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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

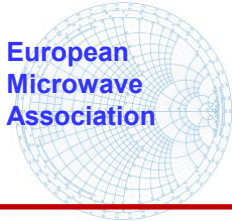
1. Decide on accept / reject for all papers in your SC
2. Edit Reviewer Comments to be sent out to Authors
3. Build sessions
4. Finalize TPC session and prize forms
5. Virtual checkout

Contact information

Converia questions: papermanagement@eumwa.org

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

General TPC chair: tpc.chair@eumw2022.org



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TPC Meeting – Your Tasks

1. How to log in to the Backend

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Log in into Converia Backend

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

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

CONVERIA

Username

Password

Language

Log in

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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



europa.converia.de/admin/core/dashboard

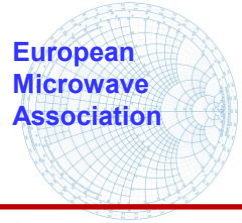
Management European Microwave Week 2021

European Microwave Week 2021

Person

Papers	Reviews	Questions or problems?
Abstract submission	Abstracts	Support Manual
Expired	Another 5 days and 6 hours active	Support email: support@converia.de
707 abstracts submitted	3590 reviews pending	
1 invited abstract	205 Reviewers have abstained from review	
0 submitted session abstracts	274 reviewers have not given all reviews for their contributions yet.	
0 invited session abstracts		
Papers	Reviews	

You will go to the "Final Review" page



Final Review page

← → ↻ 🏠 euma.converia.de/admin/reviewing/final-reviewing

Management European Microwave Week 2021

Person administration
Paper submission
Paper reviewing
Reviewer
Final review

Excel export ▾

Abstract Manuscript

Paper display **Total: 4** **Shown: 4**

Display filter

Papers: All papers ▾ Topic area: All topics ▾

Form of presentation: All forms of presentation ▾ Lines: 50 ▾

Display options

Show columns with reviewer details
 Show review by scientific committee

Reference color & topic filter

Review by scientific committee
 Review by reviewer

Filter

**In case no papers are shown
Click here "Filter"**

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Decide on Papers = Final review

Paper reviewing

Final review

Excel export

Abstract Manuscript

Paper display Total: 71 Show: 50

Display filter

Papers: All papers Topic area: All topics

Form of presentation: All forms of presentation Lines: 50

Display options

Show columns with reviewer details

Show review by scientific committee

Reference color & topic filter

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**

#ID	Author	Presenter	Title	Presentation	Topic	Qua	Average	reviewed by	Sum	Decision	Format
100	A. Author	Presenter	Abstract	Oral	R05	4,46	4,46	6	107	--- Answer ---	--- Answer ---
101	T. Author	Presenter	Abstract	Oral	R08	2,88	2,88	6	69	--- Answer ---	--- Answer ---
102	T. Author	Presenter	Abstract	Poster	R08	4,35	4,35	5	87	--- Answer ---	--- Answer ---

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Decide on Papers

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

		1004	A. Williams	Abstracts	Abstracts of papers presented at the International Microwave Symposium	Oral YEP	R05	4,38	4,38	4	70	-- Answer --	-- Answer --
		1014	A. Williams	Abstracts	High Performance 3D Printed Printed Circuit Board Technology	Oral	R08	4,05	4,05	5	81	-- Answer --	-- Answer --
		1005	A. Williams	Abstracts	An 800 GHz 100-Watt High Power Solid State Power Amplifier	Oral	R07	4,15	4,15	5	83	-- Answer --	-- Answer --
		1007	A. Williams	Abstracts	Abstracts of papers presented at the International Microwave Symposium	Oral	R06	4,38	4,38	6	105	-- Answer --	-- Answer --

<< < 1-50 > >>

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)

13 Still on the “Final Review” page

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

Access to

- *paper details*
- *review details*
- *reviewer comments*

Paper information				Group average				Show columns for final reviewing			
#ID	Author	Presenter	Title	Presentation	Topic	Qua	Average	reviewed by	Sum	Decision	Format
  5270	Ch. Zhang	Wangming Zhang	An Improved Measurement Method of S11 Value for Antenna Phased Array Antenna	Oral	SC99	0	0			-- Answer --	-- Answer --



Select "Review" for review details

- Person administration
- Paper submission**
- Paper export
- Papers
- Session
- Paper statistics
- Paper reviewing

Papers

Contribution number Selection

Reset search

5270: An Improved Measurement Method of S₁₁ Value for Active Phased Array Antenna

- Basic information
- Paper data
- Review**
- Configurable fields
- Keywords

Beitragsinformationen

Contribution title: An Improved Measurement Method of S₁₁ Value for Active Phased Ar...

Paper code:

Submitter *:

Form of presentation: Oral

Abstract status: Created

Full paper status: Draft

Presentation file:

Is the publication permitted?

5270: An Improved Measurement Method of G/T value for Active Phased Array Antenna

Basic information | Paper data | **Review**

Reviewer

▼ [Name] ▼ Abstracts **Add reviewer**

Last name, First name	Company	Reference	Status
^ v x [Name]	[Company]	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

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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.

WT	
Recommendation	Conf. Prize
Author message:	
✕ ✎ "Test comment to author"	
Scientific committee message:	
Test comment to SC	

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

manuscripts.eumwa.org/admin/contribution/session

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Person administration
 Paper submission
 Paper export
 Papers
Session
 Paper statistics
 Paper reviewing

Session

Session number
 Selection

Reset search

Free text

Limit topic

Form of presentation
 All

Persons

Participation
 All

Sessions (4)

Add session Excel export

ID	Session title	Topic area	Form of presentation	First name	Last name	Institute	A	M	Call for papers
6096	Session: ...	Student	Oral			TNO Def...	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
6095	Session: ...	Student	Oral			TNO Def...	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
6090	Session: ...								
6089	Session: ...								

Please do not add sessions yourself

Access Session details

**Only your own subcommittee sessions should be visible
 In case you need extra sessions or do not use all sessions, please contact your TPC chair**

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

- Person administration
- Paper submission
- Paper export
- Papers
- Session**
- Paper statistics
- Paper reviewing

Session

Session number Selection

Reset search

Free text

Limit topic
No selection

Limit invitation state
All

Form of presentation

Back to list

6090: *Open Broadband Optical Network of Microwaves*

- Basic information
- Paper data
- Review
- Subpapers
- Ad

Beitragsinformationen

Session title

Session Code

Submitted by *

Form of presentation

Build Sessions: Add Talks

Management European Microwave Week 2020

Person administration

Paper submission

Paper export

Papers

Session

Paper statistics

Paper reviewing

Session

Session number Selection

Reset search

Free text

Limit topic

Limit invitation state

Back to list

6090:

Basic information Paper data Review **Subpapers** Additional field Configurable fields Time planning Keywords

Subpapers

Create new subpaper

No entries found

Show version

Subpapers = fill the session with talks

Add papers

**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

Contribution number Selection

Reset search

Free text

Limit topic **No selection**

Limit invitation state All

Form of presentation All

Person

Participation All

Limit abstract state

Excel export

Add paper

ID	Contribution title	Sessions	Topic area	Form of presentation	First name	Last name
6086
6087
6086
6085

this list shows all papers unless you apply filters

Build Sessions: Add Chairs

Management CMS Configuration Administration European Microwave Week 2020

Person administration
Paper submission
Paper export
Papers
Session
UKRS
Paper statistics
Paper import
Paper reviewing
Email communication
Organization & planning

Session

Session number Selection

Free text

Limit topic

Limit invitation state

Form of presentation

Persons

6095: Tom Brazil Doctoral School of Microwaves 'The Route to 5G: Design of mmWave Active Array Systems, from

Basic information **Paper data** Review Subpapers Additional field Configurable fields Time planning Keywords

Topic area

DSS

Name	Email	Company	Part.	Inv.	Replacement
No chairs available					

Chairs are under Paper data

this lets you add a person who becomes chair or co-chair

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

[Back to list](#)

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...

6089: [Topic Area](#)

Basic information **Paper data** Review Subpapers Additional field Configurable fields Time planning Keywords

Topic area

DSS

Topic area

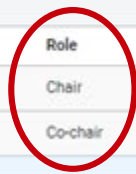
Chairs

[Add chair](#) [Add invited chair](#)

	Name	Email	Company	Part.	Inv.	Replacement	Role
^ v X	Name	Email	Company				Chair
^ v X	Name	Email	Company				Co-chair

[Show version history](#)

Being (co)chair is a role
Please define the correct
role!



Edit chair

Einstellungen

Invitation state

- X

Replacement person

Please X select person

Role

-

-

Moderator

Chair

Co-chair

Company

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



Comments

Write comment

Subject *

To

All

Who is the comment intended for?

Priority

Normal

High-priority entries are highlighted in red.

Comment *

~~Save~~