

USER MANUAL

SIGE
EVENT MANAGEMENT SYSTEM

Operation Superintendence
ITAIPU BINACIONAL

Foz do Iguaçu

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1 Introduction

The purpose of **SIGE** system is to automate the process of receiving documents (e.x. abstracts, papers) related to events organized by ITAIPU.

This document presents in simplified form how to make the authentication in the system, change of personal data, create your favorite list and submit document.

2 Stages of a document

A document can follow two paths within the system, culminating in the oral presentation or the presentation in the form of a poster.

In both paths, the flow is terminated if the committee does not approve the document.

2.1 Flow 1 (oral presentation):

1. Author submits abstract;
2. Committee approves abstract for oral presentation;
3. Author submits full paper;
4. Committee approves the paper;
5. Author submits the presentation that will be presented during the conference.

2.2 Flow 2 (poster):

1. Author submits abstract;
2. Committee approves abstract for presentation in poster form;
Author submits full paper;
3. Committee approves the paper;
4. Author submits the poster that will be displayed in the conference.

3 Web browser

It is recommended to use Mozilla Firefox. Any other browser may not work as expected.

4 Home screen

When you access the URL <https://sige.itaipu.gov.br/Html/index.php>, the page shown in Figure 1 will be displayed.





Figure 1. Initial screen

In the home screen, you can choose the languages Portuguese (Brazilian flag), English (American flag) or Spanish (Paraguayan flag).

The left menu has 4 options:

1. **CONFERENCES:** displays the list of available conferences (in progress). All these conferences are managed by SIGE;
2. **RECOVER PASSWORD:** this option allows a previously registered user to recover her password;
3. **REGISTER:** allows a new user to register;
4. **USER MANUAL:** link to this document.

Once registered, the user will receive an email with the initial password and will be able to access the desired conference.

5 Registration, authentication and password recovery process

The entire authentication process starts with the initial registration of the user. In case the user has already registered, an error message is displayed.

5.1 Register

This menu item is accessible from home screen, as shown in Figure 1.

This option displays the initial registration screen (Figure 2). In this process, it is necessary to fill all listed fields.

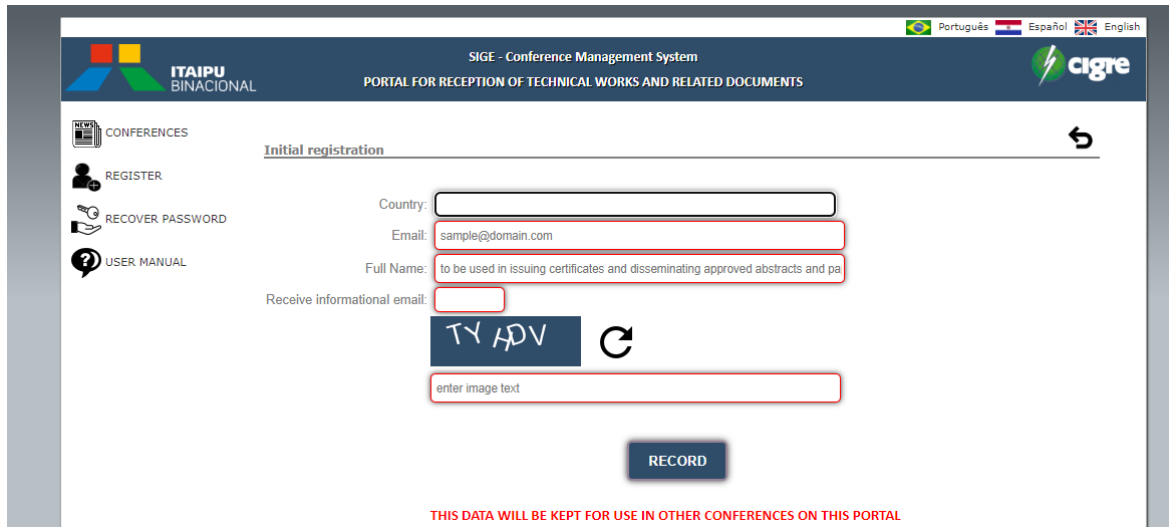


Figure 2. Register

Note that the CAPTCHA field is case sensitive. If there is an error, it is possible to refresh the CAPTCHA sequence by clicking on the circular image.

After completing the registration, an email containing the initial access data will be sent to the informed e-mail. From this email, the user can authenticate to the system.

5.2 Authentication

This menu is accessible from home screen (Figure 1). This option displays the authentication screen, as shown in Figure 3.

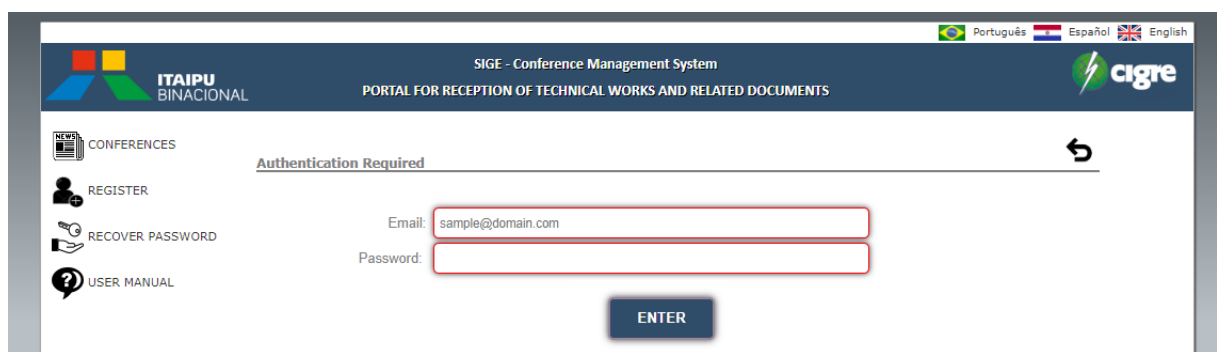


Figure 3. Authentication

The user must provide email and initial password.

If the user does not remember his password, he must access the option to recover password, clicking in the menu displayed on the left side of the window (Recover password).

5.3 Recover password

This menu is accessible from home screen (Figure 1). This option displays the recover password screen, as shown in Figure 4, button **ACCESS THE CONFERENCE**.



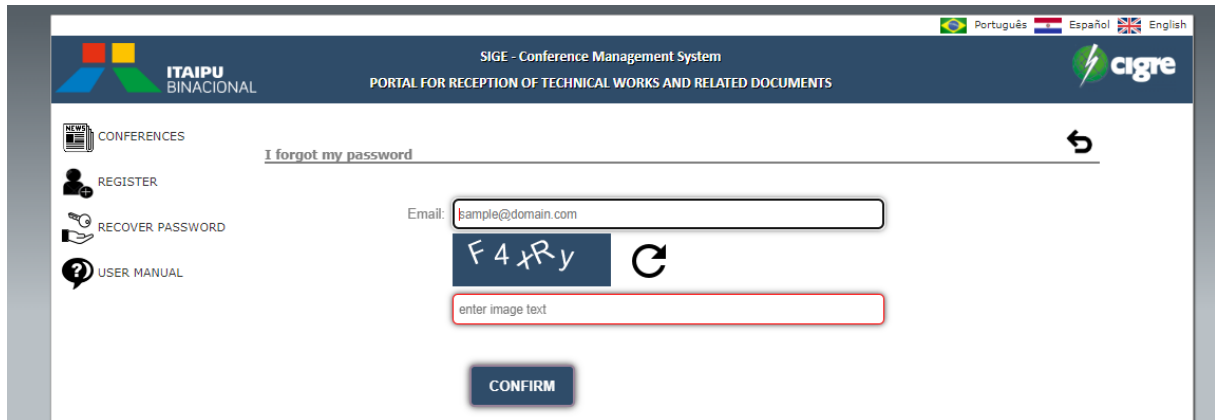


Figure 4. Recover password

Note that the CAPTCHA field is case sensitive. If there is an error, it is possible to refresh the CAPTCHA sequence by clicking on the circular image.

After the completion and confirmation, an e-mail containing the new password will be sent to the informed email.

6 Main screen

Once the user is authenticated, the screen shown in Figure 5 is displayed. The language displayed is the one that is selected on the home screen.



Figure 5. Main window

Available options, according to the selected menu:

1. **SIGE:** general explanation of the system's functionalities;
2. **Change personal information:** displays a complete list of fields that correspond to personal data of the user who is authenticated. In this option it is possible to include a second email address;

3. **Change the conference:** option that allows to select the conference in which you want to have access by default. Initially, the default conference is not set, which causes the menu item not to appear in the menu list. In the example above, the default conference has already been set.
4. **Default conference “ABC”:** With the default conference selected, this menu item is displayed, containing:
 - **Important dates:** general information about the conference;
 - **Templates:** reference models for the type of document to be submitted (abstract, paper, presentation or poster);
 - **Step 1:** the purpose of this step is to allow advance registration of the authors and their respective organizations, including them in the list of favorites.
 - This step is important because in the submission of abstracts and papers, the presented list is based on this configuration.
 - Available options:
 - a) **Authors:** consult an existing author or add a new author if it is not already set in the database. Also, add and/or remove it from the favorite list.
 - b) **Organization/Company:** consult an existing organization or add a new company if it is not already set in the database. Check it to appear in the favorites list;
 - c) **Favorites:** manage your list by removing obsolete favorites.
 - **Step 2:** Submission of documents (you need to set up your list of favorites beforehand – Step 1)
 - This space is available for sending the documents, as well as, indication of the authors of the same;
 - Available options:
 - a) **My abstracts:** format *.doc or *.docx, maximum size 2Mb;
 - b) **My papers:** if your **abstract** has been approved you must submit your full paper (*.doc or *.docx), maximum size (5 Mb), format and typesetting rules will be available at the conference site;
 - c) **My presentations:** if your **paper** has been approved to be presented orally, you must submit the presentation (*.pdf) and indicate the author responsible for the oral presentation of the paper, maximum size (5 Mb);
 - d) **My posters:** if your **paper** has been approved to be presented in poster format, you must submit the poster (*.pdf) and indicate the author responsible for its presentation, maximum size (5 Mb).
5. **Logoff:** Exit and return to the home screen.

7 Submission of documents

The process of registering any document is similar, so this document will describe only the process of submitting abstracts.



7.1 My abstracts

When clicking on the menu **My abstracts**, the system lists all abstracts submitted by the authenticated user or abstracts of which the authenticated user is one of the authors, as depicted in Figure 6.





 

My abstracts...



No.	CE / TP	Title	Main author	Status	Last change	Actions
1548	A1	Resumo para teste do SIGE	[REDACTED]	Submitted	18/08/2022 13:40:54	  

Figure 6. My abstracts (summaries)





For each abstract, the user has the following options:

Button	Description	
	Include a new abstract;	*
	Generate a report containing the list of abstracts for printing; or Generate printable version of the abstract;	
	Download the abstract;	
	Modify the abstract.	*
* Only available during the submission period of an abstract.		

7.2 Inclusion/Modification of abstract

When clicking on button  the system shows the screen to include a new abstract and when clicking on button  the system show the same screen but allowing the modification of an abstract that has already been submitted. The inclusion or modification process is similar.

These are the available options for including/modifying an abstract:



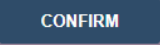

Button	Description	
CONFIRM	Submit confirm	Confirm inclusion/modification;
	Cancel	Cancel inclusion/modification;
	Include new author	The abstract should have at least one author;
	Author information	Show the personal data of the registered author;
	Remove	Delete the author of the abstract. If it was the main author, another author should be selected as principal.


Submission process

The first step when submitting an abstract is to complete the main information form, as follows (Figure 7):

1. Choice of study committee;




2. Enter the title of the abstract. The title of the document (that will be submitted) must be the same as the title in this field;
3. Select the author of the abstract along with your organization and click on the button  to include more authors, if needed.
4. To cancel the inclusion or change the author, click on button ;
5. Check the main author of the abstract;
6. Abstract file upload: you must select a document on the format .doc or .docx and then click on button "Upload File". The file size maximum allowed is 2Mb;
7. Next, save the information by clicking on button . An email is sent to the main author confirming that it has been submitted;
8. To confirm that submission was successful, click the download button  and verify that the content of the document is correct.

Include/Edit Abstract 











Study committee / Preferencial Subject:

Title:

Select the new author and then click the add button - Source set in my favorites (Step 1)

Author's email: Acronym/Organization name: 

Abstract Authors

No	Name	Emails	Main author	Organization/Company	Registration status		
1	[Redacted]	[Redacted]	<input checked="" type="radio"/>	IB - Itaipu Binacional (BR, Foz do Iguauçu)	Confirmed		
2759	[Redacted]	[Redacted]	<input type="radio"/>	IB - Itaipu Binacional (BR, Foz do Iguauçu)	Confirmed		
3226	[Redacted]	[Redacted]	<input type="radio"/>	IB - Itaipu Binacional (BR, Foz do Iguauçu)	Confirmed		
7334	[Redacted]	[Redacted]	<input type="radio"/>	IB - Itaipu Binacional (BR, Foz do Iguauçu)	Confirmed		
6886	[Redacted]	[Redacted]	<input type="radio"/>	ITAIPU - ITAIPU Binacional (PY, -)	Confirmed		

Upload do artigo

File (≤ 5 MB): Nenhum arquivo escolhido
Name of file limited to 100 characters!




Figure 7. Inclusion / Modification screen

8 Frequent emails sending problems

It is possible that the email sent by SIGE do not reach its destination (authors) as expected. Here are some common reasons:

1. Email address typed incorrectly;
2. The email ended up in the **spam** box;



3. Some companies have email filters that occasionally flag SIGE emails and block them.

9 SIGE problems

In case of difficulties using SIGE please contact the organizing committee. Remember to detail the problem the best you can so that the answer can be as fast as possible.

