



# Your Ex Ordo Features List

*Features to handle even the most complex conferences*



## How Ex Ordo Works

Ex Ordo supports the entire conference workflow for conferences from 50 to 5,000+ submissions.

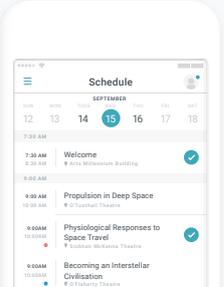
Every user has a unique, secure account on our system and we support multiple role types (like authors, reviewers and conference chairs).

Ex Ordo is cloud-based so you don't have to download anything. All data is stored on our secure servers and backed up daily.

### Power your conference with a **Standard Ex Ordo Licence**

 <b>REVIEW</b> <ul style="list-style-type: none"><li>✓ Abstract and paper management</li><li>✓ Reviewer allocation</li><li>✓ Online reviewer workspace</li><li>✓ Track reviewers' progress</li></ul>	 <b>PROGRAMME</b> <ul style="list-style-type: none"><li>✓ Visual programme builder</li><li>✓ Single and parallel sessions</li><li>✓ Check for conflicts</li><li>✓ Share it online</li></ul>	 <b>REGISTER</b> <ul style="list-style-type: none"><li>✓ Custom registration form</li><li>✓ Track which delegates have paid</li><li>✓ Card payments and bank transfers</li><li>✓ Social and workshop tickets</li></ul> <i>Handling Fee</i>	
 <b>PCI &amp; GDPR COMPLIANT</b>	 <b>FRIENDLY SUPPORT</b>	 <b>99.97% UPTIME</b>	 <b>DAILY BACKUPS</b>

### Supercharge it with **Handy Add-Ons**

<b>+ MOBILE APP</b> <ul style="list-style-type: none"><li>✓ Programme available without wifi</li><li>✓ Sponsor ads and banners</li><li>✓ Send instant notifications</li></ul> 	<b>+ BOOK OF PROCEEDINGS</b> <ul style="list-style-type: none"><li>✓ Print-ready book</li><li>✓ Author index, images and more</li><li>✓ Abstracts or papers</li></ul> 
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## Review

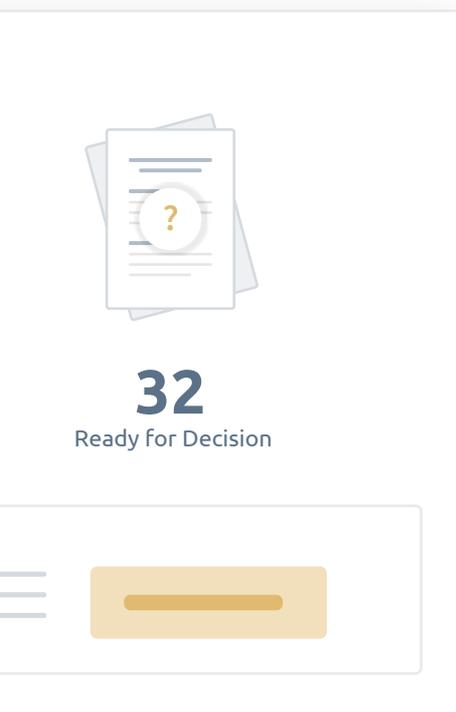
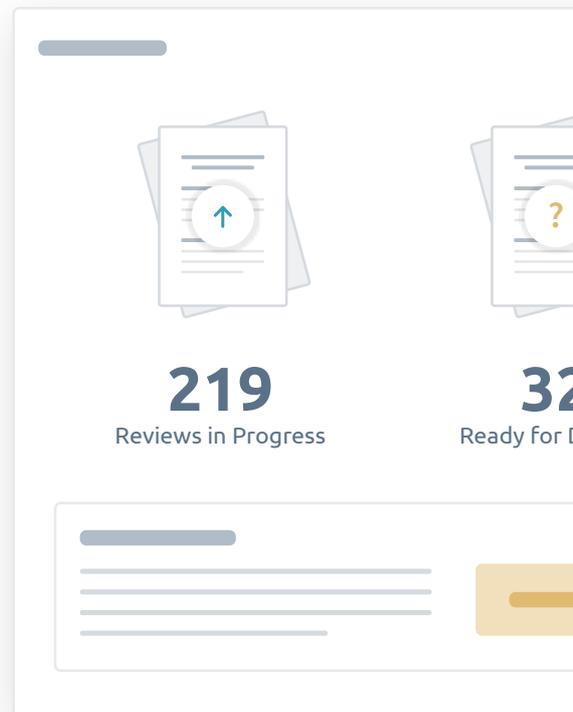
Our abstract management software is built for painless peer review.

Get set up to **collect exactly what you need.**

- ✓ Collect abstracts, extended abstracts, papers and anything else you need
- ✓ Set up topics, formats, word counts and more
- ✓ Configure single or multi-deadline conferences
- ✓ Authors get submission receipts and editing privileges

**Match submissions** to the best reviewers with no fuss.

- ✓ Configure your review as single or double-blind
- ✓ Automatically match submissions to best reviewers
- ✓ Limit number of submissions per reviewer



Give reviewers a workspace that's **beautifully simple.**

- ✓ Give reviewers a clear marking scheme and easy scoring cards
- ✓ Collect mandatory or optional reviewer comments
- ✓ Reviewers can work online or offline
- ✓ Reviewers get prompts for outstanding tasks

**Stay in control** of your whole review process.

- ✓ Review and make decisions on the fly with rolling review
- ✓ Track reviewers' progress
- ✓ Send targeted reminders to reviewers who fall behind
- ✓ Re-assign or disable reviews

## Decide and notify authors without breaking a sweat.

- ✓ Accept or reject submissions individually or in bulk
- ✓ Add chair comments and make reviewer comments public or private
- ✓ Send letters of acceptance
- ✓ Request camera-ready papers and RSVPs

## Register HANDLING FEE

We designed our registration system for research conferences, not rock concerts.

Sell more registrations by **tracking who's paid**.

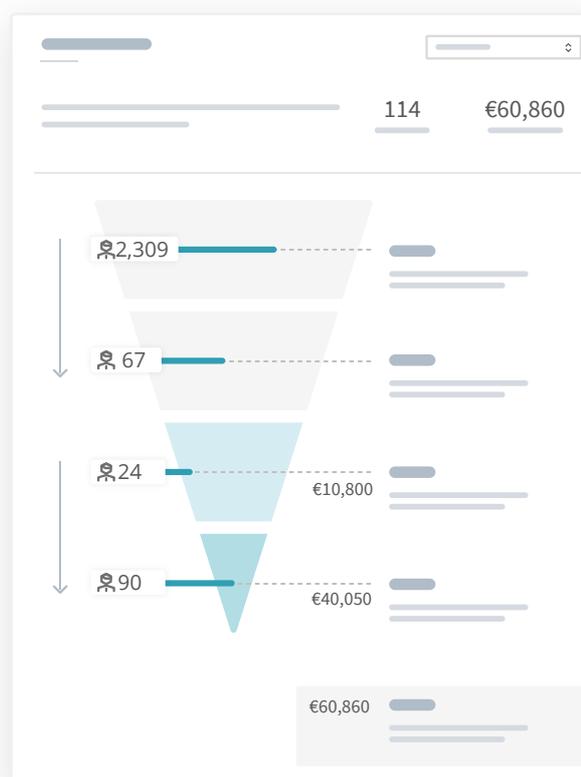
- ✓ Boost attendance by sending reminders or discount codes
- ✓ Live stats on payments and delegate numbers
- ✓ See which delegates are presenters
- ✓ Track who's paid and who hasn't

**Customise your registration** form till it's just right.

- ✓ Charge different fees, and early and late prices
- ✓ Sell registrations for social events and workshops
- ✓ Supports all major currencies
- ✓ Make test registrations before you go live

Start collecting **safe and secure card payments**, fast.

- ✓ Accept Visa, MasterCard and AMEX payments
- ✓ Fully secure and PCI compliant
- ✓ Collect payments via Stripe (and other platforms)
- ✓ Enjoy built-in fraud protection with Stripe



## Track and **record bank transfers.**

- ✓ Allow delegates to pay by wire payments and bank transfers
- ✓ Track which delegates owe you money and send reminders
- ✓ Record payments as they come in

## Give delegates a **well-crafted experience.**

- ✓ Delegates can submit and register from the same account
- ✓ Delegates can edit their registrations
- ✓ Delegates and admins can register on behalf of others
- ✓ Automatic registration and payment receipts

## **Programme**

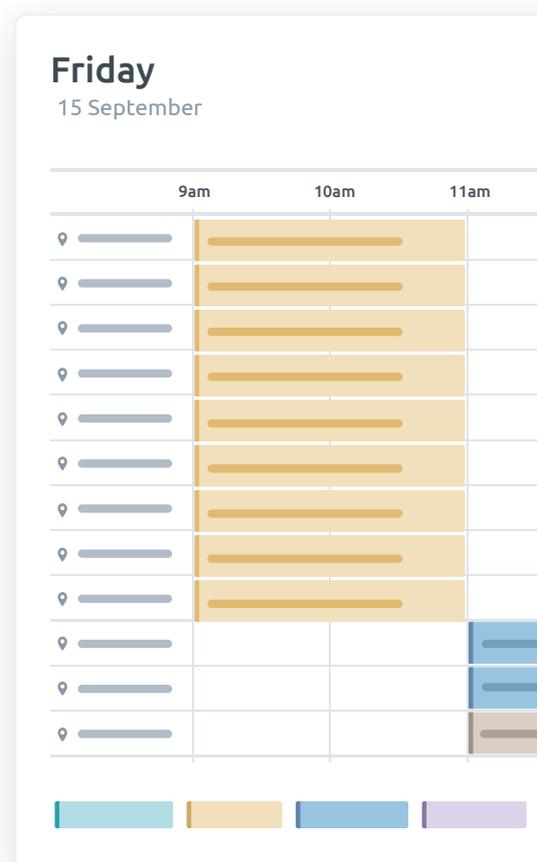
### Delight your delegates with an online conference programme that's designed for content discovery.

#### Our **visual builder** helps you navigate complexity.

- ✓ Manage multiple streams, parallel sessions and thousands of submissions
- ✓ Get visibility of what's happening when
- ✓ Assign existing submissions or add new content
- ✓ See which submissions are already assigned
- ✓ Preview how it will look when it's live

#### Build a programme that's gloriously **free from conflicts.**

- ✓ Identify direct time conflicts for presenters and session chairs
- ✓ Spot potential time conflicts for presenters and session chairs
- ✓ See which presenters are overloaded
- ✓ Find venues that are double-booked



## Share your programme online without coding a thing.

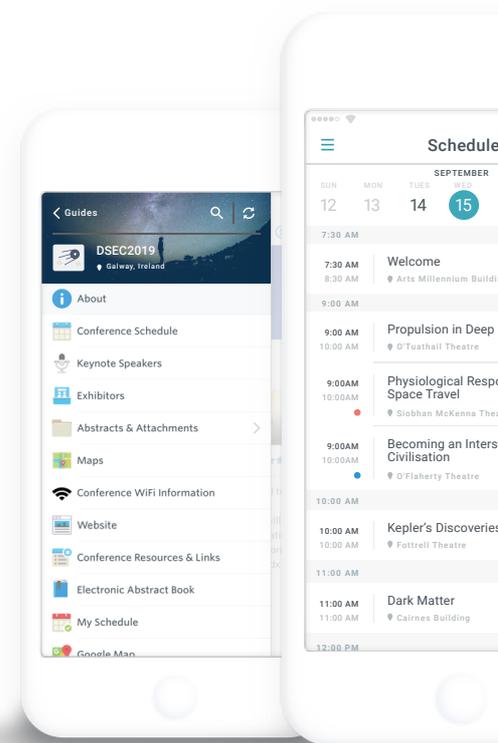
- ✓ Test your programme before you share it
- ✓ Share your programme as a public link or only with those logged in
- ✓ Collect and share presenter bios, presentations and posters
- ✓ Export as PDF, Excel or Word file

## OPTIONAL ADD ONS

### Mobile

Let delegates navigate your event, right from their phones.

- ✓ Supercharge networking with private messages and public posts
- ✓ Sessions, presentations and venues are populated in your app
- ✓ Send instant notifications when there's a change of plan
- ✓ In-app ad banners and promoted posts for sponsors
- ✓ Take the pulse of sessions with live in-app polls and surveys
- ✓ Delegates get a schedule that stays accessible, even without wifi
- ✓ Help delegates navigate your space with an interactive map of the conference venue
- ✓ See how delegates are using your app content through intuitive live metrics



### Book

Save design and formatting hassle by using a ready-to-go book of proceedings template.

- ✓ Includes front and back covers, foreword, sponsors, table of contents, list of abstracts or papers, abstract images, page numbers, and an author index
- ✓ We can order it by format (e.g. oral and poster) or by presentation time and date
- ✓ Once it's ready, send it to print or share it online

The best software in the world for managing your research conference.

Everything you need to **manage your conference**, in one place.

- ✓ Upload your logo and cover image to create a branded dashboard
- ✓ Intelligent cards help prioritise upcoming tasks for everyone
- ✓ At any stage, view stats and reports on how things are going

**Message everyone** connected to your conference.

- ✓ Upload your mailing list and send call for papers and announcements
- ✓ Use filters to message late reviewers, accepted authors or delegates who haven't paid
- ✓ Personalise messages with names and submission titles
- ✓ Preview and send unlimited test messages
- ✓ Customise your message templates
- ✓ To avoid spam filters, we send every message through Postmark

We keep your **data safe and secure**.

- ✓ Our software is PCI compliant and encrypted (HTTPS)
- ✓ We're GDPR compliant and host your data on our secure EU servers
- ✓ We encrypt all passwords using our one-way hash-and-salt algorithm
- ✓ We've got a 99.97% uptime record
- ✓ We back up your data daily and hold our backups for 30 days

