Converia TPC instructions for Subcommittee Chairs

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TPC Meeting – Your Tasks

- Decide on accept / reject
- Edit Reviewer Comments to be sent out to Authors
  - Only for accepted papers
- Build sessions
  - Define session title, chair/co-chair and add papers
- Nominate Papers for prizes and the journal

See TPC instructions for checkout procedure

Order of actions

Please try to complete one action before going to the next step

Converia steps are

1. Decide on accept / reject for all papers in your SC
2. Edit Reviewer Comments to be sent out to Authors
3. Build sessions
4. Finalize TPC session and prize forms
5. Virtual checkout

Contact information

Converia questions: papermanagement@eumwa.org

Check-out: papermanagement@eumwa.org and tpc.chair@eumw2022.org

General TPC chair: tpc.chair@eumw2022.org

TPC Meeting – Your Tasks

1. How to log in to the Backend

Log in into Converia Backend

https://euma.converia.de/admin/login

The same SC (co) chair backend account as used for monitoring the reviews

TPC Meeting – Your Tasks

2. Decide on papers

If papers need to be moved to a different SC, please arrange this first by informing the TPC chair via tpc.chair@eumw2022.org

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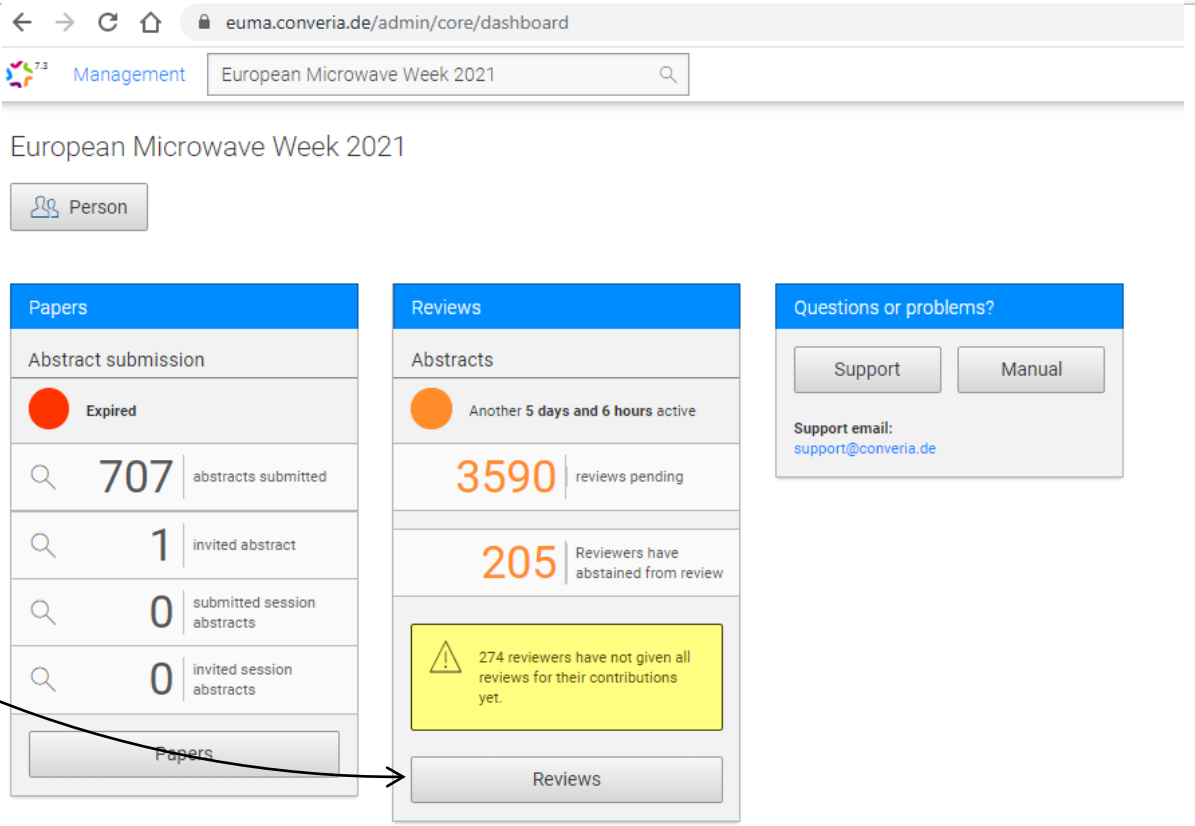
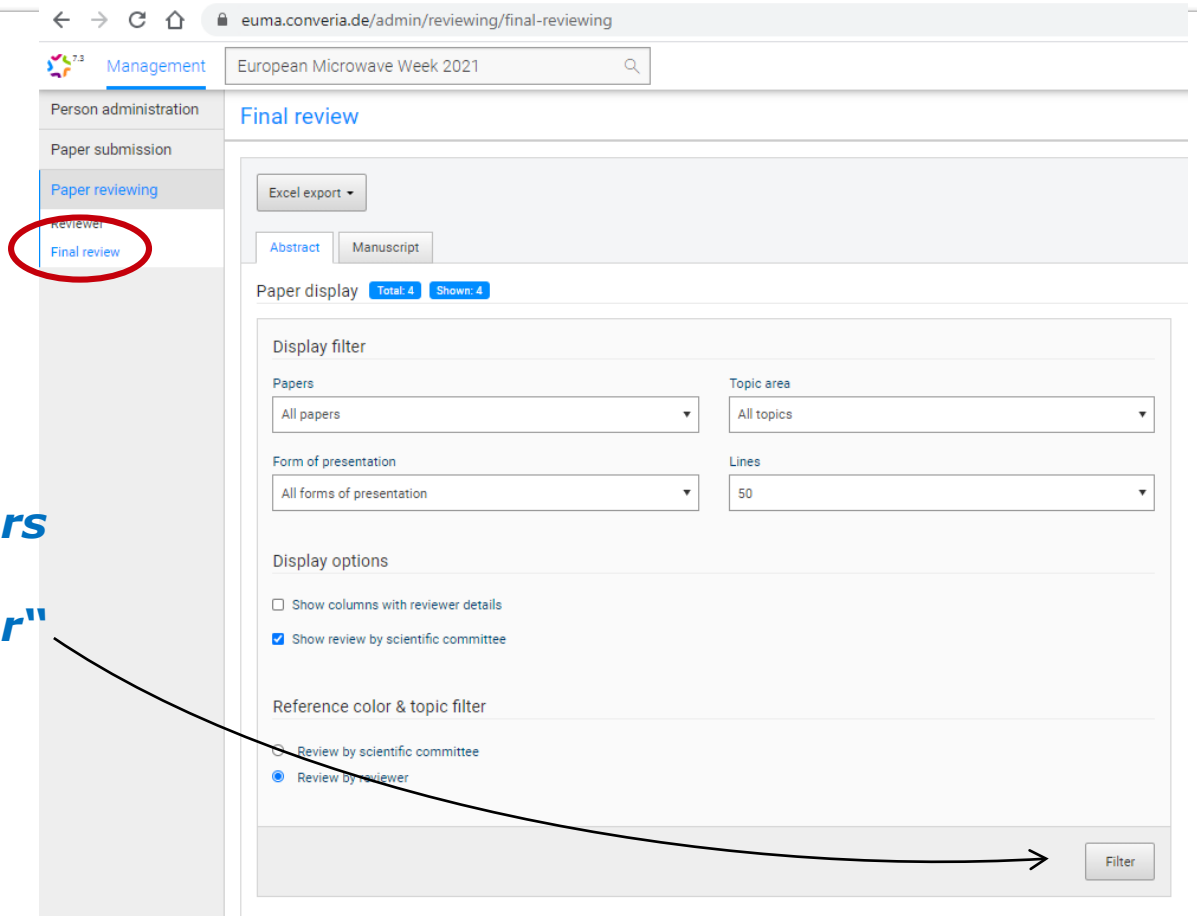
Go to reviews



Click here

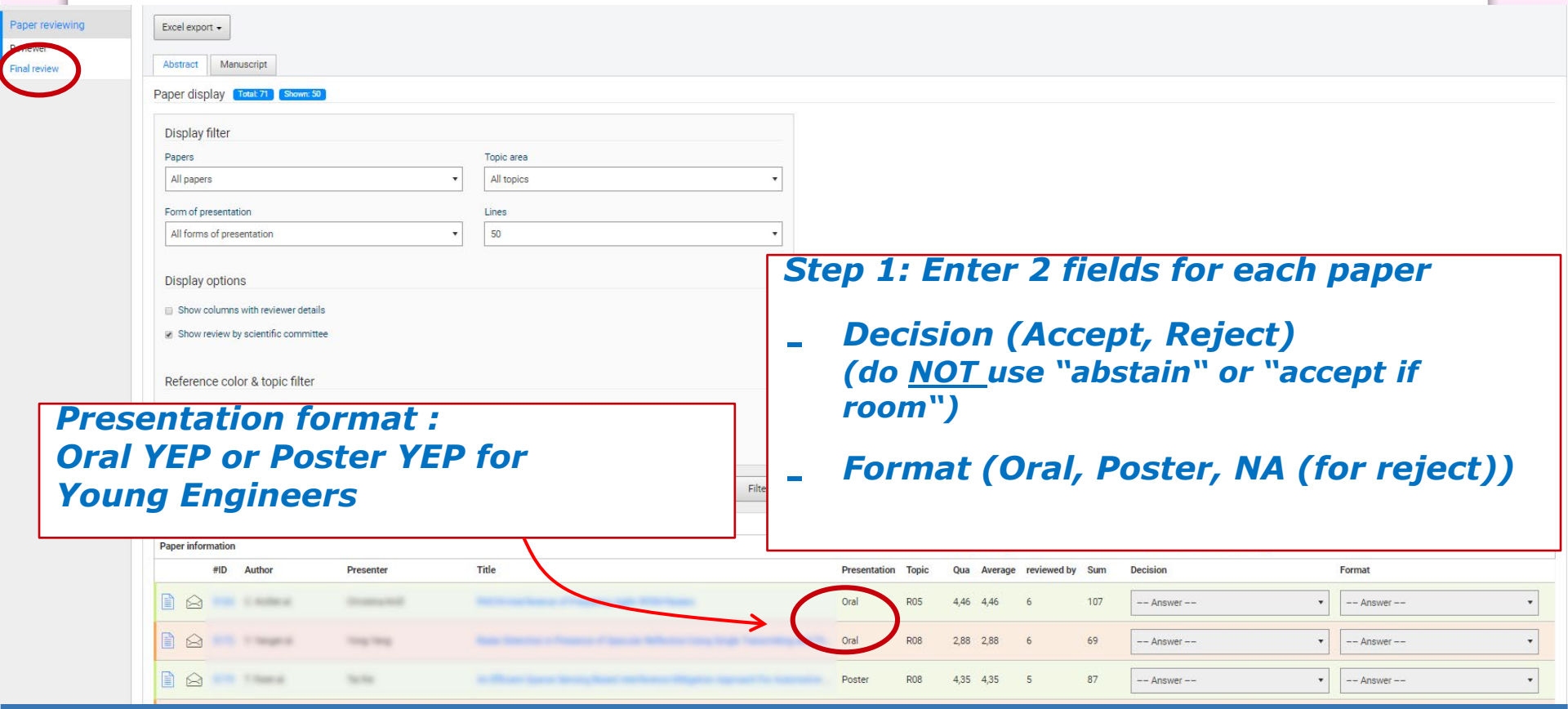
You will go to the "Final Review" page

Final Review page



In case no papers are shown
Click here "Filter"

Decide on Papers = Final review



Step 1: Enter 2 fields for each paper

- ***Decision (Accept, Reject)***
  (do NOT use "abstain" or "accept if room")
- ***Format (Oral, Poster, NA (for reject))***

Presentation format :
Oral YEP or Poster YEP for Young Engineers

Decide on Papers

Step 2:
Save Decision!
Note: you can save the intermediate results at anytime and return later again to this page

TPC Meeting – Your Tasks

3. Edit the comments to the authors

Note: only for accepted papers, required to check for inappropriate feedback

We will not send comments to authors of rejected papers (to prevent unnecessary discussions)

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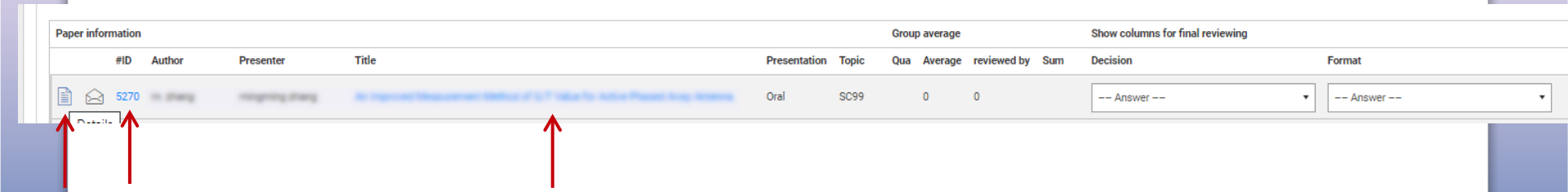
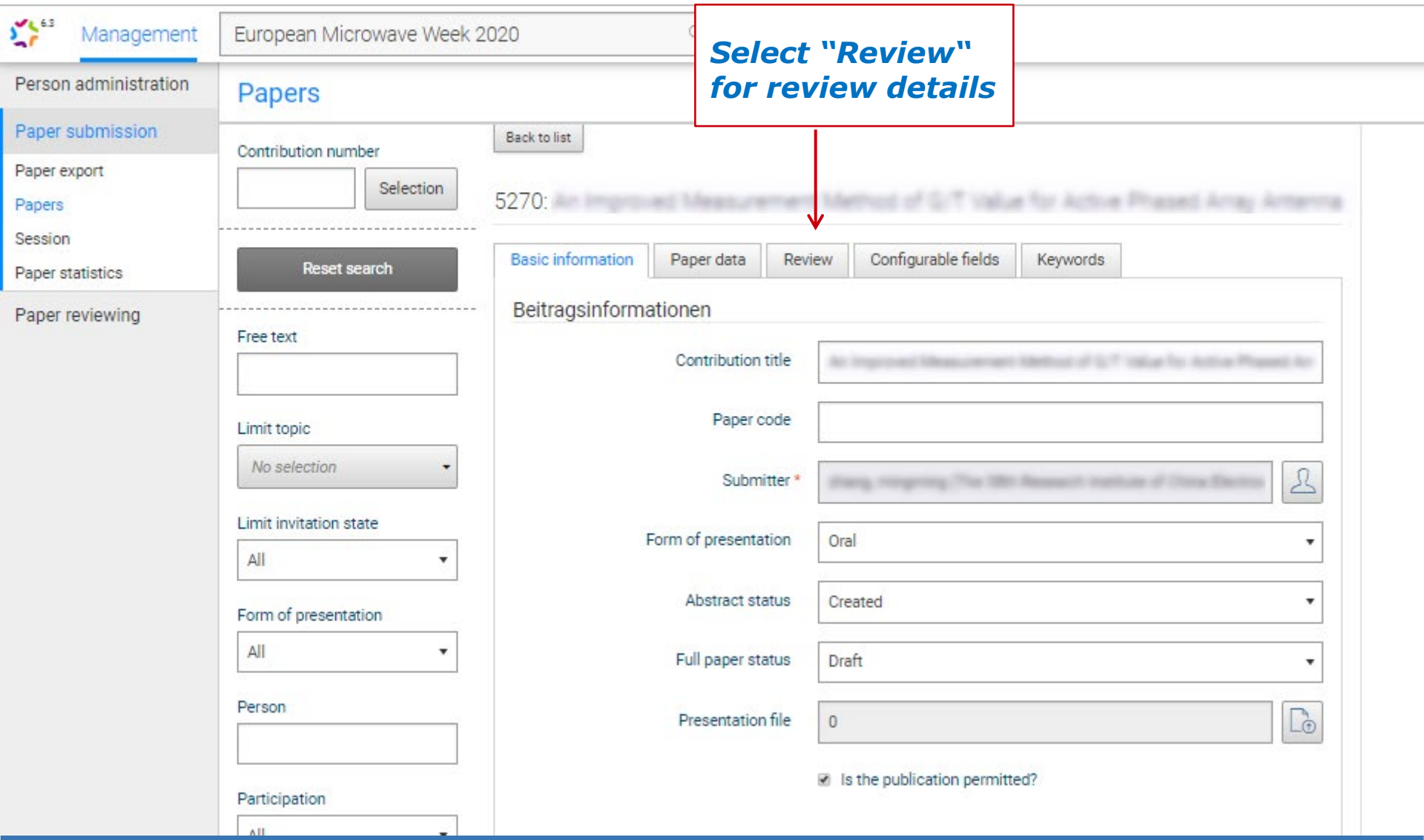
Still on the “Final Review” page

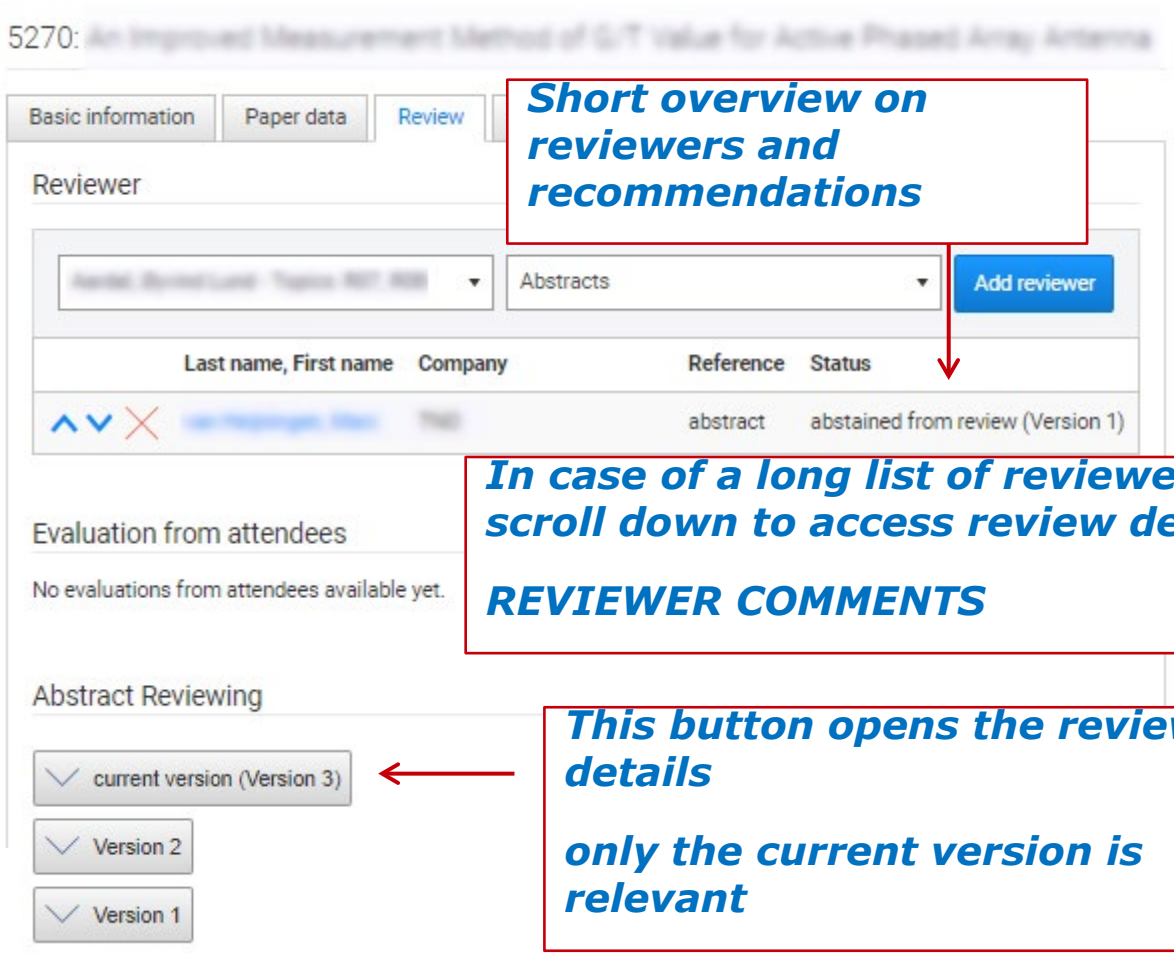
Click on paper title, number or paper symbol (left side)

Access to
- paper details
- review details
- reviewer comments





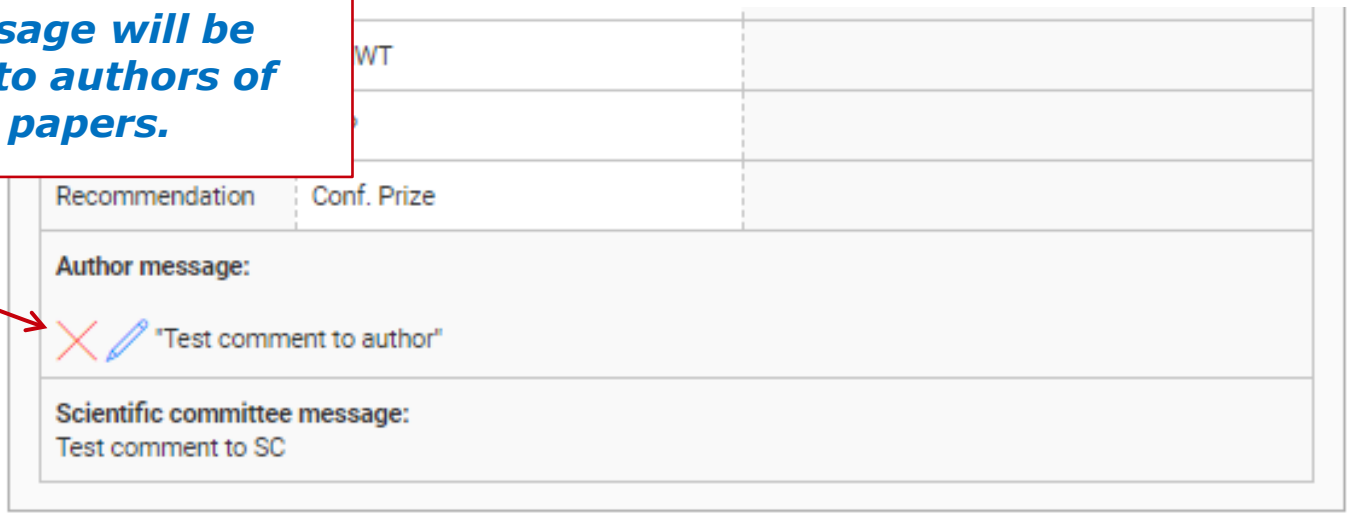
Select "Review" for review details


5270:
Basic information
Paper data
Review
Reviewer
Abstracts
Add reviewer
Last name, First name
Company
Reference
Status
abstract
abstained from review (Version 1)
Evaluation from attendees
No evaluations from attendees available yet.
Abstract Reviewing
current version (Version 3)
Version 2
Version 1
Short overview on reviewers and recommendations
In case of a long list of reviewers: scroll down to access review details and
REVIEWER COMMENTS
This button opens the review details
only the current version is relevant

Scroll down to see the message to the author

You MUST check and maybe edit or delete the Author messages.

This message will be sent out to authors of accepted papers.



Scroll down to see the next message to the author

Edit the comments from all reviewers!

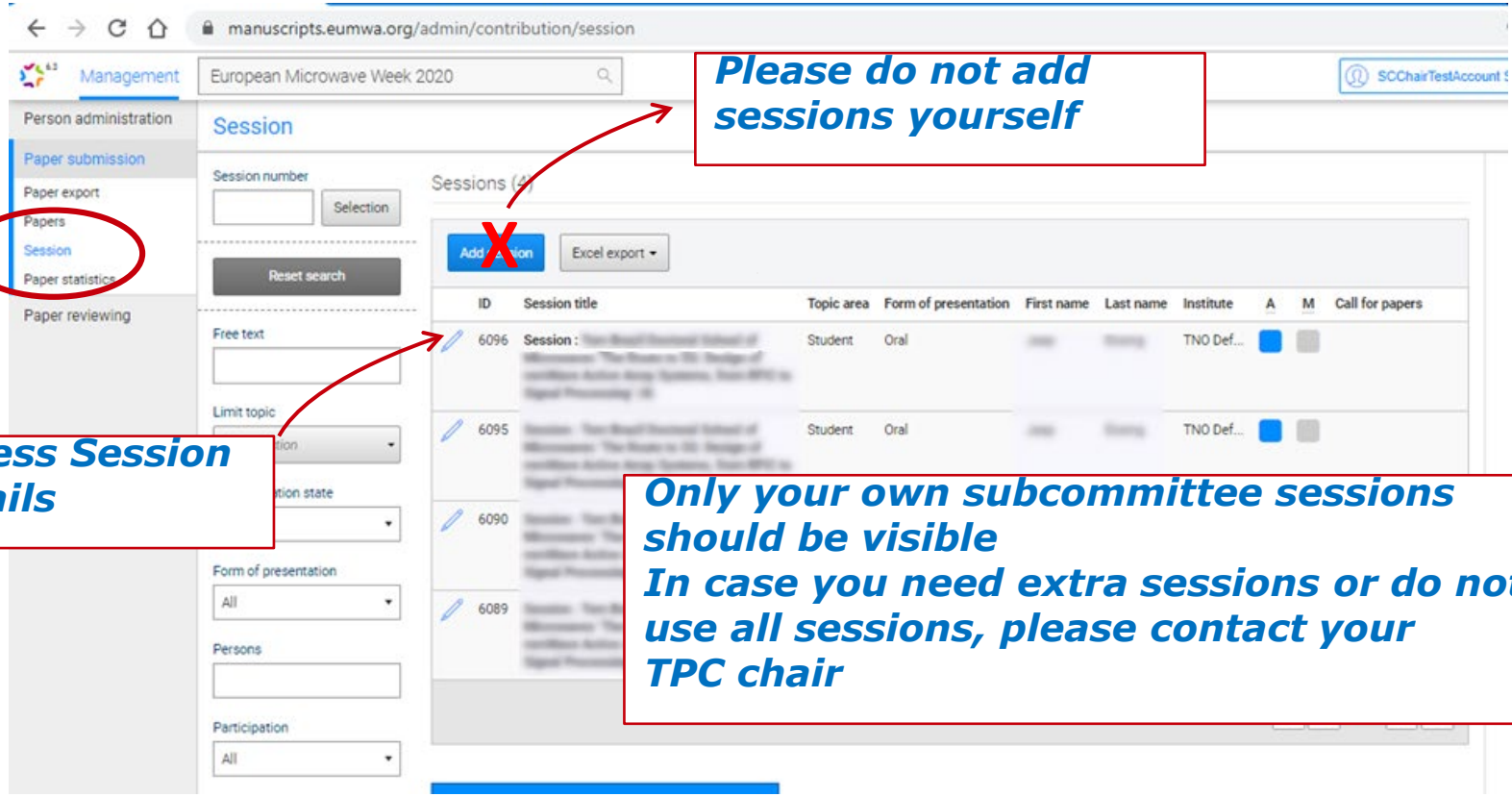
TPC Meeting – Your Tasks

4. How to build sessions

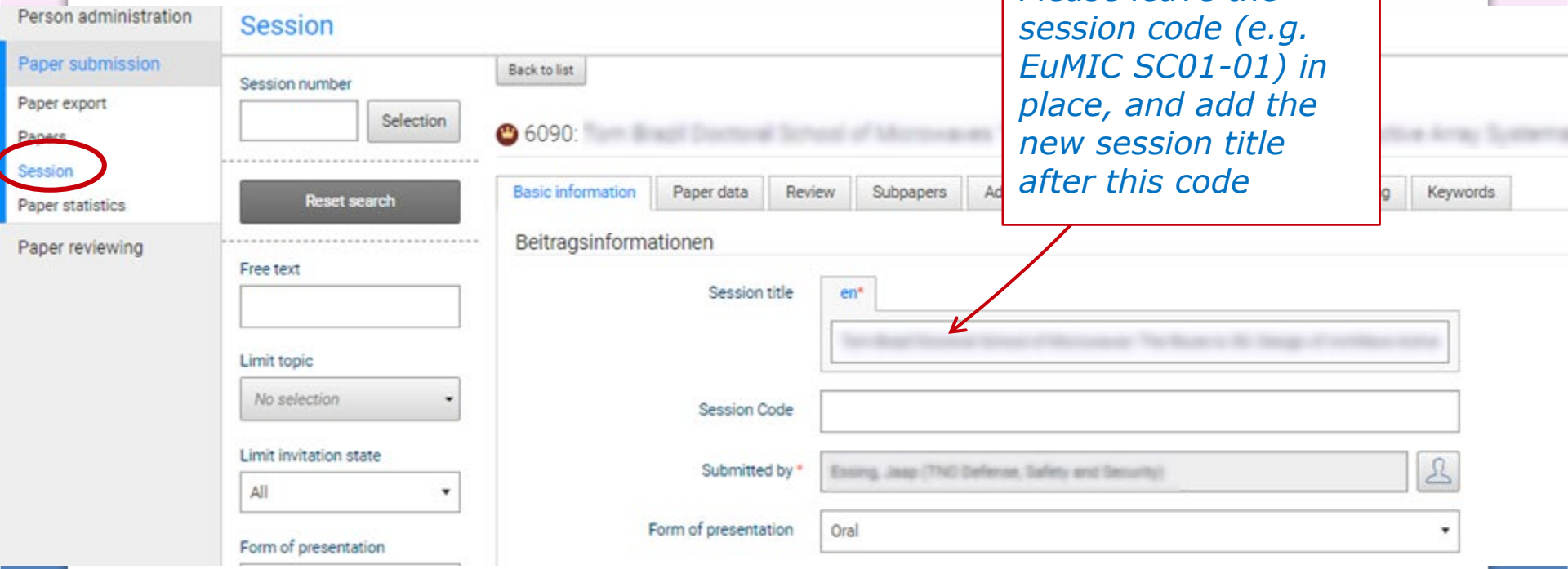
Note: a number of session slots have been pre-defined for your subcommittee. In case you need extra slots, and do not need certain slots, please inform your conference and the general TPC chair

Note: poster sessions will be build by the TPC chairs after the TPC meeting. Please do not assign posters to a session

Build Sessions

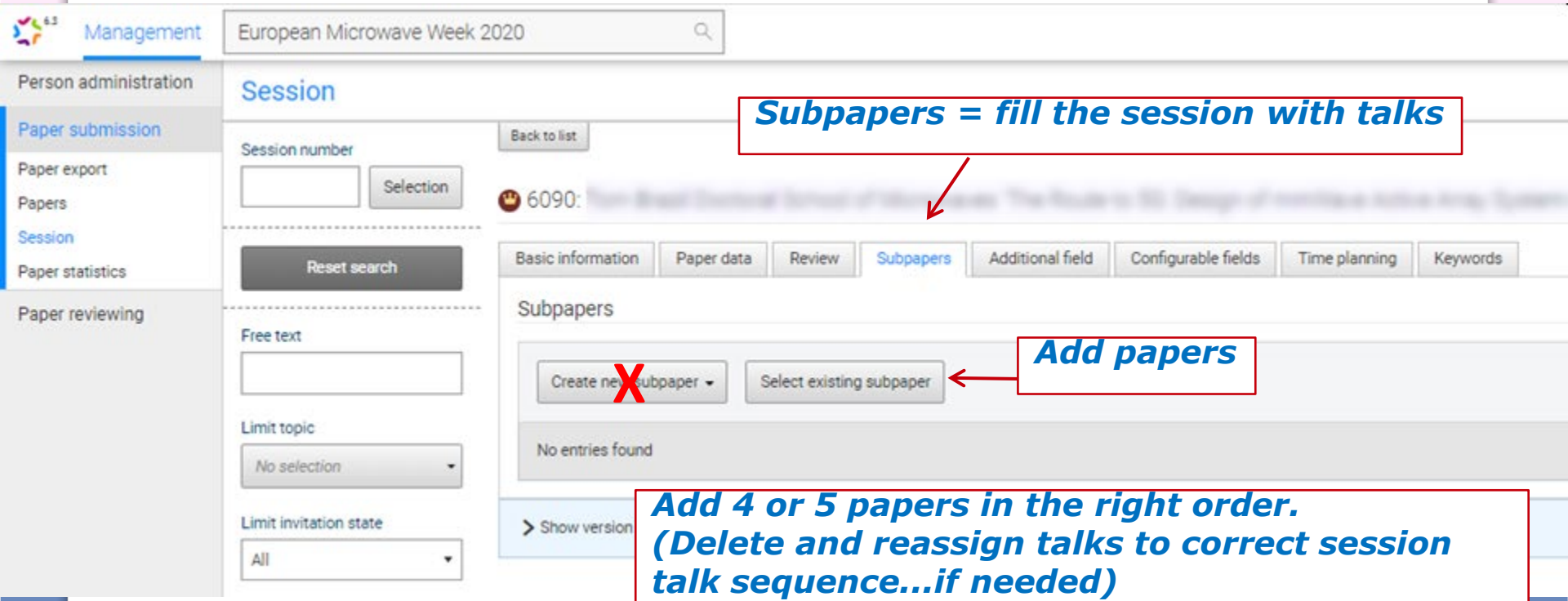


Build Sessions: Add Title



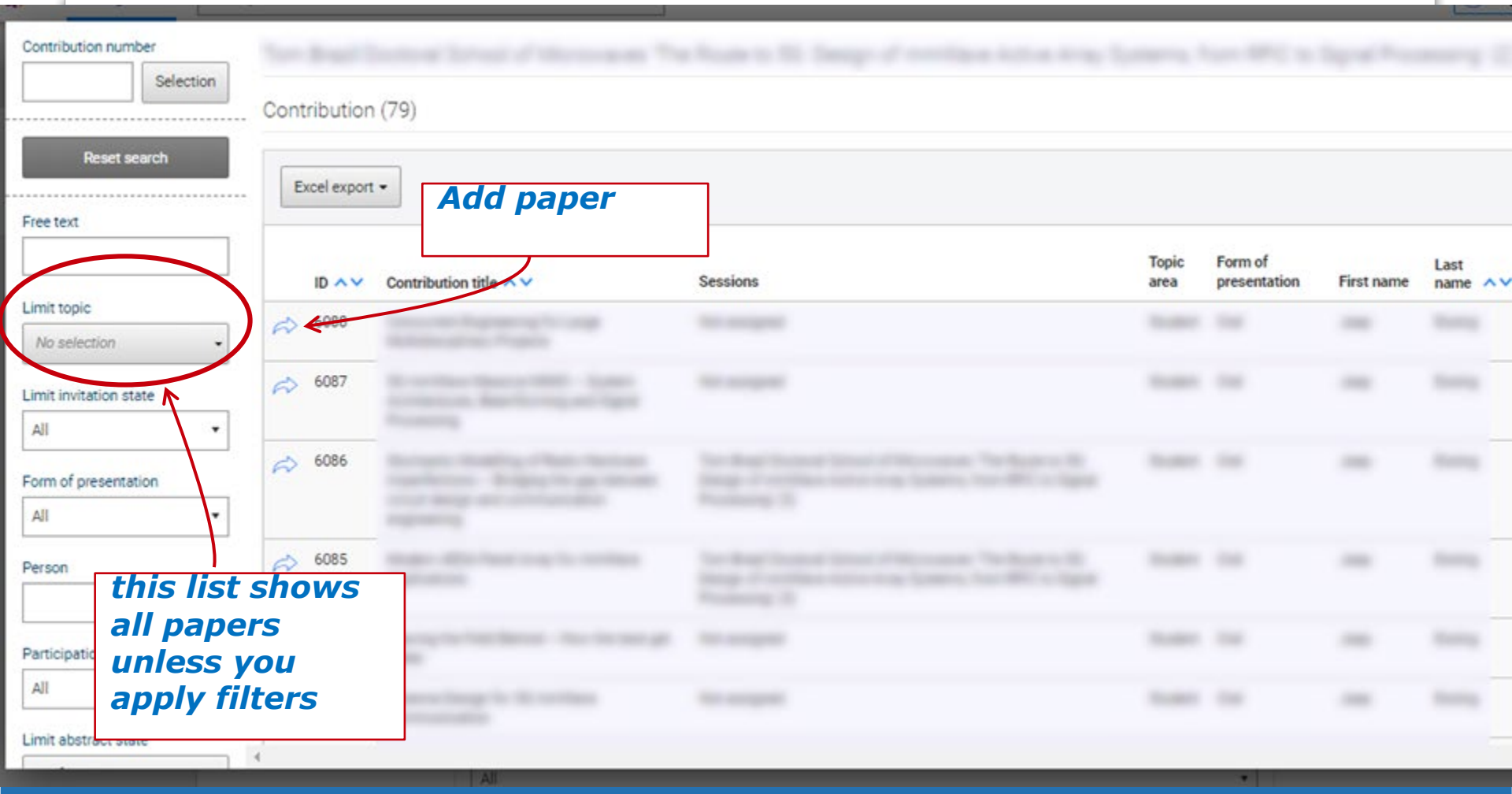
Session title
Please leave the session code (e.g. EuMIC SC01-01) in place, and add the new session title after this code

Build Sessions: Add Talks



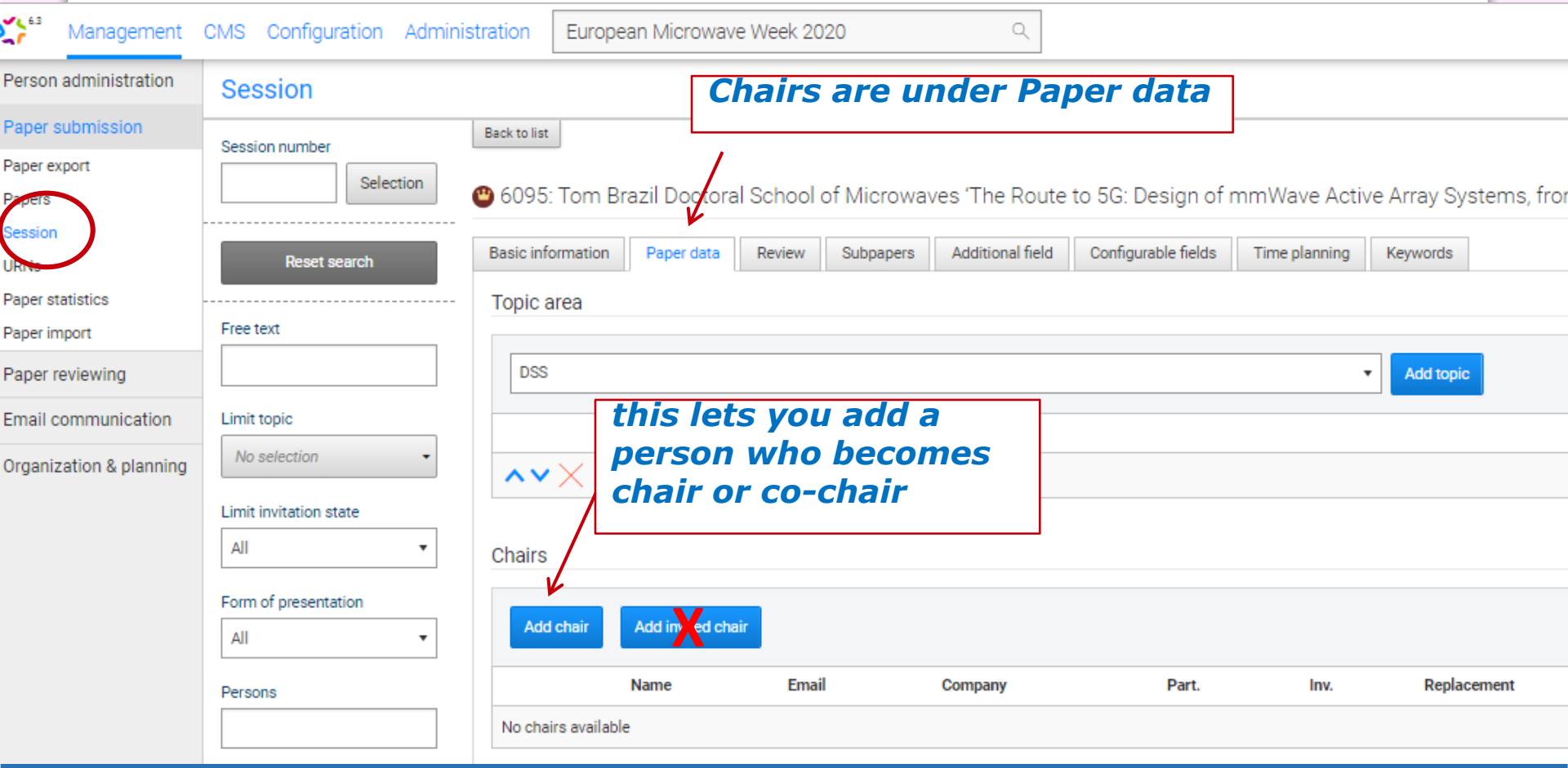
Add 4 or 5 papers in the right order.
(Delete and reassign talks to correct session talk sequence...if needed)
It can be that a " session keynote" paper has already been allocated in your session (leaving only 4 empty slots)

Build Sessions: Add Talks

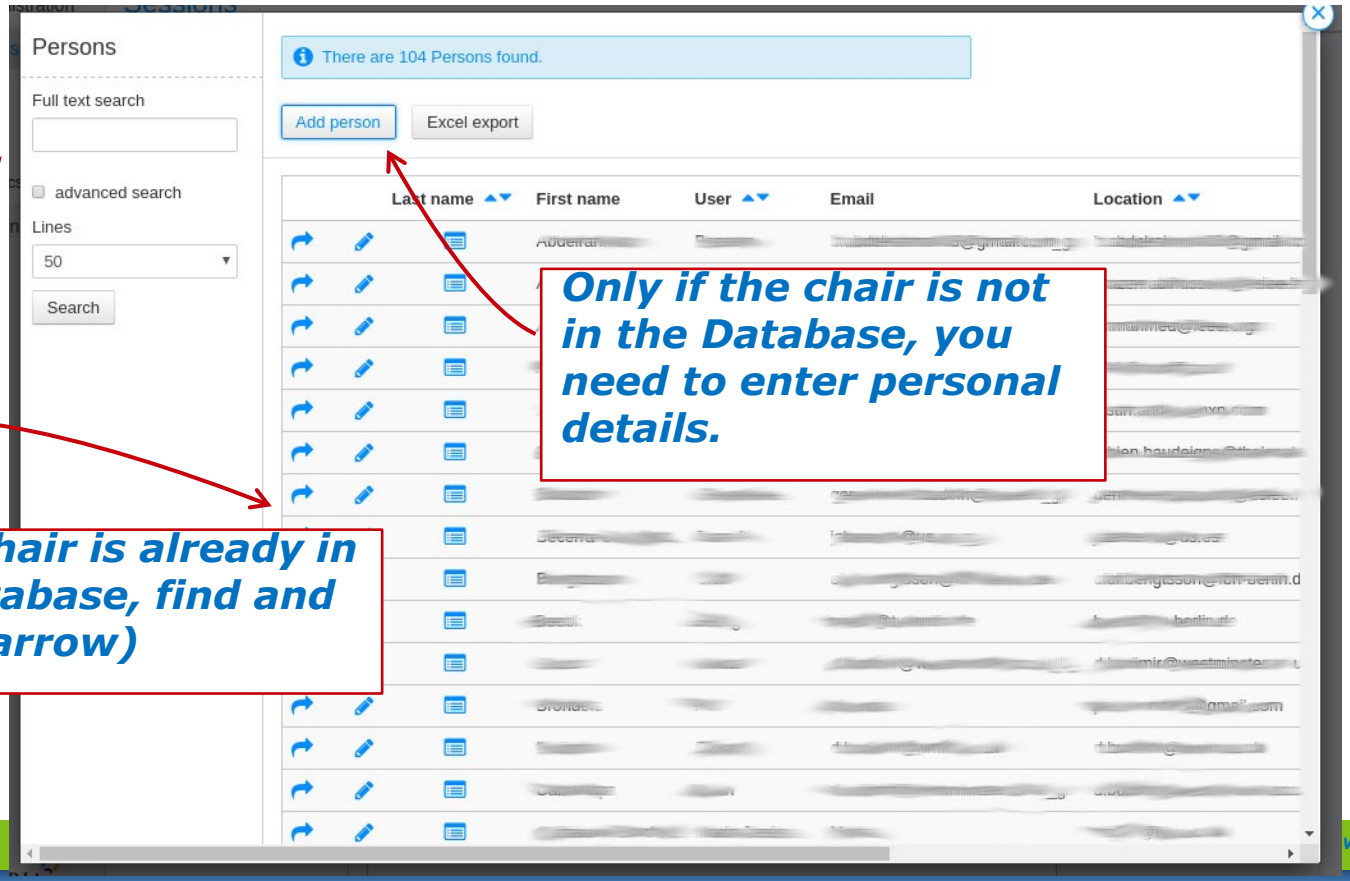


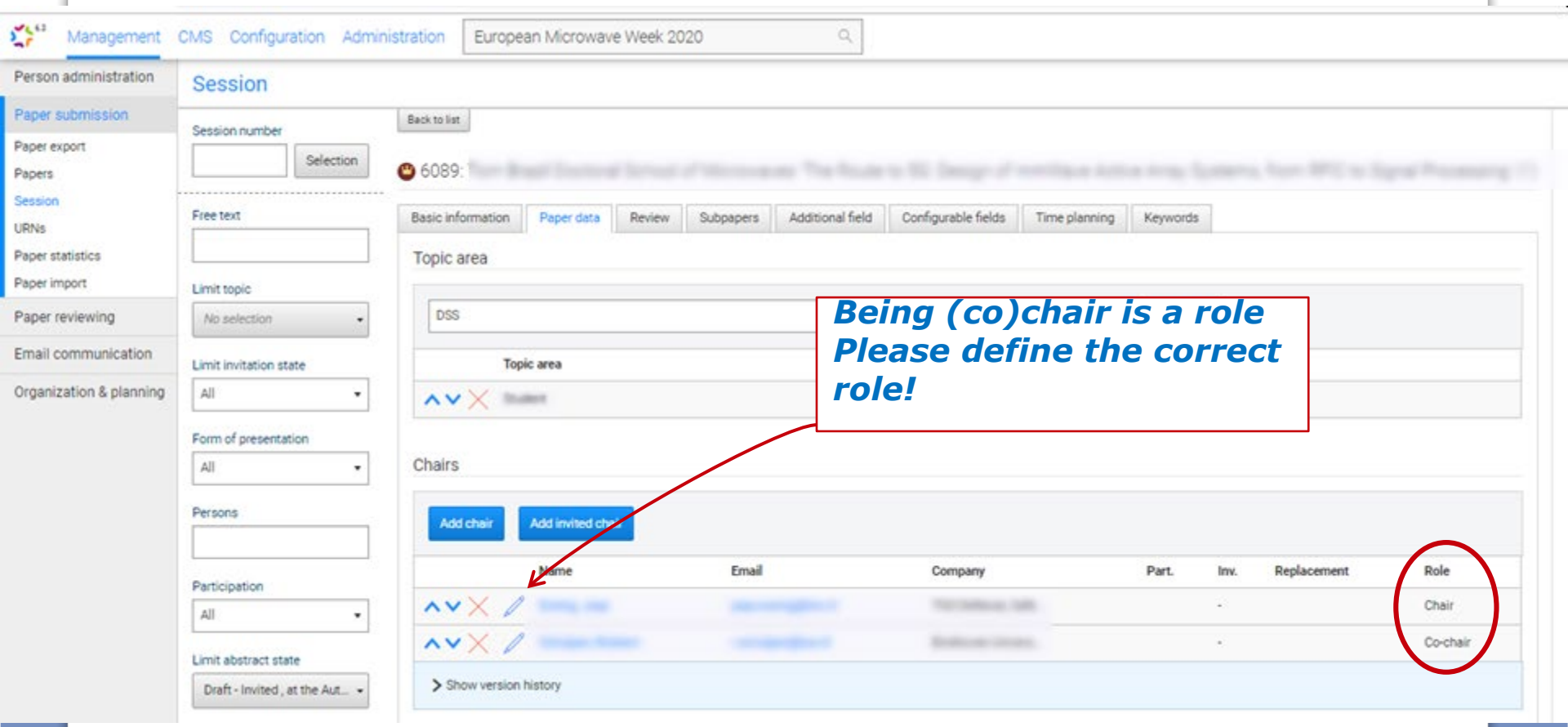
EuMA European Microwave Association

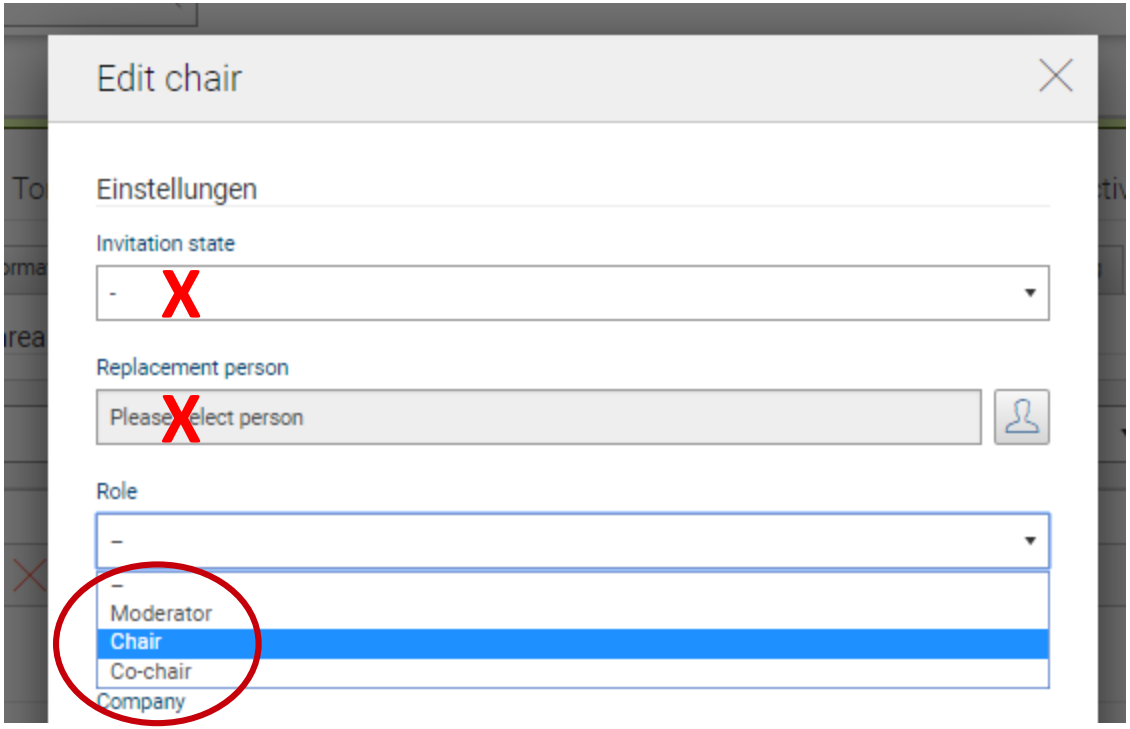
Build Sessions: Add Chairs



Build Sessions: Add Chairs




Management
CMS
Configuration
Administration
European Microwave Week 2020
Person administration
Paper submission
Paper export
Papers
Session
URNs
Paper statistics
Paper import
Paper reviewing
Email communication
Organization & planning
Session
Session number
Selection
Free text
Limit topic
No selection
Limit invitation state
All
Form of presentation
All
Persons
Participation
All
Limit abstract state
Draft - Invited , at the Aut...
Back to list
6089:
Basic information
Paper data
Review
Subpapers
Additional field
Configurable fields
Time planning
Keywords
Topic area
DSS
Topic area
Chairs
Add chair
Name
Email
Company
Part.
Inv.
Replacement
Role
Chair
Co-chair
Show version history
Being (co)chair is a role
Please define the correct
role!



Select 1 chair and 1 cochair for each session

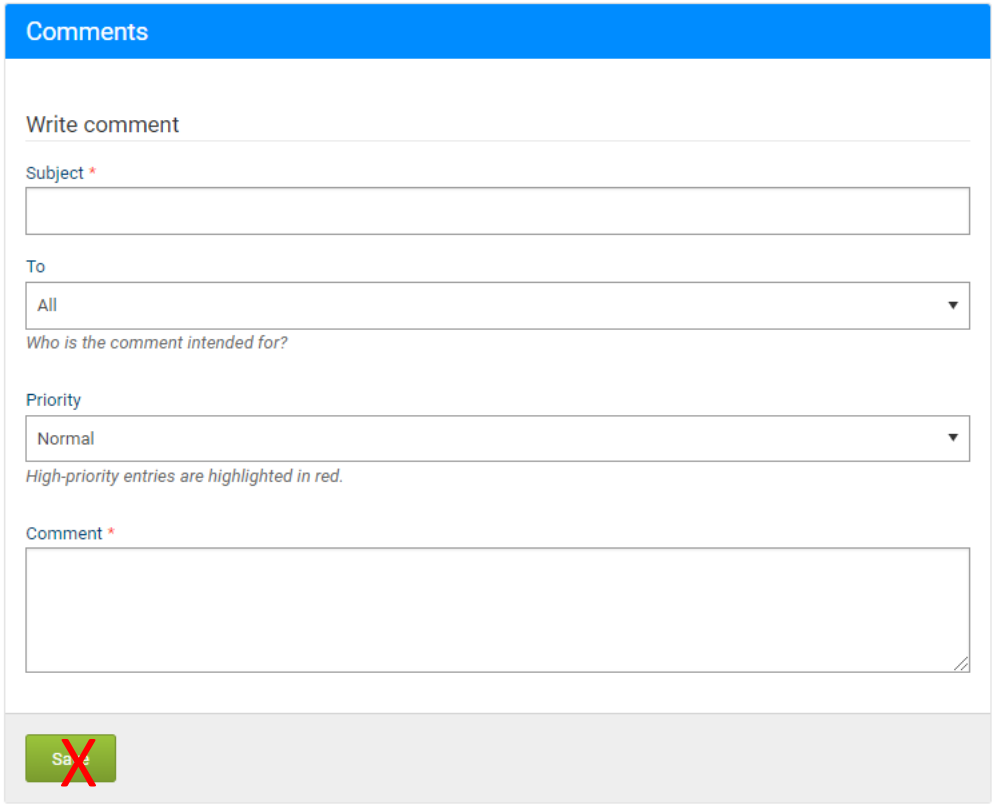
TPC Meeting – Your Tasks

Please complete all paper forms (digitally) and send the word or pdf file to tpc.chair@eumw2022.org **and** papermanagement@eumwa.org

You will be contacted to confirm that your task is done

Please remain available (online) until we confirm that your work has been completed!

Last remark

Please ignore the “Comments” box that you might find at the bottom of certain pages

Note that the last “Save” button is linked to the Comments box, and can be ignored