



The Conference Support Suite (CSS) offers an alternative to the manual, labor intensive methods traditionally used for the paper submission and review process. Before, authors mailed in multiple copies of their papers. The papers were received, verified, recorded, sorted and an acknowledgment was mailed to each author. The review process began by mailing the multiple copies of the papers to the various selected reviewers along with a review form for each. The reviewers read the papers before completing and returning the forms. The completed forms were collected and used to select the papers to be presented during the conference.

Now, using current Internet technology, the CSS offers an interactive, automated system to replace the traditional methods of conference organization. Considerable savings can be achieved in staff time and duplicating and mailing costs.

Key Features

The Conference Support Suite allows any user to perform his required tasks and access essential information remotely from any location with Internet with the use of standard browser software.

The CSS provides a direct interface between Web server software and the paper database software, enabling direct insertion and retrieval of paper information via a standard web browser. The CSS offers several primary features to handle the many aspects of the paper submission and review process:

1. Conference Paper Registry <ul style="list-style-type: none">• Register a Paper• Access / Submit a Paper	2. Administrative Functions <ul style="list-style-type: none">• Find a Paper Record• Confirm / Acknowledge Paper Submissions
3. Paper Review Functions <ul style="list-style-type: none">• Verification of papers--authors see what reviewers see	4. Review a Paper Online <ul style="list-style-type: none">• Saves significant postage• Increases flexibility for assignment of reviews by chairs• Consolidated collection of completed reviews for survey by track chairs
5. System Administrator Functions <ul style="list-style-type: none">• Add New User• View / Edit Users	

The CSS supports 4 categories of users:

- Authors (general public access) submit papers, each of which includes cover sheet data, personal information on each attributing author and an electronic version of the paper.
- Committee members and reviewers conduct on-line reviews of the papers and go through a selection process to determine which papers will be presented at the conference.
- Administrators manage the process of receiving, confirming and acknowledging received papers, which includes manual entry of papers received via postal mail and validation of all data in the database. Notification of authors for accepted papers is also an administrative task.
- Developers design and support the applications and the underlying database in support of all users.

Multiple access levels support the varying requirements of each category of users.

The CSS does more than support the paper submission and review process.

Web setup

- CSS services can be provided on an organization's existing server (approx. 2-3 gigabytes required to store related applications and 1000 papers.)
- Intrasol can provide Web-hosting capability.

CD-ROM Production

- CR-ROM of proceedings, with color label, 4 page color booklet, and viewing software can be created.
- In any quantity desired--a few or a few thousand.

On-line conference registration

- Conducted using a secure server to protect credit card and other personal information.
- Registration forms submitted in digital format can be easily imported into database and mail merge applications.
- Another way to save staff time and postage.

Publish Conference Proceedings On-line

- The digital versions of the papers and the paper database created during the paper submission and review process provide can easily be turned into a searchable on-line version of the conference proceedings.

On-line presentation scheduling.

- Schedule the conference presentations, using the paper database.
- Avoid conflicting presentations for authors presenting multiple papers.

PDF Format

The CSS leverages the strengths of the widely used Adobe PDF file format:

- Original appearance of hard-copy papers is preserved, including graphics and color.
- PDF docs can be catalogued and searched.
- Viewing software is free.
- Plugs into user's browser.
- Format is widely used: IRS tax forms, MIL STDs.

The CSS will save your organization time and money. Your staff is freed from entering participants into the database, organizing, copying and mailing papers, and mailing out review material. Your organization benefits from greatly reduced staffing and postage requirements.