Converia TPC instructions for Subcommittee Chairs

Marc van Heijningen
Cristina Andrei
May 2022
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
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)
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.
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
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

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.
Build Sessions: Add Talks

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

- This list shows all papers unless you apply filters.
- Add paper.
Build Sessions: Add Chairs

Chairs are under Paper data

This lets you add a person who becomes chair or co-chair
Build Sessions: Add Chairs

If the chair is already in the Database, find and add (=arrow)

Only if the chair is not in the Database, you need to enter personal details.
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.