

# March Webinar 2023 – Advanced Abstract & Presenter Management

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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.

## Can't see your question here? Check our Support Portal FAQs.

## Reviews

Show All

- 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?
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