



User Guides

If a field is marked with "(Booklet)" it will be exported into the physical booklet that we'll be handing out at the event itself. All other fields are for the website. Please make sure to fill every field that is marked with "(Booklet)". If you don't have all the information yet, you can still change your data later on (see "Editing a proposal").

If you have questions regarding the symposium tool, feel free to contact us via symposium@vis.ethz.ch.

How to Create a Speaker Account

Your speaker account will contain information about yourself that will be visible for our visitors on the website and printed into a booklet.

1. Go to the Sign Up URL - symposium.vis.ethz.ch/en/viscon2020/cfp
2. Click on "Sign up"
3. Enter your Email and a Password and click "Sign up"
4. You'll receive an email with a confirmation link
5. Confirm address via confirmation link
6. Login with the previous created credentials
7. Enter your basic information - make sure to fill out the fields marked with "(Booklet)"

How to Create a Proposal

You'll need to have created a speaker account before you are able to create a proposal.

1. Make sure to be logged in
2. Click "Submit a new event"
3. Enter all basic information - make sure to fill out the fields marked with "(Booklet)"

How to Create a Multi-Person-Proposal (Multiple Speakers / Creating a Proposal for Someone Else)

There is a maximum of three people per proposal.

1. Have a proposal created
2. Make sure the additional speakers already have a speaker account as well
3. Beneath the proposal you'll find a token - you'll need to copy it and sent it to the person that is holding the talk with you
4. Afterwards, the person can click "Join event"
 - a. Add that token
 - b. Click "Lookup Event"
 - c. Select your role
 - i. If you are an additional speaker, select "speaker"
 - ii. If you are creating a proposal for a speaker and will not be present during the event, select "assistant"
 - d. Click "Join Event"





Another possibility is to copy the link address below the token that states “*This link directly leads to the 'Join event' page for this event.*” When clicking on that link, you are able to go to step 4c.

Edit your Account

Your personal account information - Email and Password

1. Make sure to be logged in
2. Click “Edit account”
3. Change your email and/or password
4. Click “Update”

Edit your Public Account

1. Make sure to be logged in
2. Click “Edit your personal profile”
3. Update the according fields
4. Click “Update”

Editing a Proposal

You'll have the opportunity to edit your proposal after you created it, for example to change a description or set a different classifier percentage.

1. Make sure to be logged in
2. Click “Edit” on the proposal you want to edit
3. Update the according information
4. Click “Update event”

Delete a Proposal

If you want to delete a proposal, send us an email to “symposium@vis.ethz.ch” with the name of your proposal that you want us to delete.

Please make sure to send us the email from the email address you signed up with.

