Track Co-ordinators Guide

CERN

by CERN

Table of Contents

Chapter 1. Track Co-ordinators Guide

1.1. Track Co-ordinator

As a Track Co-ordinator you are able to propse the acceptance or rejection of abstracts within your track. Your are given the track co-ordinators access by the Conference Manager.

You can access your tracks by selecting 'my tracks' or 'manage my tracks' from the left hand menu under my conference or scientific timetable , this will take you to the list of tracks you are co-ordinating or straight into your track if you co-ordinate one track.
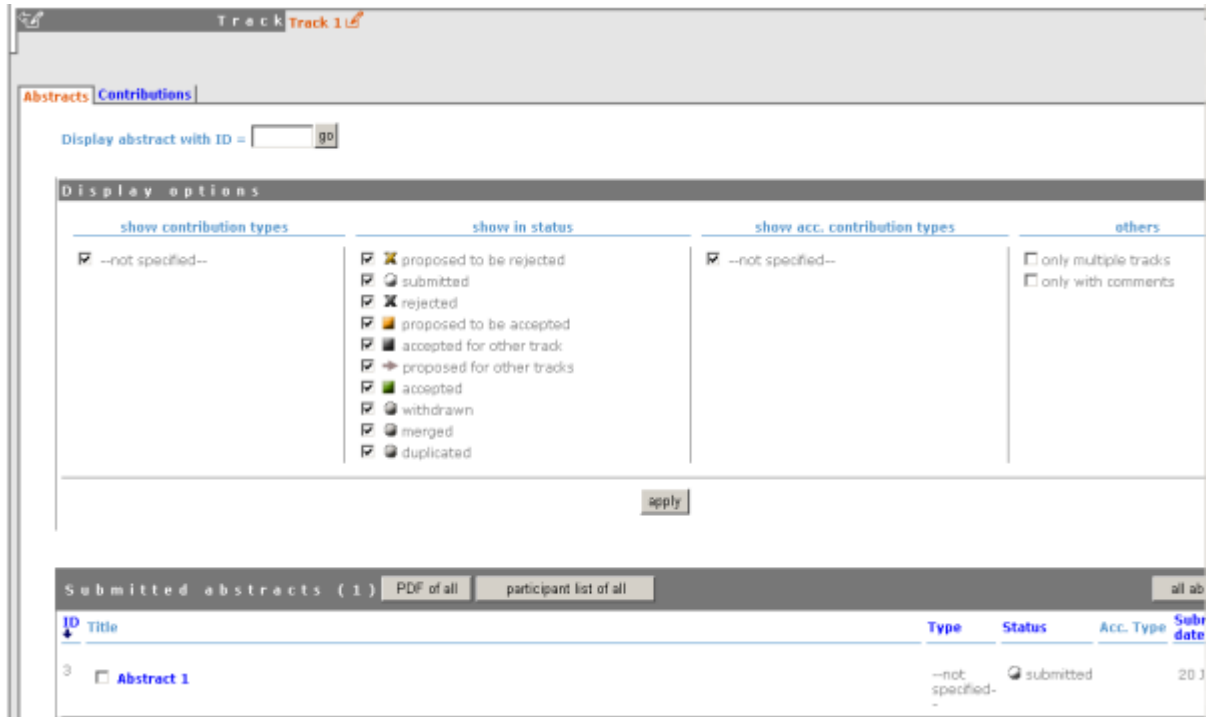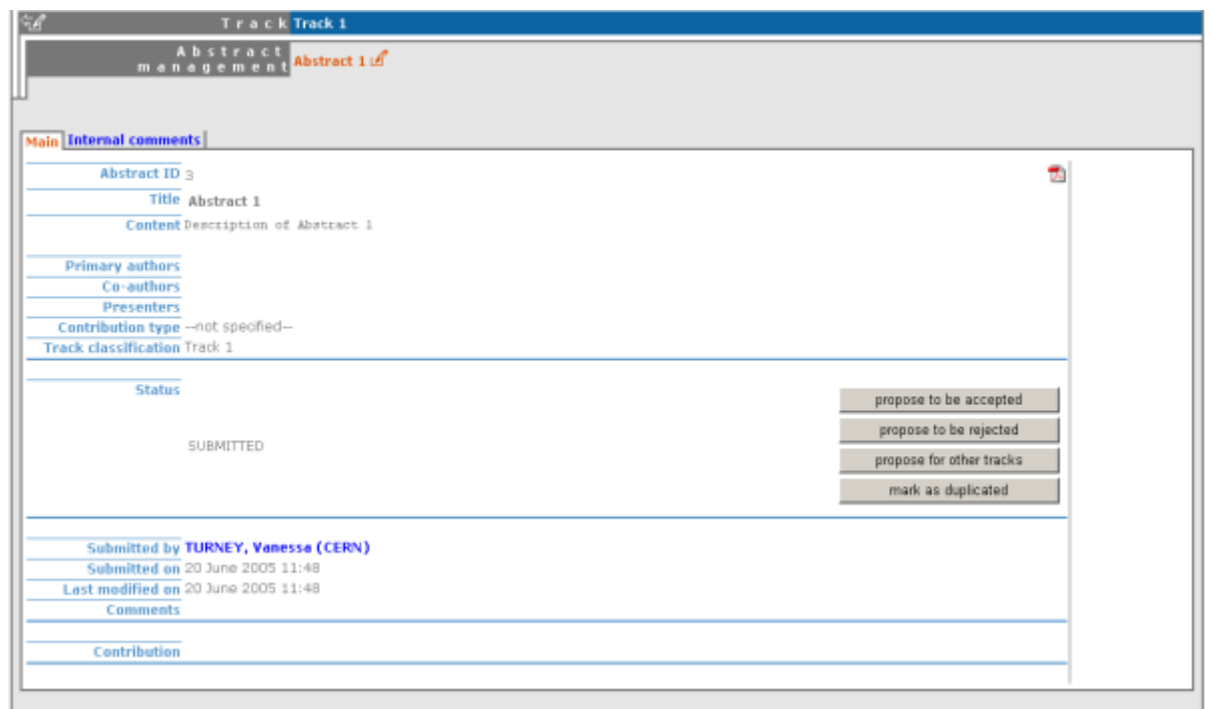

1.2. Track Co-ordinating

Once in the my tracks area you can click on the small red pen to the left of the track name to access the co-ordination area of that track.

1.2.1. Abstracts Tab

The abstracts Tab lists all the abstracts that have been submitted for your track and their status.

T r a c k Track 1

Abstracts | Contributions

Display abstract with ID = [ ] go

Display options

show contribution types	show in status	show acc. contribution types	others
☑ --not specified--	☑ ✗ proposed to be rejected ☑ ◔ submitted ☑ ✗ rejected ☑ ■ proposed to be accepted ☑ ■ accepted for other track ☑ ➜ proposed for other tracks ☑ ■ accepted ☑ ◔ withdrawn ☑ ◔ merged ☑ ◔ duplicated	☑ --not specified--	☐ only multiple tracks ☐ only with comments

apply

Submitted abstracts (1) | PDF of all | participant list of all | all ab

ID ↓ Title	Type	Status	Acc. Type	Subr date
3 ☐ **Abstract 1**	--not specified-	◔ submitted		20 J

If you click on an abstracts name you will be taken to the abstracts management area from here you can view the abstracts details and propose whether you want to reject, accept, mark as duplicated or suggest the abstract for another track.

T r a c k Track 1

Abstract management | Abstract 1

Main | Internal comments

Abstract ID 3

Title Abstract 1

Content Description of Abstract 1

Primary authors

Co-authors

Presenters

Contribution type --not specified--

Track classification Track 1

Status

SUBMITTED

propose to be accepted
propose to be rejected
propose for other tracks
mark as duplicated

Submitted by **TURNEY, Vanessa (CERN)**

Submitted on 20 June 2005 11:48

Last modified on 20 June 2005 11:48

Comments

Contribution

1.2.2. Internal Comments Tab

The internal comments Tab allows you to view and add any comments attached to the abstract.