Mississippi State University Libraries
Conferences and Events Setup Form

Mississippi State University Libraries provides a new Conferences and Events tool for faculty, staff and student organizations as a part of their implementation of the Digital Commons institutional repository. Use the following form to submit a request to have your event setup.

After completing the form, submit the form by sending it to systems-help@msstate.libanswers.com

Event Setup Form

There are many options to consider when setting up an Event Community in Digital Commons. The following form will help us determine the best way to accommodate your unique workflows and requirements.

IMPORTANT: Before completing this form please watch this short video that explains the setup process. https://bepress.com/reference_guide_dc/journal-design-tour/

Event Information and Workflow

The following fields help us build the Event Community and customize it to meet your needs.

General Information	
Event Title:	
Event URL label: *This will be used in your event's web address and is typically an abbreviation or acronym. Use lowercase letters with no spaces. Underscores or hyphens are optional.*	
Presentation Types (document types): *List the presentation types that will be available for this event (e.g., poster, presentation, panel discussion, workshop).*	
Specific launch date, if any: *Our team implements events as quickly as possible in the order that we receive each setup form and approval for any design mock-ups. Leave this field blank, unless the event must launch by a certain date, such as for a call for submissions.*	
Editors	
Event administrators who will need access to the site tools: *Please provide the name, email, and title of each event organizer and administrator requiring access.*	

Formatting and Workflow

Notification of new event submissions: *Please either enter each contact person's name and email address or indicate that all administrators can be notified about new proposals/presentations.*	

Editorial decision turnaround goal: *The system will send administrators a reminder email if no decision is registered before this time. Default is 70 days.*	
Will you use the system to upload previous proposals/presentations?	☐ Yes ☐ No
Will you use the system to accept new proposals/presentations?	☐ Yes ☐ No
Is this a recurring event?	☐ Yes ☐ No
Do you have images or multimedia associated with the conference?	☐ Yes ☐ No

Reviewers

Will the system be used for online peer review of proposals/presentations? *If not, please skip Reviewers section.*	☐ Yes ☐ No
Is the reviewing double-blind?	☐ Yes ☐ No
Maximum number of reviews desired per proposal/presentation:	
Number of days that a reviewer has to do a review: *Default is 21 days.*	
Can reviewers see the full text before committing to do a review?	☐ Yes ☐ No
After how many days should administrators be notified of unanswered review requests? *Default is 5 days.*	
Should presenters have access to reviewer reports after an editorial decision has been made?	☐ Yes ☐ No
Do you have a list of reviewers that will need to be uploaded into the system?	☐ Yes ☐ No

Do you have a rubric/criteria or additional documentation that you want to make available for viewers?	☐ Yes ☐ No

Workflow Notes

Please share any further event details that you wish to bring to our attention, including notes about your workflow or previous event sites.

Event Design

Each Digital Commons Event Community is provided with a custom design in order to achieve a unique look and feel. As an alternative, you may choose to inherit the design of the host repository if you are working within specific guidelines or time constraints. When launching with a repository-matching design, you have the option to later request a custom design for the event by re-filing the design portion of your setup form.

Preparing for the Design Process

You can get acquainted with the design features in Digital Commons by reviewing the Customization Guide. We also encourage you to visit some existing conference and event examples for a tour of live designs.

To help ensure everyone's satisfaction with the final design, and to avoid additional fees and delays, we recommend that you gather feedback from all of the Event Community's design decision makers prior to returning this document to Consulting Services.

Design Process Overview

When you select one of the custom design options below, we will provide up to three iterations to deliver a polished, professional event design:

- **First iteration:** Consulting Services works with the design and technical teams at bepress to create a mock-up image based on the information you provide with this form. The design team may ask for additional information before preparing the first iteration.

- **Second iteration:** Once you receive your first mock-up, you may want to make changes or provide feedback to hone the design. The design team will incorporate these requests into your second mock-up.

- **Third iteration:** If further changes are necessary, you may request a third iteration. Once this is complete, you may choose from any of the iterations for your final design.

- **Approved design:** When you approve the design, it is considered finalized and applied to a

demo site. **Changes requested after the finalized design may incur fees and/or delay the launch of your event.** If you have any questions about this, please don't hesitate to contact Consulting Services.

The design process can take 2-3 weeks depending on the number of iterations. However, that estimate does not include time for you and your team to review mock-ups, approve a design, and participate in an Event Community training. If you are working within time constraints, we are able to launch the site with a repository-matching design (Design Option 1) and you may later request a custom design (Design Options 2 or 3) when it is more convenient.

Design Options

Please choose one:

☐ 1. A design that matches your institutional repository

> The title of the event and a logo, if you provide one, will appear prominently in the main content area, below the repository branded banner. *If you select this option, skip to the "Logos and Images" section below when finished.*

☐ 2. A design based on your repository with a custom banner

> Combines the repository's general look and feel with unique elements in the banner, such as the event's title or logo. *If you select this option, skip to the "Logos and Images" section below when finished.*
>
> **We can generate a banner using one of the following sources. Please specify your preferred source for the banner below:**
>
> ☐ a. The design of another site: http:// _____
> ☐ b. A banner mock-up you have created following the "Logos and Images" guidelines below, or using the DC Photoshop template (available from Consulting Services upon request).
> ☐ c. Attached images and any design notes you've included at the bottom of this form.

☐ 3. A unique design independent from your institutional repository

> Creates a separate look and feel, optimal for events with--or seeking--an independent identity.
>
> **We can generate an event design using one of the following sources. Please specify your preferred source for the design below:**
>
> ☐ a. The design of another site: http:// _____
> ☐ b. A mock-up you have created using the DC Photoshop template (available from Consulting Services upon request).
> ☐ c. Attached images and any design notes you've included at the bottom of this form.

Preferred site layout for option 3:

☐ Left-aligned	☐ Above header
☐ Right-aligned	☐ Below header

* Navigation tabs are the Home, About, FAQ, My Account tabs in the upper corner of most DC sites.

Preferred site typography for option 3:

When designing your site, we will use web-safe typefaces that complement your site. If you have any specifications, please list them below.

For more information on site typography, please see the Customization Guide.

Logo and Images

Please include any logos or other graphics when returning the setup form, or indicate here if there is another location where we may retrieve the file(s).

Logos/images URL: _____

If you've included images, please note where you'd like them to appear in the design:

Notes:

1) Please make sure that your logos and images are properly licensed for use with your design.
2) While we can accommodate a range of file types, high resolution (minimum 72 dpi) images in .jpg, .png, or .gif format are preferred, as are logos in .eps format.
3) We will incorporate your images in the design, but aren't able to provide or create them for you.

Creating a mock-up or header banner:

Please request the DC Photoshop template from Consulting Services if you are planning to supply your own mock-up. For complete layout guidelines, refer to the Customization Guide.

You can provide a header banner without using the template, but please do not compress the image file for the web or reduce the width to less than 980 pixels.

Our design team may need to make some alterations to your design to work within our template parameters.

Additional Design Notes

Please let us know here if you have any special design requests. If you chose option 2 or 3 above and elected to have our team create a custom design, please provide as much specific detail about your vision as possible, especially any color preferences.

Contact Name:

Contact Email Address: