Features at a Glance

Online Registry is a user-friendly and Web2.0 based cloud software which allows professional and state of the art **congress management**. Online Registry has been evolved over ten years. It has been practically approved in hundreds of small up to large sized scientific congresses.

Online Registry runs on high-capacity servers in a professional datacentre, is 100% powered by green energy, is accessible via a unique URL, secured with an SSL certificate and comes ready to use.

Online Registry is flexible by a user-friendly, customizable, and multi-language layout. The access control system is based on roles.

It provides users with the following functions:

Regular users

- Create or manage personal accounts
- Access a dashboard with all relevant information about the congress, receive news and stay informed about relevant deadlines
- Access author instructions and submission template
- Submit or edit scientific contributions by filling out the submission form (structured text forms or document upload – or both)
- Receive detailed reviewer feedback about submission
- Re-submit final versions of a contribution
- Register for a congress by filling out a registration form and receive an automatically created invoice
- Book a hotel near the conference location (at our partner booking.com®)
- Make payments online using credit cards (PayPal®)
- Whiteboard, to communicate with a reviewer or chairman, or leave a message for a delegate
- View the preliminary program, plan a personal timetable for the conference, access the schedule on Android or IOS mobile devices
- Upload the presentation
- Stay informed about submissions and registration details
- Receive documents such as invoice, payment confirmation and certificate of attendance by email or by download
- Apply as a reviewer
- Help, FAQ and Feedback functions

Administrators (congress office)

- Search or edit user data, manage roles of users
- Search or edit submissions, even after deadlines
- Enter submissions (even after deadlines) or make registrations for users
- Send out mass-mails to specified groups of users or roles
- Edit any kind of texts
- Manage deadlines, modify texts of automatically sent emails (Auto-mails)
- Enter congress announcements, share these announcements with Twitter® or Facebook® channel
- Plan rooms and sessions
- Allocate accepted submissions to sessions
- Customize templates for invoice, payment confirmation, reminder, credit note, name badge or certificate of attendance
- Create preliminary programme and abstract book or congress proceedings (export functions)
- Create name badges for delegates
- Distribute presentations to rooms and access presentations via Online Registry room cockpit
- Receive a weekly report about numbers of registrations and next steps

Treasurers

- Assign bonus vouchers to 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 registration statistics and figures
- Export functions for PDF and CSV

Reviewers

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

Scientific Programme Committee

- Accept reviewer applications
- Invite reviewers
- Publication score of reviewers and authors
- Compare submissions with Google® results
- Automatic reviewer to submissions assignment
- Enter decision about preliminary and final acceptance or rejection,
- Notification of authors
- Receive detailed statistics and figures about submissions
- Receive a weekly report about submissions and next steps
- Export functions for PDF and CSV

Mobile App

- Access the congress programme and manage personal timetable
- Access all abstracts
- Enter ratings for presentations
- Communicate with presenter and chairmen

Try out our demo system at http://nightly.online-registry.net or contact office@online-registry.net