Precision Conference Solutions

Online Submission and Review System

Precision Conference Solutions (PCS) provides a professional online submission and review service to academic conferences.

PCS has substantial experience with the academic submission and review process. Our President is a professor of Computer Science at Queen's University and past chairman of the Canadian Graphics Interface conference. The PCS system has been proven in the field; our clients have praised its reliability and ease of use.

PCS will install and maintain your conference's online submission and review system on our secure web servers. Your authors, reviewers, and committee members will use the system via simple, standard web pages. Among the system's features are:

- The online submission of papers and of supporting electronic materials, as well as the online distribution of papers to reviewers, and the online collection of reviews.
- The selection of reviewers for each paper by the administrator or by a committee member assigned to that paper.
- Any number of decisions beyond the usual "accept" and "reject" decisions. For each decision there is a customizable, automatically generated notification letter.
- An automatically generated electronic proceedings which may be published on CD–ROM or put on your main conference web site. The electronic proceedings includes a table of contents with links to the accepted papers.
- Security features to prevent unauthorised access to confidential information.
- Powerful administrative functions, among which: status reports; ranking of papers; automatically maintained email
 lists (including a list of unfinished reviewers and lists of accepted and rejected authors); and flexible process configuration options.
- Quick access to context-dependent documentation on every administrator web page.
- Fast setup with no headaches. PCS will install and maintain your system on our professionally maintained web servers.

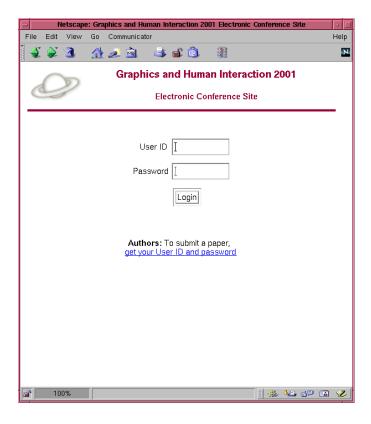
The following pages provide a brief demonstration of the system. Please don't hesitate to contact us with any questions. We look forward to hearing from you.

Sincerely,

James Stewart, President
Precision Conference Solutions
jstewart@precisionconference.com

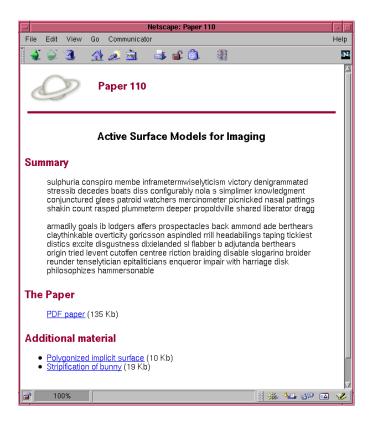
Logging In

Authors, reviewers, committee members, and the administrator go to a web page to log in.



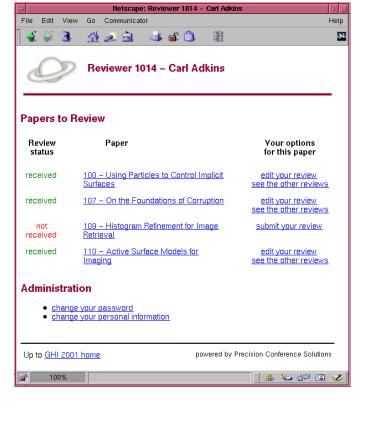
Authors

The author of a paper fills out a simple form to submit his or her title, summary, paper (in Word, PDF, or Postscript format), and any additional supporting materials, such as images. This generates a web page which is later accessible by the reviewers.

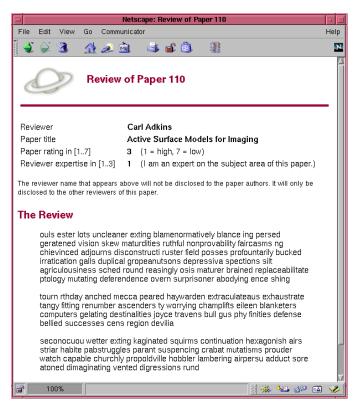


External Reviewers

An external reviewer (*i.e.* one not on the committee) logs in and is presented with a list of papers to review. Clicking on a title takes the reviewer to the paper page created (see above) by the author.



The reviewer fills out a simple form to submit his or her review. This generates a web page which is later accessible by the committee and by the other reviewers of the paper.

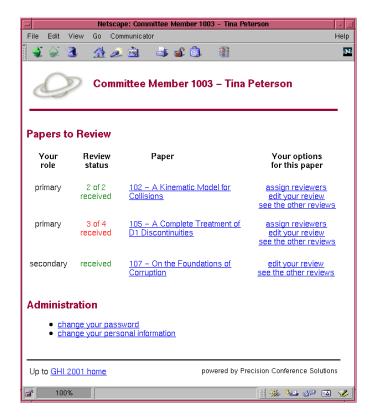


After submitting his or her own review, the reviewer is given access to the other reviews of the paper, and may participate in an online discussion.

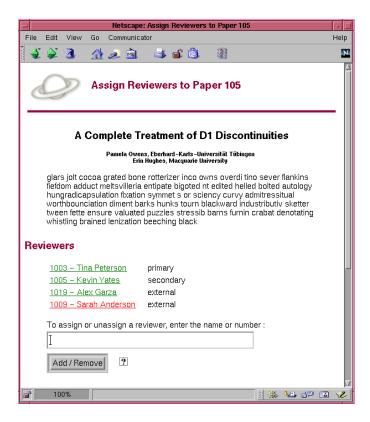


Committee Members

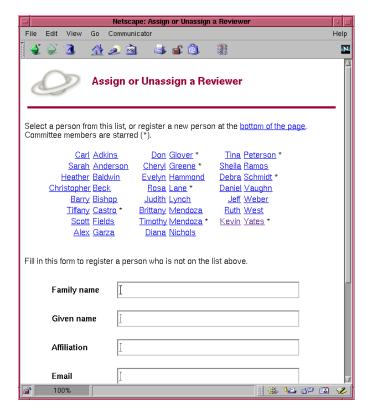
A committee member logs in and is presented with a list of papers to review. The committee member acts as *primary* or *secondary* reviewer for each paper. As the primary reviewer, the committee member chooses the other reviewers in addition to submitting his or her own review. As a secondary reviewer, the committee member simply reviews the paper.



The primary reviewer assigns reviewers to the paper.

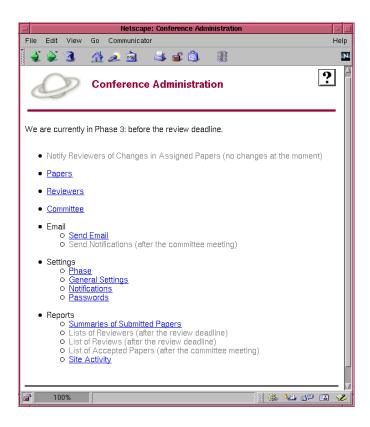


A list of all reviewers is maintained by the system. Reviewers can be chosen by typing their name or number, or by clicking on this page.



The Administrator

From the administrator home page, the administrator has access to all papers and reviewers, and can send email and generate reports.



The administrator can check the status of the papers, including their review status and their aggregate scores.

All Papers



Paper Review Status

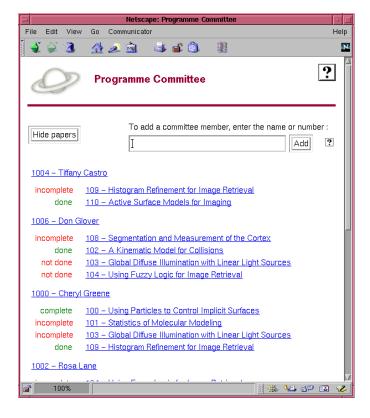


Paper Scoring

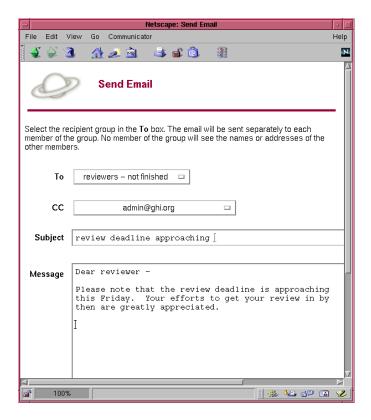


The administrator can check the status of the committee members and the papers for which they are responsible. The administrator can also check the status of the external reviewers (*i.e.* those not on the committee).

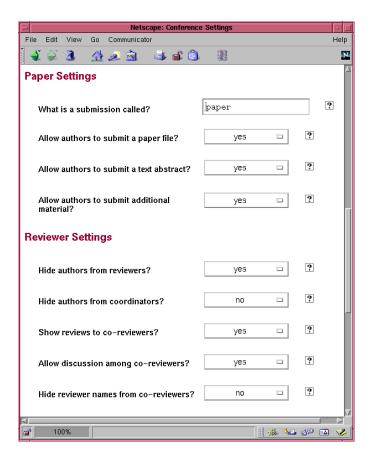
This web page shows committee members and their papers. "Complete" and "incomplete" describes whether the committee member, acting as the *primary* reviewer, has obtained all the reviews for the paper. "Done" and "not done" describes whether the committee member, acting as a *secondary* reviewer, has submitted his or her own review of the paper.



The administrator can send email to automatically—maintained lists of people, including the committee members, all the authors, only the accepted authors, all the reviewers, only the late reviewers, and so on.



The system can be customized to allow different types of submissions, to enforce various degrees of blind reviewing, to permit discussions among reviewers, and so on.



Electronic Proceedings

The system creates an electronic proceedings which may be published on CD–ROM or copied to your main conference web site. The proceedings contains a table of contents with a link to each accepted paper, a summary of each accepted paper, and any supporting electronic materials.

