



EAI Conference Manual for Web Chair

Welcome & Introduction

Dear Web Chair,

It is our pleasure to work with you and we are happy that you have accepted the role of Web Chair.

Official conference websites are set up on the domain provided, which is maintained and annually renewed by EAI. Domain names are always based on the conference acronym, and used for consecutive editions, therefore the conference web domain does not include references to a specific conference edition or year.

The conference website is created on a WordPress platform from a template designed by EAI (WordPress is a software for creating websites with emphasis on ease of use). You will be provided with access to WordPress and the instructions on how to use this interface are detailed in this document. The conference website should be constantly monitored and updated by the conference Web Chair based on specific instructions from the Organizing Committee and the EAI Conference Coordinator.

We are delighted to have you on the team and we look forward to our fruitful cooperation. Should you have any questions, please do not hesitate to contact us.

Web Chair is responsible for updating and maintaining following pages (go to [How to update](#) section) of the conference website:

- Call for Papers (includes: Scope, Topics, Publication, Paper submission, Important dates)
- Call for Workshop Proposals, Call for Demos/Posters/...etc.
- Full Program, Preliminary program
- Home page: Highlights, Publication, Topics, About [conference] (go to [Home page](#) section)
- Keynotes Speakers (includes: bio, photo, title and abstract of presentation)
- Organizing Committee, Technical Program Committee
- Workshops, Tutorials, Demos, Panels (and other attractive program points such as tracks and special sessions information to increase interest for the event)
- Practical information: Things to do, Travel information, Venue (with maps and instructions)

Web Chair can add information and edit these pages as needed to suit the needs of Organizing committee and the conference.

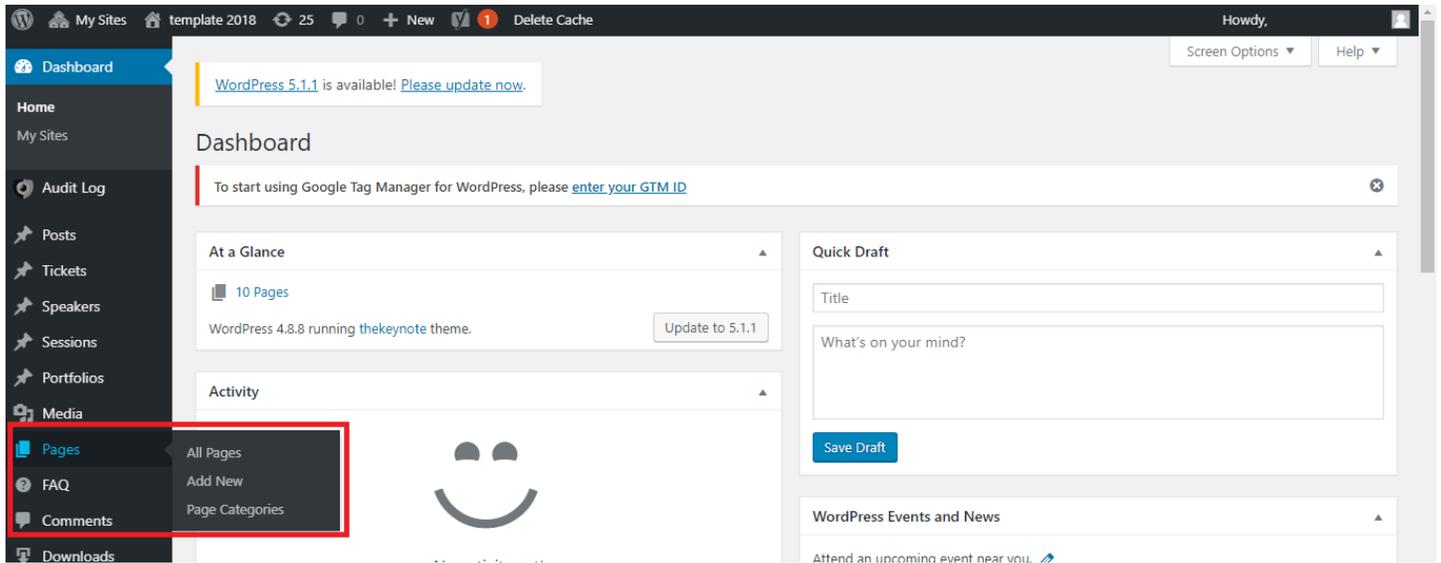
How to login

You can login into Wordpress using extension: /admin (example: conferencewebsite.org/admin)

Login credentials will be provided to you via e-mail by EAI.

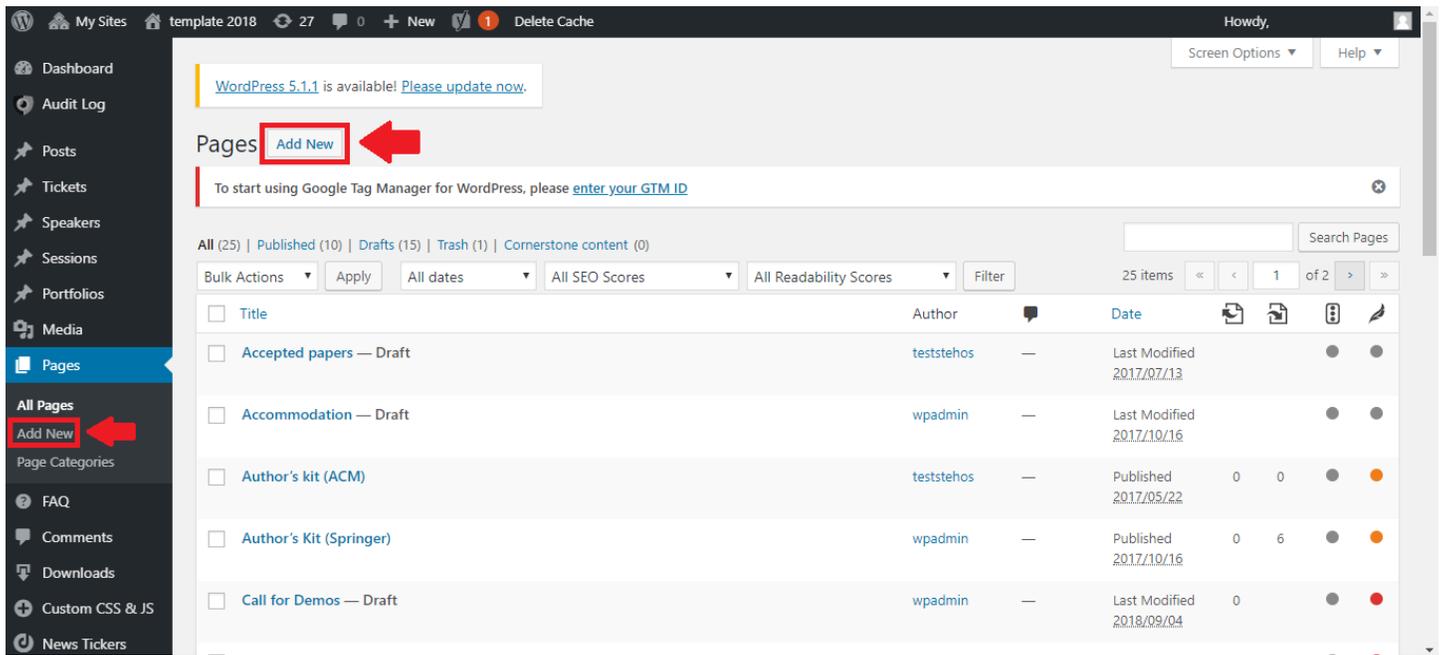
1. How to – create & publish draft and edit the page

How to find pages to edit:

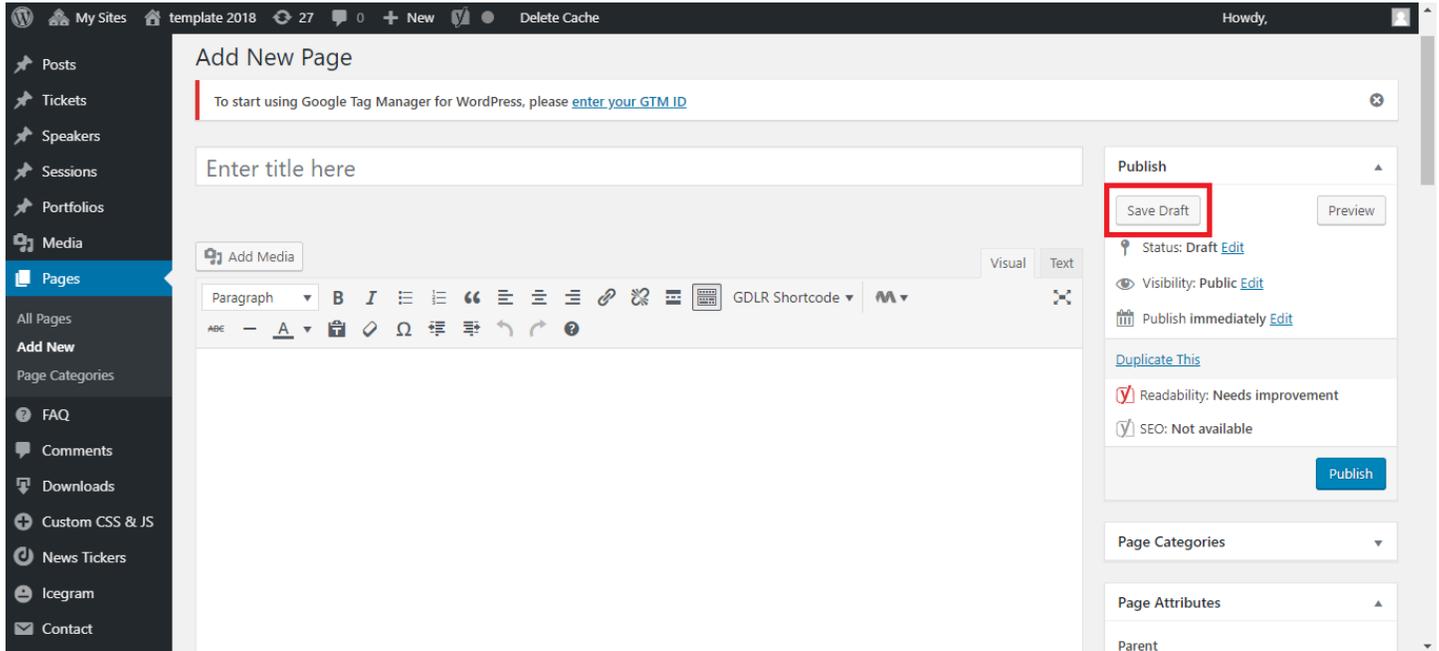


How to create draft:

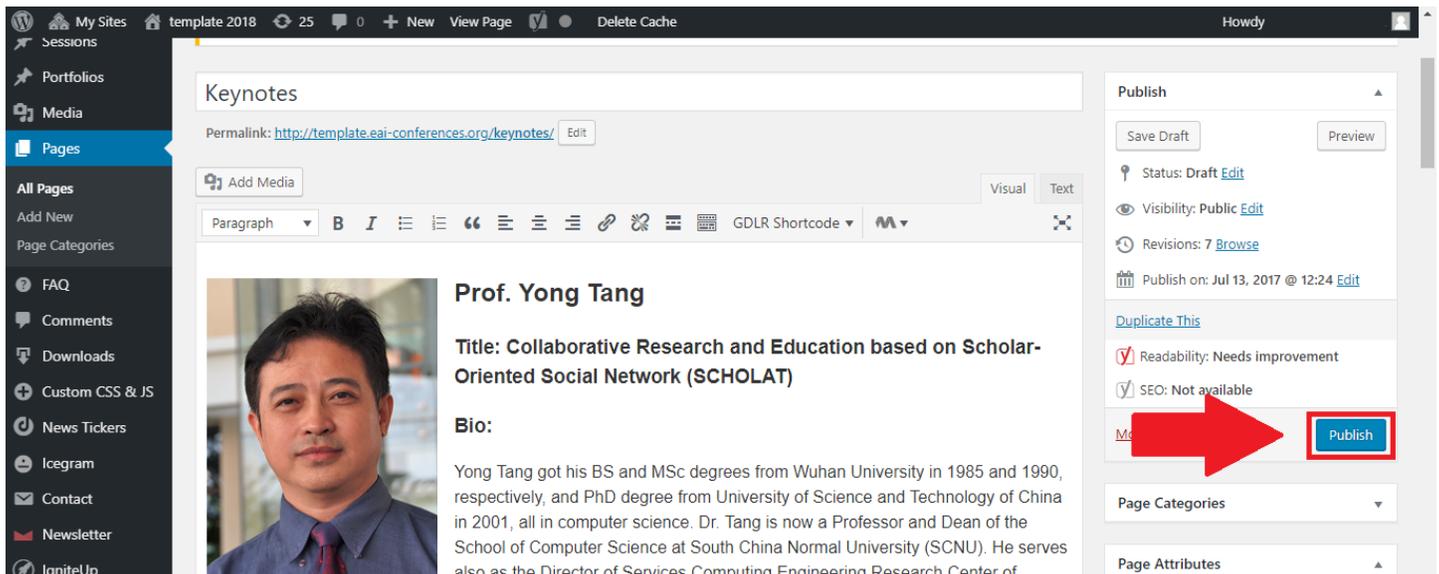
- Step 1: Add New Page:



- Step 2: Save as Draft:

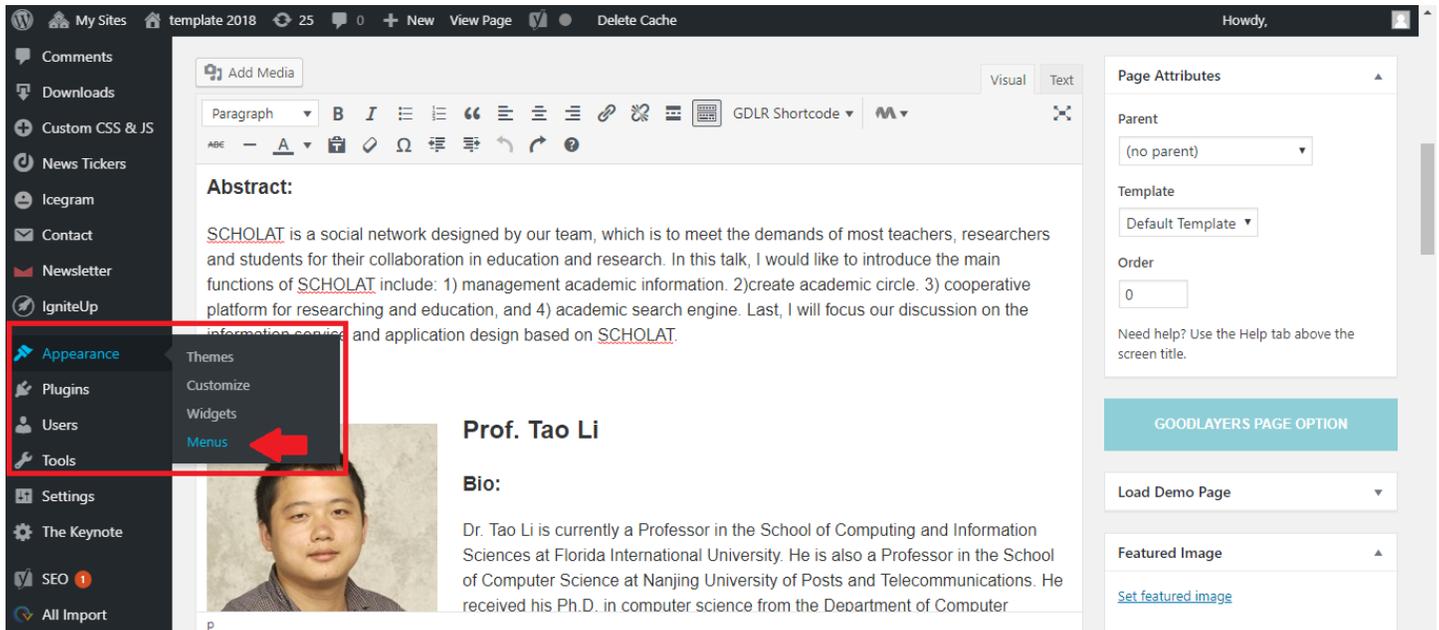


How to publish draft:

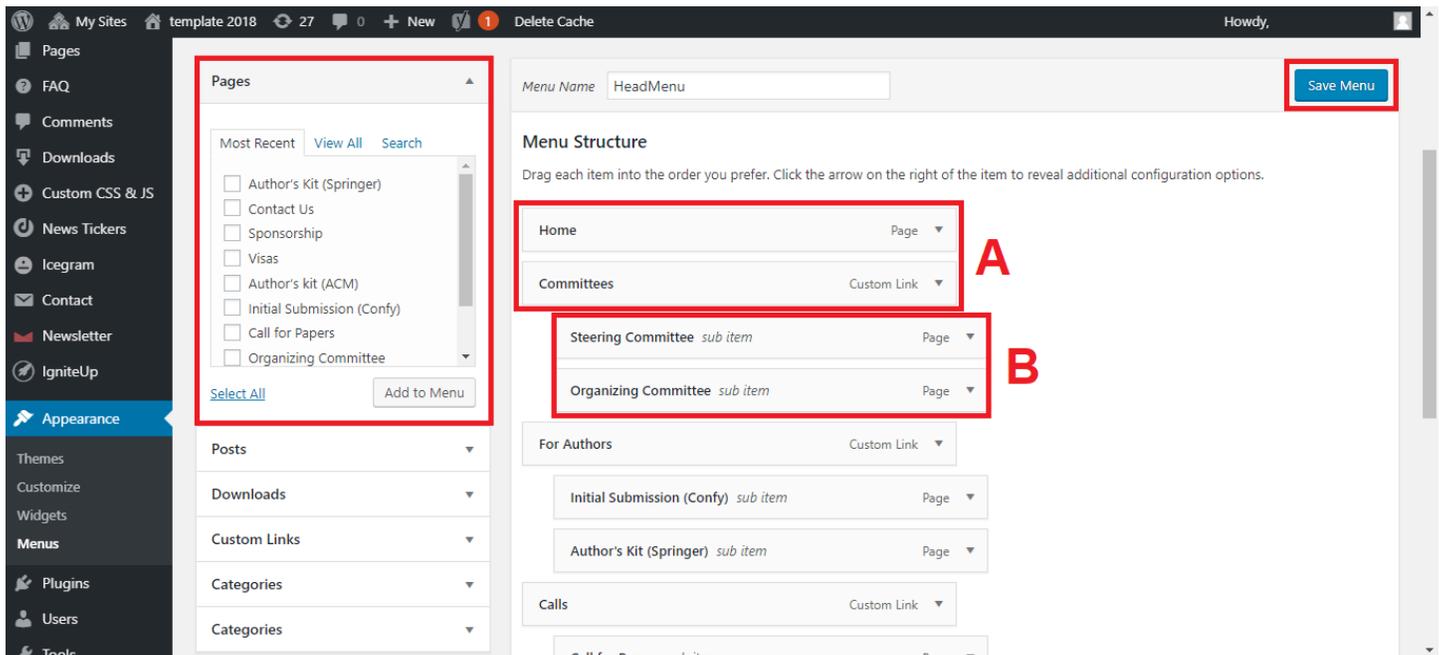


How to add published page to the website navigation/menu:

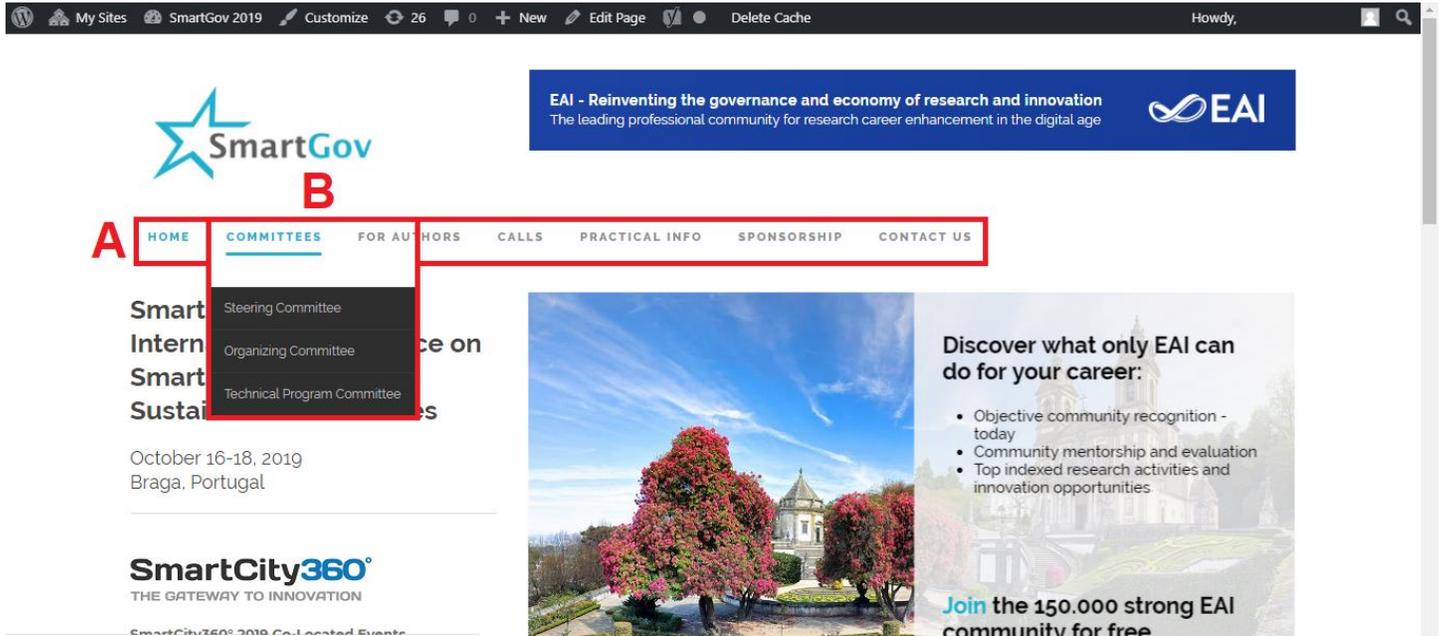
- Go to Appearance -> Menu:



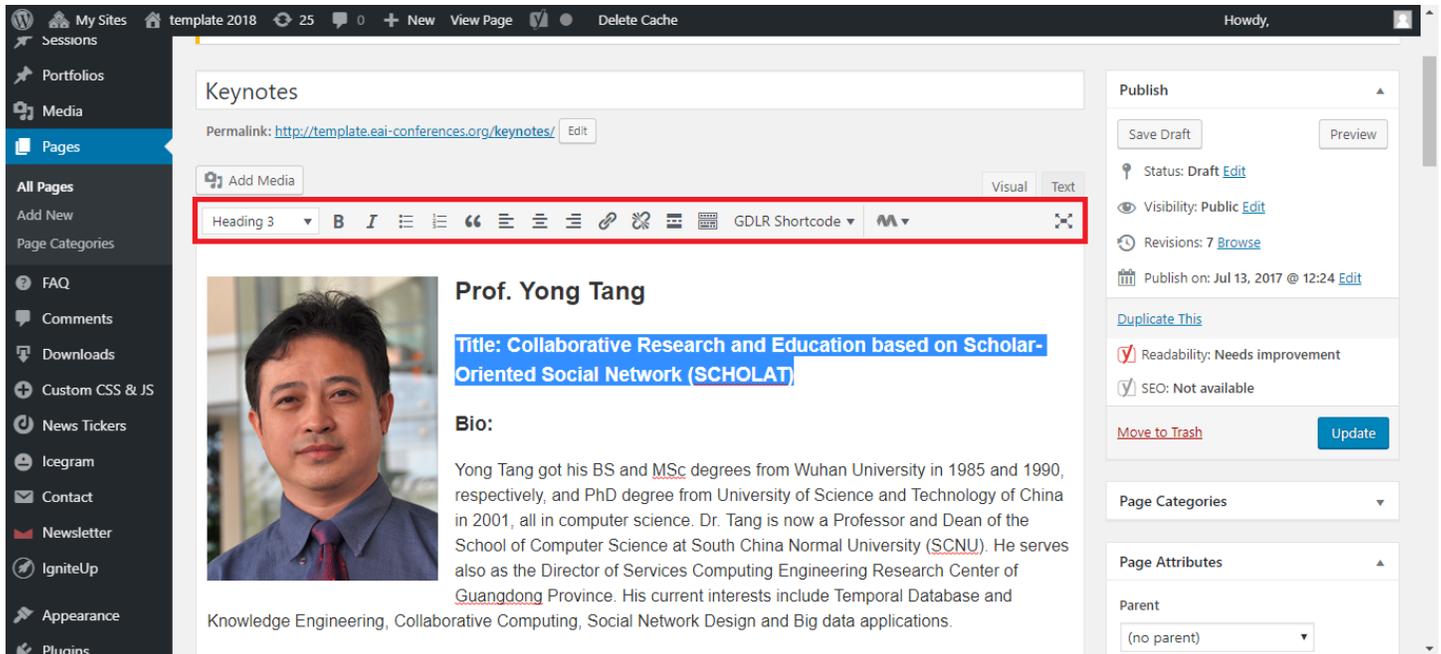
- Edit Menu (main navigation) – add the new page to menu and then:
 - A - General menu - align to the left
 - B - Sub-menu - align slightly to the right



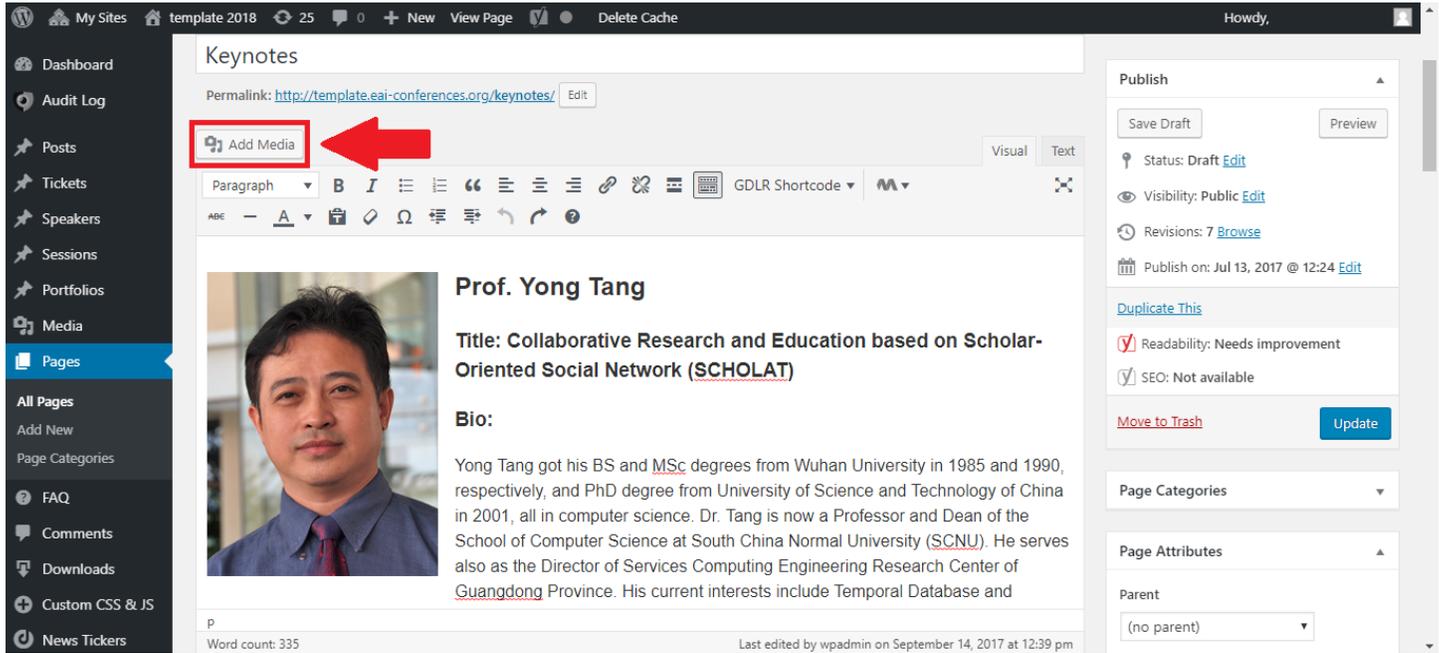
Example of the main navigation on the Home page of the website:



How to edit content:

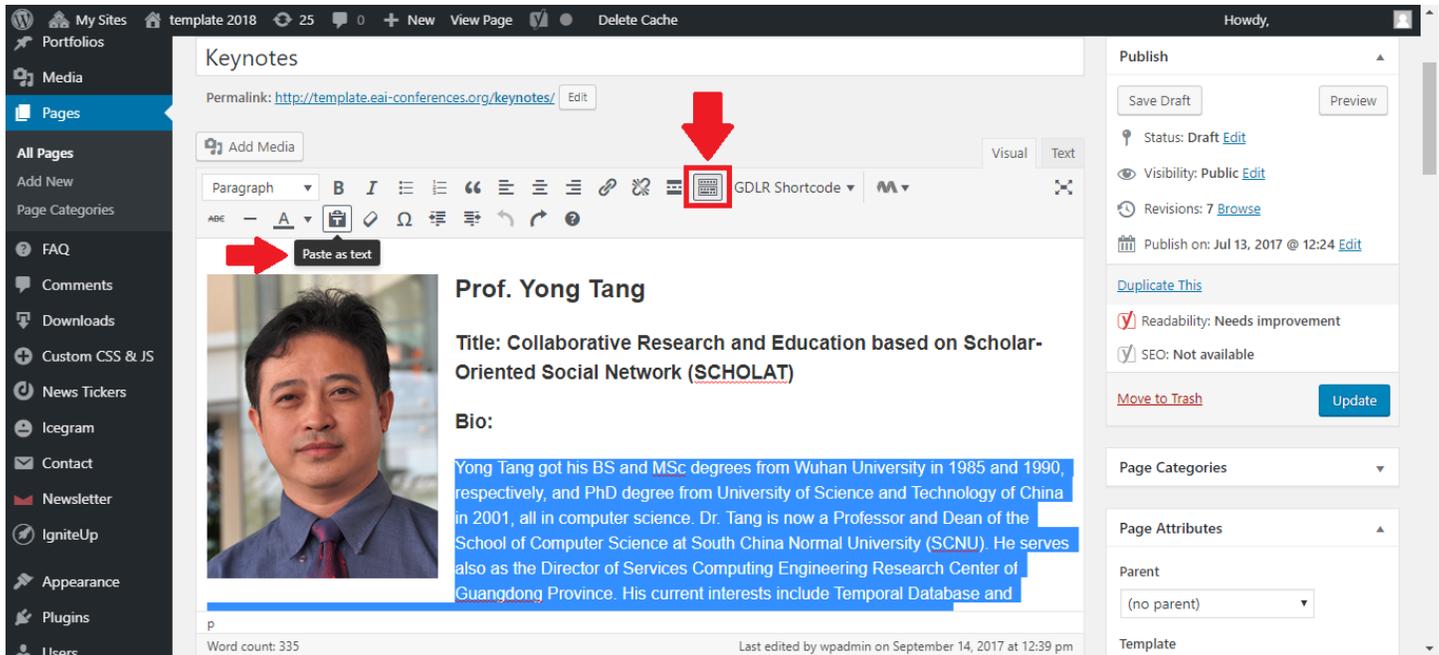


How to add pictures:



The screenshot shows the Joomla! editor interface for a page titled "Keynotes". The "Add Media" button is highlighted with a red box and a red arrow pointing to it. The page content includes a profile picture of Prof. Yong Tang, his title "Collaborative Research and Education based on Scholar-Oriented Social Network (SCHOLAT)", and a bio paragraph. The right sidebar shows the "Publish" section with options like "Save Draft", "Preview", and "Update".

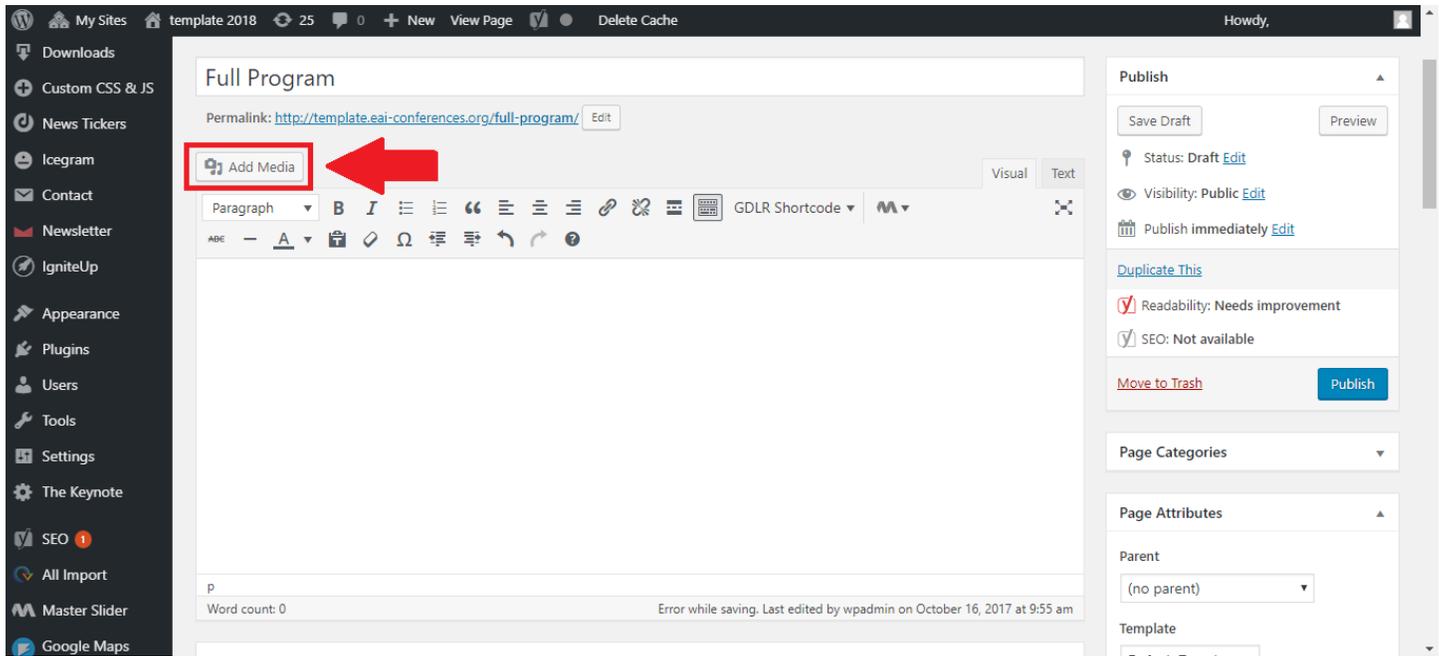
TIP – How to “paste as text” and additional toolbar:



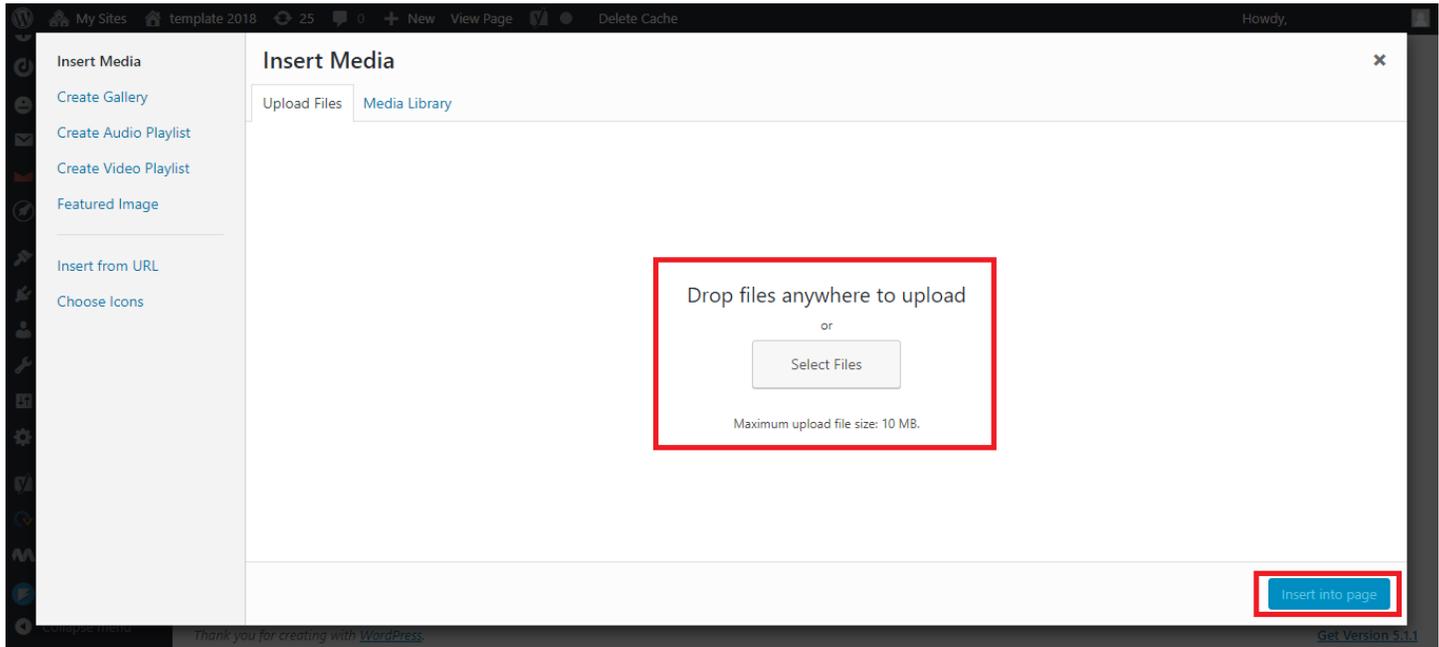
The screenshot shows the Joomla! editor interface for the same "Keynotes" page. The "Paste as text" button is highlighted with a red box and a red arrow pointing to it. The "Text" tab in the toolbar is also highlighted with a red box and a red arrow pointing to it. The bio paragraph is highlighted in blue, indicating it has been selected. The right sidebar shows the "Publish" section with options like "Save Draft", "Preview", and "Update".

TIP – How to insert PDF:

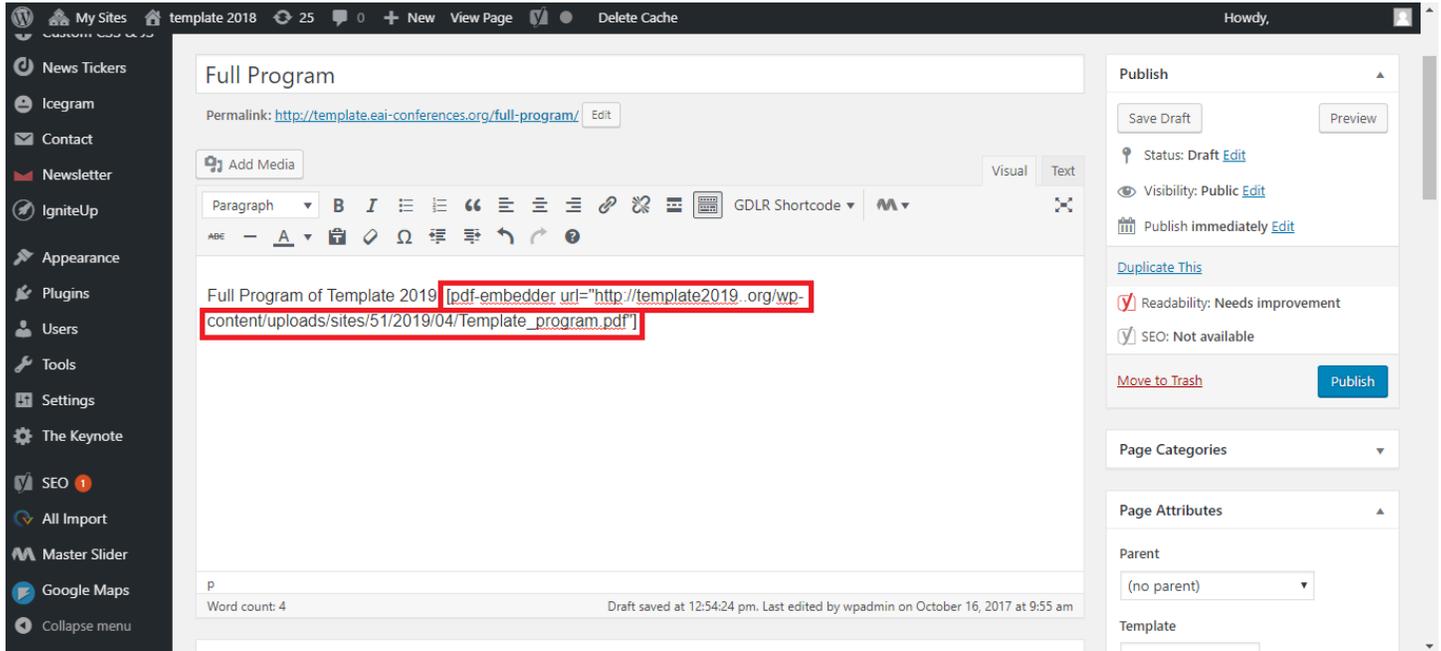
- Add media:



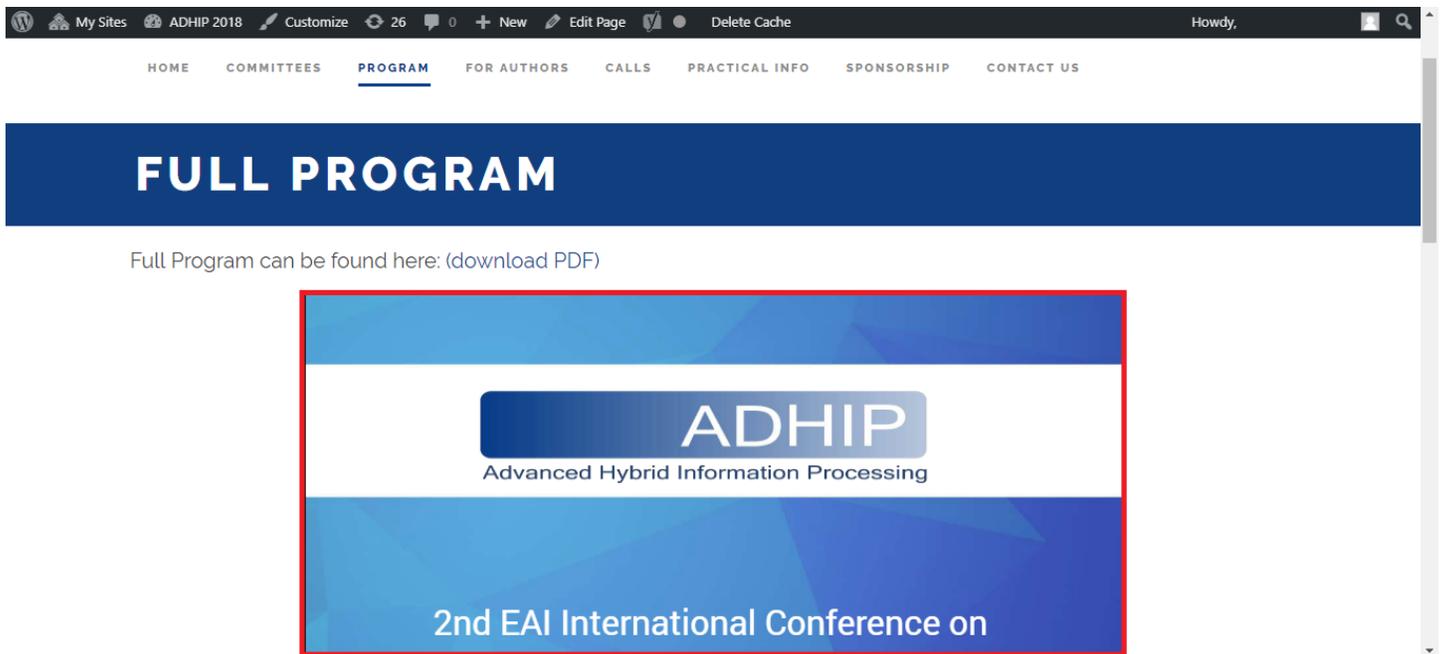
- Upload the file:



- The file is embedded:

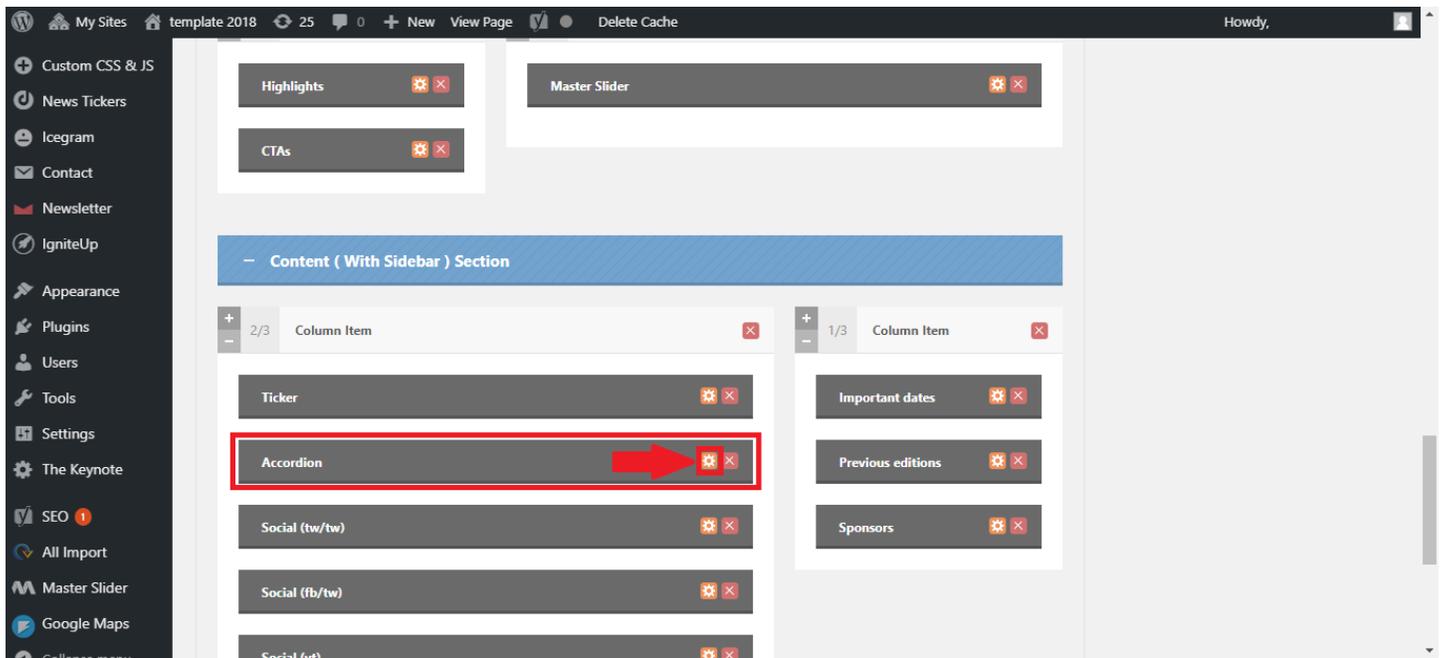


- Example of PDF embedded file on the website:

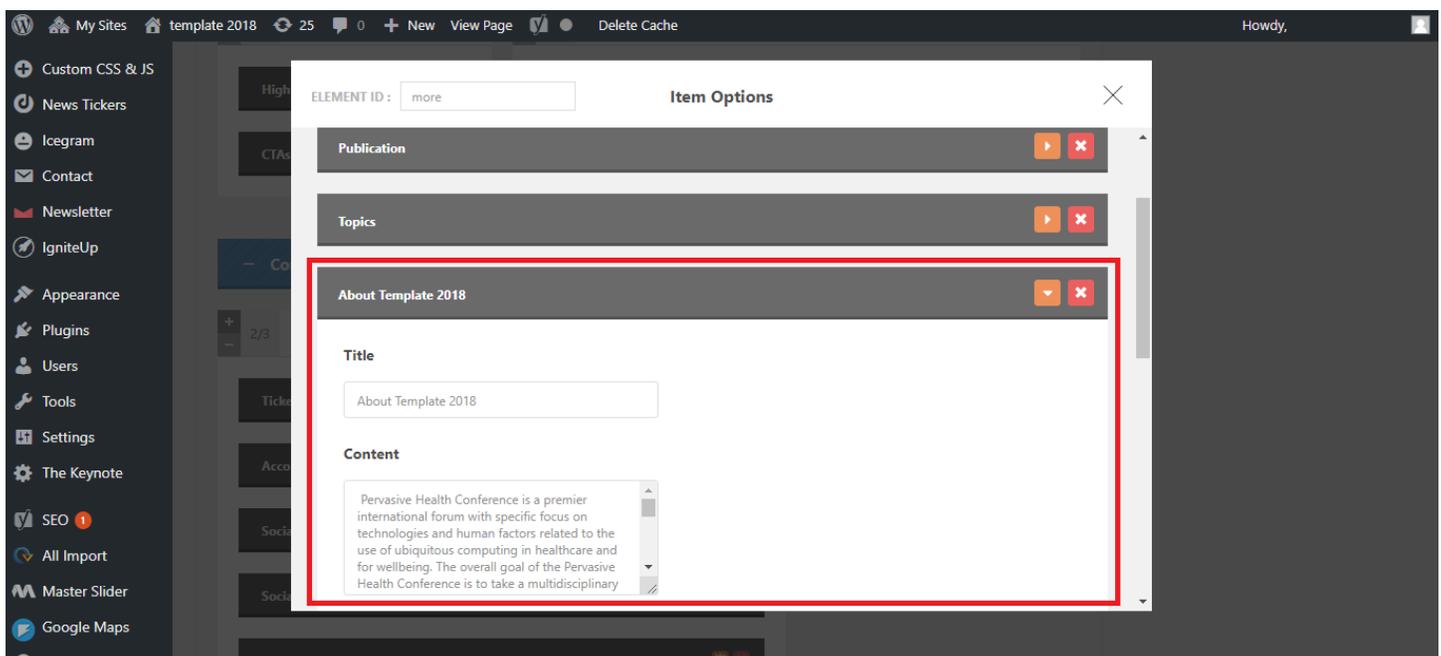


2. Home page – updating based on Call for Papers

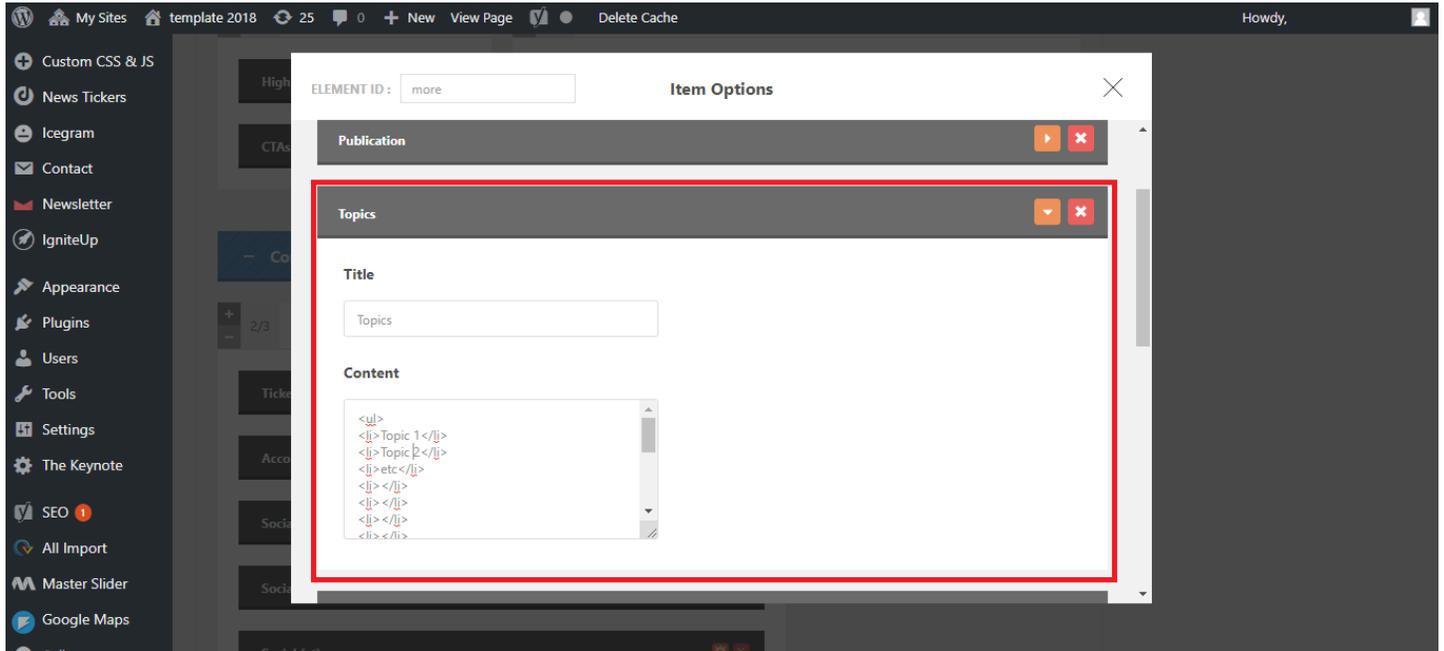
Go to Home page and scroll down to find **Accordion**:



Update “About” content by copying Scope of the conference (replace Title: “Template 2018” with the name of the conference and correct year):



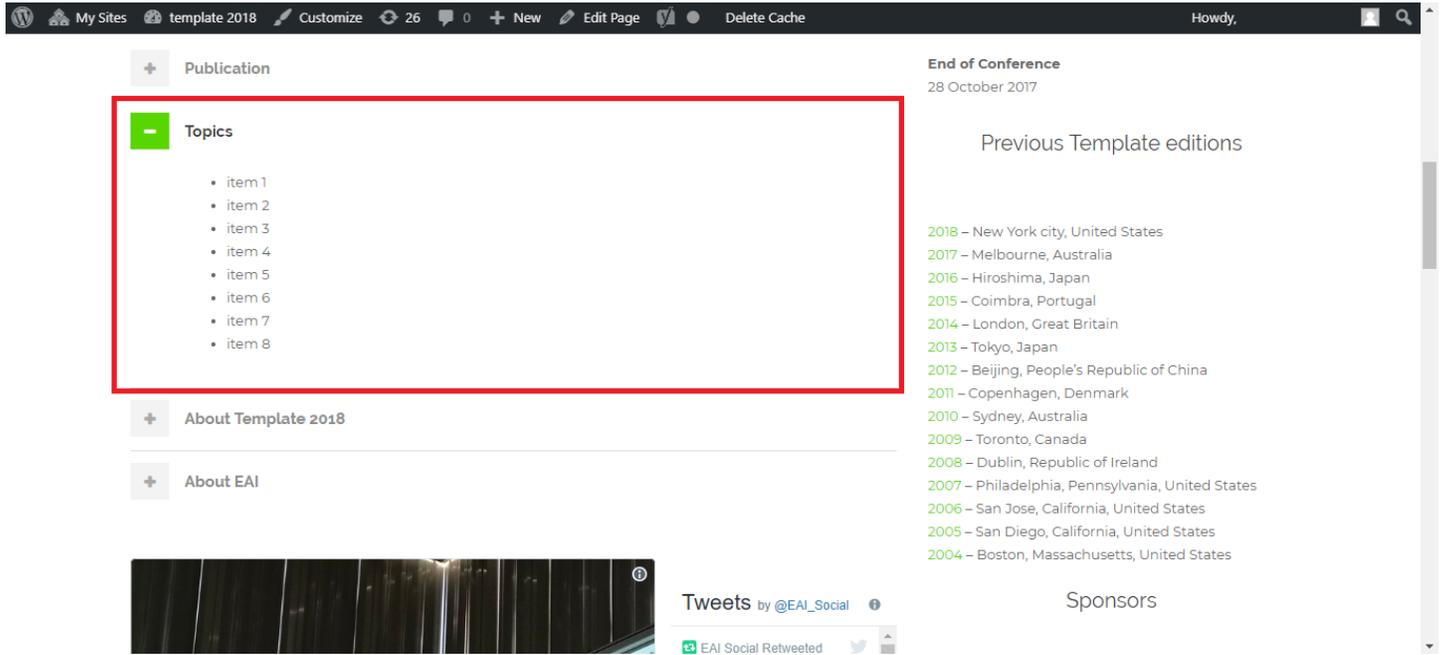
Update “Topics” content by copying individual topics in this format:



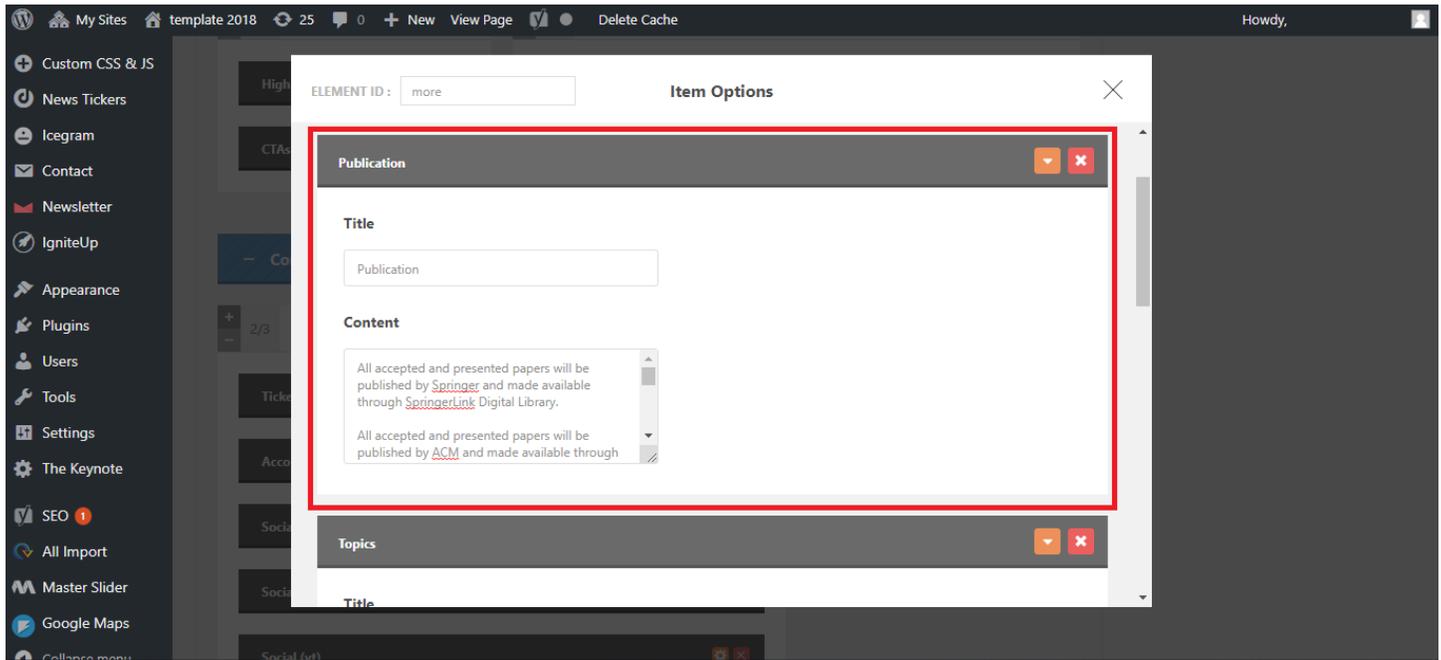
Template for editing Topics (replace text highlighted in yellow):

```
<ul>  
<li>insert Topic 1</li>  
<li>insert Topic 2</li>  
<li>etc</li>  
</ul>
```

Example – Topics on the Home page of the website:



Update “Publication” content by editing the following template:



Template for editing Publication (replace text highlighted in yellow):

All accepted and presented papers will be published by Springer and made available through SpringerLink Digital Library.

All accepted and presented papers will be published by ACM and made available through ACM Digital Library.

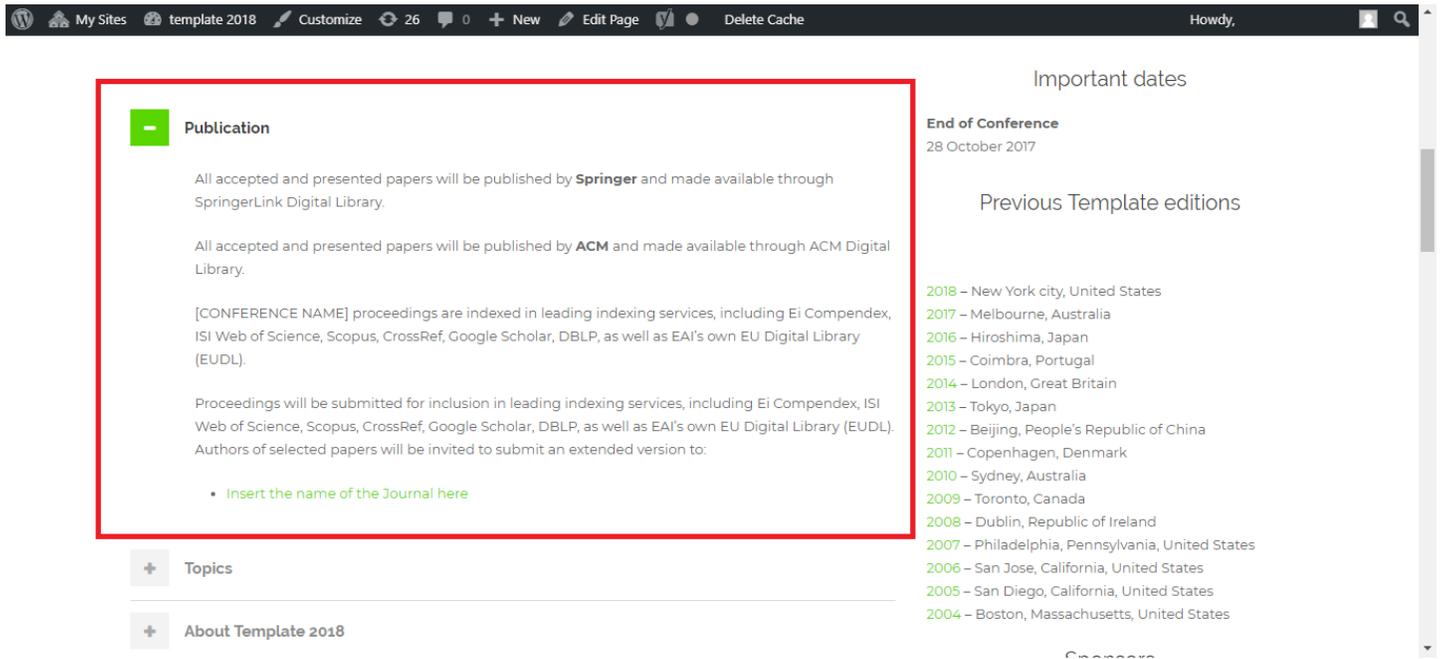
[CONFERENCE NAME] proceedings are indexed in leading indexing services, including Ei Compendex, ISI Web of Science, Scopus, CrossRef, Google Scholar, DBLP, as well as EAI’s own EU Digital Library (EUDL).

Proceedings will be submitted for inclusion in leading indexing services, including Ei Compendex, ISI Web of Science, Scopus, CrossRef, Google Scholar, DBLP, as well as EAI’s own EU Digital Library (EUDL).

Authors of selected papers will be invited to submit an extended version to:

```
<ul>
<li><a href="insert-link-here" target="_blank" rel="noopener noreferrer">Insert the name of the Journal here</a></li>
</ul>
```

Example 1 – Publication on the Home page of the website:



The screenshot shows a website editor interface. The main content area is titled 'Publication' and contains the following text:

All accepted and presented papers will be published by **Springer** and made available through SpringerLink Digital Library.

All accepted and presented papers will be published by **ACM** and made available through ACM Digital Library.

[CONFERENCE NAME] proceedings are indexed in leading indexing services, including Ei Compendex, ISI Web of Science, Scopus, CrossRef, Google Scholar, DBLP, as well as EAI’s own EU Digital Library (EUDL).

Proceedings will be submitted for inclusion in leading indexing services, including Ei Compendex, ISI Web of Science, Scopus, CrossRef, Google Scholar, DBLP, as well as EAI’s own EU Digital Library (EUDL).

Authors of selected papers will be invited to submit an extended version to:

- Insert the name of the Journal here

On the right side of the editor, there are two sections:

- Important dates**: End of Conference 28 October 2017
- Previous Template editions**: A list of years and locations from 2004 to 2018, including New York city, Melbourne, Hiroshima, Coimbra, London, Tokyo, Beijing, Copenhagen, Sydney, Toronto, Dublin, Philadelphia, San Jose, San Diego, and Boston.

Example 2 – Publication in WordPress editor:

All accepted and presented papers will be published by **Springer** and made available through SpringerLink Digital Library.

All accepted and presented papers will be published by **ACM** and made available through ACM Digital Library.

[CONFERENCE] proceedings are **indexed** in leading indexing services, including Ei Compendex, ISI Web of Science, Scopus, CrossRef, Google Scholar, DBLP, as well as EAI's own EU Digital Library (EUDL).

Proceedings will be submitted for inclusion in leading indexing services, including Ei Compendex, ISI Web of Science, Scopus, CrossRef, Google Scholar, DBLP, as well as EAI's own EU Digital Library (EUDL).

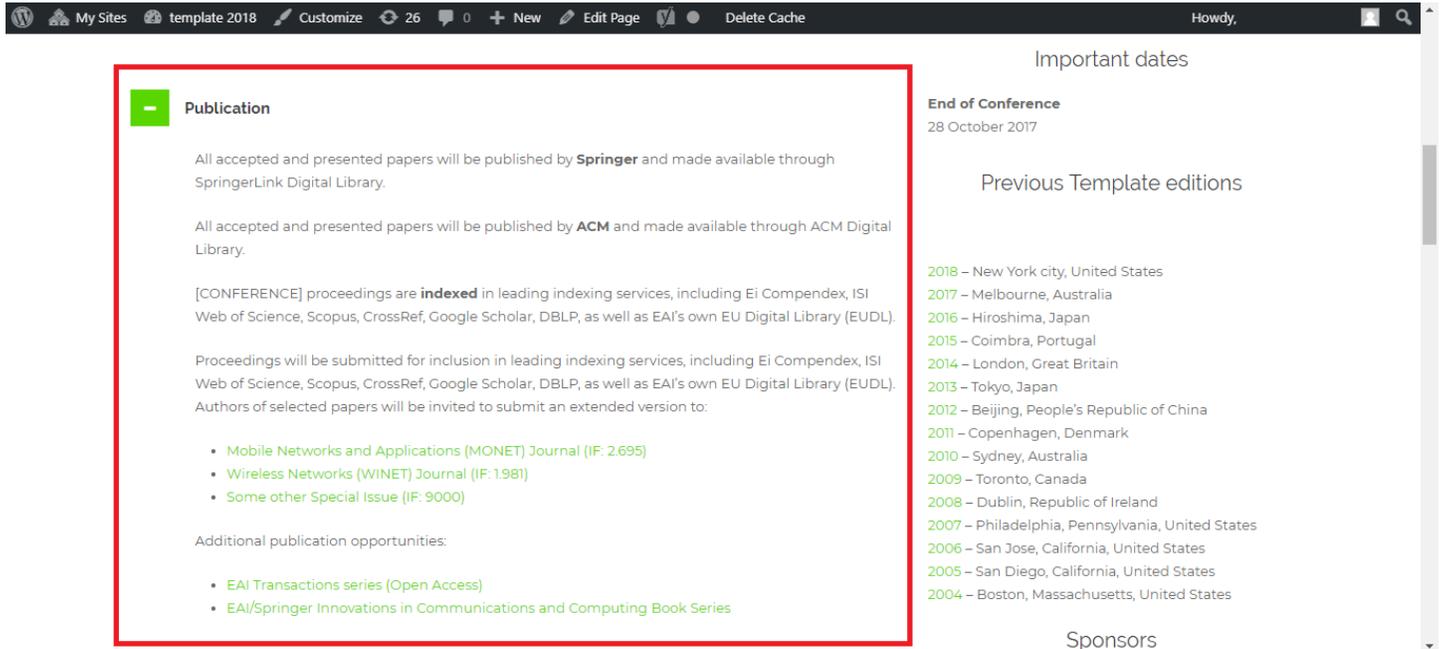
Authors of selected papers will be invited to submit an extended version to:

- [Mobile Networks and Applications \(MONET\) Journal \(IF: 2.695\)](http://www.springer.com/engineering/signals/journal/11036)
- [Wireless Networks \(WINET\) Journal \(IF: 1.981\)](https://link.springer.com/journal/11276)
- [Some other Special Issue \(IF: 9000\)](http://www.springer.com/engineering/signals/journal/11036)

Additional publication opportunities:

- [EAI Transactions series \(Open Access\)](https://eai.eu/#!/publish/journals)
- [EAI/Springer Innovations in Communications and Computing Book Series](https://eai.eu/#!/publish/eai-springer-book-series)

Example 2 – Publication on the Home page of the website:



My Sites template 2018 Customize 26 0 + New Edit Page Delete Cache Howdy, 

Publication

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All accepted and presented papers will be published by **ACM** and made available through ACM Digital Library.

[CONFERENCE] proceedings are **indexed** in leading indexing services, including Ei Compendex, ISI Web of Science, Scopus, CrossRef, Google Scholar, DBLP, as well as EAI's own EU Digital Library (EUDL).

Proceedings will be submitted for inclusion in leading indexing services, including Ei Compendex, ISI Web of Science, Scopus, CrossRef, Google Scholar, DBLP, as well as EAI's own EU Digital Library (EUDL). Authors of selected papers will be invited to submit an extended version to:

- [Mobile Networks and Applications \(MONET\) Journal \(IF: 2.695\)](#)
- [Wireless Networks \(WINET\) Journal \(IF: 1.981\)](#)
- [Some other Special Issue \(IF: 9000\)](#)

Additional publication opportunities:

- [EAI Transactions series \(Open Access\)](#)
- [EAI/Springer Innovations in Communications and Computing Book Series](#)

Important dates

End of Conference
28 October 2017

Previous Template editions

- 2018 – New York city, United States
- 2017 – Melbourne, Australia
- 2016 – Hiroshima, Japan
- 2015 – Coimbra, Portugal
- 2014 – London, Great Britain
- 2013 – Tokyo, Japan
- 2012 – Beijing, People's Republic of China
- 2011 – Copenhagen, Denmark
- 2010 – Sydney, Australia
- 2009 – Toronto, Canada
- 2008 – Dublin, Republic of Ireland
- 2007 – Philadelphia, Pennsylvania, United States
- 2006 – San Jose, California, United States
- 2005 – San Diego, California, United States
- 2004 – Boston, Massachusetts, United States

Sponsors

In case of any troubles, please don't hesitate to contact us by reaching **Conference Manager** or **Community Manager**.