

CECAM website & event management tool

Participant user guide

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Introduction

This guide will take you through the steps to create your CECAM account and apply to CECAM events. 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.

Create your CECAM account

If you would like to reactivate an old CECAM account or create a new one, please go through the registration process by clicking [here](#). A browser tab with a form to fill will appear. Requested input includes your personal information, your affiliation and your user information. CECAM is compliant with GDPR regulations and this data will be used only in connection with management of events. Our data policy can be found [here](#).

Personal information

Title	<input type="text" value="Choose title"/>
First name *	<input type="text" value="First name"/>
Family name *	<input type="text" value="Family name"/>
Gender	<input checked="" type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Other
Year of birth	<input type="text" value="Year of birth"/>
Nationality *	<input type="text" value="Select item"/>
Position	<input type="text" value="Choose position"/>

Affiliation

Institution *	<input type="text" value="Affiliation"/>
Department	<input type="text" value="Department"/>
City *	<input type="text" value="City"/>
Country *	<input type="text" value="Select item"/>

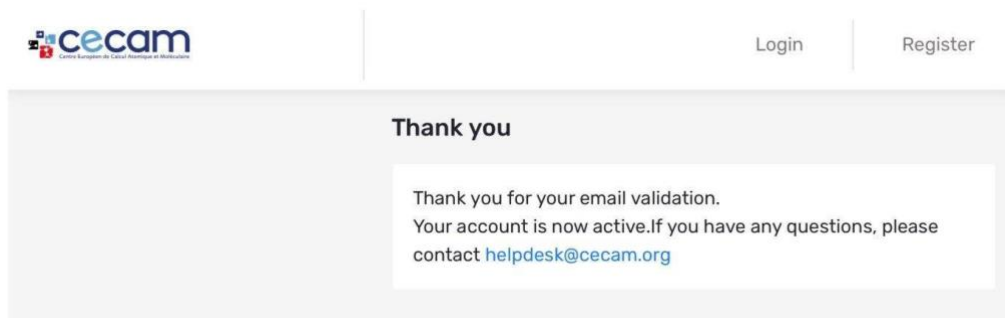
User information

E-Mail Address *	<input type="text"/>
Homepage	<input type="text" value="Homepage"/>
Password *	<input type="text"/>
Confirm Password *	<input type="text"/>

I have read and accept the [terms and conditions](#)

If you had a CECAM account in the past, please make sure to use the same email address you used to login with. This will enable you to recover data in our archives, including your participation and organisation history at CECAM. You can update your registration email as explained [here](#). If you no longer have access to your previous email address, please contact helpdesk@cecam.org.

After you complete all fields, read, accept and tick the terms & conditions box and click on “Register”. You will receive an email to verify your email address. Click on the link in the email and a browser tab will open, stating that your address has been verified.



If you already had an account, it will be automatically reactivated at this stage and you will be able to [log-in](#) straight away.

If you are creating a new account, the CECAM HQ team will verify your new account and activate it. This step can take up to 72 hours (thank you for your understanding). Upon activation, you will receive an email acknowledging the action. You can then [log-in](#) with your credentials.

When you login, you will land in your personal Dashboard, where you will see the summary of your profile in “My account”. If you need to make changes to your personal data, click on the pencil icon.

My account



Ella Faillétaz

Title	Ms
First Name	Ella
Surname *	Faillétaz



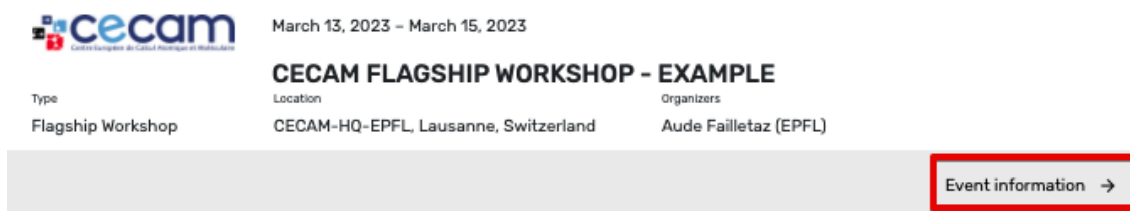
Apply to CECAM events

You can find the list of CECAM events and apply to one of them either through [CECAM’s public webpage](#) or, after log-in, through your [CECAM registered user space](#).

Applying from the CECAM’s public webpage

Please visit [this page](#) to consult the full CECAM program. You can browse through the activities using the main event category tabs (Workshops – schools – conferences) and/or the drop-down menus (event type, date and location).

Events are listed on individual cards in the overall calendar. Specific information can be accessed by clicking on “Event information” on the bottom right corner of the card. This includes a description of the scientific goals of the event and a participant list which is updated as information becomes available.



By clicking on “Event information”, you will visualize also the tab "Participate". This tab only appears when applications are open (events open applications for participating at different times during the CECAM year). To submit your application, click on this tab.



This will open a new browser window with a form to fill.

For a workshop (image below) you can describe your motivation and insert a message to the organiser(s) (both are optional). For a school you will also be invited to upload a CV (the CV is also optional). After you complete the form, click on “Send mail”. The email will be received by the organisers of the event who are responsible for managing applications.

Please note that by submitting your application, you agree that, if accepted as a participant, your name will appear on the public list of participants published on the CECAM website for this event.



Participate

Event Type Flagship Workshop

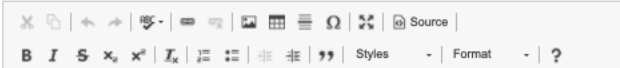
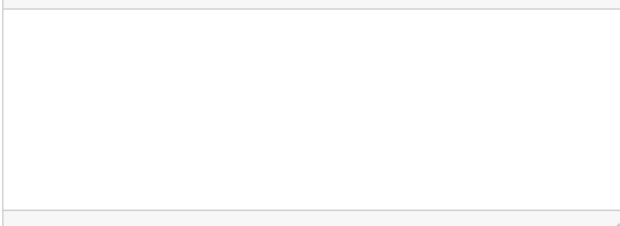
Title CECAM Flagship workshop - EXAMPLE

Dates 13th Mar 2023 - 15th Mar 2023


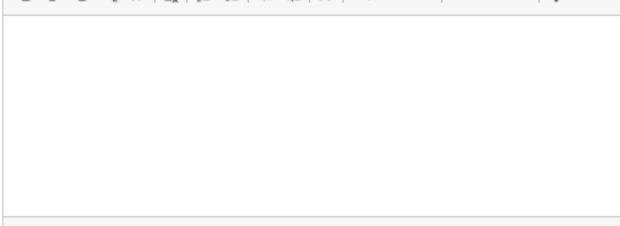
From *

Subject * [CECAM - Application] - CECAM Flagship workshop - EXAMPLE

Motivation


B I S 

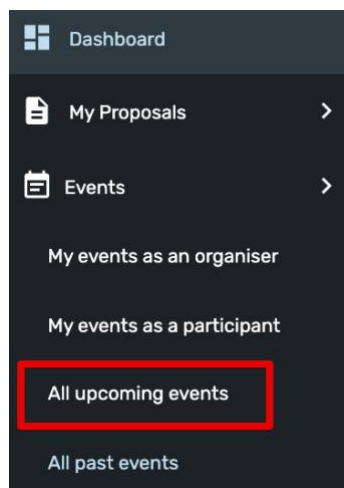
Your message



B I S 

By submitting your application, you agree that - if accepted as a participant - your name will appear on the public list of participants published on the CECAM website for this event.

Applying from the CECAM registered user space

To see the full list of future events, click on “All upcoming events” in the left menu bar.




You can browse through the events filtering, if you wish, by node and by type. If registration is open, you can apply to an event by clicking on this icon: . Please note that after the registration deadline has passed, the icon will not appear and it will not be possible to apply to the selected event via the website.

Upcoming events

[Clear all filters](#)

Filter events by node: [Filter](#) Filter events by type: [Filter](#)

Show entries Search:


Id	Workshop name	Nodes	Location	Type	Date	Organisers	Participation	Registration limit (at 23:59:59 GMT)
1092	CECAM Flagship workshop - EXAMPLE	CECAM-HQ	CECAM-HQ-EPFL, Lausanne, Switzerland	Flagship Workshop	13-Mar-2023 15-Mar-2023	Aude Failletaz		15-Feb-2023

Clicking on the “participation” icon will open a pop-up window with a form to fill. To submit your application, complete the form as described [above](#) (this part of the process is the same as for applications from the public webpage) and click on “Send mail”. The email will be received by the event organisers who are responsible for managing applications.




Verify your application status

After applying to events, you can check your application status either in your Dashboard, in the section “My upcoming events as a participant” or in the left menu, in the tab “My events as a participant”. In both cases, look at the column “Status”.

My upcoming events as a participant

Id	Workshop Name	Location	Type	Date	Organizers	Status
988	CECAM flagship workshop example	EPFL	Flagship Workshop	2022-12-01 2022-12-01	Bogdan Nichita	 
1084	Test_Aude_Failletaz	CECAM-ES	Flagship School	2024-02-01 2024-02-08	Aude Failletaz	 

You will see one of the following icons:

-  = Waiting
-  = Accepted
-  = Not accepted

Managing your participation

First, go to your Dashboard or to the left tab “My events as a participant”.

If your status is not accepted, you will not be able to access the event’s full webpage. You can however access the event’s public webpage, if you click on the eye icon in the last column.

If your status is pending or accepted, you can access the complete event’s webpage by clicking on the pencil icon.

My upcoming events as a participant

Id	Workshop Name	Location	Type	Date	Organizers	Status	
988	CECAM flagship workshop example	EPFL	Flagship Workshop	2022-12-01 2022-12-01	Bogdan Nichita		
1084	Test_Aude_Failletaz	CECAM-ES	Flagship School	2024-02-01 2024-02-08	Aude Failletaz		
979	Testing workshop	CECAM-Lugano, Switzerland	Flagship Workshop	2025-03-04 2025-03-07	Bogdan Alexandru Nichita Sara Bonella		

Once you have accessed the event’s webpage, you can navigate between the tabs to learn more about the event. Please note that some resources such as links or documents might only be available for accepted participants.

To manage your participation, go to the “My participation” tab. Information displayed there will depend on the event format (on-line, on-site or hybrid).

Attending on-line

If you are attending on-line, you will be able to add notes, submit a poster, a presentation, a file or a link.

If your application is not yet accepted, this tab can be used to submit material to support your candidacy such as a poster for example. Please refer to the event’s description for any indication from organisers on the required documents.

If your application was successful, you will be able to upload material linked to the event such as links or presentations and, if identified as a speaker, you will be able to submit a talk.

Please note that all documents and abstracts uploaded in this section will be reviewed by the organisers before they are made available to other participants or the general public.

My participation

Please enter your information and save when finished.

My notes to the organiser

Rich text editor toolbar with options: Bold, Italic, Underline, Text color, Background color, Bulleted list, Numbered list, Indent, Outdent, Undo, Redo, Source, Styles, Format, Help.

Save

My Talks

Talks	Authors	Status	Actions
Test 1234	Ella	✔	⋮

+ Add a talk

My Posters

Posters	Authors	Status	Action
---------	---------	--------	--------

+ Add a poster

My Presentation

Presentation	Description	Authors	Viewable by	Action
--------------	-------------	---------	-------------	--------

+ Add a presentation

My Files

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

+ Add a file

Links and videos

Links and videos	Description	Uploader	Viewable by	Action
------------------	-------------	----------	-------------	--------

+ Add a link

[Add a talk](#)

This section will only appear if you are an accepted participant and if you have been identified as a speaker.

To add your abstract, click on “Add a talk”.

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

First, check that your affiliation is correct and modify it if necessary. Then, add your co-authors if you have any, by clicking on “Add author” and filling in their name and affiliation. Add your title, abstract and any relevant DOI reference. Please do not enter references without using the DOI option as they will not be properly displayed. Click on “Save” when all information has been entered.

[Add a presentation](#)

To add a presentation, click on “Add a presentation”.

This will open a pop-up window for you to fill. Enter a short description, the title, keywords (separated with commas) and upload the file (maximum size 10MB). Click on “Save” when all information has been entered.

Manage presentation ✕

Short description

Title of the presentation *

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)

[Add a file](#)

To add a file, click on “Add a file”.

This will open a pop-up window for you to fill. Enter a short description and upload the file (maximum size 10MB). Click on “Save” when finished.

Manage files ✕

Short description

File * No file chosen

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

[Add link and videos](#)

To add links or videos, click on “Add a link”.

This will open a pop-up window for you to fill. Enter a short description and paste the link. Click on “Save” when finished.

Manage links ✕

Short description

Link *

Attending on-site

If the event is taking place in-person, more fields are accessible in addition to those associated to on-line events (described [above](#)).

Please fill these additional fields **after** your application is accepted.

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.

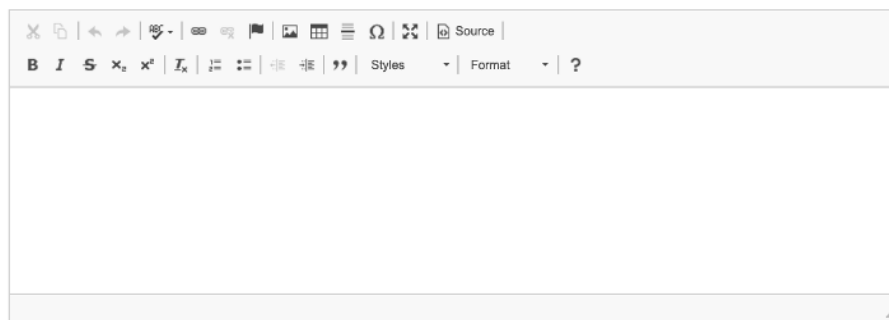
My dates

Arrival  Departure 

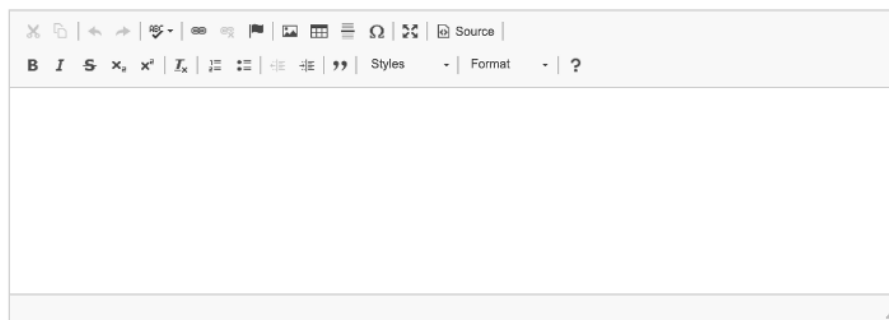
Participation to social dinner

Yes No

My notes to the organiser



My dietary requirements



Save

Attending a Hybrid event

For a hybrid event, you will be able to specify your participation type (on-line or on-site) in the participant’s tab. This will show you the set of forms associated to the correct format, as detailed above.