Digital Commons 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. When you have completed this form, please return it to Consulting Services at dc-support@bepress.com. If you have any questions, don't hesitate to email us at that address for assistance or phone us weekdays at 510-665-1200, option 2, 6:30 a.m.–7:30 p.m. Pacific Time.

For redesigns, only the event title is needed in Part 1. You may then skip to Part 2: Event Design to enter your redesign requests.

Part 1: Event Information and Workflow

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

General Information	
Event Title:	
Desired event URL label: *This is 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.*	

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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?	
Will you use the system to accept new proposals/presentations?	
Is this a recurring event?	
Do you have images or multimedia associated with the conference?	

Reviewers

Will the system be used for online peer review of proposals/presentations? *If not, please skip the rest of the Reviewers section.*	
Is the reviewing double-blind?	
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?	
After how many days should editors be notified of unanswered review requests? *Default is 5 days.*	
Should presenters have access to reviewer reports after an editorial decision has been made?	
Do you have a list of reviewers that will need to be uploaded into the system?	

Do you have a rubric/criteria or additional documentation that you want to make available for reviewers?	
Optional Workflow Notes	
Are there any further event details that you wish to bring to our attention, such as notes about your workflow or previous event websites?	

Part 2: 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 the setup form.

Preparing for the Design Process

You can get acquainted with the design features in Digital Commons by reviewing the [Customization Guide](#).

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 our design and technical teams 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 is applied to a demo site. Please check with stakeholders before approving a mock-up. **Changes requested after the finalized design may incur fees and/or delay the launch of your event site.** If you have questions about this, please contact Consulting Services.

Design Options

Please choose one of the following **three options**:

☐ 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 title or logo. *If you select this option, please choose a banner source below, then skip to the "Logos and Images" section.*

We can generate a banner using any of the following sources. Please enter an "X" in the box next to your preferred source(s) for the banner below.

☐ a. The design of another site.
URL: _____

☐ 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 any of the following sources. Please enter an "X" in the box next to your preferred source(s) for the design below:

☐ a. The design of another site:
URL: _____

☐ 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:

Sidebar (select one)	Navigation Tabs * (select one)
☐ 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](#).

Logos 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 .svg or .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 and/or they may request additional files to fulfill your request(s).

Additional Design Notes

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