

SciVee Conferences

AUTHOR GUIDE

TABLE OF CONTENTS

1.	ABOUT THIS DOCUMENT	3
	INTENDED READERSHIP	3
	FREQUENTLY USED TERMS	3
2.	SYSTEM REQUIREMENTS, PUBLISHING AND PERMISSIONS.....	3
	SYSTEM REQUIREMENTS	3
	PUBLISHING STATUS	4
	ACCEPTED FILE FORMATS.....	4
3.	GETTING HELP WITH SCIVEE CONFERENCES.....	4
4.	MAINTAINING YOUR USER ACCOUNT	5
	VIEWING YOUR ACCOUNT	5
	EDITING YOUR ACCOUNT	6
	EDITING YOUR PROFILE	6
5.	BROWSING SCIVEE CONFERENCES	7
	NAVIGATING THE CHANNEL.....	7
	VIEWING PRESENTATIONS	7
	VIEWING A PRESENTATION WITH NO VIDEO OR AUDIO CONTENT	8
	VIEWING A PRESENTATION WITH VIDEO CONTENT.....	9
	SHARING VIDEOS	10
	FLAGGING A VIDEO	11
	COMMUNITIES	12
	ADDING A VIDEO TO A COMMUNITY.....	12
	DISCUSSIONS	13
	AUTHOR'S ADDITIONAL WORK and TAGS AND SUBJECT AREAS.....	13
6.	AUTHORING CONTENT ON SCIVEE CONFERENCES	14
	EDITING YOUR PRESENTATION	14
	CREATING A NEW PRESENTATION	15
	ADDING VIDEO TO AN EXISTING PRESENTATION	17
	UPLOADING A NEW POSTER OR PRESENTATION	20

1. ABOUT THIS DOCUMENT

INTENDED READERSHIP

SciVee Conferences is a web-based meeting archive and e-poster solution for societies, conference organizers and scholarly researchers. This document is intended for authors interested in contributing content to conferences using SciVee Conferences.

FREQUENTLY USED TERMS

Author Codes. Author codes are text strings issued to those who wish to contribute content to the system as an author or presenter.

Blog. A Blog is a discussion about an individual presentation (node) from your conference or event. Blog entries can be organized into topics and shared with other members.

Community. A Community is a discussion about a certain session or abstract/postercast in your conference or event. Session related communities are created, monitored and administered by society staff members, but are open to all SciVee Conferences users to participate in. Abstract or postercast related communities are created by authors and are open to all SciVee Conferences users.

Node. A node is a presentation at your event or conference. Nodes can be either public or private. Public nodes belong to a public channel, and are presentations that are available for anyone to access and view. Private nodes are only available to registered users and require a user name and password to view content.

PosterCast. A PosterCast is a synchronization of audio and/or video with a poster, PDF or other presentation file which you create. This allows others to view presentations which are synchronized with rich media content.

Social Networking / Media Sharing. The Social Networking / Media Sharing capability in SciVee Conferences allows you to share their presentations and videos through a variety of social networking tools such as embed links, direct URLs and popular sites such as Facebook, Twitter and LinkedIn. These options may be disabled on any channel depending on your society's preferences.

Sync Tool. The Sync Tool is the tool which you use to synchronize presentation content with audio or video files.

2. SYSTEM REQUIREMENTS, PUBLISHING AND PERMISSIONS

SYSTEM REQUIREMENTS

Use of SciVee Conferences is supported with the following web browsers:

Windows Users:

Firefox 6.0+

Internet Explorer 8+

Chrome

Macintosh Users:

Safari 3.0.4

Firefox 6.0+

For the best experience when viewing SciveeCasts we recommend the most recent release of the Flash player. In addition, we recommend a broadband internet connection for the best possible video streaming experience.

PUBLISHING STATUS

Every presentation and channel that is created on SciVee Conferences follows a workflow and has a particular publishing status. By default, all content comes in as “Unpublished” and all channels are “Private”. This means the presentations are only visible by administrators and you, the author. Only an administrator can choose to publish content and upon doing so, the administrator can choose to publish content “Publicly” or “Privately” (Conference Members Only). Publishing “Publicly” means that a presentation is available to anyone who visits the SciVee Conferences channel (provided the channel is also published as public). You need not have login information in order to view and access. Publishing presentations “Privately” means that the presentation is only visible to you when you are logged in with valid SciVee Conferences accounts. “Privately” published presentations still remain private even if the channel is open to the public. This means some of the sessions of your meeting can be published openly to the public, while others can be reserved for only meeting attendees or others whom administrators choose to allow to access.

ACCEPTED FILE FORMATS

SciVee Conferences accepts a wide variety of audio and video formats as well as popular document and presentation file formats. Preferred formats include:

Video: MP4

Audio: MP3

Document: PDF

Supported formats include:

Audio/Video: asf, avi, flv, mov, mp3, mp4, mpeg, mpg, wav, wma, wmv

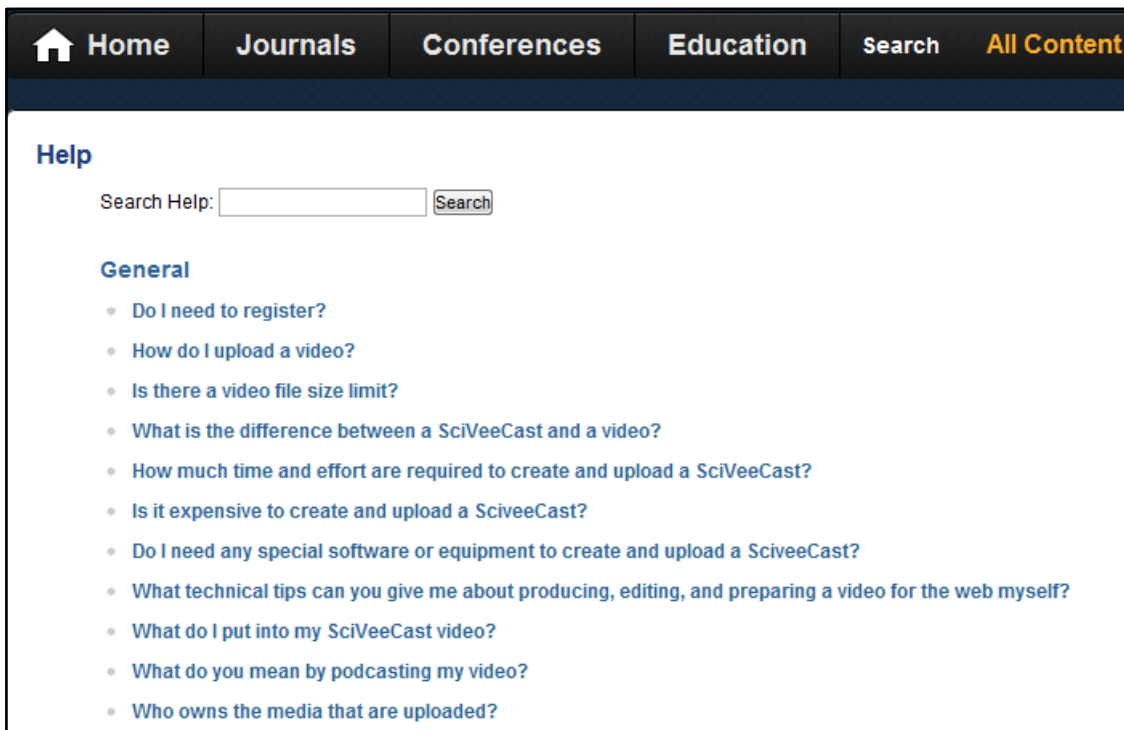
Document/Presentation: pdf, doc, docx, txt, rtf, gif, jpg, png, tif, and ppt

3. GETTING HELP WITH SCIVEE CONFERENCES

A help link is located in the upper right corner of each SciVee Conferences screen.

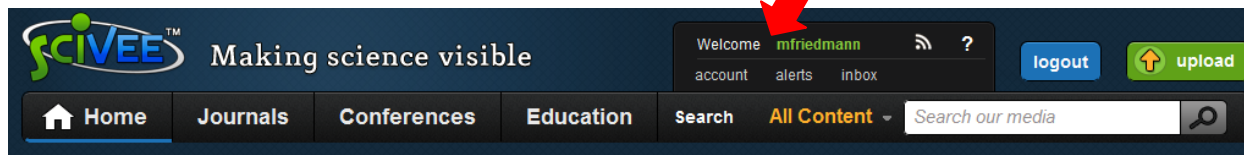


Clicking this link will open SciVee's Help system where you can search through a variety of topics. You may also send an e-mail to support@scivee.tv and our Customer Support representatives will rapidly respond.



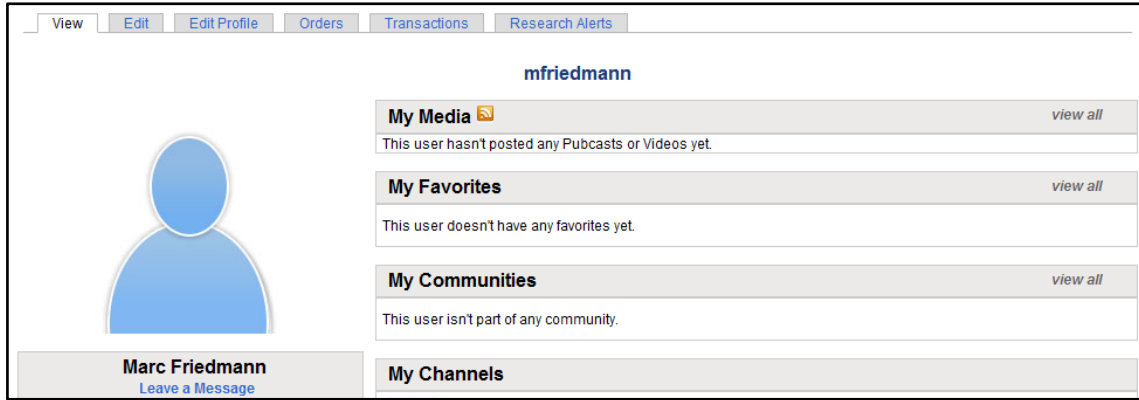
4. MAINTAINING YOUR USER ACCOUNT

The User Account area in SciVee Conferences provides a central location to view and update your account. Access to your account is located at the top center of any page.



VIEWING YOUR ACCOUNT

Clicking the “My account” link in the top-right corner of the screen will open the “View” tab for your user account. This tab shows several items included in your user account, including your profile picture, “My Media” (all videos and presentations attached to your account), “My Conferences” (all conferences for which you are a member) and “My Communities” (all communities for which you are a member).



EDITING YOUR ACCOUNT

The “Edit” tab allows you to edit login information including e-mail address, username and password. You can also manage e-mail and contact settings from this page.

EDITING YOUR PROFILE

The “Edit Profile” tab is where you can enter and edit more advanced and detailed items about themselves including:

- Your profile picture
- Name
- Professional Status
- Research Interests
- About Me
- Link to 3rd party webpage
- Affiliations or Conflicts of Interest
- PubMed Publications
- Contact Information
- Profile Publishing Status

5. BROWSING SCIVEE CONFERENCES

NAVIGATING THE CHANNEL

When you come to SciVee Conferences, you can log in to view all of the content of the “channel” that contains the content for the meeting. The channel’s page will list all of the sessions from your meeting, and you can click the title of any session to expand it and view the individual presentations within that session. In the example below, the user clicked the “Monday Sessions” title to view the 27 presentations within. From this page, you can click a presentation title to view the presentation or click the author’s user name to view their account profile. You can also search for content by entering a title, author or keyword into the Search box, or navigate directly to a session by selecting it from the “Select” dropdown. Note that the search field will accept both full and partial search terms. To remove search results and view all content, remove any text from the field.

The screenshot shows the SciVee Conferences Demo page. At the top, there is a navigation bar with links for Home, Journals, Conferences, Education, Search, and All Content. A search box is located on the right side of the navigation bar. Below the navigation bar, the page title is "SciVee Conferences Demo". There is a search box with the text "Search: title, author, and/or keyword" and a "Search" button. Below the search box, there is a dropdown menu for "Session" with "all" selected. The main content area displays a list of sessions. The first session is "ABSTRACTS OF DISTINCTION (37 presentations)". Below it, the "MONDAY SESSIONS (27 presentations)" session is expanded, showing a list of presentations. The presentations listed are:

- Gridmouse: Using mobile phones to navigate large public displays by aostberg
- Digital Archaeology in the Southern Levant by charwang
- Advances to the Biochemical, Genetic and Genomic (BiGG) Database by jypark
- Statistical-based Control Wrapper for Automated Neuroimaging Data Processing by jiwu
- Bioengineering Synovial Fluid with Modulated Hyaluronan Molecular Weight and Function by bjiao
- Soft mechanical actuators: Applications in artificial implants, biomimicking devices, and stem cell culture. by hanliang
- Corrosion-Enabled Powering Approach for Structural Health Monitoring Sensor Networks by SEtriton641985
- Nanowire Solar Cells by TedSanders
- Weather Data Management System by attan
- Modeling Fragmentation Patterns of ECDI/ETD Mass Spectrometers by patel.anandd

Annotations with red arrows point to various elements:

- "Search for content" points to the search box.
- "Session title" points to the "ABSTRACTS OF DISTINCTION" session title.
- "Presentation title" points to the "Digital Archaeology in the Southern Levant" presentation title.
- "Author's user name" points to the author name "TedSanders" for the "Nanowire Solar Cells" presentation.
- "Select a session" points to the "MONDAY SESSIONS" session title.

VIEWING PRESENTATIONS

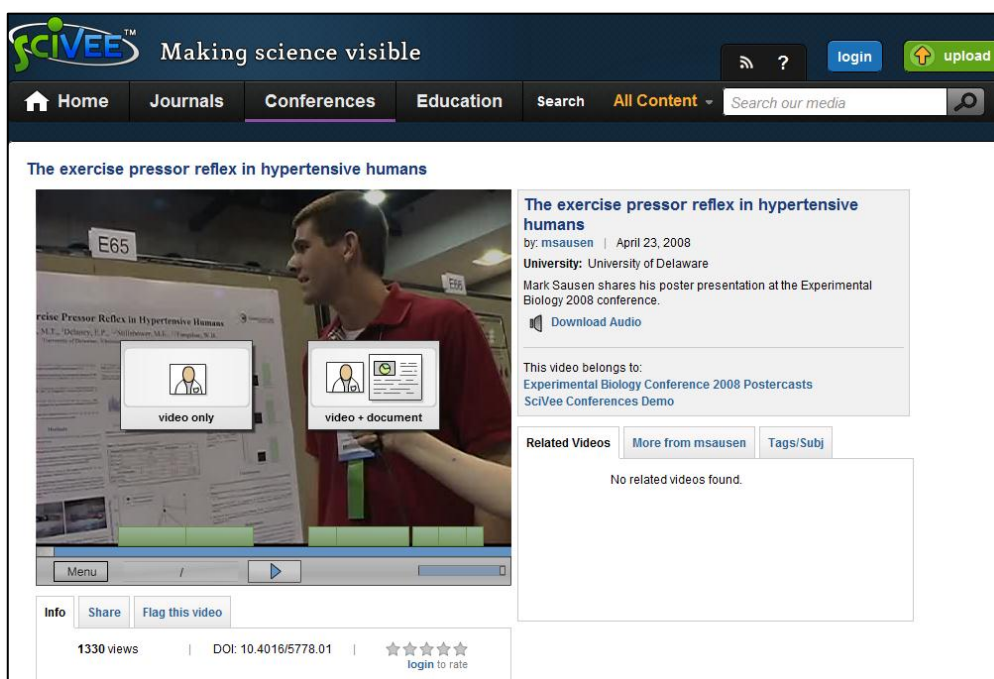
To view a presentation, click the title of the presentation from the channel’s page. From the presentation page, there are many options for viewing, sharing, and discussing the presentation content.

VIEWING A PRESENTATION WITH NO VIDEO OR AUDIO CONTENT

Some presentations consist solely of a file representing the content of the presentation and do not contain additional video or audio. When viewing a presentation with no additional video or audio, you will see the title and abstract preview in the video pane. Clicking the “Full Screen” button will open the full screen view so that you may see and review the full abstract.

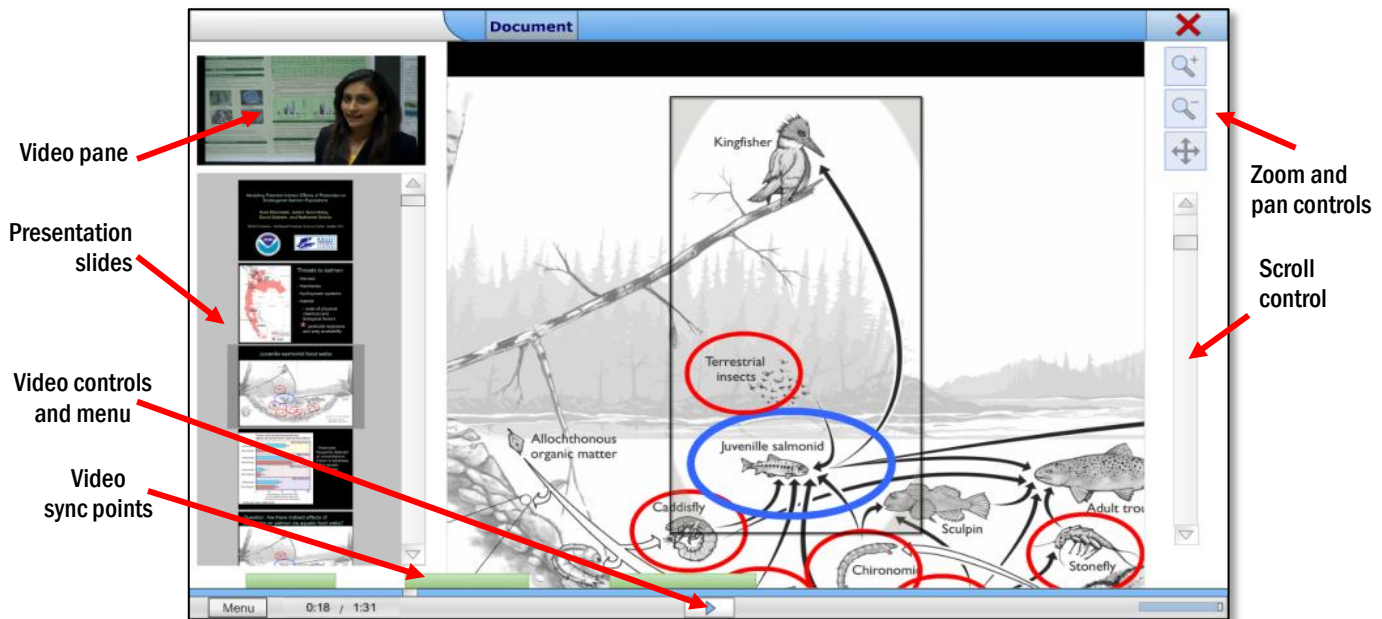
VIEWING A PRESENTATION WITH VIDEO CONTENT

Some presentations consist of both a file representing the content of the presentation and additional video or audio. When viewing presentations with additional video or audio, you will see the first frame of the video in the video pane. There will be buttons in the video pane for “video only” or “video + document” views. To start the video, you may press either button. Pressing “video only” will play the video in the video pane only. Pressing “video + document” will open the full screen view which contains the video along with a synchronized poster or presentation. You can also use the video player controls to play, pause and seek into the video.



The screenshot displays the SciVee website interface. At the top, the SciVee logo and tagline "Making science visible" are visible. Navigation tabs include Home, Journals, Conferences, and Education. A search bar is present with the text "All Content" and a search icon. The main content area features a video player titled "The exercise pressor reflex in hypertensive humans". The video player shows a man in a red shirt presenting a poster. Two buttons are overlaid on the video: "video only" and "video + document". Below the video player, there are buttons for "Info", "Share", and "Flag this video". The video statistics show "1330 views" and a DOI of "10.4016/5778.01". To the right of the video player, there is a metadata section with the title "The exercise pressor reflex in hypertensive humans", author "msausen", date "April 23, 2008", and university "University of Delaware". It also includes a "Download Audio" button and a section for "Related Videos" which currently shows "No related videos found."

When viewing a presentation in “video + document” mode, the video is located in the top left of the full-screen page and the presentation is located in the middle of the screen. The middle section will change as the presentation progresses. SciVee Conferences will automatically zoom to a particular area of a presentation when a sync point is reached. Synchronization points will be indicated by the presence of the green bar. You can skip to different segments of the presentation and video by clicking on the presentation slides on the left side or by using the video controls along the bottom of the window. Pressing the “Escape” key or using the red “X” in the top right corner will take you back to the video viewer page.



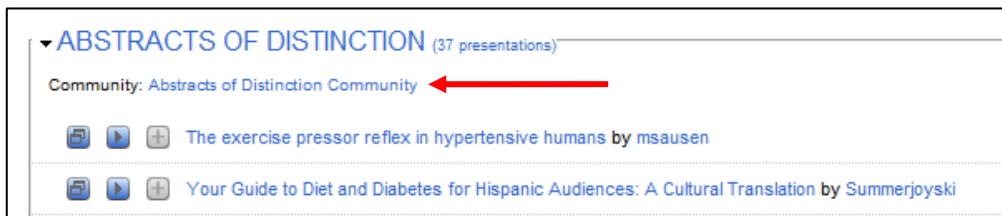
SHARING VIDEOS

Depending on the options selected by your conference organizers, SciVee Conferences offers a number of options for sharing your own or others' presentations with your colleagues. To share a video, click the "Share" tab on the main presentation screen. Once on this tab, you will have the following options for sharing a video:

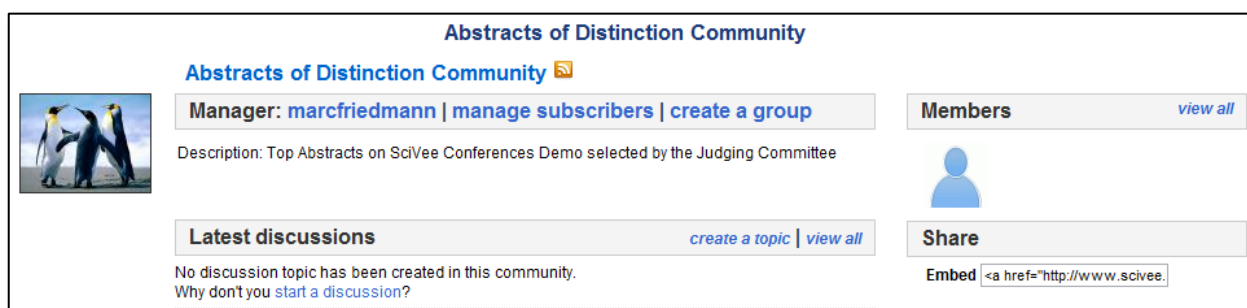
- **Direct URLs** – The "URL" textbox provides the web address for the video so that you can send a link to the video via e-mail or a website. If the channel and node are private, direct URLs still require users to log in prior to viewing the video.
- **Embed Links** – The "Embed" textbox provides HTML that can be directly inserted into a webpage. When used, embed links do not require a user to log in regardless of whether the content is public or private.
- **Social Networking Sites** – Below the "URL" section, you will see links to post a video or presentation to popular social networking websites. If the channel or node is private, you will still be required to log in prior to viewing the presentation or video.

COMMUNITIES

Communities are discussions about particular sessions in your conference or event. These are created, monitored and administered by society staff members and any users of the channel can participate. Communities can be both public and private. You can easily tell if there is a Community associated with the session you are viewing by looking for the "Community" text directly beneath the session title.

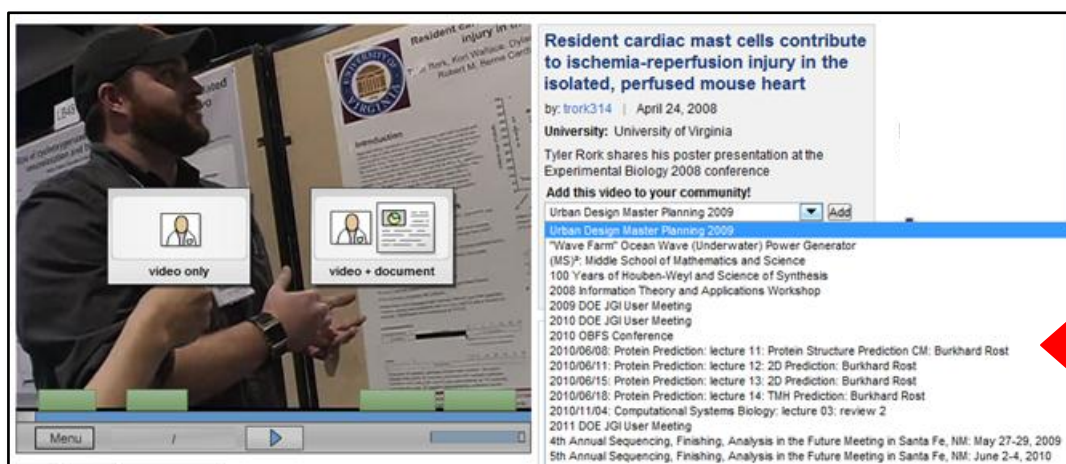


Clicking on the Community name will open the Community page. When viewing a Community, you can view the latest discussions, create a topic of discussion, and view a list of members of the community.



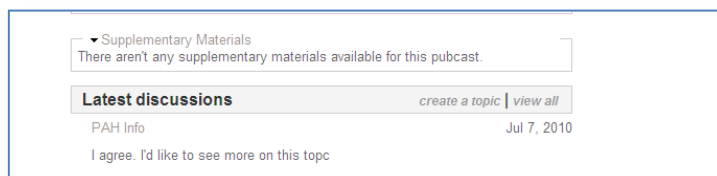
ADDING A VIDEO TO A COMMUNITY

Depending on your meeting's selected options, presentations can be added to Communities. To do so, use the drop down to select the community the presentation should be added to.



DISCUSSIONS

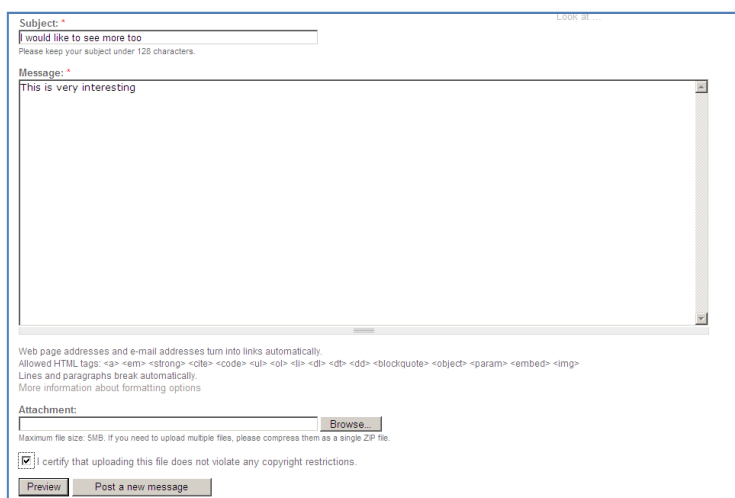
SciVee Conferences offers the ability to start discussions about a presentation. To do so, click “create a topic” under the “Latest Discussion” section. You can then enter a topic, message and even attach files to the discussion entry. Once completed, click “Post Message” to post the entry. You can also select “Preview” to view your post before making public. Discussions are organized into topics. To view a given topics discussions, click the topic title under “Latest Discussions.”



Supplementary Materials
There aren't any supplementary materials available for this pubcast.

Latest discussions [create a topic](#) | [view all](#)

PAH Info Jul 7, 2010
I agree. I'd like to see more on this topc



Subject: * Look at ...
Please keep your subject under 120 characters.

Message: *

Web page addresses and e-mail addresses turn into links automatically.
Allowed HTML tags: <a> <code> <dt> <dd> <blockquote> <object> <param> <embed>
Lines and paragraphs break automatically.
[More information about formatting options](#)

Attachment:
Maximum file size: 5MB. If you need to upload multiple files, please compress them as a single ZIP file.

certify that uploading this file does not violate any copyright restrictions.

AUTHOR'S ADDITIONAL WORK and TAGS AND SUBJECT AREAS

SciVee Conferences offers a numbers of options to locate and match content similar to the presentation you are viewing. You can view related videos and presentations by clicking on the “Related Content” tab. The presentations listed under this tab will be matched to the current presentation based on tags and subject areas. You can view tags and subject areas attached to this presentation by clicking “Tags/Subject Areas” tab. This tab will display a listing of keywords and subject areas associated with the presentation.

Field of Dreams: The Pursuit of New Stadiums for Professional Sports Teams
 by: wabrooks | March 5, 2009
 This poster looks at the stadium initiatives in San Diego, Cincinnati, and Minneapolis and the various outcomes of... » More
 Add this video to your community!
 Urban Design Master Planning 2009

This video belongs to:
 Equitable Redevelopment and Public Policy 2009
 SciVee Conferences Demo

Related Videos
 More from wabrooks | Tags/Subj
 No related videos found.

Related Content

Tags and Subject Areas

6. AUTHORIZING CONTENT ON SCIVEE CONFERENCES

EDITING YOUR PRESENTATION

If you are an author of a presentation on SciVee Conferences, you can edit the presentations and metadata you have submitted. To do so, click the title of your presentation on the Channel page. Next, click the “Edit” tab from the presentation page (note that this tab will not appear if the presentation has been given a “Locked” status by your society. This means all content is locked for editing and you must contact either SciVee support or your society to have it unlocked).

View | Edit

Is there preferential loss of aortic baroreceptor C-fibre activity during the development of atherosclerosis?
 by: Mike_Turner | April 24, 2008
 University: University of Otago, New Zealand
 Michael Turner shares his poster presentation at the Experimental Biology 2008 conference.
 Add this video to your community!
 Urban Design Master Planning 2009

This video belongs to:
 Experimental Biology Conference 2008 Postercasts
 SciVee Conferences Demo

video only | video + document

On the "Edit" tab, you can edit various metadata and uploaded elements for that presentation, including:

- Presentation title
- Tags/Keywords
- Abstracts
- Key Findings
- Poster, Document or Presentation uploads
- Video and Video Syncs
- Video Thumbnails
- Video Overlays
- Publishing Options (publicly or privately)
- Publishing Dates (the date you would like this presentation to be set to published)
- Sharing settings
- Authoring Information

[View](#) [Edit](#)

Description

Title: *
Is there preferential loss of aortic baroreceptor C-fibre activity during the development of atherosclerosis?

Tags: *
hypertension, physiology
A comma-separated list of terms describing this content. Example:cosmology, "protein translation", "engineering, chemical".

Language:
English

- [▶ Target audience and subject areas](#)

Document

[Add/Change poster/slides](#)

Conference where poster was presented: *

Please describe the key findings of this work:

Abstract:
Michael Turner shares his poster presentation at the Experimental Biology 2008 conference.

CREATING A NEW PRESENTATION

If you need to create a brand new presentation, you will need to obtain an author code from your society or conference. To obtain this code please contact them or Scivee support. This code will be sent to you in an e-mail that looks similar to the one below.



Dear Eminent Researcher:

Greetings from SciVee Conferences Demo! Thank you for agreeing to create a PosterCast with us. Here are the instructions and code you need:

Enter this code 1234-5679-7350 at the payment page when you are done and ready to finish your work. **You must enter this code in order to complete your work.** This code is a unique identifier for the PosterCast you are making. It expires when the PosterCast is published.

1. Go to our partner's site at www.scivee.tv, register and log in. You must be registered and log in to upload your video and create the PosterCast.
2. Make sure you have completed your content and are ready to upload it to the SciVee site.
3. Once logged in, click on the Upload button at the top of the homepage, and follow the step-by-step instructions within the Upload process.
4. When you've entered the code, your part of the work is complete and you may leave the SciVee site at anytime.
5. We will review, edit and publish the PosterCast. You will be contacted if there are further questions or edits required.
6. Anytime before the PosterCast publishing date, you may return to the SciVee site and make edits. A copy of what you've made can be found by clicking My Account on the SciVee site when you log in. This is where all your uploads are stored. Select the PosterCast you want, click on "Edit" at the top of the screen, and make changes you want. We also have a copy of your PosterCast, which is always in synch with the latest version of your copy.
7. If you have further questions, please contact us at mfriedmann@scivee.tv.

Thanks, and have fun creating your PosterCast!

Sincerely,

SciVee Conferences Demo team

Once you receive the e-mail, go to SciVee Conferences, log in, and click the "Upload" link at the top of the page. You can then proceed uploading your presentation and video files using the steps below.

SciVee Conferences Demo

Search: Search

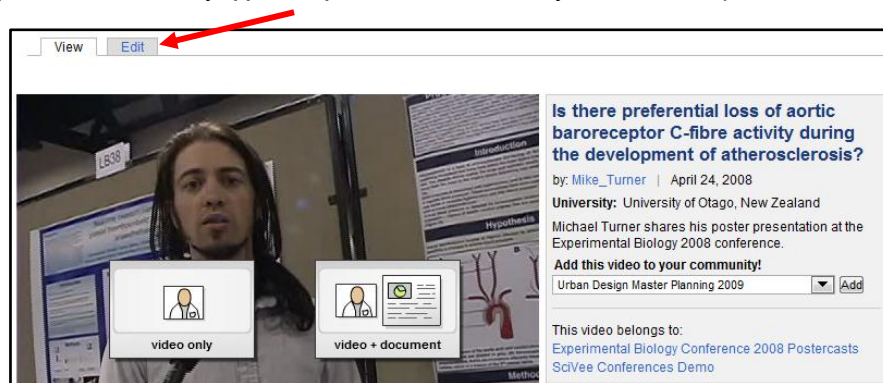
Session:

- ▶ ABSTRACTS OF DISTINCTION (37 presentations)
- ▶ MONDAY SESSIONS (27 presentations)
- ▶ MONDAY POSTERS (27 presentations)
- ▶ BIRDS OF A FEATHER 1 (20 presentations)
- ▶ TUESDAY SESSIONS (25 presentations)
- ▶ TUESDAY POSTERS (27 presentations)
- ▶ BIRDS OF A FEATHER 2 (33 presentations)

ADDING VIDEO TO AN EXISTING PRESENTATION

Most commonly, your existing presentations will be imported on your behalf and you will only need to add a video or audio file during or after the meeting. However, if you need to upload a new presentation (both a document and a video) directly to SciVee Conferences instructions are provided for this below as well.

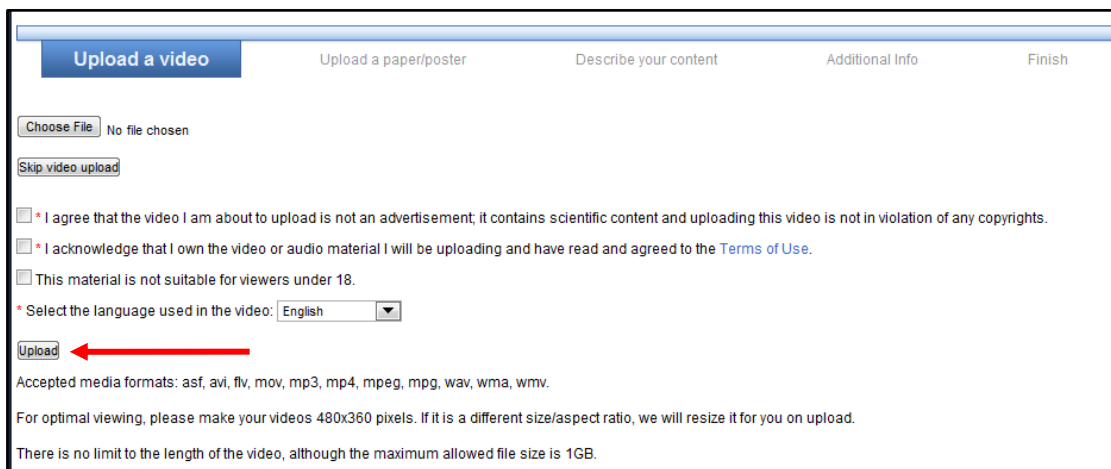
To add video to an existing presentation, log in to SciVee Conferences, navigate to your meeting channel, click the title of your presentation, and click the “Edit” tab (the “Edit” tab will only appear on presentations for which you are an author).



Next, locate and click the “Add/Change Video” button in the video section.



The first step in the upload process is to upload any video or audio file associated with your presentation. Click “Browse” and locate the file on your computer, then click the “Upload” button.

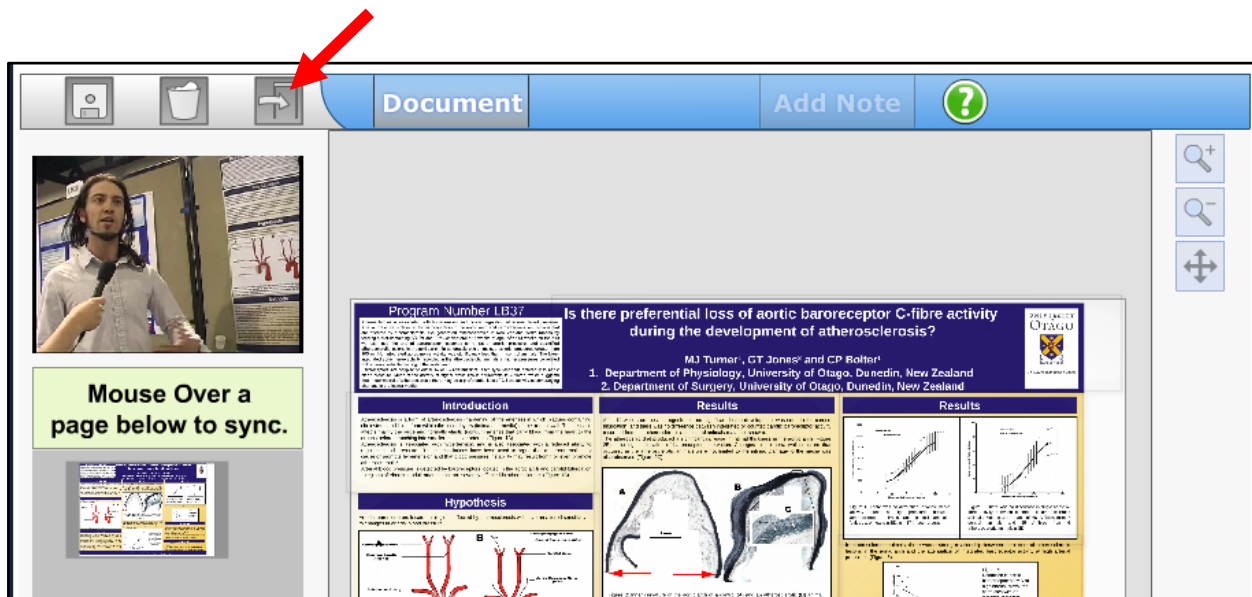


Next, if you are updating your presentation, you must upload a document file; this can be a poster, paper or presentation. For a list of accepted formats please see the “Accepted File Formats” section of this document. Fill out all required fields, then click “Browse,” locate the file on your computer and click “Upload.” When the file has successfully uploaded, you will be directed to the next step. If you are simply adding video to an existing presentation, you may skip this step.

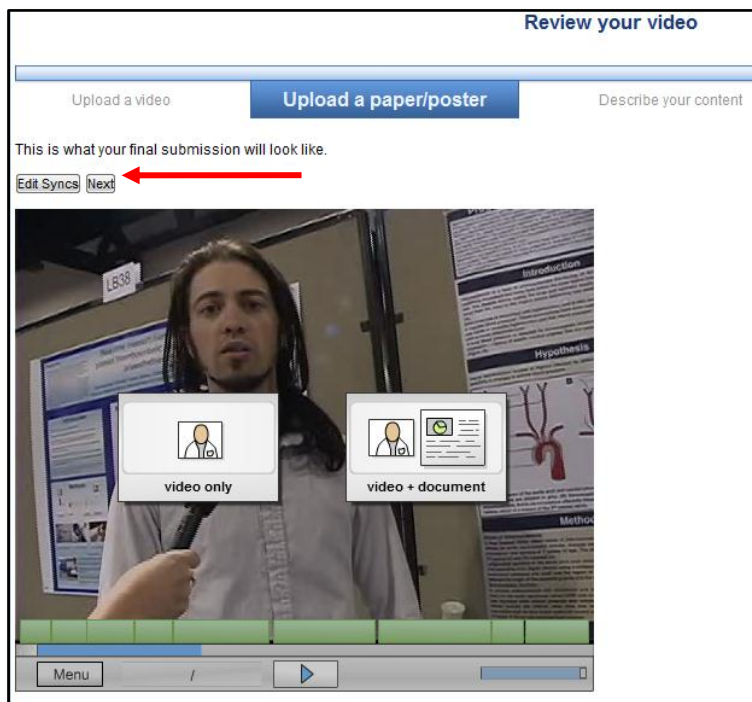
Once your document is uploaded, you can use the Sync Tool to synchronize your audio and video with your presentation, poster or document file. The Sync Tool allows you to direct viewers’ attention to selected parts of your document during your video.



Each time the sync tool is opened, you will be given the option to view the tutorial. Scivee recommends viewing the online tutorial for information about how to use the Sync Tool. Once you're finished syncing your video and document, click the next button in the toolbar.



You will then be shown a preview of what your syncs will look like with the option to edit or move to the next step. If you are satisfied, click "Next."



Next you will be asked to provide any additional tags or subject areas relevant to your video or presentation. These make your content searchable on SciVee Conferences. If you are editing an existing presentation, you will be able to edit your tags and subject areas.

Upload a video Upload a paper/poster **Describe your content** Additional Info Finish

▼ Audience and subject areas

Please check all the appropriate audiences you intend to reach: *

General
 2-12 year old
 13-18 year old
 Undergraduate
 Postgraduate
 Professionals

Please check all the subject areas of your video that apply: *

<input type="checkbox"/> aerospace	<input checked="" type="checkbox"/> cell biology	<input type="checkbox"/> economic	<input type="checkbox"/> geoscience	<input type="checkbox"/> neurology	<input type="checkbox"/> social science
<input type="checkbox"/> agriculture	<input type="checkbox"/> chemical science	<input type="checkbox"/> education	<input type="checkbox"/> health	<input type="checkbox"/> neuroscience	<input type="checkbox"/> sociology
<input type="checkbox"/> astronomy	<input type="checkbox"/> chemistry	<input type="checkbox"/> engineering	<input type="checkbox"/> information science	<input type="checkbox"/> oceanography	<input type="checkbox"/> space
<input type="checkbox"/> atmospheric science	<input type="checkbox"/> climate	<input type="checkbox"/> environment	<input checked="" type="checkbox"/> life science	<input type="checkbox"/> ophthalmology	<input type="checkbox"/> surgery
<input checked="" type="checkbox"/> biochemistry	<input type="checkbox"/> computer science	<input type="checkbox"/> environmental science	<input type="checkbox"/> material science	<input checked="" type="checkbox"/> pharmacy	<input type="checkbox"/> technology
<input checked="" type="checkbox"/> biology	<input type="checkbox"/> cosmology	<input checked="" type="checkbox"/> evolution	<input type="checkbox"/> mathematics	<input type="checkbox"/> physics	<input type="checkbox"/> training
<input checked="" type="checkbox"/> bioscience	<input checked="" type="checkbox"/> dna	<input type="checkbox"/> food science	<input type="checkbox"/> medical	<input checked="" type="checkbox"/> plant biology	<input type="checkbox"/> veterinary
<input checked="" type="checkbox"/> biotechnology	<input type="checkbox"/> earth science	<input checked="" type="checkbox"/> genetics	<input type="checkbox"/> medicine	<input checked="" type="checkbox"/> protein	<input type="checkbox"/> zoology
<input type="checkbox"/> cancer	<input type="checkbox"/> ecology	<input type="checkbox"/> geology	<input checked="" type="checkbox"/> molecular	<input type="checkbox"/> psychology	<input type="checkbox"/> other

▼ Tags

Enter the tags associated with your video: *

hypertension, physiology

As a final optional step, you will be asked to upload and verify any supplemental data or files.

Upload a video Upload a paper/poster Describe your content **Additional Info** Finish

▼ Upload supplemental files

You may upload files that are relevant to your video, such as PowerPoint slides, graphics you have created, or screen grabs from an animation. They will be made available for a viewer to download when viewing your video.

Please note: All material uploaded to SciVee must not violate any copyright restrictions.

Upload supplemental files:

Select file 1:
 No file chosen
 Maximum file size: 20MB.

* File 1 title:

* Describe contents of file 1:

[Add another file](#)

UPLOADING A NEW POSTER OR PRESENTATION

If you are uploading a brand new presentation, you will first be asked to enter your publisher code. Please reference the e-mail you received to provide this information. Be sure NOT to select either of the other two options.

Upload video module

Upload a video Upload a document

I have a publisher code: ?

←

Enter the publisher code that you received in your email.

This is a video for the SciVee site (free)
(Not associated with a conference or journal or educational institute)

This is a SciveeCast for the Scivee site for which I will pay. ?

←

Need help? View our [upload](#), [pubcast](#), [postercast guide](#), or [watch the video](#).

You will then proceed through the video and content upload process as described previously. At the final step you can “Save my progress and quit” if you want to review or edit it at a later time. If you are ready to proceed in submitting your content to your conference organizer, then check “notify the conference admin” and click finish.

Notify the conference admin ?

Save my progress and quit.

Your content now goes into your personal account and the conference admin is notified for review and/or publishing (if you selected this option).

You can also always access your presentations from the My Account page under My Media. Please note that newly-uploaded content will always need to be reviewed and approved by your society or conference before being made available to viewers of the conference.

Thank you for your upload!

Upload a video Upload a paper/poster Describe your content Additional Info **Finish**

A notification has been sent to your publisher.

Your SciveeCast has been added to [Experimental Biology Conference 2008 Postercasts](#) for review.

Visit <http://www.scivee.tv/node/5798> ←

Please go to your [My Media](#) to manage all your uploads.