

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 <u>How to update</u> 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:

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How to create draft:

- Step 1: Add New Page:

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- Step 2: Save as Draft:

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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

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



How to edit content:





How to add pictures:



TIP – How to "paste as text" and additional toolbar:





TIP – How to insert PDF:

- Add media:

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- Example of PDF embedded file on the website:

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FULL PROGRAM		
Full Program can be found here: (download PDF)		
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2. Home page – updating based on Call for Papers

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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):

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Update "Topics" content by copying individual topics in this format:

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

<mark>insert Topic 1</mark>

insert Topic 2

<mark>etc</mark>



Example – Topics on the Home page of the website:

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+ Publication	End of Conference 28 October 2017
- Topics	Previous Template editions
• item 1	
• item 3	2018 – New York city, United States
• item 5	2017 – Meloourne, Australia 2016 – Hiroshima, Japan
• item 7	2015 – Coimbra, Portugal 2014 – London, Great Britain
• item 8	2013 – Tokyo, Japan 2012 – Beijing, People's Republic of China
+ About Template 2018	2011 – Copenhagen, Denmark 2010 – Sydney, Australia
	2009 – Toronto, Canada 2008 – Dublin, Republic of Ireland
+ About EAI	2007 – Philadelphia, Pennsylvania, United States 2006 – San Jose, California, United States
	2005 – San Diego, California, United States 2004 – Boston, Massachusetts, United States
	weets by @EAL_Social Sponsors
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Update "Publication" content by editing the following template:

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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:

Insert the name of the Journal here

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

	Important dates
Publication	End of Conference 28 October 2017
All accepted and presented papers will be published by Springer and made available through SpringerLink Digital Library.	Previous Template editions
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).	2018 – New York city, United States 2017 – Melbourne, Australia 2016 – Hiroshima, Japan 2015 – Coimbra, Portugal
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:	2014 – London, Great Britain 2013 – Tokyo, Japan 2012 – Beijing, People's Republic of China 2011 – Copenhagen, Denmark
Insert the name of the Journal here	2010 – Sydney, Australia 2009 – Toronto, Canada 2008 – Dublin, Republic of Ireland
• Topics	2007 – Philadelphia, Pennsylvania, United States 2006 – San Jose, California, United States 2005 – San Diego, California, United States
About Template 2018	2004 – Boston, Massachusetts, United States



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)

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



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

	Important dates
- Publication	End of Conference 28 October 2017
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[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).	2018 – New York city, United States 2017 – Melbourne, Australia 2016 – Hiroshima, Japan
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).	2015 – Coimbra, Portugal 2014 – London, Great Britain 2013 – Tokyo, Japan
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Additional publication opportunities:	2005 – Dubin, Republic of Iteland 2007 – Philadelphia, Pennsylvania, United States 2006 – San Jose, California, United States
 EAI Transactions series (Open Access) EAI/Springer Innovations in Communications and Computing Book Series 	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**.