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 How to update 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:

![Dashboard image]

How to create draft:

- Step 1: Add New Page:
- Step 2: Save as Draft:

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
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:

- Upload the file:
- The file is embedded:

- Example of PDF embedded file on the website:
2. Home page – updating based on Call for Papers

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):
Update “Topics” content by copying individual topics in this format:

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

```html
<ul>
    <li>insert Topic 1</li>
    <li>insert Topic 2</li>
    <li>etc</li>
</ul>
```
Example – Topics on the Home page of the website:

Update “Publication” content by editing the following template:
Template for editing Publication (replace text highlighted in yellow):

All accepted and presented papers will be published by <strong>Springer</strong> and made available through SpringerLink Digital Library.

All accepted and presented papers will be published by <strong>ACM</strong> 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).

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Authors of selected papers will be invited to submit an extended version to:

<ul>
  <li><a href="insert-link-here" target="_blank" rel="noopener noreferrer">Insert the name of the Journal here</a></li>
</ul>

Example 1 – Publication on the Home page of the website:
Example 2 – Publication in WordPress editor:

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Authors of selected papers will be invited to submit an extended version to:

<ul>
  <li><a href="http://www.springer.com/engineering/signals/journal/11036" target="_blank" rel="noopener noreferrer">Some other Special Issue (IF: 9000)</a></li>
</ul>

Additional publication opportunities:

<ul>
  <li><a href="https://eai.eu/#!/publish/journals" target="_blank" rel="noopener noreferrer">EAI Transactions series (Open Access)</a></li>
</ul>
Example 2 – Publication on the Home page of the website:

In case of any troubles, please don’t hesitate to contact us by reaching **Conference Manager** or **Community Manager**.