



Features at a glance

Online registry is a user-friendly web-based software and service tool supporting professional, state of the art **congress management** with an intuitive Web2.0 user interface. It has been evolved over ten years and practically proven in more than a hundred of small to large sized scientific congresses.

Online registry comes installed on a high-capacity server infrastructure in 2 independent data centers, 100% powered by **green** energy, ready to use, accessible via a particular sub-domain, secured with an SSL certificate.

It has a pre-defined, fully customizable and user-friendly, multi-language layout and implements a role-based access control system, providing the different roles with the following functionality:

Regular users

- Create or manage personal account and stay well informed about congress news and relevant dates (time-line)
- Submit or edit scientific contributions (structured text forms or document upload – or both)
- Register for congress and receive digitally signed invoice
- Book a hotel near the conference location (with our partner booking.com)
- Re-submit final version of a paper (having some checks of the right document type, or if one of the author has already registered for the conference)
- Make payments online using credit cards (paypal, google checkout, skrill)
- Receive detailed reviewer feedback about submission
- Instantly chat with other online users in a secure way
- Message whiteboard, to communicate with the reviewer or the chairman, or leave a message for particular delegates
- View the preliminary program and plan the conference, access your timetable with your Android smart-phone
- Have always an overview about what has been submitted or has been registered for
- Apply as a reviewer
- Integration with social networks (Facebook)
- Help, FAQ and Feedback functions

Administrators (congress office)

- Search or edit user data, assign roles to users
- Search or edit submissions, even after deadlines
- Enter submissions (even after deadline) or make registrations for users
- Send out mass-mails to specified groups of users, or members of roles
- Manage deadlines, edit texts of automatically sent emails (Auto-mails)
- Enter congress news and announcements
- Plan sessions and allocate accepted submissions to sessions
- Easily customize invoice, payment confirmation, reminder, credit note templates
- Export functions supporting creation of preliminary programme and abstract book or congress proceedings
- Create name badges for delegates

Treasurers

- Assign bonus vouchers to particular delegates, invited speakers or VIPs
- Enter payments (received by wire bank transfer)
- View list of open payments, received payments, cancelled bookings
- Send out payment reminders
- Receive detailed statistics and figures
- Export functions

Reviewers

- Enter topic expertise and review capacity
- Review submissions by filling out a review form

Scientific Programme Committee

- Invite reviewers
- View Plagiarism score (Online Registry submission database and google)
- Automatic reviewer to submissions assignment
- Decision about preliminary and final acceptance or rejection,
- Notification of authors
- Detailed statistics and figures about submissions
- Export functions

Interested in a Offer or a Demo?
[Contact office@online-registry.net](mailto:office@online-registry.net)