March Webinar 2023 – Advanced Abstract & Presenter Management

Part 2 of 2 video guides to using Abstract & Presenter Management (including Reviewers) features in EventsAir!

> NOTE: EventsAir Version 16 is here and if you've already updated, your screen won't look exactly like this video. In the newer version:
>
> - **The event selection screen (opening screen)** is cleaner, and Global Tools are under the Menu button.
>
> - **The Navigation menu (in an event) is on the left-hand side** .
>
> - **Some tools have now been grouped** (e.g. Attendee Action Buttons in the Attendees Panel are now all under the "Actions" button, top right).
>
>   *After a changeover period, all our videos will be updated.*

Q&A

These questions have been collated from the 3 regional webinars. Some questions were asked by more than one person, so you may not see the exact same wording you used in your question.

Reviews

- **How do we create a 'double-blind' review process?**

- **How does the review process work when you have more than one reviewer?**

- **Do authors get an email from each review, or just one email when all reviews are done?**

- **Is there an easy way to clear the data of reviewers if there is a second round?**

- **We've run a review system where reviewers return the abstract to author who edit and resubmit for re-review, but the system doesn't support this**

- **Re-reviewing: Would be good to have another Paper Status to indicate if it's being re-reviewed.**

- **What's the best way to manage multiple rounds of reviews (for example, review of abstract, review of paper, then review of final paper)?**

Agenda

- How do you allocate a paper a specific time within a longer session?

- Can you confirm the system will display the selected presenter rather than the submitting author in the online agenda?

Asking for information

- What's the difference between Marketing Tags and Custom Fields?

Files / Abstract book

- Is there a size limit on the Abstract book – we have upwards of 300 abstracts?

- Is the upload limit still 15 MB (related questions about PowerPoints/videos etc)

- What happens with the abstract book if you select PDF for the abstract file?

- What is the chart/graph option – a picture file?

- Can a supporting document be visible in the app? And output to the abstract book?

Interactive site information

- Can you make additional information on presentation level make mandatory to fill out?

- For setting up the marketing tag tied to the contact record is there a way to have this shown on the Reviewer Portal? i.e. Are you applying for a travel grant? for this question to be visible to reviewers?

Invited speakers

- How can we make the submission process easier for keynote speakers?

Marketing tag

- Can you run through how to check someone who has logged in but not submitted again please?

Membership

■ Does the Presentation Portal in a Membership Event have the exact same functionality as in a normal event?

2 speakers

■ If there are two speakers for one paper, can you upload both speakers' pictures and bios?

■ Can interactive sites capture biographies?

Backgrounds

■ Our presenters often ask us can they change the background in EventsAir in the OnAir portal — is this possible?