Conference Proposal Form

Name:

Department or Organization:

E-mail Address:

Telephone Number:

Conference Title:

Conference Abbreviation or Acronym:

(*This will be used for your conference's URL*)

Logo:

(*If desired, provide a URL to a page that includes the logo to be used for the conference*)

Target Launch Date:

Subject Areas:

Schedule:

Editors/Administrators Who Will Require System Access:

(*Provide name, email, and title for each*)

Notification of New Submissions:

(*The system can notify either one person of all new submissions, or notify all of the editors in the system. Please either enter the person's name, or indicate that all editors should be notified*)

Will the system be used for online peer review of submissions?

(*If not, please skip the following questions*)

Is the reviewing double-blind?

Number of reviews required per presentation:

Number of days that a reviewer has to complete a review:

(*Default is 21 days*)

Can reviewers view the full text before committing to do a review?

When review requests remain unanswered for too long, the system notifies the editor to recruit more reviewers. **How long is "too long"?**

(*Default is 5 days*)