

ASSYST

User Guide

Table of Content

1. Registration and access to ASSYST.....	2
1.1. Registration.....	2
1.2. Access to the system.....	2
2. Submitting and managing papers.....	2
2.1. Submitting paper in the system.....	2
2.2. Managing your submissions.....	2
3. Reviewing.....	3
3.1. "My reviews" page.....	3
3.2. Accepting or declining a review.....	3
3.3. Filling in & modifying a review.....	3
4. Creating and configuring a new conference.....	3
4.1. Requesting a new conference.....	3
4.2. Defining multiple tracks.....	4
4.3. Configuring a conference.....	4
5. Forming the TPC.....	5
5.1. Adding TPC chairs.....	5
5.2. Inviting TPC members.....	5
6. Assigning reviews.....	5
6.1. Assigning reviews.....	5

1. Registration and access to ASSYST

1.1. Registration

To create an account in **ASSYST**, follow the **“Register”** link in the upper right corner of the screen and fill out the registration form.

1.2. Access to the system

To perform any action in **ASSYST** (submit or review a paper, create a conference, etc.) you must be a registered user in the system.

If you have received an invitation to serve as TPC member or reviewer, it means that you already have an **ASSYST** account (either you were registered previously, or the conference chairs have created an account for you).

2. Submitting and managing papers

2.1. Submitting paper in the system

To submit a paper in **ASSYST**, you have to log in and perform the following actions:

1. Click on the **“Submit a paper”** link in the upper menu. This will take you to a list of all the active conferences managed by **ASSYST**.
2. Find the conference to which you want to submit and click on the **“Submit a paper”** link in the corresponding row of the table. If you are submitting to a multi-track event, you will be asked to select the track to which you want to submit your paper.
3. Choose the paper type. Click **“Next”**.
4. Enter details. Click **“Next”**.

Important! If you are submitting a paper of the “Extended abstract” type, do not try to put the full text into the “Abstract” field. This field is for the abstract in the usual sense of the word (short one-paragraph summary of the work), while the full text has to be uploaded as a separate file later (see the next subsection).

5. Review the details, and if everything is correct, click **“Submit”**.

Now the paper is registered in the system. You can edit it through the **“My papers”** page.

2.2. Managing your submissions

To open the list of your submissions, follow **“My papers”** link in the user menu on the left hand side of the screen. By default, only active submissions are shown. To view the complete list, click on **“Show all submissions”** link on top of the list. By selecting a corresponding icon in the column **“Actions”** you can:

- **Edit paper details:** modify title, abstract & topics of the paper.
- **Edit the list of authors:** add/remove authors, change the order of authors,

and change the main contact author.

- **Upload a manuscript.**
- **Remove the submission.**

3. Reviewing

3.1. “My reviews” page

All the information about the reviews assigned to you is collected on the **“My Reviews”** page. To open it, follow **“My Reviews”** link in the user menu on the left hand side of the screen.

3.2. Accepting or declining a review

After a review has been assigned to you, you either have to accept or decline it by choosing a corresponding link in the **“Operations”** column of the table. A review can be filled only after you have accepted the assignment.

3.3. Filling in & modifying a review

After accepting a review assignment, you can open it for editing by clicking on the **“Compile the review”** link. After editing the review you can choose one of the two options:

- *Submit the review:* to do this, click on **“Send NOW”** button at the bottom of the form.
- *Save the review without submitting it, in order to return to it later:* to do this, click on the **“Send LATER”** button at the bottom of the form. Later you can submit the review by selecting the **“Submit review”** operation for this review on the **“My reviews”** page, or to return to the editing form by selecting **“Compile the review”** again. You can return to editing your review as many times as you like, until you have chosen to submit it.

4. Creating and configuring a new conference

4.1. Requesting a new conference

To create a new conference (workshop, symposium) in **ASSYST**, you have to fill out a request, which will be further reviewed by the system administrator. To fill out a request, you have to log in and follow the **“Create a new Conference”** link in the menu line just below the header.

After the request has been filled out, a decision will be made by the administrator. You will be notified via email whether your request has been approved or declined.

4.2. Defining multiple tracks

If the event has a multiple number of tracks, you need to define the tracks before configuring the event. To define multiple tracks:

- Log in.
- Select the “**Chairing**” link in the menu on the left hand side
- Select the conference from the list
- Select the “**Tracks**” link in the menu on the left hand side
- Add the tracks to the conference

4.3. Configuring a conference.

After the event has been approved, it will have to be configured before it becomes visible to other users and available for submission. To configure a conference:

- Log in.
- Select the “**Chairing**” link in the menu on the left hand side
- Select the conference from the list
- Select “**Setup**” link in the menu on the left hand side

You will be brought to the setup page with 6 different tabs, which allow you to enter all the details of the conference.

- **1. Research topics:** the list of topics from which the authors will choose when submitting their papers. You have to define at least one topic to make the conference active.
- **2. Conference parameters:** basic information like name, deadlines and email addresses can be added here.
- **3. Paper types:** here you may create various paper categories for the conference (short paper, full paper, poster, etc.)
- **4. Submission templates:** here you can select one or several of the available submission templates to be used by the authors.
- **5. Email templates:** you can find the templates of email notifications sent by the system on occasions such as TPC member invitation, review assignment, paper acceptance, etc. can be customized here. Should you decide not to create your own email templates; the default system templates will be used automatically.
- **6. Review form:** the form to be filled by the reviewers is defined here.

5. Forming the TPC

5.1. Adding TPC chairs

To add a new TPC chair to the conference:

- Log in.
- Select the **“Chairing”** link in the menu on the left hand side
- Select the conference from the list
- Select the **“Committee”** link in the menu on the left hand side
- Select the **“Add TPC chair”** link above the list of committee members.
- You will be prompted to search for the person among the existing users. At the point you may select a new chair from the list of the users found, or to add a new user to the system.

5.2. Inviting TPC members

To invite a new TPC member to the conference:

- Log in.
- Select **“Chairing”** in the menu on the left hand side
- Select the conference from the list
- Select **“Committee”** in the menu on the left hand side
- Select the **“Add/Invite TPC member”** link above the list of committee members.

6. Assigning reviews

6.1. Assigning reviews

If you are acting as a TPC chair, you can assign TPC members or reviewers to any paper submitted to the conference. To do this, you have to perform the following actions:

- Log in.
- Select the **“Chairing”** in the menu on the left hand side
- Select the conference from the list
- Follow **“Assign reviews”** in the menu on the left hand side.
- Select the review type in the **“Assign”** column near the paper
- Select the reviewer.

If you are acting as a TPC member, you can assign reviewers to those papers

which are assigned to you by TPC chair. To do this, you have to perform the following actions:

- Log in.
- Select **"My TPCs"** in the menu on the left hand side.
- Select the conference from the list
- Follow **"Manage reviews"** in the menu on the left hand side.
- Select **"Review"** link in the **"Assign"** column near the paper.
- Select the reviewer.