

S.E.E. Solutions
Client Meeting Notes 5
10/1/12
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Start 1:30 P.M.

General

- Promote anonymous view – make sure the reviewer is not associated with the school.
- Deadline for final copy of paper should have a reminder sent out
- Registration open at any time.
- Reviews are due by certain date
- If reviewer is not there at the time then paper is passed off to someone else, preferably someone who has experience in the field.
- If reviews are missing for paper then they need to find people, at least 3.
- Faculty advisors paid in full and preregistered.
- Registration fee different for faculty and students.
 - o System should be flexible for pricing.
- System should be able to add user to database
- Schedule for the conference that the Conference Chair can change and everyone has view access to.
 - o System creates it.
- Outside actors would be MySQL database and PayPal.

Conference Chairs

- There will be 2 Conference Chairs
- Conference Chair will be the System Admin.
- The schedule will only be changed by the Conference Chair

Program Committee Chairs

- There will be between 1-3 for each committee.
- Create a Reviewer Chair
- Paper Chair says who submitters are (each paper will be flagged as accepted or rejected.
- Registration chair has access to everyone who has registered.

Presenters

- Can be students and students can be co-authors of papers

Reviewers

- Prefer review to be in Reviewers area of expertise.
- Cant review papers from own school.
- Need name and school of affiliation when signing up.

Submitters

- 1 submitter for paper regardless of how many authors
- 1 field added to database when submitter is accepted, no new account is created
- Ability to submit a final draft of paper.