



## The International Water Association

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### 2A.C3 AL GUIDE AND SUPPORT

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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 submission programme. We are not software developers but only users of this software. We create the project for you and support you as much as we can.

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# 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 the 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:

- a. Author's registration and submission: To create the test submission, you have to register as submitter and follow the instructions to submit an abstract. Please submit a test abstract.
- b. Reviewer's inscription: Please check the review login, register as a test- reviewer and login to reviewer's profile with the provided credentials received by email.

### a. How to 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: [the ABSTRACT FORM LINK](#)

If you wish to allow submitters to edit their submission while the submission portal is open you must share with them: [the ABSTRACT PROFILE LINK](#). Authors will receive this link with the acknowledgement email.

Where to find the links? See pictures below.

To submit the paper.

The screenshot shows the abstractlogic user interface. At the top, the user is identified as Estevan, Eva (Eval/WA) with Client ID IWA1. The project is LET2018, 15th IWA Leading Edge Conference. The interface includes a navigation menu on the left with options like Parameters, Select Fields, Maintenance, etc. The main content area displays several links: [OPEN] ABSTRACT FORM LINK, [OPEN] SUBMITTER LOGIN LINK, [OPEN] REVIEWER REGISTRATION LINK, and [OPEN] REVIEWER LOGIN LINK. The URL for the Abstract Form Link is highlighted with a red box.

To edit the paper.

The screenshot shows the abstractlogic user interface for user Gameau, Cyril (Cyril/Gameau) with Client ID IWA1. The project is ICA2017, 12th IWA Specialized Conference on. The interface includes a navigation menu on the left with options like Parameters, Maintenance, Reviewing/Faculty, etc. The main content area displays several links: Preliminary Reviewer login link, [OPEN] PROGRAMMELOGIC LINK, [OPEN] REFRESH ABSTRACT DATA | REFRESH HOTELS DATA - DATAEXPORTER, [OPEN] ONLINE PROGRAMME LINK, [OPEN] LIBRARYLOGIC, and [OPEN] ABSTRACT PROFILE LINK. The Abstract Profile Link is highlighted with a red box, and a red arrow labeled 'Scroll down' points to it.

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

The screenshot shows a web application interface with a top navigation bar containing menu items: Form Setup, Form Design, Administration, Submitters Login Area, Reviewing, Programme, and Onsite. On the left, there is a sidebar menu with items: 1 Parameters, 2 Maintenance, 3 Reviewing/Faculty, 4 User Interface, 5 Database, 6 Reports, and 7 Log out. Below the menu is a 'Quick Search' section with radio buttons for 'WAB' and 'Abs.No' and a search input field. The main content area is titled '6.01 URLs' and contains a dropdown menu for 'Show links for style sheet' set to '-- Generic default --'. Below this are five link cards, each with an icon, a title, a description, and a URL. Each card also has 'Embed', 'HTML Code', and 'Short Url' buttons.

- [OPEN] ABSTRACT FORM LINK**  
Abstract form link - Click on the code to copy to your clipboard  
URL: [https://mw5.shocklogic.com/scripts/jeevent/Abstract.asp?Client\\_Id=8271W418278Project\\_Id=8271CA20178278Form\\_Id=8Language\\_Code=](https://mw5.shocklogic.com/scripts/jeevent/Abstract.asp?Client_Id=8271W418278Project_Id=8271CA20178278Form_Id=8Language_Code=)
- [OPEN] SUBMITTER LOGIN LINK**  
Submitter login link - Click on the code to copy to your clipboard  
URL: [https://mw5.shocklogic.com/scripts/jeevent/MyAbstractPageLogin.asp?Client\\_Id=8271W418278Project\\_Id=8271CA20178278System\\_Id=18Form\\_Id=8Language\\_Code=](https://mw5.shocklogic.com/scripts/jeevent/MyAbstractPageLogin.asp?Client_Id=8271W418278Project_Id=8271CA20178278System_Id=18Form_Id=8Language_Code=)
- [OPEN] REVIEWER REGISTRATION LINK**  
Reviewer registration link - Click on the code to copy to your clipboard  
URL: [https://mw5.shocklogic.com/scripts/jeevent/ReviewerRegistration\\_1.asp?Client\\_Id=8271W418278Project\\_Id=8271CA20178278System\\_Id=18Form\\_Id=8Language\\_Code=](https://mw5.shocklogic.com/scripts/jeevent/ReviewerRegistration_1.asp?Client_Id=8271W418278Project_Id=8271CA20178278System_Id=18Form_Id=8Language_Code=)
- [OPEN] REVIEWER LOGIN LINK**  
Reviewer login link - Click on the code to copy to your clipboard  
URL: [https://mw5.shocklogic.com/scripts/jeevent/ReviewLogin.asp?Client\\_Id=8271W418278Project\\_Id=8271CA20178278System\\_Id=18Form\\_Id=8Language\\_Code=](https://mw5.shocklogic.com/scripts/jeevent/ReviewLogin.asp?Client_Id=8271W418278Project_Id=8271CA20178278System_Id=18Form_Id=8Language_Code=)
- [OPEN] PRELIMINARY REVIEWER LOGIN LINK**  
Preliminary Reviewer login link - Click on the code to copy to your clipboard  
URL: [https://mw5.shocklogic.com/scripts/jeevent/PreliminaryReviewerLogin.asp?Client\\_Id=8271W418278Project\\_Id=8271CA20178278System\\_Id=18Form\\_Id=8Language\\_Code=](https://mw5.shocklogic.com/scripts/jeevent/PreliminaryReviewerLogin.asp?Client_Id=8271W418278Project_Id=8271CA20178278System_Id=18Form_Id=8Language_Code=)

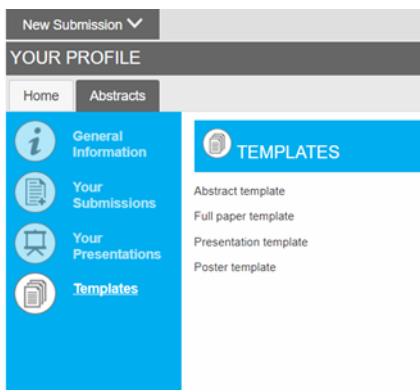
### 3. Let's get started

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

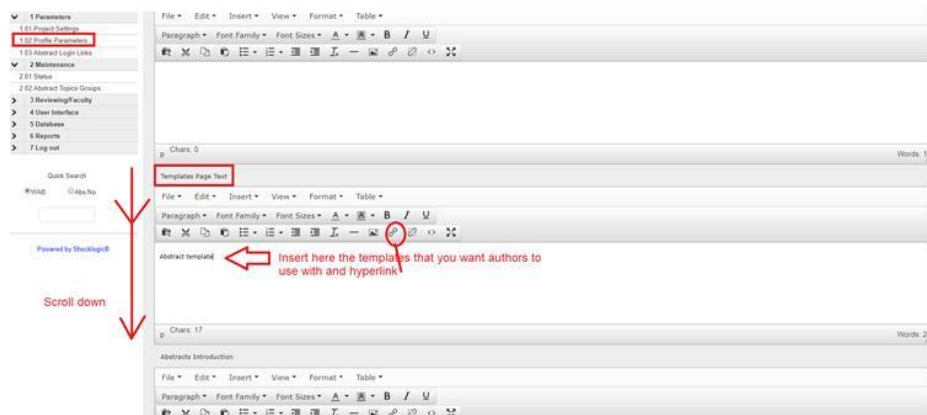
Now you can share the link of the **Abstract Form link** on the event website. This will allow submitters to create their profiles and upload the paper.

They can submit 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 2<sup>nd</sup> 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.

Id	Family Name	First Name	City	Abstract Title	Date Submission	Topic	Cat	Pres	Status	Avg Score	Session	Abs No	Acpt/Rej
01	Santos	Jorge	PT	The META-ASM model: validation in full-scale WWTPs and performance comparison with ASM2d	13-01-2017	02		4	0	18.00			
02	Venkatarajulu	M.	IN	phosue fill - Domestic	13-01-2017				001	00			
03	Venkatarajulu	M.	IN	Phosue fill - Automation	13-01-2017				001	00			
04	Ekumasaat	Frank	CH	Highly distributed long-term monitoring of in-sewer dynamics using low-power radio technology	12-01-2017	01		4	0	16.00			
05	Vilaz	Kris	CH	Observing the observer: Monitoring pH sensors by means of step response experiments	11-01-2017	04		4	01	17.00			
06	Vilaz	Kris	CH	Soft-sensing nitrite in a urine nitrification system for resource recovery	11-01-2017	01		4	0	16.25			
07	Valverde-Pérez	Bojia	DK	Simple control strategies for mitigating N2O emissions in phase isolated full-scale WWTPs	11-01-2017	03		4	0	16.25			
08	Kim	Yu Chang	KR	Measurement and control of forward osmosis desalination system	13-01-2017	07		5	001	00			
09	Bagheri	Behrad	US	Falcons Prediction of Multimedia Filtration by Using a Hybrid Clustering Method	10-01-2017	04		4	01	16.00			
10	Klaus	Stephanie	US	Achieving Simultaneous Nitrification Denitrification in Anammox Based Activated Sludge	10-01-2017	03		4	0	16.00			
11	Mullapudi	Abhiram	US	Reinforcement learning-based control of storm water networks	10-01-2017	03		4	0	15.00			
12	Kentuz	Ruban	US	Developing Real-Time Decision Support Systems for Improved Control of Stormwater and Wastewater Infrastructure	10-01-2017	03		4	0	14.75			
13	Thorpe	Jared	NZ	Model-Assisted Control	10-01-2017	03		4	0	9.75			
14	Mauricio-Iglesias	Miguel	ES	A simplified approach for actively monitoring in complex wastewater treatment processes	10-01-2017	01		4	0	16.75			
15	Rosso	Diego	US	Control strategies using dynamic alpha factors for oxygen transfer optimization in WWTPs	10-01-2017	02		4	0	16.00			
16	Baeza	Juan	ES	On line monitoring, control and mitigation of green house gases emissions in WWTPs	10-01-2017	02		4	0	15.25			
17	Baeza	Juan	ES	Controlling biogas desulfurization in aerobic biotrickling filters through H2S online liquid electrolyte regulation	10-01-2017	03		4	0	16.50			
18	Baeza	Juan	ES	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			
19	Robles	Ángel	ES	Benchmarking 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 is useful for you. For instance: papers that miss the attachment ...

To create a new status follows the instructions below:

## 2. Maintenance; 2.01 Status

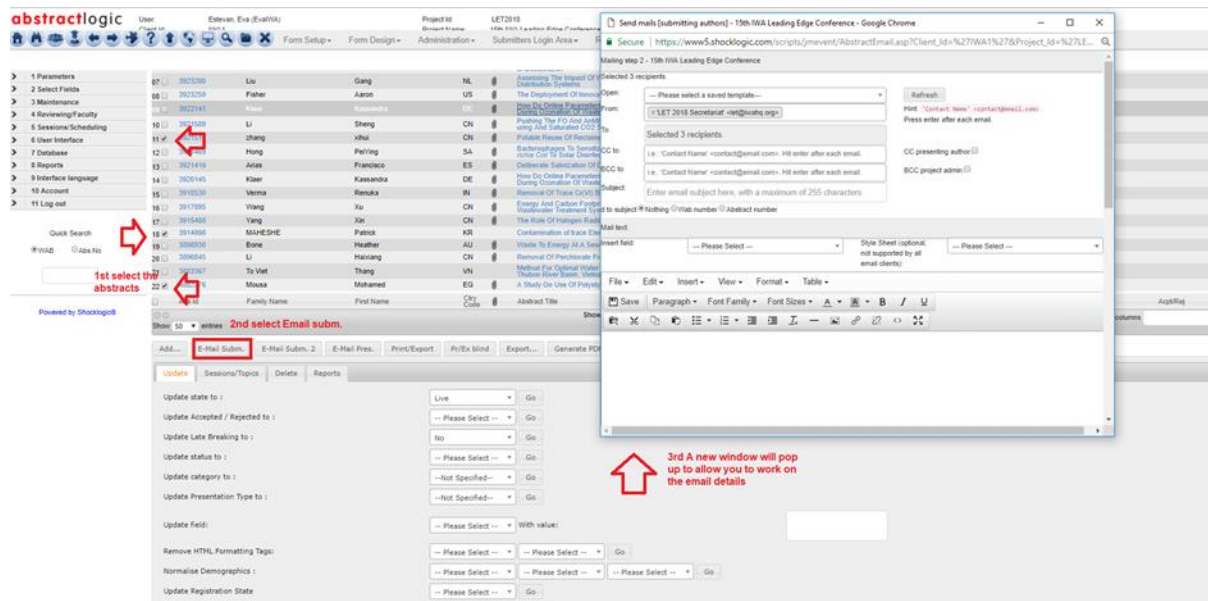
**IMPORTANT NOTE:** for status code no dots or slashes are allowed, only numbers

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:

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 happens.

## 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 abstracts 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.

1<sup>st</sup> - Activate Review Preview (so you activate the reviewers and reviewers can see their assignments) Press 3.05

2<sup>nd</sup> - 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 a table of reviewers with columns for ID, Name / Abst List, Status, Cat, Topics, Allocated, Scored, Not Scored, Unable To Review, Lang, and Date Reg. A dropdown menu is open over the table, showing options: -- Please Select --, Disable Review, Enable Review (highlighted), -- Please Select --, and -- Please Select --. A search bar is visible at the bottom of the table area.

3<sup>rd</sup> - Now you can share the link to access the system with the reviewers so they can start reviewing:

The screenshot shows a page titled '6 01 URLs' with several links for abstract form, submitter login, reviewer registration, reviewer login, and preliminary reviewer login. The 'REVIEWER LOGIN LINK' section is highlighted with a red box. The links are provided in a table format with options for Embed, HTML Code, and Short URI.

### 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**. There are many, we recommend **Score report columns**

## 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.