

CECAM website & event management tool - User guide for organisers at HQ

INTRODUCTION	3
ACCESSING YOUR EVENT	3
DETAILS TAB	3
BASIC INFORMATION & DESCRIPTION	3
PARTICIPANTS TAB	5
OPT-IN / OPT-OUT OF APPLICATIONS' NOTIFICATIONS	5
VIEW APPLICATIONS	6
ACCEPT/REJECT APPLICATIONS	7
<i>Accept/reject multiple participants.....</i>	<i>8</i>
ADD PARTICIPANTS	9
<i>Individual participant</i>	<i>9</i>
<i>Multiple participants.....</i>	<i>10</i>
ADD A COORDINATOR	11
FILTER PARTICIPANTS	12
MANAGE ACCEPTED PARTICIPANTS	12
<i>On-line</i>	<i>13</i>
<i>On-site</i>	<i>13</i>
<i>Hybrid</i>	<i>15</i>
ABSTRACTS (POSTERS & TALKS) TAB	16
FILTER	16
MANAGE TALKS	17
ADD A TALK	17
MANAGE POSTERS	18
<i>Upgrade a poster to a talk.....</i>	<i>19</i>
ADD A POSTER	19
PROGRAM TAB	20
TIME ZONE	20
BUILD THE PROGRAM	20
MOVE OR DELETE ITEMS	21
DOCUMENTS TAB	21
BOOKLET	22
PRESENTATIONS	22
FILES	24
LINKS & VIDEOS	24
ADDITIONAL SPONSOR TAB	25
ADD A SPONSOR	25
BUDGET TAB	26
TOOLS TAB	27
PARTICIPANTS LIST	27

MAILING TOOL.....	27
MY PARTICIPATION TAB	29
<i>On-line</i>	29
<i>On-site</i>	29
<i>Hybrid</i>	30
EVENT HOMEPAGE TAB.....	30

Introduction

This guide will introduce you to all the features available in the CECAM event management tool. The guide is a living document and we look forward to improving it based on your experience and input. If you have specific questions, please email the CECAM Event Manager at aude.failletaz@epfl.ch.

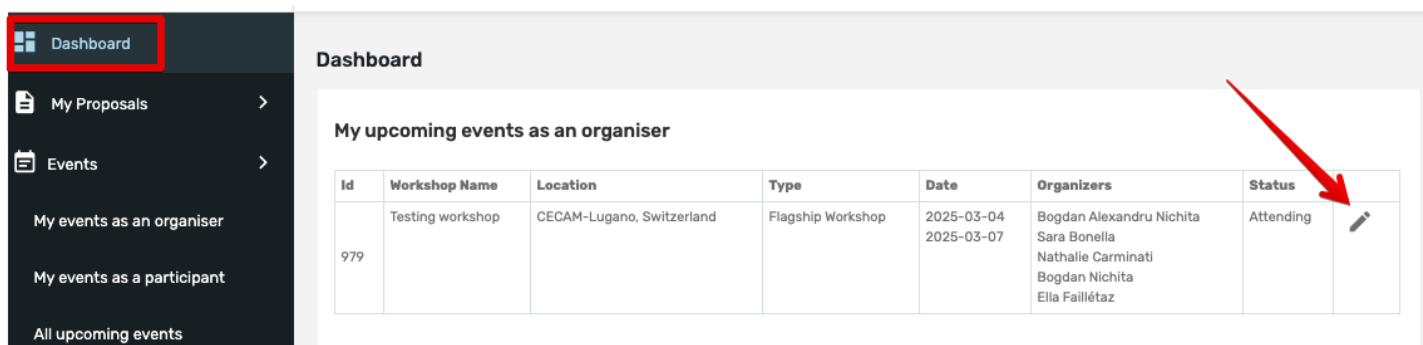
Before going into further details, please note that adding abstracts and building the program require steps to be performed in a specific order. The sequence that needs to be followed is:

1. [Accept participants](#)
2. [Identify speakers](#)
3. [Add or accept abstracts](#)
4. [Create program](#)

The rest of the management actions for your event can be performed in any order.


Accessing your event

To access the event you are organising, login with your CECAM credentials on <https://members.cecam.org/login>. Once logged in, you will land on your Dashboard. Go to the section “My upcoming events as an organiser” and click on the pencil at the right of the table.



Dashboard

My upcoming events as an organiser

Id	Workshop Name	Location	Type	Date	Organizers	Status
979	Testing workshop	CECAM-Lugano, Switzerland	Flagship Workshop	2025-03-04 2025-03-07	Bogdan Alexandru Nichita Sara Bonella Nathalie Carminati Bogdan Nichita Ella Faillétaz	Attending 

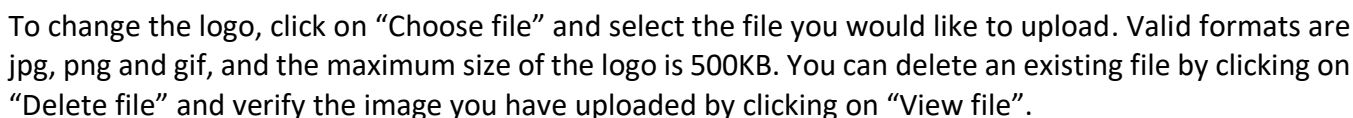
Details tab

In this tab you can see the general information and the description of your event. The content you’ll see upon first entry is based on the accepted proposal. You can modify it via the Edit Details button (see below).

Basic information & description

In this section, you can modify the logo and the description of your event. The event configuration, location and dates can only be modified by the CECAM team, please email aude.failletaz@epfl.ch to discuss potential changes.

The title, dates, location, description and references will be displayed on your event’s public webpage.



If you would like to update the description (for example add any information for future applicants), scroll down in the pop-up window until “Event description”. You add text by writing in the description box or modify the text format with the editing tools on top of the text box.

To add references, enter the DOI reference in the “DOI Name” text box and click on “Add a key reference”. Please do not enter references in other ways, as they will not be properly formatted when displayed.

Click on “Save” when finished.

Save





Participants tab

In the "Participants" tab, you can manage the organisers' and attendees' participation. You can also add other organisers if they have not been entered by CECAM. If need be, a coordinator, i.e. someone who will help you with administrative tasks but not who will not attend the meeting, can also be added.

Opt-in / Opt-out of applications' notifications

By default, organisers and coordinators receive an email each time a potential participant submits their application. It is however possible to deactivate these notifications for each of the organisers and coordinators individually.

Click on the three dots in the "Actions" column for the person you would like to deactivate (or reactivate) this option for and on "Manage organiser/coordinator".

Details	Participants	Abstracts (poster & talk)	Program	Hotel	Documents	Additional sponsor	Tools	My participation	Event homepage
Organisers									
Id	Name	Affiliation	Country	Status	Attendance type	Support	Speaker	Actions	
2	Ella Faillétaz	Glutieres University	Switzerland	Attending	onsite			<div>  Manage organiser <div>  Attending - onsite  Attending - online  Remove </div> </div>	
1	Bogdan Nichita	EPFL	Switzerland	Attending	online				


This will open a pop-up window, including a radio button called "Get email from applicants?". By default, "Yes" will be ticked. To stop receiving the emails, click "No" and save.

This can be reversed at any time by following the same process and selecting "Yes" again.

Manage organiser
✕

Name : Ella Faillétaz
Country : Switzerland
Affiliation : Glutieres University
 Is the affiliation correct? If not you can modify it [here](#).

Speaker
☐ Yes
 ☒ No

Get email from applicants?
☒ Yes
 ☐ No
 

View applications

To review applications and select the participants you would like to accept for your event, you can see the contents of their application by clicking on the three dots in the “Actions” column and then on “View Application”.

Participants

[Clear all filters](#)

Filter participants by status

Any



Filter

Filter participants by attendance type

Any



Filter

Search:

Id	Name	Affiliation	Country	Status	Attendance type	Acceptance/rejection email sent	Support	Speaker	Actions
1	Aude Failletaz	EPFL	Switzerland	Accepted	onsite		Pending		
2	Bogdan Alexandru Nichita	EPFL	Switzerland	Not accepted	onsite	✓			

Showing 1 to 2 of 2 entries

- Manage participant
- View application**
- Accept - onsite
- Accept - online
- Waiting
- Reject
- Remove
- Send email
- Send acceptance email

This will open a pop-up window including the name, affiliation, motivation (if any) and message (if any) for each applicant. If your event is a school, then the link to the CV will also be displayed here.

This regroups the same information as received by email upon each application.

View application



Name : Aude Failletaz

Country : Switzerland

Affiliation : EPFL

Is the affiliation correct? If not you can contact the participant [here](#).

Motivation :

Message :

CV : CV not provided

Accept/reject applications

Applications received through the CECAM website will be listed under the “Participants” section and their status will appear as "waiting" by default. You can accept or reject applications by clicking on the three dots at the right of the table and selecting "Accept" or "Reject". Depending on the configuration of your event, the “Accept” button will mention “on-site” or “on-line”.

Participants


[Clear all filters](#)

Filter participants by status

Select status

[Filter](#)

Search:

Id	Name	Affiliation	Country	Status	Attendance type	Acceptance/rejection email sent	Support	Speaker	Actions
1	Guy Byron	CECAM	Switzerland	Waiting	onsite				
2	Bogdan Alexandru Nichita	EPFL	Switzerland	Waiting	onsite				

Showing 1 to 2 of 2 entries

- Manage participant
- Accept - onsite
- Waiting
- Reject
- Remove
- Send email
- Send acceptance email
- Send rejection email

The status of the participant will automatically be updated according to your choice and a pop-up window will open with a template of acceptance or rejection email. A default text for the email is proposed. Please read it and ensure you agree with its content. You can modify the text of the email and add recipients in cc before sending it to the participant.

Send Mail

Header

From * helpdesk@cecam.org

Reply To aude.failletaz@me.com

To * guy.byron@epfl.ch

CC CC

BCC BCC

Subject [CECAM] Participation to the Flagship Workshop: "Testing works"

Body

Your message


Dear Guy Byron,

We are pleased to inform you that the organizers of the Flagship Workshop "Testing workshop" taking place on 04th Mar 2025 to 07th Mar 2025 at CECAM-Lugano, Switzerland have added you to the list of accepted attendees for this event. Your attendance will be onsite.

To manage the details of your participation please visit our CECAM website (<https://www.cecam.org>). If you already have a CECAM account, please

[Send](#)



Once the email is sent to the participant, a green tick will appear in the column “Acceptance/rejection email sent”.

Id	Name	Affiliation	Country	Status	Attendance type	Acceptance/rejection email sent	Support	Speaker	Actions
1	Guy Byron	CECAM	Switzerland	Accepted	onsite		Supported		⋮

Accepted participants automatically appear in the public participant list on the website.

Accept/reject multiple participants

If you would like to accept or reject multiple participants at the same time, select the participants by ticking the corresponding box at the left of the table.

	Id	Name	Affiliation	Country	Status	Attendance type
<input type="checkbox"/>			EPFL	Switzerland	Accepted	onsite
<input checked="" type="checkbox"/>	2		EPFL	Switzerland	Accepted	onsite

Then, scroll down to the bottom of the table and select “Accept” or “Reject” in the “Action” drop-down menu.

Showing 1 to 2 of 2 entries

Action

- ✓ Make speaker
- Accept onsite
- Reject

This will change the status of all selected participants and will open a pop-up window with the acceptance/rejection template, as explained above for the individual acceptance/rejection process.

Add participants

Individual participant

If you would like to add an individual participant that has not applied yet, click on "Add a participant".

Participants

[Clear all filters](#)

Filter participants by status

Select status ▼ [Filter](#)



Search:

Id	Name	Affiliation	Country	Status	Attendance type	Acceptance/rejection email sent	Support	Speaker	Actions
1	Guy Byron	CECAM	Switzerland	Waiting	onsite				⋮
2	Bogdan Alexandru Nichita	EPFL	Switzerland	Waiting	onsite				⋮

Showing 1 to 2 of 2 entries

[+ Add a participant](#)

A pop-up window will open. Fill in the First name and/or Family name and click on "Search".

If the icon before the profile is a person  that means the account is active. If it is an envelope  that means the account has not been reactivated yet. If you see 2 accounts for the same participant, please choose the one with a person icon. If the participant you are looking for only has an inactive account, you can still select it, he/she will receive the link to reactivate her/his profile in the acceptance email you will send at the next step.

Add a participant from database

First name *

Family name *

[Search](#)

 Aude Failletaz, Email : aude.failletaz@epfl.ch
 Aude Faillettaz, Email :
 Aude Ella Faillet, Email :

[Use selected](#)

[Cancel](#)

Once you have selected the corresponding profile, click on "Use selected".

If you cannot find the person in the list above, you can add a profile to our database by filling in the form and clicking on "Add to database".

Personal information

Title

First name *

Family name *

Gender ☒ Male ☐ Female ☐ Other

Position

Affiliation

Institution *

Department

Country *

Email *

Add to database

The acceptance process will then be the same as explained [above](#).

Multiple participants

If you would like to add multiple participants at once, click on "Import multiple participants" at the bottom of the table.

Participants

Clear all filters

Filter participants by status

Any

Filter participants by attendance type

Any

Search:

Id	Name	Affiliation	Country	Status	Attendance type	Acceptance/rejection email sent	Support	Speaker	Actions
1	Guy Byron	CECAM	Switzerland	Accepted	onsite				...
2	Bogdan Alexandru Nichita	EPFL	Switzerland	Waiting	online				...

Showing 1 to 2 of 2 entries

+ Add a participant

+ Import multiple participants

A pop-up window will open. Download the Excel template (do not use any other templates) and fill it in with the participants first name, last name, email, if they are a speaker and their attendance type (all fields are mandatory). Speaker and attendance type can be changed later in the participants tab if need be. Once ready, upload the file through the “Choose file” button and click on “Save participants”.

Import participants

With this tool you can import an Excel file with a list of participants, instead of adding them one by one. Please download and fill (all field are mandatory) the template below. Please do not use any other file than our template. The system will search for participants by email addresses and if found, add them as an accepted participant. If an email is not yet in our records, you will be notified and you will have to add that person manually.

Download template

Upload Excel file

Choose file template_import_participants_final.xlsx

Save participants

A green box with the summary of your import will appear. Participants successfully added will be listed in “New participants added”, participants that were already in the list will be mentioned in “Participants already listed” and attendees that were not added, because they do not have a CECAM account yet, will be included in “Participants not found, to be added manually”. For the latter, please add them individually, as described [above](#).

Import was successful.
 Total number of participants scanned: 2
 New participants added: 2
 Participants already listed: 0
 Participants not found, to be added manually: 0

The participants that were successfully added will automatically be marked as “accepted” and their attendance type will correspond to the one selected in the excel file.

Add a coordinator

The same process applies for adding a coordinator: start by clicking on “Add a coordinator”.

Coordinators

You can add an event coordinator. He/She has organiser rights. This person can attend the event or may just do administrative work for the event.

Id	Name	Affiliation	Country	Status	Actions
No data available in table					

+ Add a coordinator

Search the person in the pop-up window or add a person to the database, as explained above for participants.

As a default, coordinators will have the status “Not attending” as this role is meant for administrative support. However, you can change her/his status by clicking on the three dots as explained [above](#).

Filter participants

You can filter participants by their status by selecting “waiting”, “accepted”, “cancelled” or “not accepted” in the drop-down list and clicking on “Filter”. In a hybrid setting, there is also a filter for attendance type “on-line” or “on-site”. To come back to the full list of participants, click on “Clear all filters”. You can also search participants by name using the “Search” box.

Participants

Clear all filters

Filter participants by status

Select status

Filter

Filter participants by attendance type

Any

Filter

Search:

Manage accepted participants

Once a participant is accepted, you can manage their details by clicking the three dots at the right of the table and then on "Manage participant" (pencil icon on the dropdown menu).

Participants

Clear all filters

Filter participants by status

Select status

Filter

Search:

Id	Name	Affiliation	Country	Status	Attendance type	Acceptance/rejection email sent	Support	Speaker	Actions
1	Guy Byron	CECAM	Switzerland	Waiting	onsite				
2	Bogdan Alexandru Nichita	EPFL	Switzerland	Waiting	onsite				

Showing 1 to 2 of 2 entries

- Manage participant
- Accept - onsite
- Waiting
- Reject
- Remove
- Send email
- Send acceptance email
- Send rejection email

A pop-up window will open. To identify a participant as a speaker, click "yes" next to “Speaker”.

Manage participant

Name : Guy Byron

Country : Switzerland

Affiliation : CECAM

Is the affiliation correct? If not you can contact the participant [here](#).

Speaker

☐

Yes

☒

No

The rest of the window will depend on the event format: on-line, on-site or hybrid.

On-line

If the workshop is on-line, you will only be able to add notes specific to this participant in “General notes”. You will also see any notes the participant has left you in “Notes from participant”.

Manage participant



Name : Bogdan Nichita

Country : Switzerland

Affiliation : EPFL

Is the affiliation correct? If not you can contact the participant [here](#).

Speaker

☐ Yes ☒ No

General Notes

**Notes from
participant**

Save

On-site

If the workshop is taking place in person, in addition to the entries mentioned for On-line events, you will be able to manage the following details for each attendee.

First, you can verify the arrival and departure dates that he/she has indicated and check for inconsistency with respect to the program.

Manage participant



Name : Guy Byron

Country : Switzerland

Affiliation : CECAM

Is the affiliation correct? If not you can contact the participant [here](#).

Speaker

☐ Yes ☒ No

Arrival date:

03-03-2020



**Departure
date:**

05-03-2020



Then, you can choose if this person is supported or not by choosing from the drop-down menu “Supported?”. If you are still unsure whether the budget will be sufficient, you can keep the status as pending and modify it later.

If a participant is supported, tick for which expense he/she will be supported (possible to tick all boxes):
 A. Hotel, B. Per diem and C. Travel.

Supported ? Pending

☐ **A.Hotel**

Nights covered by the event **Participant nights :**

Hotel Choose hotel

Night rate

Participant's total

Hotel notes

☐ **B.Per diem**

Amount / day **CHF (between 10 and 50 CHF)**

No of days

☐ **C.Travel**

Estimated amount **CHF (if outside CECAM rules, please justify in general notes)**

A. Hotel

The hotel and night rate will be pre filled-in by the Event Manger. However, if there is more than 1 hotel booked for this event, you can choose in which hotel a specific participant will stay using the drop-down menu "Hotel". The number of nights covered by CECAM and, as a result, the total amount the participant needs to pay (if applicable) will be automatically entered as the maximum mentioned in CECAM workshop/school guidelines. You can then manually increase or decrease the number of nights covered by the event depending on the budget. If the participant has entered any specific request (ex: her/his spouse or family are accompanying them), this will appear in "Hotel notes".

B. Per diem

If budget allows, you can allocate per diems to participants by entering the amount per day and the number of supported days.

C. Travel

In the box "estimated amount", you can enter the maximum contribution to the participants' travel expenses. Please refer to our workshop/school guidelines for maximum amounts.

Then, you will see whether the participant has confirmed her/his presence to the social dinner in the section “Attending dinner”. This will be a reflection of the choice the participant has made in the tab “my participation”.

**Attending
dinner**

☒ Yes ☐ No

If necessary, you can add specific notes in the “General notes” section.

Finally, if the participant has provided comments or entered any dietary restrictions, this information will appear at the end of the window, respectively in “Notes from participant” and “Display requirements”.

General Notes

**Notes from
participant**

**Display
requirements**

Hybrid

In a hybrid setting, the participant management window will adapt to the individual type of participation. Please refer to [this section](#) for a participant joining on-line and [this section](#) for an on-site participant.

Abstracts (posters & talks) tab

This tab allows you to manage the talks and posters submitted by the participants as well as to add new ones if you need to.

Filter

Talks and posters can be filtered by their status "waiting" "accepted" or "rejected". Each table has its own filter. First, select the status in the drop-down menu by clicking in the arrow on the left of the "Filter" button. Then click on the "Filter" button.

To remove the filter, select "Any" and click on the "Filter" button again.

[Details](#)
[Participants](#)
[Program](#)
[Hotel](#)
[Abstracts \(poster & talk \)](#)
[Documents](#)
[Additional sponsor](#)
[Budget](#)
[Tools](#)

[My participation](#)
[Event homepage](#)

Talks

Filter talks by status

Any

Filter

Search:

Id	Talks	Authors	Status	Actions
1	Test Test Test	Bogdan Nichita , Ella Merola	✓	⋮

Showing 1 to 1 of 1 entries

+ Add a talk

Posters

Filter posters by status

✓ Any
 Waiting
 Accepted
 Rejected

Filter

Search:

Id	Posters	Authors	Status	Action
1	this is a test	Nathalie Carminati	✓	⋮

Showing 1 to 1 of 1 entries

+ Add a poster

Manage talks

The talks submitted by participants in their “my participation” tab will appear in the first table. By clicking on the 3 dots (in the column “Action”), you can edit, accept, reject or remove talks. Once a talk is accepted, it will appear as an agenda item (inside the drop-down menu) in the program tab and will be visible on the event public webpage, in the abstracts tab.

Talks

Filter talks by status

 Filter

Search:

Id	Talks	Authors	Status	Actions
1	Test 1234	Ella Faillétaz	✓	⋮

Showing 1 to 1 of 1 entries

+ Add a talk

Edit talk
 Accept talk
 Reject
 Remove talk

Add a talk

To add a new talk, click on the button "add a talk" at the bottom right of the “Talks” table.

Talks

Filter talks by status

 Filter

Search:

Id	Talks	Authors	Status	Actions
1	Test 1234	Ella Faillétaz	✓	⋮

Showing 1 to 1 of 1 entries

+ Add a talk

A form will appear in a pop-up window for you to fill.

Start by selecting the speaker's name in the dropdown menu. If the name you're looking for is missing from the list, please go back to the participants tab and identify the person as "speaker" as explained [here](#). Check the affiliation, add co-authors if applicable, complete the title and the abstract's text, add any relevant DOI reference and choose the status as “accepted”. Please do not enter references without using the DOI option as they will not be properly displayed. Do not forget to click on “Save”.

Speaker *

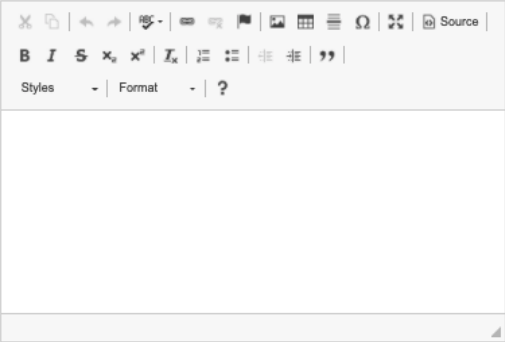
Affiliation **EPFL**
Is the affiliation is correct? If not you can modify it [here](#).

Co-Authors

Title *

Abstract
If your abstract contains special chemical symbols, please send us a word version to helpdesk.cecam@epfl.ch as well as uploading the text here.

Please make sure you respect the CECAM format mentioned above. If not you might be asked to re-send the abstract.



References

DOI Name
(e.g., 10.1000(xyz124))

Status

Manage posters

Posters submitted by participants (incl. title, abstract & poster picture) will appear in the second table on this tab.

Posters
Filter posters by status

Search:

Id	Posters	Authors	Status	File	Upgrade	Actions
1					Yes	⋮

Showing 1 to 1 of 1 entries

- Edit poster
- Accept poster
- Reject
- Remove poster
- Create talk

By clicking on the 3 dots, you can edit, accept, reject, remove or upgrade to talk the poster posters submitted by participants in their "my participation" tab.

Once a poster is accepted, it will be visible on the event public webpage, under the tab "Abstracts (poster & talk)".

Upgrade a poster to a talk

Click on the three dots and then on “Create talk”. A pop-up will appear, asking you to re-confirm that you would like to upgrade this poster to a talk.

members.cecam.org says

Do you really want to create a talk from this poster? The poster will remain available with the status waiting!

Cancel

OK

Click on “OK” and the title and abstract will automatically appear as accepted in the “Talks” section. The poster will remain in the “Poster” section with the status “waiting”.

Add a poster

To add a new poster, click on "add a poster" at the bottom right of the “Posters” table.

Posters

Filter posters by status

Any

Filter

Search:

Id	Posters	Authors	Status	File	Actions
1	Test 123	Guy Byron	✓	 cecam_logo[1]-copy-1615278785.jpg	⋮

Showing 1 to 1 of 1 entries

+ Add a poster

A form will appear in a pop-up window for you to fill. Start by selecting the author's name in the dropdown menu. Then, check the affiliation, add co-authors if applicable, complete the title and the abstract's text, add any relevant DOI reference and choose the status as “accepted”. Please do not enter references without using the DOI option as they will not be properly displayed. Do not forget to click on “Save”.

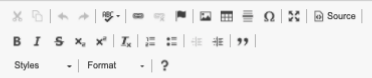
Author *

Affiliation **EPFL**
 Is the affiliation is correct? If not you can modify it [here](#).

Co-Authors

Title *

Abstract
 If your abstract contains special chemical symbols, please send us a word version to helpdesk.cecam@epfl.ch as well as uploading the text here.
 Please make sure you respect the CECAM format mentioned above. If not you might be asked to re-send the abstract.



References

DOI Name
 (e.g. 10.1000xyz1243)

Status



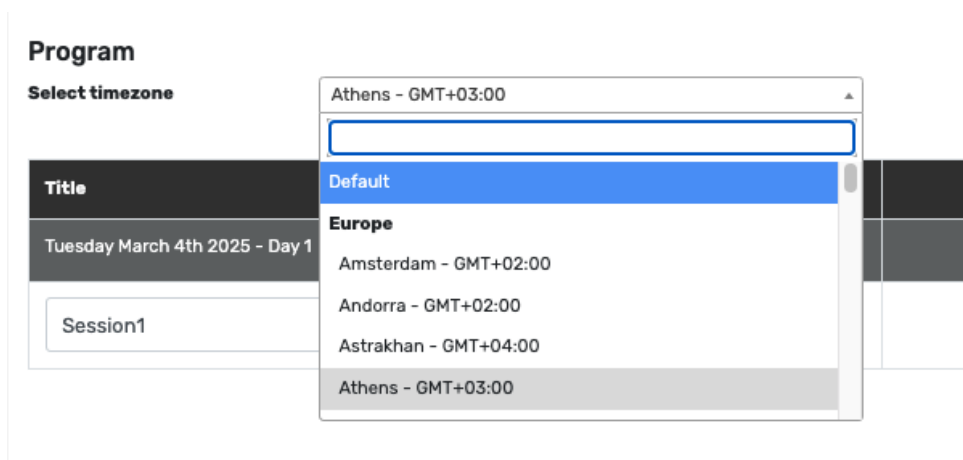
Program tab

In the "Program" tab, you can create and modify the program of your event. Once completed and saved, the program will appear on your event's public webpage. Remember that this action should be performed after [\(1\)](#) participants have been accepted; [\(2\)](#) speakers have been identified; [\(3\)](#) abstracts have been accepted or added by you.

Time Zone

Please indicate the time zone in which your event will take place, by selecting the corresponding local time in the drop-down list. This choice will be mentioned in the program page on your event's public webpage. Participants will be able to see your program in their own time zone, if they wish to.

If this selection is left as "default", the "Europe/Zurich - GMT+02:00" will be displayed.



Program
Select timezone

Athens - GMT+03:00

Default

Europe

Amsterdam - GMT+02:00

Andorra - GMT+02:00

Astrakhan - GMT+04:00

Athens - GMT+03:00

Title

Tuesday March 4th 2025 - Day 1

Session1

Build the program

Different agenda items can be added by clicking on the 3 dots (in the column "Action"). Each agenda item will appear as a new line.

You can add:

- a day;
- a header, with or without timeslot;
- a chairperson or a subheader;
- a simple agenda item, with two options:
 - "Add an item" will add a drop-down menu with standard agenda items such as a lunch, a coffee break or a talk by one of your speakers (after having accepted her/his abstract as explained [here](#)).
 - "Add an item (free text)" will add a blank cell for you to write your own item.

For each agenda item, you will be asked to indicate start and end time.

Program

Select timezone

(GMT+01:00) Amsterdam, Berlin, Bern, Rome, Stockholm, V...

Title	Start time	End time	Type	Action
Tuesday March 4th 2025 - Day 1				
Session1			Header	
Wednesday March 5th 2025 - Day 2				
Chair person/subheader			Chairperson	

- + Add a day
- + Add a header
- + Add a header (with timeslot)
- + Add a chairperson/subheader
- + Add an item
- + Add an item (free text)

Move or delete items

An item can be moved by clicking on the 4 arrows and dragging it up or down (1 in figure) in the column "Action". A line can also be deleted by clicking on the "delete" icon (2 in figure) in the same column.

Program

Select timezone

Default

Title	Start time	End time	Type	Action
Tuesday March 4th 2025 - Day 1				
Session1			Header	

1

2

Save changes

All changes must be saved by clicking on the "Save changes" (Bottom right). Do not forget to click on "save changes" regularly while entering your program as changes are not saved automatically!

Program

Select timezone

Default

Title	Start time	End time	Type	Action
Tuesday March 4th 2025 - Day 1				
Session1			Header	

Save changes


Documents tab

This tab contains all uploaded documents, including the ones that participants submit in their "my participation" tab. It has the following sub-sections:

- Booklet;
- Presentation;
- Files;
- Links & videos.

Booklet


The Event Manager will extract a booklet including the program, the book of abstracts and the list of participants and send it to organisers for review. Once finalised, the booklet will be uploaded here in PDF format. This document will be visible to all participants and will also be displayed on the public webpage for the event, in the documents tab.

Details	Participants	Program	Abstracts (poster & talk)	Documents	My participation	Event homepage
Booklet						
Booklet				Description	Actions	
 Booklet_Recent-advances-on-the-glass-problem-1613142689.pdf				Booklet		

Presentations

Presentations uploaded by participants will appear in this table. As a default, they will be viewable by organisers only, to enable screening of the content before making them available to participants or the general public. You can modify the parameters of the presentation by clicking on the three dots and then on “Edit”.

Presentation

Id	Presentation	Description	Authors	Viewable by	Action
1	My presentation	my presentation	Ella Merola	To organisers only	

Showing 1 to 1 of 1 entries

+ Add a presentation

 Edit
 Remove

This will open a pop-up window. You can then choose the availability (to everybody, to organisers or to organisers and participants) and modify the description, title or keywords if you need to.

Manage presentation
✕

Availability

☐ To everybody (including anonymous visitors)
 ☒ To organisers only
 ☐ To participants and organisers

Short description

Title of the presentation *

Author(s) *

Keywords *
separated with commas (,)

File

No file chosen

Maximum file size 10 MB, Preferred file type is PDF
 (Accepted file types: PDF, JPG, PNG, PPTX, KEY, ODP)

You can also delete a presentation, if needed, by clicking on the three dots and then on “Delete”.
 If you would like to add a presentation, click on “add a presentation”.

Presentation

Id	Presentation	Description	Authors	Viewable by	Action
1	My presentation	my presentation	Ella Merola	To organisers only	⋮

Showing 1 to 1 of 1 entries



This will open a pop-up window for you to fill. First, choose if the presentation should be available to all, organisers & participants only or organisers only. Then, fill in the description, title, author and keywords and upload the file. Click on “save” when completed.

Manage presentation
✕

Availability

☒ To everybody (including anonymous visitors)
 ☐ To organisers only
 ☐ To participants and organisers

Short description

Title of the presentation *

Author(s) *

Keywords *
separated with commas (,)

File *

No file chosen

Maximum file size 10 MB, Preferred file type is PDF
 (Accepted file types: PDF, JPG, PNG, PPTX, KEY, ODP)

Save



Files

This section is meant for any document other than presentations, such as photos.
 Add a file by clicking on “add a file”.

Files

Id ↑	Files	Description ↑	Uploader	Viewable by ↑	Action
1	 Screenshot-2020-02-06-at-12.39.55-1583750696.png	Test file	Ella Faillétaz	To organisers only	⋮

Showing 1 to 1 of 1 entries

+ Add a file

This will open a pop-up window for you to fill. First, choose if the file should be available to all, organisers & participants only or organisers only. Then, fill in the description and upload the file. Click on “save” when the form is completed.

Manage files



Availability

- ☒ To everybody (including anonymous visitors)
☐ To organisers only
☐ To participants and organisers

Short description

Short description

File *

Choose file No file chosen

Maximum file size 10 MB, Preferred file type is PDF
 (Accepted file types: PDF, JPG, PNG, PPTX, KEY, ODP)

Save

Links & Videos

This section is meant for links to documents and videos.
 Add a link by clicking on “Add a link”.

Links and videos

Id ↑	Links and videos	Description ↑	Uploader	Viewable by ↑	Action
1	www.epfl.ch	test	Bogdan Nichita	To organisers only	⋮

Showing 1 to 1 of 1 entries

+ Add a link

This will open a pop-up window for you to fill. First, choose if the link should be available to all, organisers & participants only or organisers only. Then, fill in the description and copy-paste the link. Click on “save” when completed.

Manage links
✕

Availability
☒ To everybody (including anonymous visitors)
☐ To organisers only
☐ To participants and organisers

Short description

Link *

Save

Additional sponsor tab

If you have secured additional funding from another institution, you must add it in this tab.

Add a sponsor

Click on “Additional sponsor”.

Details
 Participants
 Program
 Abstracts (poster & talk)
 Documents
 Additional sponsor
 Budget
 Tools

My participation
 Event homepage

Additional sponsor

Additional sponsor

Logo	Name	Amount required	Actions
------	------	-----------------	---------

A pop-up window will open for you to fill. Start by searching the organization in the drop-down list. If you cannot find it, please select “other” and fill in the boxes below with the name (mandatory), website and logo from the organization. Then, enter the amount of sponsorship agreed (in CHF) and click on “Save”.


The logo and name of the sponsor will appear on your event’s public webpage, under the event’s title.

Financial support
✕

Pick an organisation *

If the organisation is not in the list, please select "Other" and provide the below information.

Name *

Website 

Logo

No file chosen

Amount of sponsorship agreed CHF *

Save

Budget tab

In this tab, you will see a recap of all the costs related to your event. Costs are managed and entered by the CECAM Event Manager; you will not be able to do any modifications. If you notice any inconsistency, please get in touch at aude.failletaz@epfl.ch.

The budget table shows first participants-related costs, such as hotel, per-diem and travel. Each line recaps the expenses that you have associated to each participant in [this section](#).

Budget

Type	Participant	Arrival	Departure	Total nights	Nights covered by the event	Total hotel costs covered by the event	Travel	Per-diem	Total
00	Aude Failletaz aude.failletaz@epfl.ch	2022-02-06	2022-02-09	3	3	415.50 CHF	<input type="text" value="150"/> CHF	60.00 CHF	625.5 CHF

Then, the budget table shows general costs for the event such as coffee breaks, fruits, poster refreshment, dinner, cleaning and, if applicable, various (for example a poster prize or expenses for a special software, e.g. Gather.town for on-line events). Average costs for these items can be found in the document “CECAM workshop/school guidelines”, available in the [Lausanne HQ section](#) of our website. At the end of the table, you will see the total costs and the total budget, including any additional sponsorship you might have secured.

Coffee breaks									675.00 CHF
Fruits									141.00 CHF
Poster refreshment									450.00 CHF
Dinner									2100.00 CHF
Cleaning									480.00 CHF
Various									100.00 CHF
7 Total 4 participants, 3 organisers,				14	2	278.20 CHF	0.00 CHF	0.00 CHF	4224.20 CHF
Total Budget									12000.00 CHF

If you prefer to send an email directly from your inbox, you can copy a mailing list by clicking on the group(s) of participants to select them and then on “Get mailing list”. A new box will appear with all the related email addresses.

Get mailing list

To *

Organisers
Accepted participants
Speaker only
Accepted participants except speakers
Waiting participants

Get mailing list

First, you will be able to input your arrival and departure dates, by clicking on the blue calendar (1 in figure). Then, you can confirm your presence to the social dinner, by selecting “Yes” in “Participation to social dinner” (2 in figure). Finally, you will be able to add notes and mention any dietary restrictions you might have (3 in figure).

SCAM ALERT

We have been informed of scamming actions. Please note that CECAM will never ask you for a credit card number to secure your hotel reservation or perform any other actions relative to a workshop/school organisation.

Feel free to contact us if you have received a suspicious phone call or e-mail.

My participation

Please enter your information and save when finished.


My dates

Arrival  Departure 


Participation to social dinner

☒ Yes ☐ No

My notes to the organiser



My dietary requirements



Save

Hybrid

For a hybrid event, the participation type (on-line or on-site) specified by you or the attendees in the participants’ tab defines which of the two options above will be displayed.

Event homepage tab

By clicking on this tab, you will automatically be redirected to your event’s public page on CECAM website.