Conference Back Office Organization

FontisMedias' Conference Back Office Organization provides a complete set of on-line services for the Organization of academic and professional conferences. The system offers a cost effective on-line solution for administrative functions and preparation for the conference Organization.

FontisMedia can also assist you with the Organization of a conference by handling part of the system or acting as a consultant on financial aspects of the Organization.

About FontisMedia

FontisMedia covers a full range of services related to scientific and technical communication, with expertise in the areas of publishing, marketing, event Organization (including scientific conferences) and logistical support.

The management of scientific information is in a phase of rapid evolution. New technologies are emerging almost on a monthly basis, with the Internet at the heart of these developments. FontisMedia will work with you to find the solution that uses these to your best advantage to make your conference a success!

The following pages provide a detailed description and cost estimate for all aspects of a conference back office Organization. For any further information, please contact FontisMedia:

FONTIS MEDIA

FontisMedia SA
Avenue Vinet 19, 1004 Lausanne, Switzerland
Tel.: ++41 21 648 39 74
e-mail: contact@fontismedia.com

www.fontismedia.com

Description of Services and Financial Terms

A complete submission and registration system for your conference Organization at **Euro 500.00*** including

- • **On-line Abstract Submission and Management** (see **1** for details)
- • **Preparation of Program, CD-ROM or Abstract Book** (see **2** for details)
- • **On-line Registration and Payment** (see **3** for details)

These modules can be handled independently by your team or FontisMedia can assist you with its experience and services. For additional services and support offered by FontisMedia, please contact us.
In addition Fontismedia can also set up your **conference website** and create all the **brochures** you require for your conference (see **4** for details).

* *Maximum number of abstract submissions: 250 and maximum number of registrations: 200*
  Additional submissions and registrations: Euro 2.00 per abstract and registration

Ask for access to a live demonstration at contact@fontsmedia.com **or call** ++41 (0)21 648 39 74

Description of Services
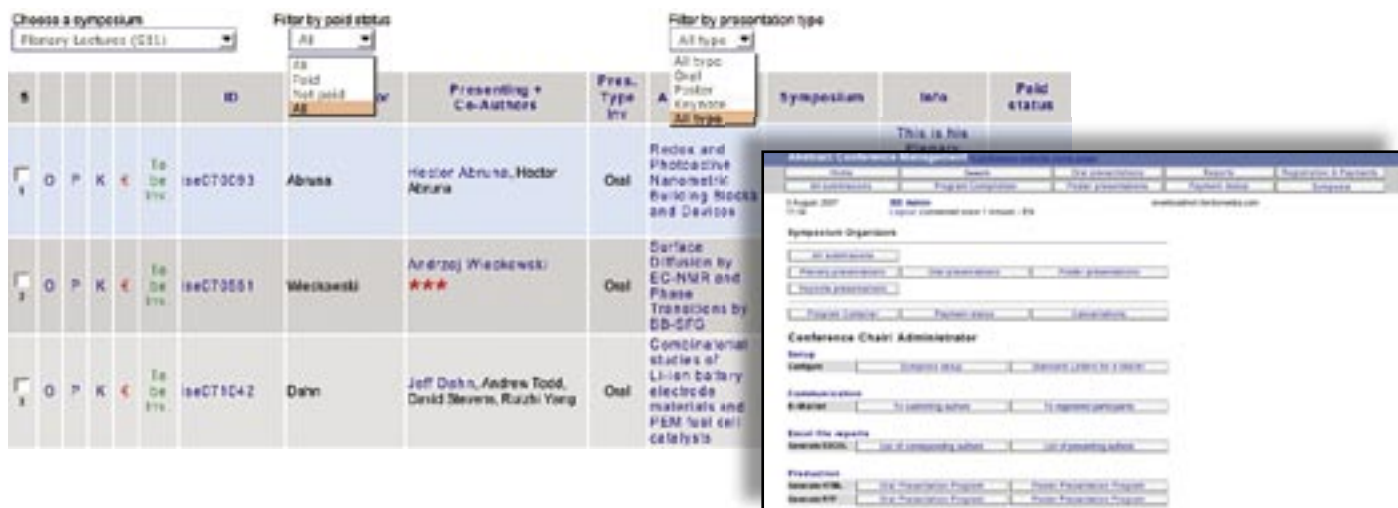# 1 : Abstract Submission and Management

An internet-enabled tool to help manage the logistics of all submitted abstracts

On-line Abstract Submission

	Included	Service available
• Password-protected login	yes	
• Submission form for author and manuscript details with file upload	yes	
• Use user-customized template	yes	customize template
• User-customized author instructions	yes	customize instructions
• One corresponding author can submit an unlimited number of abstracts	yes	
• Authors can amend submissions at any time before the end of the submission deadline.	yes	
• Standard automated e-mail responses welcome authors to the system, acknowledge submissions and give password reminders	yes	

Program Chair / Administrator / Committee functions

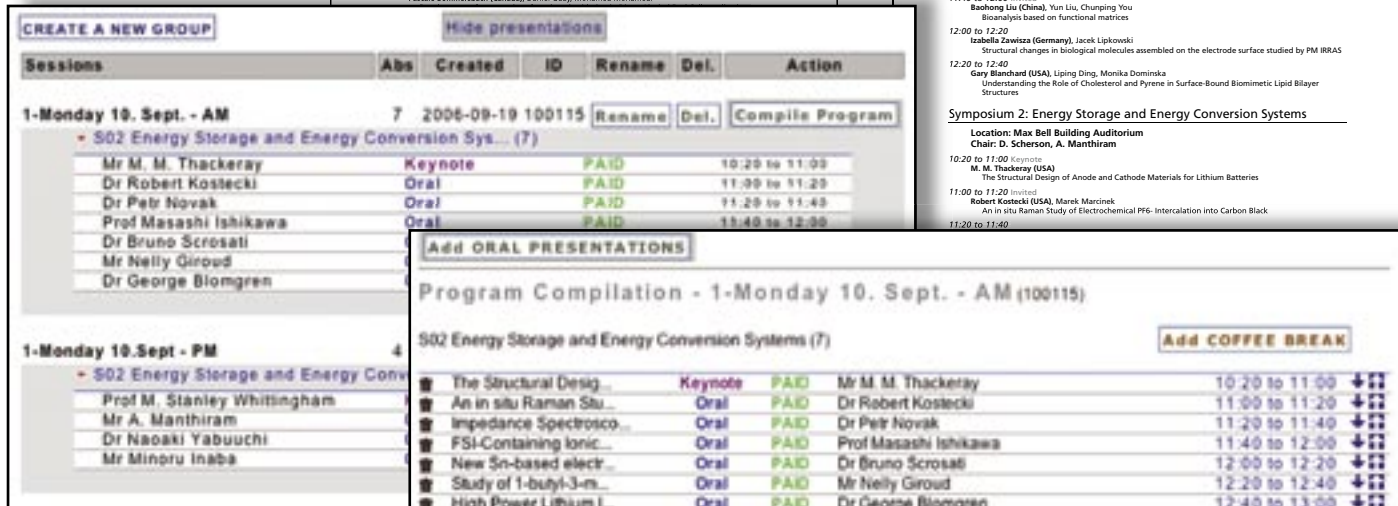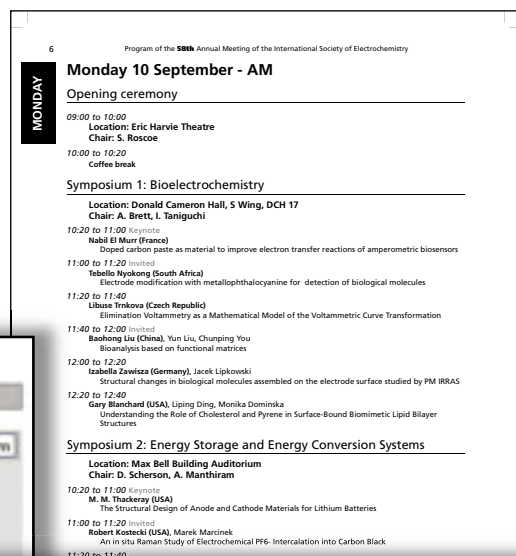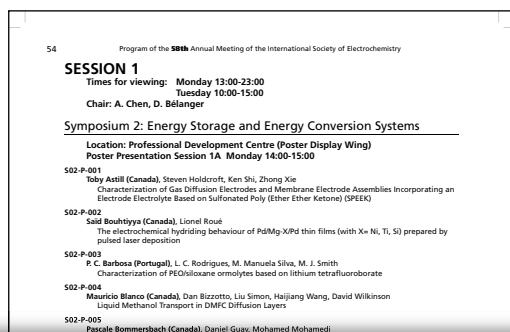|	Included	Service available
• Create symposium and individual password-protected access for symposium organizers	yes	
• Program chair or committee can view and edit user details	yes	
• Program chair or committee can view submitted abstracts and papers	yes	
• Standard screen lists all submitted abstracts	yes	
• Filter abstracts by oral, poster, keynote, plenary presentations	yes	
• Alert of multiple oral presentations by same presenting author	yes	
• Program chair or committee can mark abstracts as oral, poster, oral invited or keynote presentations	yes	assistance possible
• Program chair or committee can assign abstracts to other symposia	yes	assistance possible
• Program chair or committee can assign abstracts to sessions and set the complete session program with presentation times	yes	assistance possible
• Send personalized e-mails to corresponding and presenting authors	yes	assistance possible
• Download Excel file with all author and abstract data	yes	
• Set invited speaker status	yes	

2 : Publishing Program / CD-ROM / Book of Abstracts

Pre-Press preparation

	Included	Service available
• Preparation of <u>program</u> in standard format	yes	customise program
• Preparation of abstracts in customized format		yes
• Creation of a <u>complete abstract book</u> with oral and poster presentations grouped by symposia		yes
• Create an on-line program with one click	yes	customize program
• Create complete oral and poster programs with one click	yes	customize program
• Table of contents		yes
• Author index		yes
• Contacts with the printer, printing, binding and delivery		yes

Oral and Poster program samples

3 : Registration and Payment

On-line Registration, Payment and Validation

	Included	Service available
• The information is added into a database that will allow the organizers to track payments and validate credit card and bank transfer payments individually	yes	
• The database also facilitates communication with the registered participants during the months before the conference. The confirmation of registration is immediately sent as an e-mail	yes	
• On-line payment form, which will explain the registration costs (early registration, member registration, student registration, etc.)	yes	customize form
• Printable PDF payment form with all registration and payment details	yes	customize form
• FontisMedia can provide a secure on-line payment platform (SET standard with Saferpay) that will accept payment by Visa or MasterCard or others. Invoices for the payment, for those who need these for reimbursement, are generated on demand and sent as e-mail attachments with the corresponding sums		yes
• The payment information of each person is available	yes	
• Sending of receipts and invoices as PDF attachments	yes	assistance possible
• According to the information supplied by the registration form, the exact amount to pay is calculated by the system (early payment, excursion choice, student discount, etc.)	yes	
• Lists of all registered attendees with a validated payment status	yes	
• Each submission can be linked to payments as specified by the participant	yes	assistance possible
• Standard registration form	yes	customize form

4 : Conference Website

Creating a professional and attractive Internet environment for your conference

- Establishment of a conference website, with a distinctive homepage including the graphical elements required by the organizers and hosting societies (logos, conference venue photograph, etc.)
- Updating website pages

COSTS: Euro 1'800.00 for standard site setup

5 : Conference Brochures

Design of an attractive brochure describing the conference scope and venue

- Design and preparation of ready-for-press document for brochure

COSTS: varying on size and type of brochure
(1-fold, 2-fold; 105mm x 210mm, 148mm x 210mm, 210mm x 297mm, or any other format; number of pages)