

Working order in the reviewing system

Terminology:

1. **Talk** – the essence of the reviewing system. Includes a topic in Russian (if possible) and English, an annotation of up to 1000 characters with spaces in Russian (if possible) and English, extended abstracts or a plan of the in any language (Russian or English), a presentation.
2. **Author of the talk** – a speaker.
3. **Curator** – the reviewer, attached to a speaker. The functions of the curator include:
 - format control of the talk (i.e. basic assessment of compliance with the requirements of the reviewing system);
 - semantic control (assessment of adequacy, correspondence of the topic and annotation, sufficiency in the disclosure of the topic, assessment of the level of the talk format and time of the talk);
 - iterative conversation with the speaker (it is very desirable to make it within the reviewing system, to store the history);
 - suggestions for improving the talk and presentation, rehearsals using any messenger (Skype, Telegram, Viber, etc.).
4. **Programme Committee (PC)** – assessment commission includes reviewers of the talks (curators). The functions of a PC member include:
 - talks assessment;
 - supervising selected talks;
 - balancing the program.
5. **Chief of Programme Committee** – PC coordinator. Chief functions include:
 - coordinating the work of the program committee;
 - talks assessment;
 - supervising selected talks;
 - selection talks for inclusion into a program;
 - balancing the program.
6. **System Administrator** – representative of the organising committee. Administrator functions include:
 - technical coordination and support;
 - publication of the program.
7. **Rate** – subjective perception of the talk by a member of the program committee. Estimation criterions:
 - 1 – The topic is not interesting, it does not match the thematic of the conference. Elementary requirements for the talk were not met. The talk is neither here nor there, the statement is confusing, contradictory, chaotic.
 - 2 – The talk should be essentially altered, the speaker does not go into contact, lack of information is available to make decision, the speaker did not disclose the essence of the talk. The talk is a duplicate of another, previously sounded.
 - 3 – The talk is unimpressive, perhaps on a warmed-over topic or from the category of "Captain Obvious". It is allowed to be included in the program in the absence of a better alternative, the speaker goes to contact.
 - 4 – Good talk. Experienced speaker. Practical talk, the information can be useful for listeners.
 - 5 – Must-hear talk. The topic is not warmed-over. The level of the talk and the speaker's experience are beyond any doubts.
8. **Criterion for acceptance of the talk** – the threshold of an average rate, at which the Chair of the PC submits a proposal to include the report in the program.

Step-by-Step instruction on how to work in the reviewing system

I. Talk submission

If you are a REGISTERED user

1. Click «Add talk» button on the main page of the conference site.

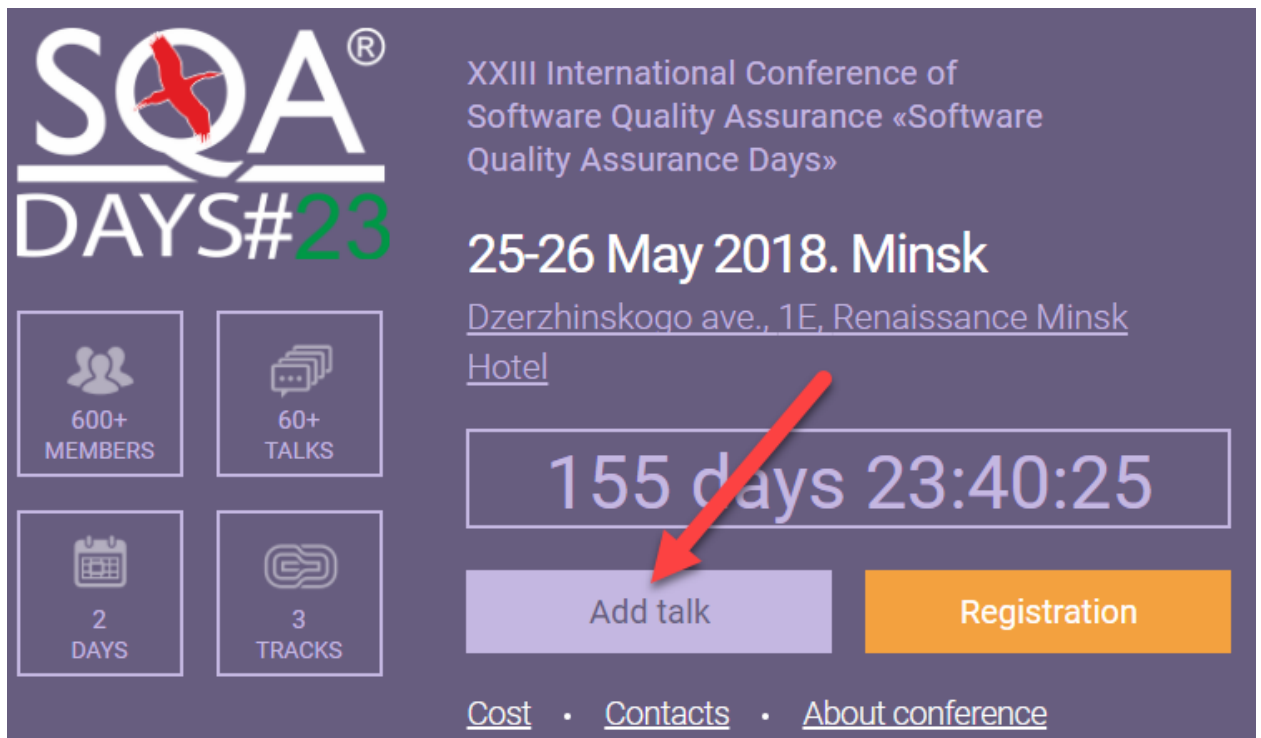


Figure 1. "Add talk" button

2. Enter your login and password. Click "Log In".

Registration of participants

My data > Participants > Events > Payment details > Payment

Only authorized users of it-conf system can register conference participant. Please, Login or Register

Login* Password*

Field required Field required

[Remind password](#)

Figure 2. Entering into a profile

3. Fill in the form as mentioned in **Figure 3**. Most of the data will fill in automatically.

Your personal information

You are participating as*

Speaker

Choose a role

The speaker of the conference participates free of charge, if the report is adopted.
You can register only yourself

Surname*

Орликов

Name*

Владислав

Patronymic

Александрович

E-mail*

org@it-conf.ru

Phone*

+7 (916) 474-7525

Messenger

Skype

Value

vldcorp

Country*

Belarus

City*

Минск

Organization

Company name*

ООО "Лаборатория тестирования"

Company name in a badge

ООО "Лаборатория тестирования"

Same as in a Company field

Company site

www.it-conf.ru

Company type

Employee count

1-10

Position*

Генеральный директор

I will participate in the conference Show me in the participant list

I read [the user agreement](#) and agree with it

Mark it

Sign Up

Figure 3. Filling a registration form

4. Click "Submit a talk" as mentioned in Figure 4.

Congratulations!

You have successfully registered as a speaker at SQA Days - 23

Submit a talk

Figure 4. Submit a talk

5. Fill in the talk form. If you cannot fill in Russian, just copy your English text. Attach any accompanying materials using «Add file» button. Click “Save” button.

Submit talk

Conference:

Title (in Russian):*

Title:*

Language:*

Presentation type*

Level of audience:*

Russian annotation: *

Remained symbols: 1000

English annotation: *

Remained symbols: 1000

Detailed theses or plan of the talk *

Figure 5. Talk submission form

If you are **NOT a REGISTERED user**

1. Click «Add talk» button on the main page of the conference site (see **Figure 1**).
2. On the next step, you need to fill in a registration form. A profile will be created. You can use in the future (see [benefits of a profile](#) below).

Your account

Login*

Field required

Password*

Field required

Re-enter Password*

Your personal information

You are participating as*

The speaker of the conference participates free of charge, if the report is adopted.
You can register only yourself

Surname*

Name*

Patronymic

E-mail*

Phone*

Messenger

Country*

City*

Organization

Company name*

Company name in a badge

Same as in a Company field

Company site

Company type

Employee count

Position*

I will participate in the conference Show me in the participant list

I read [the user agreement](#) and agree with it

Sign Up

Figure 6. Registration form

After the registration, you will receive an email with registration information and a link to your profile.

Attention! Do not forget to fill out your profile (add a photo, bio, etc.). Your profile will be seen by other members who want to meet you. See an example here <http://it-conf.ru/en/profile/52553>

II. Working in the reviewing system

After submission, your talk will appear in the reviewing system with a status «New».

[My menu](#)
[Program committee](#)
[Affiliate program](#)
✉ [Vladislav Orlikov](#) [Logout](#)

[Offer report](#)
[Talks](#)
[Messages](#)
[Favorites](#)
[Meetings](#)
[Setting](#)

[» Review talks](#)

Review talks

Conference:
[Conference materials](#) [Ratings export](#)

[New \(2\)](#)
[Discussion \(0\)](#)
[Accepted \(0\)](#)
[Published \(0\)](#)
[Refused \(0\)](#)
[Recuse \(0\)](#)
[Filters](#)

Author	Title	Curator	Date	Rating
Linetzki Alon Workshop Curators: Not set	The Need for Speed - Performance Testing Challenges 1h 30 min	QualityWize, Israel, Tel Aviv	01.12.2017 15:32	Discussion: 0 Comments: 0 0.0 (0/3)

Figure 7. New talk in the reviewing system

After the talk submitted to the reviewing system, a PC member switches it into “Discussion” status. Also, a curator will be set.

Remark. Several curators can supervise your talk. All members of PC can discuss a talk, except for members who are authors of their talks.

After a curator chose the talk, he/she will interact with the speaker to prepare for the presentation and improve the talk (and also all artefacts related to the talk). The discussion is an interactive process. Within this process, after the talk was changed, an author must switch it into “Updated” sub-status (the only status is available for changing by the author). At the same time, the curator, after reading the talk, in case the talk requires further improvement, removes the "Updated" status from it and writes remarks.

If there are no remarks to the talk, the curator switches the talk into the "Requires Attention" sub-status.

REVIEWING SYSTEM WORKFLOW

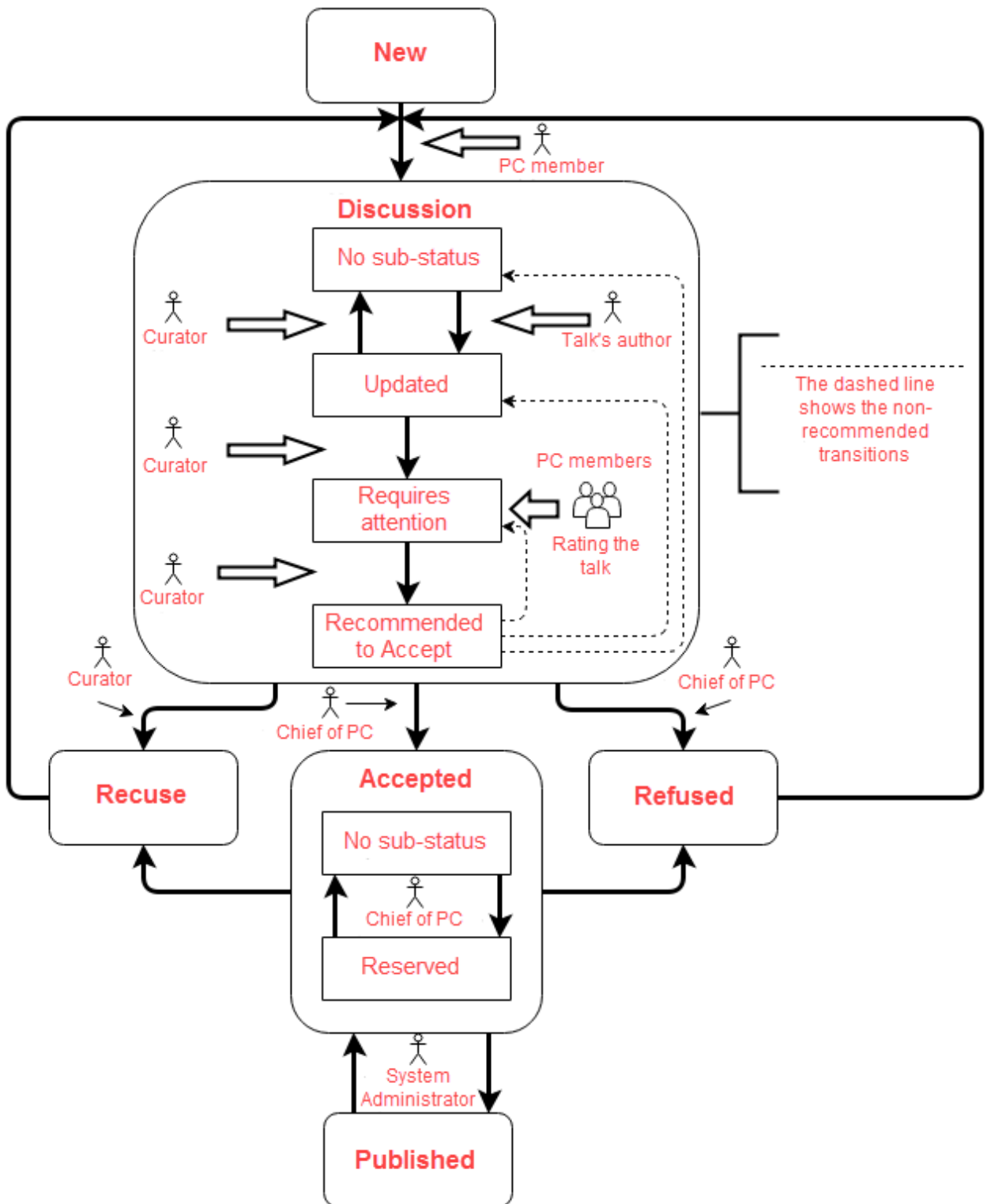


Figure 8. Reviewing System Workflow

The only “Updated” sub-status is available for a speaker. Also, a speaker can delete a talk in “New” status.

III. How to change a talk

By clicking on the topic, you will get into the talk. Click on “Edit talk” button. See **Figure 8**.

Review talk

The Need for Speed - Performance Testing Challenges

[Linetzki Alon](#) QualityWize, Tel Aviv, Israel

Language: English Type of presentation: Workshop (1h 30 min)

Level of audience: Beginners

Annotation in Russian

Delegates will discuss the main issues of performance testing concerning business compelling needs, constructing a workload simulation model, where in the SDLC performance and load testing should be introduced, and planning aspects of performance testing.

Through discussion. eroup dynamics and knowleddee sharing. Alon Linetzki. CEO &

Curators:

Not set

Become a curator

Rating: 0

voted 0 from 3

Your rating: -

Show rating

Edit talk

Figure 9. Edit talk

After that, you can change a topic, annotation, detailed theses or plan of the. To save changes click "Save" button.

IV. Statuses of Talks

After passing the competition, the report can be in the following statuses:

- Accepted – a talk successfully passed the competition and will be included in the conference program
- Accepted (sub-status «Reserved») – a talk successfully passed the competition and **can be** included in the conference program in case a vacant place in the program (for example, if someone refuses). The author of the talk should be ready to speak.
- Recuse – if for some reason the speaker cancels his/her talk, he/she informs the curator about that. The curator switches the talk into this status.
- Refused – a talk has not passed the competition.
- Published – a talk is published in the program.

Attention! During the submission, you should follow key dates. The dates are published on the link "Information for speaker" on the main page of the conference site. See **Figure 10**.

Submit a talk at SQA Days

Your talk will be heard and appreciated the hundreds of experts from different countries, cities, companies. Your expertise makes IT sphere better!

[Key Dates](#)

Submit talk

[Information for speakers](#)

Figure 10. Information for speakers


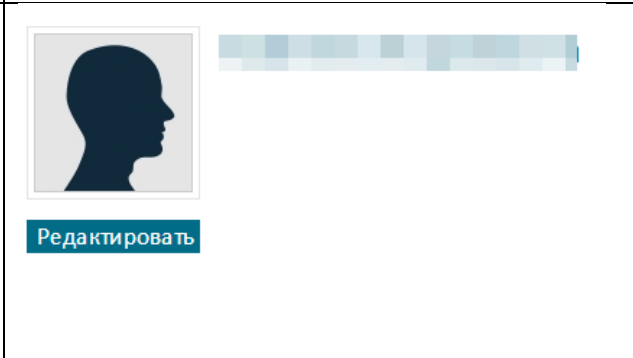
- Abstract and Presentation Submission Deadline * (additionally can be provided supplementary materials) – after this date, the reviewing system is closed. Submission is not possible.
- Camera-ready Annotation and Presentation Submission Deadline (Annotation will be published in proceedings) - after this date, the talk cannot be edited, and it will be published in proceedings as is.
- Acceptance Notifications – date of acceptance or refusal notification from the PC.

Presentations can be made in a draft form for review by the PC. Final presentation should be submitted within 7 days before the event.

V. Benefits of a Profile

1. Communication with other participants and the ability to schedule appointments.
2. Simplified registration for future events (all fields in the registration form will be filled out).
3. Evaluation of the report after its end (including feedback from participants).
4. Communication of the speaker with the participants before, during and after the event.
5. Important notifications about events (including the details of the event in which you are participating).
6. Self-maintenance of the profile (keeping of information in the actual state).
7. Simplified submission of the talk for the event.

Please, be responsibly fill in the profile. This is your face.

Sample of a good profile	Sample of a bad profile
 <p>Иваровский Андрей Независимый консультант Независимый консультант Беларусь Минск</p> <p>vk f in tw Редактировать</p> <p>Биография: Андрей Иваровский начал карьеру инженера по автоматизации тестирования в 2006 году. Принимал участие во многих проектах различной сложности – от простейшего интернет-магазина, до крупного банковского приложения. Кроме разработки и автоматизации тестирования занимается тестированием производительности, обучением, координацией офшорных команд QA-специалистов.</p>	 <p>Редактировать</p>

Thanks for your attention!

We will be grateful for suggestions on making changes to this manual. Send your feedback to org@it-conf.ru.