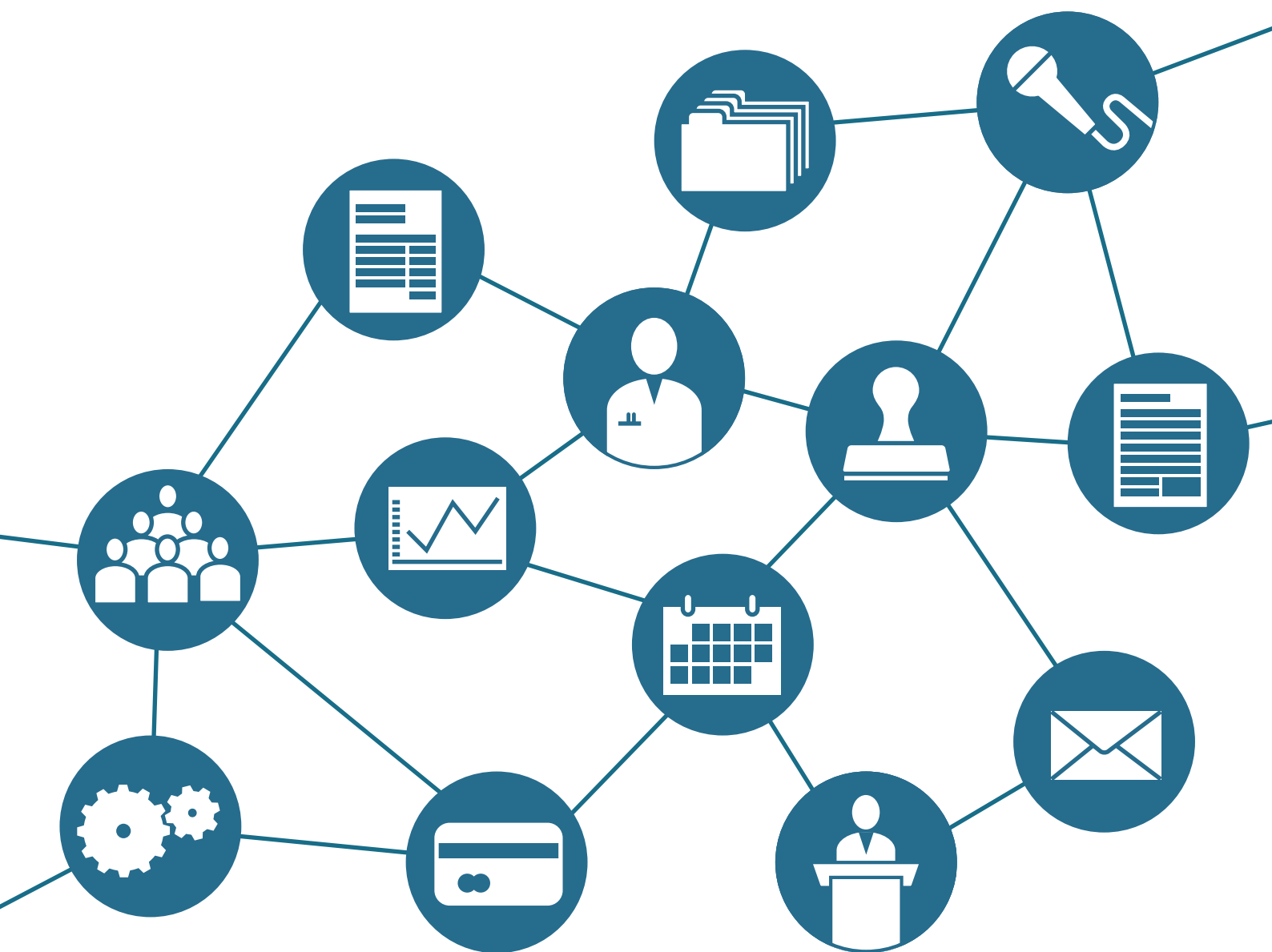
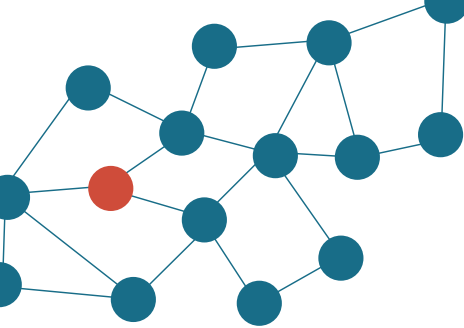


ConfTool Pro

The Flexible Event Management System
for the Preparation and Organization of
Academic Events





Flexible Event Management

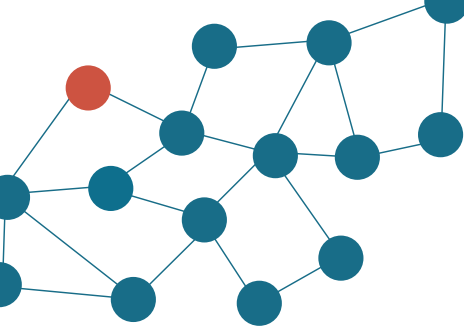
Prepare and Organize Conferences Efficiently and Easily

ConfTool Pro is a flexible web-based event management system for the preparation and organization of conferences, symposia, workshops and congresses — on site or virtual.

ConfTool Pro is suited for professionally organized events with a large number of participants, multiple types of speaker contributions and special interest workshops. It offers access management, filter and search functions as well as many personalized bulk e-mailing and export functions. You can make use of a multilingual interface and we will adapt the colors and images to match your main website in order to ensure a smooth, high-quality user experience.

Main Features	3
Online Demos.....	4
A Short Specification	5–8
Costs and License Options	8
References	9





Main Features

ConfTool Pro Supports You in all Phases of Planning and Organizing

Organize the submission process of abstracts and/or full papers, either directly with the help of web forms or as file uploads.

Allocate contributions to reviewers (automatically and manually), based on topics and/or the results of a bidding phase.

Allow your reviewers to submit their peer-reviews easily online. Use customizable review forms for open, single-blind or double-blind reviews. Give meta-reviewers access to the evaluation of their co-reviewers.

Support the meeting of the program committee, either during a local get-together or by means of an online forum.

Decide about the rejection or acceptance of contributions. Edit the existing statuses and/or add more statuses at your discretion.

Allow your authors to send rebuttals or review ratings and to upload the final, revised version of their accepted contributions.

Plan the conference program and define times, venues and sessions. Allocate accepted contributions to sessions.

Make the ConfTool agenda accessible to your participants and allow them to create their personal agenda from the available sessions.

Link ConfTool to external resources for your virtual event like live streams, video conferencing tools or a webinar software. You can add such links to each session, each presentation and also to events booked by participants.

Use discussion boards to facilitate the communication between your authors and participants on sessions and presentations.

Create a registration form with as many participant groups, time discounts and events/items as you like.

Organize the registration process of your attendees and manage participants and payments.

Provide numerous payment methods such as wire transfer, check, and credit card (via PayPal or Stripe). Optional connection to one of over 45 online credit card payment systems.

Generate invoices, receipts, invitations and confirmations for participants, reviewers and authors.

Send bulk e-mails to different user groups such as authors, reviewers and participants.

Send invitation e-mails for authors, reviewers and participants. Provide discounts to individuals or groups by using invitation codes.

Participants can use an online chat function to connect with each other.

Easily gain access to all users, submissions, participants etc. by using search, filter and sorting functions.

Import users and export data from the system at any time and as often as you like.

Online Demos

Get an Insight

Test ConfTool Pro in a language of your choice. There are over 15 languages available.

1. Please create a new account to test for yourself how to submit a contribution and register as a participant.
2. To log in as a reviewer, please enter “johnson” as username and “johnson” as password.
3. To view ConfTool Pro as the chair of the program committee, enter “chair” with the password “chair”.
4. To log in as the administrator of the system with access to all functions (including settings), enter “admin” with the password “dalim”.

You can find demos of ConfTool Pro at:

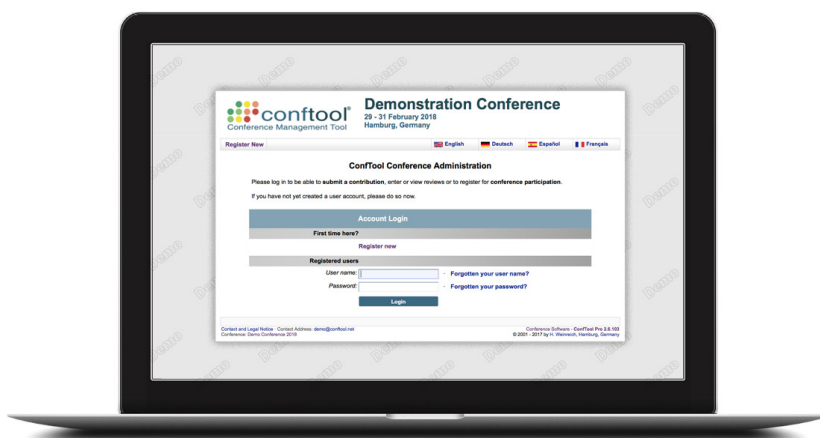
English, German, Spanish, French
www.conftool.net/demo/pro

Polish, Slovak, Czech, Slovenian
www.conftool.net/demo/pro2

Italian, Portuguese (PT), Catalan, Romanian
www.conftool.net/demo/pro3

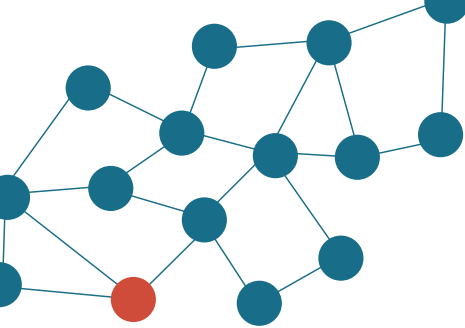
Japanese, Simplified Chinese, Indonesian, Russian
www.conftool.net/demo/pro4

Portuguese (BR), Arabic, Turkish, Hungarian
www.conftool.net/demo/pro5



Colors and logos are adjusted according to your wishes

Please note that the demo shows an example configuration. Submission types, review and registration forms can be configured in the backend of the system. Furthermore, for demonstration purposes many functions have been enabled concurrently. Therefore, as a reviewer you can “bid” for the contribution that you would like to review, enter reviews and also discuss the contributions and review results online in the demo. In productive use, these phases would normally not be enabled at the same time.



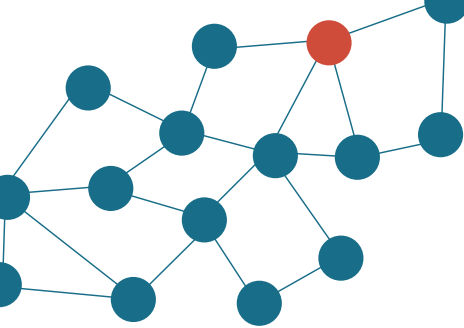
A Short Specification

Practical and Numerous Functions Provide You Highest Flexibility

1. General Benefits
2. Submission, Reviewing and Scheduling of Contributions
3. Participant Registration and Management
4. Security
5. Costs and License Options

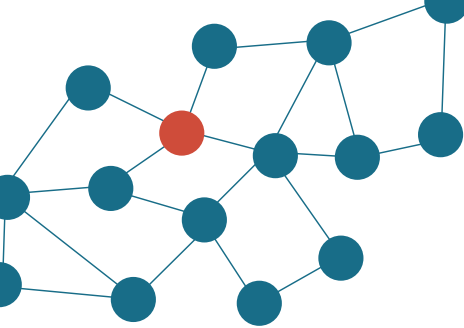
1. General Benefits

- It's your data: GDPR compliance, dedicated ConfTool servers in Germany, separate databases per conference and full data deletion after end of project.
 - Web-based, access to the system is restricted via user accounts and secured by HTTPS.
 - The system provides different user roles and profiles, such as participants, authors, reviewers and moderators as well as administrative roles like the conference assistant, who has access to the participants and payments or the chair, who can only access submissions, reviewers and review results.
 - All overview lists (i.e., the user lists, all contributions, the participant lists) can be filtered, ordered, searched and are displayed page by page. This makes working with large participant numbers and submissions manageable and more efficient.
 - Further detailed lists are provided, e.g., for individual conference sessions and individual events (evening events, tutorials, workshops etc.).
- Various personalized bulk e-mail functions are available that allow targeted, personalized e-mails, also in HTML format and with file attachment.
 - Many different export functions allow exporting data from ConfTool Pro at any time in different formats like Excel, Word, CSV and XML.
 - The response time of the system has been optimized for larger events. ConfTool Pro has already been applied with steady performance for conferences with over 10,000 submissions and 3,000 participants.
 - The system is multilingual throughout. It can be configured to operate with up to four languages at the same time.
 - More than 15 localizations are available, such as German, Spanish, French, Italian and Portuguese. British and Canadian English are also available. All Unicode characters are supported.
 - Web forms permit the modification of almost any phrase of the system. This allows you to adapt the system to the common wordings of your event.



2. Submission, Reviewing and Scheduling of Contributions

- Multiple types of contributions (i.e. abstracts, full papers, posters, videos) and special interest groups (i.e. workshops, symposia or meetings) with various form types, submission modalities and deadlines can be defined in the backend of the system.
- Up to 3 file uploads can be defined for each submission and any file type is supported. The system features automatic page number tests for PDF files, checks for IEEE Xplore validation and much more.
- Authors can enter abstracts in a plain text format or via a WYSIWYG rich text editor, which includes some formatting options, e.g. boldface and italics as well as all special characters.
- Four standard forms for reviewing are provided, the wordings of all criteria and evaluations can easily be updated.
- Organizers can adjust the review form, including the number of criteria and the weighting factors for each review category. Consider the thematic familiarity of the reviewer and enable additional criteria, such as a recommendation for the “Best Paper Award”.
- The bidding phase allows reviewers to indicate the contributions they would like to review and to state conflicts of interest.
- Reviewers can submit their peer-reviews easily online. Many different reviewing models are supported like open, single-blind or double-blind peer reviews.
- Reviewers may obtain access to the opinions of the co-reviewers as soon as they have submitted their own evaluation. Meta-reviewers have access to the reviews of all other reviewers who have evaluated the same contributions and may contact them to refine their reviews.
- An online forum helps reviewers and / or the program committee to rate and discuss controversial contributions.
- Rebuttals and review ratings help reviewers to improve their evaluations and organizers to decide about acceptance.
- The final upload function allows authors to submit their camera-ready copy, sign a copyright transfer form, enter a short CV for the session chairs and / or indicate who will present the contribution at the conference.
- Download of abstracts in Word or Excel format to compile the data for the conference brochure.
- Create the conference schedule from the accepted contributions. The ConfTool agenda provides different views of the schedule including a list of authors. Its output can serve as a starting point for a printed brochure and / or a flash drive with all presentations.
- Allow users to create their personal schedule “MyAgenda” from the available sessions of the official conference agenda.
- Assign several chairs / moderators to each session and a discussant to each presentation.
- Discussion boards facilitate the communication between your authors and participants about whole sessions and/or single presentations.
- Link ConfTool to external resources for your virtual event like live streams, video conferencing tools or a webinar software. Link external resources to each session and to each presentation of the ConfTool agenda.
- Data can be exported to mobile apps like Conference4Me, Whova or Sched (additional fees may apply which will be levied by our partners for the use of the app for your event).
- Optional: With the Track-Chair-Module, chairs, reviewers and topics can be assigned to conference tracks. This is required for conferences with multiple tracks or sub-events like workshops or symposia if they have separate reviewing processes.

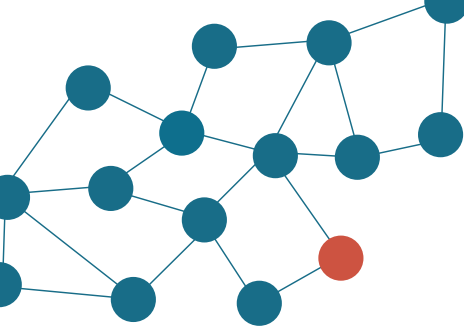


3. Participant Registration and Management

- Create registration forms with as many options as you like. Different time discounts and participant groups result in corresponding prices during the registration process.
- Limit the availability of certain participant groups and events to people with registration codes.
- Participants can be prompted to upload a file when they choose a specific participant group, e.g. upload their student card in order to proof their eligibility for a student discount.
- Events / items can be hidden or shown depending on the group of a participant. Display groups of events / items only if other items were selected, among many other options.
- The number of available places for each event of the form and each participant group can be limited.
- Set different VAT / GST rates for each event / item.
- For each event / item you can let participants choose a specific date, let them enter more information via input fields or let them make a selection from an additional select list.
- Issue invoices stating all individual amounts according to tax provisions. Use pro-forma invoices if you want to confirm each registration first.
- Print all invoices and receipts at once.
- Send payment reminders and other messages to your participants.
- ConfTool GmbH is not the recipient of payments from your participants, the money goes directly to your account.
- Payments are registered automatically for all online payment methods like PayPal, Stripe and Pay Now (Klarna).
- Modules for more than 50 online payment gateways are available (we charge an extra fee for the integration).
- Manage offline payments like wire transfer, checks and cash easily.
- Participants receive automatic notification e-mails and can then print out their confirmation of payment.
- Participants have the option to appear on an online list of attendees that can include full contact information and a personal image.
- Participants can use an online messaging function to connect with each other via ConfTool.
- Generate invitation letters and confirmations for participation automatically.
- Use the front-desk options to check in participants on-site and efficiently manage all arrivals.
- Generate single name badges as PDF printouts, e.g. for last minute registrations on-site.

You can find a detailed list of features at:
www.conftool.net/en/features

**Constantly developed for over
15 years**



4. Security

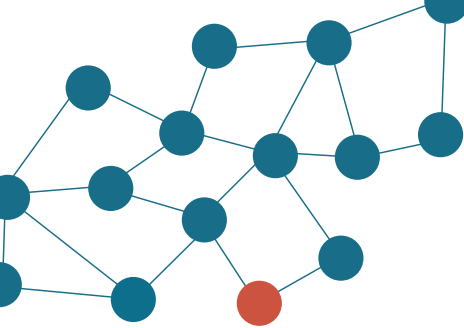
- All data are owned by the client, we will neither use it in any way nor give any third party access.
- We ensure full compliance with the General Data Protection Regulation (GDPR).
- All servers are dedicated servers and located in professional and certified computing centers in Germany. No cloud services are used.
- A separate database is set up independently for each conference.
- All data will be deleted at the end of the project.
- Our servers provide official Extended Validation Certificates from Sectigo (for secured data transfer via HTTPS), which are accepted by all available browsers.
- All servers are protected by a firewall.
- Daily check for and installation of security updates.
- Monthly PCI security scans of our servers by Sectigo.
- Database backups are performed at least every other hour on two backup servers.
- Enable CAPTCHAS to prevent registration or login attempts by spam robots.
- Set different session timeouts for different user groups.
- Disable online payments from selected countries to prevent credit card fraud.
- Enable two-factor authentication (YubiKey or Google Authenticator) for highest security.

5. Costs and License Options

ConfTool Pro is a software as a service (software leasing) product, which we offer on a per-conference basis. Our fees depend on the required modules and the type and size of the conference. The price structure is simple: Usually we charge a basic fee (based on the number of submissions) and a fee per participant (charged after the event), but you can also book the modules for submission and reviewing or participant registration separately. We have no hidden fees for additional user accounts or the use of certain functions like exports or printouts.

We install the system on one of our servers and adapt the colors and logos / banner to those of your main conference website in order to ensure a smooth, high-quality user experience. We will be glad to assist you in case you have questions during the configuration and use of the system.

Please send us some details about your conference like the name and expected number of participants and we will be happy to create an individual offer for you.



References

Our Highly Satisfied Customers around the World Speak for the Quality of our Software and Support

VSIS ConfTool and ConfTool Pro have been successfully used for far over 5,000 academic and non-academic events and for different other purposes. The size of events ranges from a few dozen to several thousand submissions and/or participants.

Our worldwide customers range from small organizations, research institutes and companies over large organizations such as the European Finance Association, the European Space Agency or the World Bank Group to well-known institutions such as the University of Cambridge, Purdue University or Harvard Medical School.

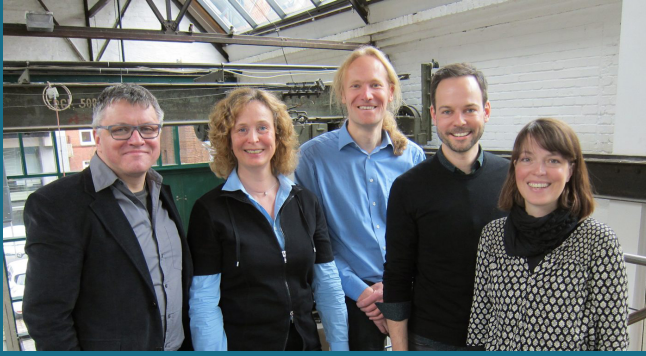
We have compiled a comprehensive overview of our references for you here:

www.conftool.net/en/references

ConfTool Pro has earned a strong reputation - not only in the academic field - for being able to map the complex processes that have to be taken into consideration when you prepare and organize conferences.



Successfully used for more than 5,000 events



Your ConfTool GmbH Team

We always strive to optimize the usability of our system and are open to your suggestions and comments.

We are thankful for the feedback of our customers, who have used ConfTool Pro for more than 3,000 events.

If you have any further questions regarding our products and services, feel free to contact us at any time.

Please call us or send us an e-mail.

Your ConfTool Team

ConfTool GmbH

Hochrad 58
22605 Hamburg
Germany

Managing Director: Dr. Harald Weinreich
Commercial Registry Hamburg: HRB 111956
EU-VAT/USt-ID-Nr: DE-815145320

Phone: +49 40 2022 7297
Fax: +49 40 2022 7298
E-Mail: info@conftool.net

www.conftool.net

