

TPDL2018

- Help: [EasyChair: Contents](#)
- FAQ: [EasyChair: Frequently Asked Questions](#)

Note: (some of) The URLs generated by EasyChair are unique to one user, so you can not share them with another user.

1. General

Not easychair things.

1.1 Conference Web pages

- ☒ [✓ td, 2018-01-19]~~Create Conference Web pages~~ (@TiagoDevesas using Wordpress)
- Conference site: <http://www.tpd1.eu/tpdl2018/>

1.2 Create conference Gantt

- ☒ [✓ jlopes, 2018-02-22]~~Tasks:~~ [Conferences schedule HELP](#)
- ☒ [✓ jlopes, 2018-04-10]~~Milestones:~~ [PowerPoint chart HELP](#)
- TPDL_DCMI_gantt: [Drive spreadsheet](#)

2. EasyChair

*There is a conference management system called **EasyChair** which many of the academic conferences use to manage the submission to the conference, the reviewing of the submissions, and the selection of the papers to be included. It is tried and true, but it has one of the worst user interfaces you are likely to ever experience. This post is the result of my struggle to get it set up for an event. Agile Software Craftsmanship, [Not-So-EasyChair Hints](#), jan 2014*

Since our installation of EasyChair only supports uploading one paper with .pdf extension, please add the .pdf

extension to the .zip file before uploading it. JCL, MCR, Camera-ready submission instructions, jun 2018

Better use the "Proceedings"!



- Easychair & conference workflow; [Admin > Workflow](#)

2.1 Apply for a new conference

- ☒ [✓ jlopes, 2017-10-02]~~free license~~ [EasyChair > Apply for a new conference installation](#)
- free license includes Springer LNCS proceedings, does not include helpdesk: [licenses](#)

2.2 Initiate the conference

- ☒ [✓ jlopes, 2017-10-25]~~apply for using registration~~
- Login page: <https://easychair.org/conferences/?conf=tpdl2018>

2.3 Initial settings

- acronym: TPD2018
- ☒ [✓ jlopes, 2017-10-25]config easychair [Admin > Configure](#)
- ☒ [✓ jlopes, 2018-01-02]EasyChair and forwarding email addresses tpdl2018@easychair.org → jlopes@fe.up.pt, mcr@fe.up.pt
- ☒ [✓ jlopes, 2018-01-02]Contact email addresses tpdl2018@googlegroups.com
- ☒ [✓ jlopes, 2018-04-10]signature for letters ✗
- ☒ [✓ jlopes, 2018-01-02]TPDL 2017: Support > Conference Data Download ✗

2.4 Create a demo version

- ☒ [✓ jlopes, 2017-10-25]create demo [Admin > Demo version](#)
- <https://easychair.org/conferences/demo.cgi?a=16560272>

2.5 Keynote speakers

- ☒ [✓ jlopes, 2018-02-21]Send invites
- ☒ [✓ jlopes, 2018-04-10]Add invited to the conference Web pages

2.6 Program committee members

- ☒ [✓ jlopes, 2018-02-21]Add members [PC -> Add New PC Members HELP](#)
- ☒ [✓ jlopes, 2018-02-21]Send invite [PC -> Send Email to PC Members](#)
- PC status: [PC -> Invitations to PC](#)
- ☒ [✓ jlopes, 2018-02-21]Add your program committee list to the conference Web pages

2.7 Call for papers

- ☒ [✓ jlopes, 2018-01-02]Add CFP [CFP](#)
- ☒ [✓ jlopes, 2018-01-02]config and add 4 topics [\(CFP\) Edit](#)
- ☒ [✓ jlopes, 2018-01-19]Publish CFP [\(CFP\) Publish](#)
- ☒ [✓ mcr, 2018-01-19]Send out call for papers by email
- <https://easychair.org/cfp/TPDL2018>

2.8 Submissions

- Conference Settings Overview: [Admin > Configure > Overview settings](#)
- ☒ [✓ jlopes, 2018-01-02]pre-submission of abstracts allowed? ✗
- ☒ [✓ jlopes, 2018-01-25]Submission topics [Admin > Configure > Submission form](#)
- ☒ [✓ jlopes, 2018-01-25]Configure submission form [Admin > Configure > Submission form HELP](#)
- ☒ [✓ jlopes, 2018-04-10]Add submission instructions to your conference Web pages
- ☒ [✓ jlopes, 2018-04-10]Configure rules for access of your PC to submissions [Admin > Configure > Access to submissions](#)
- ☒ [✓ jlopes, 2018-04-10]Configure settings of senior PC members [Admin > Configure > Settings for senior PC members](#)
- ☒ [✓ jlopes, 2018-01-25]Open the submission page (08/02/2018 15/02/2018) [Admin > Configure > Paper submission](#)
- Submission deletion: [Submissions > Delete submission\(s\)](#)
- Email to authors: [Submissions > Email to Authors](#)
- TPD2018 List of Submissions: [Submissions](#)

2.9 Reviewing

- ☒ [✓ jlopes, 2018-04-10]EasyChair forwarding email addresses tpdl2018@easychair.org → jlopes@fe.up.pt, mcr@fe.up.pt, emendez@bib.uc3m.es, fabio.crestani@usi.ch
- ☒ [✓ jlopes, 2018-04-10]Choose your reviewing model [Admin > Configure > Reviewing](#)
- ☒ [✓ mcr, 2018-04-16]Close the submission page (08/04/2018 16/04/2018) [Admin > Configure > Paper submission](#)
- ☒ [✓ mcr, 2018-04-16]Send email to reviewers without topics (ASAP) [PC > Topics > Email PC members with no topics](#)
- ☒ [✓ mcr, 2018-04-16]Open paper bidding when all submissions arrived (16/04/2018)[Admin > Configure > Paper bidding and assignment](#) (enabled = "on")
- View paper bidding: [View bids](#)
- ☒ [✓ jlopes, 2018-04-23]Find conflicts of interest [PC > View PC > Find conflicts](#) OR [Assignment > Automatic Assignment> Potential Conflicts](#)
- ☒ [✓ jlopes, 2018-04-23]Review the PC conflicts [PC > View PC](#)
- ☒ [✓ jlopes, 2018-04-18]Send email on paper bidding not yet done [Assignment > Automatic Assignment > "send reminder..."](#)
- ☒ [✓ jlopes, 2018-04-23]Close paper bidding [Admin > Configure > Paper bidding and assignment](#) (enabled = "off")
- Enter bids for reviewers without biddings [Assignment > Automatic Assignment > "enter bids for these..."](#) **x**
- ☒ [✓ jlopes, 2018-04-23]Set assignment exceptions for PC Members [Assignment > Individual Assignment Bounds for PC Members](#)
- ☒ [✓ jlopes, 2018-04-23]Assign submissions to your program committee for reviewing [Assignment > Automatic Assignment HELP](#)
- ☒ [✓ jlopes, 2018-05-02]Tune the assignment to PC members [Assignment > Interactive Assignment HELP](#)
- ☒ [✓ jlopes, 2018-04-11]Edit the review form [Admin > Configure > Reviewing](#)
- ☒ [✓ jlopes, 2018-04-23]Configure reviewing related options [Admin > Configure > Reviewing](#)
- ☒ [✓ jlopes, 2018-05-02]Start reviewing (09/04/2018 28/04/2018)[Admin > Configure > Reviewing](#) (enter reviews = "yes")
- ☒ [✓ jlopes, 2018-05-02]Notify PC Members [Assignment > Send to PC](#)
- ☒ [✓ jlopes, 2018-05-02]Notify Senior PC Members [Assignment > Send to PC](#)
- Current Status of Reviewing: [Status](#)
- ☒ [✓ jlopes, 2018-06-05]Notify Missing Reviews and Metareviews [Reviews > Missing reviews](#)
- ☒ [✓ jlopes, 2018-06-07]Close reviewing [Admin > Configure > Reviewing](#) (enter reviews = "no")
- ☒ [✓ jlopes, 2018-07-04]Send the PC a thank you email [Email > Email to PC](#)

2.10 Paper selection

- Conference Statistics: [Admin > Statistics](#)
- ☒ [✓ jlopes, 2018-06-05]Edit config decisions [Admin > Configure > Reviewing](#)
- ☒ [✓ jlopes, 2018-06-05]Change decisions [Status > Current Status of Reviewing > Change decisions](#)
- ☒ [✓ jlopes, 2018-06-05]Program committee discussion
- Open the review response (rebuttal) phase [Admin > Configure > Review response period](#) (start|stop) **x**
- ☒ [✓ jlopes, 2018-06-05]Make final decisions about submissions
- ☒ [✓ jlopes, 2018-06-06]Close reviewing [Admin > Configure > Reviewing](#) (enter reviews = "no")
- ☒ [✓ jlopes, 2018-06-05]Send notifications and/or reviews to the authors (02/06/2018) [Reviews > Send to authors](#)
- Camera-ready submission **done** in TPDL2018:
 - ☒ [✓ jlopes, 2018-06-07]Change submission form [Admin > Configure > Paper submission](#) (The submission page is = open for updates of previously submitted papers)
 - ☒ [✓ jlopes, 2018-06-07]Open submission page [Admin > Configure > Submission form](#) File upload fields in the submission form
- **Camera-ready using EasyChair:** View demo version? And read "Next TPDL" below!
 - Add new proceedings to put together all submitted files in the format required [TPDL2018 > Create](#)

proceedings

- Add papers and send email to authors [Proceedings > Add Papers](#) (email authors with LNCS instructions)
- ☒ [✓ jlopes, 2018-09-11] Publish the list of accepted papers in the TPDL site
- List of accepted papers: [TPDL2018 Accepted Papers](#)

2.11 Conference

- Statistics by Topic [Admin > Statistics > Statistics by Topic](#)
- ~~Create conference program~~ [Admin > Create program-HELP](#)
- ☒ [✓ jlopes, 2018-06-22] ~~Create conference program~~ [Drive spreadsheet](#)
- ☒ [✓ jlopes, 2018-09-11] Publish conference program in the TPDL site
- ☒ [✓ jlopes, 2018-06-05] ~~Open conference registration~~ in the TPDL site
- ☐ Send out call for participation

2.12 Proceedings

- LNCS 11057
- ☒ [✓ jlopes, 2018-07-04] ~~Disable submission updates~~ [Admin > Configure > Paper submission](#)
- ☒ [✓ jlopes, 2018-07-05] ~~Collect final version of accepted papers~~
- ☐ Close conference in EasyChair.
- ☒ [✓ jlopes, 2018-07-20] ~~Make conference proceedings~~ (see SV checklist bellow)
- How to prepare the proceedings: http://ens.ewi.tudelft.nl/~galuzzi/Proceedings_Preparation.html

3. SV Checklist (Publication)

Here is a checklist of everything we require from the volume editor [**TPDL2018.zip**]:

- ☒ [✓ jlopes, 2018-07-20] ~~Preface and Organization pages~~: source and PDF file. [**tpdl2018.pdf**] [**Proceedings.zip**]
- ☒ [✓ jlopes, 2018-07-20] ~~Table of contents~~ (incl. topical headings): any type of electronic version. [**tpdl2018.pdf**] [**Proceedings.zip**]
- ☒ [✓ jlopes, 2018-07-20] ~~Papers~~: sources (incl. bib files and images) and PDF files of each contribution grouped in a directory, labeled using the volume number and the starting page of the paper. [**CameraReady.zip**]
- ☒ [✓ jlopes, 2018-07-20] ~~Copyright forms~~: one for each paper, signed by the corresponding author. [**CameraReady.zip**]
- ☐ A list of the authors' names that are not straight forward (Given Name; Family Name). [**?**]
- ☒ [✓ jlopes, 2018-07-20] ~~Title~~: suggestion for the main title and for the subtitle, where applicable. [**tpdl2018.pdf**] [**Proceedings.zip**]
- ☒ [✓ jlopes, 2018-07-20] ~~Conference logo~~: for inclusion on the cover (where applicable). [**tpdl-logo.tif**]
- ☒ [✓ jlopes, 2018-09-11] ~~A completed production file~~, giving details on the names and affiliations of the volume editors, the title of the book, and the information required for our LOD portal. [**Editors.gdoc**]
- ☒ [✓ jlopes, 2018-07-20] ~~List of email addresses of corresponding authors~~: one per paper. The list should include the starting page number of the paper, so that it is clear which email address belongs to which paper. [**Authors.gdoc**]
- ☒ [✓ jlopes, 2018-07-20] ~~Estimate of the number and the format~~ (online access, USBs, print, etc.) of proceedings copies required for distribution at the event. [**1stReadme.gdoc**]
- ☒ [✓ jlopes, 2018-07-20] ~~Anything else you would particularly like to draw our attention to~~ (specifics of delivery, billing procedure, etc.).

[Cover Sponsors Preface Organization Toc & Author index](#)

4. Configuration status

Status on 23/05/2018 15:28

4.1 conference

Conference information	
Conference acronym	TPDL2018
Short acronym	TPDL2018
Conference name	22nd International Conference on Theory and Practice of Digital Libraries
Conference Web page	http://www.tpd1.eu/tpdl2018/
Venue	Faculty of Engineering of the University of Porto (FEUP)
City	PORTO
State (US only)	
Country	Portugal
Submission Web page	https://easychair.org/conferences/?conf=tpdl2018
License expiry date	2018-10-21
Contact email addresses	tpdl2018@googlegroups.com
EasyChair and forwarding email addresses	TPDL2018 <tpdl2018@easychair.org> -> emendez@bib.uc3m.es, fabio.crestani@usi.ch, jlopes@fe.up.pt, mcr@fe.up.pt
Banner	none

4.2 submission

Access to submissions	
Are submissions anonymous for ordinary PC members?	no
Can non-chairs see information on submissions not assigned to them?	yes
Submission form	
Do you require postal address for correspondence on submission forms?	no
Is pre-submission of abstracts allowed?	yes
Submission topics	Information Retrieval, Digital Libraries for Digital Humanities, Research Data Management...
Disable the abstract field on the submission form	no
Disable multiple authors	no
Maximum length of text abstracts	300 words
Submission instructions for authors	none
Submission templates for authors	not used
Additional fields in the submission form
File upload fields in the submission form	paper
Authors should select the speaker	no
Paper submission	
The submission page is	closed
Automatic submission page opening or closure	not set

4.3 assignment

Paper bidding and assignment	
For paper assignment, do you use paper bidding or relevance detection?	paper bidding
Is paper bidding enabled?	no
Is viewing bids of PC members by chairs enabled?	yes
Is assignment of submitted papers to the program committee enabled?	yes
The number of reviewers per paper is	3

4.4 reviewing

Reviewing	
Reviewing model	senior members write only metareviews
Are reviewer's names visible to PC?	yes
Status menu is	enabled for all PC members
Review menu is	enabled for all PC members
Permit PC members to enter reviews	yes
Access to reviews by ordinary PC members	only reviews on papers assigned to them
Use offline review forms	no
Review form	(click to edit)
Decisions	REJECT, reject? , ...
Settings for senior PC members	
Are submissions anonymous for senior PC members?	no
Are reviewer's names visible to senior PC members?	yes
Is the senior PC member's assignment visible to PC?	yes
Access to reviews by senior PC members	only reviews on papers assigned to them
Senior PC members can update metareviews	yes
Settings for external reviewers (subreviewers)	
Use subreviewers	yes
Are submissions anonymous for subreviewers?	no
Permit subreviewers participate in discussion	yes
Review response period	
Review response period	start

4.5 Next TPD

- after paper acceptance initiate the "Proceedings Environment"
- go with it and generate the LNCS proceedings file to sent to Springer

Proceedings Workflow

Step	Done?	Action	Notes
Add proceedings managers. These proceedings now have 1 manager. If there is going to be more proceedings managers, add them.	<input type="checkbox"/>	add	(none)
Add invited authors. When you add them, they will receive an email from EasyChair and will be allowed to upload their papers. If your proceedings are not based on a conference hosted by EasyChair, then all of the proceedings papers will be by the invited authors.	<input type="checkbox"/>	add	(none)
Add papers selected from the conference submissions. When you add them, the corresponding authors of these papers will be sent emails and will be allowed to submit their proceedings papers. If your proceedings are not based on a conference hosted by EasyChair, simply mark this step as done.	<input type="checkbox"/>	add	(none)
Enable paper updates by the authors. When you enable paper updates, the authors will be able to upload or update their papers.	<input type="checkbox"/>	enable	(none)
Collect papers. Normally, you set a deadline for the authors to submit their papers. Each newly submitted or updated paper will be initially marked as "unchecked", which means that it has not been approved by the editors yet. You can check a paper by clicking on "check". If the paper is OK, you should mark it as "checked", otherwise you can notify the authors about problems with their paper and wait for the next update. At end of this period all papers should be marked as "checked". If, while still collecting papers, you believe that some paper is good and needs no modification, you can "lock" it to prevent the authors from further updates.	<input type="checkbox"/>	check	(none)
Create additional content. In addition to contributed and invited papers, conference proceedings usually contain additional content, for example, the table of contents. EasyChair automates production of several standard components of the additional content. You can also upload any documents that you consider to be part of the additional content.	<input type="checkbox"/>	create content	(none)
Generate proceedings. After you collected all papers and added all the additional content, you can generate the whole proceedings and download them.	<input type="checkbox"/>	generate proceedings	(none)

Proceedings Settings

General Settings	
Status	authors can update their papers
Proceedings name:	Papers
Proceedings menu name:	Proceedings
LNCS-specific settings	
LNCS volume number:	
Name of the corresponding editor:	
Email of the corresponding editor:	

TPDL2018 Proceedings Content

The following table contains an overview of the additional content for these proceedings.

Document	Generate draft	View document	Update document	required
author index	CREATE			✓
list of program committee members	CREATE			
list of additional reviewers	CREATE			
table of contents	CREATE			✓
preface	CREATE			✓
any other documents				

Order of Papers

This page allows you to define the **order of papers** in the proceedings. Click "Help" for examples and an explanation.

You **did not not define** any order yet.

EasyChair can generate a **predefined order** for you. You can then edit this order, if you wish. You can also define **your own order**.

To **add sections** to the table of contents, use a line starting with the "#" character followed by the section text.

Edit Order of Papers

To define your own order, use this form.

Order of papers (*). Edit the paper order

Invited Authors

- add invited authors

List of Emails

- list emails & send emails

generate LNCS package

- do some editing first

End

— [Correia Lopes](#), 26/10/2017 11:45

From:

<https://web.fe.up.pt/~jlopes/> - JCL

Permanent link:

<https://web.fe.up.pt/~jlopes/doku.php/doc/feup/tpdl2018/index>

Last update: **11/09/2018 17:09**

