

INTRODUCTION TO THE TPC SUBCOMMITTEE CHAIR BACKEND INTERFACE TO CONVERIA

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HOW TO LOGIN?

Paper administration is done via the Converia backend access. Your username and password were sent to you. Since the access is separate from author and reviewer (frontend) access, an independent username and password are given for your activities as Subcommittee Chair. Feel free to share this account with your co-chair.

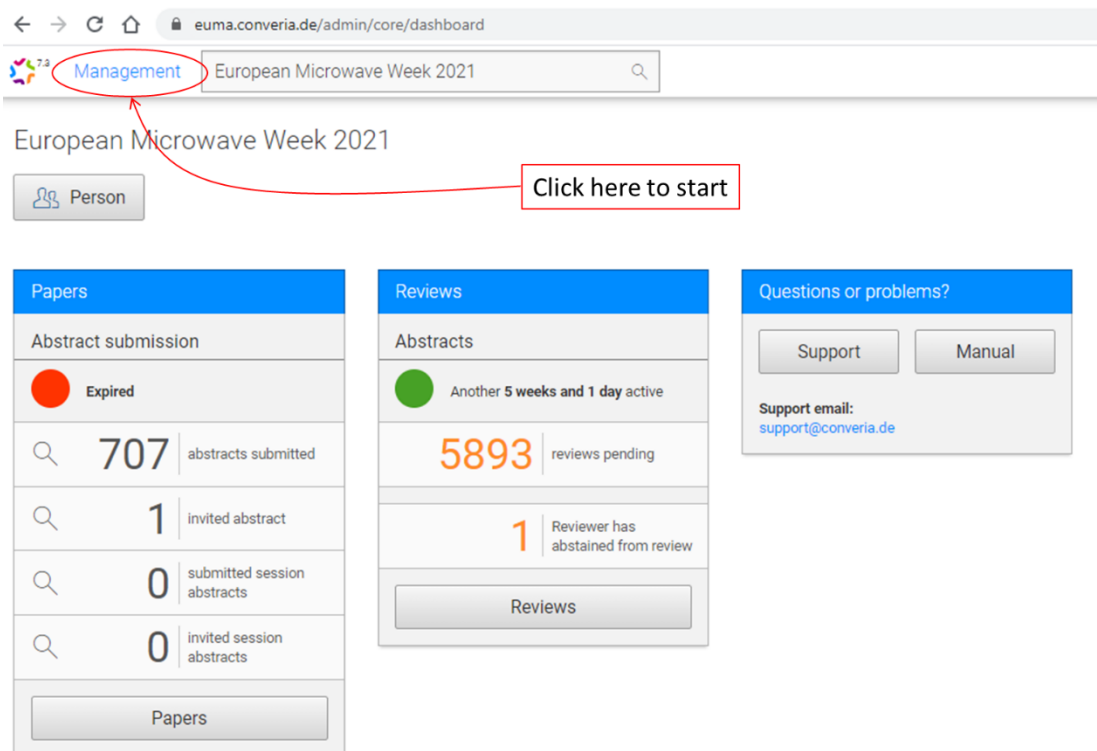
Access the backend login page at:

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

Note: If needed, please select “English” as “Sprache”.

The start screen shows the total number of papers and open reviews of this year's EuMW. Don't panic – these are the total numbers, not the number of papers in your Subcommittee.

- There is a button forwarding you to an online manual.
- If you need support, please send an email to us at papermanagement@eumwa.org instead of using the “Support” button on this page (which will contact Converia, but we agreed that we will do user-level support for you).
- Click on “Management” on the menu list on top of the screen to start.



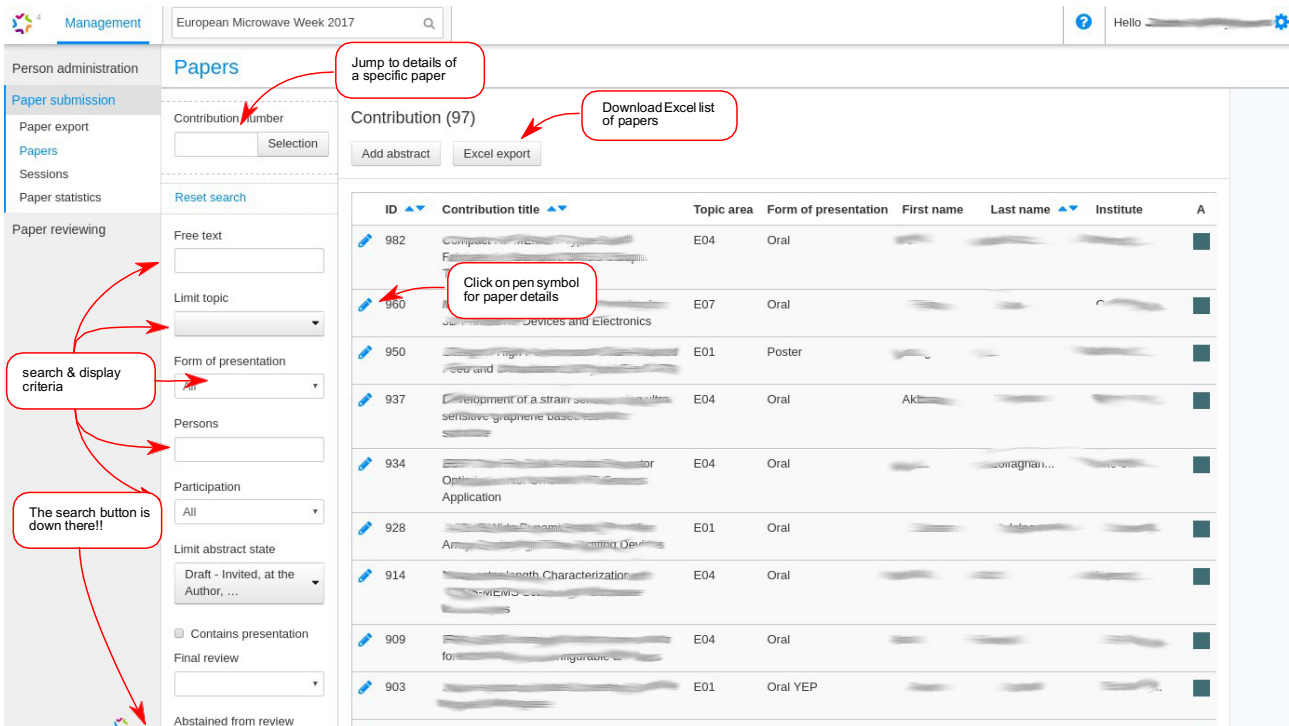
The screenshot shows the Converia backend dashboard for European Microwave Week 2021. The browser address bar is euma.converia.de/admin/core/dashboard. The navigation menu includes 'Management', which is circled in red. A red arrow points from this menu item to a red-bordered box containing the text 'Click here to start'. Below the navigation bar, the dashboard displays statistics for 'European Microwave Week 2021'. On the left, the 'Papers' section shows: 707 abstracts submitted (Expired), 1 invited abstract, 0 submitted session abstracts, and 0 invited session abstracts. In the middle, the 'Reviews' section shows: 5893 reviews pending (Another 5 weeks and 1 day active) and 1 reviewer has abstained from review. On the right, the 'Questions or problems?' section contains 'Support' and 'Manual' buttons, and the support email support@converia.de.

(example shown for 2021, but similar for 2025)

HOW DO I MANAGE THE PAPERS ASSIGNED TO MY SUBCOMMITTEE?

The page “Paper submission”/”Papers” lists all papers that you can access.

- You can apply filters to the papers shown by topic, form of presentation etc, through the selection fields on the left hand side. Press “search” on the bottom of the page to apply the filter criteria. Delete the criteria and press “search” again for the complete list.
- You can download an Excel summary table as displayed on the site through clicking the “Excel export” button.



The screenshot shows the 'Papers' management interface for the European Microwave Week 2017. The interface includes a left-hand navigation menu, a search and filter section, and a main table of papers.

Callout boxes and their locations:

- Jump to details of a specific paper:** Points to the 'Contribution number' field.
- Download Excel list of papers:** Points to the 'Excel export' button.
- Click on pen symbol for paper details:** Points to the blue pen icon next to paper ID 960.
- search & display criteria:** Points to the filter options on the left side.
- The search button is down there!:** Points to the search button at the bottom of the filter section.

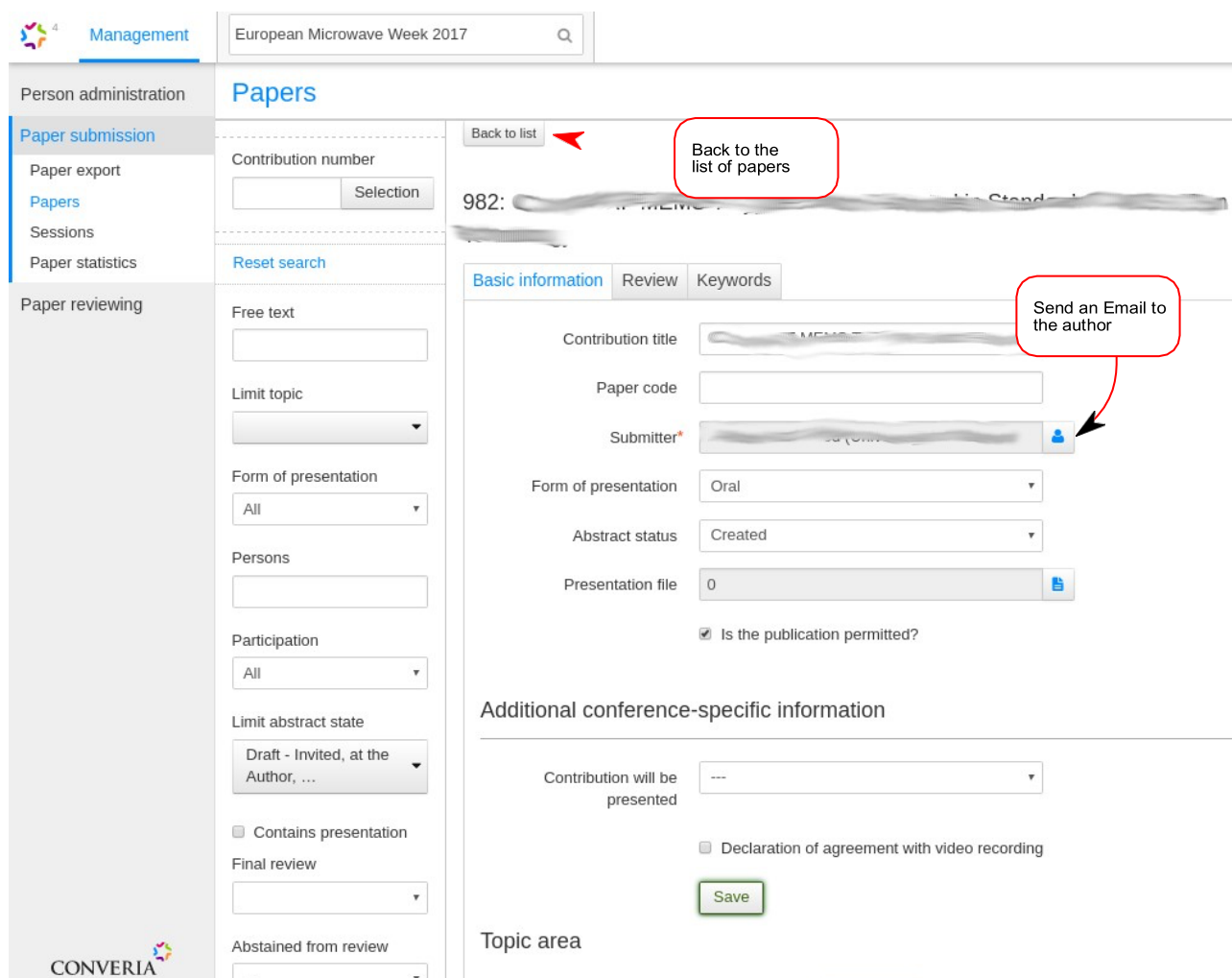
Table of Papers:

ID	Contribution title	Topic area	Form of presentation	First name	Last name	Institute	A
982	Compact MEMS...	E04	Oral				
960	Substrate Devices and Electronics	E07	Oral				
950	...	E01	Poster				
937	Development of a strain sensitive graphene based...	E04	Oral	Ak			
934	Optimization of a...	E04	Oral		Sonagnan...		
928	Amplifier with...	E01	Oral				
914	Depth Characterization...	E04	Oral				
909	for...	E04	Oral				
903	...	E01	Oral YEP				

HOW CAN I SEE THE REVIEWERS OF A PAPER?

On the page “Paper submission”/”Papers”, enter the paper number in the field “Contribution number” and click on the button “selection”, or click on the pencil symbol next to the paper. This will open the paper details.

The “basic information” tab opens, giving details on the submitters. *Although it is possible to change the entries in the fields, e.g. from “Oral” to “Poster” or send an email to the author, please don't do so...*



Management European Microwave Week 2017

Person administration **Papers**

Paper submission
 Paper export
 Papers
 Sessions
 Paper statistics

Paper reviewing

CONVERIA

Back to list

Contribution number
 Selection


982: [redacted]

Back to the list of papers

Basic information Review Keywords


Contribution title [redacted]

Paper code [redacted]

Submitter* [redacted]  Send an Email to the author

Form of presentation Oral

Abstract status Created

Presentation file 0 

Is the publication permitted?

Additional conference-specific information

Contribution will be presented ---

Declaration of agreement with video recording

Save

Topic area

HOW TO DOWNLOAD THE PAPERS ASSIGNED TO MY SUBCOMMITTEE?

The page “paper submission”/“paper export” allows to download a ZIP file containing the PDFs according to the filters you apply. Please use the export format option “Files”.

After creating the ZIP file you can download this file from the tab “Available exports”. Please select the file based on the date/time (usually it will be the top most and latest file, which has just been created).

Note that you can also download the PDFs using your reviewer account.

The screenshot shows the 'Paper export' page with a sidebar on the left containing navigation links: Person administration, Paper submission, Paper export, Papers, Session, Paper statistics, and Paper reviewing. The main content area is titled 'Paper export' and features a green success message: 'Export successful for 58 filtered papers.' Below this are two tabs: 'Export settings' (active) and 'Available exports'. The 'Export settings' section is titled 'Einstellungen' and includes several configuration options: 'Data reference' with radio buttons for 'Submission' (selected), 'Abstract review', and 'Manuscript review'; 'Topic' with a dropdown menu showing 'No selection'; 'Form of presentation' with a dropdown menu showing 'All'; 'SC filter' with a dropdown menu showing 'All'; 'Conference planner' with a dropdown menu showing '--'; radio buttons for 'assigned papers' and 'unassigned papers'; 'Export format' with radio buttons for 'XML' and 'Files' (selected), with a red box and arrow pointing to 'Files' and the text 'Use "Files"'; a checkbox for 'Convert HTML content to plain text'; and 'Sorting' with a dropdown menu showing 'Paper IDs'. A 'Create' button is located at the bottom of the settings section.

HOW TO MONITOR THE REVIEW PROCESS?

HOW TO SEE IF REVIEWERS ARE ACTIVE?

On the page “Paper reviewing”/”reviewers”, you see the columns:

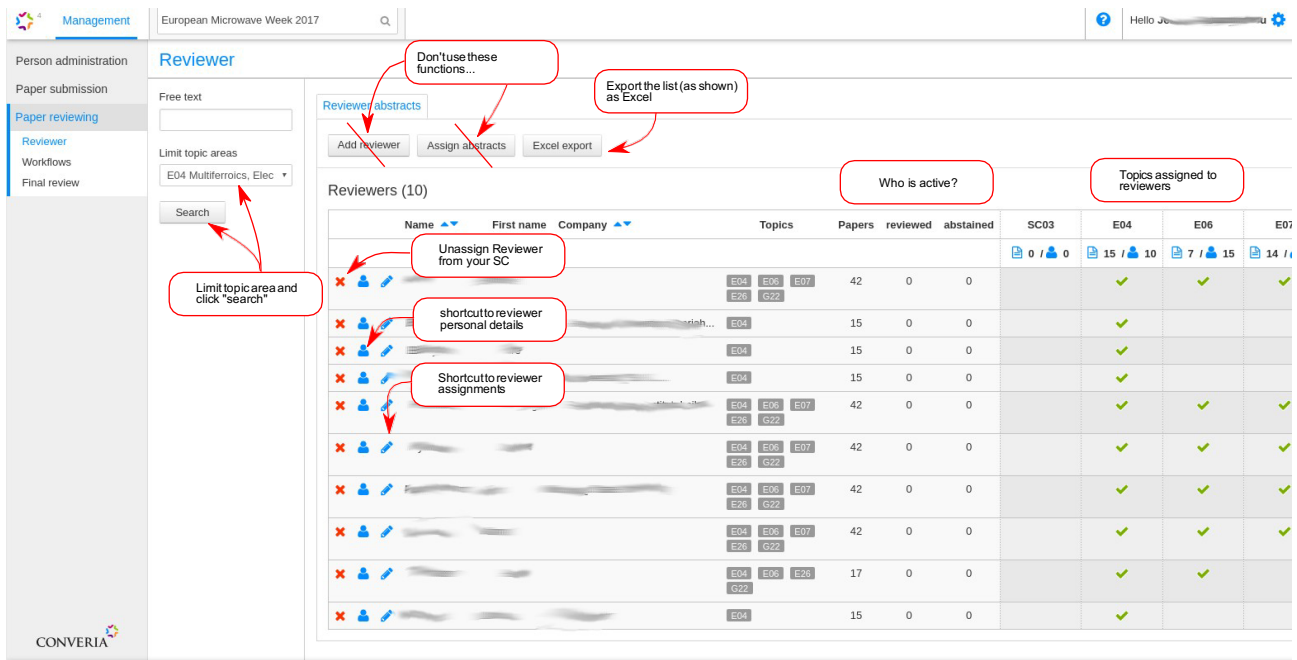
- “papers”: Number of papers assigned to the reviewer.
- “reviewed”: Number of reviews entered. Reviewers have the possibility to change reviews until the review site closes. The numbers show complete but possibly preliminary review results.
- “abstained”: Number of abstained reviews.

The system will start by showing all reviewers for the whole conference (note, this page can take some time to load). Please limit the view by selecting a relevant topic in the field “**Limit topic areas**” and click Search.

Note that this list shows all reviewers assigned to certain topics. It does however not necessarily mean that each reviewer has also received papers from that topic or is active in your subcommittee.

Also note that the topic list will also contain your subcommittee name, but no papers are assigned to the subcommittee topic, only to the topics in the Call for Papers.

You can export the table shown in this list into Excel by clicking on the respective button.



Management | European Microwave Week 2017

Person administration | Reviewer

Paper submission

Paper reviewing

Review

Workflows

Final review

Free text

Limit topic areas

E04 Multiferrroics, Elec

Search

Reviewer abstracts

Add reviewer

Assign abstracts

Excel export

Who is active?

Topics assigned to reviewers

Reviewers (10)

Name	First name	Company	Topics	Papers reviewed	abstained	SC03	E04	E06	E07
			E04 E06 E07 E26 G22	42	0	0	15 / 10	7 / 15	14 / 14
			E04	15	0	0	✓		
			E04	15	0	0	✓		
			E04 E06 E07 E26 G22	42	0	0	✓	✓	✓
			E04 E06 E07 E26 G22	42	0	0	✓	✓	✓
			E04 E06 E07 E26 G22	42	0	0	✓	✓	✓
			E04 E06 E26 G22	17	0	0	✓	✓	
			E04	15	0	0	✓		

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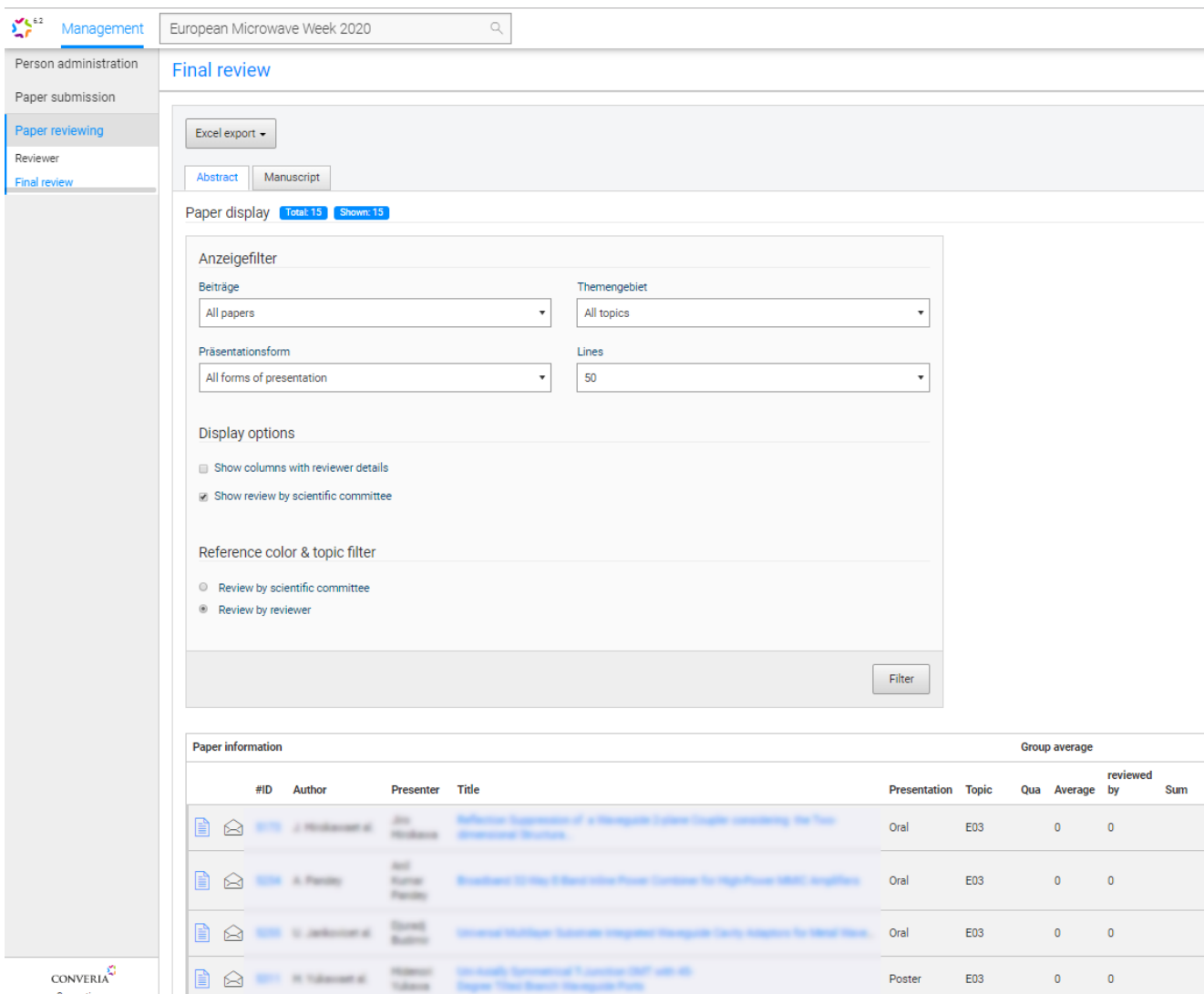
© 2017 Converia - Sanaer time: 12:55:47 (week GMT+01:00)

HOW DO I ACCESS REVIEW DETAILS?

The menu “Paper reviewing” -> “Final review” will be used to enter your accept/reject decisions at the TPC meeting. But it also allows to download the review details as an Excel file.

When first opening this page the list with papers might be empty. In that case, please click the “Filter” button. Now you can use the “Excel export” to download a list with papers and the current review scores.

Depending on the selection you made, you will get a comprehensive list of all papers and review results available at the moment.



The screenshot shows the 'Final review' page in the EuMA management system. The left sidebar contains navigation options: Person administration, Paper submission, Paper reviewing (selected), Reviewer, and Final review. The main content area includes an 'Excel export' button, tabs for 'Abstract' and 'Manuscript', and a 'Paper display' section with filters for 'Beiträge' (All papers), 'Themengebiet' (All topics), 'Präsentationsform' (All forms of presentation), and 'Lines' (50). There are also checkboxes for 'Show columns with reviewer details' and 'Show review by scientific committee', and radio buttons for 'Review by scientific committee' and 'Review by reviewer'. A 'Filter' button is located at the bottom right of the filter section.

Below the filters is a table titled 'Paper information' with columns for #ID, Author, Presenter, Title, Presentation, Topic, Qua, Average, reviewed by, and Sum. The table contains four rows of data:

#ID	Author	Presenter	Title	Presentation	Topic	Qua	Average	reviewed by	Sum
0110	J. Hildebrandt	Johannes Hildebrandt	Reflection Suppression of a Waveguide Coupler Considering the Two Dimensional Structure	Oral	E03	0	0		
0109	A. Pecher	Andreas Pecher	Broadband Si-Ge 2-Band-Block Power Combines for High-Power MMIC Amplifiers	Oral	E03	0	0		
0108	G. Janderson	Georg Janderson	Universal Microwave Substrate Integrated Waveguide Circuits Realized for Millimeter-Wave	Oral	E03	0	0		
0111	M. Hildebrandt	Michael Hildebrandt	Low-Noise Amplifier of a Junction GAT with an Output Power Matching Network	Poster	E03	0	0		

The footer of the page includes the CONVERIA logo and the text 'Server time'.