

CONFERENCE MANAGEMENT SYSTEM

Setting up and running a conference is a multi-phase process involving several individuals and groups, including organizing instance, authors, chairs, PC members and participants. Tasks and activities are either individual or require the coordination/cooperation of a set of roles: e.g. the PC chair depends on PC members to achieve the reviewing process and on the authors to get submissions; the organizer depends on session chairs to manage sessions, presenters depend on the organizer to have a suitable location, etc.

Agents associated to the persons involved in the process play roles in this organization, and therefore its behaviour can be influenced by that person. For example, an author could attempt to review their own paper or a PC Member could try to deal with fewer papers than they should. As such, the organisation must define the holding norms of behavior, which can, for instance include, the following: (a) papers must be submitted before the deadline; (b) reviewers must submit their evaluations on time; (c) all papers must be written in English; (d) reviewing must follow a single-blind (or double-blind) process.

During the submission phase, authors of submitted papers need to be informed that their papers have been received and they need to be assigned a submission number. Once the submission deadline has passed, the program committee (PC) has to handle the review of the papers; contacting potential referees and asking them to review a number of the papers. After a while, reviews are expected to come in and be used to decide about the acceptance/rejection of the submissions. Authors need to be notified of these decisions and, in case of acceptance, must be asked to produce the camera ready version of their revised papers. Finally, the publisher has to collect the camera ready versions from the authors and print the whole proceedings.