



# eventure

**congress registration software**

**manual**  
**abstract handling**

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## 1 Introduction

Eventure offers the possibility to automate the administrative handling of abstracts involving such actions as associating abstracts to topics, sessions, authors, presenters, reviewers, etc. In addition you can send abstract status letters at each stage.

This is all realised in the 'Abstract Module of Eventure. This manual guides you through the process of handling abstracts using Eventure.

The following stages are described in this manual:

- Preparation for abstract handling  
Under preparation for abstract handling is meant specifying topics, awards, sessions, letters, etc.
- Abstract handling.  
This entails processing abstract data, authors, reviewers, chair persons of sessions, etc.

## 2 Preparation for abstract handling

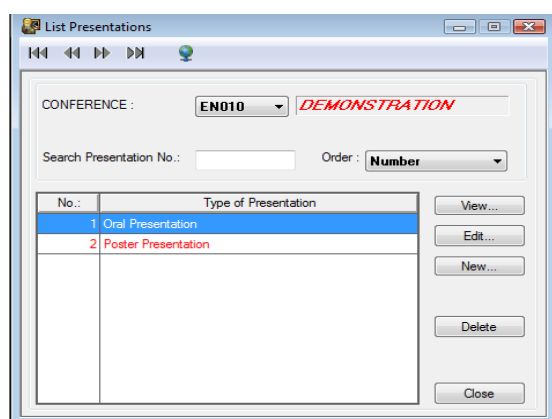
Before beginning handling abstract data, first some data related to abstracts has to be entered. The following topics are described in sequence:

- Type of Presentation,
- Presentation material (Equipment),
- Topics,
- Awards,
- Conference Rooms,
- Sessions,
- Letters,
- Status levels,
- Status letters,
- Connections (associations between status level related letters)

### 2.1 Type of Presentation

'Type of Presentation' indicates in which form an abstract can be presented.

Select 'Type of Presentation' from the 'Basic Data' menu. This takes you to the screen shown below.

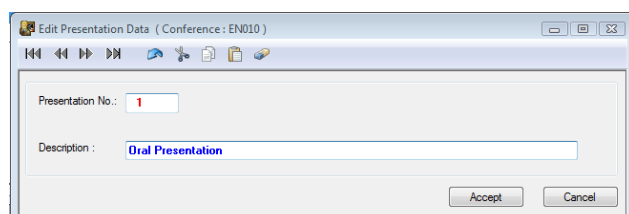


This screen can also be reached via:  
*Basic Data (Alt + b) -> Type of Presentation (t).*

A list of presentation types as delivered with Eventure is given in the 'List Presentations' screen. You can add to, modify and cancel the presentation types available. The presentation types available are not congress dependent and may be used for all congresses.

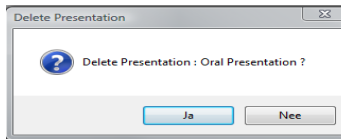
- 'Order':  
This drop down menu allows the list of presentation types to be sorted according to sequence number ('Number') or presentation type ('Presentation').

Clicking on the 'View', 'Edit' and 'New' takes you to the 'View/Edit/New Presentation Data' screen, which is shown below.



In the 'View/Edit/New Presentation Data' screen you can view, modify or enter the following data about the presentation type:

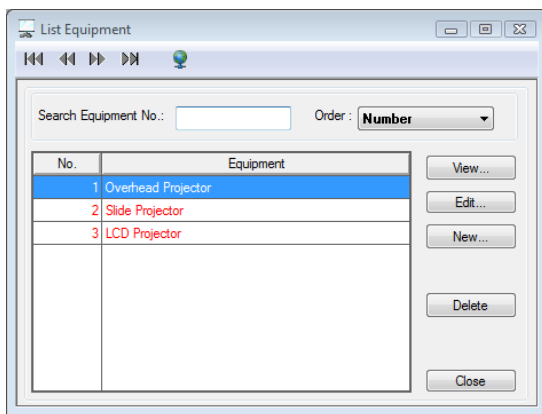
- 'Presentation No.':  
This is the sequence number dictating the position in the list on the 'List Presentations' screen.
- 'Description':  
Enter the description of the presentation type.



The 'Delete Presentation' screen appears when a particular presentation type has been selected in the 'List Presentations' screen and you click on 'Delete'. If you confirm the action, the selected presentation type is removed and you are returned to the 'List Presentations' screen. If you click on 'No' you are returned to the 'List Presentations' screen without anything being changed.

## 2.2 Presentation material (Equipment)

Under 'Equipment' the various necessities for the presentation can be viewed, changed and added. When you select 'Equipment' in the 'Basic Data' menu, the screen shown below is displayed.

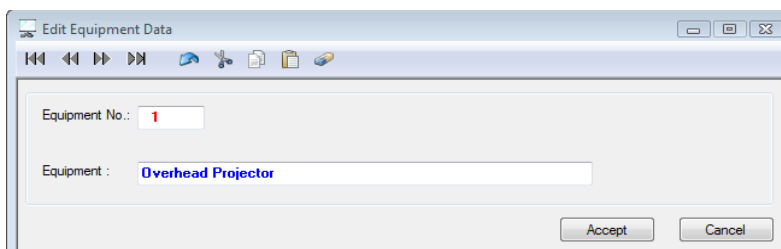


This screen can also be reached via:  
Basic Data (Alt + b) -> Equipment (q).

The 'List Equipment' screen provides an overview of the presentation material delivered with Eventure. The presentation materials present are not congress dependent and are available for all congresses.

- 'Order':  
Using the drop down menu 'Order' you can sort the list according to sequence number ('Number') or presentation material ('Equipment').

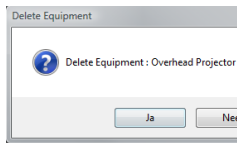
Clicking the 'View', 'Edit' and 'New' softkeys puts you into the 'View/Edit/New Equipment Data' screen, shown below.



In the 'View/Edit/New Equipment Data' screen you can view, change or add the following details:

- 'Equipment No.':  
This is the sequence number determining the position in the list on the 'List Equipment' screen.

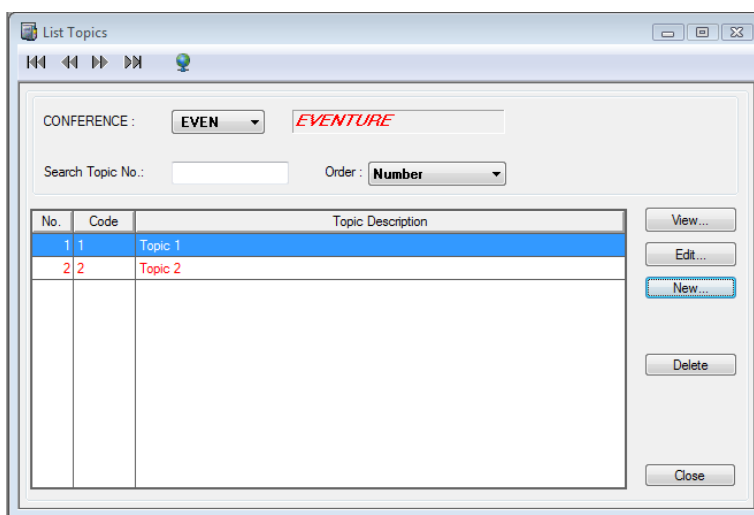
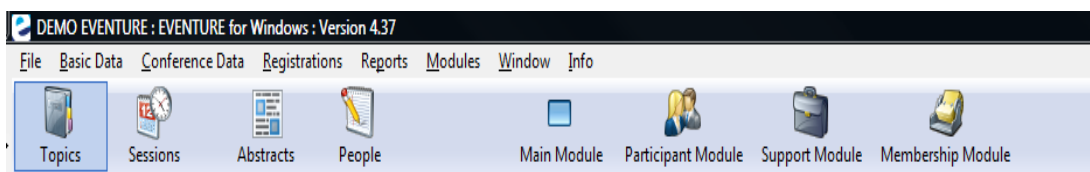
- 'Equipment':  
Type in the description of the presentation material.



The 'Delete Equipment' screen is displayed when you have selected a particular piece of presentation material in the 'List Equipment' screen and clicked 'Delete'. If you confirm the action, the selected presentation material is removed and you are returned to the 'List Equipment' screen. If you click 'No', you are returned to the 'List Equipment' screen without anything being changed.


## 2.3 Topics

Enter the various themes of the congress under 'Topics'. Using the 'Topics' icon in the menu bar, shown below, puts you into the 'List Topics' screen.

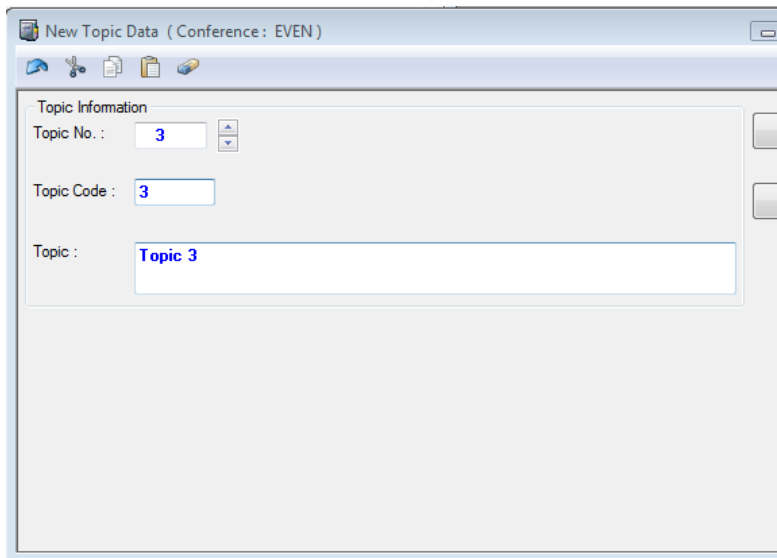


This screen can also be reached via:  
Conference Data (Alt + c) ->  
Topics (t).

The 'List Topics' screen provides an overview of the topics per congress.

- The Internet button  :  
Click on this button to go directly to the administration page log in screen. (You can find more information in the Abstract handling on the Internet Manual.)
- 'Order':  
The drop down menu 'Order' provides the possibility to sort the list of topics according to sequence number ('Number') or topic code ('Topic Code').

Clicking on 'View', 'Edit' and 'New' puts you into the 'View/Edit/New Topic Data' screen, shown below.

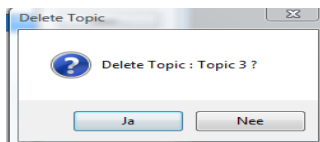


In the 'View/Edit/New Topic Data' screen you can view, modify or enter the following details:

- 'Topic No':  
You can select the sequence number of the related topic. The sequence number determines the position in the list of topics.
- 'Topic Code':  
You can define the 'Topic Code' and enter it. You can use this code to sort the topics according to your own requirements when printing out lists.
- **Tip:**  
If you are going to use the 'Topic Code' to sort the order in which lists are to be printed, it is important to remember that the sort takes into account the number of characters in the code. The codes with the least number of characters are always first in the list.  
E.g. the code Z1 is always before the code A01, because Z1 only has two characters and A01 has three. After number of characters have been taken into account, the sort is done alphabetically.
- 'Topic':  
Enter the description of the topic.

### 2.3.1 Deleting a topic

If after entering a topic and returning to the 'List Topics' screen and you want to delete a topic, click on 'Delete' and the following message appears.



If you answer the question by clicking on 'Yes' the selected topic will be deleted and you will return to the 'List Topics' screen. Answer the question by clicking on 'No' and you will return to the 'List Topics' screen without anything being changed.

### 2.3.2 Reviewers

When you click on 'Accept', the empty part of the 'New Topic Data' screen, shown below, is displayed. You can now associate the reviewers with this topic. There are no reviewers in the list when a new topic is created.



Reviewers	
No.	Name

You can enter a new reviewer for this topic by clicking on 'New Reviewer'. The 'Reviewer Data' screen, shown below, is displayed.

Enter the personal details of the reviewer in this screen. When you let the abstracts be reviewed via the internet, as described in the *Abstract handling on the internet*, Chapter 4, 'Reviewing and scoring on the internet', it is important to also enter the e-mail address of the reviewer.

After having entered the family name of the reviewer, the program may display the message '(Author found)', shown below.

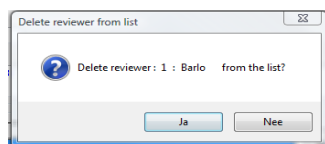
Reg.No.	Familyname	Initials	Prefix	Company	City	Country
1	Barlo	S		Parthen	Amstelveen	Nederland

This screen displays all authors in the system with the same family name. This allows you to see whether the reviewer for this topic is already in the Eventure system or not. If one of the names displayed is in fact the same person, then you can select the person in the list and click on 'Copy Data', which causes all of the personal details of this person to be displayed in the 'Reviewer Data' screen.

There is a second way to add reviewers to a topic and that is via the people list. See paragraph 3.2 for more information.

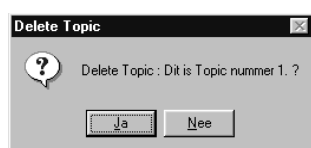
### 2.3.2.1 Deleting a Reviewer

When you want to remove a reviewer from the topic, select the reviewer you want to remove in the 'New Topic Data' screen and click 'Delete Reviewer'. The screen shown below is displayed.



When you confirm this action, the reviewer selected is removed and you are returned to the overview of reviewers. If you click 'No' you are returned to the overview of reviewers without anything being changed.

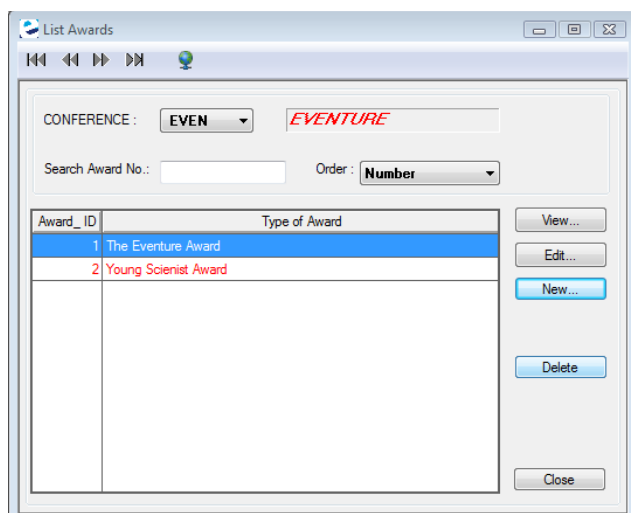
When, after entering a topic, you are returned to the 'List Topics' screen and you want to remove a topic, click 'Delete' and the message shown below is displayed.



When you confirm this action, the selected topic is removed and you are returned to the overview of topics. If you click 'No' you are returned to the overview of topics without anything being changed.

## 2.4 Awards

Under 'Awards' you can describe for which awards the authors can apply per congress. When you select 'Awards' via the 'Conference Data' menu, you arrive in the 'List Awards' screen shown below.

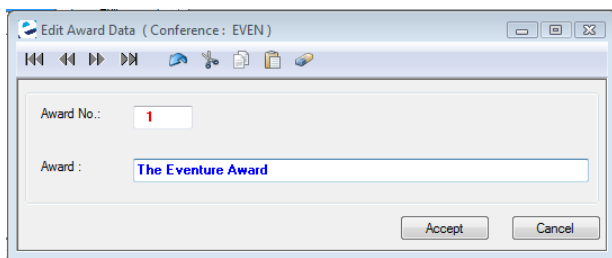


This screen can also be reached via:  
*Conference Data (Alt + c) -> Awards (a).*

The 'List Awards' screen provides a list of awards available per selected congress. The awards are congress dependent.

- 'Order':  
Using the drop down menu 'Order' you can sort the awards according to sequence number ('Number') or the name of the award ('Award Name').

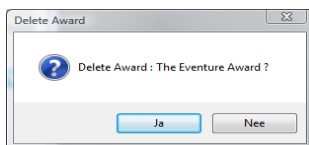
Clicking on 'View', 'Edit' and 'New' puts you in the 'View/Edit/New Award Data' screen, shown below.



In the 'View/Edit/New Award Data' screen you can view, modify or enter the following details about an award:

- 'Award No.':  
The 'Award No.' is the sequence number that you can allot to an award. This sequence number determines the position in the list of awards.
- 'Award':  
You can enter the name of the award in this field.

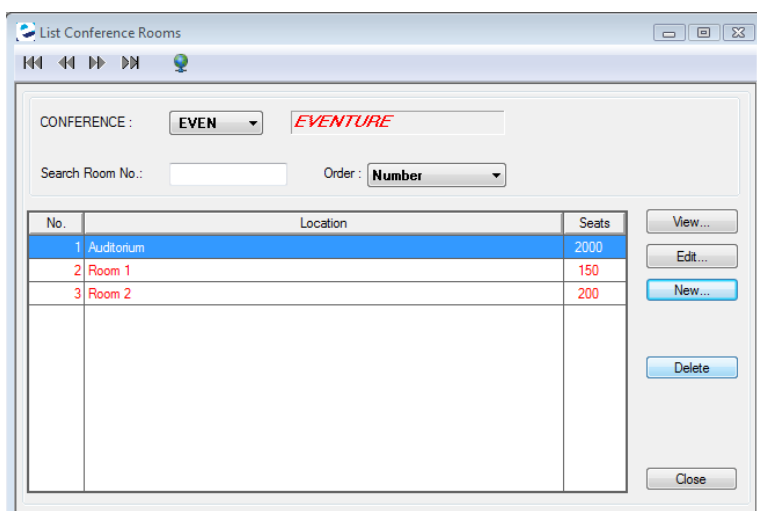
When, after having entered an award, you return to the 'List Awards' screen and you want to remove an award, click 'Delete', which results in the message below being displayed.



When you confirm this action, The selected award is removed and you are returned to the overview of awards. If you click 'No', you are returned to the overview of awards without anything being changed.

## 2.5 Conference Rooms

Under 'Conference Rooms' you can enter the congress rooms per congress. You can associate the rooms to a session later. If you select the option 'Conference Rooms' via the 'Conference Data' menu, you receive the screen shown below.



This screen can also be reached via:  
Conference Data (Alt + c) ->  
Conference Rooms (r).

The 'List Conference Rooms' screen provides you with a list of all conference rooms per congress. The rooms are congress dependent.

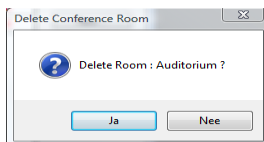
- 'Order':  
The drop down menu 'Order' provides the possibility of sorting the data on the list according to sequence number ('Number') or room ('Room').

Clicking on 'View', 'Edit' and 'New' puts you in the 'View/Edit/New Conference Room Data' screen, shown below.

In the 'View/Edit/New Conference Room Data' screen you can view, modify or enter the following data about the rooms:

- 'Room No.':  
Enter the sequence number that you wish the room to have. This sequence number determines where the room is placed in the list of conference rooms.
- 'Room name':  
Enter the name of the conference room in this field.
- 'No. of Seats':  
Enter the maximum number of seats that the room will accommodate. This is for your own purposes.

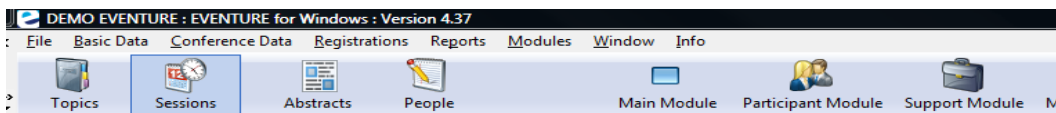
When, after having entered a conference room and returned to the 'List Conference Rooms' screen and you want to remove a conference room, click 'Delete' and the message shown below is displayed.

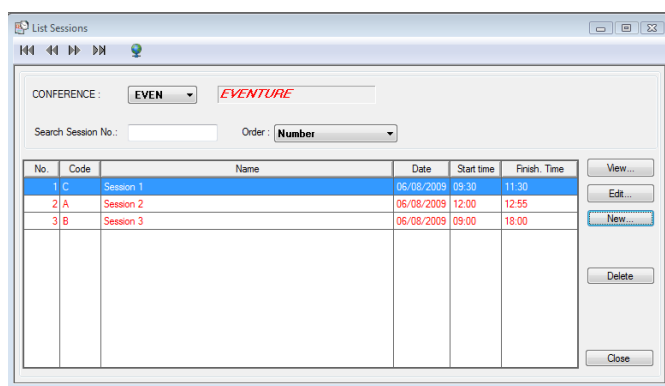


When you confirm this action, the selected conference room is removed and you are returned to the overview of conference rooms. If you click 'No' you are returned to the overview of conference rooms without anything being changed.

## 2.6 Sessions


Under sessions you can define which sessions will occur during the congress per congress. Clicking on the 'Sessions' icon in the menu bar results in the 'List Sessions' screen below being displayed.



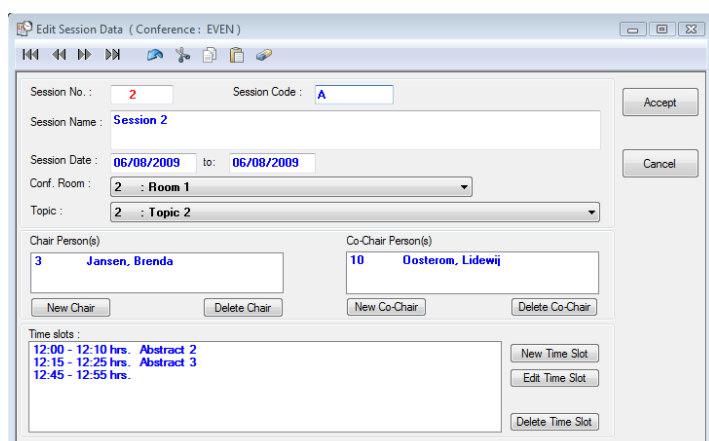


This screen can also be reached via:  
**Conference Data**  
 (Alt + c) -> **Sessions**  
 (s).

The 'List Sessions' screen provides an overview of all sessions available for the selected congress.

- The Internet button  :  
Click on this button to go directly to the administration page log in screen. (You can find more information in the Abstract handling on the Internet Manual.)
- 'Order':  
The drop down menu 'Order' provides the possibility of sorting the data in the list according to sequence number ('Number'), session code ('Code') or date and time ('Date/Time').

Clicking on 'View', 'Edit' and 'New' puts you in the 'View/Edit/New Session Data' screen, shown below.



In the 'View/Edit/New Session Data' screen you can view, modify or enter the following session data:

- 'Session No.':  
Enter the sequence number of the session in this field. This sequence number defines the position in the list of sessions in the 'List Sessions' screen.
- 'Session Code':  
Enter the code of the session that will be used during the congress in this field. This session code can be used for sorting according to code when printing out data, and similar actions.
- **Tip:**  
If you are going to use the 'Session Code' to sort the order in which lists are to be printed, it is important to remember that the sort takes into account the number of characters in the code. The codes with the least number of characters are always first in the list.  
E.g. the code Z1 is always before the code A01, because Z1 only has two characters and A01 has three. After number of characters have been taken into account, the sort is done alphabetically.

- **'Session Name':**  
Enter the name of the session in this field.
- **'Session Date':**  
Enter the date on which the session will take place.
- **'Conf. Room':**  
Select the conference room in which the session will take place using this drop down menu.
- **'Topic':**  
Use this drop down menu to indicate to which topic this session belongs.
- **'Chair Person(s)' and 'Co-Chair Person(s)':**  
Under the labels 'Chair Person(s)' and 'Co-Chair Person(s)' there is space for a list of chair persons for this session. Clicking on 'New Chair' or 'New Co-Chair' allows you to designate a person as the chair person. The screen below is displayed.

In the 'Chair Person Data' and 'Co-Chair Person Data' screens you can enter the personal details of these people. When you type in a family name which is already present in Eventure as an author, reviewer or chair person, a screen is displayed containing the names found. You can choose to accept the details of a name found or cancel.

When you return to the 'View/Edit/New Session Data' screen and you want to remove a chair person or co-chair person, select the chair person or co-chair person and click 'Delete Chair' or 'Delete Co-Chair', as appropriate. The message below is displayed.

When you confirm this action, the selected chair person or co-chair person is removed and you are returned to the 'View/Edit/New Session Data' screen. If you click 'No' you are returned to the 'View/Edit/New Session Data' screen without anything being changed.

- **'Time slots':**  
The times of the various slots of the session are displayed in the space under the label 'Time slots'. By using the 'New Time Slot' and 'Edit Time Slot' softkeys you can define and modify these slots. If you click on one of these softkeys, the screen shown below will be displayed.

The 'Session Time Slots Data' screen contains the start and end times of the slot. Fill the start time in the first entry field and the end time in the second entry field.

- **Tip:**

When you define more time slots, you can only attach one abstract per time slot. But when you define just one time slot, you can attach as many abstracts to it you wish.

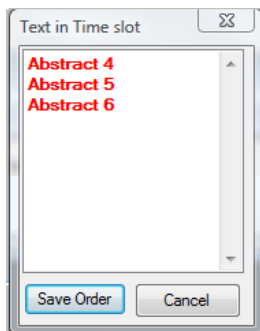
E.g. The session contains ten abstracts with spoken presentations lasting no more than six minutes. You therefore define ten time slots of six minutes which follow on from each other.

If you have 10 abstracts with a poster presentation that you do not wish to allot more time than one hour, then define one time slot of an hour.

How abstracts are attached to a time slot is explained in section 3.1, 'Abstracts'.

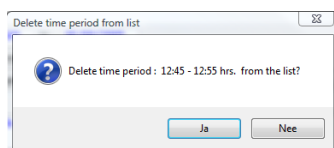
As you can see abstracts are displayed under the 'Time slots'. These are the abstracts that will be attached to the 'Time slot' concerned as described in section 3.1, 'Abstracts'.

When two or more abstracts are given, you can double click on a time slot in order to define the sequence of the abstracts in the time slot. The screen below is displayed.



In the screen you can define the sequence of the abstracts by dragging them up or down. When they are in the order that you want, click on 'Save Order'.

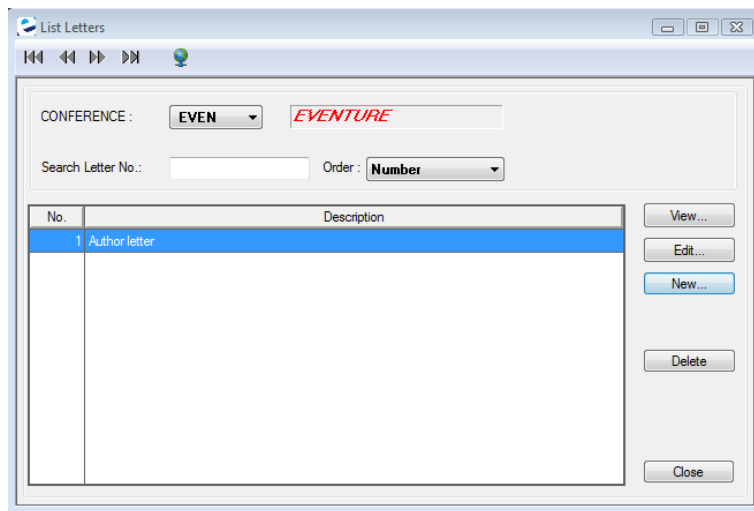
When you return to the 'View/Edit/New Session Data' screen you can remove a time slot by clicking on 'Delete Time Slot'. The message below is displayed.



When you confirm this action, the selected time slot is removed and you are returned to the 'View/Edit/New Session Data' screen. If you click 'No' you are returned to the 'View/Edit/New Session Data' screen without anything being changed.

## 2.7 Letters

Under 'Letters' you can compose letters that you want to send to authors, reviewers and/or chair persons. Select 'Letters' via the 'Conference Data' menu and you are put into the screen shown below.

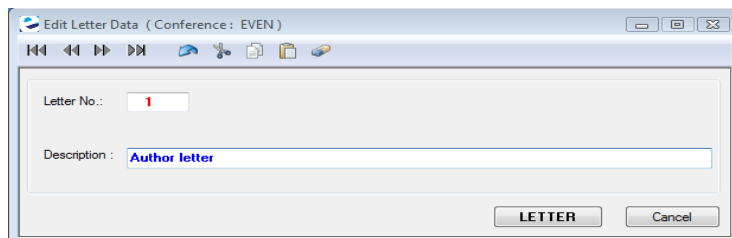


This screen can also be reached via:  
Conference Data (Alt + c) ->  
 Letters (e).

The 'List Letters' screen provides an overview of letters per congress.

- 'Order':  
 The drop down menu 'Order' provides the possibility of sorting the data in the list according to sequence number ('Number') or description ('Description').

Clicking on 'View', 'Edit' and 'New' puts you into the 'View/Edit/New Letter Data' screen, shown below.

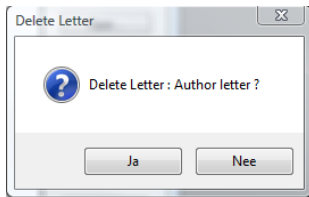


In the 'View/Edit/New Letter Data' screen you can view, modify or enter the following details about the letter:

- 'Letter No.':  
 Enter the sequence number of the letter. The sequence number determines the position in the list of letters in the 'List Letters' screen.
- 'Description':  
 Type the description of the letter.
- The 'Letter' softkey:  
 Clicking the 'Letter' softkey starts Microsoft Word up for typing your letter.



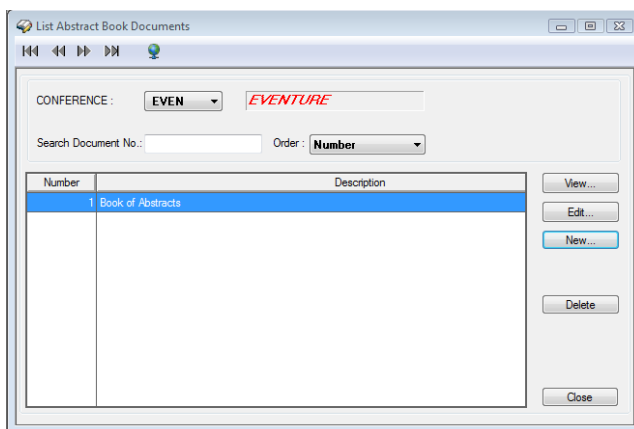
When you return to the 'List Letters' screen you can remove a letter by selecting it and clicking 'Delete', which results in the message below being displayed.



When you confirm this action, the selected letter is removed and you are returned to the 'List Letters' screen. If you click 'No', you are returned to the 'List Letters' screen without anything being changed.

## 2.8 Abstract Book

The 'Abstract Book' screen allows you to compose an abstract book. Select 'Abstract Book' in the 'Conference Data' menu. This puts you into the screen shown below.

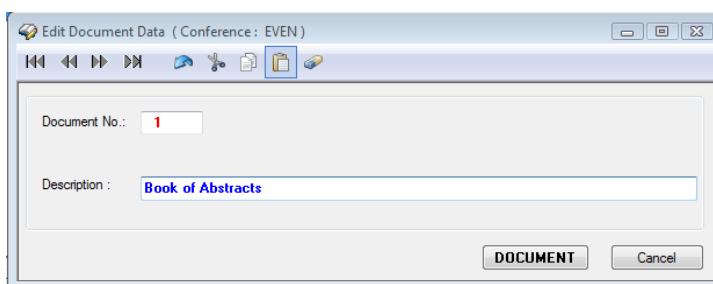


This screen can also be reached using:  
Conference Data (Alt + c) ->  
Abstract Book (b).

The 'List Abstract Book Documents' provides an overview of your abstract books per congress.

- 'Order':  
The 'Order' drop down menu provides the possibility to sort the list according to Number or Description.

Using the 'View', 'Edit' and 'New' softkeys puts you into the 'View/Edit/New Document Data' screen shown below.

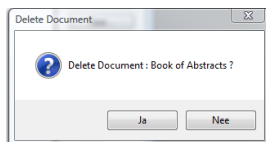


You can view, modify or enter the abstract book data in the 'View/Edit/New Document Data' screen:

- 'Document No.':  
This allows you to allot the abstract book a number. This number indicates the position in the list of abstracts given in the 'List Abstract Book Documents' screen.
- 'Description':  
This allows you to give a description of the abstract book.

- The 'Document' softkey:  
Clicking on the 'Document' softkey starts Microsoft Word, in which you can compose your document.

When you have returned to the 'List Abstract Book Documents' screen you may delete a document by selecting the document and clicking 'Delete'. The message shown below is displayed.



When you click 'Yes', the selected document is deleted and you are returned to the 'List Abstract Book Documents' screen. When you click 'No', you are returned to the 'List Abstract Book Documents' screen without anything being changed,

## 2.9 Status related data

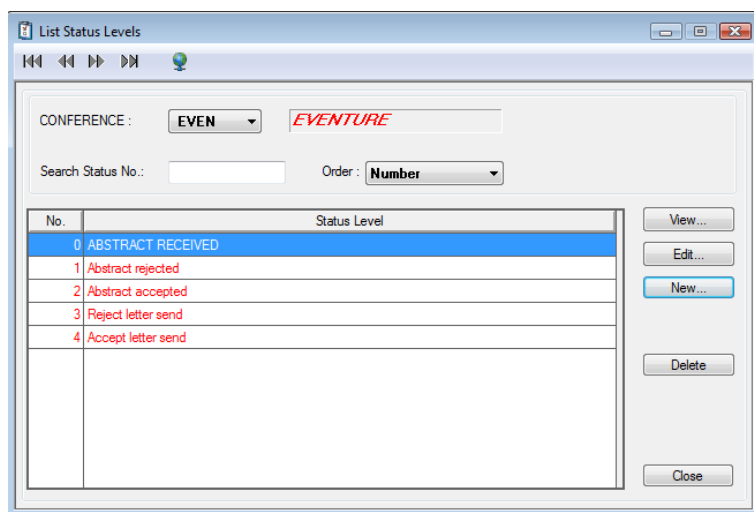
When you are processing abstracts, you can send a letter to the author at each stage of the appraisal process, informing the author of the progress. An example: You can send a letter to confirm that you have received the abstract and when it has been reviewed.

The following elements are described in this paragraph:

- Status levels
- Status letters
- Connections (associations between status and letters)

### 2.9.1 Status Levels

Under 'Status levels' you can define the status levels that can be allotted to abstracts. Select 'Status Related Data' followed by 'Status Levels via the 'Conference Data' menu, which results in the screen below being displayed.



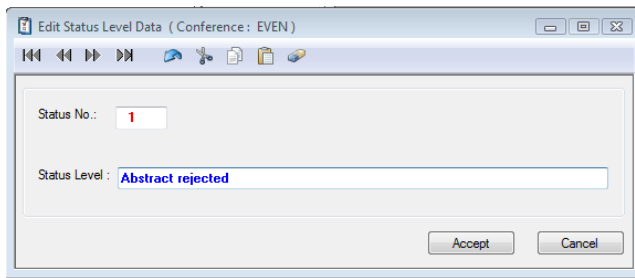
This screen can also be reached via:

*Conference Data (Alt + c) -> Status Related Data (r) -> Status Levels (u).*

The 'List Status Levels' screen provides an overview of all status levels that you can give an abstract. '0 ABSTRACT RECEIVED' is present in Eventure on delivery. The other status levels can be defined by you.

- 'Order':  
The drop down menu 'Order' provides you with the possibility of sorting the data in the list according to sequence number ('Number') or status level ('Status Level').

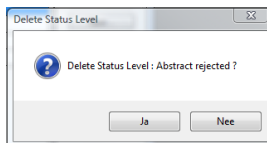
Clicking on 'View', 'Edit' and 'New' puts you into the 'View/Edit/New Status Level Data' screen, shown below.



In the 'View/Edit/New Status Level Data' screen you can view, modify or enter data about the status levels.

- 'Status No.':  
You can define the sequence number of the status level which will be allotted to the abstracts. The sequence number determines the position in the list of status levels in the 'List Status Levels' screen.
- 'Status Level':  
Type in the description of the status level.

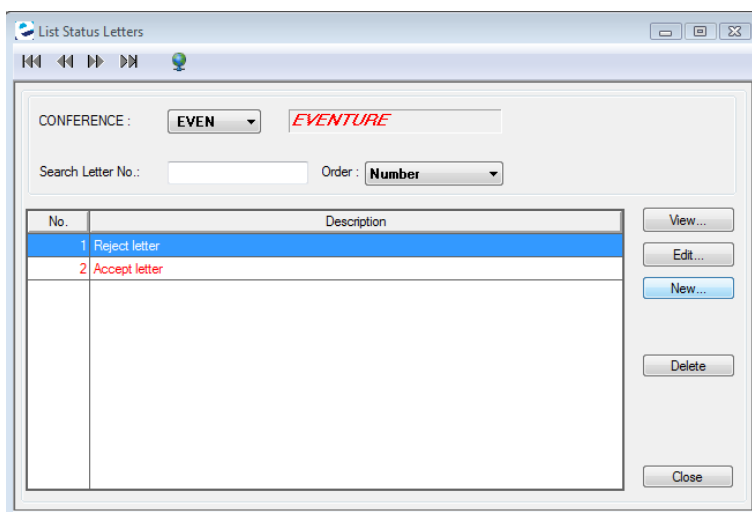
When you return to the 'List Status Levels' screen you can remove a selected status level by clicking on 'Delete', resulting in the screen below being displayed.



When you confirm this action, the selected status level is removed and you are returned to the 'List Status Levels' screen. If you click 'No', you are returned to the 'List Status Levels' without anything being changed.

## 2.9.2 Status Letters

Under 'Status Letters' you can compose letters that you want to send for each status level achieved. Select 'Status Related Data' followed by 'Status Letters' via the 'Conference Data' menu, which puts you into the screen shown below.



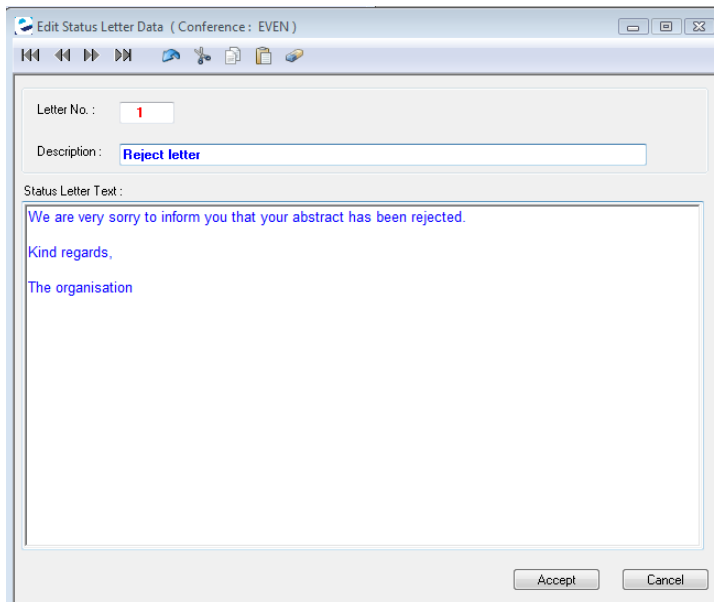
This screen can also be reached via:

*Conference Data (Alt + c) -> Status Related Data (r) -> Status Letters (a).*

The 'List Status Letters' screen provides an overview of composed letters that you want to send per status level.

- 'Order':  
You can sort the list of status level letters according to sequence number ('Number') or description ('Description') by using the drop down menu 'Order'.

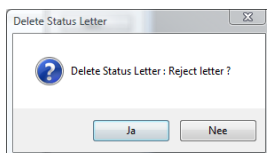
Clicking on 'View', 'Edit' and 'New' puts you in the 'View/Edit/New Status Letter Data' screen, shown below.



In the 'View/Edit/New Status Letter Data' screen you can view, modify or enter the following status level data:

- 'Letter No.':  
Enter the sequence number that you wish to allot to the letter. The sequence number determines the position of the letter in the list of letters in the 'List Status Letters' screen.
- 'Description':  
Type in the description of the letter.
- 'Status Letter Text':  
You can type the letter in this entry field.

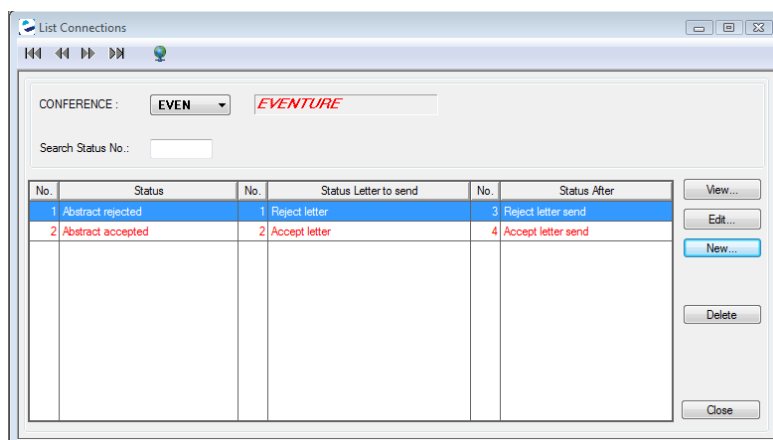
When you have returned to the 'List Status Letters' screen you can remove a selected letter by clicking on 'Delete', which results in the message below being displayed.



When you confirm this action, the selected letter is removed and you are returned to the 'List Status Letters' screen. If you click 'No', you are returned to the 'List Status Letters' screen without anything being changed.

### 2.9.3 Connections

Via the menu in 'Status related data', accessed via the 'Conference data' menu, select 'Connections'. A display of the 'List Connections' screen that is accessed by following the route described above is shown below.

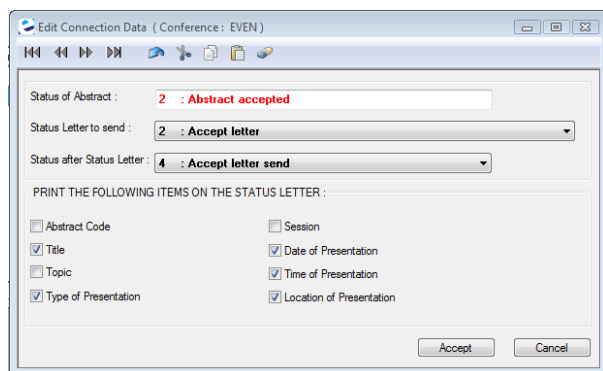


The 'List Connections' screen provides an overview of the connections for the selected congress. These connections are valid for all abstracts of this congress.

By connections is understood: connections associate a status level letter to a certain status level of an abstract, when the letter has been sent the abstract receives a subsequent status level.

Example: when an abstract has been received, the status level of the abstract is 'received'. A letter is sent to the author informing that the abstract has been received. The status level of the abstract is then set to confirmation of receipt sent. The status level of the abstract is then set to confirmation of receipt sent. Connections therefore gives the association between the original status level, the letter sent and the resulting new status level.

Clicking on 'View', 'Edit' and 'New' puts you in the 'View/Edit/New Connection Data' screen, shown below.

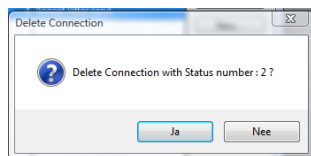


In the 'View/Edit/New Connection Data' screen you can view, modify or enter the following data about the connections:

- 'Status of Abstract':  
By using this drop down menu, you can determine the status level that the abstracts have before you send a particular letter.
- 'Status letter to send':  
This drop down menu provides the possibility to select from status level letters that you composed earlier.
- 'Status after status letter':  
By using this drop down menu you indicate what the status level of the abstract will become after the selected letter has been sent.

- 'Print the following items in the status letter':  
In this menu you can define which details about the abstract you wish to have in the status level letter. You can select from the abstract code, title, topic, type of presentation, session, date of presentation, time of presentation and the location of presentation.

When you return to the 'List Connections' screen you can remove a selected connection by clicking on 'Delete', which results in the message shown below.



When you confirm the action, the selected connection is removed and you are returned to the 'List Connections' screen. If you click 'No', you are returned to the 'List Connections' screen without anything being changed.

### 3 Abstract handling

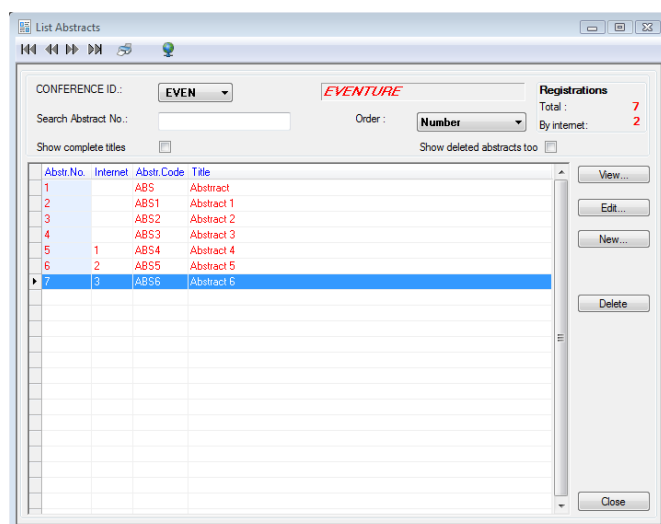
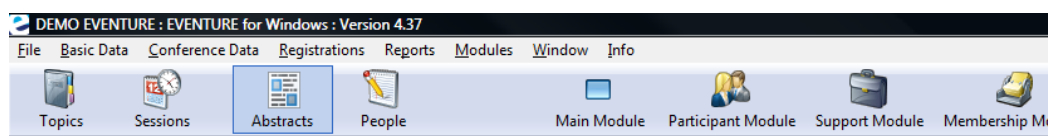
After all the preparations for processing abstracts has been done, in this chapter the actual processing procedure is explained.

The following procedures are described in the order given:

- Abstracts,
- Authors and Co-Authors,
- Awards,
- Keywords,
- Overview of Authors, reviewers and chairs.



#### 3.1 Abstracts

The details pertaining to the abstracts are entered under 'Abstracts'. You can go directly to the 'List Abstracts' screen using the icon shown below.

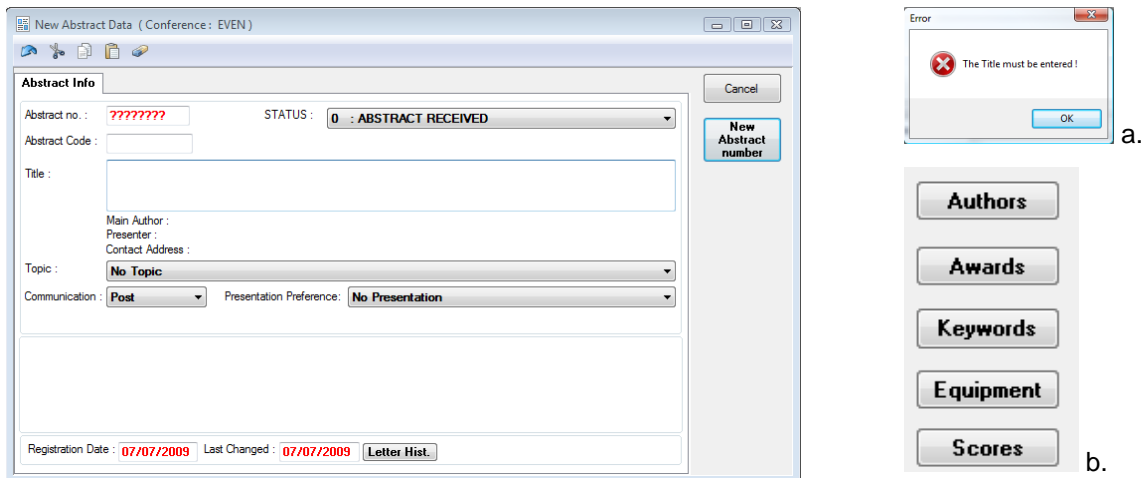


This screen can also be reached via:  
*Registrations (Alt + r)*  
-> *Abstracts (a)*.

The 'List Abstracts' screen provides an overview of the abstracts per selected congress.

- The Internet button  :  
Click on this button to go directly to the administration page log in screen. (You can find more information in the Abstract handling on the Internet Manual.)
- Print abstract soft key  :  
With this soft key, you can print the selected abstract.
- 'Order':  
You can sort the list of abstracts according to sequence number ('Number'), abstract code ('Code'), internet registration number (Internet\_id) or title (Title) using the drop down menu 'Order'.  
The internet registration number (Internet\_id) is the sequence number that the abstract receives when the registration is made via the internet, see the *Abstract handling via the internet Manual*. This is comparable to the 'Abstract Number' in Eventure, but is for the internet application.
- The total number of registered abstracts and the number of abstracts registered via the internet are given under the heading 'Registrations'.

Clicking on 'View', 'Edit' and 'New' puts you into the 'View/Edit/New Abstract Data' screen. The 'New Abstract Data' screen, which is the first that you see when you are going to enter a new abstract, is shown below.



The following elements are given in the 'New Abstract Data' screen:

- **'Abstract no.':**  
The abstract number (Abstract no.) is the sequence number allotted to the abstract to determine its position in the list given in the 'List Abstracts' screen. This number is automatically generated by Eventure.
- **'Status':**  
This indicates the status level that the abstract has during its handling.
- **'Abstract Code':**  
This is an alternative code which can be given to an abstract, enabling the abstracts to be sorted according to a particular method, for example.
- **Tip:**  
When you want to publish a proceedings of the congress, for example, you can allot codes which are related to the presentation type. You could give the first abstract of the 'Oral Presentations' the code O-001 and the code P-001 for the abstract of a 'Poster Presentation', for example. You can then sort the abstracts in presentation type groups according to these codes while making up the proceedings. It is important to remember that the sort takes into account the number of characters in the code. The codes with the least number of characters are always first in the list. E.g. the code Z1 is always before the code A01, because Z1 only has two characters and A01 has three. After number of characters have been taken into account, the sort is done alphabetically.
- **'Title':**  
Enter the title of the abstract.
- **'New Abstract number' softkey:**  
You use this softkey to enter an abstract into Eventure. It is given a new abstract number (abstract no.) and is displayed in the 'List Abstracts' screen.  
When you click this softkey before you have given the abstract a title, the error message (a) above is displayed.  
When the softkey is clicked after a title has been given, a new abstract number is allotted and the softkeys shown by (b) above appear under 'New Abstract number'.
- **'Topic':**  
Select the appropriate topic for the abstract.



- **'Communication':**  
Enter the manner of communication to be used with the author of the abstract. The author has usually already indicated his/her preference.
- **'Presentation Preference':**  
Enter the author's preference with respect to the type of presentation to be made.
- **'Registration Date':**  
This field is filled in automatically by Eventure and gives the date that the abstract was entered into Eventure.
- **'Last Changed':**  
This field is filled in automatically by Eventure and gives the date that the abstract was last modified in Eventure.

The 'Edit Abstract Data' screen provides an overview of the entered abstract data when the abstract has been completely entered into the system.

The following elements, that have not already been described under 'New Abstract Data', are shown on this screen.

- **'Main Author':**  
The name, organisation, city and country of the main author are displayed. These details are displayed only after you have entered them. Refer to paragraph 3.2, 'Authors and Co-Authors'.
- **'Presenter':**  
The same details, as given above for the main author, are displayed for the presenter. If the presenter is the same person as the main author, then no details are displayed for the presenter. See the screen printout.
- **'Contact address':**  
The same details, as given above for the main author, are displayed for the contact person for the abstract.
- **'Presentation':**  
Enter the type of presentation allotted to the presenter of the abstract.
- **'Session':**  
Enter in which session the presentation will be made.
- **'Time':**  
Enter the time slot when the presentation may be given.

- 'Letter History' softkey:  
Clicking on this softkey displays the letters related to the abstract that have been sent.
- 'Info' softkey:  
Clicking on this softkey opens a new screen, in which you can add additional information.
- 'Abstract Text' softkey:  
Clicking on this softkey opens a new screen, in which you can later on import the abstract text from the internet.

### 3.2 Authors and Co-Authors

After the details about the abstract have been entered, the details about the authors of the abstract need to be entered. Clicking on 'Authors' in the 'View/Edit/New Abstract Data' screen puts you into the tab-sheet 'Authors', as shown below.

Abstract Info		Authors		
Registered Author Data				
No. :	2	Title :	Abstract 1	
Author Id	Type	Presenting	Contact	Name
14	Author		Yes	Frissen, Filip
15	Co-Author	Yes		Joubert, Wallace
19	Co-Author			Lammers,

The 'Authors' tab-sheet provides an overview of the authors and co-authors of the abstract. You can enter a new author or co-author or modify existing ones using the 'New' and 'Edit' softkeys. This puts you into the screen shown below.

The 'Author/Co-Author Data' screen provides the possibility of entering or modifying details about the authors and co-authors.

The personal details of the author and co-author are entered here, but these fields are not described at this time.

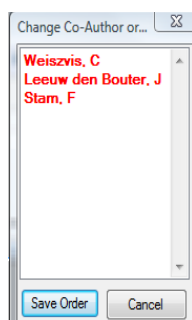
The following elements of the screen are described separately:

- 'Author' and 'Co-author':  
Using the choice options indicate whether the personal details that are being entered are related to the author or co-author of the abstract.
- 'Presenting Author':  
When you tick this box, it indicates that the person entered is the presenter of the abstract.
- 'Contact Address':  
When you tick this box, the person entered is the contact person for the abstract.
- 'New Address' or 'Copy Address' softkey:  
The 'New Address' or 'Copy Address' softkey is only available when the entered person is the second or subsequent author, co-author, presenter or contact person.  
An example of the display when the softkey 'New Address' is available is shown below.



When an author, co-author, presenter or contact person for the abstract has been previously entered, then the address details of that person can be copied to the current person being entered. By using the drop down menu 'Company/Institute' in (a) shown above, you can select from organisations of previously entered persons for the abstract. When you want to enter a new address, click on 'New Address' and you see the display shown in (b) above. Now you can enter a new organisation and different address details. By clicking on 'Copy Address' you will be returned to display (a).

Use the 'Change order of Co-Authors' softkey in order to define the sequence of the co-authors from this abstract. The screen below is displayed.



In the screen you can define the sequence of the co-authors by dragging them up or down. When they are in the order that you want, click on 'Save Order'.

When you have entered all the details about authors, co-authors, presenters and contact persons, click on 'Awards' in the 'Authors' tab-sheet to go to the 'Awards' tab-sheet.

### 3.3 Awards

After having entered the details of authors, co-authors, etc., it is time to enter the awards for which the abstract can be considered.

The screenshot shows the 'Awards' tab-sheet. At the top, there are tabs for 'Abstract Info', 'Awards', and 'Keywords'. Under 'Registered Awards', the number is '3' and the title is 'Abstract 2'. Below this, there are two columns: 'Award Selections : (Multiple selections possible)' and 'Registered Awards for Abstract'. The 'Award Selections' column contains a list with two items: '1 The Eventure Award' and '2 Young Scientist Award'. The 'Registered Awards for Abstract' column contains a table with one row: '1 The Eventure Award'. At the bottom, there is a 'Clear' button, an 'Add Selected Awards' button, and an 'Award' field containing 'The Eventure Award' with a 'Delete' button next to it.

The 'Awards' tab-sheet is divided into three parts. The way in which a nomination for an award is related to an abstract is the same as the way that an event group is related to an event, see paragraph 4.2.3, 'Coupling events to event groups', *Participant registration in Eventure Manual*.

When you have made the nominations for the awards, enter which keywords are associated with the abstract, by clicking on 'Keywords' in the 'Awards' tab-sheet. This puts you into the 'Keywords' tab-sheet.

### 3.4 Keywords

After having selected the awards for which the abstract will be nominated, you are going to couple keywords to the abstract. The 'Keywords' tab-sheet is shown below.

The screenshot shows the 'Keywords' tab-sheet. At the top, there are tabs for 'Abstract Info', 'Awards', and 'Keywords'. Under 'Registered Keywords', the number is '3' and the title is 'Abstract 2'. Below this, there is a 'Keywords' list containing two items: 'ABSTRACT WRITING' and 'REVIEWING'. To the right of the list are buttons for 'Edit', 'New', and 'Delete'. At the bottom, there is a 'Keyword' field with 'Keyword:' and an empty input box. Below the input box are buttons for 'Accept' and 'Cancel'.

Clicking 'New' results in the 'keyword' field being displayed at the bottom of the screen. Enter the 'keyword' in this field. Clicking 'Accept' or 'Cancel' confirms or deletes the entered 'keyword', respectively.

When you have completed entering the keywords for the abstract, you can couple the presentation tools to the abstract. Clicking 'Equipment' in the 'Keywords' tab-sheet puts you into the 'Equipment' tab-sheet.

Abstract Info | Authors | Awards | Keywords | **Equipment**

Registered Equipment  
No.: 3 Title: Abstract 2

Equipment Selections : (Multiple selections possible)

1	Overhead Projector
2	Slide Projector
3	LCD Projector
4	Laptop

Registered Equipment for Abstract

No.	Type of Equipment	Number
3	LCD Projector	1
4	Laptop	1

Equipment : LCD Projector Number 1

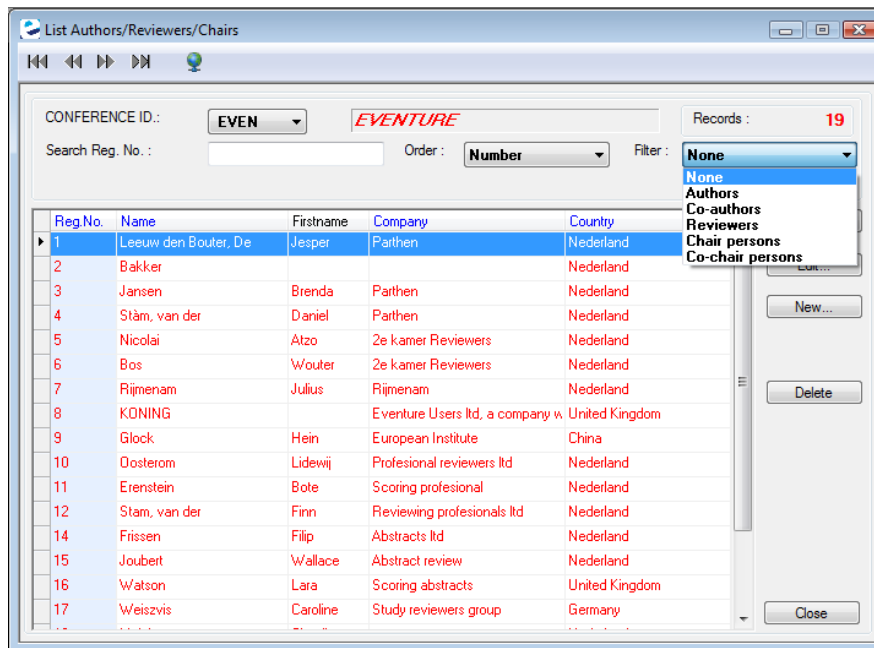
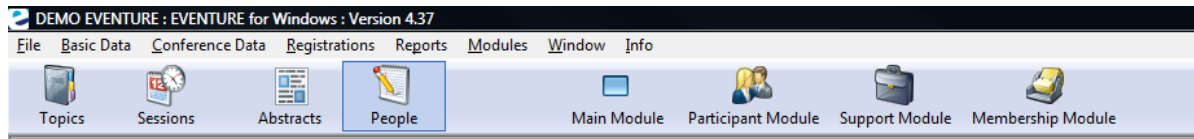
Clear Add Selected Equipment Accept Delete

The author has indicated which presentation tools are needed during the presentation of the abstract. In the 'Equipment' tab-sheet you can couple the presentation tools to the abstract. Coupling presentation tools to the abstract is similar to coupling events to a registered participant, see paragraph 5.4, 'Events', *Participant registration in Eventure Manual*.

When you have coupled the necessary presentation tools to the abstract, close the entry of the abstract by clicking 'Close' in the top right-hand corner of the screen.

### 3.5 Survey of Authors, reviewers and chairs

Clicking on the icon in the menu bar shown below results in the 'List Authors/Reviewers/Chairs' screen being displayed.

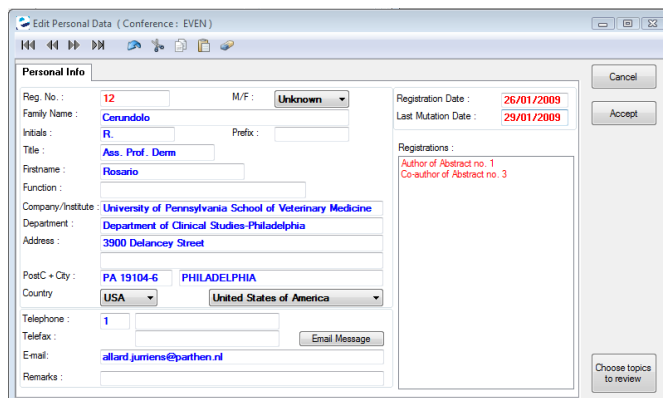


This screen can also be reached via:  
*Registrations (Alt + r) -> Authors, Reviewers and Chairs (r).*

The screen displays a survey of all registered people that have something to do with abstracts. These may be authors, co-authors, presenters, contact persons, reviewers or chair persons. At this point in the program you can add new people into the system and view, modify or delete data from the existing personal files.

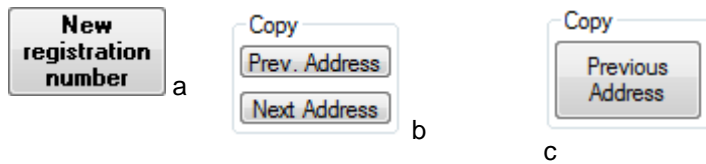
As shown above, an extra drop down menu has been added with the name 'filter'. This allows you to filter the list of people associated with the abstracts according to the categories shown, e.g. when you select the option 'Authors', a list of only authors of abstracts is displayed.

Clicking on 'View', 'Edit' and 'New' puts you into the 'View/Edit/New Personal Data' screen.

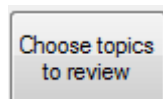


The screen provides the possibility to enter, view or modify personal details. The following elements require some explanation:

- 'Registrations':  
This field provides an overview of the roles specified for these people. When you want to enter data for a new person, no roles are displayed.

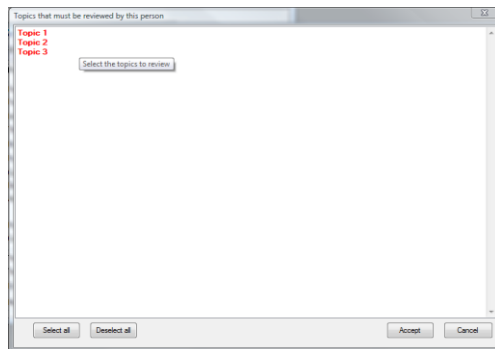


The displays above show the softkeys that are present when you start to enter data about a new person. The operation of these softkeys is the same as described for registration of participants in paragraph 5.2, 'Personal data of participant', *Participant registration in Eventure Manual*.



'Choose topics to review' is a special button. It allows you to link a reviewer to a topic very quickly.

If you click on the button the following screen appears.



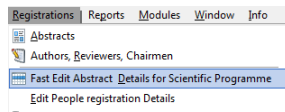
In this screen you can select a topic by clicking on it. To link more than one topic to a reviewer select all the relevant topics by clicking on them.

When you have selected all the relevant topics click on 'Accept'. The various topics will then appear in the registrations field.

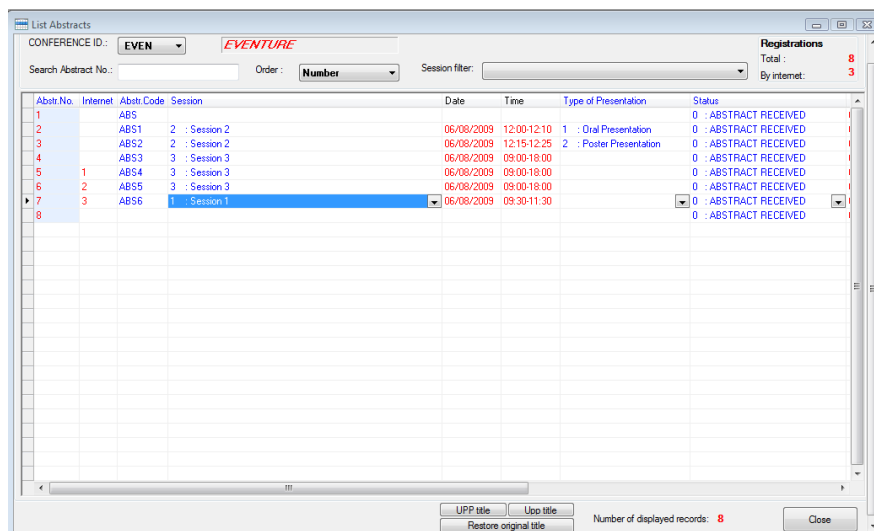
You delete a topic from a reviewer in the same way.

### 3.6 Fast edit abstract details for the scientific programm

You access the 'Fast Edit Abstracts Details for Scientific Programme' via the Registrations option in the menu.



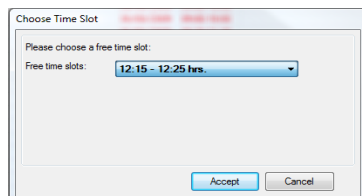
This option allows you to process a limited number of abstract details in a spreadsheet environment. 'Fast Edit Abstracts' is a tool for arranging abstracts into sessions efficiently and accurately by clicking on the different fields



As well as the standard sorting of abstract using 'Order', you can also filter all the sessions. You do this by selecting a session in the 'Session Filter'. You will then see all the abstracts that are relevant for this session.

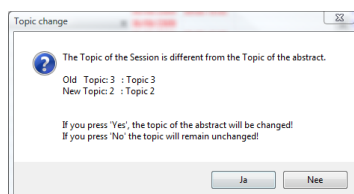
The following items can be adjusted in this screen.

- 'Abstr. Code'  
An abstract code can be allocated or changed.
- 'Session'  
A session can be allocated or changed.  
When you allocate or change a session the following pop-up screen appears.



#### 'Choose Time Slot'

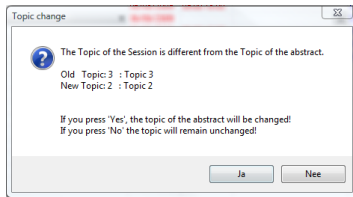
This pop-up screen appears when you allocate a session and you already have several time slots in the session filled. The pull-down menu shows you the free time slots you can choose from.



#### 'Error. No more time slots available'

This pop-up screen appears if there are no free time slots available in the session. No changes will take place. You can allocate the abstract to a different session or, if the congress programme allows it, add a new time slot to the session.





### 'Topic change'

If the topic of the session you choose is different to the topic of the abstract this pop-up screen appears. If you want to change the topic of the abstract click on 'Yes'.

- 'Type of Presentation'  
The type of presentation can be allocated or changed.
- 'Status'  
The abstract status can be allocated or changed.
- 'Title'  
The title of the abstract can be changed.

**TAKE CARE:** You will not immediately see the 'Title' option on the screen. To see the abstract titles use the horizontal scroll bar to scroll to the right.

You can edit fields by clicking on the arrow in the field. If there are options to choose from a pull-down menu will appear. You can choose from these options. With the exception of the 'Title' field you need to double click to edit.

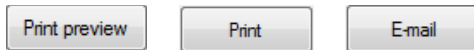
## 4 Printing out abstract details

You have entered many details into Eventure up to this point. Now we will look at which possibilities Eventure offers for calling up these details from the program and printing them out. Examples are a survey of authors, abstract details, reviewer details, topics, session details, etc.

In the menu bar of the 'Abstract Module' of Eventure there is an item 'Reports'. Under this item you can call up the following and print them out:

- All reports:  
This contains lists related to author data, abstract data, reviewer data, data related to the status of the abstract, topic data, session data, presentation materials, connections, key words and awards. You can view these categories of lists and print them out based on a selection of the participant data.
- Status Letter
- Letters
- Abstract book
- Labels

The following softkeys are present on most of the screens shown from now on:



Clicking the 'Print Preview' softkey causes an A4 print preview layout of the output to be displayed. The 'Print' softkey prints the output out immediately, without showing a preview.

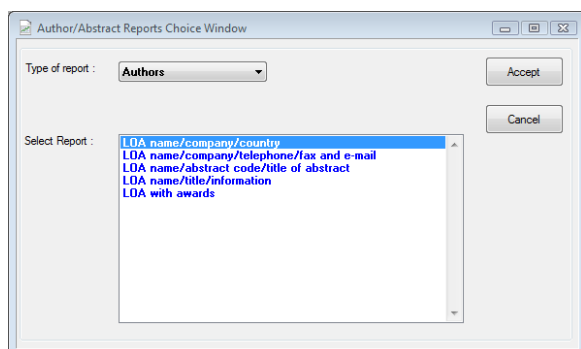
The E-mail softkey is used to send an e-mail of the output to somebody. When you use this option, the standard Windows e-mail program is started up and a new e-mail message generated with the output as an attachment as an rtf (Rich Text Format) file, which can be opened with Microsoft Word.

From paragraph 4.2, 'Status Letter' onwards, the availability of the 'E-mail' softkey is dependent on the selection made by you for communicating with the authors. When you click on 'E-mail', the related letters are sent to the e-mail addresses of the authors.

## 4.1 All Reports

Various categories of output lists fall under 'All Reports':

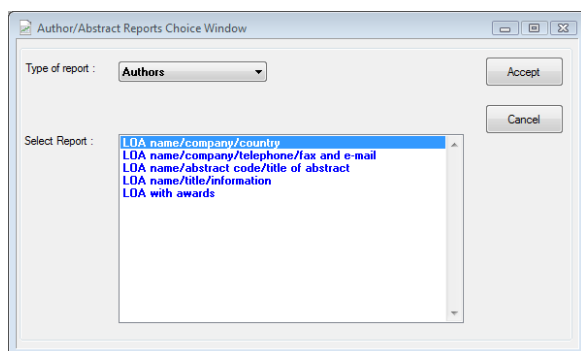
- Lists of data about Authors;
- Lists about Abstracts;
- Lists of data about Reviewers;
- Lists of data about the abstract status (Status);
- Lists about Topics;
- Lists with session surveys (Sessions);
- Lists with data about presentation materials (Equipment);
- Lists with data about prizes (Awards);
- Lists to export data to Microsoft Excel (MS-Excel Files).



The screen shown above is the first screen that you see when you select 'All Reports'. It contains a drop down menu ('Type of report') from which the type of report can be selected. When you have made a selection from the drop down menu, the various lists that can be selected are displayed under 'Select Report'.

### 4.1.1 List of author data (Authors)

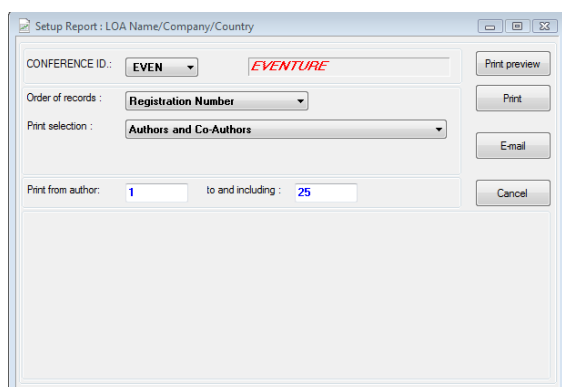
All of the reports below concern the output of author data.



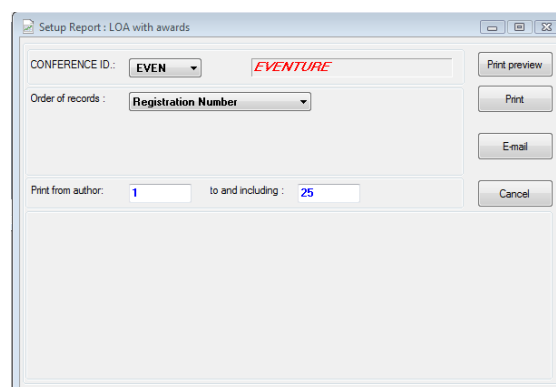
For outputs of author data there are four reports available:  
(LOA means 'List of Abstracts')

- List of Abstracts (LOA) name/company/country  
This output provides a survey of all authors by name, organisation and country of origin who comply with the selection criteria given in screen (a).  
An example is given in appendix 1.
- LOA name/company/telephone/fax and e-mail  
This output provides a survey of all authors by name, organisation, telephone and fax numbers and e-mail which comply with the selection criteria given in screen (a).  
An example is given in appendix 2.

- **LOA name/abstract code/title of abstract**  
This output provides a survey of all authors by name, abstract code and title of the abstracts which comply with the selection criteria given in screen (a).  
An example is given in appendix 3.
- **LOA name/title/information**  
This output provides a survey of all authors by name, abstract code and title and the information field of the abstracts which comply with the selection criteria given in screen (a).
- **LOA with awards**  
This output provides a survey of all authors by name, abstract number, abstract code and the award applied for, which comply with the selection criteria given in screen (b).  
An example is given in appendix 4.



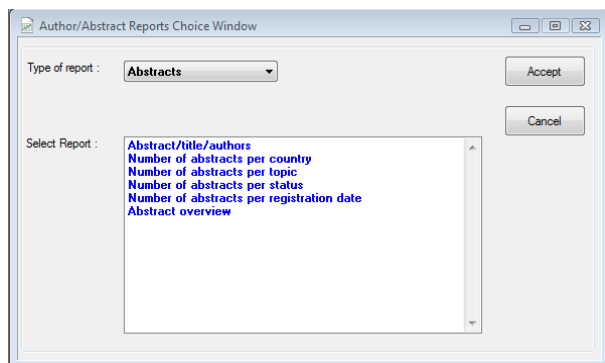
a.



b.

#### 4.1.2 Output of data about abstracts (Abstracts)

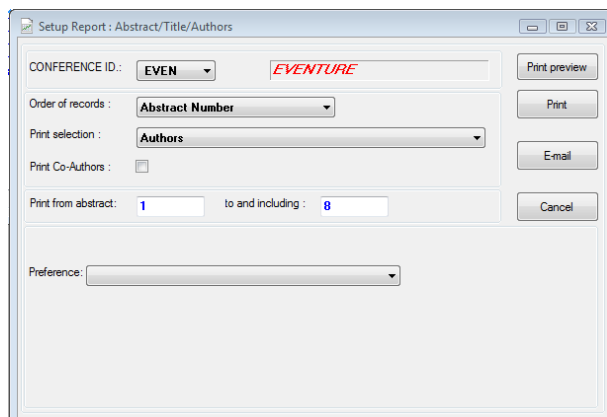
All of the reports below concern outputs of data about abstracts.



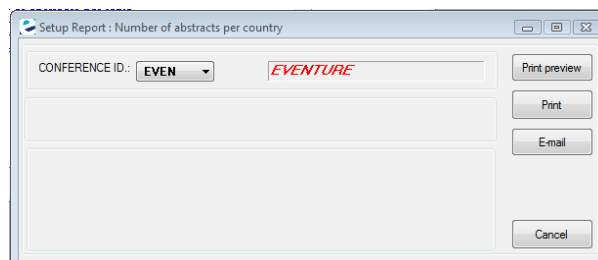
For outputs of data about abstracts four reports are available:

- **Abstract/title/authors:**  
This output provides a survey of all abstracts by abstract number, abstract code, title and author which comply with the section criteria given in screen (a).  
An example is given in appendix 5.
- **Number of abstracts per country:**  
This output provides a survey of the number of abstracts per country, screen (b).  
An example is given in appendix 6.
- **Number of abstracts per topic:**  
This output provides a survey of the number of abstracts per topic, screen (b).  
An example is given in appendix 7.

- Number of abstracts per status:  
This output provides a survey of the number of abstracts by status (screen b).  
An example is given in appendix 8.

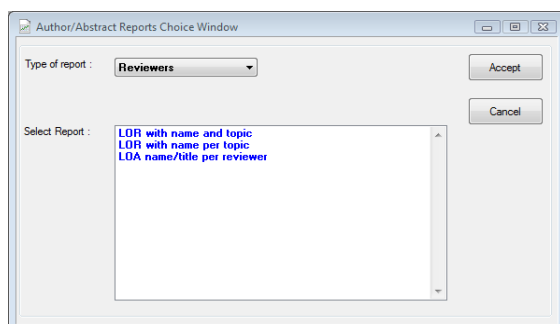


a.



b.

### 4.1.3 Output of data about reviewers (Reviewers)



There three reports available for the output of data about reviewers.

- List of Reviewers (LOR) with name and topic:  
This output provides a survey of all reviewers by name, e-mail address and associated topics which comply with the selection criteria given by screen (a).  
An example is given in appendix 9.
- LOR with name per topic:  
This output provides a survey of all topics with associated reviewers by name, organisation and e-mail address which comply with the selection criteria given by screen (b).  
An example is given in appendix 10.
- LOA name/title per reviewer:  
This output provides a survey of all abstracts to be reviewed by name of the reviewer and abstract number and abstract title per abstract. The data displayed complies with the selection criteria given by screen (c).  
An example is given in appendix 11.

Setup Report: List of reviewers with topics

CONFERENCE ID: **EVEN** *EVENTURE* [Print preview]

Order of records: **Registration Number** [Print]

[E-mail]

Print from reviewer: **1** to and including: **25** [Cancel]

a.

Setup Report: List of reviewers per topic

CONFERENCE ID: **EVEN** *EVENTURE* [Print preview]

[Print]

[E-mail]

Print from reviewer: **1** to and including: **25** [Cancel]

Topic: [ ]

b.

Setup Report: List of name/title per reviewer

CONFERENCE ID: **EVEN** *EVENTURE* [Print preview]

[Print]

[E-mail]

Print Lines on report:  Print 'To review' box on report:

Print from reviewer: **1** to and including: **25** [Cancel]

c.

#### 4.1.4 Output of data about the status of the abstract (Status)

Author/Abstract Reports Choice Window

Type of report: **Status** [Accept]

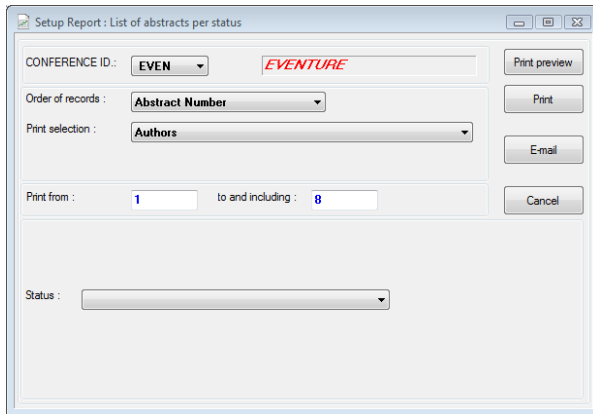
[Cancel]

Select Report:

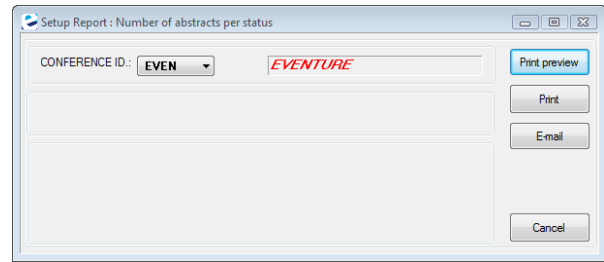
- LOA name/company/abstract per status
- Number of abstracts per status

There are two reports available for the output of data about the status of abstracts:

- **LOA name/company/abstract per status:**  
This output provides a survey of all abstracts that comply with the selection criteria given in screen (a), per abstract.  
An example is given in appendix 12.
- **Number of abstracts per status:**  
This output provides a survey of the status of all abstracts followed by the total number of abstracts, screen (b).  
An example is given in appendix 13.

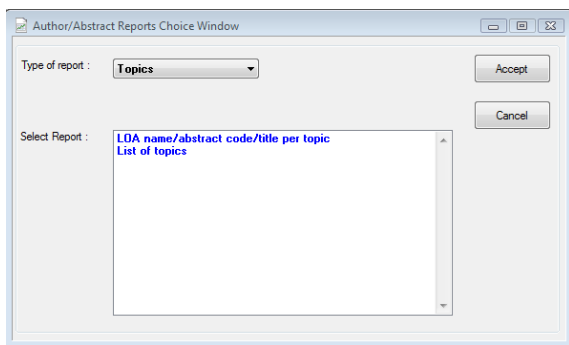


a.



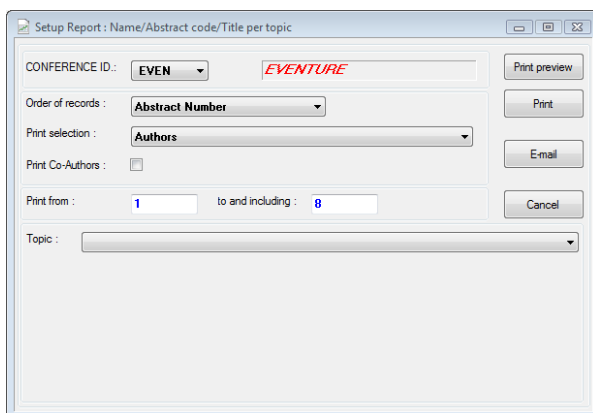
b.

### 4.1.5 Output of data about topics (Topics)

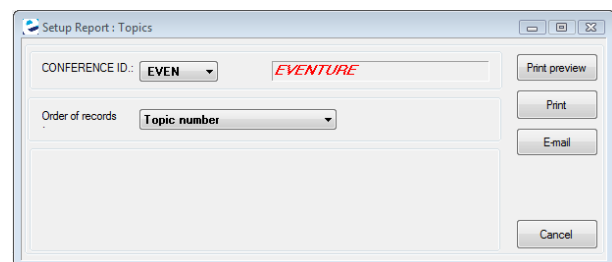


Two reports are available for the output of data about topics:

- LOA name/abstract code/title per topic:  
This output provides a survey of all abstract titles and associated authors per topic which comply with the selection criteria given in screen (a).  
An example is given in appendix 14.
- List of topics:  
An example is given in appendix 15.



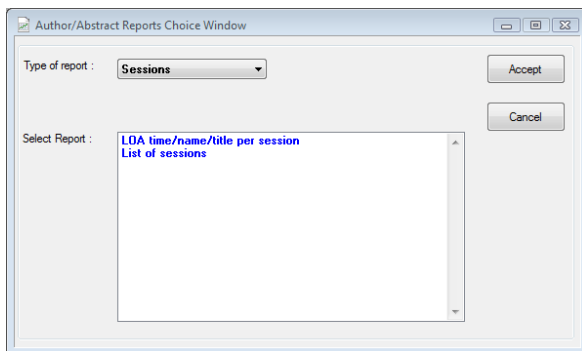
a.



b.

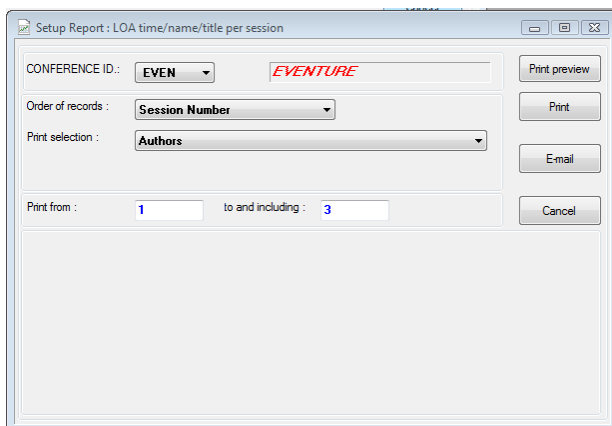
#### 4.1.6 Output of data about sessions (Sessions)

All of the reports below concern the output of data about abstracts.

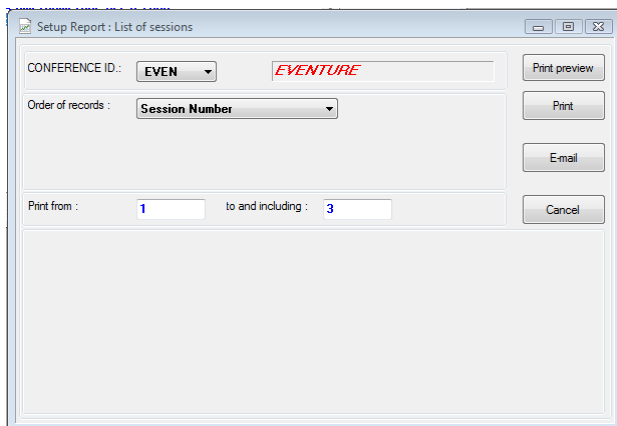


There are two reports available for the output of data about sessions:

- **LOA time/name/title per session:**  
This output provides a survey of all abstract titles, date and time of presentation, authors per session and also the location in which the presentation will be given, based on the selection criteria given in screen (a).  
An example is given in appendix 16.
- **List of sessions:**  
This output provides a survey of all sessions with date, time period, chairpersons and co-chairpersons, based on the selection criteria given in screen (b).  
An example is given in appendix 17.



a.

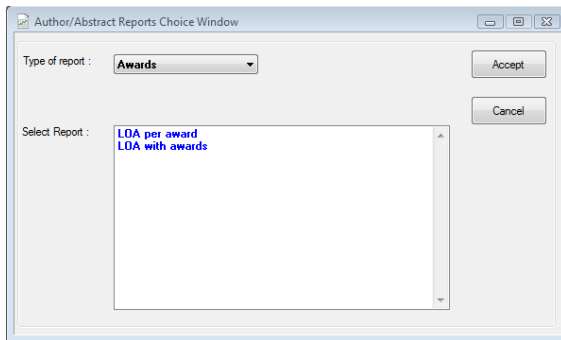


b.



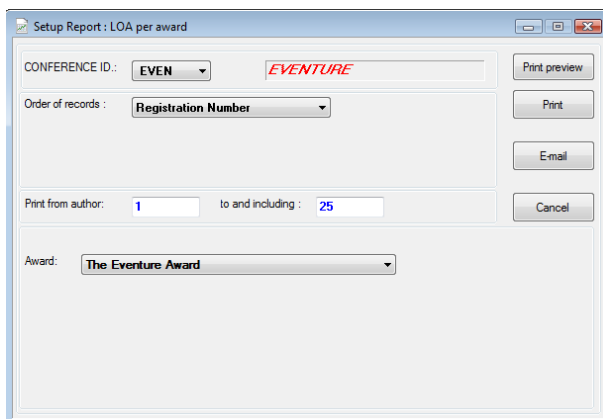
### 4.1.7 Output of data about awards (Awards)

All of the reports below concern the output of data about abstracts.

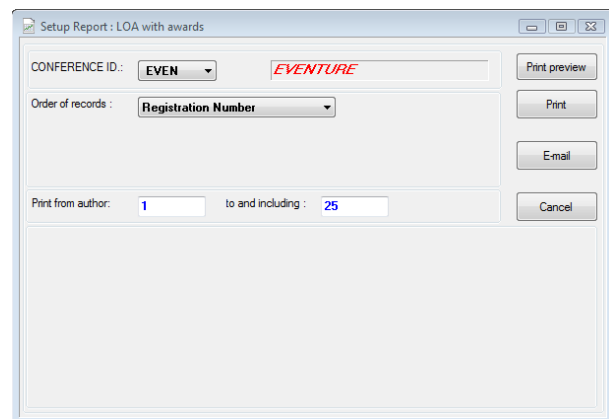


There are four reports available for the output of data about awards:

- **LOA per award:**  
This output provides a survey of all abstracts which have been nominated for an award, per award, based on the selection criteria given in screen (a).  
An example is given in appendix 20.
- **LOA with awards:**  
This output provides a survey of authors with abstracts and associated awards awarded. The survey is built up based on the selection criteria given in screen (b).  
An example is given in appendix 21.



a.

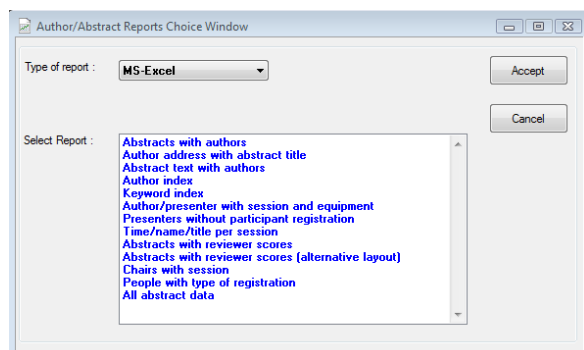


b.

### 4.1.8 Output as Microsoft Excel

Eventure also provides the possibility of exporting data about abstracts from Eventure into Microsoft Excel.

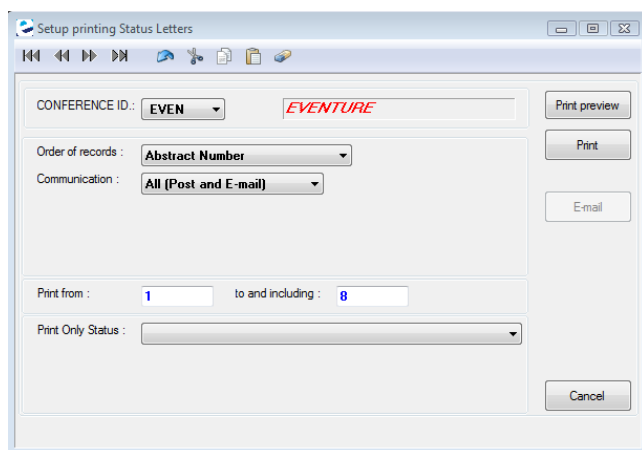
The following possibilities are available:



- A list of abstracts with authors:  
The personal details of the author and co-authors are displayed per abstract in this Excel file. The registration number, possible internet registration number and the abstract code of the abstract are displayed.
- Author details with associated abstract title:  
The personal details of the author, the abstract registration number, the internet registration number and the abstract code are displayed in this Excel file.
- Author Index:  
This Excel file provides a survey of the authors details, surname, initials, title and abstract code.
- Keyword Index:  
This Excel file provides a survey of the keywords and abstract code.
- A list of authors with session and equipment:  
The personal details of the author, the abstract registration number, the possible internet registration number and the abstract code are displayed in this Excel file. Also the session name, session number, the session code and the equipment are displayed.
- A list of presenters which have not yet registered for the conference as a participant (Presenters without participant registration):  
This Excel file displays the name, company, city, country and e-mail of the presenters which have not yet registered as a participant.

## 4.2 Status Letter

Under the 'Status Letter' option in the 'reports' menu there is the possibility to send a letter to the authors of the associated abstracts at each status level of the abstract received. Selecting this option in the 'reports' menu puts you into the screen shown below.



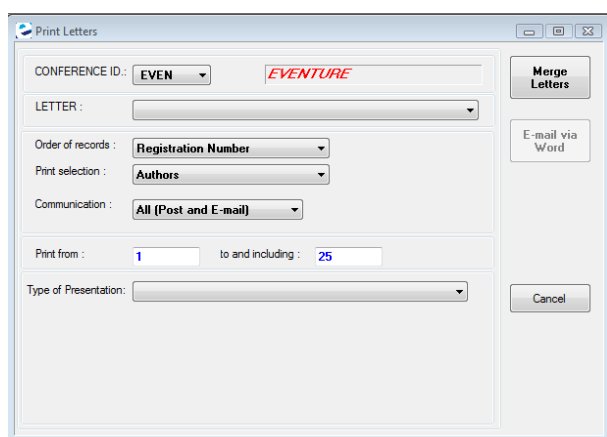
The following elements require further explanation:

- 'Print only status':  
A status level for which you wish to print out a letter can be selected by using this drop down menu. If you do not select a status level, the letters will be printed for all status levels conforming with the selection criteria of the menus above. An example of a status letter is given in appendix 22.

## 4.3 Other letters (Letters)

The 'Letters' option under 'reports' provides the possibility to address, print out other letters or send them via e-mail.

Selecting this option in the 'reports' menu 'reports' puts you into the screen shown below.

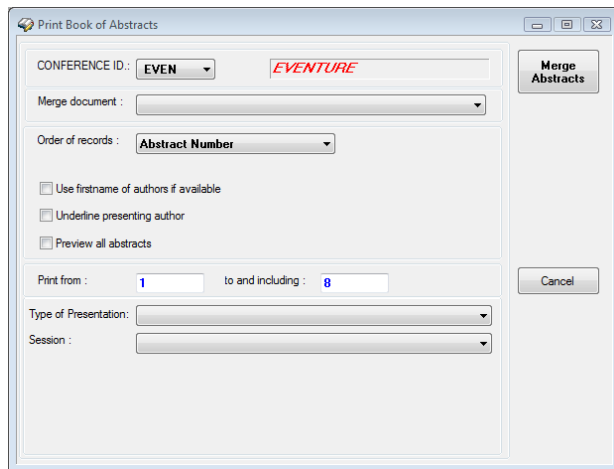


The elements below require further explanation:

- 'Letter':  
You select the letter that you wish to send by using this drop down menu. You compose these letters under 'Conference Data', 'Letters' in the menu of Eventure, paragraph 2.7, 'Letters'.
- 'Type of Presentation':  
Use this drop down menu to select a presentation type when you wish to send a particular letter to proposers of a presentation type.

## 4.4 Abstract Book

The 'Abstract Book' option in the 'reports' menu allows you to print an abstract book. Selecting this option puts you into the screen shown below.



When you wish to print an abstract book that has been registered via the internet, you must first import the abstract text into Eventure. Refer to the *Abstract handling op Internet* manual, chapter 7.11, 'Importing Abstract texts (Import text from SGML file)'.

- 'Merge document':  
By using this drop down menu you can select the abstract book template you wish to make your abstract book with.
- 'Order of records':  
By using this drop down menu you can sort the data of the abstract book on abstract number ('Abstract Number'), session code ('Session Code'), date and time ('Date/time'), name of the author ('Author name') or on topic ('Topic').
- 'Use firstname of authors if available':  
When you check this box, the first name of the authors and co-authors will be placed in the abstract book. If an author or co-author has no first name, automatically the initials will be used.
- 'Underline presenting author':  
By checking this box, the presenting author will be underlined.
- 'Preview all abstracts':  
By checking this box, you can preview all abstracts, the abstracts doesn't have to be divided into sessions.

When you wish to sort according to all presentation types and/or sessions, do not select anything under 'Type of Presentation' and 'Session'.

When you allow illustrations to be used in internet registered abstracts, the illustration provided by the author is added as a hyperlink to the internet in the Word file, e.g.:

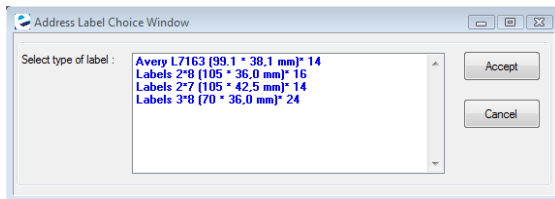
[http://www.parthen-impact.com/pco/4\\_EDEMO/public/admin/sgml/1\\_fig1.gif](http://www.parthen-impact.com/pco/4_EDEMO/public/admin/sgml/1_fig1.gif)

If you go to this internet address, you can copy and paste the illustration into your Word document.

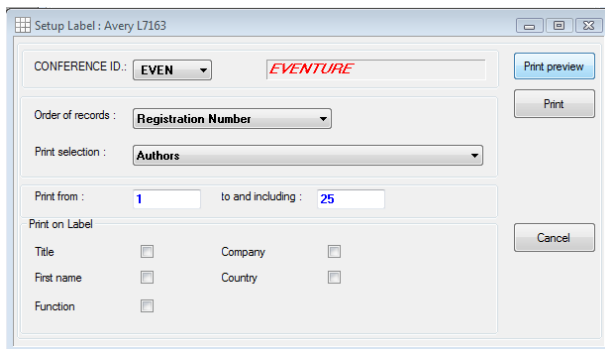
An example of an abstract book is given in appendix 23. (The hyperlink to the illustration in this example has already been replaced by the illustration itself).

## 4.5 Labels

The 'Labels' option in the 'reports' menu 'provides the possibility for printing labels. Selecting this option puts you into the screen shown below.



Select the format of the label on which you wish to print the details. Clicking 'Accept' puts you into the screen shown below.



This screen allows you to enter the data you wish to have printed on the label.

## Appendices

### Appendix 1 Authors: LOA Name/Company/Country

Report	: List of name, company and country of authors ( Ordered by Registration Number )	Date	: 02/02/2001
Conference	: EVE                      EVENTURE	Time	: 14:46:33
Lists:	: Authors and Co-Authors ; Letter 1 up to and including 17	Page	: 1

<b>No.</b>	<b>Name</b>	<b>Company</b>	<b>Country</b>
0002	Barlo, S.	Parthen IMpact	The Netherlands
0003	Bakker, J.	Parthen IMpact	The Netherlands
0005	Barlo, F.		Nederland
0006	Heinrichs, B.		Nederland
0007	Bakker, J		Nederland
0008	Jansen, P.		Nederland
0009	Barlo, S		Austria
0010	Heinrichs, B.	Parthen IMpact	The Netherlands
0011	Jansen, B.	Parthen IMpact	The Netherlands
0012	Jansen, B.		The Netherlands
0013	Vlakker, J.	Parthen Impact	Austria
0014	Puk, P.		The Netherlands
0015	Barlo, S		The Netherlands
0016	Test, T.		The Netherlands
0017	Jansen, B.N.	Parthen IMpact	The Netherlands

Number of authors : **15**

**Appendix 2 Authors: LOA Name/Company/Telephone, fax and e-mail**

Report	: List of name, company, telephone, fax and e-mail of authors ( Ordered by Registration	Date	: 02/02/2001
Conference	: EVE                      EVENTURE	Time	: 14:47:19
Lists:	: Authors and Co-Authors ; Letter 1 up to and including 17	Page	: 1

No.	Name	Company	Telephone	Telefax	E-mail
0002	Barlo, S.	Parthen Impact			sbarlo@eventurecongres.nl (fictitious)
0003	Bakker, J.	Parthen Impact			jaap.bakker@parthen.nl
0005	Barlo, F.		+3120-5727335		sebastiaan.barlo@parthen.nl
0006	Heinrichs, B.				
0007	Bakker, J				
0008	Jansen, P.				
0009	Barlo, S		43 020-5727335		sebastiaan.barlo@parthen.nl
0010	Heinrichs, B.	Parthen Impact			
0011	Jansen, B.	Parthen Impact			
0012	Jansen, B.		31 1		brenda.jansen@parthen.nl
0013	Vlakker, J.	Parthen Impact			
0014	Puk, P.		31 1		brenda.jansen@parthen.nl
0015	Barlo, S				
0016	Test, T.		31 020-5727335		sebastiaan.barlo@parthen.nl
0017	Jansen, B.N.	Parthen Impact			

Number of authors : 15

**Appendix 3 Authors: LOA Name/Abstract code/Title of abstract**

Report	: List of name, abstract code and title of authors ( Ordered by Registration Number )	Date	: 02/02/2001
Conference	: EVE                      EVENTURE	Time	: 14:48:10
Lists:	: Authors ; Letter 1 up to and including 17	Page	: 1

No.	Name	Abstr. No	Abst. Code	Title of abstract
0002	Barlo, S.	2	ABS1	This is abstract number 1.
0005	Barlo, F.	5		This is the title of my abstract.
0005	Barlo, F.	6		Title Abstract
0009	Barlo, S	7		This is the title of my first abstract.
0012	Jansen, B.	8		Title
0014	Puk, P.	9		Title abstract Pietje Puk.
0016	Test, T.	10		Title abstract Test 1

Number of authors                      : **6**

Number of abstracts                    : **7**



**Appendix 4 Authors: LOA with awards**

Report	: List of authors with awards ( Ordered by Registration Number )	Date	: 02/02/2001
Conference	: EVE                      EVENTURE	Time	: 14:48:39
Lists:	: Authors ; Letter 1 up to and including 17	Page	: 1

No.	Name	Abstr. No	Abst. Code	Award
0002	Barlo, S.	2	ABS1	The Eventure Award Young Scientist Award
0005	Barlo, F.	5		The Eventure Award Young Scientist Award
0005	Barlo, F.	6		Young Scientist Award
0009	Barlo, S	7		The Eventure Award Young Scientist Award
0014	Puk, P.	9		The Eventure Award Young Scientist Award
0016	Test, T.	10		The Eventure Award Young Scientist Award

**Appendix 5 Abstracts: Abstract/Title/Authors**

Report	: List of abstract title and Authors ( Ordered by Abstract Number )	Date	: 02/02/2001
Conference	: EVE                      EVENTURE	Time	: 14:49:18
Lists:	: Authors ; Letter 1 up to and including 10	Page	: 1

<b>Abstr. No</b>	<b>Abst. Code</b>	<b>Title of abstract</b>	<b>Author</b>
2	ABS1	This is abstract number 1.	Barlo, S.
3	ABS2	This is the title of the second Abstract.	
4	ABS3	This is abstract number 3	
5		This is the title of my abstract.	Barlo, F.
6		Title Abstract	Barlo, F.
7		This is the title of my first abstract.	Barlo, S
8		Title	Jansen, B.
9		Title abstract Pietje Puk.	Puk, P.
10		Title abstract Test 1	Test, T.

Number of abstracts : **9**

**Appendix 6 Abstracts: Number of abstracts per country**

Report	: Number of abstracts per country ( Ordered by Country )	Date	: 02/02/2001
Conference	: EVE                      EVENTURE	Time	: 14:50:10
Lists:	: All abstracts	Page	: 1

<b>COUNTRY</b>	<b>NUMBER</b>
ABSTRACTS FROM : Austria	1
ABSTRACTS FROM : Nederland	2
ABSTRACTS FROM : The Netherlands	4

TOTAL NUMBER OF ABSTRACTS : 7

TOTAL NUMBER OF COUNTRIES : 3

**Appendix 7 Abstracts: Number of abstracts per topic**

Report	: Number of abstracts per topic ( Ordered by Topic Number )	Date	: 02/02/2001
Conference	: EVE                      EVENTURE	Time	: 14:50:35
Lists:	: All abstracts	Page	: 1

TOPIC	NUMBER
This is Topic number 1.	4
This is Topic number 2	1
This is Topic number 3.	1
This is topic 4 then	1

TOTAL NUMBER OF ABSTRACTS : 7

TOTAL NUMBER OF TOPICS        : 4

**Appendix 8 Abstracts: Number of abstracts per status**

Report	: Number of abstracts per status ( Ordered by Status number )	Date	: 16/03/2001
Conference	: EVE                      EVENTURE	Time	: 12:43:25
Lists:	: All abstracts	Page	: 1

STATUS	NUMBER
ABSTRACT RECEIVED	8
Abstract confirmation sent	0
Abstract accepted for Oral Presentation	0
Oral Presentation Confirmed	0
Abstract accepted for Poster Presentation	0
Poster Presentation Confirmed	0

TOTAL NUMBER OF ABSTRACTS : 8

TOTAL NUMBER OF STATUS : 6

**Appendix 9 Reviewers: LOR with name and topic**

Report	: List of reviewers with topics ( Ordered by Registration Number )	Date	: 16/03/2001
Conference	: EVE                      EVENTURE	Time	: 12:44:04
Lists:	: Co-Authors ; Letter 1 up to and including 17	Page	: 1

No.	Name	E-mail address	Topic id.	Topic
0003	Bakker, J.	jaap.bakker@parthen.nl	2	This is Topic number 2
0005	Barlo, F.	sebastiaan.barlo@parthen.nl	3	This is Topic number 3.
			1	This is Topic number 1.
0008	Jansen, P.		4	This is topic 4 then

Number of reviewers                      : **3**

**Appendix 10 Reviewers: LOR with name per topic**

Report	: List of reviewers per topic ( Ordered by Registration Number )	Date	: 16/03/2001
Conference	: EVE                      EVENTURE	Time	: 12:44:59
Lists:	: Co-Authors ; Letter 1 up to and including 17	Page	: 1

**TOPIC: 1      This is Topic number 1.**

<b>Id.</b>	<b>Name</b>	<b>Company/Institution</b>	<b>E-mail address</b>
5	Barlo, F.		sebastiaan.barlo@parthen.nl

Number of reviewers                      : 1

**Appendix 11 Reviewers: LOA name/title per reviewer:**

Report	: List of abstracts per reviewer ( Ordered by Registration Number )	Date	: 16/03/2001
Conference	: EVE                    EVENTURE	Time	: 12:46:05
Lists:	: Co-Authors ; Letter 1 up to and including 17	Page	: 1

**Reviewer:      Bakker, J.**

**Topic: 2                    This is Topic number 2**

To review	Abstract ID	Abstract title
	8	Title



**Appendix 12 Status: LOA Name/Company/Abstract per status**

Report	: List of Authors name, company and abstract title per status( Ordered by Abstract Number )	Date	: 16/03/2001
Conference	: EVE                      EVENTURE	Time	: 12:47:15
Lists:	: Authors ; Letter 1 up to and including 10	Page	: 1

**STATUS: 0      ABSTRACT RECEIVED**

<b>Abstr. No</b>	<b>Abst. Code</b>	<b>Author</b>	<b>Title of abstract</b>
2	ABS1	Barlo, S. Parthen Impact	This is abstract number 1.
3	ABS2		This is the title of the second Abstract.
4	ABS3		This is abstract number 3
5		Barlo, F.	This is the title of my abstract.
6		Barlo, F.	Title Abstract
7		Barlo, S	The is the title of my first abstract.
8		Jansen, B.	Title
10		Test, T.	Titl abstract Test 1

Number of abstracts                      : **8**

Total number of abstracts            : **8**

**Appendix 13 Status: Number of abstracts per status**

Report	: Number of abstracts per status ( Ordered by Status number )	Date	: 16/03/2001
Conference	: EVE                      EVENTURE	Time	: 12:47:56
Lists:	: All abstracts	Page	: 1

STATUS	NUMBER
ABSTRACT RECEIVED	8
Abstract confirmation sent	0
Abstract accepted for Oral Presentation	0
Oral Presentation Confirmed	0
Abstract accepted for Poster Presentation	0
Poster Presentation Confirmed	0

TOTAL NUMBER OF ABSTRACTS : 8

TOTAL NUMBER OF STATUS : 6

**Appendix 14: Topics: LOA Name/Abstract code/Title per topic**

Report	: List of abstract title and Authors per topic( Ordered by Abstract Number )	Date	: 16/03/2001
Conference	: EVE                      EVENTURE	Time	: 12:48:50
Lists:	: Authors ; Letter 1 to and including 10	Page	: 1

**TOPIC: 1      Dit is Topic nummer 1.**

<b>Abstr. No</b>	<b>Internet No.</b>	<b>Abst. Code</b>	<b>Title of abstract</b>	<b>Author</b>
2		ABS1	Dit is abstract nummer 1.	Barlo, S.
3		ABS2	Dit is de titel van het tweede Abstract.	
4		ABS3	Dit is abstract nummer 3	
5	3		Dit is de titel van mijn abstract.	Barlo, F.
10	4		Titel abstract Test 1	Test, T.

Number of abstracts                      : **5**

Total number of abstracts            : **8**

**Appendix 15 Topics: List of Topics**

Report	: List of Topics ( Ordered by Topic number )	Date	: 23/03/2001
		Time	: 11:09:56
Lists:	: All topics	Page	: 1

Number	Code	Topic name
1	T1	Dit is Topic nummer 1.
2	T2	Dit is Topic nummer 2
3	T3	Dit is Topic nummer 3.
4	T4	Dit is dan topic 4

**Appendix 16 Sessions: LOA Time/Name/Title per session**

Report	: List of time/name/title per session with authors ( Ordered by Session Number )	Date	: 16/03/2001
Conference	: EVE EVENTURE	Time	: 12:50:09
Lists:	: Sessions ; 1 TO and including 3	Page	: 1

**1 (SES 1) Dit is session nummer 1.**

Location : Auditorium

Date : 20/11/2000 10:00 - 13:30 hrs.

Chair(s) : Bakker, J.

Co-Chair(s) : Barlo, S.

Time	Abstr. No.	Abstr. Code	Title of abstract	Author
10:00 - 11:30 hrs.	2	ABS1	Dit is abstract nummer 1.	Barlo, S.
12:00 - 13:30 hrs.	3	ABS2	Dit is de titel van het tweede Abstract.	

**2 (SES 2) Dit is session nummer 2.**

Location : Room 2

Date : 20/11/2000 10:00 - 12:00 hrs.

Time	Abstr. No.	Abstr. Code	Title of abstract	Author
10:00 - 12:00 hrs.				

**Appendix 17 Sessions: List of sessions**

Report	: List of sessions ( Ordered by Session Number )	Date	: 16/03/2001
Conference	: EVE                      EVENTURE	Time	: 12:50:34
Lists:	: Sessions ; 1 TO and including 3	Page	: 1

Session	Session Code	Session Name	Date	Time	Chair(s)/Co-chair(s)
1	SES 1	Dit is session nummer 1.	20/11/2000	10:00 - 13:30 hrs.	Chairs : Bakker, J. Co-Chairs : Barlo, S.
2	SES 2	Dit is session nummer 2.	20/11/2000	10:00 - 12:00 hrs.	
3	SES 3	Dit is session nummer 3	20/11/2000	10:00 - 11:00 hrs.	Chairs : Barlo, F. Co-Chairs :

**Appendix 20 Awards: LOA per award**

Report	: List of abstract/authors per award ( Ordered by Registration Number )	Date	: 16/03/2001
Conference	: EVE                      EVENTURE	Time	: 12:53:50
Lists:	: Authors ; Letter 1 to and including 17	Page	: 1

**AWARD: The Eventure Award**

Abstr. No	Internet No.	Abst. Code	Title of abstract/Award text	Author
2		ABS1	Dit is abstract nummer 1.	Barlo, S.
<div style="border: 1px solid black; padding: 5px;"> <p>This is extra information on the subject</p> <p>Etc</p> <p>Etc</p> <p>and this is it!</p> </div>				
5	3		Dit is de titel van mijn abstract.	Barlo, F.
7	1		Dit is de titel van mijn eerste abstract.	Barlo, S
10	4		Titel abstract Test 1	Test, T.

**Appendix 21 Awards: LOA with awards**

Report	: List of authors with awards ( Ordered by Registration Number )	Date	: 16/03/2001
Conference	: EVE                      EVENTURE	Time	: 12:52:21
Lists:	: Authors ; Letter 1 to and including 17	Page	: 1

No.	Name	Abstr. No	Abst. Code	
0002	Barlo, S.	2	ABS1	The Eventure Award Young Scientist Award
0005	Barlo, F.	5		The Eventure Award Young Scientist Award
0005	Barlo, F.	6		Young Scientist Award
0009	Barlo, S	7		The Eventure Award Young Scientist Award
0016	Test, T.	10		The Eventure Award Young Scientist Award



**Appendix 22: Status Letter**

Dhr. S. Barlo  
Peter van Anrooystraat 7  
1076AB AMSTERDAM

Datum : 08/06/2001  
Reg. no. : **5**  
Betreft : **Test congres voor EVENTURE voor Windows**

Abstract : **This is the title of my abstract.**

Dear Dr. Barlo,

We have received your abstract.

## **Appendix 23: Abstract Book**

S4 - Session 4

Video Presentation

### **Video 1**

#### **This is the abstract title**

B.N. Jansen, J. Bakker, P. Veldhuyzen van Zanten  
Parthen IMPact, UTRECHT, The Netherlands

Here is some space to put your abstract text.

The maximum is 250 words, but you can also make a maximum of characters.



Picture 1:

Caption 1: Logo

S3 - Session 3

### **Oral 1**

**This abstract is made in Eventure, so the abstract text is missing.**