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

- **REVIEW**
  - Abstract and paper management
  - Reviewer allocation
  - Online reviewer workspace
  - Track reviewers’ progress

- **PROGRAMME**
  - Visual programme builder
  - Single and parallel sessions
  - Check for conflicts
  - Share it online

- **REGISTER**
  - Custom registration form
  - Track which delegates have paid
  - Card payments and bank transfers
  - Social and workshop tickets

Supercharge it with Handy Add-Ons

- **+ MOBILE APP**
  - Programme available without wifi
  - Sponsor ads and banners
  - Send instant notifications

- **+ BOOK OF PROCEEDINGS**
  - Print-ready book
  - Author index, images and more
  - Abstracts or papers

PCI & GDPR COMPLIANT  99.97% UPTIME  FRIENDLY SUPPORT  DAILY BACKUPS
**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

[www.exordo.com](http://www.exordo.com)
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

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

ExOrdo

www.exordo.com
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

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**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

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www.exordo.com
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

Ex Ordo

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Manage

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