

AMEREM/EUROEM Memos  
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**OpenConf User's Guide for EUROEM Reviewers**

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**What is OpenConf ?**

OpenConf is the software system used by recent EUROEM conferences (2004 in Magdeburg, 2008 in Lausanne and 2012 in Toulouse) for collecting and reviewing submitted papers. It may also be used in future AMEREM and EUROEM Conferences.

The software can be downloaded at: <http://www.openconf.com/>. Depending on their local capabilities, conference organizers can download different versions of this software.

This document presents how the software must be used in various situations involved in the reviewing of papers.

For the setting up of the software and its customization to the conference, conference organizers must refer to the documentation available on the OpenConf website.

**Equivalent definitions**

OpenConf and EUROEM use specific definitions that might be confusing. Below we provide the equivalences for the terminology used in OpenConf and EUROEM.

<i>OpenConf Definition</i>	<i>EUROEM Definition</i>
<i>Chair</i>	TPC & Conference Chairs
<i>Program committee member or advocate</i>	TC chair and co-chair
<i>Reviewer</i>	TC reviewer

## **Rules for OpenConf management**

Here are some rules that are recommended to be applied:

1) The problem with OpenConf is that the OpenConf chair is supposed to be a unique person: this person has access to all the settings. Therefore, we propose that the Conference Chair and the Technical Program Committee (TPC) Chair and Vice Chair act as OpenConf chairs. For this purpose, the web manager of the conference organization must create an email list that will contain the 3 email addresses (for instance, in Toulouse, it was [tpc-euroem2012@onera.fr](mailto:tpc-euroem2012@onera.fr)). This email address will be indicated as the contact for the OpenConf Chair.

2) All modifications of the settings will be made by the Conference Chair only. It is recommended that any modification of the OpenConf settings must be made by the local organizers only. So if the TPC Chair or Vice-chair estimates that something should be changed in the settings, he has to advise the Conference Chair. This rule may be changed if it becomes too limiting.

3) The Conference Chair and the two TPC Chairs are the official recipients of the login and password as chairs. This login and this password are fixed by the Conference Chair.

Login : Chair  
Password : **xxxPassword-chair**

4) TC chairs and co-chairs are called “advocates” in OpenConf. They can access the reviewing process thanks to the so-called "Committee member" key as defined in OpenConf. They are the only ones to know this key. They must not know the chair login and Password. This key must be set by the Conference Chair.

Key for advocates: **xxxKey-advocates**

Generally, TPC Chairs are also Technical Committee (TC) Chairs. Prior to opening the process to the TC chairs, it is recommended that TPC Chairs check the process themselves by signing up as TC-chair:

- Sign up as Technical Program Committee Chair with the appropriate key.
- Select the TC and sign up as the TC Chair.

Action for TPC Chairs with respect to the TC chairs: communicate the key to all TC chairs and co-chairs. Have them sign up as “advocate” on OpenConf. Ask them also to form a group of reviewers for their TC and to communicate to you the list of people in the group.

5) Reviewers can access the reviewing process thanks to the so called “reviewer key” according to OpenConf terminology.

Key for reviewers: <b>xxxReviewerkey</b>
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This key must be set up by the Conference Chair and communicated to the reviewers by the TC chairs and co-chairs. They must know only the reviewer key.

Action for TC-chairs and TC co-chairs: communicate the reviewer key to all reviewers in their TC group of reviewers and have them register on the OpenConf site.