

UTM Conference Management System (UCMS)

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Abstract

In tertiary education, academic conferences are well known as one of the medium to show researches achievements and as a debut to others about researchers' achievement. However, before a conference takes place, it requires a lot of works to manage and select the academic papers sent by the participants. Hence for that managing part, UTM Conference Management System (UCMS) is going to serve as a tool for program chair (PC) members or committee of conference to manage these tasks which will ease their administration for the conference. UCMS is also going to help them in submission process that requires them to do a review on the submitted papers. For reviewing process, UCMS will send the papers to reviewers for review and pass it back to the PC member where they can make a decision whether to accept or reject the paper. Lastly, users will be updated about their paper's status and then they have to re-submit the camera ready paper.

Keywords: Conference Management System, Academic Conference

1.0 Introduction

These days, people are eager on discovering new things or improving existing knowledge. The people who want to share knowledge will need a platform to notify others on their findings. This leads to international and local academic conferences. The conference is described as participatory meeting designed for discussion, fact-finding, problem solving and consultation. It also has another meaning which is an event used by any organization to meet and exchange views, convey a message, open a debate or give publicity to some area of opinion on a specific issue. All fields of study such as medical and engineering have their conferences with further deep down on a topic that they wish to discuss. Hence, they create a conference in order to bring people together to exchange thoughts. Furthermore, conferences are not limited to academic, but non-academic also are included. For academicians, conferences are a stage where they can gleam their capabilities and let others know about it. It's also a place to socialise and make new connections where in the future, they might collaborate to research, invent or create new knowledge or technology. Conferences are usually organized either by a scientific society or by a group of researchers with a common interest. Larger meetings may be handled on behalf of the scientific society by a Professional Conference Organiser (Heather, 2014).

As part of academic society and culture, Universiti Teknologi Malaysia (UTM) also are organizing and joining several conferences. Universiti Teknologi Malaysia is one of the institution for tertiary level of educations in Malaysia. It has 100 years of history starting as a

technical school to technical college and long way till it is declared as Universiti Teknologi Malaysia. This making it one of the oldest educational institution in Malaysia. It has two campuses, one in Johor Bahru and the other in Kuala Lumpur. Right now, the main campus for UTM is located in Johor Bahru.

Currently, it ranks in the top 10 universities in Malaysia. As its vision is “To be recognised as a world-class center of academia and technological excellence”, researches are conducted in every field of study in UTM. Thus, conferences become one of its platforms to notify and shared the research outcomes.

Academic conferences are not a rare sight in UTM. Currently, there is no system that exclusively was used and owned by the universities to manage conferences held in UTM. Academic staff used different systems develop by outsiders such as EasyChair(EC) (EasyChair, 2016), and EDAS Conference Management Systems (EDAS, 2016), to handle manage UTM conferences.

The system such as EasyChair is free but up to a certain level which means that there are limitations on what it able to do for the free edition. One of its limitations is no customization for submission form. If the PC member wants to create sub tracts and arrange the papers submitted according to the tracts, they could not do it with the free version. It only can generalise the submission of the papers and the committee had to do extra work which had to determine which sub tract is the paper belongs to. Furthermore, in free licensed feature on the EC website, the PC member could not edit the instruction given to authors or participants during submission. Only standard instructions written by EC will be shown. In this case it might have disadvantage for the committee since they will want to straight out format they prefer or different style of submission.

Beside these systems, UTM also used another method where participants will have to email their papers to the organizer through formal email of the conference organizer. The problem with that is the papers sent by participants are not received on occasionally. This might have to do with file size, which has a limit on attachment that can be received. Sometimes, human errors could occur with this method. One of the common human errors is the PC member might overlook on sent emails and miss to review the papers. Since there might be hundreds of papers sent, its' just slip in the eyes of the PC member in charge.

The objectives of this paper are to to develop a system which can help organizer to make decision of papers submitted for a conference and to design and develop submission and reviewing process of conference management system.

2.0 Methodology

This system used adapted waterfall model for its methodology. The waterfall Model illustrates the software development process in a linear sequential flow. This means that any phase in the development process begins only if the previous phase is completed. The waterfall approach does not define the process to go back to the previous phase to handle changes in requirement. Since the user requirement for this project is crystal clear, so the system is not focus on changing its requirements.

Results

After the development of the project is completed, the system is tested according to its every module in UTM Conference Management System. For Initiation module, the login and register are both functioning properly. The Use Case of the system is shown in Figure 1.

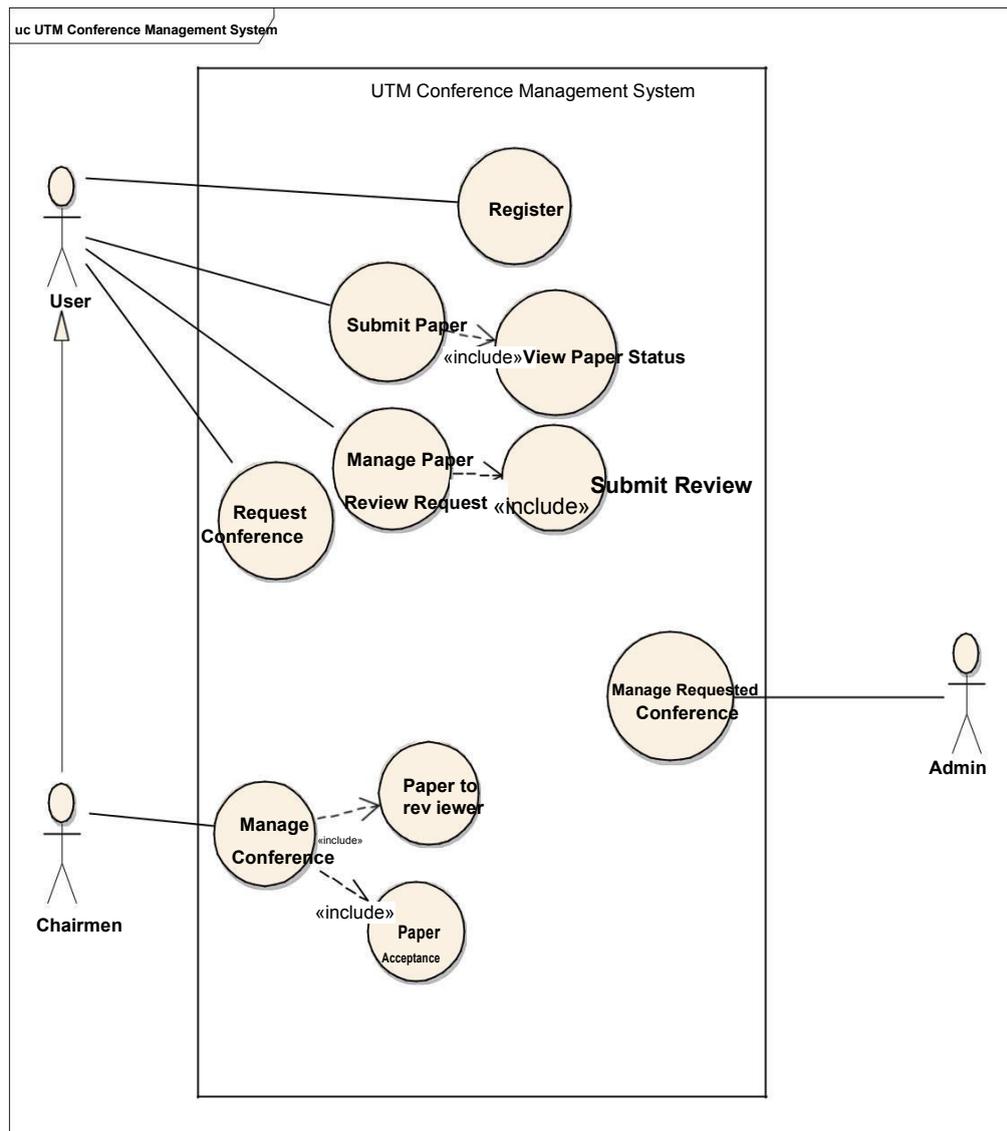


Figure 1. Use Case of UTM Conference Management System (UCMS)

Moving on to the module, which is User module. Firstly, the user can request for a conference to the admin. So, they need to fill up the form first and submit it to the system. After the admin accepts its request, then user can become chairman. Next function is, the user can also submit their paper to the conference which is already accepted by the admin. Henceforth, they can monitor the paper's status after their paper is submitted to the system. If any of their paper is accepted, they need to submit camera ready paper back to the system. Aside from that, user may have requests for

paper's review from chairman, thus, they can accept or reject the request. Then, if they decided to accept the request, they need to submit back a review to the chairman of the conference.

Proceed to the next module is Chairman module. This module is visible to the user who requested a conference and their request is approved by the admin of the system. In this module, the user is able to see the papers which are submitted to their conference. Henceforward, they need to send those papers for review. After assigning appropriate reviewers to the papers, they will wait for feedback from reviewers. At the end, based on the reviews feedback, they will make a decision on accepting or reject a paper. Figures 2 and 3 show some of UTM Conference Management System interfaces.

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UTM CONFERENCE MANAGEMENT SYSTEM

Create a new account.

- The password field is required.
- The confirm password field is required.

Username

Password

The password field is required.

Confirm password

The confirm password field is required.

Figure 2 Blank Login Form

Conference Information

Conference Name

Personal Information

Author Name

Author Name field is required.

Email

Mailing Address

Phone Number

Figure 3 Submission Page

3.0 Conclusion

In a nutshell, the objectives of UTM Conference Management System have been achieved in the end of the project. The functions for submission and reviewing processes are successfully working for the program chair of a conference to manage papers submitted. With this system, academicians of UTM do not have to look far for another system and also they can save more cost when using this in-house system.

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