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# **Paper Reviewing User Guide**

***Release 1.2***

**Indico Team**

**Oct 05, 2016**



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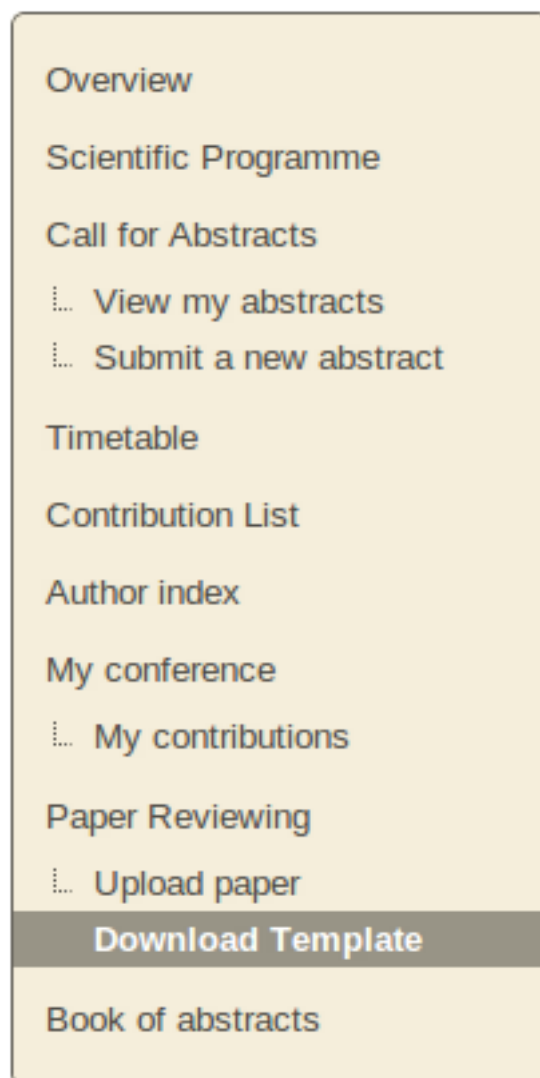
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## PAPER REVIEWING MODULE AUTHOR'S GUIDE

### 1.1 Getting started

Firstly, you must log in to the system; you will find a link `Download Template` in the left menu under `Paper Reviewing`.



## 1.2 Download template area

If the paper reviewing manager provides you a template for the papers, you can download it by clicking on the template name.

### List of contribution templates

Name	Format	Description
<a href="#">template1</a>	OpenOffice Writer	

## 1.3 Upload paper area


You can access the list of contributions and follow their status from [View : Contributions](#)

Id	Name	Reviewing Status	Actions
559	Indico Central - Events Organisation, Ergonomics and Collaboration Tools Integration	Materials not submitted yet	<a href="#">View</a>

By clicking on the [View](#) link you can access the specific information for the contribution where you can upload a new paper.

[PDF](#) | [XML](#) | [iCal](#)

### Indico Central - Events Organisation, Ergonomics and Collaboration Tools Integration

Presented by **Mr. Jose Benito GONZALEZ LOPEZ** on **24 Mar 2009 14:00 - 14:20**  
Type: oral  
Session: Collaborative Tools   
Track: Collaborative Tools

#### Content

While the remote collaboration services at CERN slowly aggregate around the Indico event management software, its new version which is the result of a careful maturation process includes improvements which will set a new reference in its domain. The presentation will focus on the description of the new features of the tool, the user feedback process which resulted in a new record of usability. We will also describe the interactions with the worldwide community of users and server administrators and the impact this has had on our development process, as well as the tools set in place to streamline the work between the different collaborating sites. A last part will be dedicated to the use of Indico as a central hub for operating other local services around the event organisation (registration epayment, audiovisual recording, webcast, room booking, and videoconference support)

#### Call for papers

[Paper not yet submitted](#)

[Upload paper](#)

#### Place

Location: Prague  
Address: Prague Congress Centre 5.  
května 65, 140 00 Prague 4, Czech  
Republic  
Room: Club D

#### Primary authors

[Jose Benito GONZALEZ LOPEZ](#) CERN  
[More](#)

#### Co-authors

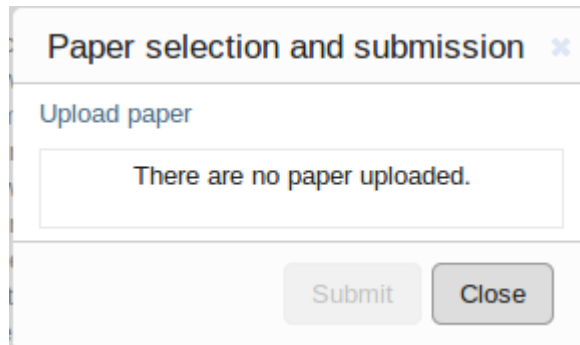
[Thomas BARON](#) CERN  
[More](#)

## 1.4 How to submit the reviewing material

- The next step will be to submit your reviewing material. You can do this by clicking on the [Upload paper](#) link in the right of the page.

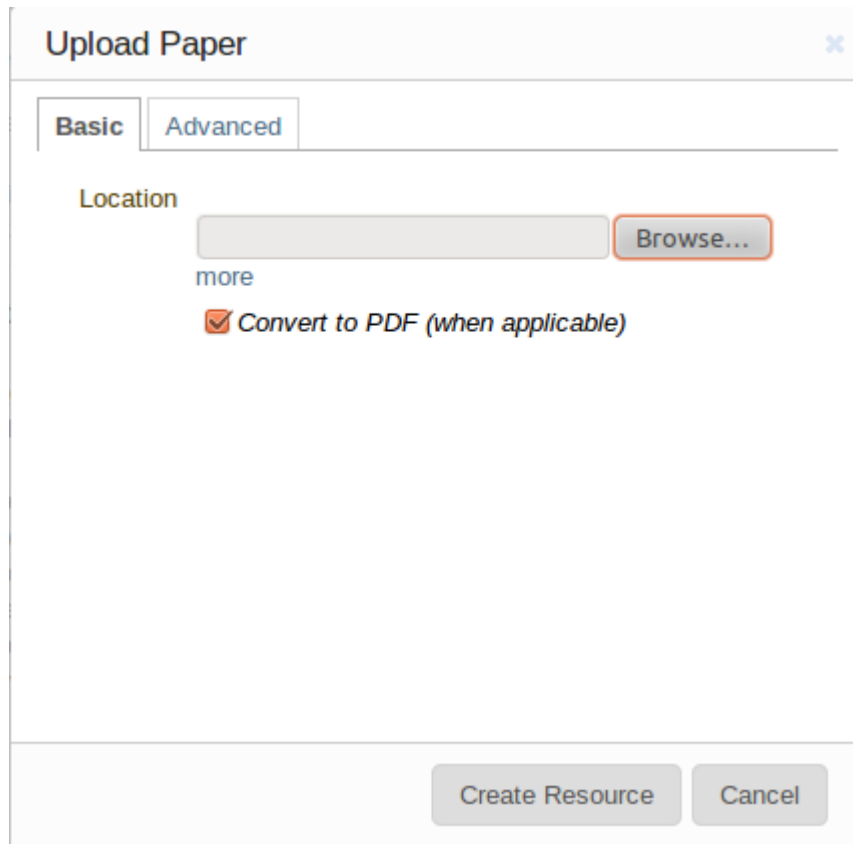
When you click a popup will be opened in order to submit your paper. You have to follow these two steps to submit your paper.

- Step 1: Use Upload paper link, in the right panel, under Call for paper in order to add the material to be reviewed.



The screenshot shows a popup window titled "Paper selection and submission" with a close button (X) in the top right corner. Below the title bar, there is a section labeled "Upload paper". Inside this section, a message box states "There are no paper uploaded." At the bottom of the popup, there are two buttons: "Submit" and "Close".

Choose the file(s) for your contribution. If you want you can add a description and a display name for the file(s) in the Advanced tab. After that click on Create Resource



The screenshot shows the "Upload Paper" form. It has a title bar with the text "Upload Paper" and a close button (X). Below the title bar, there are two tabs: "Basic" and "Advanced". The "Basic" tab is currently selected. Under the "Basic" tab, there is a section labeled "Location" with a text input field and a "Browse..." button. Below the input field, there is a link that says "more". Under the "more" link, there is a checkbox labeled "Convert to PDF (when applicable)" which is checked. At the bottom of the form, there are two buttons: "Create Resource" and "Cancel".

Upload Paper

Basic

Advanced

Description

Display Name

'Display name' will be used instead of the original file name

Create Resource

Cancel

- Step 2: You have to submit the reviewing material by clicking on **Submit** button. You need to be sure that the material you are submitting is correct because you cannot modify it after submitting.

Paper selection and submission

Upload paper

+

C2012-04-02.pdf

✖

Note that you cannot modify the reviewing material after submitting it.

Submit

Close

- Now you can see the **Reviewing** status of your paper in the colored box placed in the right panel, under **Call for paper**.

[PDF](#) | [XML](#) | [iCal](#)

## Indico Central - Events Organisation, Ergonomics and Collaboration Tools Integration

Presented by **Mr. Jose Benito GONZALEZ LOPEZ** on 24 Mar 2009 14:00 - 14:20  
 Type: oral  
 Session: Collaborative Tools    
 Track: Collaborative Tools

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### Call for papers

Awaiting review

[View Paper](#)

### Place

Location: Prague  
 Address: Prague Congress Centre 5,  
 května 65, 140 00 Prague 4, Czech  
 Republic  
 Room: Club D

### Primary authors

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[More](#)

### Co-authors

[Thomas BARON](#) CERN  
[More](#)




- The reviewing process ends when the final judgement for your paper is Accepted or Rejected.

[PDF](#) | [XML](#) | [iCal](#)

### Indico Central - Events Organisation, Ergonomics and Collaboration Tools Integration

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#### Call for papers

**ACCEPTED**

[View Paper](#)

#### Place

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#### Primary authors

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#### Co-authors

[Thomas BARON](#) CERN  
[More](#)


- The reviewing process will continue if the final judgement for your contribution is To be corrected. You will have to send the material again, after correction. Then the reviewing process will start again. You can see the *Reviewing history* after clicking on the History link.

[PDF](#) | [XML](#) | [iCal](#)

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#### Call for papers

**To be corrected**

[Re-Upload paper](#)  
[History](#) | [View Paper](#)

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#### Co-authors

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[More](#)

Review History

Review 0

Files attached

indicoPaper.pdf (Uploaded on 19 Apr 2012 15:19)

Judgements

Referee:

To be corrected

submitted on Thu 19 Apr 2012 at 15:19

Comments

The paper is not interesting for the field of the conference.

Layout:

To be corrected

submitted on Thu 19 Apr 2012 at 15:18

Comments

The background is not white.

Content:

To be corrected

submitted on Thu 19 Apr 2012 at 15:18

Comments

The paper is not interesting for the field of the conference.