The MYREVIEW System

Version 1.9

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Chapter 1

Introduction

MYREVIEW is a web-based conference management software which has been implemented in may-july 2003, and used initially for managing the ACM conference on Geographic Information Systems. A lot of functionalities have been added to the system since. The system is now widely used (see the home page for a list of sites).

The present document is the administrator and user manual of MYREVIEW version 2, published in july 2007. Version 2 still provides a complete list and functionalities. In addition it relies on a better organized architecture, and on advanced tools which makes its development and evolution much easier and reliable.

The main goals of the system are to provide and easy-to-install and easy-to-manage software, based on the most up-to-date and widespread technologies. It proposes the traditional functionalities of such systems, namely:

1. **Paper submission**.
   Authors can submit an abstract, along with the author's list, the list of authors, the main topic of the paper, and answers to questions which can be defined by the administrator. They receive an id and a password which must be used later on to submit the full paper (a PDF, PS of Word file which is stored by the system).

2. **Assignment of papers to reviewers**.
   The administrator can use a manual or automatic assignment of papers to the reviewers. The automatic assignment relies on the *ratings* of papers by reviewers, expressing their willingness to review, or not, the submitted papers. Reviewers enter their rating via a web form which displays the abstracts submitted to the conference.

3. **Review submission**.
   Reviewers can connect to the system using their email as login, and a password. They can dowload the papers they have been assigned to, submit their evaluation, and modify it at any moment. The authors' names can be hidden (blind reviews).

4. **Discussion on conflicting reviews**.
   The administrator can browse the reviews in a synthetic table, and ask the reviewers to launch a discussion whenever their evaluations diverge. The discussion is supported by a forum-like interface and can be either *general* (any reviewer can see all the evaluations for all papers, except those for which he declared to be in conflict) or *restricted* (the discussion on a paper is limited to the reviewers that provide a review).

5. **Paper selection**.
   Based on the reviews, the administrator can mark the accepted papers as 'accepted' or 'rejected'. A mail can then be sent to the contact authors giving the status of each paper, together with the (anonymous) reviews.

6. **Preparation of the conference**.
Since version 1.8, MYREVIEW supports the organisation of a conference in slots and sessions. More-over this information is used to produce automatically several documents:

- the proceedings, including the PC members list, the external reviewers list, the index of authors, etc.

- the program,

- a booklet of abstract,

- etc.

Beyond these functionalities commonly found in other popular systems, MYREVIEW proposes in addition some unique features:

1. **Trivial installation**.
MYREVIEW is implemented with PHP and MySQL (the latter can easily be replaced by any other DBMS). The installation is fully automatic (no need to rely on system commands as soon as a MySQL database is available). In addition the system can be configured using a web-based interface.

2. **Full presentation/logic independence**.
MYREVIEW relies on the PHP *templates* mechanism. Basically it means that the presentation is independent from the logic of the application. In particular you can implement freely your own graphical design and plug the MYREVIEW functionalities in your HTML pages very easily. All the mails sent to the various actors can also be modified completely independently from the PHP code.

3. **Powerful tools for assigning papers to reviewers**. The assignment of papers is the most time-consuming task when managing the submission phase of a conference. MYREVIEW proposes an automatic assignment which relies on a variant of weighted matching algorithms for bipartite graphs. Reviewers are required to rate the submitted papers, based on the title, abstract and authors informations, and these ratings are used by the algorithm to obtain the best possible assignment.

The present document describes the installation, customization and use of MYREVIEW.

Important: MyReview is implemented and tested with MySQL 4.1 and PHP 5.0. Because of minor differences and default configurations, some warning messages might appear with other versions.. In most cases this can be solved easily. If you have troubles, please tell us by sending a mail to *myreview@lri.fr*.

MYREVIEW can be downloaded from:

http://myreview.lri.fr

The system distribution is based on the GPL licence. It is copyrighted by Philippe Rigaux. Basically you can use it freely, and modify it for your own needs – but you cannot claim that you created it, and your modifications should be public as well. I will apreciate anyway if you tell me when and how the system has been used. It will also help if you give us your feedback on the aspects which still need to be improved.

1.1 Ackowledgments

Most of the system, up to version 1.3, has been designed and implemented by Philippe Rigaux.

- Miki Hermann (*http://www.lix.polytechnique.fr/Labo/Miki.Hermann*) proposed the automatic assignment module, based on a sophisticated variant of weighted matching in bipartite graphs. Miki implemented the algorithm in C, and we made the translation in PHP/MySQL.

- Omar Sidikou wrote a first version of PDF documents production.

- Jérôme Garnier (*jeromgarnier@wanadoo.fr* worked intensively on the system, starting from july 2004. He implemented many functions, including the camera-ready support, graphics, final PDF documents, the automatic installation script, etc.

- Bertrand Chardon (*chardon@lri.fr* has been in charge of the automatic production of proceedings and other documents.

Chapter 2

Getting started

MYREVIEW comes with two installation procedures. The first one (recommended) is fully automatic. You just have to fill a web form with your installation settings and an installation script makes the job for you. The second one, called "manual" in the following, requires some simple manipulations, but basically it should be a matter of a few minutes to get the system working.

In all cases, you should first check that your environment is ready for the MYREVIEW install. Read carefully the following section before doing anything, and if necessary ask your system administrator to make the necessary adjustments.

2.1 Prerequisites

You need a web server (say, Apache), with a MySQL/PHP environment. All these softwares are free and available with any Linux distribution. They can be installed on Windows quite easily with the EasyPHP package (see *http://www.easyphp.org*).

2.1.1 MySQL

MYREVIEW uses quite common functionalities from MySQL, so any reasonably recent version should do. Of course you need a MySQL database, and two MySQL users to access this database. For convenience, we provide a script named *CreateDB.sql*.

Script 1 *CreateDB.sql : Script to create the database and MySQL users*

```
#
# Create the database. If you change any value here, report
# the changes in the DBInfo.php file.
#

CREATE DATABASE Review
   DEFAULT CHARACTER SET utf8;


#
# Create a MySQL user. Change 'localhost' to the name of the server
# that hosts MySQL.
#

GRANT ALL PRIVILEGES ON Review.* TO adminReview@localhost
      IDENTIFIED BY 'mdpAdmin';


#
# Create a MySQL user with restricted right for SQL queries
#
```

```
GRANT select ON Review.*  TO SQLUser@localhost IDENTIFIED BY 'pwdSQL';
```

It can be run with the MySQL command `source` under the MySQL command-line utility. For instance:

```
mysql> source CreateDB.sql
```

Depending on your environment, you might have to ask your system administrator to run the script for you. The script creates a database named `Review`, and two users. The first one is the standard user which can do anything, the second one is the "SQL" user which is only authorized to run `SELECT` queries through the web interface. Both users are declared to access the MySQL server on the `localhost` machine: replace `localhost` by the actual name of the server hosting your MySQL DBMS. Of course you can change the database and users' names at will.

Be careful with MySQL login and passwords: a user is not considered as the same depending on the client s/he uses. This leads sometimes to strange behaviors. Be aware that the login and password are used by the *web server* to connect to the MySQL server.

2.1.2 PHP

Regarding PHP, versions higher than 4.2 are recommended (which means that any environment that has been refreshed since 2002 will be OK). It is a good idea to check the following points in the PHP configuration. Note that all these parameters can be modified in the *php.ini* file if necessary.

- `file_upload` *must* be on, otherwise authors will simply not be able to upload their papers. Also check the `upload_tmp_dir` and `upload_max_filesize` values. By default PHP does not accept files whose size is greated than 2MB.

- the `upload_max_filesize` sets the maximal size of uploaded files. It is limited to 2MB by default (*php.ini* config. file).

Note that the `magic_quotes_gpc` option does not affect the behaviour of MYREVIEW. So `magic_quotes_gpc` can be `On` of `Off` indifferently (the Off value will be slighlty more efficient).

2.1.3 The mail sender

Since MYREVIEW sends many mails, it is of first importance to check that a mail send has been correctly configured on the machine that hosts your PHP environment. Usually the *sendmail* utility is used, and it does a good job in most cases. In case of troubles, please look at the PHP *mail()* documentation (*php.net*).

2.1.4 The web server

The web server must support PHP. As for any web application, the code of MYREVIEW must be put under the "document root" directory (say, *htdocs*, if it is Apache). , Unpacking the file *myreview.tar* in the document root directory will create a sub-directory named *myreview* with all the necessary files. You should check that:

- the *DBInfo.php* file is writable by the web server. If not, do something like `chmod 666 DBInfo.php`. The automatic installation script needs to write in this file.

- the followig subdirectories of *myreview* are accessible to the web server in *write* mode:

  - *FILES*: uploaded papers will be stored there. By default MYREVIEW comes with a *FILES* subdirectory, but you are free to choose another name for confidentiality issues. In any cases, check that the subdirectory is writable by the server. Otherwise do something like `chmod 777 FILES` to set up the correct access rights.

> – *tmpPDF* subdirectory must be writable as well. Temporary PDF documents will be stored there by the web server.
>
> – finally the *templates* subdirectory must be writable because MYREVIEW provides a web form to access and modify the templates. The modifications have to be written by the web server.

You are now ready to install and configure the system.

2.2 Automatic install

The automatic installation is the recommended way of installing MYREVIEW. The script creates the schema, initializes the PHP file which contains the MySQL connexion directives, and creates a first MYREVIEW administrator. Besides, it makes several tests to check that the installation is correct.

Launch a web browser and access the URL *http://yourServer/myreview/*. The installation script displays a web form. You must then provide the following informations:

- **Server name**
  The name of the host that runs MySQL server.

- **Database name**
  The name of the MySQL database which must store the MYREVIEW tables.

- **Login and password**
  The name and password of the MySQL user.

- MYREVIEW **administrator**
  The email, first name and last name of the MYREVIEW administrator, and his/her affiliation.

- **Password generator**
  A character string used as a "seed" to generate automatically the PC member passwords. The default value is "pwd" but you *must* change it on a production site for security reasons.

- **Uploaded papers directory**
  The default behavior of MYREVIEW is to store the uploaded papers in the FILES subdirectory. If you do not change it, someone with a good knowledge of the system will probably be able to download the submitted papers files. If you consider that this raises a security issue, you should modify the directory name. **Important**: note that the name that you provide *must* be the name of an existing subdirectory of MYREVIEW, and that this subdirectory *must* be writable by the web server. It is your responsability to create this directory with the correct access rights, because the system has no mean do that for you.

When the form is submitted, a script tests that everything is OK, reports the possible errors, and completes the installation if everything goes well. A message tells you how to access the system. You can now skip to the configuration section (page 10).

2.3 Manual install

All the PHP scripts in the system connect to the database with the parameters (login, password, database name, server name) contained in the following file:

Script 2 *DBInfo.php : PHP parameters to access the DB*

```php
<?php
// File written by Setup.php
// Constants that define how to connect the DB

// The standard user: can do anything
```

```
  define ("NAME","adminReview");
  define ("PASS", "mdpAdmin");
  define ("SERVER", "localhost");
  define ("BASE", "Review");

// The SQL user: can only submit SELECT queries
  define ("SQLUser", "SQLUser");
  define ("pwdSQL", "pwdSQL");
?>
```

Table name	Comments
Config	The configuration parameters
Paper	List of papers
Author	Authors of papers
PCMember	List of members of the program committee
Review	List of reviews: each row stores the comments of a paper by a PC member
ReviewMark	Stores the marks of a review
PaperStatus	List of the possible status of a paper
ResearchTopic	List of research topics
SelectedTopic	Topics selected by each PC member
Rating	Gives the preference of PC members on submitted papers
RatingBox	List of the papers which must be rated by PC members
Assignment	Assignment papers/reviewers, computed automatically
Correlation	Correlation between PC members.
Session	Session management
Message	Messages related to a paper during the discussion phase
Slot	The slots of the conference (each slot may host one or several sessions).
ConfSession	The sessions of the conference sessions).

Table 2.1: Tables in the MYREVIEW database

You must report the database name, the user name or passwords, and the MySQL server name in the *DBInfo.php* file. Next you must create the schema of the database with the script *Schema.sql*. Table 2.1 gives the list of tables.

MYREVIEW is installed (simple enough?). Please read the *README* file for any other information, and the *VERSIONS* for details on the current version.

You should now be able to access and use the system: try to access the URL with your favorite browser. The script *Schema.sql* creates a first administrator, with login *myreview@lri.fr* and password *08b271*. You can use this login to access the system, define the configuration, create other users (PC members), etc.

2.4   Configuration

The system must be configured with all the informations related to your own conference. This includes:

- the program committee;

- several parameters (URL of the submission site, mail of the administrator, etc.);

- the list of research topics, and the preferred topics of each PC member (optional);

- the list of possible status for papers (accepted, rejected, short or long papers, etc.);

- the list of evaluation criteria (relevance, quality, presentation, etc.) as well as the formula based on these criteria to evaluate the overall mark given by a reviewer.

2.4.1   Parameters

The system comes with a set of parameters with default values which must be updated to reflect the configuration of you own installation. This can be done with a web form, accessible from the administration interface. If you used the automatic installation, most of the essential parameters will be set properly, including the administrator login, the URL of the submission site and the password generator.

Note that the form displays the current account (login/passord) on its first line. **Changing the configuration parameter `passwordGenerator` will update the password**: the new one will then be shown there (more info below). Here is a list of the configuration parameters:

- **Conference acronym**
  Used as a short identification of the conference.

- **Conference name**
  Used in some mails and HTML pages.

- **URL of the conference**
  This is the URL of your installation of MYREVIEW. It is used as a base URL in several mails and HTML links, so it is very important to give it the correct value. For example, *{CONF_URL}/RatePapers.php* can be inserted in a mail template as a link to access the PC members rating box.

- **Conference mail**.
  Used as the 'From' and 'Reply-to' value for mails.

- **Chair mail**
  Used to send copies of mails (see below).

- **Password generator**
  A character string used as a "seed" to generate automatically the PC member passwords. Take care: changing the generator changes *all* the passwords, including the password of your current account. The new one is displayed at the top of the configuration form.

- **Uploaded papers directory**
  See explanations in the automatic installation section.

- **Files format**
  You can set the file types that can be uploaded by authors. The default is to accept only PDF files, but the configuration interface lets you choose among a list of pre-defined types. Of course there should be always at least one allowed type! You can easily modify the pre-defined parameters proposed in the configuration by modifying the `FILE_TYPES` array in `Constantes.php` file.

  If several types are accepted, then a list is proposed to the author when a paper is to be uploaded. MYREVIEW checks that the uploaded file is actually of the type declared by the user.

- **Two phases submission?**
  When 'Yes' (default), the *SubmitAbstract.php* does not propose to upload the paper file.

- **Extended submission form?**
  When 'Yes' (default), the submission form asks for the list of authors, including their first name, last name and affiliation. If 'No' a simplified form is proposed.

- **Multi-topics?**
  When 'Yes' (default), the submission form asks for a main topic, and allows the selection of one or several other secondary topics. When "No", only the main topic is asked for. Answering "Yes" gives a better description of the submission, but there might be some situations (a very large number of topics for instance) where only one topic is required. Your choice anyway.

- **Is abstract submission open?**
  When 'No', the abstract submission form is no longer accessible.

- **Is submission open?**
  When 'No', both the abstract and the paper forms can no longer be used. Switch from 'Yes' to 'No' to close the submission phase.

- **Blind review**
  When this option is set ('Yes'), authors' names are hidden from all the output shown to the reviewers. However, names are never hidden to administrators.

- **Discussion mode**
  Three possibilities:

  - **None** (the default). A reviewer cannot see the other reviews.
  - **Local**. Each reviewer can see the other reviews for the papers that s/he has to evaluate, a nd a forum is opened for each paper.
  - **Global**. Each reviewer can see all the other reviews, including those that s/he did not evaluate, *excepted* the papers that have been declared to be in conflict.

  The discussion mode should probably be set set to 'No' during the reviewing phase. This prevents a reviewers from being influenced by other reviews. You can switch to 'Local' or Glogal' when you want to enable a discussion phase on conflicting reviews. Note that the latter choice assumes that you are confident in the declaration of conflicts. This declaration occurs when the reviewers express their preferences (a level of 0 is interpreted as a conflict). So be careful.

- **Ballot mode**
  When you ask your PC members to express their preferences and conflict, a list of the submitted papers is shown in their 'rating box'. There are two choices for this list of papers:

  - **Topic based**. A PC member sees only the papers whose research topic matches one of his/her research topics.
  - **General** (the default). A PC member sees all the submitted papers.

  The second choice ensures that all the conflicts can be declared.

- **Nb reviewers per paper**
  Number of reviewers which must be assigned to each paper. Default is 3.

- **Mail on abstract submission**
  If 'Yes', a copy of the acknowledgment mail (to the contact author) is sent to the PC chair when an abstract is submitted.

- **Mail on paper upload**
  If 'Yes', a copy of the acknowledgment mail is sent to the PC chair when a paper is downloaded.

- **Mail on review submission**
  If 'Yes', a copy of the review is sent to the PC chair when a review is submitted.

- **Submission deadline**
  The date is for information purposes. It will be displayed in templates associated to the paper submission process. Note that the submission is *not* automatically closed when the deadline is over.

- **Review deadline**
  The date is for information purposes. It will be displayed in templates associated to the review submission process.

- **Camera-ready deadline**
  The date is for information purposes. It will be displayed in the notification mails.

The dates format is `dd/mm/yyyy`: two characters for the day, two for the month, 4 for the year.

Important: When you submit a new value for the `passwordGenerator` parameter, your own password is modified, and displayed at the top of the form: *YOU MUST NOTE AND REMEMBER THIS NEW PASSWORD*.

If you ever forget an administrator password, you can use the following script to recover it.

```php
<?php
  require_once ("Util.php");

  // Set 'user' to the login of your administrator
  $user = "myreview@lri.fr";
  $db = new BD (NAME, PASS, BASE, SERVER);
  $config = GetConfig($db);
  echo "The password of <b>$user</b> is <b>"
      . PWDMember($user, $config['passwordGenerator']) . "</b>";
?>
```

Put the script in a file *tmp.php* and run it through your web server. Then, of course, delete the *tmp.php* script....

2.4.2 Program committee

The program committee is a list of *members* identified by their emails. Since version 1.7, members do have *roles*. Currently the following roles are considered:

1. *administrators* can configure the system, create and modify codes and members, but they do not access to papers and reviews;

2. *chairs* can manage all the tasks related to the submission and evaluation of papers;

3. *reviewers* can only access the papers they have been assigned to, and enter their evaluation.

All the possible combinations of roles are allowed. A common choice is to have few people who are both administrator and chair but not reviewers. They can manage the submission process without having to review papers. All other members are only reviewers. Roles can be changed at any time, but since they are loaded in the profile of a user when a session begins, you have to wait for beginning of the user's next session to see the effects of changes.

Initially there is one administrator/chair (but not reviewer), either the one that you gave during the automatic installation, or the default user with email *myreview@lri.fr* and password *08b271* if you chose the manual installation. You must use this account to log on the system and perform all the configuration phase. As soon as other administrators are created, this user can be removed.

PC members can be created and modified with a web form accessible from the administrator page. Be very careful when you enter the email. Since this is the key, it cannot be modified later on. Choose whether the member is an administrator or not: any user declared with the "administrator" priviledge can run all the administrative functions.

If you already have a list of your program committee, you can populate the *PCMember* table with the `LOAD DATA` command of MySQL. The list of PC members should be in an ASCII files with separators for each field (for instance, ";"). The *LoadData.sql* script provides an example of the MySQL utility command.

You can also (since Version 1.2) remove a PC member. This will also remove all the reviews made by this member, so think twice. A pop-up control window ask you to confirm this action.

2.4.3 Research topics (optional)

You can, if you wish to, register a list of research topics. If you do so, you can ask the PC members to select their preferred topics, and ask the authors to assign one of the topics to the paper(s) they submit. This can help during the manual assignment of papers to reviewer. Research topics are also used in various places to restrict the set of papers and/or reviewers considered. Research topics can be entered, as previously, via a web form, or using the LOAD DATA command if you already have an electronic version.

Next you must send a mail to each PC member, asking him/her to select his/her preferred topics. This is a first occasion to use the mail utility and to create your own template. In the administrator page, go to the "Mail" part, choose the "Select topics" items in the list of mail templates associated to the reviewers, and submit your choice. This will display a form with the following text:

Script 3 *MailSelectTopics.tpl : Mail template for topic selection*

```
Dear {NAME_REVIEWER},

Time approaches for the paper review process of the {CONF_ACRONYM}
conference. In order to prepare the paper assignment task,
we would like to ask your topic preferences regarding
the papers you like to review. Here are the instructions
to provide this information:

    1. - First note you login and password to access the system:
            Login: {EMAIL_REVIEWER}
            Password: {PASSWORD_REVIEWER}

    2. - Acces the list of topics, available at

                {CONF_URL}/SelectTopics.php

        Before accessing the system you will be asked to enter your
        login/password.

    3. - Select the topics that correspond to your expertise.

Please select 2/3 topics (at least). This will ensure
that we shall be able to assign properly the papers
to the appropriate reviewers.

Thanks for your cooperation.

{CONF_ACRONYM} program chair
```

This is a template. It comes from the file *MailSelectTopic.tpl* stored in the *templates* subdirectory. As you can see, it contains plain text and "entities" like {CONF_URL} and {EMAIL_REVIEWER} which will be replaced by the proper value when the actual mail is sent. The point is that you can modify it at will by editing the *MailSelectTopic.tpl* file: change the language, reorganize the text, add some informations, etc. Of course you should keep the core information contained in the message: the login, password, and the URL of the script which can be used to select topics.

The *SelectTopics.php* page displays a form with a check box list of existing topics. He/she can add/remove a choice at any time.

2.4.4 Evaluation criteria

Since version 1.4, the list of criteria used to evaluate a paper is customisable. A default list is proposed (originality, quality, relevance, presentation and recommendation) you, if this suits you, you have nothing to do.

Moreover, a weight (an integer) is now associated to each criteria, and the overal mark of a review is the weighted average of the marks given to the criteria. If $(C_1, w_1), (C_2, w_2), \ldots, (C_n, w_n)$ is the list of criteria, along with their weights, and $m_1, m_2, \ldots, m_n$ are the marks of a review, then the overall evaluation is given by:

$$\frac{\sum_{i=1}^{n} w_i \times m_i}{\sum_{i=1}^{n} w_i}$$

The default configuration is to give a weight of 1 to the "Recommendation" criteria, and 0 to the others. In other words the overall mark is equal to the recommendation mark.

MYREVIEW assumes that the list of criteria is fixed when the review phase begins. therefore, each time a reviewer submits (or updates) a review, the overall mark is computed and stored in the database. This means that you should *not* modify the definition of criteria when reviews have been entered. Changing the "label" is safe, but adding or removing criteria, of changing their weights, is not.

The review form, as well as all the output, take account of the list of criteria.

2.4.5 Paper and review questions

Since version 1.8.2, it is possible to define "questions" which must be asked to the author that submits a paper. A "question" in MYREVIEW is "closed", since it comes with a pre-defined set of possible answers. Questions appear as radio boxes in the submission form, the first choice being the default one. The choices are ordered by their *position* value.

For the sake of illustration, MYREVIEW is installed with one paper question ('Does one of the authors belong to the PC?') and two possible choices (yes or no!). You can get rid of it, or add your own questions.

The same mechanism applies to the review form. In addition to all the criteria and text area fields, you can define some "review question". Again MYREVIEW comes equipped with a sample question ('Candidate for the best paper award?'). The forms accessible from the administrator menu let you create, modify or remove either paper questions or review questions.

2.4.6 Status codes

Since version 1.4, the list of status used to classify papers is customizable. The default list consists of two status: "accept" and "reject". Extending this list allows you to define several levels of acceptance: poster, short or long papers, etc.

Each status must be associated with a mail template that will be sent to the authors. Again, the two standard status, "accept" and "reject", come with two pre-defined templates, *MailAccept.tpl* and *MailReject.tpl*. If you add another status, you must create a new template in the *templates* subdirectory, and you must provide the name of this template in the status definition form. You should probably copy *MailAccept.tpl* and make the necessary modifications in the text.

2.5 Overview of the administrator's tasks

To conclude this introductory part, here is a list of the main administrator tasks, found in the *Admin.php* menu page. Note that you should not have, normally, to update the database directly via MySQL. One exception happens when, to test the system, you create fake paper and fake reviews. Once a decision has been entered for a paper, it can no longer be deleted using MYREVIEW for safety reasons. In this case it is better to access MySQL directly in order to delete all test data from the tables.

2.5.1 Administrative tasks

- **Configure**.
  Acces to the list of configuration parameters. See above Section 2.4, page 10.

- **Program Committee**.
  Allows to enter, remove, and consult the list of PC members.

- **Research topics**.
  Allows to enter, remove, and consult the list of research topics.

- **Evaluation criteria**.
  Allows to enter, remove, and consult the list of evaluation criteria which are required from reviewers to evaluate a paper.

- **Status codes**.
  Allows to enter, remove, and consult the list of status which can be used to classify papers.

- **Close the submission phase**.
  This action sets the configuration parameter *Is discussion opened?* to 'No', and assignments are removed for all the papers whose abstract has been sent, but which have no been downloaded.

- **PDF style**.
  Allows to set some parameters for PDF output (font, size, colors, etc.).

- **Templates editing**.
  This function lists all the templates of the system and allows you to modify them through a web form. **Important**: all the templates files located in *templates* must be writable by the web server if you wish to use this function.

2.5.2 Chair tasks

- **SQL queries**.
  You can use a form, as an administrator, to enter an SQL query, execute it and consult the result. Note that you can only issue `SELECT` queries, and no `UPDATE`, `DELETE` or `INSERT`, because the MySQL user that access the database to execute queries has restricted rights. This is to prevent mistakes, but you can, if you wish, change in the script *ExecSQL.php* the MySQL user to the standard one which can perform updates.

- **List of submitted papers**.
  Allows to consult the list of submitted papers, along with several actions (assignment of reviewers to a paper, check whether the paper is downloaded or not, removal, etc.). Since version 1.4, a form allows to restrict the set of papers displayed in the page, based on several selection criteria.

  Note that when a paper is removed, its associated reviews are removed as well, so be careful. A pop-up *confirm* windows asks you whether you really want to perform this action.

- **List of authors**.
  Allows to consult the list of authors, along with the papers they submitted.

- **Compute preferences and conflicts**.
  MYREVIEW tries to determine conflicts and preferences, based on authors and reviewers names and affiliation. See Chapter 5.

- **Collect preferences**.
  In order to obtain an accurante view of conflicts and preferences, you must send a mail to each member of your PC, asking them to browse the list of papers and enter their preferences or conflicts.

- **Run the automatic assignment**.
  Computes an assignment proposal with the automatic algorithm. This assumes that papers have been rated by the reviewers: see Chapter 5.

- **Manual assignment**.
  Access to the form for manually assigning papers to reviewers. See Chapter 5.

2.5.3 Selection phase

- **Status of papers**.
  The main interface for the administrator. Shows a user-defined selection of papers (called the *current selection*), with their reviewers and marks. Can also be used to mark papers as accepted or rejected, and to send mails to reviewers when a debate has to be launched.

- **Classification of papers**.
  Shows the list of papers for a given status code: accepted, rejected, short or long papers, etc. The status are those defined by the administrator in the **Status codes** interface.

- **Mail to reviewers**.
  This is a form-based functionality to select a mail template. Once selected, the 'Go' button will lead you to a form that displays the template. You can then modify this template (if necessary) and validate (or not). If yes, this will send to each reviewer the personalized instantiation of the template.

- **Mail to authors**.
  Same mechanism as before, but for authors.

2.5.4 Camera-ready phase and production of PDF document

This phase includes all the tasks that follow the selection of papers.

- **Define the slots of the conference**.
  A "slot" is a period of a given day that hosts one or several sessions.

- **Define the sessions of the conference**.
  You can create sessions (including coffee sessions!). Each session is associated to one of the previously defined slots.

- **Assign accepted papers to sessions**
  This shows a list of all accepted papers. Each comes with a select list that allows to choose a session.

- **Conference program**.
  An HTML output of the program, based on the previous information.

Since version 1.9, MYREVIEW also provides support to the registration of attendees.

Chapter 3

Presentation: texts, templates, styles and mails

From the beginning, MYREVIEW is designed to separate the PHP code from all the texts and graphical parameters which impact the presentation. This allows you to modify all the visible parts of the system without having to open a single PHP file. The "presentation" covers the following aspects:

- The look and feel of the HTML interface,

- Short texts (messages, mail subjects, etc.),

- HTML pages layout and texts,

- All the mails sent from the system.

We provide an english version of the system, with a decent HTML layout and neutral mail messages, so that you can probably use the system without any modification. However we expect that you will probably want to modify at least the texts of the mails. This chapter explains how you can customize all the components above.

3.1 Short texts

Since version 1.6, all (almost..) the short texts are gathered in an XML document named *ShortTexts.xml*, in the *templates* subdirectory. This file contains all the texts pertaining to error messages, form fields labels, mail subjects, HTML page titles, menu, etc. You can edit it with your favorite XML editor (a simple text editor will do as well) and change the textual content. All changes are automatically reflected in the HTML pages.

Note the you must note change the structure of the document itself. That is: do not modify the tags of the nesting of XML elements. This structure is quite simple: here is the beginning of the document.

```
<?xml version="1.0" encoding="ISO-8859-1"?>

<TEXTS name="main">
   <!-- Titles  -->
   <TEXTS name="titles">
     <TTL_HOME_PAGE>Paper submission system -- MyReview</TTL_HOME_PAGE>
     <TTL_ABSTRACT_SUBMISSION>Abstract submission</TTL_ABSTRACT_SUBMISSION>
     <TTL_REVIEWER_PAGE>Review interface</TTL_REVIEWER_PAGE>
     <TTL_CONFIGURE>Configure the system</TTL_CONFIGURE>
     <TTL_SUBMITTED_PAPERS>List of submitted papers</TTL_SUBMITTED_PAPERS>
     <TTL_ALL_AUTHORS>List of authors</TTL_ALL_AUTHORS>
     <TTL_ACCEPTED_PAPERS>List of accepted papers</TTL_ACCEPTED_PAPERS>
```

```
        <TTL_PAPERS_TO_RATE>Paper rating</TTL_PAPERS_TO_RATE>
</TEXTS>

  <!-- Forms fields labels   -->
  <TEXTS name="forms">
      <FRM_SUBMIT>Submit</FRM_SUBMIT>
      <FRM_GO>Go</FRM_GO>

      <!-- Paper submission -->
      <FRM_PAPER_TITLE>Title</FRM_PAPER_TITLE>
      <FRM_PAPER_AUTHORS>Authors</FRM_PAPER_AUTHORS>
      <FRM_OTHER_AUTHORS>Other authors </FRM_OTHER_AUTHORS>
      <FRM_PAPER_ABSTRACT>Abstract</FRM_PAPER_ABSTRACT>
      <FRM_PAPER_UPLOAD>Upload</FRM_PAPER_UPLOAD>
      <FRM_PAPER_FORMAT>Paper format</FRM_PAPER_FORMAT>
      <FRM_PAPER_TOPIC>Main topic</FRM_PAPER_TOPIC>

      <FRM_AUTHORS>List of authors</FRM_AUTHORS>
      <FRM_FIRST_NAME>First name</FRM_FIRST_NAME>
      <FRM_LAST_NAME>Last name</FRM_LAST_NAME>
  </TEXTS>
   <!--  others texts  -->
</TEXTS>
```

If you make a complete translation of the document in a non-english language, please send it to us. It might be useful for other users.

3.2   HTML templates

One of the main aspects of MYREVIEW is the use of PHP templates. This means that the HTML code is completely separated from the PHP code. You can therefore modify everything related to the presentation (change the language for instance) without being burdened with PHP code.

3.2.1   What is a template?

In the subdirectory *templates*, you will find a set of files with *.tpl* extension. The most important one is *Page.tpl*. Basically it is an HTML page with two specific "entities": {TITLE} and {BODY}. The systems simply takes this "template" and instantiates the entities with the proper content. So if you provide your own HTML template, name it *Page.tpl* and put it in *templates*, all the MYREVIEW functionalities will be presented with your layout, as long as the template contains these two entities.

Here is the simplest possible example:

Script 4 *SimplePage.tpl : The simplest template*

```
<html>
<head>
<title>The MyReview Conference Management System</title>
</head>

<body>
  <!-- Title -->
  <center><h1>{TITLE}</h1></center>

  <!-- Navigation -->
  <center>
      <a href="index.php">Home page</a> |
      <a href="Review.php">Reviewers</a> |
```

```
   <a href="Admin.php">Administrators</a>
  </center>

  <!-- Page body   -->
 <p>{BODY}</p>

</body>
```

Replace the *Page.tpl* file with *SimplePage.tpl* in the *templates* sub-directory, and see the result. Actually I provide two possible templates defining a page layout.

1. *SimplePage.tpl* is the most basic HTML that you can imagine. It exists for illustration purposes, although you might use this kind of template if your layout is made of several HTML frames.

2. *standard.tpl* is the standard MYREVIEW layout template. If you do not feel like you want to produce your own graphical design, you can use it. It reflects the configuration parameters (conference name, URL, mail adresses, etc.) and provides a reasonably decent interface.

You will probably want to provide your own *Page.tpl* template, based on the graphical design of your web site.

The other *.tpl* files contain all the pieces of text displayed in the pages (table A.1, as well as the text of all the mails (table A.2). You may want to change them, in particular for mails texts which are definitely quite specific to your conference.

3.2.2 Managing templates: entities and links

We try to provide "neutral" templates that requires minimal changes to be adapted to a specific event. Several informations from the configuration are reported in template: the conference acronym and conference name, the submission, review and camera-ready deadlines, the URL of the submission site, etc. So, at first, you can probably simply test the system, look at the templates instantiations, and check whether they suit you or not.

Changing a template can be done either by editing the templates file with your favorite text editor, or (since version 1.5) by using the web-based interface, accessible from the administrator menu. In the later case you should first ensure that the files in the *templates* directory can be overidden by the web server process (that is, change the access rights to something like 666 under Unix).

A template consists of plain text, HTML tags, and "entities", i.e., keywords with curly braces such as {PAPER_ID}, {MEMBER_NAME}, etc. The main rule is: *change at will the plain text and the HTML tags, do not change or remove the entities*. Entities represent the link between the HTML presentation and the PHP scripts that manipulate information and access the database,

This rule is actually not that strict. You can remove an entity if you do not want the corresponding value to appear in the page. You can also sometimes add entities, by taking account of the following feature: when a paper, or a PC member, is displayed somewhere, all the attributes with name *AttrName* from the database table *TableName* (e.g., *Paper* or *PCMember*) are available as a tempate entity named {*TableName_AttrName*}. Conventionally, all entity names are in uppercase. So, whenever a paper is displayed somewhere, entities {PAPER_ID}, {PAPER_CONTACT_AUTHOR}, {PAPER_TOPIC}, {PA-PER_AUTHORS}, among others, can be used.

You can also introduce HTML links, of course. Note that while the *presentation* is fully customizable, the *navigation* is much more constrained. The system relies on a few set of modules which are inter-related. Basically they are:

- *SubmitAbstract.php* and *SubmitPaper.php*: the submission interface

- *Review.php*, *SelectTopics.php* and *RatePapers.php*: the review interface

- *Admin.php*: the administration interface

You are free to organize your site to point appropriately on these pages, but you cannot change their names. Many links are already present in existing templates. They often refer to complex URL with parameters, so it is probably better to leave them unchanged unless you come to a deep understanding of the system.

Probably the first template you will want to modify is the *TxtHome.tpl* template which contains the text displayed in the home page *index.php*. The template is used for the demo site, and provides a set of links, along with instructions, to the functionalities of the system. Change it at your convenience.

Table A.1, page 45, summarizes the list of templates used in the system. Table A.2, page 45, gives the list of mail templates. In the following, most of these templates will be detailed, along with the functionality they relate to.

3.2.3   CSS styles

The default HTML interface (*standard.tpl*) is associated with a CSS stylesheet, names *styles.css*. You can change the content of the file at will, or even remove it if your own HTML style does not rely of CSS classes. In general the PHP code is completely independent from the CSS classes, with the following exception: colors are alternated in HTML tables, one color being assigned to even lines, and another to odd lines. This is a classical way of claryfying the layout of HTML tables. The choice of colors is not hardcoded, but depends on the following CSS classes:

```
TR.header {background-color:#000099; color:white; text-align:left}
TR.odd {background-color:#eeeeee}
TR.even {background-color:#dddddd}
```

So, if you wish to use the alternating feature, you must provide your own `TR.odd`, `TR.even` and `TR.header` classes in your CSS stylesheet. It is harmless if these classes are undefined: the browser will use a simple white background for all the HTML tables.

3.3   Mails

Mail sending in MYREVIEW relies on the *mail()* PHP function. If you have any doubt or inquiry regarding this function please refer to the PHP documentation (*www.php.net*). A mail consists of the following parts:

- The sender: it is always set to the `Conference mail` configuration parameter. To ensure that mails can be replied to easily, each mail header contains a `Reply-to` parameter, set to `Conference mail` (seee Section 2.4).

- The subject: it is always set to the `Conference acronym`, plus some specific info.

- The "`To`" field, set to one or several email addresses, separated by commas.

- The "`Cc`" field, set to the PC chair mail if it is required by the configuration.

- The message body.

Mails are sent automatically as consequences of the following actions: abstract submission, paper download and review submission. Mails can also be sent explicitly using a form which displays all the parts above. The form allows to modify manually all its parts and to check that everything is OK, before calling the *mail()* function. The message body often consists of a template. Two cases must be distinguished:

1. If the message is the same for all recipients, the template entities are instantiated *before* being shown in the mail form.

2. If the mail instantiation depends on personalized information regarding each recipient, the template is shown without instantiation of its entities. The entities will then be instantiated, for each recipient, when the mail is actually sent. In such a case, the `To` shows a conventional value such as

ALL_REVIEWERS, *which must NOT be changed.* This conventional value is used to detect that a loop has to be performed on the list of recipients, with a specific template instantiation at each iteration.

You are encouraged to make several tests with mail sending, to ensure that your system is properly configured, and to understand the behavior of this functionality. Since it is quite important to send the right mails to the right recipients, it is crucial to check that everything is OK before entering the production phase.

Chapter 4

Paper submission

The paper submission phase can be organized in one or two steps:

- if the configuration parameter `two_phases_submission` is set to `'Y'`, which is its default value, the process is divided in two steps: first authors must submit an abstract, along with some basic informations concerning their paper, then the file of the paper must be uploaded.

- else, a button allowing the selection of the file to upload is displayed in the abstract submission form. Authors can therefore send their papers in one step.

In both cases, authors receive an acknowledgment of their submission, along with a paper id and a password. This id/password can be used during the entire submission phase to modify the submission infos and the paper file itself, through the *SubmitPaper.php* interface. Note that it is up to the conference organizer to define and disseminate the information regarding the submission dates.

Table 4.1 gives the list of the templates associated to the abstract and paper submission. You should modify these templates according to your own needs.

Template	Comments
TxtSubmitAbstract.tpl	Abstract submission page
TxtPostAbstract.tpl	Acknowlegment of abstract submission
TxtSubmitPaper.tpl	Paper upload page
TxtPostPaper.tpl	Acknowlegment of paper upload
MailConfirmAbstract.tpl	Sent to the author after abstract submission
MailConfirmUpload.tpl	Sent to the author after paper upload

Table 4.1: Templates for abstract and paper submission

4.1 Abstract submission

The submission of abstracts is handled by the *SubmitAbstract.php* script. Basically, you just have to put somewhere on the conference web site a link to this script so that authors can find it easily. The script first displays a form with the required informations. All are mandatory: whenever the author submits these informations, some controls are performed, and if one item is missing, the form is displayed again, with a message for each error encountered, and the values previously entered are left as default values in the fields. This ensures that minimal effort is required to complete the form and submit it again. Generally all the form-based submissions in MYREVIEW follow the same mechanism: control, error message and re-use of the previously submitted values.

When the submission is successful, a paper id is assigned to the abstract and the id, together with a password, is shown to the contact author. An email is also sent with all these informations, based on the template `MailConfirmAbstract.tpl`.

Script 5 *MailConfirmAbstract.tpl : The mail template following abstract submission*

```
Dear {PAPER_EMAIL_CONTACT}

The following abstract has been submitted to {CONF_ACRONYM}.

Title: {PAPER_TITLE}
Authors: {PAPER_AUTHORS}
Abstract: {PAPER_ABSTRACT}

Please note the following
information which must be used to upload
your PDF file or update your papers's description.

   Paper id: {PAPER_ID}
   Password: {PAPER_PASSWORD}

You must upload the PDF file before {SHOW_SUBMISSION_DEADLINE}
Please access the  {CONF_URL}/SubmitPaper.php
upload interface, enter your id and password and follow
instructions.

Thanks for submitting to {CONF_ACRONYM}

Best regards,

{CONF_ACRONYM} chairs.
```

The list of submitted abstracts and papers is available from the administration interface. Each paper comes with a link to pop-up a new window that contains all the informations related to a paper: title, authors, abstract, main,topic, etc. This pop-up mechanism is often used in the system, and presents, depending on the context, the reviews and/or the discussion.

4.2 Paper submission

A "paper" is simply an abstract for which a file has been uploaded. The contact author must upload the file of the paper using the *SubmitPaper.php* script. As before, you should provide a link to this script from your web site. The link has also been included in the template submitted after the abstract submission.

The author must enter the paper id and the password to access the form. It is essentially similar to the abstract submission form, except for the additional `Upload` field that allows to browse the local disk and select the document to upload. All the paper information can be modified (except the id) and the author can upload his paper as many times as s/he wants until the closure of the submission phase.

A mail is sent to the contact author to acknowledge the successful upload of the paper. Both the mail and the confirmation page contain a link which allows the author to check that the file has been properly uploaded.

Script 6 *MailConfirmUpload.tpl : The mail template for upload acknowledgment*

```
Dear {PAPER_EMAIL_CONTACT}

The file of your paper submitted to {CONF_ACRONYM} has been
successfully uploaded

Title: {PAPER_TITLE}
Authors: {PAPER_AUTHORS}
```

```
Abstract: {PAPER_ABSTRACT}

You can check that the file is correctly uploaded by following
this link:

  {CONF_URL}/CheckPaper.php?idPaper={PAPER_ID}&password={PAPER_PASSWORD}

Thanks for submitting to {CONF_ACRONYM}. Until the deadline, you
can still update your information or transmit a revised file.

Best regards,

{CONF_ACRONYM} chairs.
```

If you allowed several formats (such as PDF and Postscript), a list of radio buttons is proposed to the author to indicate the type of the document he is going to upload. Once uploaded, the file itself is stored in the *FILES* (by default) subdirectory, and named *prefix*id.*ext*. Here, *prefix* is a character string (simply 'p' by default) which can be modified in the *Constantes.php* file, and *ext* is an extension that depends on the file format (e.g., `pdf`, `ps`, etc).

For security purposes, you might want to change the name of the directory that stores files: see the section devoted to configuration. Recall that this requires to create a directory accessible in write mode to the web server. I recommend that you put an empty *index.html* or *index.php* file in the directory, in order to avoid that someone obtains the possibility of listing the content of the directory. This is already done for the default *FILES* directory.

Note that neither the reviewers nor the authors can see the name of the directory storing the files, because downloads are handled with the *Download.php* module that hides everything, and prevents unauthorized access.

When the submission phase is over, close it using the action accessible from the configuration form. This will prevent any further access to *SubmitAbstract.php* or *SubmitPaper.php*. All assignments will be removed for the papers not uploaded at this point.

4.3 Listing the submitted papers: the current selection

The "List of papers" functions allows to examine the abstracts and papers which have been submitted. Since the number of papers quite be quite large, some criteria can be used to restrict the papers which are examined. The subset of papers obtained using these criteria is called the *current selection*. Since it is used in many places, it includes several criteria (related to reviews and reviewers) that are not useful in the early phase of paper submission.

Here is the full list of criteria:

1. Full text search on title and authors names.

2. Papers which are uploaded or not.

3. **The average overall rate**. You can select the papers which are above or below a given value.

4. **The status**. Possible values are "accepted", "rejected", or "without status".

5. **Missing reviews**. You can find papers with or without missing reviews.

6. **Reviewer**. This allows to find all the papers assigned to a given reviewer.

7. **Topic**. This allows to find all the papers associated to a topic.

8. **Conflicts**. This allows to find all the papers with conflicting reviews. See below.

9. **Answers to paper questions**. You can for instance select the paper for which an author belongs to the PC (if you kept the paper question installed with MYREVIEW).

10. **Answers to review questions**. You can select the papers which are candidates for the best paper award (again, this is just an example: you are fre to define your own questions).

During the submission phase (i.e., before reviewers assignment), you should only use full text search and topic selection. Note that, once some criteria are used to select a subset of papers, they remain in effect until you change them explicitly (i.e., your choices are stored in the database). So be aware that, depending on the current setting (displayed at the top of the page), the page shows only a selection, called *the current selection* hereafter, of all the submitted papers. A selection criterion can be disabled using the "Any" choice.

If you wish you can delete non-uploaded papers from the database (note that their `isUploaded` attribute is set to 'N'). From the "List of papers" page, select the papers "not yet uploaded" using the form at the top of the page, and remove them, or ask authors whether they plan to upload something. MYREVIEW does not take the responsability to remove automatically all the non-uploaded papers.

Chapter 5

Assignment of papers to reviewers

When all the papers are submitted you must assign them to the reviewers. This is a difficult and time-consuming task but the functionalities of MYREVIEW will hopefully make it quite easier.

1. **Manual assignment**. There is a table-based form that presents all the possible assignments.

   - the 'Y'(es) value means that the paper is assigned to the reviewer;
   - the 'N'(o) or unset value means that the paper is not assigned to the reviewer;

   You can set or unset assignments very quickly, but it is likely to become difficult when the number of paper and/or reviewers is large.

   From the "List of submitted papers" function, you can also select a specific paper and choose its referees: easy but tedious if you have many papers to manage.

2. **Automatic assignment**. This is an automatic algorithm which computes the best possible assignment, given the rating of reviewers. Very powerful, but it requires that reviewers provide *rates* for a subset of the papers.

In summary: if the number of papers is relatively small, the manual assignment will suffice. Otherwise you should probably consider using the automatic assignment module, which implies in turn asking for some infos from your program committee.

Important: You can create or remove assignments using the functionalities below. However, MYRE-VIEW will *not* allow the removal of an assignment for which an evaluation has already been entered by the reviewer. An error message is produced if you try to do that. Note that this should normally not happen because assignments are made before reviewers begin to enter their reviews.

Recall that only PC members enjoying the "reviewer" role are proposed by MYREVIEW in the assignment interfaces.

5.1   Manual assignment

The manual assignment can be perfomed globally and/or at each paper's level. The first option is probably the most useful one because you can get a global view of the assignment, and modify this assignment very quickly. The second option reduces the view to a single paper, but provides all the information known on this paper so it helps to better decide which reviewers are suitable.

Table 5.1 gives the list of templates associated to the assignment functionality.

Important: If the numer of papers and/or reviewers is very large (hundreds) you might reach a memory usage limit set on some PHP installations when displaying the entire table of papers/reviewers assignment.

Template	Comments
TxtSummaryAssignment.tpl	Global view of assignments
TxtPaperAsList.tpl	Local (paper-level) view of assignments

Table 5.1: Templates for assignment

In such cases PHP might complain and stop the execution. The memory limit can be overriden at compile-time or run-time, for instance:

```
ini_set ("memory_limit", "15M");
```

It is probably unnecessary to display the entire assignment table anyway. Use the possility to restrict the view of the current assignment to some chosen topics, both for papers and for reviewers.

5.1.1 Global assignment

The global assignment is accessible from the *Administrator* page. It consists mainly of a table-based form with the following information:

1. A row for each paper, with the first cell giving some infos on the paper (its id, the number of reviewers it has been assigned to so far, a pop-up window to show the abstract and other information, etc.).

2. A column for each PC member, with a header showing the email of the reviewer, and the number of papers assigned to him/her so far.

3. Each cell of the table corresponds to a pair (paper, reviewer) and contains a choice 'Yes/No' which can be used to set or unset the assignment of the paper to the reviewer. The cell contains also the preference of the reviewer on the paper, which is the neutral 2 if no preferences have been entered.

By setting or unsetting the check boxes (and validating with the "commit" button), you can assign/deassign[1] . The problems comes when there are many papers and many reviewers, because it might then become quite difficult to know to which paper and to which reviewer a cell corresponds.

In such a case you can *restrict*, independently, the papers and the reviewers displayed in the table. The restriction functionality relies on research topics. The top of the page features two selection lists:

- the first one lets you select only the papers whose topic, as declared by the authors during submission, matches the selected topic from the list;

- the second one lets you select only the reviewers who declared to be familiar with the selected topic from the list.

The default value, in both cases, is *Any*: all papers or reviewers are selected. By using appropriately this functionality, you can get a smaller picture of the assignment, and choose more accurately the reviewers that are suitable for a given paper from the selected subset.

5.1.2 Paper-level assignment

The paper-level assignment is accessible from the list of submitted papers. This list shows you the reviewers assigned to each paper, along with a *remove* link, and and *assignment* link that allows to modify the assignment or to add other reviewers. Following this assignment link, you get a page with all the information related to the chosen paper, and several select lists to pick up reviewers.

The number of such lists is initially set to the NUMBER OF REVIEWERS parameter of the configuration. However, even when this number of reviewers has already been assigned to a paper, an extra list is always shown that makes it possible to add as many reviewers as desired for that paper.

---

[1]Setting an assignment to 'N' when it was set to 'Y' is a requirement to remove it. If the review has already been entered, MYREVIEW will refuse to do that.

5.2 Preferences and conflicts

If you want to run the automatic assignment algorithm, or if you wish to base your manual assignment on an accurate view of the reviewers preferences, then you need first to collect the *preferences* (or *ratings*) of the PC members on papers. A *conflict* in MYREVIEW is represented by a preference 0. In order to obtain these information you need to perform the following steps.

5.2.1 Pre-compute preferences and conflicts

This function takes the submitted papers and tries to determine whether there is a conflict, or whether a paper matches a reviewer's expertise. An estimated preference level is then assigned to each pair (paper, reviewer).

The automatic detection of conflict relies either on the affiliation or on names. More specifically:

- if one of the paper's authors name (first name + last name) are equal to a reviewer's name, there is a conflict ;

- if one of the paper's authors affiliation are equal to a reviewer's affiliation, there is a conflict.

Needless to say, this does not guarantee that *all* conflicts are detected. No system can do that. Also, the tests described above are not fully robust. If a person name or an affiliation are misspelled, there will be no matching. You must let your PC members browse the list of papers and refine the automatic preferences (see below). And, finally, you can correct the assignment using the manual interface if some (hopefully few) problems remain.

Note that:

- Any paper whithout conflict or matching topic gets the neutral default value of 2;

- A rating value of 0 means that the paper will *never* be assigned to the reviewer (at least during the automatic assignment).

5.2.2 Ask for reviewers' preferences

When the preferences and conflicts have been estimated, send a mail to each member, asking her/him to access the *RatePaper.php* script. This allows each reviewer to browse the list of submitted papers and to express his/her preferences on each paper.

In order to collect preferences, you can send the mail via the administrator interface. The mail template is *MailRatePapers.tpl* and you can of course modify it at will.

5.3 Running the automatic assignment algorithm

Since version 1.6.0 of MYREVIEW, the assignment algorithm exists both in PHP and C. The easier is to run the PHP version but it turns that PHP is limited for large datasets. If you experience problems with PHP (the limits seems to be around 200 papers) you should consider running the C version which is much more efficient.

Let us now outline the automatic assignment function. It is based on an optimal weighted matching algorithm (WMA) for bipartite graphs that delivers the best possible assignment. More precisely, the WMA applies to a bipartite graph $G = (V, E)$, with $V = U \cup W$. Every edge in G is of the form $\{u_i, w_j\}$ where $u_i \in U$ and $w_j \in W$. Further, its is assumed that G is *complete* (an edge exists for each pair (u_i, w_j)), and *weighted*, i.e., we are given a number $wt_{ij} \geq 0$ for each edge (u_i, w_j). A *matching M* of G is a subset of the edges with the property that no two edges of M share the same node. The *weight* of M, denoted $wt(M)$, is $\sum_{e \in M} wt(e)$. A (weighted) matching M_o of G is *optimal* if every other matching M of G. is such that $wt(M_o) \geq wt(M)$

In MYREVIEW, U is the set of papers, W the set of reviewers, and the ratings represent the weights. The WMA computes a matching M which assigns one paper to each reviewer, so as to optimize the

sum of the ratings in M. This is illustrated in Figure 5.1 which shows the graph G together with the rating/weight on each edge. The matching M is represented by thick lines: it can be verified that its weight is $wt(M) = 3 + 4 + 1 = 8$, and that any other matching yields a lower value. Note that, if no ones like a paper (for instance Paper 2), it will get reviewers with low ratings but this is unavoidable.
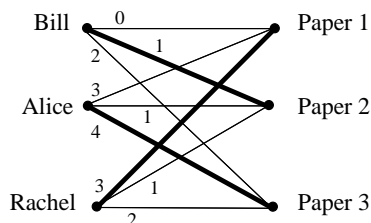

Figure 5.1: The weighted matching algorithm

The assignment module performs k steps, where k is the number of reviewers to assign to each paper (the default is 3). Each step runs the WMA and results in the assignment of a new reviewer to each paper. When a reviewer has been selected during a step, he is no longer considered as a candidate for the papers that remain to be assigned.

The automatic assignment can only be used if the graph is complete, so a value must be provided for each pair (reviewer, paper). The default value (i.e., when a reviewer did not rate a paper) is 2. Considering only default values can yield good results because the WMA will tend to assign a paper to a reviewer if the ratig for this pair is higher than 2.

Running the automatic assignment module is safe in the sense that a *proposal* is first computed and displayed. The proposal consists of a table that shows the (paper, reviewer) assignment, with the weight (sum of ratings) for each paper. You can choose to validate or not this proposal. **Beware** that the validation removes any assignment defined so far, so think twice.

Table 5.2 shows the estimated performances of the assignment algorithm with respect to the number of papers and number of reviewers. The results have been obtained on a laptop under Linux, so it can be expected that the actual performances on a robust server will be better.

Number of (papers, reviewers)	Elapsed time
100 papers, 50 reviewers	50 seconds
150 papers, 100 reviewers	3 mns, 45 seconds
200 papers, 150 reviewers	5 mns
> 200 papers	You should consider running the C version

Table 5.2: Estimated run-time execution of the automatic assignment

Running the automatic assignment does *not* prevent you from modifying later on the result with the manual assignment interface.

5.4 Running the C version of the automatic assignment

PHP is an interpreted language, and as such it suffers from severe limitations for intensive computing applications. A MYREVIEW user experiences these limitations for a conference with 350 paper and 150 papers: the PHP version of the WMA did not terminate. As an alternative we propose now a C version of the algorithm.

The C program is named *assign.c*. You must compile it and run it independently from the PHP application. It is written in ANSI C, but must be linked with the MySQL client library. We provide a *Makefile* that should help (let us know if you have problems).

The program connects to the MySQL database, takes the list of papers, the list of reviewers and the preferences, and computes the assignment. It works quite fast with respect to the PHP version (about 30 seconds for assigning 600 papers to 200 reviewers). The result of the assignment can be stored either in a text file or in the database. For instance the command:

```
assign -u adminReview -p mdpReview -db myreview -s localhost -o myassign
```

will store the assignment in the *myassign* text file. You can then check (with excel or any other tools) whether you are happy or not. The command:

```
assign -u adminReview -p mdpReview -db myreview -s localhost -commit
```

will store the result of the assignment in the MySQL database. You can then return to the PHP interface for manual adjustments. Please read the comments in *assign.c* for further information.

Chapter 6

Review, evaluation and notification

Once the assignment is concluded, the administrator can launch the review and evaluation phase. Reviewers can access their dedicated page, download the papers and submit their reviews. The administrator can send mails with instructions or reminders, assign a status to a paper when all the reviews regarding this paper are available, and check whether there exist conflicts on some papers. In the latter case, a discussion can be required from the reviewers. This discussion is supported by a forum-like interface.

Template	Comments
TxtPapersToReview.tpl	List of the papers assigned to a reviewer
MailReviewerInstructions.tpl	Template of the mail containing instructions for reviewers
Forum.tpl	Presentation of the messages exchanged about a paper

Table 6.1: Templates for the review and evaluation phase

6.1 Getting the reviews

The script *Review.php* provides to each reviewer the list of her/his assigned papers. The page is password-protected, so, as an administrator, you must – at least – send to each member of your PC committee the URL of *Review.php*, her/his id and her/his password, along with any other instructions. You can customize the mail template *MailReviewersInstructions.tpl* and send the mails in batch thanks to the function accessible from the administrator interface.

When a reviewer accesses the *Review.php* script and logs in with the id and password, a list of the papers which have been assigned to him is shown, together with the following possible functions for each paper:

1. **Download**. The paper can be downloaded from the directory. There is a little script, *Download.php*, in charge of finding the file in the proper directory. This allows to hide both the file name and the directory name.

2. **Submit/update the review**. This gives access to the review form. The evaluation criteria, along with their weight, are customizable from the configuration form. The reviewer can access and modify his review at will.

3. **Show my review**. This choice displays the review. It is actually the same pop-up window used everywhere to show all the data on a paper.

4. **Show all reviews**. This choice is only visible when the discussion phase is opened (you can switch to this phase using the configuration form). It allows each reviewer to consult the other reviews for a specific paper, and permits also to consult, create or answer messages if a paper gives rise to evaluation disagreements. See below.

All these functions are quite intuitive and your PC members are certainly quite familiar with this kind of reviewing procedure so you probably do not need to send very detailed explanations. Recall that there exists a "free mail" function by which you can send a message to each PC member. This function can be used for instance to send a reminder before the dealine.

6.2 Status of papers

The administrator can consult the reviews for all the papers and assigns a status (reject or accept) to the papers which have been evaluated by all their reviewers. The papers shown in the page are those in the current selection (see Section 4.3, page 25). A form at the top of the page allows to modify the current selection.

Note that the selection of papers is sorted (in descending order) on the average "overall" rate. Best papers appear first.

6.2.1 Dealing with conflicts: the discussion phase

It is unavoidable that some reviewers diverge on their evaluations. In most cases the administrator will launch a debate among the reviewers. This can be done as follows.

First, from the "Status of papers" page, you can search all the papers with conflicting reviews. Two reviews are deemed conflicting if there is a gap larger (or equal) 3 between their overall rates (this is defined by the CONFLICT_GAP constant in *Constantes.php*).

You can then pop-up a new window which presents *all* the data related to a given paper in order to estimate whether a discussion is necessary. The pop-up shows the reviews, as well as the messages exchanged during a discussion.

Next, you can send a mail to the reviewers of a paper, thanks to a link associated to each paper. The mail contains all the reviews so that everyone can take account of the opinions of the other reviewers, and you can add your own text to explain how the discussion should go on.

If you do not want to proceed on a paper-by-paper basis, you should switch to the discussion phase by setting appropriately the flag in the configuration form ("Discussion phase = Yes"). Each reviewer, when s/he accesses the *Review.php* script, can then:

- pop-up a window with *all* the reviews, to see whether her/his reviews diverges from others

- post messages.

The messages are mailed to all the other reviewers, and stored in the database (in table *Message*). Each reviewer can post an answer to the previous message, and overall this enables a forum-like discussion which can be viewed, at any moment, by the administrator thanks to the pop-up windows associated to papers.

6.2.2 Setting the status of papers

It remains to set the status of each paper and to send the notification to the authors. The status of a paper is either "accept" or "reject" or "unknown", the later being the default. In the list that summarizes the papers along with reviews, each paper comes with two radio buttons which can be used to mark it as accepted or rejected. You can do that in two ways:

1. By marking each paper separately. This will take a long time if the number of papers is large.

2. By marking *all* the papers of the current selection, either as "accepted" or as "rejected". To this end, you can use one of the two buttons at the top of the page.

Be aware that, in both cases, nothing is validated until you use the "Commit" button which appears at the top of the list. A typical scenario is therefore as follows: select the papers whose average rate is (say) *above* a given value; mark this selection as accepted; change manually the status of some specific papers if you whish to; commit. Then select the papers which are *below* this value, and so on.

6.3 Notification

From the administration interface, follow the "Close the selection phase" link. This will check that the following conditions are satisfied:

- all the reviews are submitted;

- all the papers have a status.

- all the templates for notification mails exist.

You must ensure that these conditions are met. Papers with missing status or with missing reviews can easily be found using the criteria for setting the current selection. If necessary, remove the assignment for reviewers who did not submit their reviews.

If the controls are successful, the system switches to the camera-ready phase. You can then send the notification mail to the authors and ask for camera-ready versions.

A mail must be sent to the contact authors to notify the status of their papers. Two informations are associated with each status:

1. the notification mail template and

2. whether or not a camera-ready versin is required for this status.

MYREVIEW comes with two pre-defined status: accept and reject. They are respectively associated with the *MailAccept.tpl* and the *MalReject.tpl* templates. Camera-ready is required for accepted papers. Here is for instance the default mail template for accepted papers.

Script 7 *MailAccept.tpl : Default mail template for accepted papers*

```
Dear {PAPER_AUTHORS}

We are happy to inform you that your paper entitled "{PAPER_TITLE}", submitted
to {CONF_ACRONYM}, has been accepted for inclusion in the proceedings. Below,
you will find attached the reports of the reviewers. Please consider the
reviewers' comments carefully when preparing the final version of your paper.

The camera-ready copy of your paper is required before
{SHOW_CR_DEADLINE}. You must access the {CONF_URL}/SubmitPaper.php
upload interface and enter your id and password:

    Paper id: {PAPER_ID}
    Password: {PAPER_PASSWORD}

Please note that any delay may prevent the inclusion of your paper in the
proceedings.  Please follow the instructions found at the {CONF_ACRONYM} site
in order to prepare your final version.

The {CONF_ACRONYM} site also provides all necessary information for conference
registration and hotel accommodation.

Best regards,

{CONF_ACRONYM} PC chairs
```

If you add your own status (from the administrator interface), you must provide this informations according to your needs. Beware: *you are responsible for creating the mail template for any new status that you define*. MYREVIEW cannot do that for you. A good idea is probably to copy one of the existing mails and then to provide your own variations. MYREVIEW will complain when you try to send a notification

if a mail template is missing. It is however a good idea to test all these mail templates before the actual notification!

In all cases, all the reviews (without the name of the reviewers!) are appended to the mail. Notification can be done in batch, or on a paper-by-paper basis:

- From the *Status of papers* list, you can use the *Notify* link. This leads you to the mail sending form, with the actual text that MYREVIEW proposes to send based on the paper's status. You can add, remove or change part of this text if you wish to personalize the notification.

- From the administrator interface, choose the "Send notification" to all authors. MYREVIEW shows you the list of mail templates which is going to be used.

Chapter 7

Camera-ready phase

You are now ready to receive the final versions of the accepted paper. This allows to prepare the conference by producing several documents. Since version 1.8, MYREVIEW supports the production of PDF documents, including the proceedings, relating to the content and/or the organization of the conference.

7.1 Collecting camera-ready files

When the notification message is sent to authors, it contains some instructions to uploading the final version, called camera-ready (CR) hereafter. Basically the upload procedure is similar to the one already used during the submission phase, except that the uploaded files are stored in a distinct directory.

The files of the camera-ready papers are uploaded in a subdirectory names `FILES/CR`n, where n is the status' id. There is one such subdirectory in *FILES*[1] for each status. Once all the paper are uploaded, you can get the set of camera-ready papers for a given status from there.

It is possible to check the CR papers which have been uploaded by using several lists of papers, one for each status, accessible from the administrator interface (they are called "List of papers with status XXX"). Each list comes with two possible presentations:

- a simple presentation, with (by default) the authors' names and the paper's title. You can customize it (via its template), save it somewhere and make it publicly available when the time has come.

- A more complete presentation, intended to the administrator, so that s/he can check when camera-ready papers ar uploaded, send mails to authors, etc.

So there is a list for papers with status "accept", a list for papers wit status "reject", and a list for each of your own status (if any). You can send a reminder to the authors who are in late, if necessary.

Once all the CR papers are uploaded, you can close the camera-ready phase from the configuration form: everything is now ready for the preparation of the conference.

7.2 The conference organisation : slots and sessions

Th next step consists in organizing the "sessions" of your conference. This is done in MYREVIEW as follows:

1. the period of the conference is divided in *slots*; each slot covers a period (say, 1, 2, 3 hours) of a particular day. You can also define "slots" for coffee breaks, dinner, social event, etc.

2. the conference is then organized in *sessions*; a session is allocated to a slot (there may be several "parallel" sessions for a same slot);

---

[1]or more generally in the upload subdirectory, since you changed perhaps its name.

3. each accepted paper is assigned to exactly one session.

A session correspond roughly to a meeting, devoted to the presentation of some papers, chaired by someone and held in a given room. You can indicate all these information. There might be sessions (e.g., coffee break) without any paper: they will just appear on the program.

When a paper is assigned to a session, you can give its position. This defines the order of the papers inside a session, both for the program and for the proceedings. Note that all the documents produced by MYREVIEW are based on the description in slots and sessions, so you must ensure that the organisation is fully described.

7.3 Producing PDF documents : program, proceedings and booklets

This section explains how MYREVIEW supports the production of the following documents :

1. the program of the conference, both in HTML and in printable format,

2. a booklet of abstract,

3. the proceedings;

4. any other PDF file (for instance a CD ROM with hyperlinks) that can be created from the content and information managed by MYREVIEW.

The proceedings rely on the camera-ready papers which must be sent by the authors. *The only supported format is PDF*, so be sure that all the CR papers are uploaded in PDF if you want to produce the proceedings from the MYREVIEW functions. Of course you can collect the CR papers without using the MYREVIEW documents production, in which case the format is irrelevant.

It is also your responsability to be sure that all the PDF file are formatted according to the style of the proceedings, otherwise the results (in terms of document quality) are of course unpredictable. In particular, there should be no page numbers in the uploaded files, although this does not prevent the proceedings to be obtained (there will be a second number added by the automatic procedure).
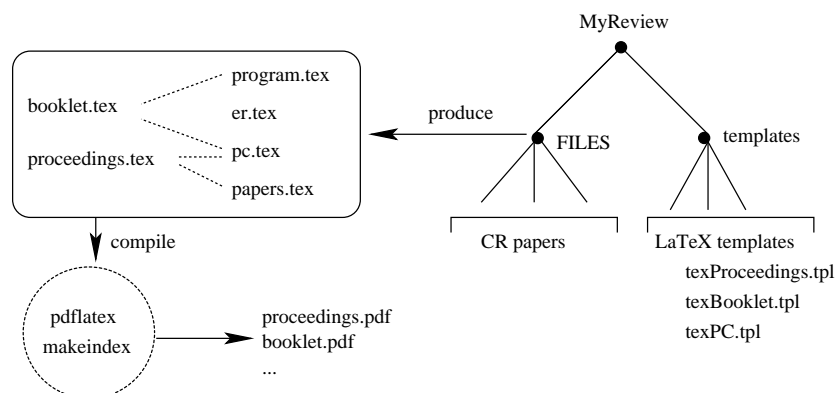
7.3.1 Using LATEX

All the printable documents are organised as LATEXfiles. If you do not know LATEX, you may encounter some problems, in which case you should ask for help. LATEXis a very powerful and flexible text processor: we put some examples of what we obtain on the MYREVIEW web site. If you work under Linux or a Unix-like system, LATEXis already probably installed. Under Windows, we recommend the MikTeX distribution (*http://www.miktex.org*), together with the TechnicCenter front-end (*http://www.toolscenter.org*) which is very powerful and easy-to-use. Once again, if it is your first experience with LATEX, we recommend that you ask for support.

A LATEXdocument is just like an HTML document : the *content* is separated from the *presentation*. In the case of LATEX, the (wonderful) presentation is obtained thanks to a very rich set of commands whose description is far beyond the scope of the present manual. It suffices to know that, just like for HTML pages, MYREVIEW extracts the contents from the database, and put this content following some LATEX*templates*. We propose a set of pre-defined templates, that you can just customize to your own style of document.

The process is illustrated on Figure 7.1. The right part shows the MYREVIEW directory organisation:

- the `myreview` root directory contains all the PHP scripts;

- the `templates` sub-directory contain the templates including the LATEXones;

- finally the `FILES` sub-directory (or whatever you named it) contains at least one other subdirectory with CR PDF files.

Figure 7.1: Organisation of LaTeX files

From the administrator interface, you can trigger the *Latex production* function. It takes the LaTeX templates from the `templates` directory, organize the content extracted from the database according to these templates, and put the result in the `FILES` subdirectory. For instance the *texProceedings.tpl* is the template for the production of proceedings (see below). The production results in a *proceedings.tex* file in `FILE`. Currently the following LaTeX files are created:

1. `pc.tex` contains the list of members of the program committee;

2. `er.tex` contains the list of external reviewers;

3. `program.tex` contains the program (slots/sessions/papers);

4. `abstract.tex` contains the list of abstracts;

5. `proceedings.tex` is a composed document containing several chapters: the PC members list, the external reviewers list, the PDF camera-ready papers, and an index of authors;

6. `booklet.tex` is a booklet, containing the program of the conference, and the abstracts;

7. `CDROM.tex` is the main document of a set of hyperlinked PDF files, intended to be put on a CD ROM.

It remains to run the *pdflatex* compiler over one of these files. For instance (under Linux):

```
pdflatex proceedings
makeindex proceeding.ax -o proceedings.ad
pdflatex proceedings
pdflatex proceedings
```

The `makeindex` command produces the index. The `pdflatex` must then be run twice in order to obtain all the links, table of contents and index. Look at the `proceedings.pdf` document, and enjoy!

OK. Sometimes everything is not that easy. First you probably want some customisation of our default templates. Second you will be facing some problems. Let's consider these issues in turn.

7.3.2 Customizing the LaTeX templates

Changing a LaTeX is just like changing an HTML template: edit the `.tpl` file, and modify it. There are some difference, though. A first one is that you must *not* edit the template via the MYREVIEW form: for technical reasons you must use a classical text editor. *Beware*: a LaTeX template will be corrupted if you edit it via a web form.

Secondly, and more importantly; you need some degree of LaTeX expertise. This is where you probably need some help if you are a beginner. Look at the following example which shows the LaTeX template for the production of proceedings.

Script 8 *texProceedings.tpl : The LATEXtemplate for the proceedings*

```
% Use your own class of Latex document here
\documentclass{report}
\usepackage[latin1]{inputenc}
\usepackage[T1]{fontenc}
\usepackage{multicol}
\usepackage[english]{babel}
\usepackage[final]{pdfpages}
\usepackage[margin=2cm,includefoot,includehead]{geometry}
\usepackage{makeidx}
\usepackage{index}
\usepackage[bookmarks=yes]{hyperref}

\makeindex

% Declare the index of authors. Note: the index must
% be produced with the following command (after a first Latex compilation):
% makeindex proceedings.ax -o proceedings.ad
\newindex{authors}{ax}{ad}{Index of authors}

% Some pdfpages parameters
\includepdfset{pages=-,pagecommand={}}

% OK, here begins the document
\begin{document}

% The title page
\title{ \textbf{Proceedings {CONF_NAME}}}
\author{}
%\date{\today}

\maketitle

% The table of contents
\tableofcontents

% Foreword: add your own text
\chapter*{Foreword}
\addcontentsline{toc}{chapter}{Foreword}
\textit{Please write your foreword here}

% The program committee
\chapter*{Program committee}
\addcontentsline{toc}{chapter}{Program committee}
\begin{multicols}{2}
\input{pc}
\end{multicols}

% The list of papers, automatically generated in papers.tex
\input{papers}

% Print the index of authors
\addcontentsline{toc}{chapter}{Index of authors}
\printindex[authors]

\end{document}
```

Scared? Please dont'. Here are some explanations. First each LATEXfile begins with a preamble which

defines both the *style* of the document and the "packages" required to implement this style.

The style used above in the standard `report` style. If you are to publish the proceedings, then probably you want something more sophisticated. Ask to you publisher who is probably able to provide a LATEXstyle file. Replace then `report` by the style name, and change the packages accordingly if needed.

Important: MYREVIEW uses a package name `pdfpages` which allows to include the PDF files of the camera-ready papers in the proceedings. Depending on your environment, you may have to install this package.

Next you can change the content of the document. For instance you may want to write down a foreword in place of the small sentence introduced for illustration purpose. Actually you can change the content at wil, providing that it remains LATEX-compatible.

Finally you can decide on which components are included in the proceedings. In the example above, the following components are included (command `input`):

1. the `pc.tex` file which contains the program committee;

2. the `paper.tex` file which contains the list of papers to be included;

3. some commands to index the authors.

The sub-files `pc.tex` and `papers.tex` are themselves produced after the `texPC.tpl` and `texProcPapers.tpl` templates. Change these templates as well if needed. You can control all the LATEXcommands with this mechanism.

7.3.3   Troubleshooting

Here is now a list (to be extended from your own experience...) of the most commonly met problems.

Text encoding

Our LATEXtemplates expect a textual content with characters encoded in the ISO-8859-1 standard (sometimes called 'latin1'). So this does not support other character sets (sorry, we shall fix that somedays). A potential problem is that some browsers encode differently the text collected from web forms. For instance, if an author user a Macintosh computer and sends a paper abstract with this computer, it seems that the encoding is not the expected one. No problem with basic ASCII codes, but less used characters (e.g., é, è, ê in french for instance) are sensitive.

This may gives rise to some problems at LATEXcompilation time: the compiler complains and shows the line which raises the problem. Note that this can not happen with CR papers because they are already encoded in PDF files. However we found that abstracts may sometimes contain problematic characters. This may happen also with author's name which contain "exotic" characters.

Currently there is no other solution than a manual editing and correction of the `.tex` file. Any idea is welcome.

Incidently, any textual content included in a LATEXfile must comply with the LATEXsyntax. In particular the reserved characters $, {, }, ˆ and \ must be used as required by LATEX.

Packages

The main specific package required by MYREVIEW is `pdfpages`. We found that it is installed in most LATEXenvironments. If it is not the case then you must install it yourself. Note that when using the TeXnic Center front end under Windows, the missing packages are automatically installed from the Internet when needed.

Anything else?

We hope that the document production will help you. The examples given can be easily adapted to a large range of needs. Please tell us if you need some help. We already experimented the functionality with some friendly users, but we are conscious that it might be sometimes tricky to obtain exactly what you want: we shall provide advices if your requirements fall in the scope of the document production.

Chapter 8

Registration

Since version 1.9, MYREVIEW provides a registration facility. The registration is associated to a secure payment with Paypal (*http://www.paypal.com*) which allows the attendees to transfer their registration fees.
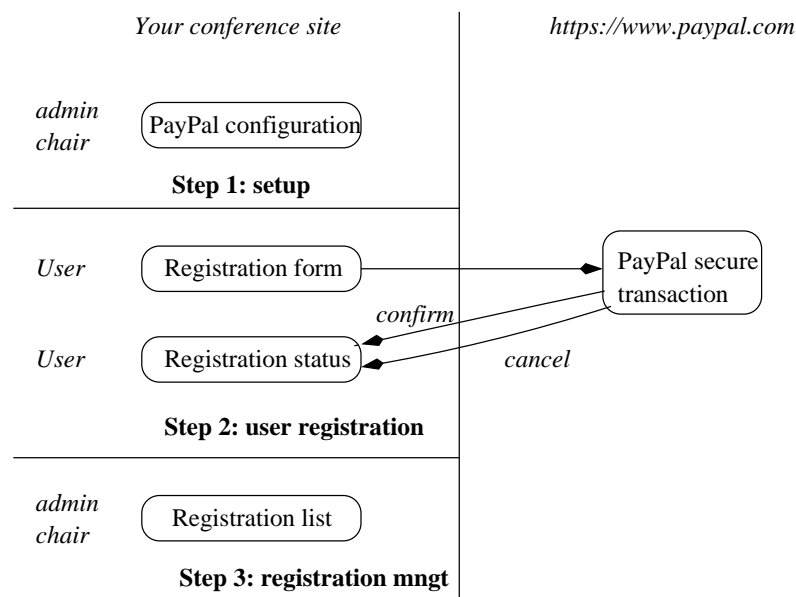

Figure 8.1: The registration workflow

In brief, the registration process in organized in three steps (see Figure 8.1). During the first step you must configure a PayPal account and define your registration choices in MYREVIEW. The second step allows users to register, using the *Register.php* form and the PayPal transactions. The third step is the management of registrations.

Figure 8.1 shows the workflow of the registration operations. Once MYREVIEW is configured, a form is proposed to users by the script *Register.php* (you must provide a link, somewhere on your site, to this script once everything is ready). Users can then choose one option for each registration choice, and must provide their personal data (name, affiliation, address, etc.). The validation of the registration form is a link to the PayPal server. MYREVIEW transmits to PayPal all the collected informations which are necessary to require the payment (the details of options, and the total amount). User can pay with their credit card, and validate, or cancel their payment.

Finally Paypal calls a script of your MYREVIEW server, which confirms to MYREVIEW that the registration has indeed been validated, or that the registration has been cancelled. You can consult the status of the registration from the registration list.

A paiment with Paypal generates an email to the user, so that they can print it as a bill, if needed.

Important: The part of the transaction which is handled by Paypal is of course independent from MYREVIEW. We made some experiments which show that everything work well (see below), but you should refer to Paypal for any question regarding security, and the fees that Paypal keeps on each transfer.

Template	Comments
TxtRegister.tpl	The registration page
TxtInvoice.tpl	Summary of the registration choices
TxtListRegistrations.tpl	List of registrations
MailConfimPayment.tpl	Mail that confirms the registration payment
MailCancelReg.tpl	Mail that confirms the registration cancellation

Table 8.1: Templates used for registration

8.1 Configuration

You need to open a business account at Paypal. Your registration choices must also be defined in MYREVIEW.

8.1.1 PayPal

First you need to open an account at Paypal. You have the following choices: *personal*, *premier* and *business*. You *must* choose the 3rd one, because *personal* does not permit to collect money from credit cards, and because in a *premier* account the associated bank account has always a person name attached to it.

To open the account, you need an email (suggestion: take the one used for the conference), a name, address, and a business address. Then add the bank account, so that every transfer (called "withdraw" on the Paypal page) goes to that account. It is necessary to validate the PayPal account by paying to PayPal a first tiny amount (say, 1,50 Euro). The validation consist of entering the 4 digit code which appears on the account list from the bank. If you do not validate, there is a limit on how much money you can collect.

Be sure to activate the "Paypal Account Optional" option. This allows users to make a payment without having to create an account on Paypal. This option is normally set to "On" with business accounts.

You must also activate instant payment notification ("IPN" in Paypal), which makes PayPal call a page on your server each time a transfer is done.

PayPal is known as a secure and reliable electronic payment mechanism. For information, here is a short list of the small problems met sor far by MYREVIEW users with using Paypal:

- You can choose a language in the configuration (say, french), but then the persons who register also see the PayPal pages in french. You can to change it back to (say) english later on.

- at some point, when the amount that went on the account becomes important (say, 6500 Euros with our exp.), Paypal asks to fax a passport and some electricity bill. It seems that you are given a number which works only from USA (is it related to the language choice?)

The collected money stays in the Paypal account, until you ask for a transfer to your bank account.

8.1.2 MYREVIEW **configuration**

In the configuration form of MYREVIEW, you must enter the PayPal business account. This is the email that PayPal uses to identify your account. You must also provide the currency for your transactions. The default currency is 'Euro'. A blank field will be considered by PayPal as "U.S. Dollar". Please refer to PayPal codification if you wish to use another currency.

A registration can be paid with several *payment modes*. MYREVIEW provides a pre-defined payment mode, PayPal. You must define the other modes. During the registration process, if a user chooses the PayPal payment mode, s/he will be routed to the PayPal site for an on-line payment/. For all other modes, the registration is simply kept in the database, with a "pending". It is you responsability, when you get the payment (say, a check) to mark the registration as paid. This can be done from the registrations list.

Important: the pre-defined PayPal payment is identified by the id 1. If you remove the PayPal payment mode, on-line payment are no longer proposed to users. If you want to repair that, run the following SQL query.

```
INSERT INTO PaymentMode (id, mode) VALUES ("1", "PayPal");
```

A *registration choice* consist of a list of options, each associated with a cost. For instance the conference registration itself might consist of the *member*, *non-member*, *student* options. If you wish to make a choice optional, simply add a 0-cost option, with an appropriate text (e.g., "I will not attend the banquet").

The `position` field is used to sort the option in the registration form. If you do not give a position, the options will be presented in insertion order.

8.2 The registration process

MYREVIEW creates a registration form based on a list of *registration choices* (e.g., registration, dinner, social event, shuttle service, etc.). The form also requires a list of personal data (name, affiliation, special requirements).

When the user validates the form, all the information are first stored in the database (tables *Person* and *PersonChoice*). The field `payment_received` in *Person* gives the status of the payment. It is initially set to 'N'. All the registrations, paid or not, appear in the registration list.

MYREVIEW displays a summary of the user's choices, and checks the payment mode. If it not PayPal, the registration ends there: the user is expected to pay using a payment mode which is outside the scope of MYREVIEW. You have to set the status to 'y' once the payment is actually received.

If the payment mode is PayPal, the summary comes with a button inviting to "make the payment with PayPal". The user can then access the PayPal system, which uses the information transmitted by MYREVIEW to collect the required amount of money. At this point the following events can be envisaged:

1. the user completes the payment as required; PayPal sends then to MYREVIEW a "payment confirmed" message[1];

2. the user cancels the payment (PayPal provides a button to do so); PayPal sends sends then to MYREVIEW a "payment cancelled" message;

3. for unknown reason, the PayPal transaction does not come to its end; no message is received by MYREVIEW.

In the first case, MYREVIEW sets automatically the payment status to 'Y'. In the two other cases, the registration remains in a pending status. These registrations appear in the list with the 'PayPal' payment mode and the 'N' paid status. You can remove them, or requires some other payment from the user if you wish.

---

[1]Technically, PayPal "sends a message" by calling the *Register.php* script on your MYREVIEW site with the appropriate information.

Appendix A

Templates list

Template	Comments
TxtHome.tpl	Home page
TxtCodes.tpl	Codes management
TxtErrorLoginAuthor.tpl	Error message for authors trying to log in
TxtInfoAdmin.tpl	Administrator page
TxtSubmitAbstract.tpl	Abstract submission page
TxtPostAbstract.tpl	Acknowlegment of abstract submission
TxtSubmitPaper.tpl	Paper upload page
TxtPostPaper.tpl	Acknowlegment of paper upload
TxtPostCameraReady.tpl	Acknowlegment of camera-ready upload
TxtPostBallot.tpl	Acknowlegment of pre-computation of preferences and conflicts
TxtInfoListReview.tpl	Text of reviewer page
TxtListPaper.tpl	List of submitted papers
StatusOfPapers.tpl	The template showing the submitted paper along with their reviews. Can be used to set the status of papers.
SQL.tpl	SQL queries
Instructions.tpl	Instructions for authors
ConfProgram.tpl	The program of the conference (session + papers)

Table A.1: HTML templates

Template	Comments
MailConfirmAbstract.tpl	Sent to the author after abstract submission
MailConfirmUpload.tpl	Sent to the author after paper upload
MailConfirmCameraReady.tpl	Sent to the author after camera-ready upload
MailSelectTopics.tpl	Ask the reviewers to select research topics
MailRatePapers.tpl	Ask the reviewers to rate papers in their rating box
MailParticipateForum.tpl	Ask the reviewers to participate to the global discussion (if enabled)
MailMessage.tpl	Send a message during a discussion among reviewers
MailReviewersInstructions.tpl	Instructions to reviewers
MailAccept.tpl	Text of paper acceptance
MailReject.tpl	Text of paper reject

Table A.2: Mail templates

Appendix B

Windows install

The following instructions have been kindly provided by Harry Wang, a MyReview user. Many thanks to him!

This is the installation menual for the following setting:

- Windows 2000 Advance Server

- Apache 2.0.3 as the Web Server

- MySQL 4.1.8 as the Database

- PHP 5.0.3

B.1 PHP

Install php-5.0.3 to C:/PHP. You must download the zip package not the windows installer, because the mysql extension dll is needed.

- Unzip the package, rename the folder to PHP and put it at C:/

- Add C:/PHP to Windows PATH environment variable

- In C:/PHP, there should be a file named *php.ini.recommended*, change it to *php.ini*

- Make the following changes in *php.ini* file:

  1. Change to the following line: `extension_dir = "./ext";`
  2. Enable *php_mysql.dll* in *php.ini* (uncomment that line)
  3. `magic_quotes_gpc = On`
  4. `file_uploads = On`
  5. `upload_max_filesize = 5M` (this is the max size of the uploaded file)
  6. In order for the mail function in myreview to work, Change the following SMTP settings: (You should enter the corresponding SMTP server address and the sendmail_from email address Remember: you must specify sendmail_from value, otherwise mail function won't work!!!)

     ```
     [mail function]
     ; For Win32 only.
     SMTP = smtp.harry.com
     smtp_port = 25

     ; For Win32 only.
     sendmail_from = harry@msn.com
     ```

B.2 Install Apache 2.0.5

Typical setting is enough. The port number 8080 is used here. Type http://yourserver:8080 to test your apache installation

To enable PHP in Apache(Installing as a CGI binary), add the following lines *httpd.conf* :

```
ScriptAlias /php/ "c:/php/"
AddType application/x-httpd-php .php

# For PHP 5
Action application/x-httpd-php "/php/php-cgi.exe"
```

  – In order for Apache to load index.php automatically, add the following section:

```
# to set default index page

<IfModule mod_dir.c>
    DirectoryIndex index.html index.php
</IfModule>
```

Restart Server

B.3 MySQL

Install MySQL 4.1.8: Configure the MySQL using standard settings. Test the PHP and MySQL installation using the following two files (put them in *ApacheInstallationfolder/htdocs*):

```
<!-- hello.php -->
<html>
<head>
 <title>PHP Test</title>
</head>
<body>

<?php phpinfo(); ?>
</body>
</html>

<!-- mysql.php -->
$username = "root";
$password = "yourPassword";
$hostname = "yourServerIPAddress";
$dbh = mysql_connect($hostname, $username, $password);
print "Connected to MySQL<br>";
mysql_close($dbh);
?>
```

B.4 MyReview

Unzip myreview system in *ApacheInstallationfolder/htdocs*.

- Run the script *CreateDB.sql*

- Copy *CreateDB.sql* to *MySQL/bin*

- Replace `localhost` to your MySQL server's ip address

- Run `source CreateDB.sql` (or you can just load the script using MySQL Query Browser)

- Make sure *DBInfo.php* and *./FILES* should be writable by Web Server.

- Proceed with the automatic installation by open the following page: *http://yourServer:8080/myreview/Setup.php*

Done!

Appendix C

Versions

C.1 Version 1.0

Delivered on Feb. 1, 2004. GPL distribution

C.2 Version 1.1.0, March 27, 2004

- The SQL interface did not work (missing template)

- There were some problems with Mozilla when displaying the manual assignment form

- The directory storing the files can now be changed and is hidden to reviewers (new script Download.php)

C.3 Version 1.2.0, June, 15, 2004

- PC members and papers can now be removed. This removes all their associated reviews as well.

- Bug fixed in the manual assignment function: when a specific topic was selected, either for papers of for reviewers, the commit function removed all the previous assignment, including those that were not displayed because they did not match the topic.

- The topic selection page gives some feedback whenever a selection is submitted.

- The directory storing uploaded papers can be set up in the configuration form.

- It is now possible to propose several types (formats) for uploaded papers. The default is still to accept PDF files.

- The implementation of pop-up windows is more powerful (relies on templates as well). Pop-up are now used intensively to show paper's info.

C.4 Version 1.2.1, June, 17, 2004

Minor changes in the code.

C.5   Version 1.2.2, June, 20, 2004

- Emails length is extended to 60 characters.

- At least one paper format is proposed

C.6   Version 1.3.0, June 24, 2004

- Automatic installation script

- Scrollbars in Javascrit-generated windows

- A free mail can be sent to all authors

C.7   Version 1.4.0, July 14, 2004

- All NOTICE messages when the error mode is set to E_ALL are removed

- The current selection is used for the list of submitted papers

- The review form is customizable (user-defined list of criteria).

- The format of emails is checked, for authors and PC members

- Only uploaded papers are shown to reviewers.

- Before notification, check that papers have a status and that no review is missing.

- The status of papers is now customizable (enables short papers of poster acceptance).

- Assignments can be deleted if the review is not filled. The 'isValid' field has been removed.

C.8   Version 1.4.1, July 16, 2004

- Removal of some remaining notice messages.

C.9   Version 1.5.0, July 23, 2004

- Support for camera-ready production

- Templates editing

- Graphics

- PDF output for reviews and list of papers.

- Bug fix: fatal error during the batch notification of authors.

C.9.1   Version 1.5.1, July 30, 2004

- Password recall for reviewers and authors

- Setup.php checks that tmpPDF is writable

C.9.2 Version 1.5.2, September 5, 2004

- Size of email addresses in the configuration form

- Problem with SQL.tpl editing

- Links have been added everywhere for logout and back to the admin page.

- Fix the problem with the schema of the DB

- Several tests in the configuration form

- Problem with `{FORM_LOGIN_AUTHOR}` entity in *SubmitPaper.php*

C.9.3 Version 1.5.3, December 13, 2004

- Additional test in InstallFunction, due to problems in a Windows environment

C.9.4 Version 1.5.4, January 5, 2005

- Change in Schema.sql (FOREIGN KEY syntax), for MySQL sites that use the InnoDB storage manager

C.9.5 Version 1.5.5, January 7, 2005

- The constant `UPLOAD_WITH_ABSTRACT` allows (if set to `TRUE`) to upload the paper file with the first abstract submission.

C.9.6 Version 1.5.6, January 12, 2005

- Bug fix: the "Free mail to each authors" sent the notification. Now it send the text which is entered in the form. A mail is sent to the reviewer when a review is submitted Paper files are removed when a paper is deleted

C.9.7 Version 1.5.7, February 5, 2005

- A test is added to check that the uploaded file extension matches the paper format

- A topic cannot be left null or empty in the submission form (test)

C.10 Version 1.6.0, March 7, 2005

- Improved support for translations: short texts are stored in an XML file (*ShortTexts.xml*)

- Management of the list of authors

- More explicit messages in case of upload failure (for PHP 4.2 at least)

- Support for blind reviews

- Improvement of the PHP automatic assignment algorithm

- C version of automatic assignment algorithm

- Support for large datasets (browsing facilities)

C.10.1 Version 1.6.1, April 14, 2005

- Improved support for conflicts and preferences management.

- Improvement of the `return path` option for mails.

C.11 Version 1.7.0, April 19, 2005

- Roles for PC members (admin, chair, reviewer)

C.11.1 Version 1.7.1, May 25, 2005

- Bug in the automatic install. script

- Add the affiliation in the authors' list

C.11.2 Version 1.7.2, June 12, 2005

- The session is automatically extended at each access

- Removal of the warning during the automatic install.

C.11.3 Version 1.7.3, July 10, 2005

- Password recalls did not work with some mail senders because of some missing options.

C.11.4 Version 1.7.4, September 5, 2005

- Small mistake in the function that counts the number of reviewers.

C.11.5 Version 1.8.0, October 14, 2005

- Show the papers in the "Status" list even without reviewer

- Bug fixed: pb in "Compute preferences and conflicts" when a quote appears in the affiliation of an author

- New: two ballot modes, one based on topic; one general (all papers)

- New: discussion modes: none, restricted, general

- New: fields for external reviewers in the review form

- New: test the existence of the SQL user

- New: conference sessions, assignment of papers to session, and conference program

C.11.6 Version 1.8.1, December 17, 2005

Automatic production of PDF documents: proceedings, program, CD ROM, etc.

C.11.7 Version 1.8.2, January 13, 2006

Multi-topics for the submission form
Questions for the submission and review forms

Appendix D

Useful SQL queries

The following queries have been found useful to users. If you find other ideas, please let me know.

1. Which reviewers did not yet choose their preferred topics?

```
SELECT firstName, lastName FROM PCMember p
WHERE NOT EXISTS (SELECT * FROM SelectedTopic s
                  WHERE p.email=s.email)
```

2. Which reviewer did not express any preference?

```
SELECT email , firstName, lastName FROM PCMember
WHERE  email NOT IN (SELECT  email FROM Rating)
```

3. During assignment: papers which don't have an expert reviewer. The topic of the paper does not match a selected topic of a reviewer.

```
SELECT DISTINCT p.id, p.title
FROM Paper p
WHERE NOT EXISTS (
    SELECT  *
    FROM Review a, SelectedTopic s
    WHERE p.id = a.idPaper
    AND  a.email = s.email
    AND a.idPaper = p.id
    AND p.topic = s.idTopic
)
ORDER BY  id
```

4. During evaluation: sort the papers on their overall marks, in descending order.

```
SELECT r1.idPaper,
       sum(r1.overall) as total ,
       sum(r1.reviewerExpertise) as total_expertise,
       count(r1.overall) as nb_reviewers
FROM   Review r1
GROUP BY idPaper
ORDER BY total desc, total_expertise DESC, nb_reviewers ASC
```

Appendix E

FAQ

Here is a list of frequently asked questions, with answers!

1. **What is the required configuration of PHP**
   MYREVIEW works with recent versions of PHP ($>=4.2$), and does not require the `register_globals` parameter to be `on`. Also, `magic_quotes_gpc` can be on or off without affecting MYREVIEW

2. **Does MYREVIEW support a one-step submission ?**
   Yes. Just set the appropriate choice in the configuration form. Then MYREVIEW will propose the file upload button in the abstract submission interface.

3. **I cannot upload files larger than 2MB**
   This can be set with the PHP configuration parameter `upload_max_filesize` which is restricted to 2MB by default (*php.ini* config. file).

4. **How can I send a reminder to authors or reviewers?**
   There is no specific function: use the "free mail" option in the administrator menu to send a mail to each reviewer or to each author. You are free to enter the text of your choice in the form.

5. **How can I extend the submission deadine?**
   Just change the submission date in the configuration form. If you already used the "Close the submission phase" function, you must also reset the parameter *Is submission opened* to 'Y' in the configuration form.

6. **A PHP script stops without explanation?**
   For very large settings (hundreds of papers and reviewers), some functions might use a large amount of memory. This is typically the case for the assignment (manual or automatic) when you try to display the entire HTML table.

   PHP sometimes stops te script execution and claims (sometimes) that the memory size limit is raised or that the maximum execution time is exceeded. The memory size limit, when used, is usually set to 8M, and the max. execution time to 30s. You can upgrade it in the *php.ini* configuration file.

7. **The mail() function does not work?**
   First check that the `sendmail` utility is properly installed on you server. Some users found that the `-f` option, which enforces the return-path for mail that are rejected, raises problems. You try to replace the following line in *php.ini*:

   ```
   mail ($to, $subject, $mail, $header, "-f $from");
   ```

   by the following one:

   ```
   mail ($to, $subject, $mail, $header);
   ```

Also, try to run independently the *sendmail( )* program on your server to see if it really works.

8. **How can I initialize the paper id number?**
Run the following command under your favorite MySQL utility:

```
ALTER TABLE Paper AUTO_INCREMENT=new_value
```

The will set the initial value of the paper id sequence to *new_value*.

9. **The message "Abstract submission is closed" appears when an authors accesses the "Submit" choice**

The following rules applies to the submission forms access:

(a) for abstract submission, both the "is submission open?", "is abstract submission open" must be set to 'Y', and the "is camera ready open" must be set to 'N';

(b) for paper upload, the "is submission open?" *or* the "is camera ready open" must be set to 'Y'.

All these choices can be modified in the configuration form.