



eventure

congress registration software

manual

abstract handling on internet

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1 Introduction

With Eventure all the abstracts for your congress can be registered, reviewed and scored via the Internet.

You prepare your internet registration form in Eventure. Then you configure the form and make it available to the authors on the Internet. When an author has registered you download his or her registration information from the internet into Eventure. You can then process the registration information in Eventure in exactly the same way as you would if it had been input manually (see 'Abstract handling in Eventure' Manual).

This Manual guides you through the processing of abstract registration via the internet.

The following topics are dealt with in this Manual:

- Setting-up abstract handling on the Internet,
- Configuring the registration forms,
- The reviewing and scoring procedure,
- Scientific Committee,
- Downloading the abstract information into Eventure,
- Making the abstract information available to the public (searchable database).

2 Setting-up Internet abstract handling

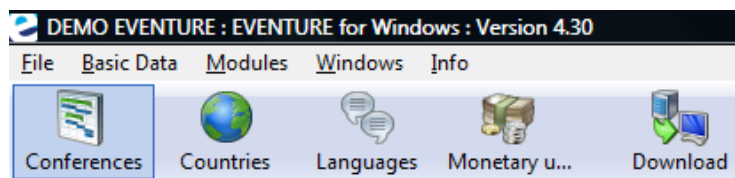
This section takes you through the steps you must take to publish the registration form on the internet. Before you start setting up the internet registration you must first set-up and configure the following components in the *Abstract Handling in Eventure Manual*: The type of presentation (paragraph 2.1), the equipment (paragraph 2.2), the topics (paragraph 2.3), the reviewers (paragraph 2.3.1), and the awards (paragraph 2.4). This information will be made available to the authors so they can make a selection when they register their abstracts.

This section includes the following:

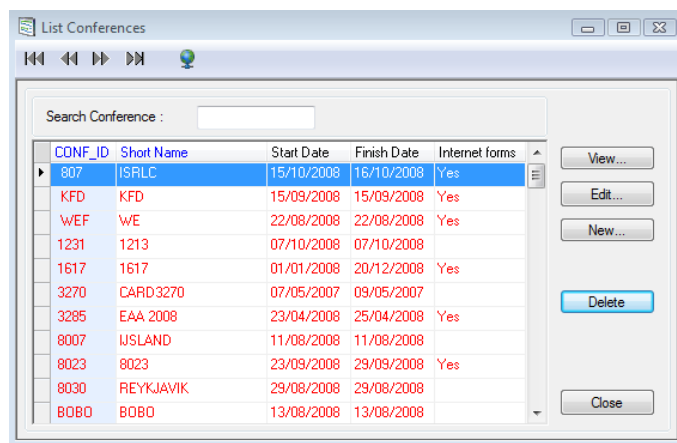
- Setting-up an abstract registration form on the internet,
- The administration page log in screen.

2.1 Setting-up an abstract registration form on the Internet

In Eventure you first select the 'Basic Data' menu and then 'Conferences'. You can also click on the 'Conferences' icon (a) in the menu bar.

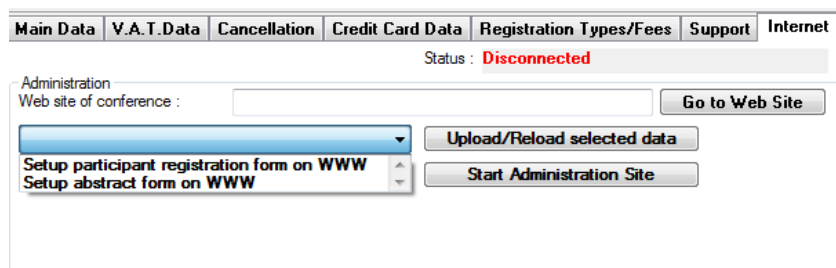


a.

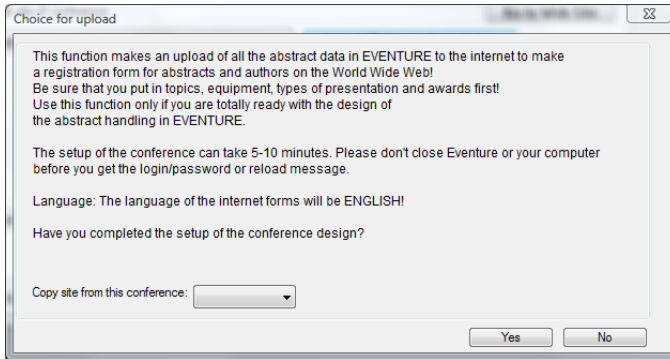


The 'List Conferences' screen (b) appears. Select the congress for which you want to set-up an Internet registration form.

The screen below includes the 'Internet' tab-sheet in the 'Edit Conference Data' screen as you have not yet prepared an abstract registration form on the internet.



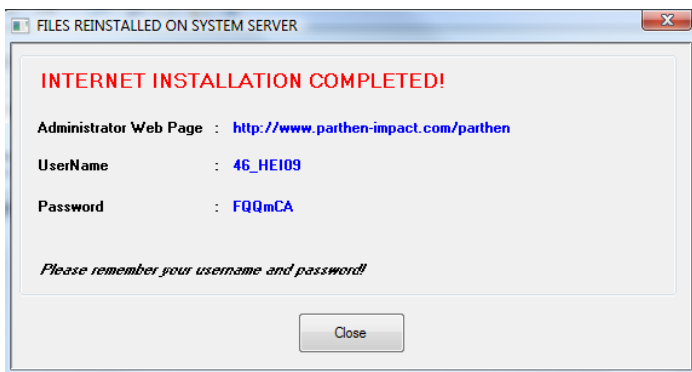
In the drop down menu next to the 'Upload/Reload selected data' button select the 'Setup abstract form on WWW' option. To set-up an Internet abstract registration form, click on the 'Upload/Reload selected data' button. The following message appears:



The 'Starting internet upload' message reminds you that you must have set-up the topics, equipment, types of presentation and awards in Eventure before you can start preparing the Internet registration form.

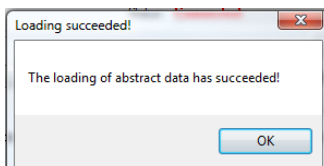
With the option 'Copy site from this conference' you can copy the complete lay-out of another congress site so your new conference looks the same.

If you answer the question with 'Yes' Eventure will copy all the abstract registration data to the Internet and you see the 'Internet Installation Completed' message as shown in the illustration below. If you have chosen Dutch as the congress language (Main language) the text will appear on the Internet in Dutch. If you have chosen Swedish, and you have the multi-lingual module, the text will appear on the Internet in Swedish. As a standard the other languages show the text in English on the Internet. You do have the option of adapting the text at a later date.

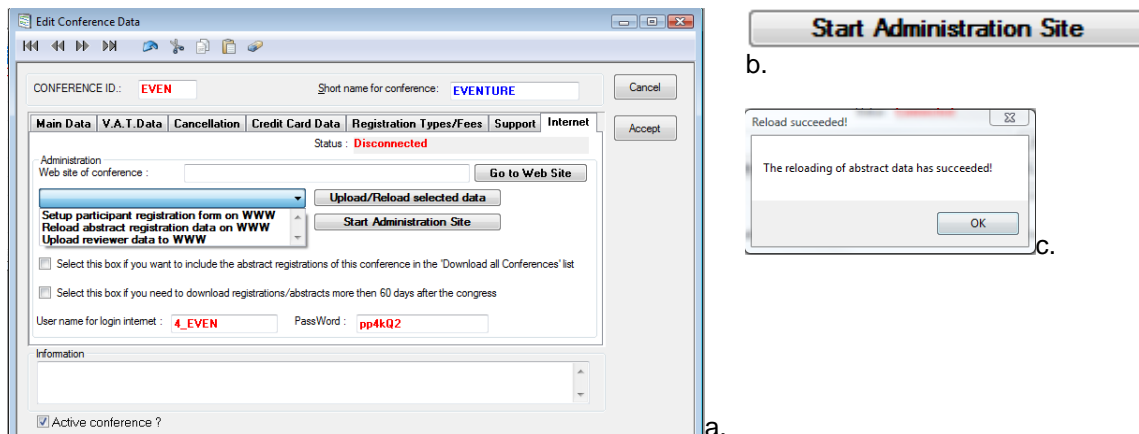


The screen displays an overview of the Internet address where the registration form can be found (Administrator Web Page), the user name (User Name) and the password (Password). Make sure you keep a note of the user name and password in a safe place.

If you are also handling the participant registration via the Internet and have already set-up the participant registration form with the help of the *Participant Registration on the Internet Manual*, the screen above does not appear. This is because you already have a user name and password – you were given it when you set-up the participant registration form. In this case the following message appears:



Click on 'Close' or 'OK' and the screen below appears.



Some of the elements on the 'Internet' tab-sheet have changed and some additional elements have appeared:

- The 'Upload/Reload selected data' drop-down menu and button':
In this drop down menu (a) the 'Set-up Abstract form on WWW' has changed to 'Reload abstract registration data on WWW'.
- Reload abstract registration data on WWW:
When you do a new upload to the Internet only new components will be added. If you have changed the names of the types of presentation (Presentation types), presentation equipment (Equipment) and/or topics (Topics) in Eventure, the names will not be changed on the Internet. On the Internet the labels you originally configured will remain.
If you have input sessions in Eventure these are also uploaded for the compilation of the public data that every visitor to the site can browse (see section 7, 'Searchable abstract database').
The sequence of the sessions is based on the order in which they were input into Eventure, provided that you have used the 'session code' for more than half of the sessions.
- Upload reviewer data to WWW:
This option is dealt with in paragraph 4.1, 'Setting-up an abstract reviewing and scoring form on the Internet'. This option enables reviewer data to be uploaded to the Internet.
- 'Start selected Administration site' button:
This screen (c) appears when the abstract registration form has been set-up on the Internet successfully.
Click on the button (b), to start your computer's standard browser and go to the administration page of the abstract registration form, paragraph 3.1, 'Administration menu (Welcome)'.
- 'User name for log in':
This field shows the user name you must use to access the administration page of your Internet registration form.
- 'Password':
This field shows the password linked to the user name you need to access the administration page of your Internet registration form.

2.2 Administration page log in screen

Click on the 'Start Administration Site' button (b) and the screen below (a) will appear via your browser.



- 'Name':
In this field fill in the user name shown on the 'Internet' tab sheet as described earlier. This field is capitals/non-capitals sensitive.
- 'Password':
In this field fill in the password indicated on the 'Internet' tab sheet as described earlier. This field is capitals/non-capitals sensitive.

Click on the 'OK' button to log in to the administration page of the Internet registration form.

3 Configuring registration forms

When you have logged in to the administration page of your registration form you can configure the registration form. The following registration form configuration elements will be dealt with in the following order:

- Administration menu,
- Welcome screen,
- Abstract submission page,
- Personal data author,
- Abstract overview,
- Abstract registration (Abstract),
- Abstract images,
- List of Co-authors,
- Audio/Visual Equipment,
- Awards,
- Submit abstract data,
- View page,
- E-mail confirmation of abstract registration (E-mail abstract submission),
- Password reminder (E-mail password forgotten),
- Selecting colours and typefaces (Edit page preferences),
- Abstract registration status (Module Status)

3.1 Administration menu (Welcome)

When you log in the Internet abstract registration form administration menu appears. The administration menu screen is divided into three sections:

- Parthen banner
- Internet module choice
- Congress data / PCO data

Participant settings:

Online payment test:

Maximum number of REvents (0 is no limit): 0

Maximum number of rooms (0 is no limit): 0

Maximum total number of rooms (0 is no limit): 0

Number of Transport pages: 1

Only show 'pay different' when balance is 0:

Check to hide event when max number is reached:
(Unchecked shows stated text)

Check to hide room when max number is reached:
(Unchecked shows stated text)

Payment method: standard

Restrict hotel dates:

Continue with registration after choice of hotelroom:

Show phone prefix:

Abstract settings:

Show pulldown with keywords in Abstract-module:

Maximum number of Co-authors (0 is no limit): 0

Allowed upload extensions:
(e.g. ".doc.pdf.csv". Leave empty to allow all)

Show submitted/not submitted abstracts in separate lists on abstract submission page:

Reviewer settings:

Hide PDF symbols on abstract reviewing page:

Group settings:

Allow creating groups:

URL leaving group page:

	open	finished
Participants:	17	10
Abstracts:	0	6
Authors:	15	-

3.1.1 Parthen title (Parthen The Meeting Services Company)

The screen print-out shown above is the administration menu you see when you log in. At the top of the screen is the Parthen banner, The Meeting Services Company, and a picture.

3.1.2 Internet module choice (abstract)

In the left hand section of the screen you can select the module you wish to prepare. You see that the 'participant' option is available. In the example we have also set-up participant registration via the Internet with the help of the *Participant Registration via the Internet Manual*. Further on in this Manual we will also add the 'reviewer', 'scientific committee; and 'public' modules and the left hand section of the screen will appear as shown below:

	PCO
participant	Aruba
abstract	
review	
sc	Con
public	Proj
group	
report	

3.1.3 Congress Settings

The name of the congress 'Test Congress Eventure' is in the middle part of the screen. The Congress Settings are below the name. There are three groups of settings:

- Properties
- General settings
- Module settings (in the example these are participant settings)

By adapting these settings you can influence how the registration site works and its layout in certain areas.

3.1.3.1 Properties

This is an overview of the basic information you have entered in Eventure. You can also see the Status of the Congress. When you first enter congress details this is 'Status congress: New'. This means participants cannot yet access the congress registration form. You can read how to make your congress accessible to participants in paragraph 3.16 'Registration Status'.

'Language' shows the language selected for the congress. 'Currency' shows the currency chosen for the congress. In 'Currency HTML' you can indicate how the currency must be shown on the internet. The html code for the € sign is €

The 'Entry date' and 'Exit date' show the date on which a congress will be put on the internet and the date on which Parthen IMpact will close the congress page. The first day and last day of the congress are shown under 'Start date congress' and 'End date congress'.

3.1.3.2 General settings

The general settings indicate several settings that apply for the entire internet module.

'Hide "password forgotten" on Welcome screen' enables you to ensure that only pre-registered participants can log in. This can also apply for both abstract authors and participants you have entered in advance (If you would like to know more about entering participants in advance contact the Eventure Helpdesk).

'Use Initials/firstname/neither' in e-mail gives you the choice of using the initials, the first name, or neither in the confirmation e-mail.

3.1.3.3. Module settings

In module settings you can select various settings for the different modules. The options for each module are grouped together. The modules appear when you have activated a particular module by uploading it from Eventure.

As this section of the manual deals with Abstract Handling we will only deal with the different settings for this module here. We will go into more detail about the settings for participant registration in the 'Participant Registration on the Internet' section.

Abstract settings:

Show pulldown with keywords in Abstract-module:

Maximum number of Co-authors (0 is no limit):

Allowed upload extensions:

(e.g. "doc,pdf,csv". Leave empty to allow all)

Show submitted/not submitted abstracts in separate lists on abstract submission page:

- Show pull-down with keywords in Abstract-module:

This option lets you see a list of keywords, set up in advance, from which an author can choose. You can upload this list from Eventure.

- Maximum number of Co-authors (0 is no limit):

This enables you to limit the number of co-authors of a submitted abstract. Entering '0' means there is no limit.

- Allowed upload extensions: (e.g. "doc,pdf,csv". Leave empty to allow all)

If you have purchased the Additional File option you can use it to specify the types of file. If this field is empty the type of file is unrestricted.

- Show submitted/not submitted abstracts in separate lists on abstract submission page:

With this option the submitted and unsubmitted abstracts are shown separately on the abstract submission page. If this option is not ticked the abstracts are shown below each other.

Clicking on the 'Update' button saves the changes you have entered in 'Currency HTML' or 'Online payment test'.

At the bottom of the screen you see an overview of the registration statistics. Here 'Open' means registrations that have been started but not completed. 'Finished' means the number of completed registrations.

3.1.4 Abstract registration form administration menu

When you click on 'Abstract' in the left hand section of the screen, the following screen appears.

eventure
Congress registration software

Parthen
the meeting services company

PCO Congresses Statistics Log out

Back to Congress
Page preferences
Files attached to abstracts
Query

abstract

Congress: **EVEN**
Parthen Impact bv
9999999
Extended

Available	Active	Form
yes	yes	Welcome screen
yes	yes	Abstract submission page
yes	yes	Author data
		View page
yes	yes	Abstract index page
yes	yes	Abstract
yes	yes	disable Abstract images
yes	yes	disable Co-authors select page
		Add co-author
yes	yes	disable Audio/Visual Equipment
yes	yes	disable Awards
yes	yes	Submit page
yes	no	enable Thanks page
yes	yes	View page
yes	yes	E-mail abstract submission
		E-mail password forgotten

Go to login: http://www.eventure-online.com/eventure/welcome.do?type=abstract&congress=4_EVEN

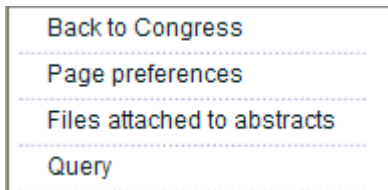
Module status: **New**

	Active	Register	Complete	View	Closed
New authors accepted	Yes	No	No	No	No
New abstracts accepted	Yes	Yes	No	No	No
Existing abstracts submit accepted	Yes	Yes	Yes	No	No
View completed abstracts	Yes	Yes	Yes	Yes	No

Enter an abstract id to edit an abstract:

Do not submit the 'abstract', to quit 'editing' the abstract, close the window.

In the left hand section of the screen you see the following menu:



Clicking on 'Back to Congress' takes you back to the general congress data. 'Page preferences' allows you to choose the colours and suchlike for the abstract module. This is explained in paragraph 3.16 'Colours and typefaces (Page preferences)'.

Via 'Query' you can see a list of the abstracts in the database. This is dealt with in paragraph 3.18 'Registered abstracts summary (Query)'.

The centre section of the screen is the section in which you can configure the registration form.

Available	Active	Form
yes	yes	Welcome screen
yes	yes	Abstract submission page
yes	yes	Author data
		View page
yes	yes	Abstract index page
yes	yes	Abstract
yes	yes	Abstract images
yes	yes	Co-authors select page
		Add co-author
yes	yes	Audio/Visual Equipment
yes	yes	Awards
yes	yes	Submit page
yes	no	Thanks page
yes	yes	View page
yes	yes	E-mail abstract submission
		E-mail password forgotten

Congress: EVEN
Parthen IMpact bv
99999999
Extended

To hide modules because certain abstract data is not needed for the congress, click on 'disable' in the 'Active' column. This means that authors will not see the related module and registration form. For example, if you are not offering audio-visual equipment for a congress, click on 'disable' in the 'Active in registration form' column next to the 'Audio/Visual Equipment' module (see illustration (a)). The screen is refreshed and 'yes' and 'disable' are replaced by 'no' and 'enable' (see illustration (b) below). Both situations are shown below.

yes	yes	disable	Audio/Visual Equipment	a.	yes	no	enable	Audio/Visual Equipment	b.
-----	-----	---------	-------------------------------	----	-----	----	--------	-------------------------------	----

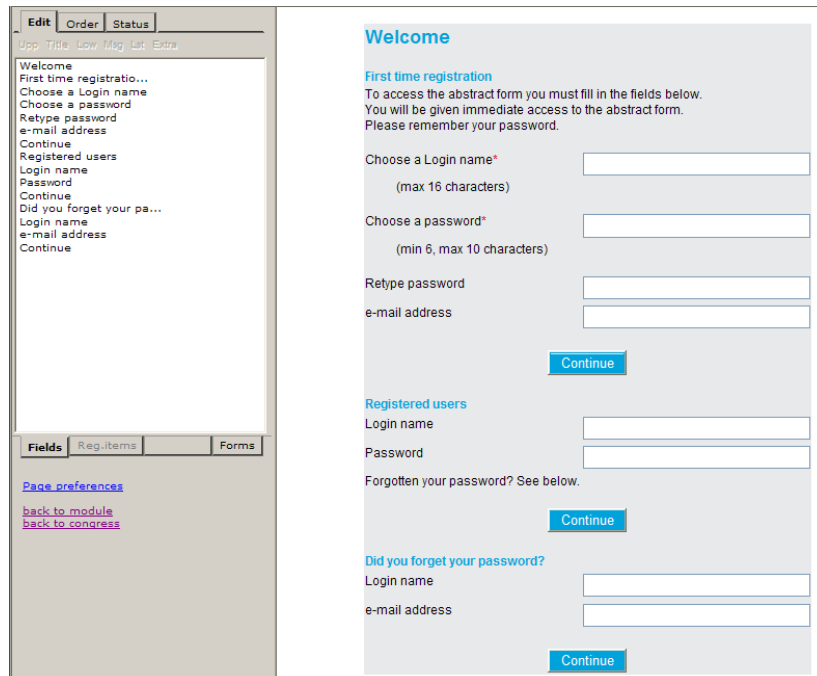
To make a module visible to authors once again, click on 'enable'. 'Yes' and 'disable' will reappear in the 'Active' column (see illustration (a)).

In the administration menu you select the administration registration form components you want to configure. Although you do not have to deal with the components in the same order as in this Manual, this is advisable when you are familiarising yourself with Internet abstract registration. We will look at the components in the order they are shown on the screen.

3.2 Welcome screen

The 'Welcome' screen is the first screen your abstract authors will see when they want to register an abstract via the Internet. The data an author fills-in is safeguarded via a user name and password chosen by the author. This user name and password can be used later to view or amend the abstract data.

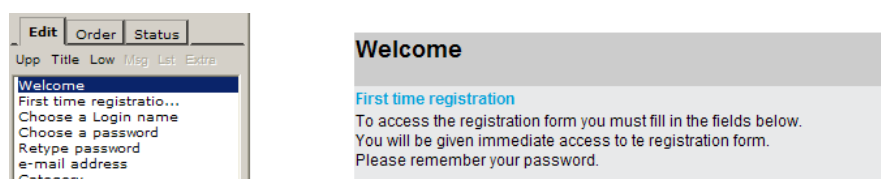
A print out of the welcome screen you can configure is shown below.



The screen is divided into two sections. You can use the left hand section to set-up the fields. The 'back to module' link takes you back to the abstract overview screen. The 'back to congress' link takes you back to the general congress data. The right hand section of the screen shows you the screen as it will appear to the author.

The right hand side of the 'Welcome' page is divided into three sections. The top section is for authors who have not yet registered. The centre section is for authors who have registered but who want to view or change their abstract registration data. The bottom section is for authors who have forgotten their password and want it to be sent to them again.

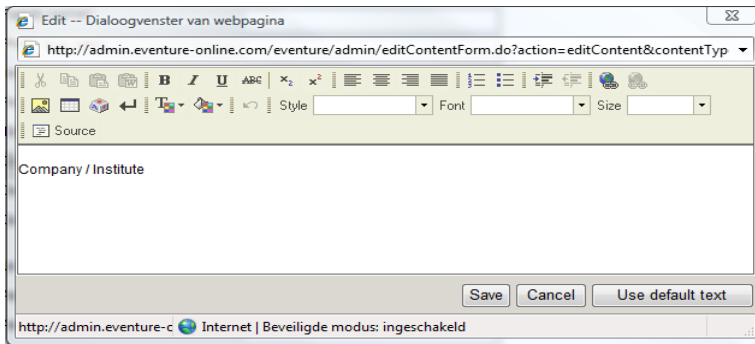
3.2.1 Laying out the text



When you click on 'Welcome' in the left hand section of the screen a grey area appears around the title 'Welcome' in the right hand section of the screen. Now click on 'Title' in the left hand section of the screen.

A new screen appears. This is the configuration screen in which you can type in the title you want to appear on the Welcome screen.

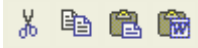
The print out below shows the configuration screen for the 'Welcome' item.



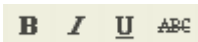
The 'Edit – Web page dialogue window' screen shown above is the same for every element of a form that can be configured. The differences are in the text of the 'Welcome' screen.

The 'Edit – Web page dialogue window' screen contains the following components:

- The buttons:



From left to right: cut, paste, copy, delete.



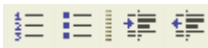
From left to right: make the selected text bold, italic, underlined, cross out.



From left to right: subscript and superscript.



From left to right: justify the selected text left, centralise the text, justify right, or fill out.



From left to right: summaries with bullet points, numbers, indent, reverse indent.



From left to right: add an Internet link, delete an Internet link.



From left to right: insert a picture, insert a table, insert a symbol, enter.

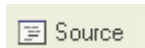
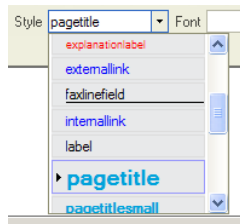


From left to right: change the color fo the text, change the color of the background, undo.



From left to right: adapt the style of the text, adapt the font, adapt the font size.

- **Tip:**
You can use 'Page preferences' to specify the colour and typeface in which you wish an item or text to appear. For example, if you wish to specify a particular colour and typeface for the page title (in this example the word 'Welcome') Click on 'Page preferences' select the colour and typeface you wish, then select 'pagetitle'.



This soft key stands for view the default text and view the html-code.

- 'The text block':

Welcome

In this example screen 'Welcome' is the page title. Each item is called by the same name as it is called in the form. Here you can amend the text and/or add text.

- 'Buttons at the bottom of the screen':

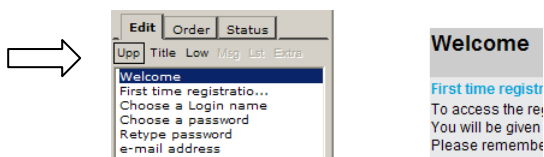


Clicking on the 'Save' button confirms the changes you have made. The main screen, in this case the welcome screen title, is reloaded with the amended data. Clicking on the 'Cancel' button annuls the changes you have made. If you want to use the standard text for this item, click on the 'Use default text' button.

3.2.2 Adding text above or below an item

Adding text above an item:

If you want to add text above an item, for example a short explanation of the item, for example, 'Fill in your chosen log in name and password below', select the item above which you wish to add the text and then click on 'Upp'.



A new 'Edit – Web page dialogue window' screen is opened. This screen works in the same way as described earlier.

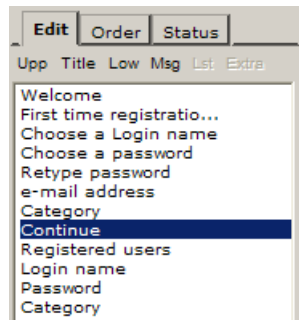
Adding text below an item:

If you want to add text below an item, first select the item under which you want to add the text then click on 'Low' in the screen shown above. Use the 'Edit – Web page dialogue window' screen to add the text as described earlier.

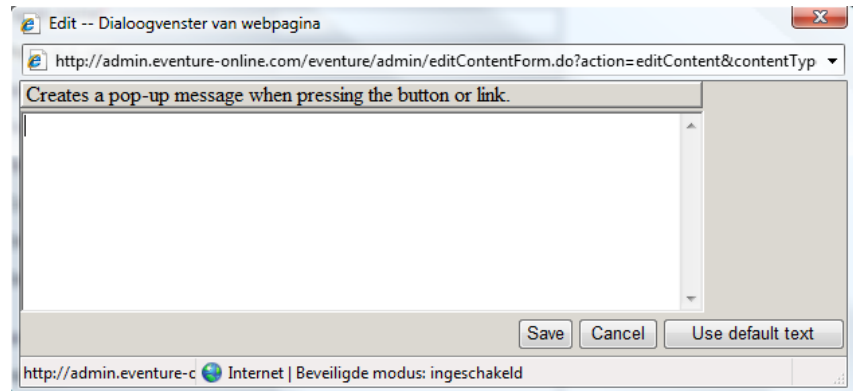
- **Tip:**
Use the hard return to insert an empty line in your text, for example to separate different topics and make your form clear and easy to read.

3.2.3 Preparing a message screen (Pop-up message)

When you configure a button an additional menu item appears: 'Msg'.

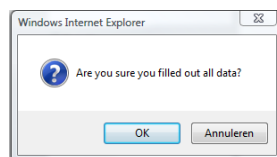


a.



b.

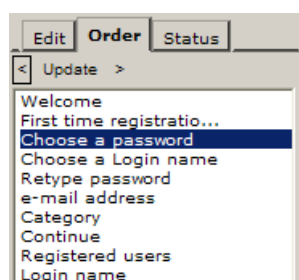
When you click on 'Msg' in screen (a) sub-screen (b) appears. You can use this sub-screen to show the participant a message or warning. The participant must comply with the message before the action of the button is carried out. For example: when an author has filled-in all the fields in a form and clicks on the 'Continue' button, a message can appear asking the author whether he or she is sure all the information has been filled-in correctly. In this case you would type the text: 'Are you sure you have filled in all your details correctly?' The author can confirm this by clicking on 'OK' or, if in doubt, click on 'Annul' and re-check the information. The exact wording on the buttons depends on the language used by the browser. The illustration below shows an example.



- **Tip:**
Use the 'Pop-up messages' sparingly. Authors can find continuously having to confirm what they have done very irritating.

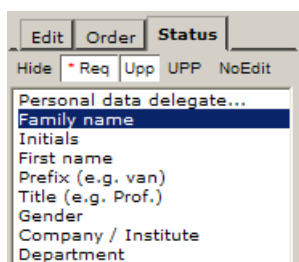
3.2.4 Moving an item

If you want to change the order in which items appear click on 'Order' in the screen below.



Select the item you wish to move and click on '<' to move the item up or '>' to move an item down. When you have all the items in the order you want, click on 'Update' to save your changes.

3.2.5 Changing the status of an item



If you want to change the status of an item click on 'Status' in the screen above. The example shows the status of 'Family name'.

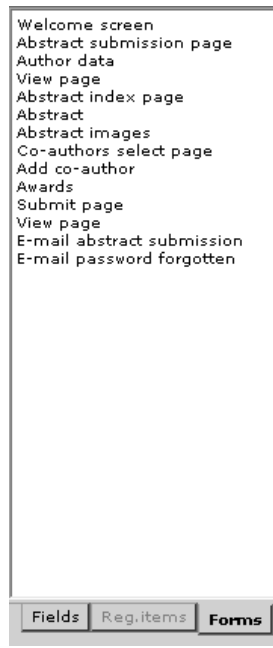
- 'Hide':
This hides the item from the author. If the author does not have to fill-in this item on the registration form it will not appear on the registration form the author sees.
- '* Req':
This tells the author whether or not this field **MUST** be filled-in. If you give an item the 'Req' status the author must fill-in the field before he or she can go on to the next step. If you do not select 'Req' for an item you are telling the author that filling it in is not obligatory.
On the registration form the authors see, 'Req' items have a red asterisk next to them. The form should include a text that tells authors that a red asterisk means they must fill-in this information.
This option is used in the abstract index page, paragraph 3.3, 'Abstract submission page', to indicate that certain forms must be filled-in before a registration can be completed.
- 'Upp':
This is where you indicate whether or not the information that is filled-in must begin with a capital letter. If you select 'Upp' the first letter of the information will automatically be made a capital letter.
- 'UPP':
If you select 'UPP' all the letters that are filled-in will automatically be made into capital letters.
- 'NoEdit':
The 'NoEdit' option is only applicable in the case of an external log in. How this works is not covered in this Manual.

3.3 Abstract submission page

When you have configured all the information in the welcome screen, click on 'Forms' at the bottom of screen (a) below and screen (b) appears.



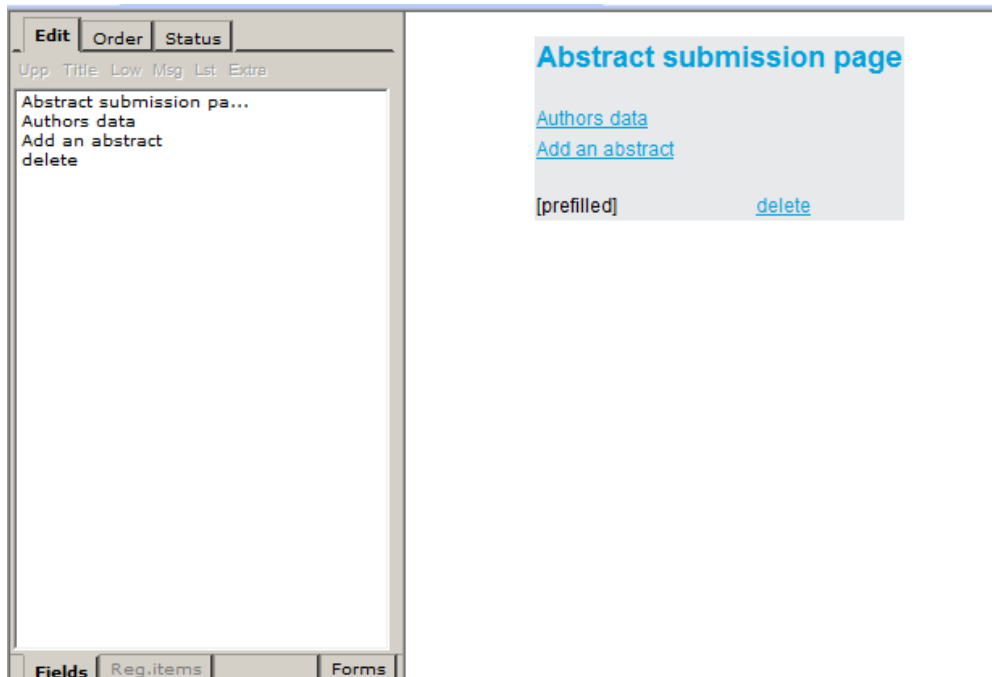
a.



b.

In screen (b) select 'Abstract submission page'.

The screen below appears. This is the screen your authors will see when they have filled in all their author data.



The 'Abstract submission page' screen comprises the following components:

- 'Personal data author':
If you click on this link the 'Personal data author' screen appears, paragraph 3.4 'Personal data author'.

- 'Add a new abstract':
If you click on the 'Add a new abstract' link the 'Abstract overview page', paragraph 3.5 appears. In the administration menu this is called 'Abstract index page'.
- 'Edit', 'Delete' and 'View':
The 'Edit', 'Delete' and 'View' options are available to the author when he or she has typed in or is typing in an abstract. Using these options the author can edit the abstract by clicking on the abstract title, delete it by clicking on the 'delete' link, or view it by clicking on the title. After the author has completed the abstract registration the abstract can only be viewed.
- 'Exit the abstract input page':
You can make this text into a link by linking it to an Internet address the author must access when he or she clicks on this link. How you do this is described in paragraph 3.2.1, 'Laying out the text'.

3.4 Personal data author (Author data)

If you click on 'Forms' and then select 'Author data' the 'personal data author' screen below appears.

In this screen you can configure the author personal data form as explained earlier in paragraph 3.2.1, 'Laying out the text' to paragraph 3.2.5, 'Changing the status of an item'.

- Tip:**
 As the author's country must be filled in for uploading for the reviewing and scoring process, make this a 'required' field.

When you select 'View page' via the 'Forms' tab the 'Author data' screen appears as shown below.

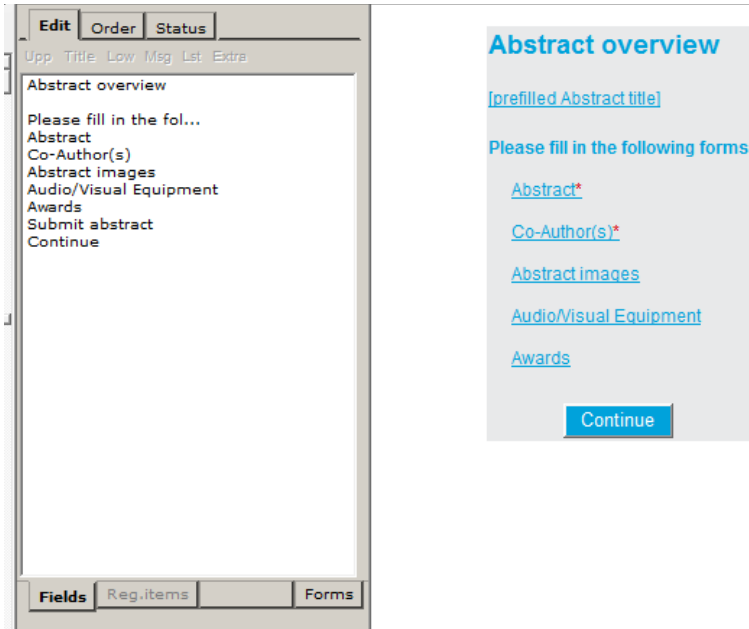
Author data	
You cannot make any more changes.	
Family name	prefilled
Prefix (e.g. van)	prefilled
First name	prefilled
Initials	prefilled
Title (e.g. Prof.)	prefilled
Gender	[prefilled]
Job title	prefilled
Company / Institute	prefilled
Department	prefilled
Address	prefilled
Address	prefilled
Post code	prefilled
City	prefilled
Country	[prefilled]
Telephone	prefilled
Fax	prefilled
e-mail address	prefilled
Communication	[prefilled]

In this screen the author can view his or her data at any time after the personal data has been entered and the entry confirmed.

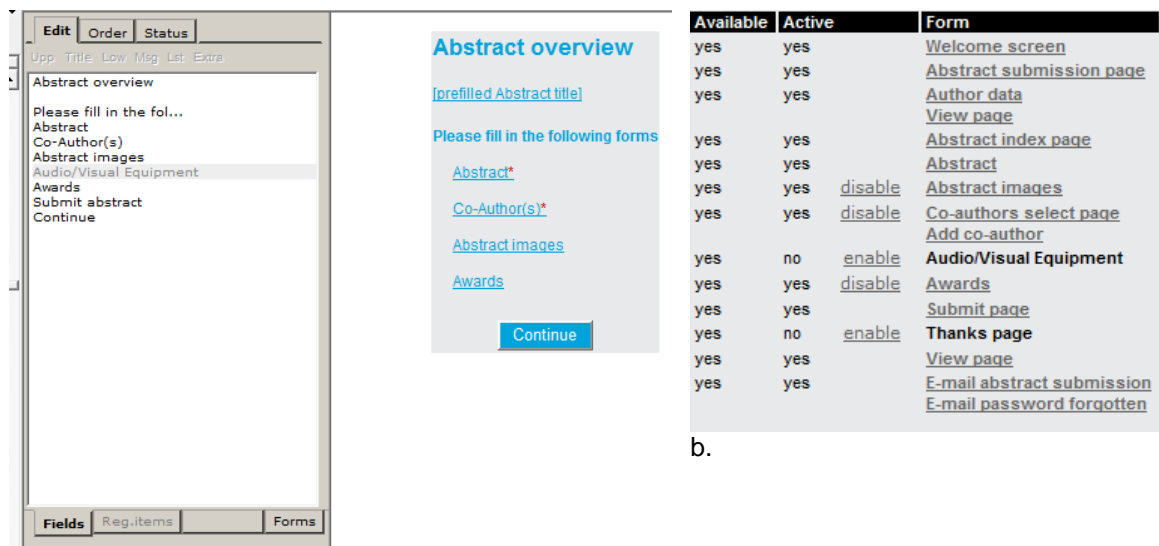
After configuring the authors' personal data form, click on the 'Forms' tab. The next step we are going to look at is configuring the form for the 'Abstract index'.

3.5 Abstract overview

The author sees this screen when he or she clicks on the 'Add new abstract' option on the 'Abstract submission page'.



If you have indicated on the abstract overview page of the registration form that a module is not applicable for the congress, this is shown in the following manner.



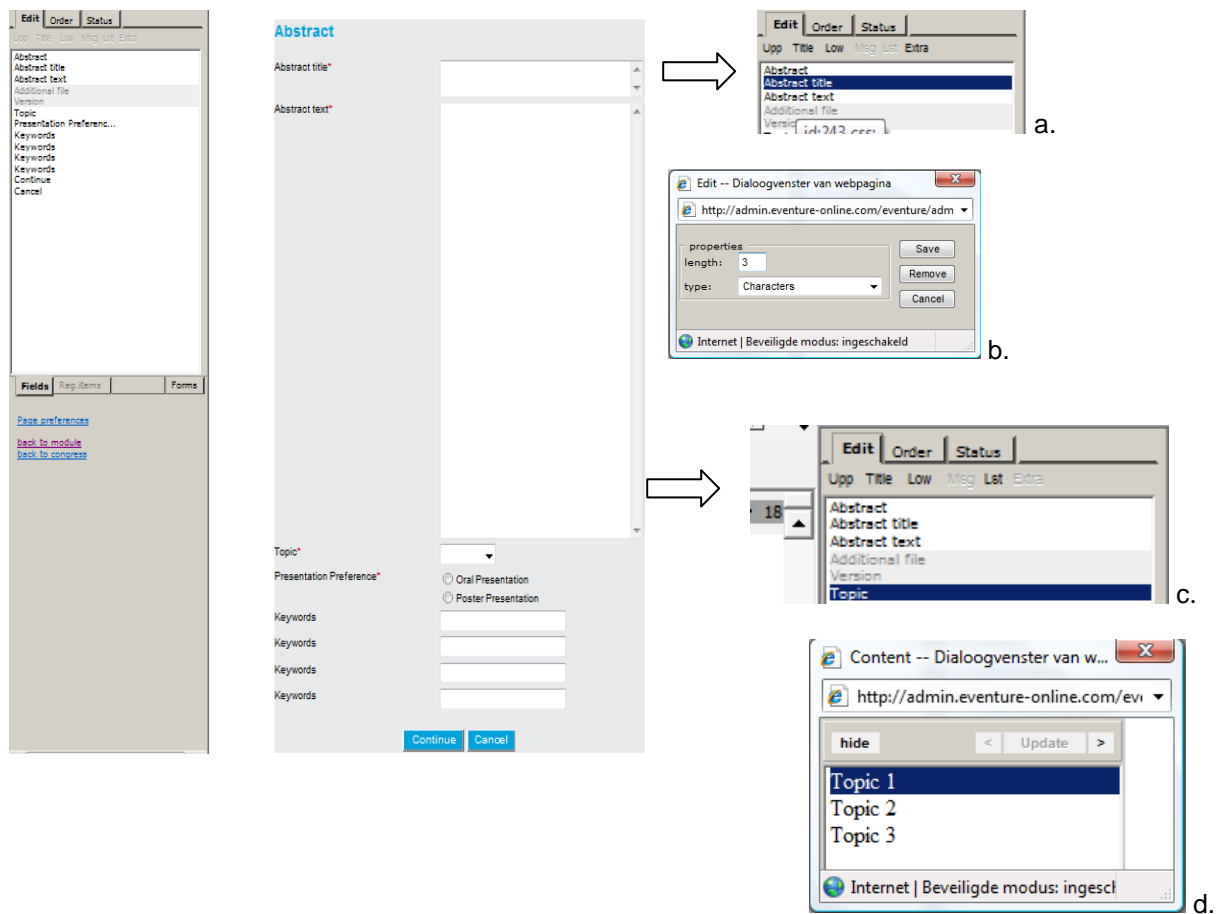
a.

In the example the 'Audio/Visual Equipment' module has been disabled in the abstract overview screen of the registration form (b) and is, therefore, shown in grey in the configuration menu on the left hand side (a). You cannot now configure this item. The 'Abstract overview page' the author sees does not include 'Audio/Visual Equipment'.

The author does not see the 'Confirm abstract registration' option until he or she has worked through all the components you have marked as 'required'.

3.6 Abstract registration (Abstract)

When you select the 'Abstract' option via 'Forms' the 'Abstract' screen below appears.



The 'Abstract' screen is used to input the abstract and contains the following components:

- **'Abstract title':**
Here the author types in the title of the abstract. Clicking on the 'Extra' option in screen (a) takes you to screen (b) where you can indicate the maximum number of words or characters the title may contain. This is shown directly under the title label.
- **'Abstract text':**
Here the author types in the abstract. Clicking on the 'Extra' option in screen (a) takes you to screen (b) where you can indicate the maximum number of words or characters the text may contain. This is shown directly under the text label.
- **'Theme':**
The drop down menu includes all the themes you have entered in Eventure. When you select 'List' in screen (c) screen (d) appears. In screen (d) you can change the name of a theme by double clicking on the theme, typing in the new name and then clicking on enter. You can also hide a theme by selecting it and clicking on 'hide'. This theme will now not be visible to authors. To move a theme, select it and click on '<' to move it up or '>' to move it down. When you have all the themes in the order you want, click on 'Update' to save the new order.

- **Tip:**

When you change the name of a theme you should make sure that the content of the theme does not change.

The order shown in screen (a) is the same order as in Eventure. This means that in the system on the Internet the themes have the same sequence number as in Eventure.

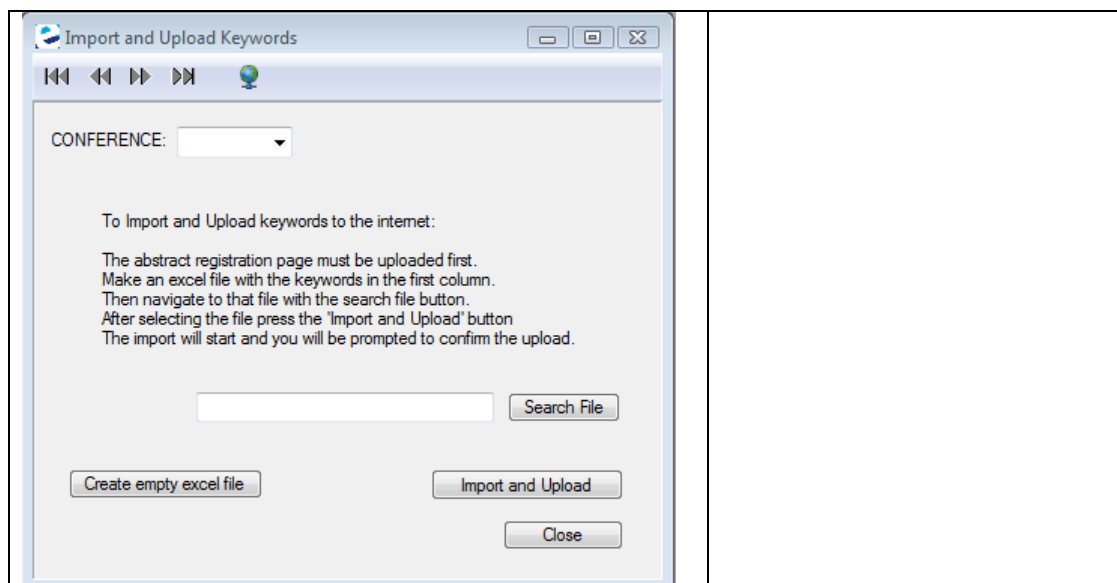
Because the abstract and the theme are linked via this order number the name on the Internet cannot deviate in content from the name in Eventure.

- 'Key words':

The intention is that key words related to the abstract are filled in in these fields. The author enters these key words while typing in the abstract.

It is also possible to upload a pre defined list of keywords. The authors of the abstracts can choose their keywords from a pull down menu.

You can do this via the menu 'Conference data' and choose 'Keyword upload to Internet'. The following screen appears.



When you follow the instructions on the screen, the keywords will appear in a pull down menu on the internet.

- 'Preferred presentation type':

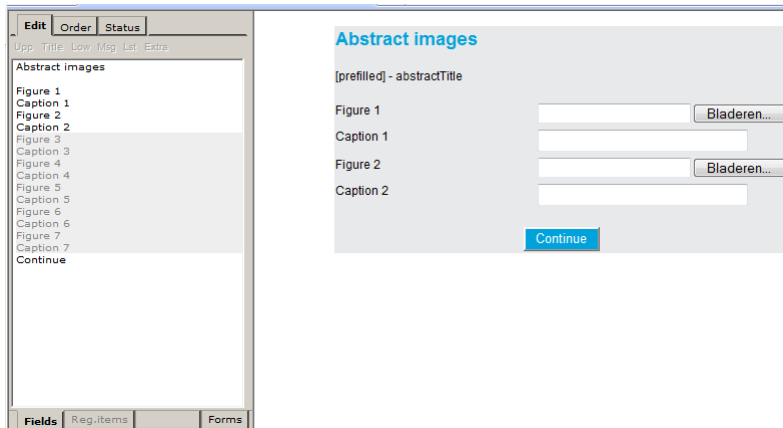
Here the author indicates his or her preferred type of presentation. In the configuration screen you can change the names of the various types of presentation and indicate the types that are available. You do this in the same way as described above for changing or moving a theme.

Tip:

Here too you should make sure that the content of the name is the same as you have entered in Eventure. Although you cannot change 'Oral Presentation' into 'Poster Presentation' and vice versa, you could, for example, change 'Oral Presentation' into 'Verbal presentation' or 'Lecture'.

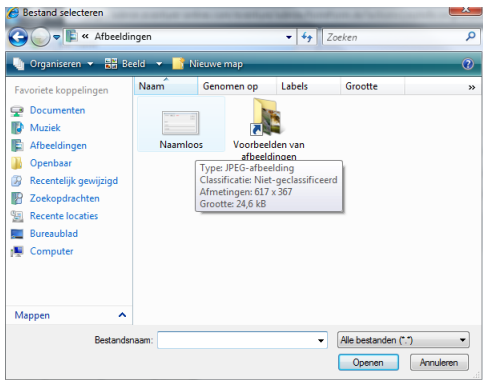
3.7 Inputting abstract images

When you select 'Abstract images' from the 'Forms' tab sheet you go to the screen in which you can prepare the page where the author can add the abstract images.



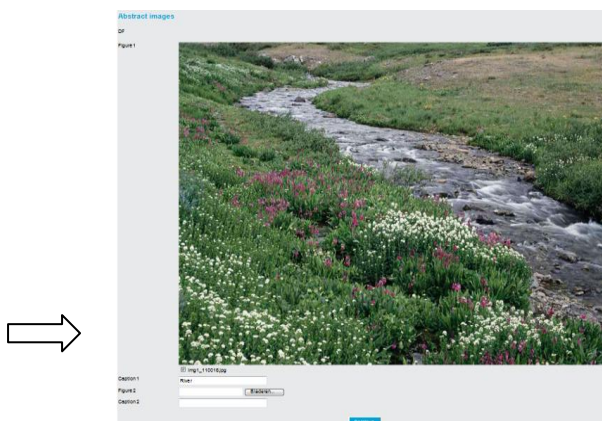
The 'Abstract images' screen offers the author the opportunity to add up to four images to the abstract. You can configure the screen in the same way as described earlier.

When an author uses the 'Pages' button to add images the screen below appears.



The author finds the required image on his or her own computer, selects it, types a title in the 'Caption' field and clicks on the 'Continue' button to send the image to the Internet server.

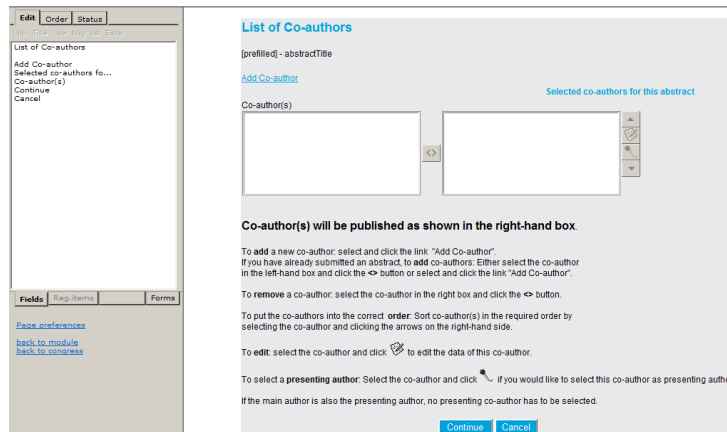
The example screen below shows the added image in the way the author sees it.



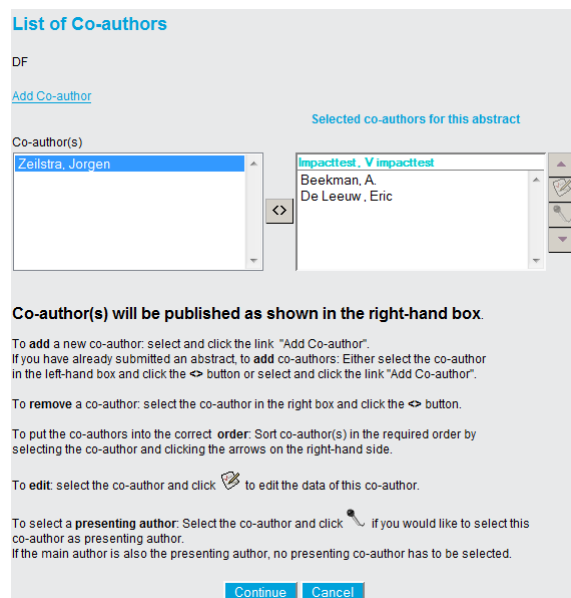
To delete an image the author clicks off the tick in the checkbox under the image and then clicks on 'Continue'.

3.8 Adding co-authors (Co-authors select page)






The 'Co-authors select page' screen enables you to prepare the 'List of Co-authors' page as shown below.



This is the screen you see when you configure the abstract registration form. The screen shown below is the screen the author sees when the co-authors have already been entered and must be selected.



The screen comprises the following components:

- '[abstract title]' ('Test abstract'):
Here the title of the abstract is shown automatically.
- Link a co-author to an abstract:
To select a co-author for this abstract the author clicks on the co-author in the left hand section of the screen and uses the  to move the co-author to the right hand section of the screen. The co-author is now linked to this abstract.
To change the order of the co-authors the author selects the relevant co-author in the right hand section of the screen and clicks on  to move the co-author up or  to move the co-author down. The microphone icon  can be used to indicate which co-author will present the abstract. The presenting co-author is shown in mint green. If the author is also the presenter you do not need to do anything.
You can use the edit icon  to change the data of a co-author.

- 'Add a new co-author':
The author can use the 'Add new co-author' link to access the add a new co-author screen. See paragraph 3.8.1, 'Add Co-author'.

3.8.1 Add Co-author

Select 'Add co-author' from the 'Forms' tab sheet and the screen below appears.

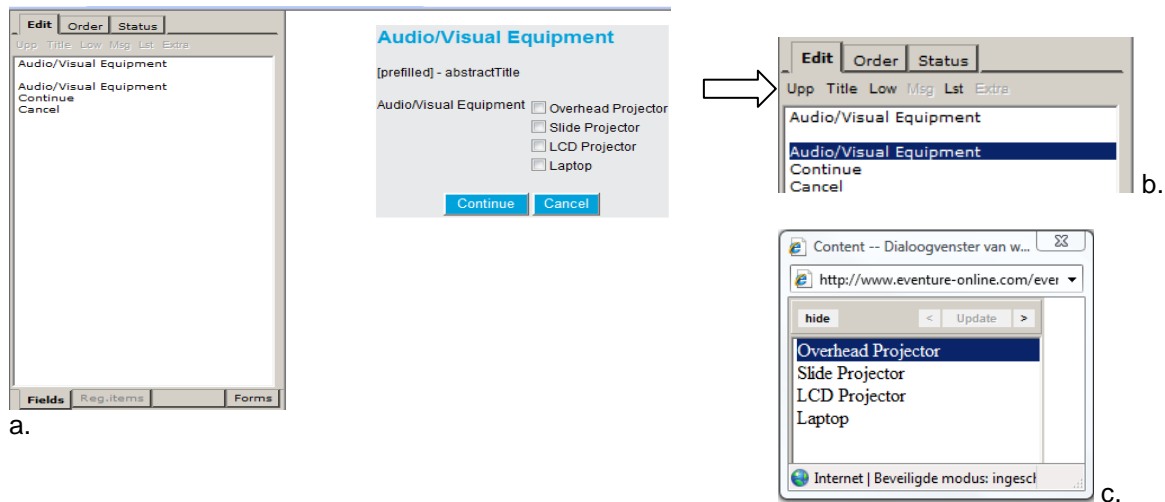
The author accesses this screen from the 'List of Co-authors' screen. This screen is used to input a co-author's personal data.

The following screen components deserve extra attention:

- 'Company / Institution':
This drop down menu comprises the 'Company / Institution' of the author. When entering co-authors the author can select his or her own organisation. When entering multiple co-authors the author can select from the organisations entered for previous co-authors. The organisation data is included automatically.
- **Tip:**
As the author's country must be filled in for uploading for the reviewing and scoring process, make this a 'required' field.
- 'Add Company / Institution':
If a co-author's company/institution differs from the author's this is where you can add the co-author's company/institution data.

3.10 Audio/Visual Equipment

Select the 'Audio/Visual Equipment' option from the 'Forms' tab sheet and the screen shown below left appears.

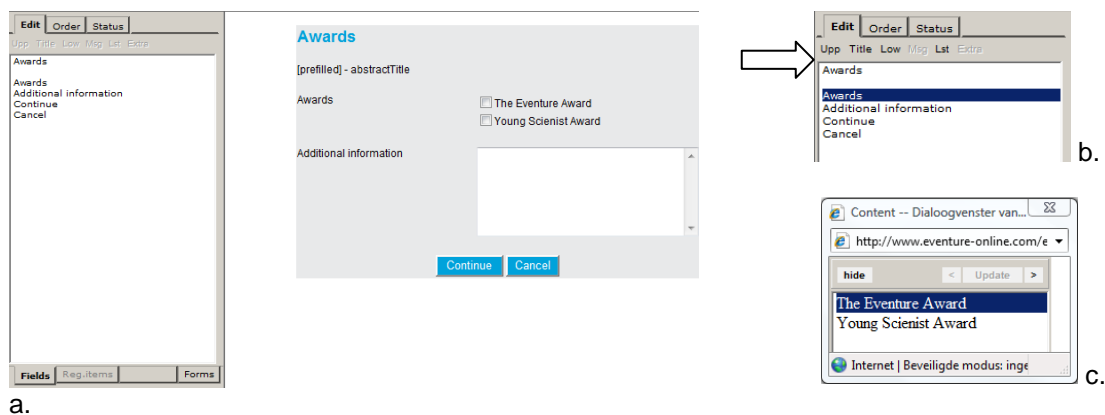


This screen (a) lists all the audio-visual equipment available for this congress. You entered this equipment in Eventure, paragraph 2.2, 'Presentation material (Equipment)', Abstract handling in Eventure Manual.

You can list the equipment from which authors may make their choice by selecting 'Audio/Visual equipment...' in the left hand section of the screen (b) and then clicking on 'List'. Screen (c) appears. To hide equipment from the author, select the item of equipment in screen (c) and then click on 'hide'. To move an item of audio/visual equipment, select the item of equipment and click on '<' to move it up and on '>' to move it down. When you have all the audio/visual equipment in the correct order click on 'Update' to save the new order.

3.11 Awards

The 'Awards' screen (a) lists the awards for which authors may register.



You input the awards in Eventure, paragraph 2.4, 'Awards', in the 'Abstract handling in Eventure Manual.

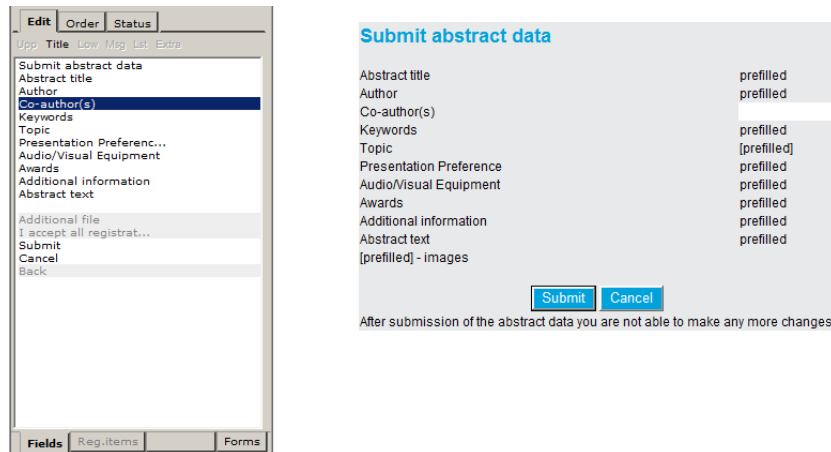
To show the awards from which the authors may choose, select 'Awards' in the left hand side of screen (b) and then click on 'List'. Screen (c) appears. When you want to hide an award from the author, click on the award in screen (c) and then click on 'hide'.

To move an award select it and then click on '<' to move it up or on '>' to move it down. When you have moved all the awards into the correct order click on 'Update' to save the new order.

3.12 Registering an Abstract (Submit abstract data)

After working through all the screens the author selects the 'Confirm abstract registration' option in the 'Abstract overview' page, paragraph 3.5.

The 'Confirm abstract registration' screen appears as shown below.



Field	Value
Abstract title	prefilled
Author	prefilled
Co-author(s)	
Keywords	prefilled
Topic	[prefilled]
Presentation Preference	[prefilled]
Audio/Visual Equipment	prefilled
Awards	prefilled
Additional information	prefilled
Abstract text	prefilled
[prefilled] - images	

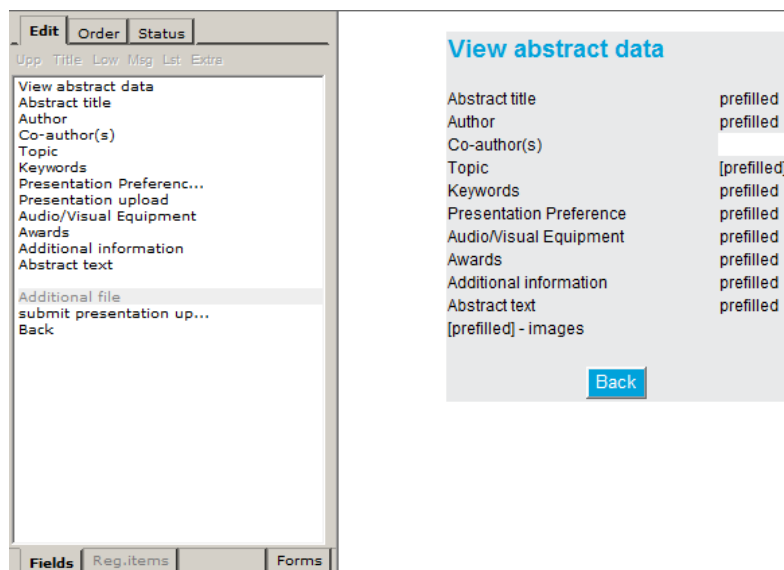
After submission of the abstract data you are not able to make any more changes.

The screen shows the author an overview of the abstract with the related data before the registration is finalised. Once the abstract has been definitely registered the author may view it but may not make any changes.

You can configure all the components in the same way as described earlier.

3.13 View abstract (View page)

When you select the 'View page' option via 'Forms' the 'View abstract data' screen appears as shown below.



Field	Value
Abstract title	prefilled
Author	prefilled
Co-author(s)	
Topic	[prefilled]
Keywords	prefilled
Presentation Preference	prefilled
Audio/Visual Equipment	prefilled
Awards	prefilled
Additional information	prefilled
Abstract text	prefilled
[prefilled] - images	

Back

This screen shows the author an overview of the registered abstract together with the related data. This screen appears when the author clicks on the registered abstract's name in the 'Abstract submission page' screen, paragraph 3.3, (Abstract submission page).

Here you can configure the title, the labels for the abstract data and the label for the 'Back' button.

3.14 E-mail confirmation of abstract submission

When you have returned to the administration menu select the 'E-mail abstract submission' option and the screen below appears.

Edit	Order	Status																								
Up: Title Low Msg Lst Extra impact@parthen.nl BCC Abstract submission Dear Mr. Dear Mrs. Dear Mr./Mrs. Abstract title Author Co-author(s) Topic Keywords Presentation Preferenc... Audio/Visual Equipment Awards Abstract text Additional file Additional information Abstract internet id																										
To: [prefilled] From: impact@parthen.nl BCC: BCC Subject: Abstract submission																										
Dear Mr. Dear Mrs. Dear Mr./Mrs. You have submitted the following abstract: <table border="1"> <tbody> <tr><td>Abstract title</td><td>prefilled</td></tr> <tr><td>Author</td><td>prefilled</td></tr> <tr><td>Co-author(s)</td><td>prefilled</td></tr> <tr><td>Topic</td><td>[prefilled]</td></tr> <tr><td>Keywords</td><td>prefilled</td></tr> <tr><td>Presentation Preference</td><td>prefilled</td></tr> <tr><td>Audio/Visual Equipment</td><td>prefilled</td></tr> <tr><td>Awards</td><td>prefilled</td></tr> <tr><td>Abstract text</td><td>prefilled</td></tr> <tr><td>[prefilled] - images</td><td></td></tr> <tr><td>Additional information</td><td>prefilled</td></tr> <tr><td>Abstract internet id</td><td>prefilled</td></tr> </tbody> </table>			Abstract title	prefilled	Author	prefilled	Co-author(s)	prefilled	Topic	[prefilled]	Keywords	prefilled	Presentation Preference	prefilled	Audio/Visual Equipment	prefilled	Awards	prefilled	Abstract text	prefilled	[prefilled] - images		Additional information	prefilled	Abstract internet id	prefilled
Abstract title	prefilled																									
Author	prefilled																									
Co-author(s)	prefilled																									
Topic	[prefilled]																									
Keywords	prefilled																									
Presentation Preference	prefilled																									
Audio/Visual Equipment	prefilled																									
Awards	prefilled																									
Abstract text	prefilled																									
[prefilled] - images																										
Additional information	prefilled																									
Abstract internet id	prefilled																									
Fields	Reg.items	Forms																								

This screen contains an overview of the data that will be included in the e-mail that will be sent to authors who have completed an abstract registration. You can amend the labels of the various components.

3.15 E-mail password reminder (E-mail password forgotten)

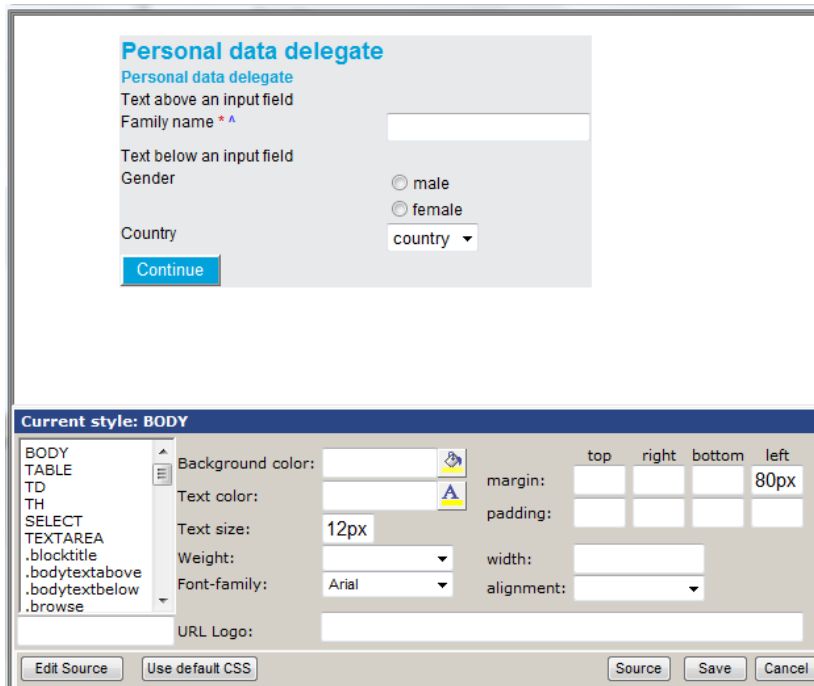
When you are back in the administration menu select the 'E-mail password forgotten' option and the screen below appears.

Edit	Order	Status
Up: Title Low Msg Lst Extra impact@parthen.nl Password forgotten Dear Mr. Dear Mrs. Dear Mr./Mrs. password Click here to go to th...		
To: [prefilled] From: impact@parthen.nl Subject: Password forgotten		
Dear Mr. , Dear Mrs. , Dear Mr./Mrs. , Your password is shown below password Click here to go to the login screen		
Fields	Reg.items	Forms

This screen shows the data that will be included in the e-mail that will be sent to those authors who indicate in the 'Welcome screen', paragraph 3.2, 'Welcome', that they have forgotten their password. You can amend the labels of the various components.

3.16 Colours and typefaces (Page preferences)

When you have returned to the administration menu select the 'Page preferences' option. The 'Page preferences' screen is shown below.



The 'Page preferences' screen is divided into two sections. In the top section you see the effects of your changes. The bottom section allows you to change the settings per component. Some settings do not affect some components. For example, you cannot change the typeface of a picture.

Some of the results are not visible in the 'Page preferences' screen, such as the lines in a fax form. If you introduce changes in the 'Page preferences' screen you can see the effects on each component after clicking on the 'Save' button.

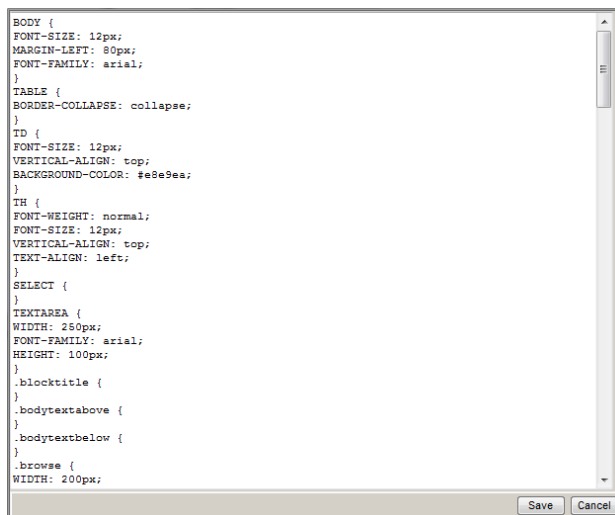
Adjustments:
Background colour
Text colour
Text size
Weight (characters bold or regular)
Font-family
Margin (margins for fields); top, right, bottom and en left
Padding (margin for labels); top, right bottom and left
Width
Justification

Component:	Responsible for:
BODY	Layout of the background, such as colour, margins and justification
TABLE	Layout of the text of an entry field and the area containing all the fields and texts. Excl. justification
TD	Layout of the text next to an entry field and the area containing all the fields and texts. Incl. justification

TH	Layout of fields next to checkboxes, e.g. registration date
SELECT	Layout of the drop-down menus, e.g. country list
TEXTAREA	Layout of a text box, e.g. remarks
.blocktitle	Layout of the block titles, e.g. Have you forgotten your password?
.bodytextabove	Layout of the text above the options in registration details
.bodytextbelow	Layout of the text under the options in registration details
.browse	Layout of the text and background of fields where there are "fields" for data
.button	Layout of buttons, e.g. continue
.checkbox	Layout of checkboxes, e.g. events
.currency	Layout of currencies, e.g. EUR
.date	Layout of the date in entry fields, e.g. date of birth
.dates	Layout of the date for p-events
.email	Layout of the e-mail entry fields
.explanationlable	Layout of the additional explanatory text by a field, e.g. max 100 words, or (to delete select 0)
.externallink	Layout of the link to an external page, e.g. the link if you have filled everything in
.faxlinefield	Layout of the lines on the credit card fax form
.hotel	Layout of the hotel name
.internallink	Layout of the links to one of the registration pages, e.g. the links in the registration index
.label	Layout of the text for an entry field, e.g. family name
.logo	The Internet address of the logo, e.g. http://www.parthen-impact.com/images/logo_beheer.gif
.pagetitle	Layout of the page title, e.g. registration Index
.pagetitlesmall	Layout of the headings in the summary page, e.g. selected items
.password	Layout of the password field on the welcome page
.pevent	Layout of the p-events

.price	Layout of prices, e.g. 100,00
.pricelabel	Layout of the text by a price, e.g. the price is:
.radio	Layout of a radio button, e.g. sex
.registerbox	Layout of the area behind the categories of registration and the relevant prices. The same for events and hotels
.required	Layout of the obligatory field indication, e.g. “**”
.revent	Layout of the r-events
.submit	Layout of the confirmation buttons, e.g. continue
.text	Layout of the entry fields

Click on the “Edit Source” button to see how the changes to a component will look in HTML. Click on this button again to return to the normal amendment possibilities.
Click on the “Edit Source” button and the following screen appears.



```

BODY {
FONT-SIZE: 12px;
MARGIN-LEFT: 80px;
FONT-FAMILY: arial;
}
TABLE {
BORDER-COLLAPSE: collapse;
}
TD {
FONT-SIZE: 12px;
VERTICAL-ALIGN: top;
BACKGROUND-COLOR: #e9e9ea;
}
TH {
FONT-WEIGHT: normal;
FONT-SIZE: 12px;
VERTICAL-ALIGN: top;
TEXT-ALIGN: left;
}
SELECT {
}
TEXTAREA {
WIDTH: 250px;
FONT-FAMILY: arial;
HEIGHT: 100px;
}
.blocktitle {
}
.bodytextabove {
}
.bodytextbelow {
}
.browse {
WIDTH: 200px;

```

In this screen you can make changes directly in the HTML code.

3.17 Abstract registration status (Module Status)

The last component of the administration menu we are going to look at is a configuration bar with which you can process the status of the registration process. You can choose from four buttons: 'Active', 'Register', 'View' and 'Closed'. These buttons influence the status of the module, as shown below:

Module status: Active					
	Active	Register	Complete	View	Closed
New authors accepted	Yes	No	No	No	No
New abstracts accepted	Yes	Yes	No	No	No
Existing abstracts submit accepted	Yes	Yes	Yes	No	No
View completed abstracts	Yes	Yes	Yes	Yes	No

To activate the site click on 'Active'.

The different statuses determine the types of registration that are possible. This depends on which of the possibilities you have activated (Yes in the picture):

- 'New registrants accepted':
Indicates whether or not new authors may request a user name and password in order to access the registration form.
- 'New registrations accepted':
Indicates whether or not logged in authors may complete their registration.
- 'View completed registrations':
Indicates that authors may only view their registration data.

3.17.1 Status explanations

Now you know about the most important screen data we will explain the four different statuses of the registration form.

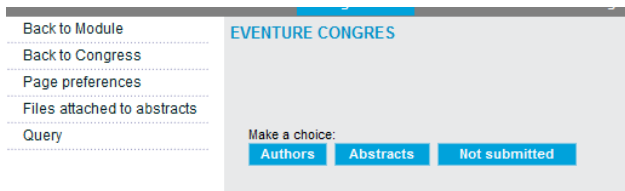
- 'Active':
Your authors can request a user name and password so they can view, enter, add to or change their abstract registration data.
- 'Register':
Your authors may no longer request a user name and password. Authors who have already done so may view, add to or change their abstract registration data.
- 'View':
This means your authors may only view their registration data by logging in using their user name and password.
- 'Closed':
This is how you close the entire abstract registration. No more user names and passwords may be requested and authors may no longer view, add to or change their registration data.

3.18 Registered abstracts summary (Query)

The 'Query' screen allows you to view the database on the Internet. You access the 'Query' screen by clicking on 'Query' in the administration menu.



In the 'Query' screen you can view the data related to the 'Authors' or the 'Abstracts'.



Below is an example of the 'Abstracts' summary. The submitted column indicates whether or not the author has definitely registered his abstract (Yes) or has yet to submit an abstract (No).

abstract id	title	author id	author name	submitted
1	Making badges	1	Stam, Daniel van der	Yes
2	Meeting services, we know how!!	4	Smit, Rossel	Yes
3	Registrations handling, it's a speciality!	5	Frindioli, Merali	Yes
4	The registrationwebsite, the first impression of your congress.	6	Speijk, F van	No
5	IMPACTTESTIMPACTTESTIMPACTTESTIMPACTTEST	3	Jansen, Brenda	No
6	Reviewing abstracts	7	Tomas, D	No
7	Group registrations in Eventure	8	Howard, Emily	Yes
8	On-site registration of participants	10	Pollard, Vicky	Yes
9	Eventure and Office	11	Johnson, Jack	No
10	Ydryfytryrtuyttutuyt	12	Retrtr, Retret	Yes
11	The registrationwebsite, the first impression of your congress.	6	Speijk, F van	No
12	How to build a registration website	3	Jansen, Brenda	No
13	Test abstract	3	Jansen, Brenda	No
14	Abstract Title1	15	Ernst, E	Yes
15	QUALITY OF LIFE IN PATIENTS	16	Glock, Hein	Yes
16	Dit is de titel	22	Bakker, Jaap	Yes

When you click on the 'abstract id', you can view the whole abstract.

4 Reviewing and scoring on the Internet

The registered abstracts can be reviewed and scored via the Internet. Before you start setting up the reviewing and scoring via the Internet you must have set-up the reviewers in your Topics in Eventure, paragraph 2.3.1, 'Reviewers' in the 'Abstract handling in Eventure Manual'.

This section includes the following components:

- Setting-up a participant registration form on the Internet,
- Administration page log in screen,
- Configuring the reviewing and scoring forms.

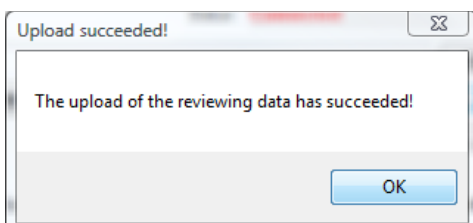
4.1 Setting up an abstract reviewing and scoring form on the Internet

When you have input the necessary reviewers in Eventure, go to the 'Internet' tab-sheet on the 'Edit Conference Data' screen. The following screen will appear.

Select the 'Internet' tab-sheet and then the 'Upload reviewer data to WWW' option from the 'Upload/Reload selected data' dropdown menu. Click on the related button and the reviewing and scoring form is put on the Internet and the reviewers from Eventure are put on the Internet.

- **Tip:**
If you look at the reviewers in Eventure and realise that you have spelled the name of a reviewer incorrectly you can still change the name on the Internet by using the 'Upload reviewer data to WWW' option.

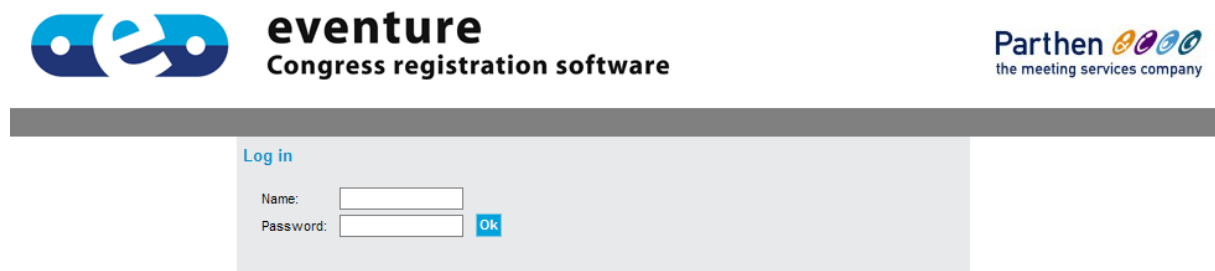
When the reviewing and scoring form has been successfully put on the Internet the following message appears.



Click on 'OK' to return to the 'Internet' tab-sheet in the 'Edit Conference Data' screen.

4.2 Administration page log in screen

To configure the reviewing and scoring form click on 'Start Administration Site'.



- **'Name':**
In this field you type-in the user name indicated on the 'Internet' tab-sheet as described earlier.
- **'Password':**
In this field you type-in the user name indicated on the 'Internet' tab-sheet as described earlier. This field is sensitive to capital and non-capital letters.
- **Checkbox 'Save this password in you password list':**
Use this checkbox to indicate whether or not the password should be remembered so that you do not have to type it in every time. The availability of this checkbox depends on which type of browser you have and how it has been set up.

When you have typed in the user name and password click on the 'OK' button. The administration menu dealt with in the following paragraph – paragraph 4.3.1, 'Administration menu (Welcome)' appears.

4.3 Configuring the reviewing and scoring forms

When you have logged in to the general administration page, click on 'Review' to access the administration page of your reviewing and scoring form. This is where you can configure the form. In this paragraph we look at the following components:

- Administration menu,
- Welcome Screen 1),
- Abstract reviewing page 2);
- Abstract scoring page 3);
- View abstract data 4);
- E-mail password and user name;
- Publish abstract review form;
- Send all new reviewers password/e-mail;
- Reviewer status

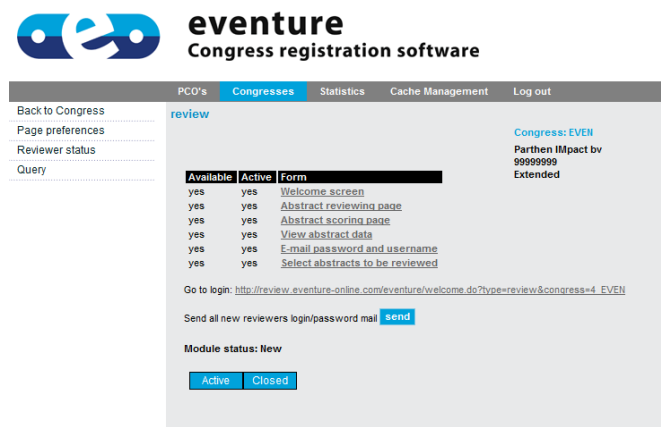
The reviewers who will evaluate the abstracts see screens 1 to 4 as listed above one after the other.

4.3.1 Administration menu (Welcome)

After selecting 'Review' in the general administration menu the administration menu of the Internet registration form appears. This screen comprises several sections:

- Title:
The top section of the screen contains Parthen's name and logo plus an illustrative picture.
- The centre section contains a list of the review page components. We will look at these components in the following paragraphs (4.3.2 to 4.3.6)
- The left hand margin contains links to the following screens:
'Back to congress', to return to the general administration screen
'Page preferences', to go to the configuration page (paragraph 4.3.7)
'Reviewer status', contains an overview of the reviewers (paragraph 4.3.8)
'Query', contains information about the reviewers (4.3.9)
- When the site is active the 'Send new reviewers login/password mail' button enables the reviewers to send an e-mail automatically and the reviewing and scoring to begin (paragraph 4.3.10)
- 'Module status' buttons which are used to activate the model, or review site (paragraph 4.3.11)

Below the list of components is a link to the review page log in screen.



The screenshot shows the Eventure administration interface. At the top left is the Eventure logo and the text "eventure Congress registration software". Below this is a navigation menu with options: "Back to Congress", "Page preferences", "Reviewer status", and "Query". The main content area is titled "review" and contains a table with columns "Available", "Active", and "Form". The table lists several components, all of which are currently active and available. Below the table, there is a "Go to login" link, a "Send all new reviewers login/password mail" button, and a "Module status: New" section with "Active" and "Closed" buttons. On the right side of the page, there is a user profile for "Congress: EVEN", "Parthen Impact bv", "9999999", and "Extended".

Available	Active	Form
yes	yes	Welcome screen
yes	yes	Abstract reviewing page
yes	yes	Abstract scoring page
yes	yes	View abstract data
yes	yes	E-mail password and username
yes	yes	Select abstracts to be reviewed

We will look at the components in the order they appear in the administration menu.

4.3.2 Welcome screen

In the administration menu select 'Welcome screen'. The welcome screen is the first screen the reviewer sees. This is where reviewers log in using the user name and password they have been sent, paragraph 4.3.10, 'Send all new reviewers log in/password e-mail'.

The screen is divided into two sections. The reviewer uses the top section to log in to the reviewing and scoring form. The bottom half is used to request that the user name and password be sent again if they have been forgotten. You can configure this screen using the labels and buttons in the margin in the same way as you configured the abstract page.

When the reviewer has logged in the 'Abstract reviewing page' appears. This page is looked at in the following paragraph, paragraph 4.3.3.


To return to the administration menu after configuring the welcome screen, click on 'back to module' on the left hand side in the bottom margin. Clicking on 'back to congress' takes you back to the general administration page. The 'Forms' tab on the left hand side of the bottom margin takes you to the other components of the review page.

4.3.3 Abstract reviewing page

Select 'Abstract reviewing page' in the administration menu. The screen that provides the reviewers with an overview of the abstracts to be reviewed appears.

The configuration screen is shown above. You can configure the components in the 'Abstract reviewing page' screen. The screen a reviewer sees on the activated page comprises a list of all the abstracts related to the topic to which you have linked the reviewer in paragraph 2.3.1, 'Reviewers' in the *'Abstract handling in Eventure manual'*.

The following review page components deserve further explanation:

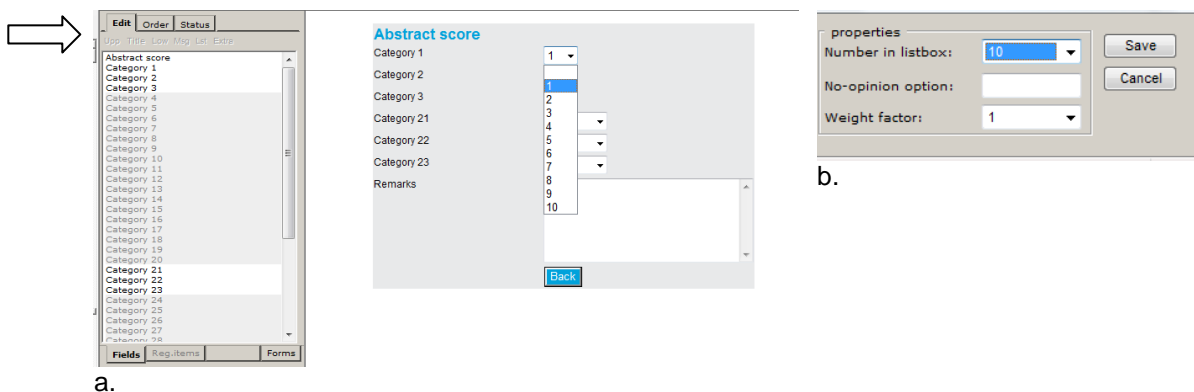
-  - Abstract download symbol:
 When the reviewer clicks on this symbol in this screen the relevant abstract can be downloaded in Acrobat Reader (PDF) format. The reviewer should have installed Acrobat Reader version 3.0 or higher on his or her PC.
 The reviewer can also look at the abstract on-line. To do this the reviewer clicks on the abstract title and the 'Abstract scoring page', paragraph 4.3.4, appears. By clicking on the title in this screen again the reviewer sees the on-line version of the abstract, paragraph 4.3.5, 'Abstract viewing page'.
- 'Download abstracts from list':
 The reviewer can use this option to download several abstracts at the same time. The number of the first abstract in the series is typed into the 'from' field and the number of the last abstract in the series to be downloaded is typed into the 'till' field. Clicking on the 'Download' button downloads the series of abstracts in Acrobat Reader (PDF) format. The reviewer must have installed the necessary software - Acrobat Reader version 3.0 or higher.
- 'Download flat overview':
 The reviewer can use this option to make an excel file with the scores per abstract. The excel file can be made by topic or including all the reviewers abstracts.

The reviewer can review the abstract by clicking on its title. The 'Abstract scoring' screen appears. This screen is dealt with in the following paragraph.

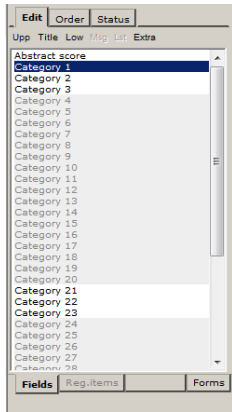
When you have configured the 'Abstract reviewing page', return to the administration menu by clicking on 'back to module' at the bottom left of the margin. Clicking on 'back to congress' takes you back to the general administration page. You can access the other review page components via the 'Forms' tab in the bottom left of the margin.

4.3.4 Abstract scoring page

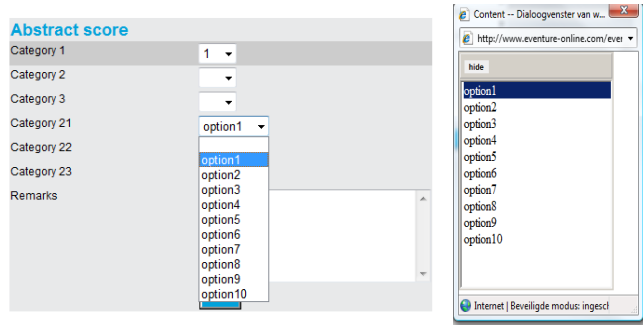
Select 'Abstract scoring page' from the administration menu. The screen that enables the reviewer to score the abstracts in the assigned topic based on the specified criteria appears. The scoring criteria labels are configured in the usual way.



The first twenty possible criteria can be scored with a number between 1 and 10. (Illustrated above left) By clicking on a category in the margin it can be configured in the usual way. 'Extra' (a) allows you to specify the scoring options for the category (b). The number of options (1 to 10) are indicated in 'Number in listbox'. You can also activate the 'No opinion' option'. You can indicate the importance of the scoring category in 'Weight factor'.



a.



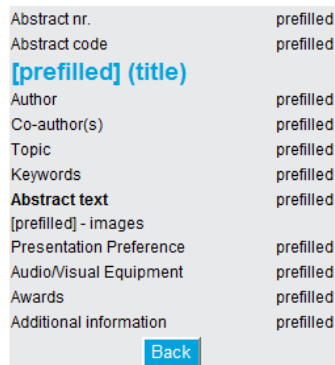
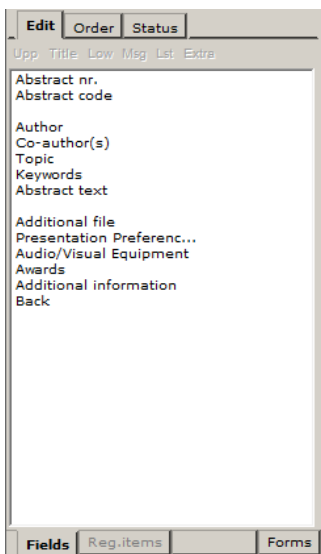
b.

The second batch of twenty scoring categories can be scored with a term. These terms can be configured via 'Lst' at the top of the left margin when you have selected a category.

When you have configured the 'Abstract scoring page' screen return to the administration menu by clicking on 'back to module' at the bottom left of the margin, return to the general administration page by clicking on 'back to congress', or go to the other review page categories via the 'Forms' tab.

4.3.5 View abstract data

Select the 'View abstract data' option in the administration menu to go to the screen that shows the abstract the reviewer has selected to score.

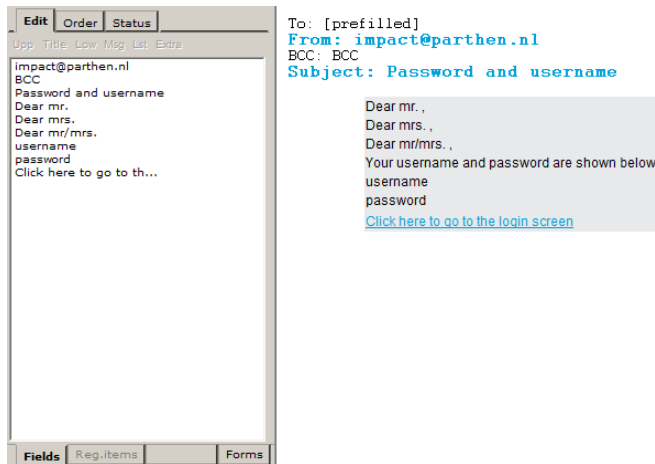


The labels in this screen can be configured in the usual way.

When you have finished configuring the screen in which the reviewer looks at the abstract, return to the administration menu by clicking on 'back to module' at the bottom left of the margin, return to the general administration page by clicking on 'back to congress', or go to the other review page categories via the 'Forms' tab.

4.3.6 E-mail password and username

In the administration menu select the 'E-mail password and username' option. The screen appears that shows the e-mail message that will be sent to reviewers when they have indicated in the welcome screen (paragraph 4.3.1. 'Welcome') that they wish the user name and password to be re-sent.

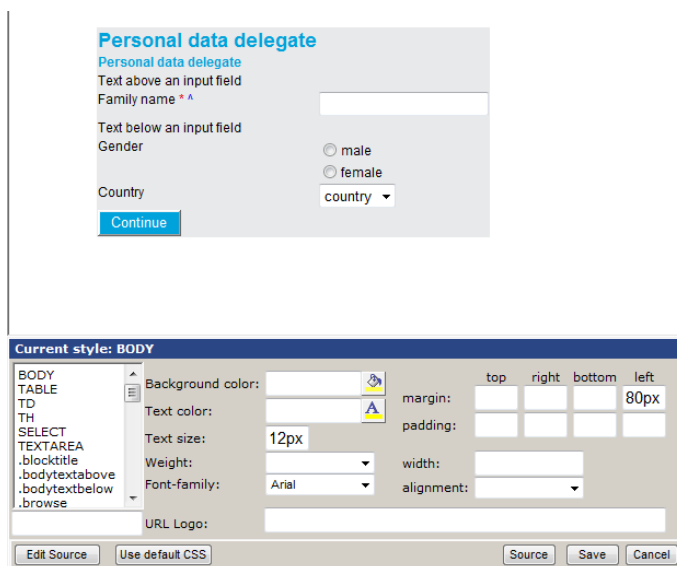


This e-mail message can also be amended in the usual way.

When you have amended the e-mail message, return to the administration menu by clicking on 'back to module' in the bottom left of the margin. Clicking on 'back to congress' takes you back to the general administration page. You can access the other review page components via the 'Forms' tab at the bottom left of the margin.

4.3.7 Edit page preferences

With this option you can specify the typeface, background colour or image that will be used for the reviewing and scoring forms.



You can change the typefaces and background of the forms in the 'Edit page preferences' screen in the same way as you made changes in the abstract module and the participants module.

The 'Page preferences' screen is divided into two sections. You see the changes you have made in the top section of the screen. In the bottom section of the screen you can change the specifications of each component. Every specification does not affect every component. For example, you cannot change the typeface of a picture. In addition, some of the effects, such as the lines on a fax form, cannot be seen in the 'Page preference' screen. If you introduce changes in the 'Page preference'

screen you can see their effects on each component of your abstract registration page by clicking on the 'Save' button.

Adjustments:
Background colour
Text colour
Text size
Weight (characters bold or regular)
Font-family
Margin (margins for fields); top, right, bottom and en left
Padding (margin for labels); top, right bottom and left
Width
Justification

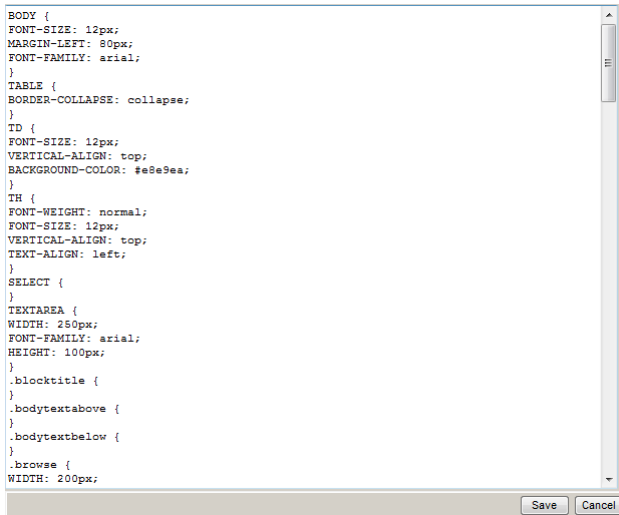
Component:	Responsible for:
BODY	Layout of the background, such as colour, margins and justification
TABLE	Layout of the text of an entry field and the area containing all the fields and texts. Excl. justification
TD	Layout of the text next to an entry field and the area containing all the fields and texts. Incl. justification
TH	Layout of fields next to checkboxes, e.g. registration date
SELECT	Layout of the drop-down menus, e.g. country list
TEXTAREA	Layout of a text box, e.g. remarks
.blocktitle	Layout of the block titles, e.g. Have you forgotten your password?
.bodytextabove	Layout of the text above the options in registration details
.bodytextbelow	Layout of the text under the options in registration details
.browse	Layout of the text and background of fields where there are "fields" for data
.button	Layout of buttons, e.g. continue
.checkbox	Layout of checkboxes, e.g. events
.currency	Layout of currencies, e.g. EUR
.date	Layout of the date in entry fields, e.g. date of birth
.dates	Layout of the date for p-events
.email	Layout of the e-mail entry fields
.explanationlable	Layout of the additional explanatory text by a field, e.g. max 100 words, or (to delete select 0)
.externallink	Layout of the link to an external page, e.g. the link if you have filled everything in

.faxlinefield	Layout of the lines on the credit card fax form
.hotel	Layout of the hotel name
.internallink	Layout of the links to one of the registration pages, e.g. the links in the registration index
.label	Layout of the text for an entry field, e.g. family name
.logo	The Internet address of the logo, e.g. http://www.parthen-impact.com/images/logo_beheer.gif
.pagetitle	Layout of the page title, e.g. registration Index
.pagetitlesmall	Layout of the headings in the summary page, e.g. selected items
.password	Layout of the password field on the welcome page
.pevent	Layout of the p-events
.price	Layout of prices, e.g. 100,00
.pricelabel	Layout of the text by a price, e.g. the price is:
.radio	Layout of a radio button, e.g. sex
.registerbox	Layout of the area behind the categories of registration and the relevant prices. The same for events and hotels
.required	Layout of the obligatory field indication, e.g. "**"
.revent	Layout of the r-events
.submit	Layout of the confirmation buttons, e.g. continue
.text	Layout of the entry fields

Click on the 'Edit Source' button to see how the changes to a component will look in HTML. Click on this button again to return to the normal adjustment possibilities.

Click on the 'Edit Source' button and the following screen appears.

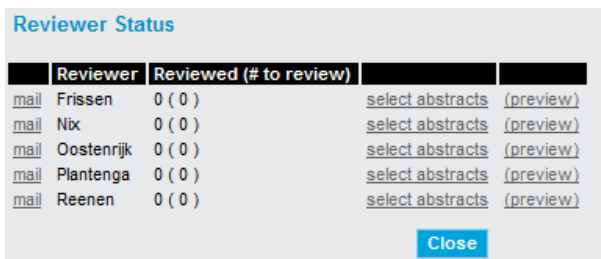
Click on the "Edit Source' button in the 'page preference' screen and the following screen appears.



In this screen you can make changes directly in the HTML code.

4.3.8 Reviewer status

When the reviewing and scoring form has been readied for your reviewers, and you have told your reviewers that they can start reviewing abstracts (paragraph 4.3.10, ‘Send all new reviewers log in/password e-mail’), you can see how the reviewers are progressing. To see how many abstracts your reviewers have reviewed, select ‘Reviewer status’ from the administration menu.

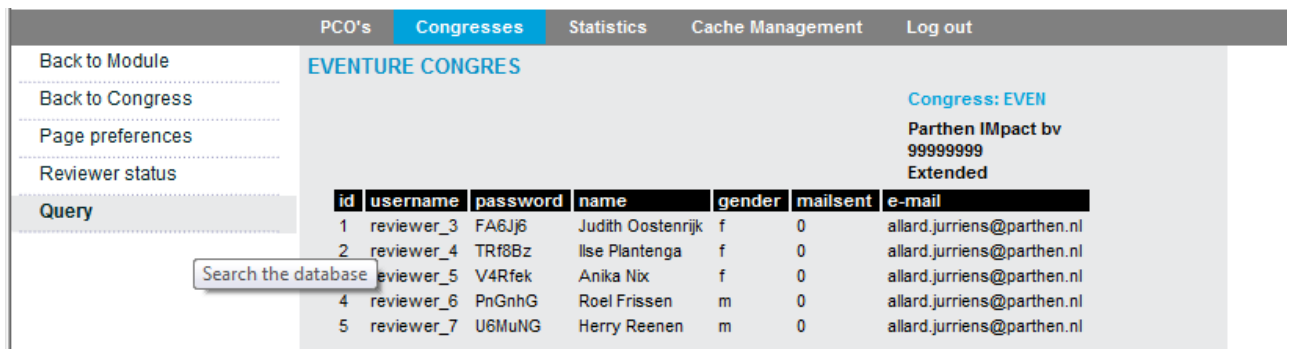


The number of abstracts each reviewer still has to review is shown. The ‘Mail’ option allows you to send an e-mail to the relevant reviewer. The e-mail program installed as standard on your computer is started with the e-mail address of the reviewer as the addressee. The e-mail may, for example, ask the reviewer to review his or her remaining abstracts.

When you have dealt with everything you wish to deal with in this screen, click on the ‘Close’ button to return to the administration menu.

4.3.9 Query

When you click on the ‘Query’ link in the review administration page, you see information regarding the reviewer as shown below.



This screen shows you a list of the reviewers with their log in data, their name and sex, their e-mail address and whether they have already been sent an e-mail.

4.3.10 Send all new reviewers log in/password e-mail

Now that the reviewing and scoring form is ready you can tell your reviewers that they can begin reviewing the abstracts in their assigned topic. In the review administration page click on the 'send' button. All the reviewers you have uploaded from Eventure to the Internet will receive an e-mail containing their user name and the password with which they should use to log in on the welcome screen (paragraph 4.3.2, 'Welcome').

When the reviewers log in they follow the same route you followed from paragraph 4.3.2, 'Welcome' to paragraph 4.3.5, 'Abstract view page'.

Once you have sent these e-mails to your reviewers the 'Mail new reviewers' option disappears from the administration menu. This option will become available again when you have uploaded a new batch of topics and reviewers from Eventure (see paragraph 4.1, 'Setting up the abstract reviewing and scoring form on the Internet').

4.3.11 Module status

To activate the review page so that the reviewers can log in and review the abstracts, click on the 'active' button. The status changes from 'new' to 'active'. When the reviewers have finished reviewing you can close the page by clicking on the 'closed' button. This changes the status to 'closed'.

5 Scientific Committee

Once your reviewers have reviewed the abstracts the Scientific Committee will begin its task by drawing conclusions from the reviews. To allow the Scientific Committee access to the reviews of the abstracts you can configure a number of forms to enable them to navigate through the abstract reviews.

In the general administration menu select the 'Scientific Committee' option (in the left margin). The 'Scientific Committee' administration menu appears.

5.1 Administration screen (Welcome)

The administration menu shows you an overview of the components you can configure in the forms with which the Scientific Committee can evaluate abstracts. The screen comprises several sections:

- **Title:**
The top section shows the Parthen logo and name and an illustrative picture.
- The middle section lists the four components of the page (see paragraphs 5.2 to 5.5 for more information).
- The left margin contains links to the general administration page ('Back to congress') and to the layout page ('Page preference'), which works in the same way as in other modules).
- Under the component list is a link to the 'Scientific Committee' page with, underneath that, the log in data for the Scientific Committee members.
- Right at the bottom are the buttons for the module status. These work in the same way as in the review page; click on 'Active' to activate the page.



eventure
Congress registration software

PCO's **Congresses** Statistics Cache Management Log out

[Back to Congress](#)
[Page preferences](#)

sc

Congress: **EVEN**

Parthen IMPact bv
99999999
Extended

Available	Active	Form	
yes	yes	disable	Welcome screen
yes	yes	disable	Abstract download and view page
yes	yes	disable	View abstract data
yes	yes	disable	E-mail password and username

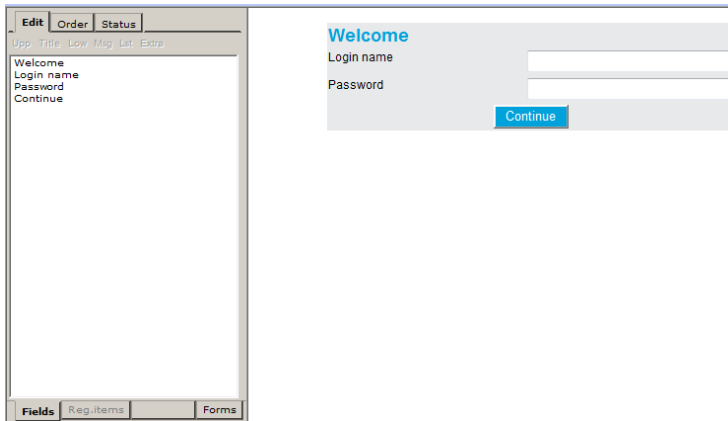
Go to login: http://sc.eventure-online.com/eventure/welcome.do?type=sc&congress=4_EVEN
username: sccom
password: EqWrms

Module status: New

Active
Closed

5.2 Welcome Screen

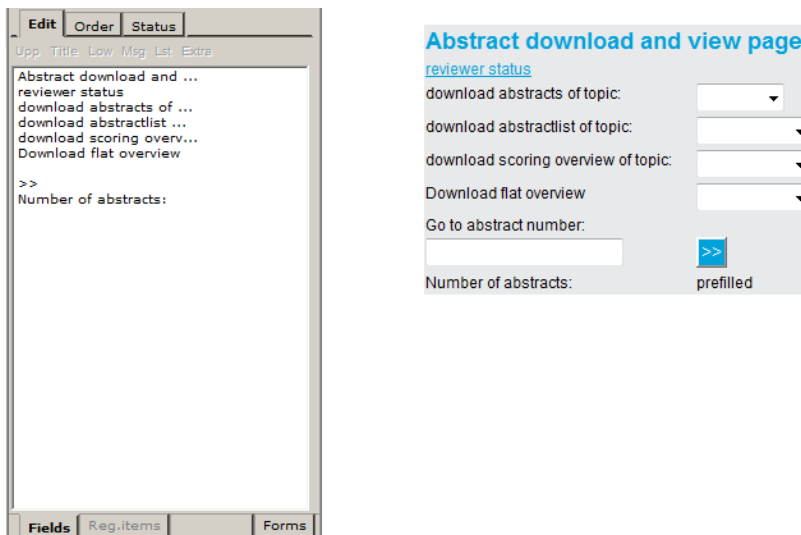
In the administration menu select the 'Welcome screen' option to configure the first screen the Scientific Committee members will see. This is where they will log in to view the abstract reviews.



You can configure this page in the same way as in the abstract module.

5.3 Abstract download and view page

In the administration menu select the 'Abstract download and view page' option. The screen below appears.



This is the screen in which you can configure the components. The following screen components require further explanation:

- 'Reviewer status':
The 'Reviewer status' option displays an overview of the reviewers with the number of reviewed abstracts and the total number of abstracts to be reviewed (in brackets). The 'mail' option enables you to send the relevant reviewer an e-mail. A print out of the screen is shown below.

Reviewer Status

Reviewer # reviewed # to review

mail.Jansen	0	11
mail.Bakker	0	4
mail.Papier	0	2
mail.Test	0	2
mail.Joehoe	0	4

[Close window](#)

- 'Download abstracts of topic':
You can use this drop down menu to call up all the abstracts within the selected topic. The abstracts are shown in an Adobe Acrobat- or PDF- file. To view these files Adobe Acrobat Reader version 3.0 or higher must be installed on the computer.
- 'Download abstractlist of topic':
Using this option Scientific Committee members can download a list of average scores per abstract. This option is explained further in paragraph 5.3.1, 'Download abstract score list with averages'.
- 'Download scoring overview of topic':
Using this option Scientific Committee members can download a list of abstract scores per reviewer. This option is explained further in paragraph 5.3.1, 'Download abstract score list with scores'.
- 'Download flat overview':
The Scientific Committee members can use this option to make an excel file with the scores per abstract. The excel file can be made by topic or including all the abstracts.
- '>>'
(You can type in the abstract number in the field to the left of '>>')
When Scientific Committee members have downloaded the list of abstract scores, typing in the abstract number will enable them to access and view the abstract on the Internet (see paragraph 5.3.2, 'Download abstract score list with scores').

5.3.1 Download abstract score list with averages

When a Scientific Committee member selects 'download abstract list' in the 'Abstract download and view page', the screen below appears.

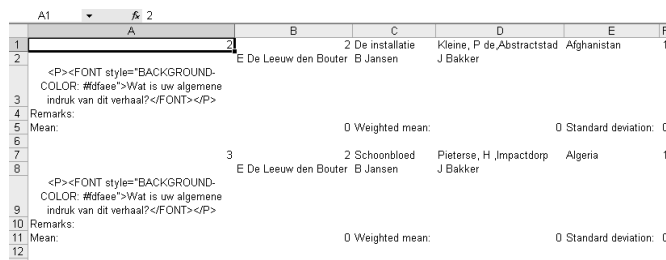


Abstract_id	Topic	Abstract title	Author	Country	Mean	Weighted mean	Standard deviation	Presentation Preference
2	2	De installatie	Kleine, P de, Abstractstad	AFG	0	0	0	1
3	2	Schoonbloed	Pieterse, H ,Impactdorp	DZ	0	0	0	1

This is an Excel file with reviewed abstracts plus their average scores. When this file is saved to the hard disc the document can be processed.

5.3.2 Download abstract score list with scores

When a Scientific Committee member selects 'download score overview' in the 'Abstract download and view page', the screen below appears.



Abstract_id	Topic	Abstract title	Author	Country	Mean	Weighted mean	Standard deviation	Presentation Preference
2	2	De installatie	Kleine, P de, Abstractstad	Afghanistan	0	0	0	1
3	2	Schoonbloed	Pieterse, H ,Impactdorp	Algeria	0	0	0	1

This is an Excel file with reviewed abstracts plus their scores per reviewer. When this file is saved to the hard disc the document can be processed.

Click on the 'Back' button in your browser to return to the 'Abstract download and view page' screen.

5.4 View abstract data

In the administration menu select the 'View abstract data' option. The screen below appears.

The 'View abstract data' screen gives the Scientific Committee an overview of the abstract's score. This component can be configured. The labels are taken over from the various screens you have already configured.

It is worth mentioning the component that gives you an overview of the scores – the component titled 'Scores'.

- 'Scores':
Shown here are the criteria for which the reviewers should allocate a score. These replace the labels 'Category 1 to 20' and Category 21 to 40'.
The other columns indicate the scores and remarks of each reviewer. The name of the reviewer is shown at the top of the column.

When you have configured this screen click on the 'Back' button to return to the administration menu.

5.5 Log in data for Scientific Committee

When you have returned to the administration menu and the forms have been prepared you should notify the Scientific Committee members that they can start looking at the abstract reviews.

You do this by informing them of the user name and password given for 'Log in data for Scientific Committee', for example by sending them an e-mail.

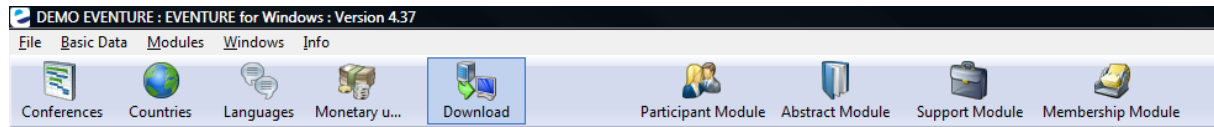
This will enable the 'Scientific Committee' members to log in to the forms via the welcome screen.

This is the last component related to configuring the forms for abstract processing, reviewing and scoring and the Scientific Committee.

Once you have set-up the forms for abstract processing on the Internet you can, at any time you wish, download the abstract data from the Internet and import it into Eventure.

6 Importing Internet abstract data into Eventure

You can download the abstract data into Eventure at any time. In the menu select 'File' and then 'Download from Internet'. You can also click on the icon in the menu as shown below.

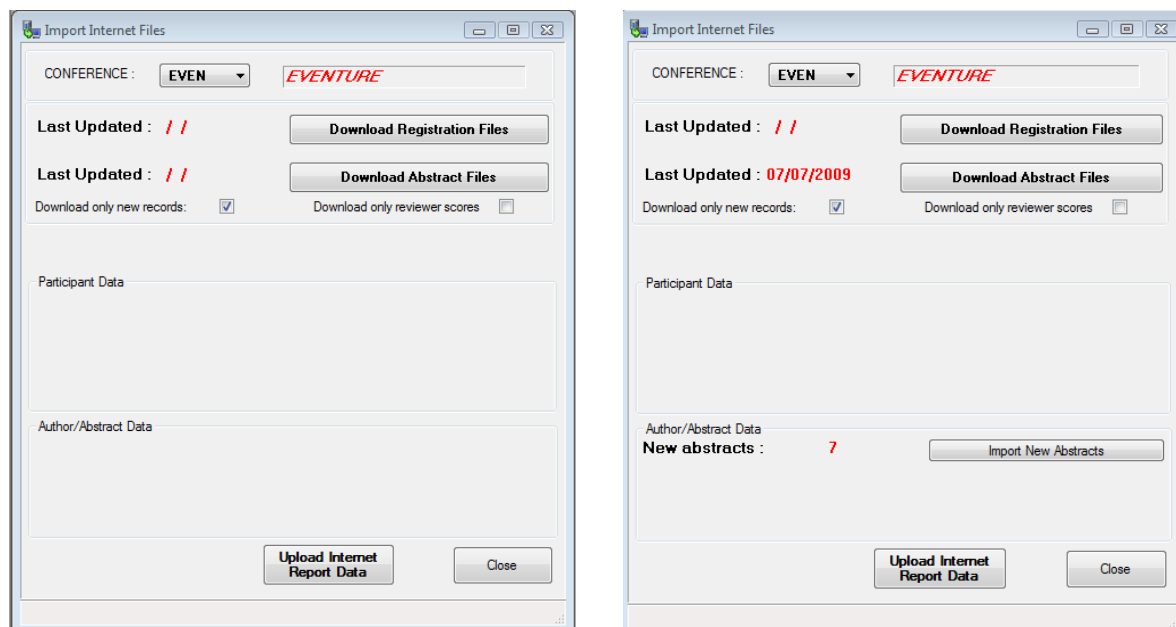


The following components are dealt with in this section:

- Downloading registration data from the Internet in Eventure,
- Evaluating abstract data.

6.1 Downloading Internet abstract data in Eventure

When you want to download registration data from the Internet via either the 'File' menu or the icon, the 'Import Internet Files' screen appears as shown on the left below.

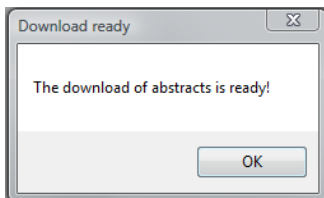


The 'Import Internet Files' files comprises four components:

- Choice of congress (Conference):
Select the congress for which you want to download the Internet registration data from the drop down menu.
- Download registration data from the Internet:
In this section of the screen you can start the data download by clicking on the 'Download Registration files' button. When downloaded the registration data is saved in a buffer so you can decide whether or not to import a particular registration into Eventure.
The 'Last Updated' label indicates the date on which you last downloaded data as shown above right.
- The status of the downloaded participant registration data (Participant Data):
The status of the downloaded participant registration data is indicated here. Downloading this data is dealt with in section 4, 'Downloading registration data from to Internet to Eventure', of the 'Participant registration via the Internet' manual.

- The status of the downloaded abstract registration data (Author/Abstract Data):
This section of the screen shows the status of the downloaded abstract registration data. Three different types of data can be indicated here: New abstracts, Skipped abstracts and Rejected abstracts.
The figure next to 'New abstracts' is the number of new abstract registrations downloaded this time.
The figure next to 'Skipped abstracts' shows the number of registrations you have chosen to ignore (skip) at this time for whatever reason.
The figure next to 'Rejected abstracts' shows the number of abstract registrations you have rejected.
You can view the abstract registration data so you can decide whether to accept them, reject them or skip them temporarily by clicking on the 'Import New abstracts', 'Import Skipped abstracts' and 'Import Rejected abstracts' buttons (see paragraph 6.2, 'Evaluating abstract registrations').

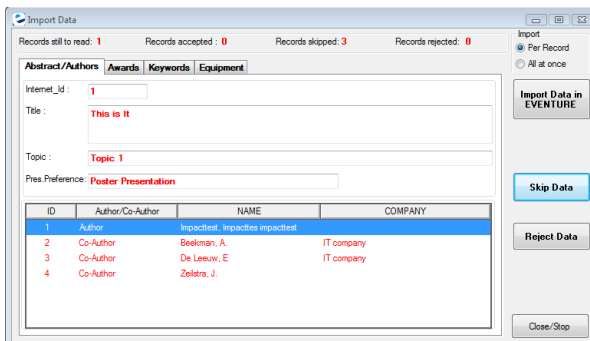
While you are downloading, a counter showing the percentage of the data that has already been downloaded appears in the bottom left of the screen.
When Eventure has finished downloading the registration data from the Internet the following message appears.



Clicking on the 'OK' button enables you to view the registration data per participant and, therefore, evaluate each registration.

6.2 Evaluating abstract registrations

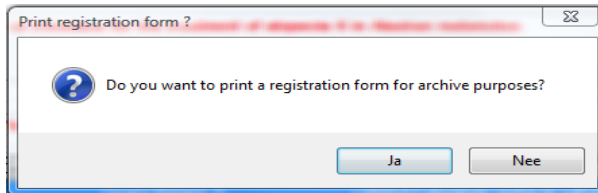
The screen showing the registration data comprises four tab-sheets plus several items of information that remain visible whichever tab-sheet you select.



The following information remains visible:

- 'Records still to read':
The number of abstract registrations still to be processed.
- 'Records accepted':
The number of abstract registrations you have accepted and imported into Eventure.
- 'Records skipped':
The number of abstract registrations you have temporarily skipped.

- 'Records rejected':
The number of abstract registrations you have not accepted.
- 'Import':
Here you can specify whether you want to import the abstract registrations per registration (Per record) or all at the same time (All at once).
- 'Import Data in Eventure' button:
Clicking on this button imports the selected participant registration definitively into Eventure. If you wish, while importing the information into Eventure you can print-out a form of the data as the author has filled it in on the Internet. In this case the following screen appears.



Answer the question by clicking on 'Yes' and the form below will be printed.

ABSTRACT INTERNET REGISTRATION

REGISTRATION NO: 38

Conference : Nederlandse Demonstratie en dan nog een stukje tekst voor de maximale+

Internet Id : 9

TITLE Brenda's titel

TOPIC Topic 1

PREF.PRESENTATI
ON

AUTHOR

Name	Jansen
Initials	B.N.
Prefix	
Firstname	Brenda
Title	
Gender	F
Jobtitle	
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CO-AUTHOR(S)

Bakker, J. ; Parthen Impact; Nederland

AWARD(S)

Award 1

KEYWORDS

Kernwoord 1
Kernwoord 2
Kernwoord 3
Kernwoord 4

EQUIPMENT

Overhead Projector
Slide Projector
LCD Projector
Dubbele Slide Projector
Video

- 'Skip Data' button:
Click on this button to put the selected participant registration back in the buffer.
- 'Reject Data' button:
Click on this button to reject the participant registration.

6.2.1 Abstract/Authors

The first tab-sheet shows the data as the participant has filled it in in the 'Abstract' screens (see paragraph 3.6, 'Abstract' and 'List Co-Author', paragraph 3.8, 'List Co-authors' and 'Add Co-Author', and paragraph 3.8.1, 'Add Co-author').

ID	Author/Co-Author	NAME	COMPANY
1	Author	Impacttest, Impacttes impacttest	
2	Co-Author	Beekman, A.	IT company
3	Co-Author	De Leeuw, E	IT company
4	Co-Author	Zeilstra, J.	

You see the title (Title), topic (Topic) and preferred type of presentation (Pres. Preference) plus a list of authors and co-authors.

6.2.2 Awards

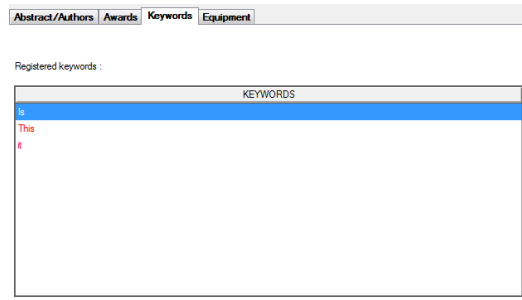
After viewing the author and co-author data select the 'Awards' tab-sheet. This tab-sheet shows an overview of the awards for which the author has registered.

AWARD ID	AWARD
1	The Eventure Award
2	Young Scientist Award

The screen shows the award number and name as you have entered them in Eventure (see paragraph 3.11, 'Awards').

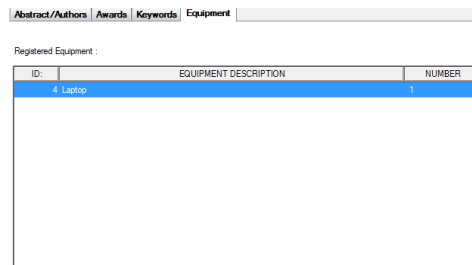
6.2.3 Keywords

After viewing the registrations for the awards select the 'Keywords' tab-sheet. This tab-sheet gives you an overview of the keywords typed in by the author (see paragraph 3.6 'Abstract').



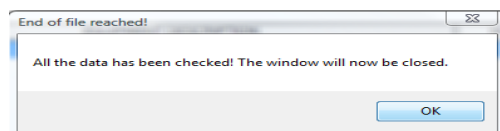
6.2.4 Equipment

After looking at the 'Keywords' select the 'Equipment' tab-sheet. This tab-sheet gives you an overview of the equipment the author wants to use during his or her presentation.



You see the equipment number (ID), description (Equipment Description) and the number of times (Number) the author needs the equipment.

When you have looked at all the data you can decide what to do with the relevant abstract registration. As soon as you have finished processing the last downloaded registration, the message below appears. It makes no difference whether you have imported this registration into Eventure, rejected it or temporarily skipped it.

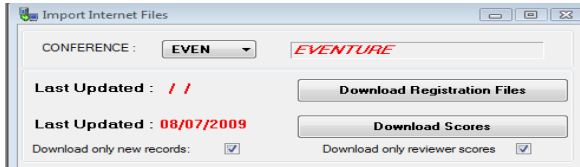


You have now finished handling the abstract registration via the Internet. The registration data is now in the system exactly as it would be had you handled the registrations by hand. You can now process the registrations in the same way as any other registration.

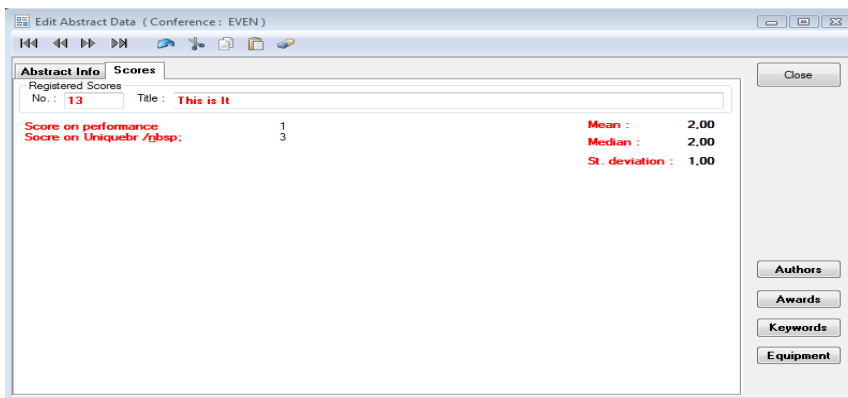
6.3 Download of the reviewer scores

Besides looking at the scores and remarks of the reviewers in the internet module, you can also download these data to Eventure.

Choose the download icon. The download screen will be opened. Check the box 'Download Scores'. You will see that the softkey 'Download abstracts files' changes into 'Download Scores'. When you press this softkey the reviewer scores will be downloaded.



An overview of the scores can be found at the reports under MS-Excel files. You can also see the scores per abstract at the abstract itself. The scores are at the 'Score' tab.



7. Make abstracts available to the public (Searchable abstract database)

In addition to the abstract registration, reviewing and scoring, and Scientific forms described above, which are not available to the public, the Internet abstract handling also includes a page via which the public can search for and view abstracts. This is called the 'searchable abstract database'.

In this section we take you through the possibilities for configuring the forms via which people can search the submitted abstracts.

7.1 Setting-up forms accessible to the public on the Internet

In Eventure go to the 'Edit Conference' screen, select the 'Internet' tab-sheet, then the 'Upload/Reload selected data' drop down menu and then the 'Upload modified abstract data to WWW' option.

The illustration above shows the 'Internet' tab-sheet with the option selected. Click on the 'Upload/Reload selected data' button to access the configuration menu for the forms the public can access.

- **Tip:**

When the public access forms are being set up the abstract data already in Eventure is uploaded to the Internet. 'To what purpose?' you may ask. It's because an author may have made a spelling mistake when typing in the abstract title, their name, etc. or may have made some other mistake when filling-in their registration. These mistakes can be corrected in Eventure when you have downloaded the data from the Internet (see section 6, 'Importing abstract data from the Internet into Eventure').

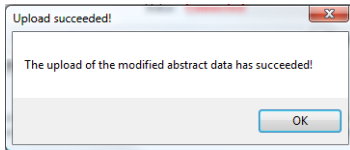
There is now a difference between the data on the Internet and the data in Eventure. By uploading the abstract data via the 'Upload public abstract data to WWW' option the correct abstract data is available on the Internet for the public to browse and view.

The menu options below appear.

These options are:

- 'Create a separate scientific programme file for the printing office':
This option lets you create a separate file containing the congress programme that you can send to the printers for use in printing Congress programme.
- 'Include Chairs and Co-Chairs':
Activate this option to indicate that you want the names of the Chairmen and Vice-chairmen of the various sessions to appear on the Internet.

- 'Upload all abstracts (incl. abstracts without internet identification number)':
When this option is activated the data (titles, authors) related to abstracts that were not handled via the Internet is included in the congress programme that is available on the Internet.



When this has been completed successfully the message above appears. Click on 'OK' to return to the 'Internet' tab-sheet.

7.2 Administration page log in screen

Select the 'Start administration site' drop down menu on the Internet tab-sheet.

The 'Internet' tab-sheet is shown above. Click on the 'Start administration site' button. Your browser is started and the screen below appears.



Once again fill in the user name and password indicated on the 'Internet' tab-sheet in Eventure and click on 'OK' to go to the general administration page. Here you select the 'Public' option in the left hand margin to access the administration page of the public site'.

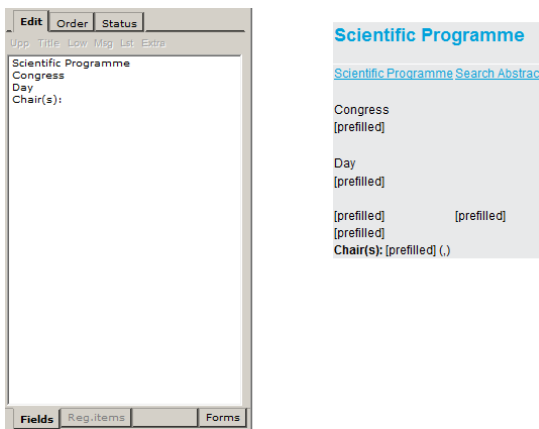
7.3 Public site administration menu

The administration menu lists the components of the forms the public can access that you can configure.



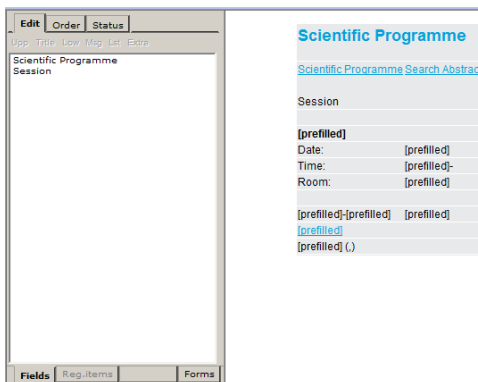
7.4 Scientific Programme form

This screen contains the scientific programme. It can be configured in the usual way.



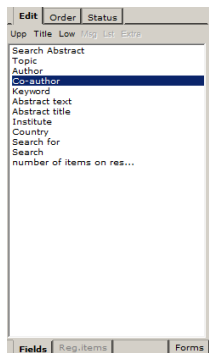
7.6 Session form

This screen contains an overview of the congress sessions. This can be configured in the usual way.

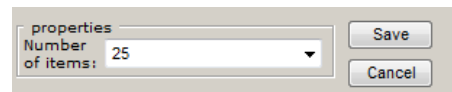
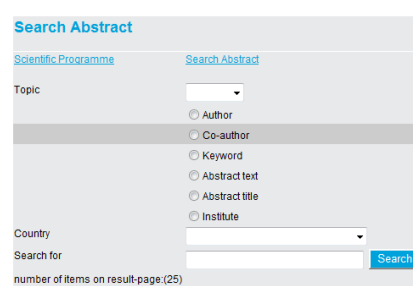


7.7 Search form

Select the 'Search form' option in the administration menu and screen (a) below appears.



a.



b.

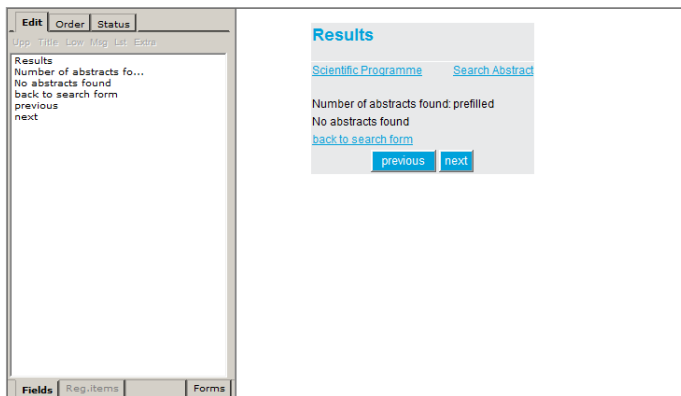
The 'Search form' screen lists the components of the search form, which can be used to search the abstract data for the desired abstract, that can be configured.

The following components of this screen deserve further explanation:

- 'Topic':
This drop down menu can be used to narrow the search by confining it to a specific topic. In the configuration screen you can indicate which topics may be searched and which may not by activating the relevant checkboxes.
- 'Country':
This drop down menu can be used to indicate the country of origin of the author of the abstract that is being sought. In the configuration screen you can indicate which countries may be used as search criteria and which may not by activating the relevant checkboxes.
- 'Search for':
Text may be typed in the 'Search for' field. The categories listed below can be used to indicate where the typed in text should be sought: Author, Keyword, a piece of text in the abstract (Abstract text), Abstract title or Institute.
- 'Number of items on result page':
The result of a search request can be a lot of different items. You can use the configuration screen of this option (b), which appears when you click on 'Extra' in the margin, to specify the maximum number of found items that may be shown on the screen at one time. The remaining items are shown on 'next' screens each containing the specified maximum number of results. If, for example, the standard number of results per screen is '25' and a search results in 80 items being found, these 80 items are spread across 4 pages - 3 pages listing 25 items each and 1 page listing the last 5 items.

7.8 Search results (Results)

Click on the 'Results' option in the administration menu and the screen below appears.

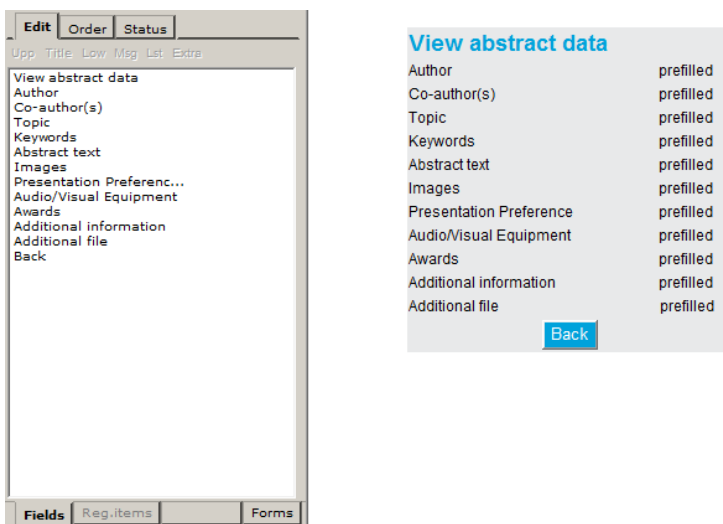


The 'Results' screen gives an overview of the abstracts that meet the search criteria specified in the Search form.

The components of this screen can be configured in the usual way.

7.9 View abstract (Abstract view)

Select the 'Abstract view' option in the administration menu and the screen below appears.



In the 'Results' screen the viewer selects the abstract he or she wants to read. The 'Abstract view' screen appears – without the configuration components of course.

All the components in the 'Abstract View' screen can be configured.

When you have configured the screen click on the 'Back' button to return to the administration menu.

7.10 Publishing the public forms


You have now configured all the components in the forms the public can use to search for and view abstracts. The final step is to make these forms ready for use.

Click on the 'Active' button in the public data administration screen to give the public access to the site. To close the page click on 'Closed'.

7.11 Printer's data (SGML dump)

When you are back in the administration menu you can see one final option - 'SGML dump'. This option is used to create a file a printer, or you, can use to produce an abstract book for the congress. When you click on 'SGML dump' the file is prepared and shown on your screen as in the example below:

```
<?xml version="1.0" encoding="UTF-8" ?>
<!DOCTYPE document (View Source for full doctype...)>
- <document>
- <abstract>
  <id>2</id>
  <nr />
  <title>De installatie</title>
  <content>1e abstract</content>
- <author>
  <id>3</id>
  <fnm />
  <snm>de Kleine</snm>
  <institute />
</author>
- <author>
  <id>7</id>
  <fnm />
  <snm>de Groot</snm>
  <institute />
</author>
</abstract>
- <abstract>
  <id>3</id>
  <nr />
  <title>Schoonbloed</title>
  <content>Tekst 2</content>
- <author>
  <id>11</id>
  <fnm />
  <snm>Klein</snm>
  <institute />
</author>
</abstract>
- <abstract>
  <id>4</id>
  <nr />
  <title>Positief en negatief bloed</title>
  <content>3e tekst</content>
- <author>
  <id>14</id>
  <fnm />
  <snm>de Graaf</snm>
  <institute />
</author>
</abstract>
</document>
```



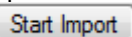
Save this file as a text file via 'File' and 'save target as...'. Now you can open the file on your own PC in MS Word.

You can also use Eventure's automatic import function as explained in paragraph 7.9 'Import text from SGML file'.

7.12 Import text from SGML file

The same SGML file can be used to import the Internet abstract texts into Eventure.

In Eventure select the 'Registrations' menu and then 'Import text from SGML file'. The 'SGML Import' screen appears.

Click on  in the 'SGML Import' screen and the abstract texts are saved with the abstracts automatically.



You must do one thing before you can import the abstract texts.

- Check that you have uploaded the latest abstract data to the Internet (see section 7.1, 'Setting-up public forms on the Internet'). In Eventure go to the 'Edit Conference' screen and the 'Internet' tab-sheet. In the 'Upload/Reload selected data' drop down menu select the 'Upload public abstract data to WWW' or 'Upload modified abstract data to WWW' option.

When you have used the module 'Additional files' for your congress, the additional files will be downloaded with the abstracts. However when a change is made in one of the additional files, click on the 'Get files' softkey to download the additional files again.

To view the abstract texts go to the abstract and click on the 'Abstract Text' button (see the *Abstract handling in Eventure*, manual section 3.1, 'Abstracts')

To print the Abstract Book see the *Abstract handling in Eventure*, manual, section 4.4, 'Abstract Book'.