paper Evaluation Form	Create and edit of review and evaluation form

## Registration Management and Attendees Services

In general, there is a limited space for a conference and organizers will have to impose some limits on who may register, while providing means and facilities for registration. As an example, an early bird attendance fee may be used as an incentive to get people to register before a certain date. This will help organizers to get a sense of space required to accommodate for those who have registered.

iKNiTO cs provides a host of services such as accommodations and their costs, or attendance bills, are just two example of services offered by iKNiTO cs. To see a list of such services, please click on Services.

iKNiTO cs also provides list of paid and unpaid invoices. These could be used to issue attendance cards, as well as following up attendance.

Registration Management and Attendees Services	
Subject	Description
Conference Dates & Times	Dates for Abstracts Submission deadline, Paper Submission deadline, Review deadline, and start of conference
Conference Programs Timeline	Conference day (s) schedules
Conference Prices	Conference attendance options and prices
Register Users in Conference	Registration of attendees
Conference Registration Requests	List of those requesting to attend
Services	Accommodation services
Not Paid Invoices	List of unpaid bills to be used to follow up their attendance
Paid Invoices	List of paid bills to issue attendance cards

## Conference Side Events Management: Workshops, Exhibitions, Scientific Contests

It is common to have side events such as Training Workshops, Exhibition, and Scientific Contests, in a conference. The system even facilitates requests for holding workshops, and a list of requesters, which could be used for decision making by the related manager.

Design of exhibition floor plan, number of booths and their names, as well as registration of legal entities in order to allocate booths and viewing list of requests to rent booths, are all part of the available functions.

iKNiTO cs provides functions for managing scientific contests. They include defining contest title, timing and deadline for receiving interested participants' responses, as well as refereeing and evaluation.

Conference Side Events Management: Workshops, Exhibitions, Scientific Contests	
Subject	Description
Workshops	Introduction to conference workshops
Register Users in Workshops	Approve or reject request to attend a workshop
Request to Hold Workshops	List of requested workshops for decision-making
Workshop Registration Requests	View a list of applicants to participate in workshops
Define Exhibition	Create and edit the number and name of exhibition booths
Enroll Exhibitors	To register exhibitors and allocate booths to them
New Exhibitors Requests	View a list of new requests for booths
Define Contest Titles	Title and features of sideline contests

## Sponsors and Organizers Registration Management

Conferences are usually organized by some major institutes and organizations, or are assisted by them. In addition, some organizations may act as either major sponsors or media sponsors. iKNiTO cs provides a number of functions to register such organizations. It also helps in defining different types of sponsorship and support, introducing sponsors, as well as receiving new requests for sponsorship.

Sponsors and Organizers Registration Management	
Subject	Description
Sponsors Setting	The introduction of different types of conference sponsors: Main Sponsors, Media Sponsors, and others
Enroll Sponsors	Registration of the sponsors and uploading their logo and link to their websites in the conference home page
Organizers	Introduce main organizers and uploading their logo and link to their websites in the conference home page
New Sponsorship Requests	View new sponsorship requests

## User Management

There are many functions available for user management, including ability to view and edit users' information, delete a user, as well entering the system on a user behalf and completion of registration form for a user or even submission of paper for a user. It is possible to register a new user and assign certain task to him or her. Assignment of tasks is done in coordination with the Executive Manager of the conference. When a user logs into the system he or she will have access to his or her special page which contains various available functions.

User Management	
Subject	Description
Email to Users	Informing website users
List of Users	A complete list of system users with ability to view, edit, delete as well as data entry on behalf of users
Register a New User	New users registration
Manage Roles	Tasks list includes: Reviewer Scientific Editor Publisher Match Reviewer Scientific Editor for Match Exhibition Manager News Manager Registration Manager Executive Manager
Assigning Subject to Reviewers	Allocate subjects to reviewers to start sending papers for review
Confirm Users Registration	Confirm membership

It should be noted that due to the importance and priority of some of the functions, these are grouped slightly differently in the system from what we have described here. In the rest of this chapter we will examine various menus and functions available to the Executive Manager in detail.

- 🔗 Conference Settings
- 🔗 Conference Letters
- 🔗 Conference SMS Messages
- 🔗 Static Pages
- 🔗 Manage Menus
- 🔗 Manage Quick Links
- 🔗 Conference Dates & Times
- 🔗 Conference Programs Timeline
- 🔗 Conference Prices
- 🔗 Register Users in Conference
- 🔗 Services
- 🔗 Workshops
- 🔗 Register Users in Workshops
- 🔗 Requests to Hold Workshops
- 🔗 Define Exhibition
- 🔗 Enroll Exhibitors
- 🔗 Sponsors Setting
- 🔗 Enroll Sponsors
- 🔗 Organizers
- 🔗 Define Contest Titles
- 🔗 Email to Users
- 🔗 List of Users
- 🔗 Register a New User
- 🔗 Manage Roles
- 🔗 Assign Subject to Editor / Reviewer
- 🔗 Conference Organization
- 🔗 News
- 🔗 Slideshow
- 🔗 Image Gallery
- 🔗 Ads
- 🔗 Subjects
- 🔗 Countries
- 🔗 Related Links
- 🔗 FAQ
- 🔗 Glossary
- 🔗 Checklist
- 🔗 Paper Evaluation Form
- 🔗 Confirm Users Registration
- 🔗 New Sponsorship Requests
- 🔗 New Exhibitors Requests
- 🔗 Conference Registration Requests
- 🔗 Workshop Registration Requests
- 🔗 Unpaid Invoices
- 🔗 Paid Invoices

## Conference Settings

	Program Type	Select type of event
	Languages	Multi Language or Single Language Website
	Main Language	Main language of the Website
	Website Style	Website's main structure
	Style Color	Color of Website
	Code	Conference code
	Base URL	Main URL of the Website
	Status	Is the system active?
	Main Email Address	Conference's main email address
	Support Email Address	Conference's second email address
	Currency	Rate of exchange for issuing bills
	Second Currency	Second currency's exchange rate
	Minimum Price for Discount	Minimum discount
	Show Current Contributors for Workshop	Determine whether number of Workshops attendees will be shown or not
	Paper Submission is Enabled	Submission of papers is active or disabled
	Contest is Enabled	Is there a Contest at the conference sideline

## Conference Setting Form

[My Home](#) > [Executive Manager](#) > [Conference Settings](#)

Basic Information	More Information & Preferences
Program Type	Conference
Languages	Single Language
Website Style	New Style
Style Color	Blue
Code	ICS
Base URL	http://ics.iknito.com/
Status	Enabled
Main Email Address	cs@iknito.com
Support Email Address	
Currency	Dollars
Second Currency	
Minimum Price for Discount	0
Show current contributors for workshops	No

Paper submission is enabled. [?](#)  
 Contest is Enabled.

Finally click on Save

The image shows a web-based form for configuring conference settings. The form is divided into two tabs: 'Basic Information' and 'More Information & Preferences'. The 'Basic Information' tab is active. The form contains several dropdown menus, text input fields, and checkboxes. Callout boxes with red borders and white text provide instructions for several fields: 'Program Type' (Select program type.), 'Languages' (Select Multi Language or Single Language as well as Main Language.), 'Website Style' (Select the main structure and style of the website. Next select color of the site.), 'Base URL' (Enter conference URL.), 'Main Email Address' (Enter conference main email address as well as its support or secondary email address.), and 'Save' (Finally click on Save).

Basic Information | More Information & De

Title: iKNiTO Conference System

Full Title of the conference must be entered here, then header of the website as a flash file.

Short Title: |

Important Dates Format: yyyy-mm-dd

Header Image(960 x 140) Choose File No file chosen

Comments for Home Page

Description for the Home Page, Notes about conference, Goals, Main Subjects (Bases), and Place are entered here.

Start Note

User Guide

Manage Note

About Conference

Goals

Bases

Place

Guide for Authors

Registration Guide

Guide for Sponsors

Guide for Reviewers

Enter various Guides and other essential notes and at the end click on Save.

## Default Letters Settings

iKNiTO cs has about 50 default emails. By selecting each of them, you can edit its content. Use the fields on the left hand column to add Author Name, Paper Title, and more in the email. After finishing the edit, simply click on Save.

[My Home](#) > [Executive Manager](#) > [Conference Letters](#)

### EMAILS RELATED TO ABSTRACTS

[Email to author when submit abstract.](#)

[Email to Co-Authors on abstract submission](#)

[Email to author when submit revised paper](#)

[Email to author when abstract needs to be resubmitted.](#)

[Email to Editor on abstract assignment](#)

[Email to scientific editor when editor handle the abstract](#)

[Email to reviewer on abstract assignment](#)

[Email to reviewer when delays to agree/decline to review abstract](#)

[Email to reviewer when delays to review after agreement](#)

[Email to reviewer when agree to review abstract](#)

[Email to reviewer when decline to review abstract](#)

[Email to reviewer when review abstract](#)

[Email to reviewer when abstract status changed and reviewer not reviewed the abstract yet](#)

[Abstract rejection \(Aims & Scope\)](#)

[Abstract rejection \(Plagiarism\)](#)

[Abstract rejection \(Similar Results\)](#)

[Abstract rejection \(Reviewers Recommendation\)](#)

### Help

Paper ID {manuId}

Paper Title {manuTitle}

Abstract {manuAbstract}

Submit Date {submitDate}

Conference Title {confTitle}

Conference Link {confLink}

Authors {authorsName}

Author {authorName}

Notes {editorNote}

Reviewer Name {reviewerName}

Agree Link {agreeLink}

Decline Link {declineLink}

Direct Link to Reviewer Page {reviewerPage}

Review Due Date {reviewDueDate}

Revision Due Date {reviseDueDate}

Date {date}

---

Participant Name {participantName}

Manager Note {managerNote}

Performa / Invoice Status {performaStatus}

Perofrma / Invoice Price {performaPrice}

## Default SMS Settings

iKNiTO cs has about 50 default SMSs. By selecting each of them, you can edit its content. Use the fields on the left hand column to add Author Name, Paper Title, and more in the SMS. After finishing the edit, simply click on Save.

[My Home](#) > [Executive Manager](#) > [Conference SMS Messages](#)

### SMS Gateway Setting

SMS Gateway URL	<input type="text"/>
SMS Number	<input type="text"/>
Gateway Username	<input type="text"/>
Gateway Password	<input type="password"/>
Send Method	<input type="text" value="Web Service"/>
Other Parameters	<input type="text"/>

### MESSAGES RELATED TO ABSTRACTS

- Message to author when submit abstract.
- Message to Co-Authors on abstract submission
- Message to author when submit revised paper
- Message to author when abstract needs to be resubmitted.
- Message to Editor on abstract assignment
- Message to reviewer on abstract assignment
- Message to reviewer when delays to agree/decline to review abstract

### MESSAGES RELATED TO REGISTRATION

- Message to user when Registration accepted
- Message to user when invoice issued
- Message to user when manager discount to invoice
- Message to user when invoice accept
- Message to user when invoice reject
- Message to user on invoice changes (except items above)

### Help

Paper ID	{manuId}
Paper Title	{manuTitle}
Abstract	{manuAbstract}
Submit Date	{submitDate}
Conference Title	{confTitle}
Conference Link	{confLink}
Authors	{authorsName}
Author	{authorName}
Notes	{editorNote}
Reviewer Name	{reviewerName}
Agree Link	{agreeLink}
Decline Link	{declineLink}
Direct Link to Reviewer Page	{reviewerPage}
Review Due Date	{reviewDueDate}
Date	{date}
Participant Name	{participantName}
Manager Note	{managerNote}
Performa / Invoice Status	{performaStatus}
Perofrma / Invoice Price	{performaPrice}

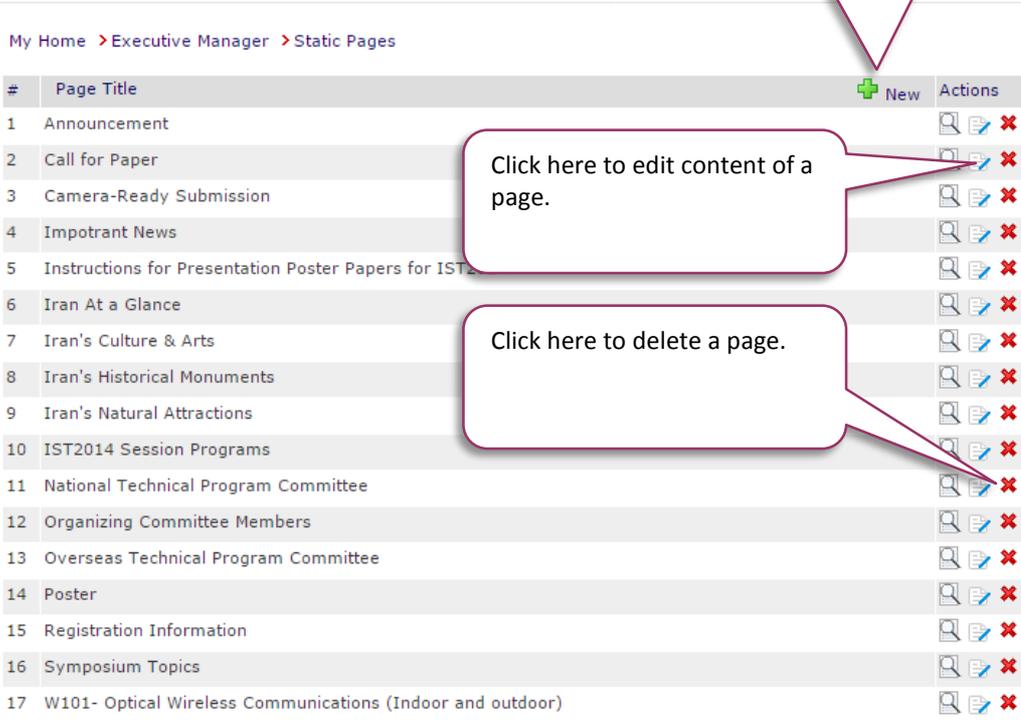
## Static Pages Management

Select “New” to create a special page for a particular conference and then add contents to it.

Click this to create a new page.

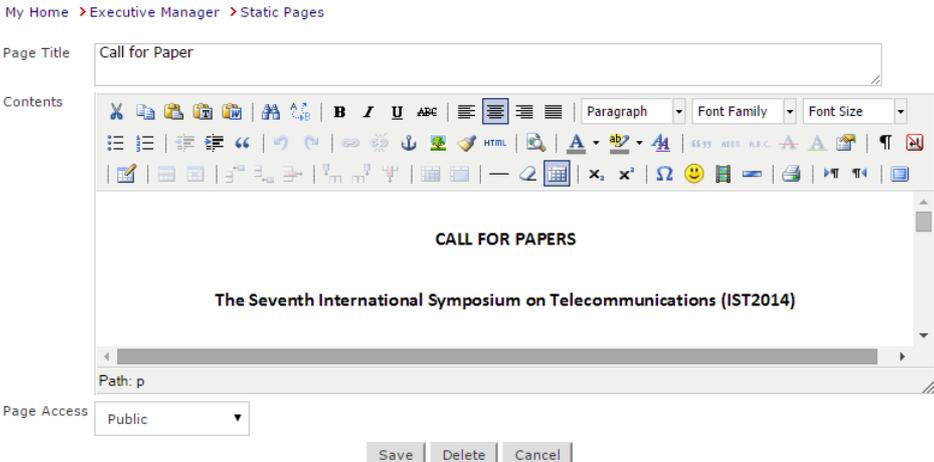
Click here to edit content of a page.

Click here to delete a page.



The screenshot shows a web interface for managing static pages. At the top, there is a breadcrumb trail: "My Home > Executive Manager > Static Pages". Below this is a table with the following columns: "#", "Page Title", "+ New", and "Actions". The table contains 17 rows of page titles, including "Announcement", "Call for Paper", "Camera-Ready Submission", "Impotrant News", "Instructions for Presentation Poster Papers for IST...", "Iran At a Glance", "Iran's Culture & Arts", "Iran's Historical Monuments", "Iran's Natural Attractions", "IST2014 Session Programs", "National Technical Program Committee", "Organizing Committee Members", "Overseas Technical Program Committee", "Poster", "Registration Information", "Symposium Topics", and "W101- Optical Wireless Communications (Indoor and outdoor)". Each row has a set of icons in the "Actions" column: a magnifying glass, a pencil, and a red 'X'. A callout bubble points to the "+ New" button, another points to the pencil icon for the "Call for Paper" row, and a third points to the red 'X' icon for the "National Technical Program Committee" row.

Once you have selected “New”, you will see the following screen to add contents and Save at the end.



The screenshot shows the "New" page creation form. At the top, there is a breadcrumb trail: "My Home > Executive Manager > Static Pages". Below this is a form with the following fields: "Page Title" (containing "Call for Paper"), "Contents" (with a rich text editor), "Path: p", and "Page Access" (set to "Public"). At the bottom of the form are three buttons: "Save", "Delete", and "Cancel". A callout bubble points to the "Save" button.

Click on this to Save contents.

## Menu Settings

In iKNiTO cs you can set up menus, enable or disable them, and decide whether they are shown in the Home Page's quick links. It is also possible to change name of a menu. There are 80 main and sub-menus in the system, whose names may be changed depending on a conference requirement. In the following image, those in red are disabled and are not visible in the relevant system. In this chapter we will see how to load of Static Pages. Once they are loaded, we will see how menus are used.

Enter the required Title instead of the default one.

Enable display of the menu in the system.

This menu is disabled.

Enable or Disable the menu in Quick Links.

	Default Title	You	En	Quick Link
1	Home	<input type="text"/>	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No
2	Gathering Information	<input type="text"/>	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No
3	.. About Gathering	<input type="text"/>	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No
4	.. Manager Note	<input type="text"/>	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No
5	.. Gathering Organization	<input type="text"/>	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No
6	.. Gathering Goals	<input type="text"/>	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No
7	.. Gathering Bases	<input type="text"/>	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No
8	.. Important Dates	<input type="text"/>	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No
9	.. Keynote Speakers	<input type="text"/>	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No
10	.. Related Links	<input type="text"/>	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No
11	.. FAQ	<input type="text"/>	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No
12	.. User Guide	<input type="text"/>	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No
13	.. Submenu 1	National Technical Program Com	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No
14	.. Submenu 2	Organizing Committee Members	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No
15	.. Submenu 3	Overseas Technical Program Co	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No
16	.. Submenu 4	Registration Information	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No

## Quick Links Management

During menu setting, a menu may be enabled for Quick Links. Such items may be sorted by using the Quick Links management. Use the arrows to move them up and down. Once done, just click on Save.

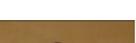
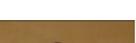
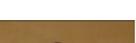
My Home > Executive Manager > Manage Quick Links

Static Pages	#	Title	Delete	Save
	1	Conference Program	✘	↑ ↓
	2	Conference Topics	✘	↑ ↓
	3	Conference Guide	✘	↑ ↓
	4	Registration Guide	✘	↑ ↓
	5	Important Dates	✘	↑ ↓
	6	International Technical Committee	✘	↑ ↓
	7	Local Technical Committee	✘	↑ ↓
	8	Organizing Committee	✘	↑ ↓
	9	Keynote Speakers	✘	↑ ↓
	10	Special Session info	✘	↑ ↓
	11	PEDSTC 2010 Conference	✘	↑ ↓
	12	PEDSTC 2011 Conference	✘	↑ ↓
	13	PEDSTC 2012 Conference	✘	↑ ↓
	14	PEDSTC 2013 Conference	✘	↑ ↓
	15	Workshops	✘	↑ ↓
	16	Exhibitions plan	✘	↑ ↓

Sort based on your priorities

Delete this Static Page from Quick Links

Quick Links are displayed in the Home Page.

<p><b>Important Dates</b></p> <p>Paper Submission Deadline  <a href="#">May 20, 2014</a>  <a href="#">May 05, 2014</a>  <a href="#">April 29, 2014</a></p> <p>Notification of Acceptance  <a href="#">July 23, 2014</a>  <a href="#">June 28, 2014</a></p> <p>Gathering Start Date  <a href="#">September 09, 2014</a></p> <p>Gathering End Date  <a href="#">September 11, 2014</a></p>	<p><b>IST2014 Keynote Speakers</b></p> <table border="1"> <tr> <td data-bbox="515 1290 651 1473"></td> <td data-bbox="659 1290 1075 1473"> <p><b>G. Alan Horne</b>  <b>President of the Arab Regulators Group (2008/9). Board Member of Radio &amp; TV</b>  <b>Licensing Panel (Vanuatu), Member of Supervisory Committee of Pacific ICT Regulatory Resource Centre (PiRRC) 2011 - 2012.</b></p> </td> </tr> <tr> <td data-bbox="515 1485 651 1630"></td> <td data-bbox="659 1485 1075 1630"> <p><b>Zabih (Fary) GHASSEMLOOY</b>  <b>Northumbria University Newcastle, United Kingdom</b></p> <p><i>Hybrid Heterogeneous Radio over Free Space Optics Communications technology</i></p> </td> </tr> <tr> <td data-bbox="515 1641 651 1843"></td> <td data-bbox="659 1641 1075 1843"> <p><b>Inkyu Lee</b>  <b>Korea University, Seoul, Korea</b></p> <p><i>Three Dimensional Beamforming Techniques for 5G Wireless Systems</i></p> </td> </tr> <tr> <td data-bbox="515 1854 651 1897"></td> <td data-bbox="659 1854 1075 1897"> <p><b>Ernesto Damiani</b>  <b>Università degli Studi di</b></p> <p><i>CLOUD ASSURANCE: THE NOTION AND THE ISSUES</i></p> </td> </tr> </table>		<p><b>G. Alan Horne</b>  <b>President of the Arab Regulators Group (2008/9). Board Member of Radio &amp; TV</b>  <b>Licensing Panel (Vanuatu), Member of Supervisory Committee of Pacific ICT Regulatory Resource Centre (PiRRC) 2011 - 2012.</b></p>		<p><b>Zabih (Fary) GHASSEMLOOY</b>  <b>Northumbria University Newcastle, United Kingdom</b></p> <p><i>Hybrid Heterogeneous Radio over Free Space Optics Communications technology</i></p>		<p><b>Inkyu Lee</b>  <b>Korea University, Seoul, Korea</b></p> <p><i>Three Dimensional Beamforming Techniques for 5G Wireless Systems</i></p>		<p><b>Ernesto Damiani</b>  <b>Università degli Studi di</b></p> <p><i>CLOUD ASSURANCE: THE NOTION AND THE ISSUES</i></p>	<p><b>IST2014 Session Programs</b></p> <p><a href="#">Workshops Presentation</a></p> <p><a href="#">Important News</a></p> <p><a href="#">Camera-Ready Submission</a></p> <p><a href="#">Instructions for Presentation Poster Papers for IST2014</a></p> <p><a href="#">Accepted Papers</a></p> <p><a href="#">Workshops</a></p> <p><a href="#">Registration Information</a></p> <p><a href="#">Call for Paper</a></p> <p><a href="#">Poster</a></p> <p><a href="#">National Technical Program Committee</a></p> <p><a href="#">Overseas Technical Program Committee</a></p> <p><a href="#">Organizing Committee Members</a></p> <p><a href="#">Exhibition Request</a></p>
	<p><b>G. Alan Horne</b>  <b>President of the Arab Regulators Group (2008/9). Board Member of Radio &amp; TV</b>  <b>Licensing Panel (Vanuatu), Member of Supervisory Committee of Pacific ICT Regulatory Resource Centre (PiRRC) 2011 - 2012.</b></p>									
	<p><b>Zabih (Fary) GHASSEMLOOY</b>  <b>Northumbria University Newcastle, United Kingdom</b></p> <p><i>Hybrid Heterogeneous Radio over Free Space Optics Communications technology</i></p>									
	<p><b>Inkyu Lee</b>  <b>Korea University, Seoul, Korea</b></p> <p><i>Three Dimensional Beamforming Techniques for 5G Wireless Systems</i></p>									
	<p><b>Ernesto Damiani</b>  <b>Università degli Studi di</b></p> <p><i>CLOUD ASSURANCE: THE NOTION AND THE ISSUES</i></p>									



## Conference Dates and Timeline

This section allows you to determine and announce dates of the conference as well as start and deadline of submissions in the Home Page of the site.

[My Home](#) > [Executive Manager](#) > [Gathering Dates & Times](#)

Optional Title

Paper Submission Deadline  20 ▾ May ▾ 2014 ▾ 

05 ▾ May ▾ 2014 ▾

20 ▾ April ▾ 2014 ▾

Paper Acceptance Notification  23 ▾ July ▾ 2014 ▾ 

28 ▾ June ▾ 2014 ▾

---

Optional Dates 

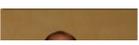
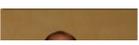
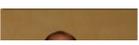
18 ▾ December ▾ 2015 ▾

---

Gathering Start Date  09 ▾ September ▾ 2014 ▾ Time

Gathering End Date  11 ▾ September ▾ 2014 ▾ Time

## Important Dates in Home Page

<p><b>Important Dates</b></p> <p>Paper Submission Deadline May 20, 2014 <del>May 05, 2014</del> <del>April 20, 2014</del></p> <p>Notification of Acceptance July 23, 2014 <del>June 28, 2014</del></p> <p>Gathering Start Date September 09, 2014</p> <p>Gathering End Date September 11, 2014</p>	<p><b>IST2014 Keynote Speakers</b></p> <table border="1"> <tr> <td style="text-align: center;"></td> <td colspan="2"> <p><b>G. Alan Horne</b> President of the Arab Regulators Group (2008/9). Board Member of Radio &amp; TV  Licensing Panel (Vanuatu), Member of Supervisory Committee of Pacific ICT Regulatory Resource Centre (PIRRC) 2011 - 2012.</p> </td> </tr> <tr> <td style="text-align: center;"></td> <td> <p><b>Zabih (Fary) GHASSEMLOOY</b> Northumbria University Newcastle, United Kingdom</p> </td> <td> <p><i>Hybrid Heterogeneous Radio over Free Space Optics Communications technology</i></p> </td> </tr> <tr> <td style="text-align: center;"></td> <td> <p><b>Inkyu Lee</b> Korea University, Seoul, Korea</p> </td> <td> <p><i>Three Dimensional Beamforming Techniques for 5G Wireless Systems</i></p> </td> </tr> <tr> <td style="text-align: center;"></td> <td> <p><b>Ernesto Damiani</b> Università degli Studi di</p> </td> <td> <p><i>CLOUD ASSURANCE: THE NOTION AND THE ISSUES</i></p> </td> </tr> </table>		<p><b>G. Alan Horne</b> President of the Arab Regulators Group (2008/9). Board Member of Radio &amp; TV  Licensing Panel (Vanuatu), Member of Supervisory Committee of Pacific ICT Regulatory Resource Centre (PIRRC) 2011 - 2012.</p>			<p><b>Zabih (Fary) GHASSEMLOOY</b> Northumbria University Newcastle, United Kingdom</p>	<p><i>Hybrid Heterogeneous Radio over Free Space Optics Communications technology</i></p>		<p><b>Inkyu Lee</b> Korea University, Seoul, Korea</p>	<p><i>Three Dimensional Beamforming Techniques for 5G Wireless Systems</i></p>		<p><b>Ernesto Damiani</b> Università degli Studi di</p>	<p><i>CLOUD ASSURANCE: THE NOTION AND THE ISSUES</i></p>	<p><b>IST2014 Session Programs</b></p> <p>Workshops Presentation</p> <p>Important News</p> <p>Camera-Ready Submission</p> <p>Instructions for Presentation Poster Papers for IST2014</p> <p>Accepted Papers</p> <p>Workshops</p> <p>Registration Information</p> <p>Call for Paper</p> <p>Poster</p> <p>National Technical Program Committee</p> <p>Overseas Technical Program Committee</p> <p>Organizing Committee Members</p> <p>Exhibition Request</p>
	<p><b>G. Alan Horne</b> President of the Arab Regulators Group (2008/9). Board Member of Radio &amp; TV  Licensing Panel (Vanuatu), Member of Supervisory Committee of Pacific ICT Regulatory Resource Centre (PIRRC) 2011 - 2012.</p>													
	<p><b>Zabih (Fary) GHASSEMLOOY</b> Northumbria University Newcastle, United Kingdom</p>	<p><i>Hybrid Heterogeneous Radio over Free Space Optics Communications technology</i></p>												
	<p><b>Inkyu Lee</b> Korea University, Seoul, Korea</p>	<p><i>Three Dimensional Beamforming Techniques for 5G Wireless Systems</i></p>												
	<p><b>Ernesto Damiani</b> Università degli Studi di</p>	<p><i>CLOUD ASSURANCE: THE NOTION AND THE ISSUES</i></p>												



## Conference Programs Timeline

To add a conference program and timeline, use New and finish by clicking on Save.

Use New to add a conference schedule.



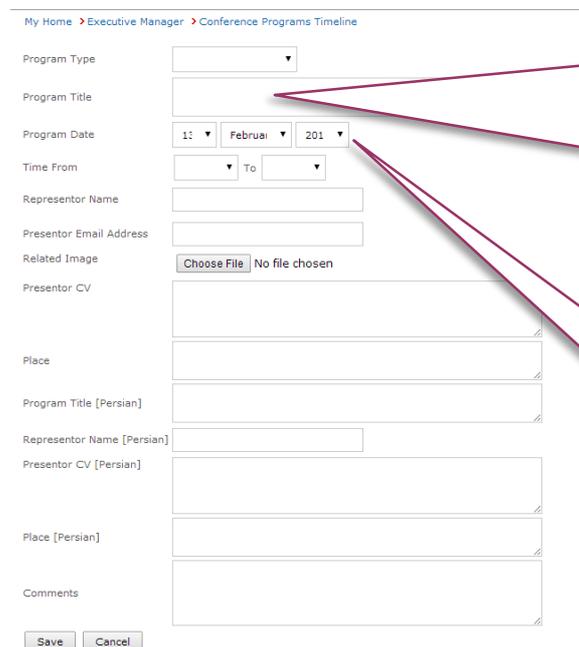
Home Conference Info Programs Submits Registration Sponsors News Contact Us

Conference Date  
13-15 February 2013

My Home > Executive Manager > Conference Programs Timeline

#	Program Type	Program Title	New	Program Date	Time		
1	Lecture	The Robotics Challenge with Limited Resources: from Will to Action		2013-02-13	10:00 - 10:40		✖
2	Lecture	Challenges of Automation and Safety in Field Robotics Applications		2013-02-14	10:00 - 11:00		✖
3	Lecture	Application of silicon and carbon nano-structures in micro and nano-electro-mechanic devices		2013-02-14	15:00 - 16:00		✖

Once you select New, a special form for adding conference timeline information opens. You can now enter the required information and then Save. Examples of such timelines follow.



My Home > Executive Manager > Conference Programs Timeline

Program Type:

Program Title:

Program Date: 13 February 2013

Time From:  To:

Representor Name:

Presenter Email Address:

Related Image:  No file chosen

Presenter CV:

Place:

Program Title [Persian]:

Representor Name [Persian]:

Presenter CV [Persian]:

Place [Persian]:

Comments:

Select program type and add its title



Enter date, time, presenter name and all required information concerning place and other notes.

# Program

	Sat. 5 <sup>th</sup> Oct.	Sun. 6 <sup>th</sup> Oct.	Mon. 7 <sup>th</sup> Oct.	Tue. 8 <sup>th</sup> Oct.	Wed. 9 <sup>th</sup> Oct.
8:00 – 9:00	On-site registration	On-site registration			
9:00 – 10:30	Workshop	Plenary 1 (Opening) Keynote Session	Technical Sessions Exhibition	Technical Sessions Exhibition	
10:30 – 11:00	Coffee Break	Coffee Break	Coffee Break	Coffee Break	
11:00 – 12:30	Workshops	Technical Sessions Exhibition	Technical Sessions Exhibition	Technical Sessions Exhibition	
12:30 – 13:30	Lunch Break	Lunch Break	Lunch Break	Lunch Break	
13:30 – 15:00	Workshops	Technical Sessions Exhibition	Technical Sessions Exhibition	Plenary 1 (Closing) Exhibition	
15:00 – 15:30	Coffee Break	Coffee Break	Coffee Break	Coffee Break	
15:30 – 17:00	Workshops	Poster Sessions Exhibition	Poster Sessions Exhibition	Exhibition	
17:00 – 18:00	Exhibitor's Reception				
18:00 – 20:00			Conference Dinner		

Social Events, technical visits

## Conference Prices

The cost of participation in a conference can be simply added to the system and kept for all attendees to see. Costs are dependent on type of membership in the system (Student, Professor, member of a scientific society, or non-affiliated), as well as date of registration, and type of currency (in some cases). It is also possible to add new types of membership to the system. To refrain from unacceptable registration and payment, it is possible to make some types of registration dependent on approval by the Executive Manager.

My Home > Executive Manager > Conference Prices

Registration Type: Scientific Society Members

Optional Label for Registration Type:

Registration Fee:
   
 Price depends on registration date.
   
 Price is fixed for all dates.

Early Registration Deadline: 18 December 2015

Registration Fee Before Specific Date: 150 Pounds

Registration Fee After Specific Date: 200 Pounds

This Registration Type Require Confirmation Document.

Comments for Confirmation Document:

Comments for Registration Type:

Save Cancel

#	Registration Type	Early Registr Deadline	Registration Fee Before Specific Date	Registration Fee After Specific Date
1	Students	2015-12-18	200	150

Select membership type.

If required, add new membership title.

If required, make it clear that fees for the conference depend on date of payment.

Enter fees here.

Select this to indicate that registration is dependent on confirmation, and add comments.

Edit and revise fees.

## Registration of Users in a Conference

Registration status is grouped as below:

Status of Registration	Description
Not Processed	Cases not considered yet, for any reason.
Waiting for Manager Confirmation	Persons waiting for Executive Manager's confirmation.
Discount request from Suppliant	Person who have requested discount.
Discount Applied by Manager	Discount approved cases.
Ready for Payment	Confirmed and ready to pay.
Successful Payment	Persons who have paid.
Confirmed	List of all confirmed users.
Not Confirmed	List of al unconfirmed users.
Waiting for Confirmation Document	Users who need to present some documents to have their membership confirmed.
Waiting for Paper Confirmation	Users who are still waiting for their paper acceptance to participate in the conference.

Home Conference Info Programs Submssion Travel Registration Sponsors News Contact Us

Conference Date  
13-15 February 2013

My Home > Executive Manager > Register Users in Conference

Contributor Email Address  [Register a New User](#)

Registration Status

Save Cancel

Not Processed  
 Not Processed  
 Waiting for Manager Confirmation  
 Discount Request form Suppliant  
 Discount Applied by Manager  
 Ready for Payment  
 Successfull Payment  
 Confirmed  
 Not Confirmed  
 Waiting for Confirmation Document  
 Waiting for Paper Confirmation

Use this to register a new user

Select registration status

## Services

Services cover accommodation as well as all cost issues and billing for payment. You can determine type of services to be provided by using “+” in below.

Determine type of services (accommodation or hosting) and their titles.

The screenshot shows a web application interface for adding services. At the top, there is a navigation menu with links: Home, Conference Info, Programs, Submission, Travel, Registration, Sponsors, News, and Contact Us. On the right, it displays the Conference Date as 13-15 February 2013. Below the navigation, there is a breadcrumb trail: My Home > Executive Manager > Services. A table header shows columns for Service Type and Service Title, with a plus sign icon to add a new row. The main form contains several fields: Service Type (a dropdown menu with 'Hotel Reception' selected), Service Title (a text input field), Price (a text input field with '0' and a 'Pounds' label), and Comments (a large text area). Below these is a 'More Information' section with a rich text editor toolbar and a text area. At the bottom, there is a 'Status' dropdown menu set to 'Enabled' and 'Save' and 'Cancel' buttons. Four callout boxes provide instructions: 1. A box pointing to the plus sign icon says: 'Click on + to determine type of accommodation and hosting services. If required change status of Services to inactive.' 2. A box pointing to the Price field says: 'Enter cost and comments.' 3. A box pointing to the More Information text area says: 'Add photos of accommodation as well as more information here. May also add a link to a hotel.' 4. A box pointing to the Save button says: 'Click on Save when finished.'

## Workshops Management

In every conference there are some events at the sideline, such as workshops, exhibition or fair, and scientific contests. iKNiTO cs enables requests for workshops and list of requesters to be entered into the system and be presented to the Executive Manager.

Use New to add a workshop and then complete the form.

My Home > Executive Manager > Workshops

#	Workshop Title	New	Workshop Date	Status		Save
1	W101- Optical Wireless Communications (Indoor and outdoor)-H2		2014-09-06 08:00-12:00 2014-09-06 14:00-18:00	Enabled		
2	W102- Research Directions in Cloud Computing-H3		2014-09-08 08:00-12:00	Enabled		
3	W103- OFDM Transceivers: principles, implementation and latest development-H6		2014-09-07 08:00-12:00	Enabled		
4	W104- Layered Interference Mitigation for Wireless Networks-H5		2014-09-07 14:00-18:00	Enabled		
5	W105- Agile all-optical multicasting techniques for next-generation WDM networks-H2		2014-09-08 14:00-18:00	Enabled		
6	W107- CLOUD MONITORING AND CONTROL-H2		2014-09-07 08:00-12:00	Enabled		
7	W108- Future multiple antenna technologies for next generation wireless systems-H3		2014-09-08 14:00-18:00	Enabled		
8	W109- Measuring quality of experience in IPTV related services-H3		2014-09-06 08:00-12:00	Enabled		
9	W110- Design challenges of satellite embedded systems-H6		2014-09-06 14:00-18:00	Enabled		
10	W111- Clarity Unified Operation Support System(OSS) solution-H2		2014-09-07 14:00-18:00	Enabled		
11	W112- Voip Network Design and its related issues-H4		2014-09-07 08:00-12:00 2014-09-07 14:00-18:00	Enabled		
12	W113- Internet of Things: Applications and Security challenges-H3		2014-09-07 14:00-16:00	Enabled		
13	W114- Strategic Cyber Risk & Threat Assessment-H3		2014-09-07 08:00-12:00	Enabled		
14	W115- Introduction to Scrum and Xamin Development Methodology-H4		2014-09-08 08:00-12:00	Enabled		
15	W116- Cloud Computing and its Simulation Environment-H6		2014-09-07 14:00-18:00	Enabled		
16	W117- Mobile Broadband & (LTE &LTE Advanced ,HSPA+, Mobile WiMax)-H3		2014-09-06 14:00-18:00	Enabled		
17	W118- Cloud Area: Shaping the Future-H6		2014-09-08 14:00-18:00	Enabled		

# Workshops Form

My Home > Executive Manager > Workshops

Workshop Title:

Workshop ID:

Workshop Group:

Workshop Date:    Workshop Time From:  To:   
   Workshop Time From:  To:

Registration Fee	Students	<input type="text" value="950"/>	[Second Currency]	<input type="text" value="75"/>	Euros
	IEEE Members	<input type="text" value="1,600"/>	[Second Currency]	<input type="text" value="120"/>	Euros <span style="color:red">✘</span>
	General Participants	<input type="text" value="2,000"/>	[Second Currency]	<input type="text" value="150"/>	Euros <span style="color:red">✘</span>
	IEEE Members & Students	<input type="text" value="750"/>	[Second Currency]	<input type="text" value="60"/>	Euros <span style="color:red">✘</span>

Capacity:

To enroll in this workshop, required to enroll in Gathering.

Teacher Name:

Teacher Affiliation:

Teacher Email Address:

Related Image:  No file chosen

Teacher Home Page:

Workshop Place:

Audience:

Teacher CV File:  No file chosen

Presentation File:  No file chosen

Teacher CV: 



IC1101 OPTIWISE, is a College Member of the Engineering and Physical Science Research Council, UK, and has served on a number of international Research and Advisory Committees including a Panel Member of the Romanian Research Assessment Exercise 2011. His researches interests are on photonics switching, optical wireless and wired communications, visible light communications and mobile communications. He has received a number of research grants from UK Research Councils, European Union, Industry and UK Government, has supervised a large number of PhD students (more than 46) and published over 500 papers (190 journals + 4 books) and presented a large number of keynote and invited talks. He is a co-author of a CRC book on "Optical Wireless Communications - Systems and Channel Modelling with Matlab (2012); a co-editor of an IET book on "Analogue Optical Fibre Communications". He is the founder and the Chairman of the IEEE, IET International Symposium on Communication

Path: p » strong

Overview: 



**Invited Talk - Hybrid Heterogenous Radio over Free Space Optics Communications technology**

In the past decade, the world has witnessed a dramatic increase in the traffic carried by the telecommunication networks. The increasing demand for high-speed internet services (high definition TV, video calls and cloud-based computing) has underpinned the need for further innovation, research and development in new emerging technologies capable of delivering ultra high data rates. Optical fibre based systems provide the means to accommodate this demand in the core and the metropolitan-area network level. However, the fibre has still a long way to go, before it reaches the end users (the Fibre-to-the-Home - FTTH concept) because of the very high installation costs. Several fixed wireless access schemes already exist. **Worldwide**

Path: p » strong

Add Title of the Workshop and its Date and Time

Enter cost of participation in this Workshop

Enter Teacher Name here

Add venue of the Workshop, Teacher's CV, and all other related information.

# Sample Workshops List

[Home](#) > [Programs](#) > [Workshops](#)

[To register in workshops, go to Workshops Registration in Registration Menu](#)

Workshop Title	Workshop Date	Workshop Place	Capacity	Registration Fee	Teacher Name
1 Structural Equation Modeling using AMOS	2015-12-15 12:00-18:00 2015-12-16 12:00-18:00		40	2,500	

## Contents

[Overview](#)

### Structural Equation Modeling using AMOS

Research in the social sciences has been getting more and more complicated with the realization that the complexity of human behavior cannot be captured with simple theories that were current. This understanding has led to increasingly sophisticated theories of human behavior. These theories and their assumptions cannot be investigated using the simple statistical analyses that were applied some decades ago. Structural Equation Modeling (SEM) is a widely applied approach to analyzing complex sets of data. The workshop provides an introduction to the basics of the SEM and gives the participants hands-on experience with some of the most current SEM analyses.

#### *Outline of the course:*

- Overview of basic descriptive statistics (e.g., variance and covariance matrices)
- Principles of statistical hypothesis testing
- Covariance and correlation matrices
- Simple and multiple regression analysis
- Formative and reflective measurement
- Exploratory Factor Analysis (EFA) vs. Principal Components Analysis (PCA)
- Path Analysis
- Confirmatory Factor Analysis (CFA)
- Structural Equation Modeling (SEM)
- Hands-on practice with the AMOS software

[Teacher CV](#)

[Teacher CV](#)

[Teacher CV](#)

## Registration of Users in Workshops

Due to limitations that might exist in space and number of attendees in workshops, here too the Executive Manager is responsible for managing registration in workshops. There are many options to view lists of requesters based on status of registration. The Executive Manager must first select Title of a Workshop and then view list of users based on their status of registration, and decide about each.

Home Conference Info Programs Submssion Travel Registration Sponsors News Contact Us Conference Date  
13-15 February 2013

[My Home](#) > [Executive Manager](#) > [Register Users in Workshops](#)

Workshop Title

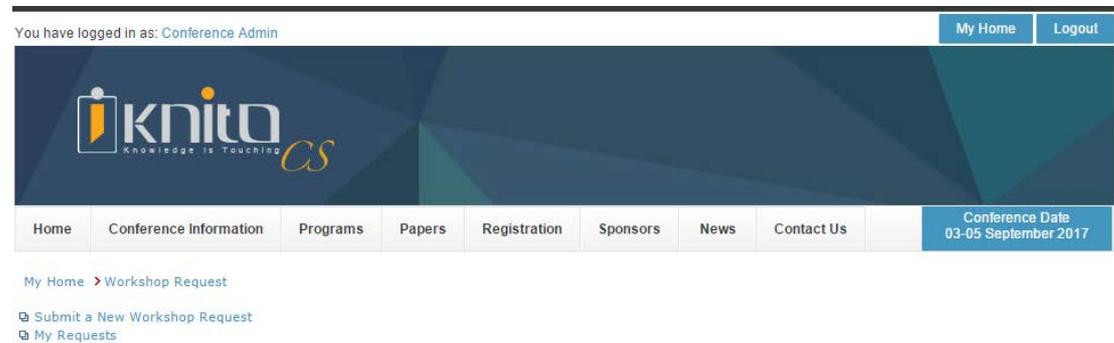
Contributor Email Address  | [Register a New User](#)

Registration Status

- Not Processed
- Waiting for Manager Confirmation
- Discount Request form Suppliant
- Discount Applied by Manager
- Ready for Payment
- Successfull Payment
- Confirmed
- Not Confirmed
- Waiting for Confirmation Document
- Waiting for Paper Confirmation

## Request to Hold a Workshop

Any user may request a Workshop to be held. This option will be available in iKNiTO cs only if the Executive Manager has activated it in the menus.



The screenshot shows the iKNiTO CS website interface. At the top, it indicates the user is logged in as 'Conference Admin' and provides 'My Home' and 'Logout' links. The main header features the iKNiTO logo with the tagline 'Knowledge is Touching CS'. Below the header is a navigation menu with options: Home, Conference Information, Programs, Papers, Registration, Sponsors, News, and Contact Us. A blue box on the right of the menu displays the 'Conference Date 03-05 September 2017'. Underneath the menu, the breadcrumb 'My Home > Workshop Request' is visible, followed by two links: 'Submit a New Workshop Request' and 'My Requests'.

Once you select the request for a workshop from your menu, a special form is opened. Please fill carefully and submit your request. This is to provide a better interaction between a conference and its participants. Once all requests are submitted, these are reviewed together with the Scientific Editor of the conference and decision is made.

If you are registering a request to hold a workshop as a teacher or instructor, please make sure to add all required information including your CV, types of audience, and any other related information.

## Workshop Request Form

Home Congress Information Contact Us Congress Date  
19-20 February 2013

My Home > Workshop Request

Workshop Title \*

Teacher Name \*

Teacher Affiliation

Teacher Home Page

Place and Date

Audience

Teacher CV File  No file chosen

Presentation File  No file chosen

Proposal File  No file chosen

Overview \*

Contents \*

Path: p

Path: p

Save Cancel

**Title and details of the Workshop**

**Your name as teacher**

**As a Teacher or instructor, please add your full detail and suggest a date and place for the Workshop.**

**Please add your suggested potential audience and topics for the Workshop.**

## Requested Workshops List

The Executive Manager may check suggested workshops list by clicking on Request to Hold Workshops in his or her menu. He or she may activate a workshop which means its information will be part of the conference website for people to see and register in it.

Use this to edit a workshop's detail. Use the red sign to delete a suggested workshop.

[My Home](#) > [Executive Manager](#) > [Requests to Hold Workshops](#)

#	Workshop Title	Teacher Name	Email Address	Phone Number	Affiliation	Status	
1	Agile all-optical multicasting techniques for next-generation WDM networks	Rogelio Bridges	amirhossein.tehranchi@polymtl.ca	514 3404711	University of Montreal	Disabled	 
2	All Optical Logic Gates	Ryker Lawson	f.davoodi@ee.kntu.ac.ca	02144836759	Faculty of Electrical Engineering,	Disabled	 
3	Clarity Unified Operation Support System(OSS) solution	Jillian Lacey	a.dastmalchi@fakour.net	88531535-40		Disabled	 
4	Free and Open Source Softwares for Communications Engineering	Aleah Salinas	farhang.mohsen@gmail.com	09308508460		Disabled	 
5	Green Communications, Approaches and Requirements	Gordon Daniel	dadkhah@itrc.ac.ca	+12184977591	Research Institute for ICT	Disabled	 
6	Introduction of Cellular Network Optimization Softwares	Irene Chan	noori.hsnl@gmail.com	02166234902		Disabled	 
7	Photonic Crystal Waveguides in Optical Communications	Irene Chan	noori.hsnl@gmail.com	02166234902	Research Institute for ICT	Disabled	 
8	Preventing Eavesdropping in Telecommunication Systems	Irene Chan	noori.hsnl@gmail.com	02166234902		Disabled	 
9	Telco challenges and development of communication service	Jillian Lacey	a.dastmalchi@fakour.net	88531535-40		Disabled	 
10	Voip Network Design and its related issues	Camila Nicholson	yaghmaee@ieee.org	+19153119629		Disabled	 

Once you select to edit, then Workshops form will be shown which has detail of a workshop. You can add price as well as other information.

Workshop Title	<input type="text" value="Green Communications, Approaches and Requirements"/>
Workshop ID	<input type="text"/>
Workshop Group <span>(i)</span>	<input type="text"/>
Workshop Date <span>+</span>	<input type="text" value="09"/> <input type="text" value="September"/> <input type="text" value="2014"/> Workshop Time From <input type="text"/> To <input type="text"/>
Registration Fee <span>(i)</span> <span>+</span>	<input type="text"/> <input type="text" value="0"/> Dollars
Capacity	<input type="text" value="0"/>
<input type="checkbox"/> To enroll in this workshop, required to enroll in Conference.	
Teacher Name	<input type="text" value="Veronica Aguirre"/>
Teacher Affiliation	<input type="text"/>
Teacher Email Address	<input type="text" value="aguirre@iust.ac.uk.ca"/>
Related Image	<input type="button" value="Choose File"/> No file chosen
Teacher Home Page	<input type="text"/>
Workshop Place	<input type="text"/>
Audience	<input type="text"/>

## Define Exhibition

You can define and allocate stands or booths in iKNiTO cs. Once the Executive Manager has defined stands and entered in the system, any legal entity who registers, may also input its request to rent a stand. The Executive Manager then reviews these requests and results are sent to requesters via the system.

[My Home](#) > [Executive Manager](#) > [Define Exhibition](#)

Enter exhibition title first and then enter it's booth.

Title	<input type="text"/>
Exhibition Booth Type	<input type="text"/>
Size	<input type="text"/>
Price	<input type="text" value="0"/> Pounds
Map	<input type="button" value="Choose File"/> No file chosen
Status	<input type="text" value="Enabled"/>
Comments	<input type="text"/>
	<input type="button" value="Save"/> <input type="button" value="Cancel"/>

Enter Exhibition Name or Stand number here and upload floor plan of the exhibition.

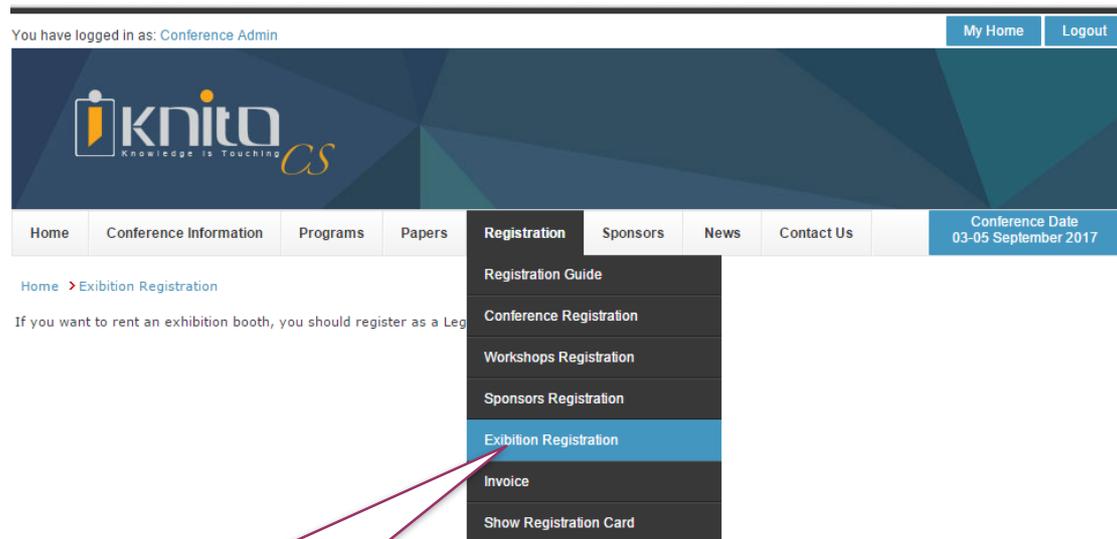
Enter descriptions and if required switch status of the exhibition between Enabled and Disabled.

Click on  icon to add a new booth for exhibition.

Exhibition Name	<input type="text" value="Conference Main Exhibition"/>	<input type="button" value="Save"/>
-----------------	---	-------------------------------------

## Sample Exhibition Details

If you select the Request for Stand/Booth from the main registration menu of a conference, you will then see a list of stands as shown in the coming page. You may now select a stand and pay. Please see the floor plan of the exhibition as well as layout of stands. Those marked in red are already rented.



The screenshot shows the top navigation bar of the KNITO website. The user is logged in as 'Conference Admin'. The navigation menu includes 'Home', 'Conference Information', 'Programs', 'Papers', 'Registration', 'Sponsors', 'News', and 'Contact Us'. The 'Registration' menu is open, showing options: 'Registration Guide', 'Conference Registration', 'Workshops Registration', 'Sponsors Registration', 'Exhibition Registration' (highlighted in blue), 'Invoice', and 'Show Registration Card'. The conference date is '03-05 September 2017'. Below the navigation bar, the breadcrumb trail is 'Home > Exhibition Registration'. A callout box points to the 'Exhibition Registration' menu item.

Choose Request for Stand  
from Registration menu.

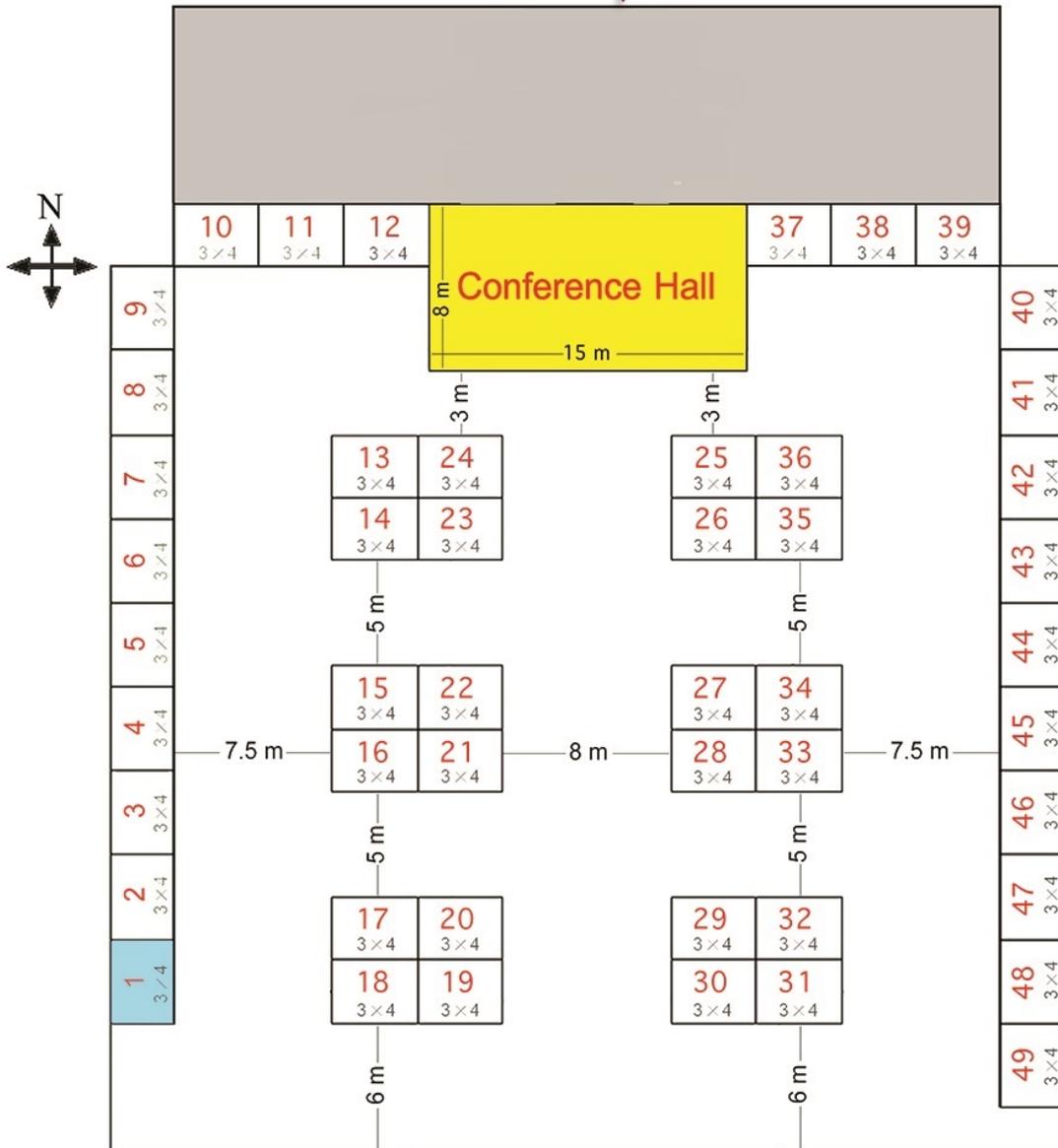
Stands marked in red are already taken.

View floor plan and layout of stands for further details.

[Home](#) > [Programs](#) > [Exhibitions](#)

Conference Main Exhibition

Title	Exhibition Booth Type	Size	Price	Suppliant Name	Logo
Exhibition Booth 1	Grade A	12	1,000 Pounds	Map NotionWave Inc.	



## Sponsors Enrollment Management

In most conferences, there are a number of institutions who act as either main or media sponsors. To manage registration of such institutions, the Executive Manager will have to define all related settings in the system. Only then, interested institutes may register. iKNiTO cs lets you define categories of sponsors and organizers, as well as submission of new requests for sponsorship.

When an institution registers as a sponsor, it may also register a number of its staffs in the conference and its workshops. Please note that only legal entities are permitted to register in the exhibition part.

My Home > Executive Manager > Sponsors Setting

**Sponsor Type**

Optional Label for Sponsor Type

Price  Pounds

Number of Contributors

Exhibition Booth Type  Number of Exhibition Booth

Comments

#	Sponsor Type	Price	
1	Diamond Sp	15,000 Pounds	
2	Gold Sponsor	10,000 Pounds	

Four types of sponsorship: Diamond, Gold Silver, Bronze.

You can change name of sponsorship types. Determine number of complementary exhibitors or attendees, and allocated booth type.

Add comments and then Save

## Enroll Sponsors

Click on Enroll Sponsors to view list of institutions who have offered to sponsor. Use New in order to register their information in the system. Select Edit icon to edit sponsors information. Use the cross sign to delete a sponsor from the system. Use up and down arrows to sort requested sponsors, and then add their logo and their web address. Finally change status to confirmed or unconfirmed.

My Home > Executive Manager > Enroll Sponsors

Information Changed Successfully.

[New](#)

#	Sponsor Name	Sponsor Type	Home Page	Price	Status	Request Date		Save
1	Springer Publishing	Diamond Sponsor	<a href="http://www.springerlink.com">http://www.springerlink.com</a>	15,000 Pounds	Confirmed	2015-12-18		
2	NotionWave Inc.	Gold Sponsor	<a href="http://www.notionwave.com/">http://www.notionwave.com/</a>	10,000 Pounds	Confirmed	2015-12-18		

Select Edit icon to edit sponsors information. Use the cross sign to delete a sponsor.

My Home > Executive Manager > Enroll Sponsors

Sponsor Name:

Main/Media Sponsor:

Sponsor Type:  [New](#)

Home Page:

Comments:

Logo:  No file chosen

Status:

Enter name of sponsors here. Identify as a main or media sponsor.

Add logo and web address.

View and/or change enrollment status (Only sponsors with confirmed status will be displayed in conference website).

Sponsors logos are displayed in the website of the conference.

Organizers



Sponsors position in conference website home page.

Sponsors



Springer Publishing

NotionWave Inc.

Newsletter Subscription

Subscribe to our email newsletter for useful tips and valuable resources sent out every second Monday.

Subscribe

## Conference Organizers

In order to add details of organizers of a conference, the Executive Manager may select Organizers from his main page menu and then add organizers details, address, logo, and any further comments and then Save.

The screenshot shows the 'Organizers' management page. The breadcrumb trail is 'My Home > Executive Manager > Organizers'. The form includes the following fields and controls:

- Organizer Name:** A text input field with a callout: 'Enter names of organizers and their logos.'
- Logo:** A file upload control with a 'Choose File' button and 'No file chosen' text. A callout points to this field: 'Add web addresses and comments.'
- Home Page:** A text input field.
- Comments:** A text area.
- Status:** A dropdown menu currently set to 'Enabled'. A callout points to it: 'Edit or delete names of organizers.'

Below the form are three buttons: 'Save', 'Delete', and 'Cancel'. Below these is a table with one row:

#	Organizer Name	Save
1	The American University of Cairo	[Edit] [Delete] [Up] [Down]

A callout points to the 'Save' button in the table: 'Only if status is Enabled, information is shown in the home page of the conference.'

## Define Contest Title

in iKNiTO cs you can define a contest, its timeline, deadlines, as well as streamline review and evaluation process.



Executive Manager defines the Contest Title, and delegates various authorities to related staffs.

In most scientific contests, referees and reviewers are selected from among experts. Therefore, iKNiTO cs contest has a dedicated Scientific Editor and its own Reviewers.

Once details of a contest are entered, users may participate in it. It is possible to run several contests in parallel.

Scientific Contests for university students usually motivates more students to participate in the conference.

Once the Executive Manager has entered details of a Contest, a form as shown in the next page will be displayed.

You have logged in as: [Conference Admin](#) [My Home](#) [Logout](#)



Home | [Conference Information](#) | [Programs](#) | [Papers](#) | [Registration](#) | [Sponsors](#) | [News](#) | [Contact Us](#) | [Conference Date](#)  
03-05 September 2017

[My Home](#) > [Executive Manager](#) > [Define Contest Titles](#)

Contest Title [New](#) [Actions](#)

Use this to enter  
Contest Title

Enter details and information about contests very carefully. Such contests are quite popular with students.

It is possible to ask contestants to first submit an abstract or summary and only submit the main design or answer if reviewers agree. It is also possible to charge contestants for expenses.

## Contest Information Form

Enter Title of the Contest, and summary goals

Add description and a guide on how to submit. May also add images and videos.

My Home > Executive Manager > Dem... Titles

Contest Title

Goals

Contest Description

Path: p

Proposal Submission Type: Proposal Abstract First

Pricing Type: Free

Contest Price: 0

Abstract Submission Deadline: 19 December 2015

Abstract Submission Result Date: 19 December 2015

Full Submission Start Date: 19 December 2015

Full Submission Deadline: 19 December 2015

Full Submission Result Date: 19 December 2015

Save Cancel

Add participation cost (Pricing)

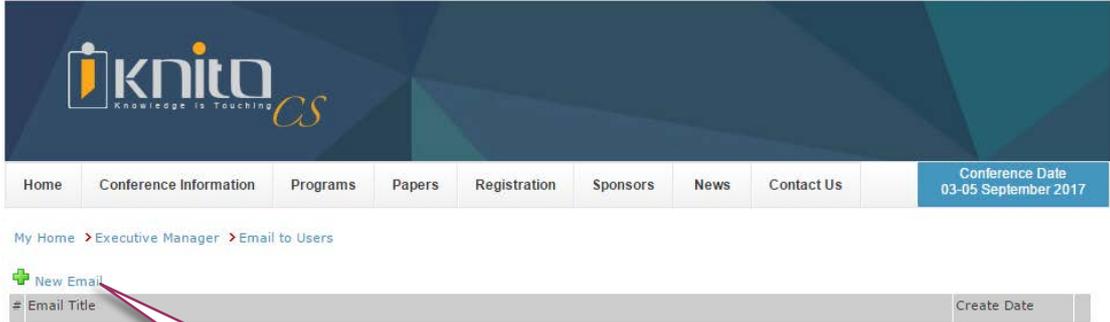
Add timeline for submission, reviews, and results

Use Save to add information to the system

The image shows a screenshot of a web-based form titled "Contest Information Form". The form is divided into several sections. At the top, there are two callout boxes: one pointing to the "Contest Title" and "Goals" fields, and another pointing to the "Contest Description" field. Below these are the "Contest Title" and "Goals" input fields, followed by the "Contest Description" field which includes a rich text editor toolbar. Below the description field is a "Path" field with the value "p". The form then has several dropdown menus for "Proposal Submission Type" (set to "Proposal Abstract First"), "Pricing Type" (set to "Free"), and "Contest Price" (set to "0"). There are also date pickers for "Abstract Submission Deadline", "Abstract Submission Result Date", "Full Submission Start Date", "Full Submission Deadline", and "Full Submission Result Date", all set to "19 December 2015". At the bottom of the form are "Save" and "Cancel" buttons. Three more callout boxes are present: one pointing to the "Pricing Type" dropdown, one pointing to the date pickers, and one pointing to the "Save" button.

## Send Email to Users

A very useful feature of iKNiTO cs is that of sending emails to its users. Use Email to Users from the main menu and then select New Letter to create and send email to selected users.



The screenshot displays the iKNiTO cs web application interface. At the top, there is a dark blue header with the iKNiTO logo and the tagline "Knowledge is Touching CS". Below the header is a navigation menu with items: Home, Conference Information, Programs, Papers, Registration, Sponsors, News, Contact Us, and a blue button for "Conference Date 03-05 September 2017". Below the navigation menu is a breadcrumb trail: "My Home > Executive Manager > Email to Users". A green plus icon labeled "New Email" is visible. Below this is a table with a header row containing "Email Title" and "Create Date". A red callout box points to the "New Email" icon.

New Letter lets you prepare and send email to users

## Email Form

The image shows a screenshot of an email form interface with several callout boxes providing instructions:

- Enter Title and Subject of the letter (email) here.** Points to the "Email Title" and "Email Subject" input fields.
- Add Letter's body here.** Points to the large "Email Content" text area.
- Use this icon to add image.** Points to the image icon in the rich text editor toolbar.
- Click on this to Save.** Points to the blue "Save" button.
- Use Letter Receivers to show list of users.** Points to the "Email Receivers" tab.

The form includes a breadcrumb trail: "My Home > Executive Manager > Email to Users". It has tabs for "Email Content", "Email Receivers", and "Send". The "Email Content" area features a rich text editor with a toolbar containing icons for text formatting (bold, italic, underline), alignment, and image insertion. The "Receiver Name" field contains the placeholder text "{receiver name}".

You will see this, once Letters Receivers is selected.

You can refine receivers list by adding filters such as Role.

My Home > Executive Manager > Email to Users

Email Content | **Email Receivers** | Send

Search  In  Role   Only Registered Users.

Registration Type  Register as  Sort Results By  Last Name

Paper Status   Show Only Corresponding Author

C D E F G H I J K L M N O P Q R S T U V W X Y Z ALL

You can refine receivers by their membership type

## Email Form (Continued)

Click on Send to dispatch email.

[My Home](#) > [Executive Manager](#) > [Email to Users](#)

Email Content	Email Receivers	Send
---------------	-----------------	------

Database Emails

Send email to Conference database emails too. [Save](#)

Newsletter Subscribers

Send email to newsletter subscribers.

[Send Email](#)

## Search Based on Paper Stat

[My Home](#) > [Executive Manager](#) > [Email to Users](#)

<a href="#">Email Content</a>	<a href="#">Email Receivers</a>	<a href="#">Send</a>	
Search <input type="text"/>	In <input type="text"/>	Role <input type="text"/>	<input type="checkbox"/> Show Registered Users.
Registration Type <input type="text"/>	Register as <input type="text"/>	Sort Results By <input type="text"/>	<input type="button" value="Go"/>
Paper Status <input type="text" value="Paper Submitted by Author"/>	<input checked="" type="checkbox"/> Show Only Corresponding Author		
A B C D E F G H I J K L M N O P Q R S T U V W X Y Z ALL			
<input type="button" value="Add to Receivers"/>			
<input type="button" value="Remove from Receivers"/>			

Click on Go to apply all the conditions set

Once list of users is displayed you may select from them.  
You can select to view users list based on their status of abstract or paper

## Users List Form

Restrict search based on membership type.

Select Role to restrict search of users.

Use this to save Users detail in an Excel file.

Restrict Users list based on legal entity or private person.

Restrict search of users to those who have registered themselves.

Click to view invitation card to the conference.

These let you view a user, Edit, password reset, and login in lieu of a person (impersonate)

My Home > Executive Management > Users

Search  In  Role   Only Registered Users.

Registration Type  Register as  Sort Results By  Last Name

Show Roles of Users

B C D E F G H I J K L M N O P Q R S T U V W X Y Z ALL

Number of Users: **2,011**

#	Register as	First Name	Last Name	Email Address	Registration Confirmation	Mobile	Join Date	Card	Actions
1	Real Person	Fidel	Aaron	vsnae@...c.ca	Confirmed	097...	2014-02-26		
2	Real Person	Heaven	Abbott	Av...st.ac.ca	Not Confirmed		2014-06-07		

## Register a New User

In some cases, it is essential that the Executive Manager register a new user directly.

Register a New User Form: Complete fields with \*

Make sure to add correct email address. Password will be sent to this email address.

We recommend to use email address as user name.

Define Exhibition  
Enroll Exhibitors  
Sponsors Setting  
Enroll Sponsors  
Organizers  
Define Contest Titles  
Email to Users  
List of Users  
**Register a New User**  
Manage Roles  
Assign Subject to Editor / Reviewer  
Conference Organization  
News  
Slideshow  
Image Gallery  
Ads  
Subjects  
Countries  
Related Links  
FAQ  
Glossary  
Checklist  
Paper Evaluation Form

Register as: Real Person

Title: [dropdown]

First Name\*: [text input]

Middle: [text input]

Last Name\*: [text input]

Education\*: [dropdown]

Degree\*: [dropdown]

Specific Field of Study: [text input]

Phone Number\*: [text input]

Fax: [text input]

Mobile Number\*: [text input]

Home Page: [text input]

Registration Type\*: [dropdown]

Photo: Choose File No file chosen

Country\*: [dropdown]

City\*: [text input]

Postal Address\*: [text input]

Affiliation\*: [text input]

Email Address\*: [text input]

Confirm Email Address\*: [text input]

Username\*: [text input]

Alternate Email Address: [text input]

Comments: [text area]

## Manage Roles

Each conference has two main segments. One deals with scientific issues and another with executional ones and directs the whole operation. iKNiTO cs has provided a number of roles in order to position people who are in one way another involved in the conference.

Access to various features and function of the system are based on the roles. An Executive Manager can select a user and give required access authorization in order to fulfill his or her tasks. Apart from Author and Attendee roles which are assigned when a user registers in the system, the following roles may be used:

- Reviewer
- Scientific Editor
- Publisher
- Contest Reviewer
- Scientific Editor for Contest
- Exhibition Manager
- News Manager
- Registration Manager
- Executive Manager
- Reception



The Executive Manager of a conference is responsible for assigning roles to members. It is important to pay a special attention when doing this.

There is only one Executive Manager, but a user may have multiple roles and therefore there might be several users for each role.

Therefore it is plausible that two or more people will have the role of a Scientific Editor, or Reviewer, and at the same time act as a Contest Reviewer.

## Manage Roles Form

My Home > Executive Manager > Manage Roles

Search  In  Role

Registration Type  Register as  Real Person Sort Results By  Last Name

ABCDEFGHIJKLMNOPQRSTUVWXYZ ALL

Select User	Available Roles	Save Roles
Number of Users: 2 Admin, Conference < cs@iknito.com >	<input checked="" type="checkbox"/> Reviewer <input checked="" type="checkbox"/> Scientific Editor <input checked="" type="checkbox"/> Associate Editor <input checked="" type="checkbox"/> Publisher <input checked="" type="checkbox"/> Exhibition Manager <input checked="" type="checkbox"/> Scientific Editor for Contest <input checked="" type="checkbox"/> Contest Reviewer <input checked="" type="checkbox"/> News Manager <input checked="" type="checkbox"/> Registration Manager <input checked="" type="checkbox"/> Reception	

Use these to select a user.

Select roles for selected user and then click on Save Roles button.

It is always possible to enable or disable a Role of a particular user.

Home Conference Info Programs Submission Travel Registration Sponsors News Contact Us

Conference Date 13-15 February 2013

My Home > Executive Manager > Manage Roles

Search  In  Role

Registration Type  Register as  Real Person Sort Results By  Last Name

ABCDEFGHIJKLMNOPQRSTUVWXYZ ALL

Select User.	Available Roles	Save Roles	Cancel
Number of Users: 761 Lagio, Allegri < allegri.lagio@yopmail.com >	<input type="checkbox"/> Reviewer <input type="checkbox"/> Scientific Editor <input type="checkbox"/> Publisher <input checked="" type="checkbox"/> Exhibition Manager <input type="checkbox"/> Scientific Editor for Match <input type="checkbox"/> Match Reviewer <input type="checkbox"/> News Manager <input type="checkbox"/> ROLE_14		

After selecting the required Roles, click on Save Roles.

## Assigning Subject to Reviewers

Before assigning subjects to reviewers, it is essential that the main subjects covered in a conference are defined and added to the system. It is then possible to assign subjects to Reviewers.

By defining specialty of each Reviewer and assigning subjects to him or her, it is possible to simplify matching of a paper in a particular subject area with a Reviewer.

As there might be a large number of potential Reviewers registered in a conference, this assignment of subjects is quite important.

Define main subjects of the conference carefully and only add to the system once.

It is possible to enter two levels of Main Subjects and Subject (s) under it. Better keep it more general and refrain from very fine subjects.

Define Main Subjects of a conference based on the theme of the conference.

When submitting an abstract or a paper, the Author may view list of subjects and select one or more.

It is possible to delete main subjects and subjects or add new ones.

If some of the subjects are already assigned to some Reviewers, it may only be edited and not deleted.

The next image shows what happens when Assign Subject to Reviewers is selected from the main menu.

- [Sponsors Setting](#)
- [Enroll Sponsors](#)
- [Organizers](#)
- [Define Contest Titles](#)
- [Email to Users](#)
- [List of Users](#)
- [Register a New User](#)
- [Manage Roles](#)
- [Assign Subject to Editor / Reviewer](#)
- [Conference Organization](#)
- [News](#)
- [Slideshow](#)
- [Image Gallery](#)
- [Ads](#)
- [Subjects](#)
- [Countries](#)
- [Related Links](#)
- [FAQ](#)
- [Glossary](#)
- [Checklist](#)
- [Paper Evaluation Form](#)

## Subjects Entry Form

Home Conference Info Programs Submssion Travel Registration Sponsors News Contact Us Conference Date 13-15 February 2013

My Home > Executive Manager > Subjects

Main Subject

Subject Name [English]

Subject Name [Persian]

Available Subjects

1. Learning
2. Mobile robots

Enter Main Subjects of the conference here.

Click to Save

Home Conference Info Programs Submssion Travel Registration Sponsors News Contact Us Conference Date 13-15 February 2013

My Home > Executive Manager > Subjects

Main Subject

Subject Name [English]

Subject Name [Persian]

Available Subjects

1. Learning
- E\_learning
2. Mobile robots

Enter Subjects related to each Main Subject here.

It is possible to edit or delete a selected Main Subject or Subject. To select any subject double click on it.

## Subject Assignment Form

First select name of a Reviewer from the list.

The screenshot shows a web application interface for assigning subjects to reviewers. At the top, there is a navigation menu with links: Home, Conference, Programs, Submission, Travel, Registration, Sponsors, News, and Contact Us. On the right, it displays the 'Conference Date' as '13-15 February 2013' next to a calendar icon. Below the navigation is a breadcrumb trail: 'My Home > Executive Manager > Assign Subject to Reviewers'. The main form area includes a dropdown menu labeled 'Select a Reviewer.' with an 'Assign Subjects' button and a 'Cancel' button. Below this is a search bar for 'Search Subjects' with a magnifying glass icon and a 'Case Sensitive' checkbox. The 'Select Subject(s)' section features two scrollable lists. The left list contains 'Learning' and 'Mobile robots'. Between the lists are two buttons: 'Add->' and '<-Delete'. The right list is currently empty.

Select subjects related to the Reviewer's specialty.

Use Add to include subjects, or use Delete to remove .

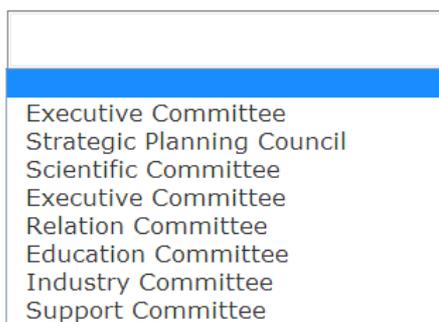
## Conference Organization

By using Conference Organization from the main menu it is possible to introduce and add various key people such as the Executive Manager, Scientific Committee Manager, Executive Committee Manager as well as members of Scientific and Executive committees.

Conference Organizations helps you to define people who are going to manage the event.

Add all major people involved in the running of the conference here, and based on their importance for public to view.

It is possible to add people to committees and based on their responsibilities.



- ☐ Sponsors Setting
- ☐ Enroll Sponsors
- ☐ Organizers
- ☐ Define Contest Titles
- ☐ Email to Users
- ☐ List of Users
- ☐ Register a New User
- ☐ Manage Roles
- ☐ Assign Subject to Editor / Reviewer
- ☐ Conference Organization
- ☐ News
- ☐ Slideshow
- ☐ Image Gallery
- ☐ Ads
- ☐ Subjects
- ☐ Countries
- ☐ Related Links
- ☐ FAQ
- ☐ Glossary
- ☐ Checklist
- ☐ Paper Evaluation Form

## Conference Organization Entry Form

Once you select Conference organization from the main menu, you can add information about all people involved in running of a conference. First choose a committee name, and then add Roles and other details.

The screenshot shows the 'Conference Organization' entry form. At the top, there is a navigation menu with links: Home, Conference Info, Programs, Submission, Travel, Registration, Sponsors, News, Contact Us. On the right, it displays 'Conference Date 13-15 February 2013' with a calendar icon. The breadcrumb trail is 'My Home > Executive Manager > Conference Organization'. The form includes a 'Committee' dropdown menu, a 'Role' dropdown menu, and several text input fields for 'Website', 'Email Address', 'Phone', and 'Photo'. Below the photo field is a 'Choose File' button and a 'No file chosen' status. At the bottom of the form are 'Save' and 'Cancel' buttons. A table titled 'Organization Conference' is visible at the bottom, with columns for 'Name', 'Committee', and 'Role'. A 'Save' button is next to the table header. The table contains one entry: '1. Prof. Hassan Zohoor' with 'Executive Committee' as the committee and 'Boss' as the role. Two callout boxes are present: one on the left pointing to the 'Committee' dropdown with the text 'Determine to which committee the user belongs', and one on the right pointing to the 'Role' dropdown with the text 'Determine user's Role'. The 'Role' dropdown is open, showing a list of roles including 'Manager', 'Titular Boss', 'Boss', 'Executive Manager', 'Scientific Committee Manager', 'Scientific Committee User', 'Industry Committee Manager', 'Industry Committee User', 'Relation Committee Manager', 'Relation Committee User', 'Education Committee Manager', 'Education Committee User', 'Executive Committee User', and 'Support Committee User'.

Determine to which committee the user belongs

A dropdown menu showing a list of committees. The 'Executive Committee' is highlighted in blue. The list includes: Executive Committee, Strategic Planning Council, Scientific Committee, Executive Committee, Relation Committee, Education Committee, Industry Committee, and Support Committee.

Add other details of the user such as full name, academic rank, and place of work or study. A photo, as well as email address will also be added here. At the end, click on Save.

## Conference Organization Edit Form

Select each name in order to edit or delete.

Use up and down arrows to change order of names. We suggest to sort members of each committee separately. At the end click Save.

---

[My Home](#) > [Executive Manager](#) > [Conference Organization](#)

Committee	<input type="text"/>	<p>If necessary, add a Custom Role Title for each of the main Roles.</p>
Role	<input type="text"/>	
Custom Role Title	<input type="text"/>	<p>It is possible to add all information in two languages, if the Website is marked as bi-language.</p>
Name	<input type="text"/>	
Degree, Work Place [English]	<input type="text"/>	
Website	<input type="text"/>	
Email Address	<input type="text"/>	
Phone	<input type="text"/>	
Photo	<input type="button" value="Choose File"/> No file chosen	

## News and Announcements

This option enables you to add News in the site and once required change order of display.

### News Manager or Press Secretary

One of the important responsibilities of an Executive Manager is to disseminate information about the conference. Since in most cases this task is delegated to someone with the required experience and expertise, we have added a special Role called News Manager for this purpose, which only has access to the News sections.

All related information about the conference are loaded and displayed through this Role.

Sorting and order of news displays are done by the News manager and based on their priority and importance and date as well as quality of pictures.

Since News Manager works under Executive Manager, the latter has access to all of the News Manager's functions.

We suggest that news is entered and sorted with the time and date of the conference in mind and their importance.

Once you select News from the main menu the following page opens in order to add news or edit current ones.

- [Sponsors Setting](#)
- [Enroll Sponsors](#)
- [Organizers](#)
- [Define Contest Titles](#)
- [Email to Users](#)
- [List of Users](#)
- [Register a New User](#)
- [Manage Roles](#)
- [Assign Subject to Editor / Reviewer](#)
- [Conference Organization](#)
- [News](#)
- [Slideshow](#)
- [Image Gallery](#)
- [Ads](#)
- [Subjects](#)
- [Countries](#)
- [Related Links](#)
- [FAQ](#)
- [Glossary](#)
- [Checklist](#)
- [Paper Evaluation Form](#)

## News and Announcements Entry Forms

Home | Conference Info | Programs | Submission | Travel | Registration | Sponsors

My Home > Executive Manager > News

#	News Title	News Date	Actions
1	Workshops Notification	2013-01-18	
2	Visit to Tower	2013-01-07	
3	Guide for Registration	2013-01-08	

Use this to add news.

Use this to edit or delete news.

Add news title here.

Add news abstract/summary here.

My Home > Executive Manager > News

News Title

News Abstract

News Details

Path: p

News Date: 19 December 2015

Related Image:  No file chosen

Add date of the news and upload image.

Add news detail and use appropriate icons to adjust format.

Click on Save to keep the news.

## Sample News & Announcements Page

[Home](#) [Conference Info](#) [Programs](#) [Submssion](#) [Travel](#) [Registration](#) [Sponsors](#) [News](#) [Contact Us](#)

[My Home](#) > [Executive Manager](#) > [News](#)

#	News Title	 New	News Date	Actions
1	Workshops Notification		2013-01-18	 
2	Visit to Tower		2013-01-07	 
3	Guide for Registration		2013-01-08	 

## Sample News & Announcements Page

[My Home](#) > [Executive Manager](#) > [News](#)

News Title

News Abstract

News Details



The inclusion of your paper for oral or poster presentation will be based on the quality of your full paper submitted. We will give priority to those who submit their full papers. We have decided to publish the full papers as a book (by an international publisher) or as a proceeding.

Path: p

News Date

Related Image  No file chosen [View](#) 

## Slideshow Images

iKNiTO cs lets you add pictures and images to the website of a conference in order to make it more attractive and dynamic.

- Images help you to highlight the main features of a conference.
- Choose images in an appropriate format and related to the conference.
- Use experienced graphic designers for creating images.
- There is no limit for number of images but their quality and size should not cause delay in loading of the conference site.
- So, as much as possible while maintaining quality, try to minimize image sizes.
- Images could be a mixture of text and image for better informing
- Your main images will be displayed as slideshow in the website.
- If possible, upload smaller sizes of images to let users of the site download them.



- By choosing Slideshow from the main menu, the following page opens.

## Slideshow Images Entry Form

The screenshot shows a web form for adding a slide to a slideshow. The form includes the following fields and controls:

- Title:** A text input field containing "Slide 2". A callout box points to it with the text "Add Title of the image."
- Image (960 x 300):** A section containing a "Choose File" button and the text "No file chosen". A callout box points to the "Choose File" button with the text "Load the image."
- Link:** A large empty text area.
- Note:** A large empty text area. A callout box points to it with the text "Add description of the image."
- Status:** A dropdown menu currently set to "Enabled". A callout box points to it with the text "If an image status is switched to Enabled, it will appear in the home page of the conference."
- Buttons:** "Save" and "Cancel" buttons are located below the form fields. A "Save" button is also located at the end of a table row below.
- Table:** A table with one row. The first cell contains "1. Slide1". The second cell contains a "Save" button. Below the "Save" button in the second cell are two vertical arrows (up and down) for sorting. A callout box points to these arrows with the text "Use these to sort order of display."

## Sample Images of Home Page



## Advertisements

iKNiTO cs has special functions for this purpose.

Here is a list of recommendations in order to enhance quality of your conference website:

- Choose appropriate images and specially pay attention to the harmony with conference's header banner color.
- Choose advertisement images in harmony with your site and the conference.
- Use experienced graphic designers.
- There is no limit on number of advertisements but they should not adversely affect quality of your website.
- Also pay attention to size of images, while you should not sacrifice quality.
- Images may be a mix of text and image for better informing.
- Advertisements are displayed in the home page of the conference.
- By selecting Ads from the main menu the following page opens.

- 📄 Sponsors Setting
- 📄 Enroll Sponsors
- 📄 Organizers
- 📄 Define Contest Titles
- 📄 Email to Users
- 📄 List of Users
- 📄 Register a New User
- 📄 Manage Roles
- 📄 Assign Subject to Editor / Reviewer
- 📄 Conference Organization
- 📄 News
- 📄 Slideshow
- 📄 Image Gallery
- 📄 **Ads**
- 📄 Subjects
- 📄 Countries
- 📄 Related Links
- 📄 FAQ
- 📄 Glossary
- 📄 Checklist
- 📄 Paper Evaluation Form

## Advertisements Entry Form

The screenshot shows a web application interface for entering advertisements. The form includes the following fields and controls:

- Ad Title:** A text input field for the advertisement title.
- Position:** A dropdown menu currently set to "Right".
- Ad Link:** A text input field for the advertisement's URL.
- Comments:** A large text area for additional information.
- Related Image:** A section with a "Choose File" button and the text "No file chosen".
- Status:** A dropdown menu currently set to "Enabled".
- Buttons:** "Save" and "Cancel" buttons are located below the form, and another "Save" button is at the bottom right of the form area.

Callout boxes provide the following instructions:

- Top Left:** "Add Ad Title here."
- Top Center:** "Add web address of the Ad. This could be URL of the related company."
- Right:** "Determine location of the image."
- Bottom Left:** "If status is Enabled, the Ad will appear on the home page of the conference."
- Bottom Right:** "Add description, upload image, and at the end click on Save."

## Add Countries, Related Links, FAQ, Glossary

Use these to add countries and related links.

Use Countries from the menu to add name of countries. They will appear in the registration form (next page).

Use Related Links from the menu to add useful links. Make sure they are entered correctly.

Add useful questions and their answers to help users and visitors of the website.

Use the Glossary to provide a uniform and standard definition of terms.

- [Sponsors Setting](#)
- [Enroll Sponsors](#)
- [Organizers](#)
- [Define Contest Titles](#)
- [Email to Users](#)
- [List of Users](#)
- [Register a New User](#)
- [Manage Roles](#)
- [Assign Subject to Editor / Reviewer](#)
- [Conference Organization](#)
- [News](#)
- [Slideshow](#)
- [Image Gallery](#)
- [Ads](#)
- [Subjects](#)
- [Countries](#)
- [Related Links](#)
- [FAQ](#)
- [Glossary](#)
- [Checklist](#)
- [Paper Evaluation Form](#)

## Countries Entry Form

[My Home](#) > [Executive Manager](#) > [Countries](#)

Country Name

Country Name [English]

Save

Cancel

# Country Name

1 [Canada](#)

Add country name and then Save.

## Related Links Entry Form

Add title and address of the link and Save.

[My Home](#) > [Executive Manager](#) > [Related Links](#)

Title

URL

Related Links	Save
1. iKNiTO Website	 
2. iKNiTO Digital Library	 
3. iKNiTO Repository Management System	 
4. iKNiTO Journal Management Sysstem	 
5. iKNiTO Conference Management System	 

Select title and then edit or delete

[My Home](#) > [Executive Manager](#) > [Related Links](#)

Title

URL

Related Links	Save
1. iKNiTO Website	 
2. iKNiTO Digital Library	 
3. iKNiTO Repository Management System	 
4. iKNiTO Journal Management Sysstem	 
5. iKNiTO Conference Management System	 

## FAQ Entry Form

[My Home](#) > [Executive Manager](#) > [FAQ](#)

Question Title

Answer

FAQ

Add Question Title here

Use these to sort questions and Save

## Glossary Entry Form

[My Home](#) > [Executive Manager](#) > [Glossary](#)

Glossary Title

Description

Glossary

Add title and definition of the terms and Save.

## Paper Submission Checklist

This checklist is entered by the Executive Director and intended to make sure the Author has observed all conditions when submitting a paper. The list is displayed when an Author intends to submit his or her paper.

The checklist is intended to ensure that Authors have input all the required information so that the conference management may decide and invite them for presentation.

Items in the checklist are termed as Questions. There two type of optional and mandatory questions. A paper may not be submitted unless the Author answers all mandatory questions.

Make sure Questions of the checklist are short and clear and refrain from confusing questions.

Only refer to items which have already been addressed in the Guide for Authors.

For example, if the Guide has mentioned particular restrictions on size and format of paper or images or number of pages, then the question must ask if those restrictions have been observed.

By selecting Checklist from the main menu, the following page opens.

- [Sponsors Setting](#)
- [Enroll Sponsors](#)
- [Organizers](#)
- [Define Contest Titles](#)
- [Email to Users](#)
- [List of Users](#)
- [Register a New User](#)
- [Manage Roles](#)
- [Assign Subject to Editor / Reviewer](#)
- [Conference Organization](#)
- [News](#)
- [Slideshow](#)
- [Image Gallery](#)
- [Ads](#)
- [Subjects](#)
- [Countries](#)
- [Related Links](#)
- [FAQ](#)
- [Glossary](#)
- [Checklist](#)
- [Paper Evaluation Form](#)

## Checklist Entry Form

The screenshot shows the Checklist Entry Form with the following fields and callouts:

- Question Title:** A callout box says "Add Question Title here."
- Comments:** A callout box says "Add Comments here."
- Question Confirm:** A dropdown menu is set to "Mandatory". A callout box asks "Is this Optional or Mandatory?". Below it are "Save" and "Cancel" buttons.
- Checklist Questions:** A list of questions is shown. A callout box points to the "Save" button and says "At the end click on Save".

Navigation: My Home > Executive Manager > Checklist

Conference Date: 13-15 February 2013

My Home > Executive Manager > Checklist

Question Title

Comments

Question Confirm

Checklist Questions

1. Have you submitted the copyright form?

You can select a Question and edit or delete it.

## Paper Evaluation Form

iKNiTO cs provides a very convenient platform for review and evaluation of papers:

- Each Reviewer will receive an Evaluation Form. Since different conferences might have different forms, the Executive Manager is responsible for designing and adding this form. This is made possible by a special “Paper Evaluation Form” item in the main menu. In the form it is possible to define certain questions. Each question could have one descriptive answer or be multiple-choice. In addition, some questions might be optional and others mandatory.
- Once you have saved a question and its features, another form opens to let you add another question. At the end you can view all questions and if required adjust their order, edit or delete.
- The plus sign on top of the page lets you start adding a new question. iKNiTO cs handles all correspondences automatically. As an example, once a paper is sent to a Reviewer for evaluation it is accompanied by a cover letter with a specific detail related to that case. These letters are customizable for each conference. This may be done by going to the page of the Executive Manager and selecting Conference Letters setting.
- Once you select paper Evaluation Form from the main menu the following page opens.



## Evaluation Form Entry

Home Programs Papers Registration Contact Us Conference Date  
09-11 September 2014

My Home > Executive Manager > Paper Evaluation Form

Group	Question Type	Question Title	New	Save
-------	---------------	----------------	-----	------

### Determine type of questions

Multi Answers  
No Answer  
Descriptive  
Score

Use this to add questions and if required answers for the evaluation form.

My Home > Executive Manager > Paper Evaluation Form

Group: All Reviewers

Question Type: Multi Answers | Single Selection

Question Title: Contribution to the literature

Recommended Answers:  Weak  Fair  Good  Excellent

Comments:

Status: Mandatory

Buttons: Save Delete Cancel

Add Question Title.

Add suggested answers to questions, based on their importance.

Add comments for explaining the question

Determine type of question. Mandatory questions must be answered. Title.

At the end click on Save

## Score Question Type:

[My Home](#) > [Executive Manager](#) > [Paper Evaluation Form](#)

Group	<input type="text" value="All Reviewers"/>
Question Type	<input type="text" value="Score"/> <input type="text" value="Single Selection"/>
Question Title	<input type="text" value="Contribution to the literature"/>
Score from	<input type="text" value="0"/> To <input type="text" value="100"/>
Comments	<input type="text"/>
Status	<input type="text" value="Mandatory"/>
<input type="button" value="Save"/> <input type="button" value="Delete"/> <input type="button" value="Cancel"/>	

## Sample Paper Evaluation Form

My Home > Executive Manager > Paper Evaluation Form

#	Group	Question Type	Question Title	New	Save
1	All Reviewers	Multi Answers	Reviewer Familiarity with the subject:		
2	All Reviewers	Multi Answers	Have you seen the same paper or a slightly modified version of this paper published in another conference or journal?		
3	All Reviewers	Descriptive	If Yes, which journal?		
4	All Reviewers	Without Answer	Evaluation of work and contribution		
	All Reviewers	Multi Answers	a. Relevance to IST2012's topics:		
	All Reviewers	Multi Answers	b. Originality and Novelty:		
	All Reviewers	Multi Answers	c. Theoretical and practical significance and balance:		
	All Reviewers	Multi Answers	d. Readability, clarity and organization:		
5	All Reviewers	Multi Answers	Overall Recommendation:		
6	All Reviewers	Multi Answers	If accepted, which of the following would be the most appropriate for this paper?		
7	All Reviewers	Multi Answers	If accepted, do you recommend this paper to be considered for publishing in International Journal of Information Communication Technology (IJICT)?		

Select a question and then edit or delete it.

Use this to adjust order of importance and click on Save.

My Home > Executive Manager > Paper Evaluation Form

Group:

Question Type:

Question Title:

Recommended Answers:

<input type="text" value="Weak"/>	<input type="text" value="0"/>
<input type="text" value="Fair"/>	<input type="text" value="0"/>
<input type="text" value="Good"/>	<input type="text" value="0"/>
<input type="text" value="Excellent"/>	<input type="text" value="0"/>

Comments:

Status:

Change question type from mandatory to optional.

## Confirm Users Registration

Confirmation of registration of users, or submission of abstract and paper is a very important item in the conference and requires special attention.

- If the Executive Manager confirms a user, then he or she may pay the fees and participate in the conference.
- If the user is not confirmed, then he or she may not complete registration process.
- Importance of this feature stems from the fact that there are usually some restrictions in terms of capacity of conferences. Therefore, conference organizers wish to make sure users who are related to the main subjects of the conference are participating.

[Confirm Users Registration](#)

[New Sponsorship Requests](#)

[New Exhibitors Requests](#)

[Conference Registration Requests](#)

[Workshop Registration Requests](#)

[Unpaid Invoices](#)

[Paid Invoices](#)

## Confirm Users Form

Once the Executive Manager selects Confirm Users Registration the following is shown. This gives a list of unconfirmed users. If the list of unconfirmed users is a lengthy one, then you can search the list based on type of membership.

The screenshot shows the 'Confirm Users Registration' interface. At the top, there is a breadcrumb trail: 'My Home > Executive Manager > Confirm Users Registration'. Below this are several search and filter controls:

- A search box with a callout: 'Use this to search for a specific user.'
- An 'In' dropdown menu.
- A 'Registration Confirmation' dropdown menu with 'Not Confirmed' selected, and a callout: 'Restrict the list to Confirmed or Unconfirmed users.'
- A 'Registration Type' dropdown menu.
- A 'Sort Results By' dropdown menu with 'Last Name' selected.
- 'Go' and 'Excel' buttons, with a callout: 'Save in Excel format.'
- A checkbox for 'Show Roles of Users'.
- An alphabetical index: 'A B C D E F G H I J K L M N O P Q R S T U V W X Y Z ALL'.

Below the filters, it says 'Number of Users: 455'. The main content is a table with the following columns: #, First Name, Last Name, Email Address, Registration Type, Confirmation Document, Registration Confirmation, Mobile Number, Join Date, Card, and Actions. The first 10 rows of the table are visible, showing users like Heaven Abbott, Shea Abel, Heather Abes, Cindy, Hugh, Brennan, Amarion, Cristopher, Bernard, and Harmony. A callout points to the 'Registration Type' column: 'Use this to refine search based on membership type'.

At the bottom of the table, there is a 'Records Per Page' dropdown set to 10, a pagination control, and a 'Change Confirmation Status To:' dropdown with a 'Save' button. A callout points to this area: 'After selecting users, change their status and click on Save.'

It is also possible to change status of already confirmed users to unconfirmed. This might be necessary if you face shortage of space. You may therefore opt to see list of confirmed users.

My Home > Executive Manager > Confirm Users Registration

Search  In  Registration Confirmation

Registration Type  Sort Results By

Show Roles of Users A B C D E F G H I J K L M N O P Q R S T U V W X Y Z ALL

Number of Users: **21**

#	<input type="checkbox"/>	First Name	Last Name	Email Address	Registration Type	Confirmation Document	Registration Confirmation	Mobile Number	Join Date	Card	Actions
1	<input type="checkbox"/>	Duncan	Barton	li@modares.ac.ca	IEEE Members		Not Confirmed	09124568938	2014-03-02		
2	<input type="checkbox"/>	Aspen	Case	3@gmail.com	IEEE Members		Not Confirmed	123123123	2014-09-12		
3	<input type="checkbox"/>	Glenn	Collins	hathi@iust.ac.ca	IEEE Members		Not Confirmed	09121087458	2014-03-02		
4	<input type="checkbox"/>	Luis	Davila	@ing.unife.it	IEEE Members		Not Confirmed	+393297506505	2014-05-20		
5	<input type="checkbox"/>	Aliya	Dunn	@ed.ac.uk	IEEE Members		Not Confirmed	+44 7440060410	2014-05-26		
6	<input type="checkbox"/>	Markus	Early	brahimi.atani@gmail.com	IEEE Members	1011407589667.jpg	Not Confirmed	00989144169029	2014-05-05		
7	<input type="checkbox"/>	Nyla	Ferrell	ohammad@aut.ac.ca	IEEE Members		Not Confirmed	09128132780	2014-04-06		
8	<input type="checkbox"/>	Anne	Gary	reh@aut.ac.ca	IEEE Members		Not Confirmed	+19122350093	2014-04-28		
9	<input type="checkbox"/>	Jade	Godfrey	ur@eng.ikiu.ac.ca	IEEE Members		Not Confirmed	09125820556	2014-05-19		
10	<input type="checkbox"/>	Guillermo	Jamison	nd@gmail.com	IEEE Members		Not Confirmed	09365732973	2014-05-19		

Records Per Page  1 2 3

Change Confirmation St

Use this to restricts records per page of display.

Select users and change their status to Unconfirmed and then Save.

## New Sponsorship Requests

Use this in order to enter details of requests from sponsors

- You can view new requests by selecting New Sponsorship requests from the main menu
- Once selected, you will see the picture of next page.
- Add details carefully.

[Confirm Users Registration](#)

[New Sponsorship Requests](#)

[New Exhibitors Requests](#)

[Conference Registration Requests](#)

[Workshop Registration Requests](#)

[Unpaid Invoices](#)

[Paid Invoices](#)

## New Sponsorship Requests Form

By clicking on the New, you can add new requests from sponsors.

[My Home](#) > [Executive Manager](#) > [New Sponsorship Requests](#)

[+ New](#)

#	Sponsor Name	Sponsor Type	Home Page	Price	Status	Request Date		Save
1	<input type="checkbox"/> information analysis company	Diamond Sponsor		10,000 Pounds	Waiting for Manager Confirmation	2014-04-07		

## New Sponsors Entry Form

Add details, Web address, logo of sponsor, and change status accordingly.

[My Home](#) > [Executive Manager](#) > [Enroll Sponsors](#)

Sponsor Name

Main/Media Sponsor

Sponsor Type

Home Page

Comments

Logo  No file selected.

Status

- Incomplete Payment
- Waiting for Manager Confirmation
- Discount Request form Suppliant
- Discount Applied by Manager
- Ready for Payment
- Successfull Payment
- Confirmed**
- Not Confirmed
- Waiting for Confirmation Document
- Waiting for Paper Confirmation

Copyright © 2015 Confere... e · News · Contact Us

## New Exhibitors Requests

Use this option from the main menu to see a list of requests for booths.

- You can see list of requests though this option in the menu.
- Booths specifications including size and location must have been added to the system prior to this. The Executive Manager is able to do these.

- ☐ [Confirm Users Registration](#)
- ☐ [New Sponsorship Requests](#)
- ☐ [New Exhibitors Requests](#)
- ☐ [Conference Registration Requests](#)
- ☐ [Workshop Registration Requests](#)
- ☐ [Unpaid Invoices](#)
- ☐ [Paid Invoices](#)

## **New Exhibitors Requests List**

Edit or delete requests.

Suggested name by a requester for the Booth.

Title of the Booth.

Requester name

## Conference Registration requests

- One of the most important executive aspects of a conference is management of user registration and receipt of participation fees. iKNiTO cs provides all these functions.
- By selecting this from the main menu, you will be able to see what follows in the next page.

[Confirm Users Registration](#)

[New Sponsorship Requests](#)

[New Exhibitors Requests](#)

[Conference Registration Requests](#)

[Workshop Registration Requests](#)

[Unpaid Invoices](#)

[Paid Invoices](#)

## Conference Registration Requests List

By selecting Conference Registration Requests from Executive Manager's menu, you will see a list of requests for participation in the conference. Due to the high number of request, is it possible to sort this based on status of registration and then decide for or against confirming a request.

Use this to limit list of requesters to a specific group.

My Home > Executive Manager > Conference Registration Requests

Registration Status:  Sort Results By: Last Name

Number of Records: 360

#	First Name	Last Name	Registration Type	Mobile Number	Confirmation Document	Registration Confirmation	Registration Fee	Registration Status	Payment Status	Request Date	
51	Asher	Carmichael	Students	09153436399		Confirmed	150 Dollars	Incomplete Payment	Not Paid	2014-08-11	
52	Kenna	Carroll	Students	09112181240		Confirmed	150 Dollars	Confirmed	Confirmed	2014-05-28	
53	Emmett	Castle	General Participants	09181611498		Confirmed	300 Dollars	Incomplete Payment	Not Paid	2014-04-07	
54	Devin	Cates	Requested via a Company/Organisation	09123198817		Confirmed	0 Dollars	Confirmed	Confirmed	2014-09-01	
55	Colton	Caudill	Requested via a Company/Organisation	09121366848		Confirmed	0 Dollars	Confirmed	Confirmed	2014-09-01	
56	Aileen	Cervantes	NotionWave Staff	09370231288		Confirmed	0 Dollars	Confirmed	Confirmed	2014-08-13	
57	Jaden	Chamberlain	Requested via a Company/Organisation	09125350068		Confirmed	0 Dollars	Confirmed	Confirmed	2014-08-25	
58	Trey	Chang	Students	09171435201		Confirmed	150 Dollars	Incomplete Payment	Not Paid	2014-07-22	
59	Vaughn	Chang	Students	+19143405418		Confirmed	150 Dollars	Incomplete Payment	Not Paid	2014-07-28	
60	Gabriel	Chapman	Students	09127611471		Confirmed	150 Dollars	Successful Payment	Not Paid	2014-07-27	

Records Per Page: 10   1 2 3 4 5 6 7 8 9 10

Select users and change status.

55	Colton	Caudill	Requested via a Company/Organisation	09121366848		Confirmed	0 Dollars	Confirmed	Confirmed	2014-09-01	
56	Aileen	Cervantes	NotionWave Staff	09370231288		Confirmed	0 Dollars	Confirmed	Confirmed	2014-08-13	
57	Jaden	Chamberlain	Requested via a Company/Organisation	09125350068		Confirmed	0 Dollars	Confirmed	Confirmed	2014-08-25	
58	Trey	Chang	Students	09171435201		Confirmed	150 Dollars	Incomplete Payment	Not Paid	2014-07-22	
59	Vaughn	Chang	Students	+19143405418		Confirmed	150 Dollars	Incomplete Payment	Not Paid	2014-07-28	
60	Gabriel	Chapman	Students	09127611471		Confirmed	150 Dollars	Successful Payment	Not Paid	2014-07-27	

Records Per Page: 10   4 5 6 7 8 9 10

Change Registration Status To:

- Incomplete Payment
- Waiting for Manager Confirmation
- Discount Request form Suppliant
- Discount Applied by Manager
- Ready for Payment
- Successful Payment
- Confirmed
- Not Confirmed
- Waiting for Confirmation Document
- Waiting for Paper Confirmation

## Workshop Registration Requests

- This is to help in better management of workshops as well as payment of participation fees.
- Select this option from the menu to see the next page.

[Confirm Users Registration](#)

[New Sponsorship Requests](#)

[New Exhibitors Requests](#)

[Conference Registration Requests](#)

[Workshop Registration Requests](#)

[Unpaid Invoices](#)

[Paid Invoices](#)

## Workshop Registration Requests List

This item of the menu helps you see the list of requests for participation in a workshop.

[My Home](#) > [Executive Manager](#) > [Workshop Registration Requests](#)

#	Workshop Title	Teacher Name	Export to Excel		Print Card
			Registration Fee	Capacity	Contributors
1	W101- Optical Wireless Communications (Indoor and outdoor)-H2	Zabih (Fary) Ghassemlooy	100 Dollars		27
2	W102- Research Directions in Cloud Computing-H3	Raouf Boutaba	120 Dollars		71
3	W103- OFDM Transceivers: principles, implementation and latest development-H6	Tomohisa Wada	180 Dollars		28
4	W104- Layered Interference Mitigation for Wireless Networks-H5	Behnam Aazhang & Behrouz Maham & Masumeh Nasiri Kenari & Farshad Lahouti	220 Dollars		10
5	W105- Agile all-optical multicasting techniques for next-generation WDM networks-H2	Amirhossein Tehrani	220 Dollars		18
6	W107- CLOUD MONITORING AND CONTROL-H2	Ernesto Damiani	100 Dollars		36
7	W108- Future multiple antenna technologies for next generation wireless systems-H3	Inkyu Lee & S.Mohammad Razavizadeh	110 Dollars		21
8	W109- Measuring quality of experience in IPTV related services-H3	Nahid Amani & Hassan Asgharian	200 Dollars		18
9	W110- Design challenges of satellite embedded systems-H6	Azam Eidi&Leila Mohammadi&Payman Parvand&Reza Omid&Mahboobeh Gharib&Houman Zarrabi	180 Dollars		4
10	W111- Clarity Unified Operation Support System(OSS) solution-H2	Tony Kalcina hadtesh & Dastmalchi & Mohammad Ghaznavi	200 Dollars		10
11	W112- Voip Network Design and its related issues-H4	Mohammad Hossein Yaghmaee Moghaddam & Ahmadreza Montazerolghaem & Hossein Khosravi	200 Dollars		14
12	W113- Internet of Things: Applications and Security challenges-H3	Haghighi & Tadayon	250 Dollars		47
13	W114- Strategic Cyber Risk & Threat Assessment-H3	Mahmoud Khaleghi	220 Dollars		48

## Paid and Not Paid Invoices

- Select Not Paid Invoices to see list of users who have not paid yet.
- Some of the entries in the Not Paid list might be due to lack of confirmation by the Executive Manager.

- [Confirm Users Registration](#)
- [New Sponsorship Requests](#)
- [New Exhibitors Requests](#)
- [Conference Registration Requests](#)
- [Workshop Registration Requests](#)
- [Unpaid Invoices](#)
- [Paid Invoices](#)

## List of Not Paid Members

Use this icon to edit (the following form) which lets you for example give discount.

My Home > Executive Manager > Paid Invoices

Number of Invoices: 608

#	Register as	Registration Type	First Name	Last Name	Mobile Number	Invoice Date	Invoice Price	Payment Method	Payment Receipt	Status	Export to Excel	Print Card
1	Real Person	Free User	Eden	Diggs	09122717410	2014-05-07	0 Dollars	Online Payment		Confirmed		
2	Real Person	Students	Jana	Werner	09124606112	2014-05-16	150 Dollars	Manual Payment		Confirmed		
3	Real Person	Students	Scott	Leal	09131082281	2014-05-24	150 Dollars	Online Payment	13930504975307	Confirmed		
4	Real Person	Students	Darrius	Herrington	+19126165972	2014-05-26	150 Dollars	Online Payment	13930305164854	Confirmed		
5	Real Person	Students	Kenna	Carroll	09112181249	2014-05-28	150 Dollars	Online Payment	13930512181359	Confirmed		
6	Real Person	Scientific Society Members	Jude	Hubbard						74425 Confirmed		
7	Real Person	Students	Angie	Diggs						67211 Confirmed		
8	Real Person	Students	Janiyah	Lilly	09102102361	2014-07-22	150 Dollars	Manual Payment		Confirmed		
9	Real Person	Students	Libby	Villalobos	09149749237	2014-07-22	150 Dollars	Manual Payment		Confirmed		
10	Real Person	Students	Caroline	Vang	+19125469746	2014-07-23	150 Dollars	Online Payment	13930506169424	Confirmed		

Records Per Page: 10

Value and date of invoice

## Invoice Status

If necessary, add discount.

For selected, change status to:

Manager Notes

Changes should be sent to the

- Incomplete Payment
- Waiting for Manager Confirmation
- Discount Request form Supplier
- Discount Applied by Manager
- Ready for Payment
- Successful Payment
- Confirmed
- Not Confirmed
- Waiting for Confirmation Document
- Waiting for Paper Confirmation

[My Home](#) > [Executive Manager](#) > [Paid Invoices](#)

Register as	Real Person
Full Name	Levi Minor
Registration Type	IEEE Members & Students
Confirmation Document	
Invoice Date	2014-07-24
Invoice Price	120 Dollars
Discount	<input type="text" value="0"/> %
Invoice Final Price	<input type="text" value="120"/> Dollars
Payment Method	Online Payment
Transaction Number	13930506176593
User Notes	
Status	<input type="text" value="Confirmed"/>
Manager Notes	<div style="border: 1px solid gray; padding: 5px;">Entry card to the symposium will be distributed at the symposium venue from 8:00 on Tuesday Sep.9th. Address:North S Center</div>

Changes should be confirmed by applicant by

Click on Save at the end.

Proforma Items

Papers

#	Paper ID	Paper Title
1	1143-IST	On the Coverage Region of MIMO Two-Hop Amplify-and-Forward Relay Network