

# Eventsforce Abstracts

Eventsforce Abstracts is integrated with Eventsforce Event Management for a complete solution bringing together abstracts, registrations and sessions in one convenient, accessible place. From inviting and selecting papers to building schedules and managing delegates, our intuitive solution can help you manage complexities and streamline processes on one system.

Designed to make every detailed task simple, fast and accurate, it is the top choice of industry professionals across the globe.



## Features



### Website

Create fully customisable, branded, multilingual web pages without the need for any HTML or web design skills. Choose if your website is public or private. It really is that simple.



### Call for Papers / Abstracts

Create branded abstract submission and registration websites, fully integrated with your conference web pages. Add submission topics and set parameters for abstract submission.



### Submissions

Send out invites and then search and filter through abstract submissions, submitted papers and supporting documents.



### Reviewing

Coordinate and manage your reviews and reviewers, assign topics and send out communications from a secure, password-protected and controlled environment. Single or multi-stage reviewing is also supported.



### Sessions

Rapidly build an informative, up-to-date, online agenda with a host of session details including time and location, presenter information, topic, room capacity and pricing. Group sessions into categories or streams and add icon images for easy navigation.



### Reporting

Base your critical business decisions on the data that matters by creating reports on a huge range of event data, including abstracts per topic or session, event attendance and session selections. Schedule, share with others or when necessary, restrict access.



## 1. The Abstracts Submission Manager

- Decide who to invite for abstract submission
- Configure the submission process and data capture
- Send out personalised submission request emails
- Monitor submissions as they are received
- Allocate abstracts for review
- Allocate accepted abstracts to relevant sessions
- Build an online agenda
- Create and schedule reports



## 2. The Submitter

- Receive personalised invitation to submit an abstract
- Visit event website for abstract submission details
- Securely submit an abstract
- Receive an invite for full papers
- Stay up-to-date throughout the entire submission process via email notifications
- Benefit from post event communications



## 3. The Reviewer

- Receive personalised notifications when an abstract has been allocated for review
- Go online to view and score abstract
- Score using built in scales and measures
- Save and return at a later date if convenient
- Submit review online
- Keep up-to-date with regular communications

## Who Uses Eventsforce Abstracts?

### The Abstract Submission Manager

“From sending invitations for papers to building schedules and agendas, Eventsforce makes the whole process of abstract management a whole lot simpler. It also saves me valuable time by creating in-depth reports on abstract submissions which can be filtered down by topics, authors and countries.”

### The Submitter

“When submitting an abstract I need the process to be quick and easy to understand. Eventsforce Abstracts makes the whole process a lot simpler – from clear invitations and guidelines to automatic notifications that keep me updated at all times.”

### Reviewer

“When reviewing abstracts, convenience is a top priority for me. I need a system that allows me to stay informed of any abstracts submissions that have been allocated to me for review. Eventsforce Abstracts does this and it also allows me to review and score abstracts quickly and securely online.”

### Conference Attendee

“My time is precious, so if I’m going to invest my time and resources going to a conference, I need to get the most out of it. Clear and relevant agendas, detailed speaker descriptions and up-to-date session information enables me to make the right decisions.”

