

Processing Application to Present at IAPRI Conferences

We recommend two options for processing submitted presentation abstracts. One is **EasyChair** is a paid web-based conference management software system used, among other tasks, to organize paper submissions and review. The other is a free “Request for Proposal System” offered by IAPRI through its Association Management Software Platform. Both are explained in this document.

EasyChair

EasyChair is a great tool for organizing conferences. It gives a lot of possibilities, but this is also the pitfall; it takes time to understand all functions. It is hard to find functions because the interface is not very user friendly. Besides that, EasyChair uses its own definitions. A Scientific Committee is named Program Committee and subjects of interest of the PC members are named ‘topics’. If you cannot find a function, ask the previous organizer, use Google to find solutions or use the helpdesk of EasyChair. They answer rather fast.

For receiving and reviewing papers an extended version is needed. Up to 200 submissions and possibilities to email and to get support the *executive version* is needed. The costs are ca. € 750 (in 2019). It can take up to a day or something before the permission is set. Remind this.

There is the role of ‘manager’ and of ‘chair’.

As manager you have to set up a Call for Papers (CFP manager). At IAPRI the ‘papers’ first are abstracts that have to be submitted. If an abstract is accepted by the Scientific Committee the paper can be uploaded by ‘updating’.

As ‘chair’ you can assign submissions to reviewers. You can log in as any reviewer of the list of reviewers, you can see how far the process is, who did not log in into the system, which abstracts still need to be reviewed etc. Remind that the email address that is put into the system is exactly the same that people use for the login procedure. Else EasyChair will not accept them. Remind that reviewers choose the role of ‘reviewer’ during the login procedure and not as author because then they are not able to review the abstracts.

Needed actions are:

- Setting up a page with a name IAPRI [year] Symposium/Conference
- Making a list of topics (easy to copy them in). The Secretary General will support in the list of topics. See previous activities.
- Inviting PC members (Scientific Committee). Remind that they have to be invited by using EasyChair and they have to confirm their willingness to review by response on the email send by EasyChair. If you put someone on the list, it does not work. The reviewer must confirm. A list of possible reviewers is available at the Secretary General.
- Open submission under the tab ‘Administration’ (also see below for more explanation).
- You can close submission, make it possible only for authors to update already submitted abstracts (new submissions will then be not accepted) and you can re-open submissions again if needed.
- As chair you can submit for others if they have sent you the abstract or paper by email to your personal email address. For submitting a paper for somebody else you need individual email addresses of all authors, the organization they work for, the title and text of the abstract, keywords and topics. The topics can be chosen out of the list that you have put into the system. Ask this on forehand.

An important tab is ‘**Administration**’. Under this tab you can find the button ‘Configure’. This button is important because it is the managing tool of the website. A lot of settings are under this button. You will see a table which looks like a normal text table but in the table, you can click on the items and change them, for example ‘no’ to ‘yes’ etc.

In this table you have to open the access of reviewers to the assigned submissions. You can also close the possibility for submitting.

Under the tab **'Assignment'** are a lot of buttons.

Interactive Assignment can be used to assign submissions to individual reviewers. The table with overview is very helpful if extra submissions come in after the deadline (or are added by the chair after the deadline).

You can choose for the option that reviewers bid on abstracts. This option has to be opened under **'Administration'** and **'Configure'**.

The system can check on conflicts of reviewers because they can also be an author, or their institute can have submitted papers. Running an **'automatic conflict analysis'** by the system works well.

If you choose for automatic assignments it works well. It will show a proposal that you can affirm. Once new submissions come in you can do this again. It will depend on the previous assignment, so new submissions are added to the list of the reviewers.

You can set the maximum of abstracts that reviewers will have to assign. In 2019 the maximum is set at 16 but most of the reviewers had around 10 abstracts.

There were 31 members in the SC and there were 112 abstracts that are taken into account. It was chosen to review every abstract by 3 reviewers. This number can be set under the administration button with **'configure'**.

At the tab **'Status'** you get the overview of the conclusion of the reviewers. In the last column you can see by how many reviewers the submission is reviewed: **3(5)** means that the reviewer gave 3 as result (meaning strong) and his confidence with the topic is 5. At the top of the table you can click on: **"When computing the average score, weight reviews by reviewers' confidence"** which means that the conclusion of the reviewer will be weighed against the confidence. **2(2)**, **1(5)** means that the submission is reviewed by two authors. The average score is in the fore last column. You can click on the last column and take up the decision.

Guideline:

- If the weighted average is 2.3 or higher then mostly all reviewer's advice an oral presentation (and paper). So, the submission is likely to be accepted.
- If the weighted average is between 1.6 and 2.2 the opinion of the reviewers can be rather different. Please check their advices. Sometimes 2 out of 3 prefer a poster presentation, sometimes an oral presentation.
- If the weighted average is between 0.8 and 1.6 then the reviewers mostly are in favour for a poster presentation.
- Lower than 0.7 then mostly at least 2 of the 3 reviewers' advice to reject the submission.

Remind the amount of accepted papers. The total number of presented papers is mostly around 60-66 for 3-parallel session and ca. 90 for 4-parallel sessions. This includes the peer review stream meaning that around 60-64 submissions can be accepted. Also take into account that some may not finish their paper and are not able to participate for whatever reason (in 2019 the last week before the activity two withdrawals came in).

Papers coming back from the peer review stream that are not accepted are normally taken up as oral presentation. Remind the comments from the editor of PTS (David Shires), this can mean that it is better to ask an abstract and to have it reviewed.

At the first tab **'Submissions'** you will find the overview of all submissions. At the top right there are a lot of functions that can be chosen.

Authors can be emailed about the conclusion of the review process. After clicking on **'Email to authors'** you can select individual authors or groups based on the conclusion of the review process.

When you clicked on an abstract you can read the text of this abstract. If you click on email authors, only the authors of that submission will be emailed.

The default setting is that the corresponding author is emailed. You can click in the field that all authors receive the email.

From the first tab you can send emails to authors. You can choose those who will get the email based on the result. If you choose **ACCEPTED** for oral presentation and **'accept?'** for poster presentation you can use EasyChair to email

the results of the review to the authors in the most efficient way. EasyChair does not take up the number or title of the abstract in this email by default. Template variables can be used for that (see below).

This means if you choose ‘Send to all authors of selected papers (not only corresponding ones)’ it can happen that authors who submitted more papers (for those it will happen anyway) or are also co-author they will get several emails. This causes confusion if the result is different: ‘your abstract is accepted’, ‘your abstract is rejected’. Better to choose to take up template variables to take up the title and authors of the submission and/or to send it to the first author only (do not click on ‘Send to all authors of selected papers (not only corresponding ones)’ for communicating the result of the review process).

If authors submitted two papers as first author you will get questions from them if you did not take up template variables.

You can also choose to send emails to authors one-by-one (a lot of work).

If you have run automatic conflict recognition abstracts from your own university are not visible at the ‘Status’ tab which means that you cannot send them the result. At the tab ‘PC’ you can go to ‘conflict’ and then click on the conflict which makes the conflict disappear. Then you will see the abstract in the list of ‘Status’.

Template Variables

By sending emails from EasyChair variables can be taken up in the text. All variables that can be used in an email of this kind are summarized in the following table.

Variable		
[*FIRST-NAME*]	[*LAST-NAME*]	[*NAME*]
[*ACRONYM*]	[*TODAY*]	[*CONFERENCE*]
[*CONFERENCE-LINK*]	[*PROGRAM-LINK*]	[*CFP-LINK*]
[*CHAIRS*]	[*CHAIRS-INFO*]	
[*SENDER-NAME*]	[*SENDER-EMAIL*]	
[*PAPER-ID*]	[*AUTHORS*]	[*TITLE*]
[*ABSTRACT*]	[*SUBMITTER*]	[*SUBMITTER-INFO*]
[*TRACK*]	[*TRACK-CHAIRS*]	[*TRACK-CHAIRS-INFO*]



Texts used in EasyChair Emails

Accepted abstracts

Subject: Results of review process

Dear [*NAME*],

Thank you very much for submitting the abstract of your research for the 20XX IAPRI [Activity] at Location/Organisation.

The Scientific Committee has been reviewing the abstracts.

Abstract no. [*PAPER-ID*] -
[*AUTHORS*] -
[*TITLE*]

Your abstract has been accepted, congratulations.

We kindly ask you to finish your paper and upload your paper at EasyChair in time.

Submission will be opened again.

The deadline is the [date]. Remind that this deadline will not be extended.

Please use the example paper that has been submitted at this email as template for the way you set up the paper.

If there are any questions, please let me know.

Best regards,

Organizing Committee [name]



Accepted as poster

Subject: Results of review process

Dear [*NAME*],

Thank you very much for submitting the abstract of your research for the 20XX IAPRI [Activity] at [Location/Organization].

The Scientific Committee has been reviewing the abstracts.

Abstract no. [*PAPER-ID*] -

[*AUTHORS*] -

[*TITLE*]

Your abstract has been accepted as poster presentation.

We kindly ask you to make a poster of your research.

You will also get the possibility to present your research in a pitch presentation of 5 minutes (5 sheets).

We will send you templates of the poster as well as of the 5 minutes presentation.

You are asked to print your poster yourself and take it with you.

If there are any questions, please let me know.

Best regards,

[name]

Organizing Committee



Rejected abstracts

Subject: Results of review process

Dear [*NAME*],

Thank you very much for submitting the abstract of your research for the 20XX IAPRI [Activity] at [Location/Organization].

The Scientific Committee has been reviewing the abstracts.

Abstract no. [*PAPER-ID*] -

[*AUTHORS*] -

[*TITLE*]

Your abstract has not been accepted for an oral or poster presentation.

We are very sorry for this result but hope that you will continue your research for further findings and insights and will be able to present it another time.

You are very welcome at the Symposium and we hope to see you in [Location] in [Month] at [Hosting Organization] on this IAPRI event.

If there are any questions, please let me know.

Best regards,

[name]

Organizing Committee

Accepted abstracts as oral presentation – (with use of variables so the abstract no., title, authors are taken up).

Preparation for the symposium

Dear [*NAME*],

As mentioned before your abstract is accepted for an oral presentation at the [Event Name].
This email is sent to all authors of the abstract taken up in EasyChair.

Abstract no. [*PAPER-ID*] -
[*AUTHORS*] -
[*TITLE*]

We kindly ask you to prepare the research paper and an oral presentation.

- If the research paper is finished you can submit it at EasyChair as update of your submission at latest at the [Deadline Date]. See the example that can be used as template for the proposed layout of the paper as attached to this email.

Please submit the paper as a Word file by uploading the file.
The template can also be found at the website of the symposium.

- Please prepare a 20-minute presentation by PowerPoint ratio 16:9. After the presentation there will be 5 minutes time for questions. If you integrate movies, be sure they work and test the presentation playing from a USB-stick. Instructions how to deliver the PowerPoint file will follow.

Remind that early bird prices of the symposium apply up to the (Date early bird ends)].

Thank you and success with your preparation.

Kind regards,

Organizing Committee

Accepted abstracts as poster presentation – (with use of variables so the abstract no., title, authors are taken up).

Preparation for the symposium

Dear [*NAME*],

As mentioned before your abstract is accepted for a poster presentation at the [Event Name].
This email is sent to all authors.

Abstract no. [*PAPER-ID*]
[*AUTHORS*]
[*TITLE*]

We kindly ask you to prepare the poster, a short paper and a 5-minute pitch presentation. See below for more information.

Poster

- The poster size is A0 (841 x 1189 mm). Please download the template that can be found at the website of the symposium at the tab 'Oral / Poster presentation'. There are two files that can be used: (Adobe) Indesign or (Microsoft) Publisher. The design of both files is the same and they are made on the dimensions of A0. If you do not have the Adobe software package, then you can find Publisher at the Microsoft Office Package. Please print the poster yourself and take it with you to the symposium.

Paper

- A paper in which you explain the goals of the research, the research approach, the results and the conclusions, and the recommendations. This can be presented in a two-page paper. Please use the Word template that is attached to this email. This paper will be published in the proceedings of the symposium.
If the research paper is finished, you can submit it at EasyChair as update of your submission at latest at the 9th of May 2019. Please submit the paper as Word file.

A pitch presentation

- A 5 minutes presentation of maximum 5 sheets. The paper and the 5-minute presentation do have the same content. Prepare them as if you are explaining an outsider your research.
Please use the PowerPoint template. You can download the template at the website of the symposium at the tab 'Oral / Poster presentation'.
Information how to deliver the presentation will follow.

Remind that early bird prices of the conference apply up to the [Date early bird ends].

Thank you and success with your preparation.
Let us know if there any questions.

Kind regards,

Organizing Committee

Invitation to members of the Scientific Committee

Dear [NAME],

The [XXth] IAPRI Member [ACTIVITY] on Packaging “THEME”, will be held [DATE] in [LOCATION]. The [ACTIVITY] is organized by [INSTITUTE].

I would like to invite you to become a member of the Scientific Committee for the conference. Your role as member of the International Scientific Committee (ISC) will be to:

- review abstracts submitted in your field of expertise
- assess their suitability for oral or poster presentation

It is expected that each reviewer will be required to review between 5-10 abstracts (150-300 words each).

If you agree to participate as a member of the Scientific Committee, would you please indicate below those topics that you are prepared to review.

Key conference topics include:

- Active & intelligent packaging
- Distribution packaging
- Logistics & supply chain
- Packaging design, ergonomics & human factors
- Medical, cosmetic & pharmaceutical packaging
- Packaging printing & graphics
- Packaging for food & agriculture
- Packaging for hazardous & dangerous goods
- Packaging machinery & systems
- Novel packaging
- Packaging materials
- Packaging sustainability
- Packaging standards & legislation

Thank you in advance for your support to the [Event Name].

I am looking forward to your response.

Best regards,

[YEAR] IAPRI [Event] Chair
The organizing committee
[NAME]



Thank you email to members of the Scientific Committee for accepting

Dear ISC members,

Thank you for agreeing to be a member of International Scientific Committee for the [XXth] IAPRI [ACTIVITY] on Packaging. The abstracts submission site will be closed on [DATE], and the review process will start from [DATE] and end on [DATE; TWO WEEKS LATER].

You will receive an invitation letter for review from EasyChair on the beginning of the review process. Please pay attention to the sub-column "Confidential remarks for the program committee" in column "Evaluation" in the review process. We need your suggestion for oral or poster presentation for accepted abstract. Please write down "oral" or "poster" as your suggestion in the sub-column "Confidential remarks for the International Scientific Committee".

We have received ??? abstracts, therefore each member has about ?? abstracts to review.

I realize that our expert reviewers greatly contribute to the high standards of the symposium, and I thank you for your participation.

If you have any problems with the review process, please send an email to ORGANIZER@MAIL.COM and I will do our best to resolve your problem as soon as possible.

The deadline for your final review is [DATE].

Best regards and thank you for your help!



Information sent to presenters of posters, week before the activity

Dear [*NAME*],

We like to welcome you in [location] coming week.

This email is sent to all authors of the research that will be presented as a poster. Some poster presentations will be done by other authors and to be sure that everybody receives this message we choose to do it this way. If you do not present yourself, please make sure yourself that the presenter gets this message.

Please take the poster with you and hand the poster over to the registration desk on [day] morning (not on [day] evening of the welcome reception). Assistants will hang the posters on the boards for you.

Please be in time in the room where you present to hand over your presentation on USB-stick to the assistant. See the program on the website for the right room and time.

There is time before the start in the morning and time in the coffee breaks and lunches to arrange this. Test your presentation running from the USB-stick.

The pitch presentation cannot be presented from own laptops because of the tight time schedule for pitch presentations.

Thank you very much and have a pleasant trip to [location].

Kind regards,

On behalf of the Organizing Committee,

[name]



Information sent to presenters of oral presentations week before the activity

Dear [*NAME*],

We like to welcome you in [location] coming week.

This email is sent to all authors of the research that will be presented as oral presentation. Some presentations will be done by other authors and to be sure that everybody receives this message we choose to send this message to all authors of the papers. If you do not present yourself, please make sure that the presenter gets this message.

Please be in time in the room where you will present to hand over your presentation on USB-stick to the assistant. See the program on the website for the right room and time.

There is time before the start in the morning and time in the coffee breaks and lunches to arrange this. Test your presentation running from the USB-stick to be sure the file or USB-stick is not corrupted. Also test movies if you integrated them in your presentation.

If you prefer to present from your own laptop, test the connection before the session.

The time for presenting is 20 minutes and then there is 5 minutes time for questions.

Thank you very much and have a pleasant trip to [location].

Kind regards,

On behalf of the Organizing Committee,

[organizer's name]



Email with practical information (sent two weeks before the event)

Dear [*NAME*],

This is an email with practical information about the symposium to keep you updated. This email is sent to all authors that have submitted a paper, including the co-authors.

We are working on the proceedings and on the final time schedule of the program. Beginning of next week the program will be ready and will be published on the website.

Attached you will find the book of abstracts with the abstracts of the oral and poster presentations that are taken up in the program.

There will be XX oral presentations, XX poster presentations (with a 5-minute pitch presentation), X keynote speakers, X research lecture and X presentation of the student research project.

At the moment more than YY people have registered.

On the website of the symposium [website].org you can find information about traveling but also maps of the ZZZZ. If you use Google Maps (or similar) you can find the location by using the input "[input]" and navigate by car, bike, public transport or walking. This will help you in getting to the location and finding the building. There are also signs that will help you.

If you did not register yet, please do this as soon as possible. We need to know the number of people for planning reasons and therefore registration will be closed coming week.

Next week more details will follow about the presentations and about the program. Remind that oral presentations have 20 minutes for presenting and 5 minutes for questions.

Most people succeed in registering and paying with the financial system of the [organization] but some people face problems. Please let us know if you are having problems.

Hope to see you soon.

On behalf of the organizing committee.

Best regards,

Request For Proposal System offered by IAPRI through its Association Management Software Platform

Overview

This is a 'call for presenters', asking members to submit proposals for presentations.

This process can be difficult as the proposals go through a review process to determine which will be accepted and approved for inclusion in the conference.

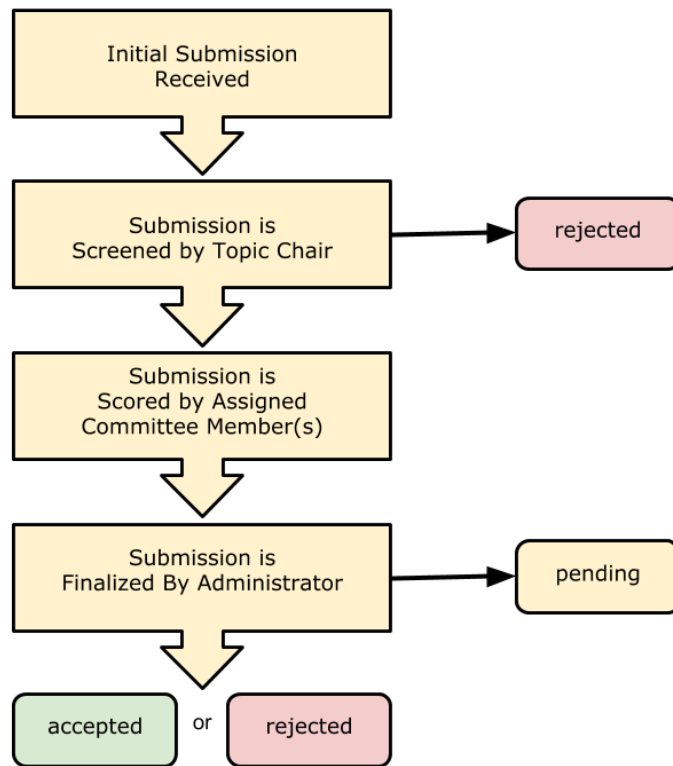
This system is an attempt to automate this process via the web. Proposals are submitted online by their presenters; tracked through different stages of screening, scoring; and ultimately some are selected. You can create all the communication emails necessary for the process.

How it works

With the help of the following diagram, you can follow the progress of a typical proposal submission through its 'life-cycle'.

1. Initial Submission - It starts with the initial submission by a would-be presenter. The submitter goes to your IAPRI's request-for-proposal menu page. The link to this page can be placed on your website or included in an email to the members. From this page they can respond to invite to submit an abstract. The submitter then goes through a series of pages where they enter their contact information, co-presenters, select a type of proposal (General stream, Peer Review, or Poster; then enter their title, abstract, and proposal text as well as any requested files.

2. Topic/Subject Chairmen - After submission, an email notification is sent to the topic chair from the Scientific Committee (when a request-for-proposal is set-up, each topic that is entered for the request has a topic chair and up to 5 topic committee members). It is up to the Topic chair to log-in to the members area and 'screen' the proposal. That is, to read it over briefly and decide whether to accept it, accept it with reservations, or to reject it outright. If accepted, the chair must assign it to a committee member or members for scoring.



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3. Topic Committee Member(s) - After passing the screening process, email notifications are sent to the committee members assigned to the proposal. The committee member must then log-in to the members area and 'score' the proposal. The committee members read through the abstract and assign scores based on criteria that are established for conferences. Once all assigned committee members have scored the proposal, an average score is assigned to the proposal, the scoring process is complete and the proposal goes on to the next step-

4. Administrator - After scoring is complete the assigned administrator receives an email notification. The administrator can then use the review function to 'finalize' the proposals that have been scored and accept, reject, or pend them as necessary. This is done until all abstracts have been

submitted, screened, scored, and finalized. If a proposed abstract is marked as accepted or rejected, you have the option to send an acceptance or rejection email, verbiage for these emails can be edited within the proposal request.

