

Presentation Settings

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There are many options in Presentations that help manage the Presentation process. These options include:

Presentation Type

There are two items to configure:

- **Details** - this is where you name one of your Presentation Types. These are used to categorize your presentations, such as:
 - Workshops
 - Panels
 - Poster Presentations
 - Keynote Presentations
 - Technology Presentations
 - Anything you can imagine!
- **Reviewers** - this is where you can assign a Review Panel (created separately in Presentation Setup) or individual reviewers. If you have created Reviewers already in Session setup, they will be available from this screen as well.

Tip: select **Automatically Add Reviewer to Papers** to have that reviewer added to any new papers with this Presentation Type.

Themes and Sub Themes

Themes are broad categories that help organize and describe Presentations with similar content. For example, you could have a Technology Theme and a Marketing Theme.

Sub Themes are a further categorization under each Theme. For example, you might have Technology Trends Sub Theme under the Technology Theme and an Internet Marketing Sub Theme under the Marketing Theme.

Themes and Sub Themes are optional, and they are not required to use Presentations in EventsAir.

Keywords

Keywords are simply terms or words that can help an organizer locate specific categories of presentations. There is no limit to the number of keywords you can create.

Paper Status

Paper Status contains definitions you create for your meeting to help classify the status of submitted papers or presentations. For example, many organizations use:

- Submitted
- Under Review
- Accepted

- Rejected

You are free to create whatever Paper Status terms that fit your conference requirements.
