



User Guide

If a field is marked with "(Booklet)" it will be exported into the physical booklet that we'll be handing out at the event. 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 to our visitors on the website and printed into our booklet.

1. Go to the Sign Up URL - symposium.vis.ethz.ch/en/viscon2024/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 previously created credentials
7. Enter your basic information - **make sure to fill out all 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 you are logged in
2. Click "Submit a new event"
3. Enter all basic information - **make sure to fill out the fields marked with "(Booklet)"**
 - a. The Summary will be printed into the Booklet, please make sure that the Summary is between 150 and 500 characters long
4. Click on the classifiers that match your proposal and use the sliders to indicate the degree to which they apply
5. In the submission notes, you can add a link to a short video (under 1 minute) in which you explain what your talk is going to be about

Editing a Proposal

You can edit your proposal after you created it, for example, to change a description or set a different classifier percentage.

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





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. Create a proposal (see above)
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 send it to the person that is holding the talk with you
4. Afterwards, the other person can click "Join event" and
 - a. Add that token
 - b. Click "Lookup Event"
 - c. Select their role
 - i. If they are an additional speaker, they need to 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 you are logged in
2. Click "Edit account"
3. Change your email and/or password
4. Click "Update"

Edit your Public Account

1. Make sure you are logged in
2. Click "Edit your personal profile"
3. Update the according fields
4. Click "Update"

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.

