



The International Water Association

2A.C3 AL GUIDE AND SUPPORT

The following Concept document will provide the guides to use the submission system Abstract Logic for the IWA event organisers.

IMPORTANT NOTE: Together with these guidelines you will receive the Shocklogic user document, with more detailed explanations. These guidelines were created by IWA staff in order to introduce you the programme. We are not software developers we are only users of this software. We create the project for you and support you as much as we can.

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August 17

1. Your Event project.

IWA staff has already helped you to create your online project. You have received your (ID and Log in) credentials which allows you to access the back end of the Submission Project.



Example of project ICA2017

2. Review the platform

To create a project, the system requires a template. IWA Staff use as a template a previous Specialist Group Conference, therefore the info comes mainly from that project. It might happen that some old dates, content, banners or email address from the previous conference are left. Please report the issues that you find to IWA staff to we avoid mistakes.

Before make all the submission links available to the public, we need you to check if all the info and links are correct. For that you will need to create a test submission to check the system by your self:

- a. Authors registration: Register as submitter and submit an abstract. Follow the instructions.
- b. Reviewers inscription: register as reviewer and login to reviewer's profile.

a. Submit a test paper and register as Author

You have to use the URL links.

The link for the submission that you must share on the website is the: Abstract profile link is **the ABSTRACT PROFILE LINK**

Where to find the links? :

ibstractlogic User: Gameau, Cyril (Cyril@Gameau) Project Id: ICA2017 Total Abstracts: 138 Total Scored: 96 %
 Client Id: IWA1 Project Name: 12th IWA Specialized Conference on New Abstracts this week: 0
 Form Setup - Form Design - Administration - Submitters Login Area - Reviewing - Programme - Onsite

- 1 Parameters
- 2 Maintenance
- 3 Reviewing/Faculty
- 4 User Interface
- 5 Database
- 6 Reports
- 7 Log out

Quick Search
 WAB Abs No

Powered by Shocklogic®

[OPEN] ABSTRACT PROFILE LINK
 Abstract profile link - Click on the code to copy to your clipboard
https://www5.shocklogic.com/scripts/jevent/Abstract.asp?Client_Id=9271WA1327&Project_Id=927ICA2017&Form_Id=8&Language_Code=

[OPEN] ABSTRACT FORM LINK
 Abstract form link - Click on the code to copy to your clipboard
https://www5.shocklogic.com/scripts/jevent/AbstractForm.asp?Client_Id=9271WA1327&Project_Id=927ICA2017&Form_Id=8&Language_Code=

[OPEN] SUBMITTER LOGIN LINK
 Submitter login link - Click on the code to copy to your clipboard
https://www5.shocklogic.com/scripts/jevent/MyAbstractPageLogin.asp?Client_Id=9271WA1327&Project_Id=927ICA2017&System_Id=1&Form_Id=8&Language_Code=

[OPEN] REVIEWER REGISTRATION LINK
 Reviewer registration link - Click on the code to copy to your clipboard
https://www5.shocklogic.com/scripts/jevent/ReviewerRegistration_1.asp?Client_Id=9271WA1327&Project_Id=927ICA2017&System_Id=1&Form_Id=8&Language_Code=

[OPEN] REVIEWER LOGIN LINK
 Reviewer login link - Click on the code to copy to your clipboard
https://www5.shocklogic.com/scripts/jevent/ReviewLogin.asp?Client_Id=9271WA1327&Project_Id=927ICA2017&System_Id=1&Form_Id=8&Language_Code=

[OPEN] PRELIMINARY REVIEWER LOGIN LINK
 Preliminary Reviewer login link - Click on the code to copy to your clipboard
https://www5.shocklogic.com/scripts/jevent/ReviewLogin_Prelim.asp?Client_Id=9271WA1327&Project_Id=927ICA2017&Form_Id=8&Language_Code=

[OPEN] PROGRAMME LOGIC LINK
 ProgrammeLogic link - Click on the code to copy to your clipboard
https://www5.shocklogic.com/scripts/ProgrammeLogic/ProgrammeLogic_Start.asp?Client_Id=9271WA1327&Project_Id=927ICA2017&Form_Id=

[OPEN] REFRESH ABSTRACT DATA | REFRESH HOTELS DATA - DATAEXPORTER
 Refresh abstract data | Refresh hotels data - DataExporter - Click on the code to copy to your clipboard
https://www5.shocklogic.com/scripts/jevent/dataExporter.php?Client_Id=IWA1&Project_Id=ICA2017

[OPEN] ONLINE PROGRAMME LINK
 Online programme link - Click on the code to copy to your clipboard
https://www5.shocklogic.com/scripts/jevent/programme.php?Client_Id=IWA1&Project_Id=ICA2017

[OPEN] LIBRARY LOGIC
 Librarylogic - Click on the code to copy to your clipboard
https://www5.shocklogic.com/scripts/jevent/liblogic.php?Client_Id=IWA1&Series_Id=

Nevertheless, in order to allow reviewers to register in the system, you have to use another link. Please see below:

6.01 URLs
 Show links for style sheet: -- Generic default --

[OPEN] ABSTRACT FORM LINK
 Abstract form link - Click on the code to copy to your clipboard
https://www5.shocklogic.com/scripts/jevent/AbstractForm.asp?Client_Id=9271WA1327&Project_Id=927ICA2017&Form_Id=8&Language_Code=

[OPEN] SUBMITTER LOGIN LINK
 Submitter login link - Click on the code to copy to your clipboard
https://www5.shocklogic.com/scripts/jevent/MyAbstractPageLogin.asp?Client_Id=9271WA1327&Project_Id=927ICA2017&System_Id=1&Form_Id=8&Language_Code=

[OPEN] REVIEWER REGISTRATION LINK
 Reviewer registration link - Click on the code to copy to your clipboard
https://www5.shocklogic.com/scripts/jevent/ReviewerRegistration_1.asp?Client_Id=9271WA1327&Project_Id=927ICA2017&System_Id=1&Form_Id=8&Language_Code=

[OPEN] REVIEWER LOGIN LINK
 Reviewer login link - Click on the code to copy to your clipboard
https://www5.shocklogic.com/scripts/jevent/ReviewLogin.asp?Client_Id=9271WA1327&Project_Id=927ICA2017&System_Id=1&Form_Id=8&Language_Code=

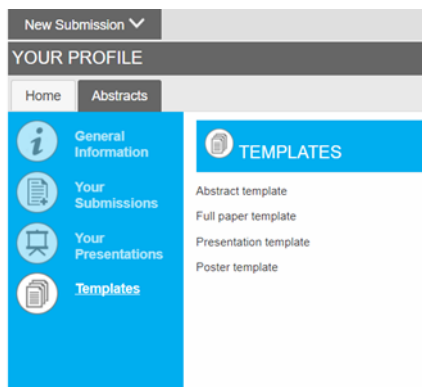
[OPEN] PRELIMINARY REVIEWER LOGIN LINK
 Preliminary Reviewer login link - Click on the code to copy to your clipboard
https://www5.shocklogic.com/scripts/jevent/ReviewLogin_Prelim.asp?Client_Id=9271WA1327&Project_Id=927ICA2017&Form_Id=8&Language_Code=

3. Let's get started

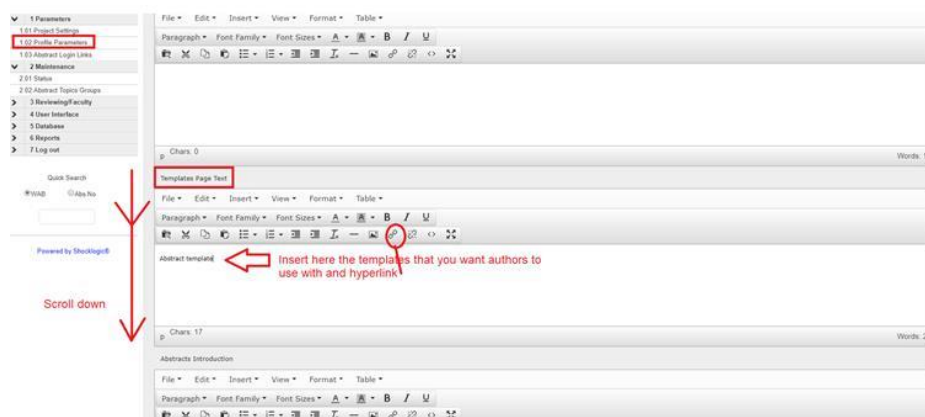
Once everything is checked and working, you may launch the **Call for papers!**

Now you can share the link of the **Abstract Profile link** on the event website. This will allow submitters to create their profiles and upload until max 3 abstracts (we may change this numbers).

You can add your own templates (abstract, full papers, poster template, ppt presentation) in the profile site.



We have added IWA templates but you might change them if you wish. Go to "1.02 Profile parameters" on the 2nd tab "Home page" and follow the instructions below.



a. Data base

Once the abstract submission is open and promoted you will start receiving papers on the system.

The info is collected on the data base. You can check the papers received so far on the 5. Data Base Section; 5.01 Abstracts 5.02 Authors.

For the reviewers, the database is 3.01 View reviewers.

b. How to manage the papers

On the data base 5.01 you will find list of abstracts. Some of the main info is visible in this display. You can short the abstract with the top menu

Abstract Title	Date Submission	Topic	Cat	Pres	Status	Avg Score	Session	Abs No	Acpt/Rej
The META-ASM model: validation in full-scale WWTPs and performance comparison with ASM2d	13-01-2017	02		4	0	18.00			
Phase III - Denmark	13-01-2017			001	00				
Phase III - Automation	13-01-2017			001	00				
Highly distributed long-term monitoring of bio-sewer dynamics using low-power radio technology	12-01-2017	01		4	0	18.00			
Choosing the observer: Monitoring pH sensors by means of sleep response experiments	11-01-2017	04		4	01	17.00			
Soft-sensing nitrite in a urine nitrification system for resource recovery	11-01-2017	01		4	0	16.25			
Simple control strategies for mitigating N2O emissions in phase isolated full-scale WWTPs	11-01-2017	03		4	0	16.25			
Measurement and control of forward osmosis desalination system	13-01-2017	07		5	001	00			
Falkus Prediction of Multimedia Filtration by Using a Hybrid Clustering Method	10-01-2017	04		4	01	16.00			
Achieving Simultaneous Nitrification Denitrification in Anammox Based Activated Sludge	10-01-2017	03		4	0	16.00			
Reinforcement learning-based control of storm water networks	10-01-2017	03		4	0	15.00			
Developing Real-Time Decision Support Systems for Improved Control of Stormwater and Wastewater Infrastructure	10-01-2017	03		4	0	14.75			
Model-Assisted Control	10-01-2017	03		4	0	9.75			
A simplified approach for actively monitoring in complex wastewater treatment processes	10-01-2017	01		4	0	16.75			
Control strategies using dynamic alpha factors for oxygen transfer optimization in WWTPs	10-01-2017	02		4	0	16.00			
On-line monitoring, control and mitigation of green house gases emissions in WWTPs	10-01-2017	02		4	0	15.25			
Controlling biogas desulfurization in aerobic biotrickling filters through in-situ liquid electrolyte regulation	10-01-2017	03		4	0	15.50			
Model-based design of control strategies for mitigating N2O emissions in a full-scale sequencing batch reactor	10-01-2017	02		4	0	15.50			
Discriminating of control strategies implemented in a dedicated control	10-01-2017	02		4	0	11.75			

Some of this info may help you to classify the submissions.

You can create new status, that may be useful for you. For instance: “ approved”, “ not suitable”, “ registered and paid”, “ Papers that miss the attachment” ...

To create a new status follows the instructions below:

2. Maintenance; 2.01 Status

The screenshot shows the 'Status (HTML Editor ON)' form in the abstractlogic system. The form includes a 'Status code' field, a 'Description' field, and several checkboxes for applying the status to abstracts, reviewers, and faculty. Red arrows and text annotations highlight the key steps: '1st- Create a numeric code' points to the status code field, '2nd - Create the description for instance "No attachment"' points to the description field, and '3rd- Press save' points to the save button.

(NOTE:for status code no dots or slashes are allowed, only numbers)

There is also an option to create categories (3.01). The way to create categories is very similar to the creation of status (above).

You can manage your abstracts as you need, changing status, category.... See figure below:

The screenshot displays the abstract management interface. A table lists abstracts with columns for ID, author, title, and status. Red arrows point to the 'Status' column and the 'Update' dropdown menu. Text annotations include '1st Select the abstract/s', '2nd Make the updates that you want to that/those specific abstract/s and press go', and 'In this example you will change the category of the abstracts'.

You can also communicate with the authors by the programme using the Email function.

Regarding the State, we classify as “Non-Live” abstracts that we do not consider for the Programme; test, incomplete submissions, repeated versions..... Please note that may happen that some abstracts when submitted end up in “Non-Live “Status. We advise you to check Non Live abstracts once in a while, in case this happen.

4. Review the papers

First you need to define who is going to review the abstracts submitted. Many times the Programme Committee is the one in charge of it.

Programme committee members must register as reviewers to access the platform. You have to share with the potential reviewers the link (see point 2.a of this guideline) in order to let them register in the platform.

a. How to assign reviewers to abstracts

Once you have a pool of reviewers ready to check your submissions, you have to assign the abstracts to them. The system has a very useful tool that assign all the abstract in bulk based on the topics: 3.06 (follow the instructions of the system)

If you want to assign the abstracts to a specific author, use 3.07.

b. Before start the review

Once you have all the papers assigned you can ask the reviewers to start the review. For that you need to activate Review Preview (so you activate the reviewers), and reviewers can see their assignments) Press 3.05

Note! Check that reviewers are allowed to review, otherwise they cannot log in on the system. See how to do it in the picture below:

The screenshot shows the AL system interface. On the left, there is a navigation menu with categories like Parameters, Maintenance, Reviewing/Faculty, User Interface, Database, and Reports. The main area displays a table of reviewers with columns for Name / Abst List, Status, Cat, Topics, Allocated, Scored, Not Scored, Unable To Review, Lang, and Date Reg. Below the table, there is a form with buttons for 'Add...', 'E-Mail', 'Delete', and 'Reviewer's Report'. A dropdown menu is open, showing options: '-- Please Select --', 'Disable Review', 'Enable Review', and '-- Please Select --'. A red arrow points to the 'All' button in the '1st- Select all reviewers' step, and another red arrow points to the 'Enable Review' button in the '2nd- Enable Review and press go' step.

Now you can share the link to access the system with the reviewers so they can start reviewing:

The screenshot shows a web application interface with a navigation menu on the left and a main content area. The navigation menu includes items like '1 Parameters', '2 Maintenance', '3 Reviewing/Faculty', '4 User Interface', '5 Database', '6 Reports', and '7 Log out'. The main content area is titled '6.01 URLs' and contains a list of links. The 'REVIEWER LOGIN LINK' is highlighted with a red box. The links are as follows:

- [OPEN] ABSTRACT FORM LINK**: Abstract form link - Click on the code to copy to your clipboard. URL: https://ww5.shocklogic.com/scripts/Seevent/Abstract.asp?Client_Id=92710413278Project_Id=9271CA20178278Form_Id=8Language_Code=
- [OPEN] SUBMITTER LOGIN LINK**: Submitter login link - Click on the code to copy to your clipboard. URL: https://ww5.shocklogic.com/scripts/Seevent/MyAbstractPageLogin.asp?Client_Id=92710413278Project_Id=9271CA20178278System_Id=18Form_Id=8Language_Code=
- [OPEN] REVIEWER REGISTRATION LINK**: Reviewer registration link - Click on the code to copy to your clipboard. URL: https://ww5.shocklogic.com/scripts/Seevent/ReviewerRegistration_1.asp?Client_Id=92710413278Project_Id=9271CA20178278System_Id=18Form_Id=8Language_Code=
- [OPEN] REVIEWER LOGIN LINK**: Reviewer login link - Click on the code to copy to your clipboard. URL: https://ww5.shocklogic.com/scripts/Seevent/ReviewLogin.asp?Client_Id=92710413278Project_Id=9271CA20178278System_Id=18Form_Id=8Language_Code=
- [OPEN] PRELIMINARY REVIEWER LOGIN LINK**

c. When the review is finished

Reviewers will start reviewing their assigned abstracts. You can check the status of the review on the Reviewers database 3.01 and also on the abstracts database 5.01 in the field *Avg Score*.

If some abstract remind with no score, you can reassign the abstract to another reviewers by 3.07

To see the results you may download the report: **6. Reports, Excel Report.**

5. Frequently asked questions

How can I delete a submitted abstract?

In principle this is not allowed. We recomend to change the status as “Non live” so you will clean your list of abstract with unwanted versions.