

SciVirtual — User Guide for Coordinators

SciVirtual Team

2026-08-18

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1. Overview

As a **Coordinator** (`ROLE_COORDINATOR`), you are responsible for planning and running scientific events end-to-end on SciVirtual. Your capabilities include:

- **Create and edit events** — title, slug, description, dates, pricing, currency.
- **Institutions** — attach 1–3 organizing institutions (name + logo) to an event.
- **Resume book settings** — enable the resume book, set its fee and ISBN.
- **Scientific & organizing committees** — maintain named committee member lists per event.
- **Conferences & speakers** — add keynote/plenary conferences and assign `ROLE_SPEAKER` users.
- **Event partners** — manage sponsoring/partner organizations that receive `EVENT_PARTNER` certificates for this event (separate from the home-page promotional Partner portal).
- **Banners** — upload or remove the event’s public banner image.
- **Topics & experts** — create topics and assign `ROLE_EXPERT` reviewers to them.
- **Courses** — create and manage courses under an event, or as independent (global) courses.
- **Certificates** — manually issue certificates of every supported type; the background worker also auto-issues most of them.
- **Certificate templates** — preview and download blank templates for every certificate type (no data is written).
- **Resume book generation** — build the consolidated resume-book PDF and email it (with signed links) to included authors.
- **Relatoría** — fill out and save the event’s final report, with auto-filled statistics.
- **Exports** — request CSV reports and download a full ZIP export of an event’s data.
- **Stats** — view revenue, registration, enrollment and submission analytics.
- **Registrations & refunds** — view paid registrations and issue Stripe refunds.
- **Presentations on behalf of authors** — submit or replace a participant’s PowerPoint if they cannot upload it themselves (same deadlines as participants).
- **Delete events** — permanently remove an event and all of its dependent data.

Note: Administrators (ROLE_ADMIN) have **all coordinator powers** described in this guide, for **any** event, regardless of who is assigned as its coordinator. Everywhere this guide says “coordinator,” an admin may perform the same action.

2. Access

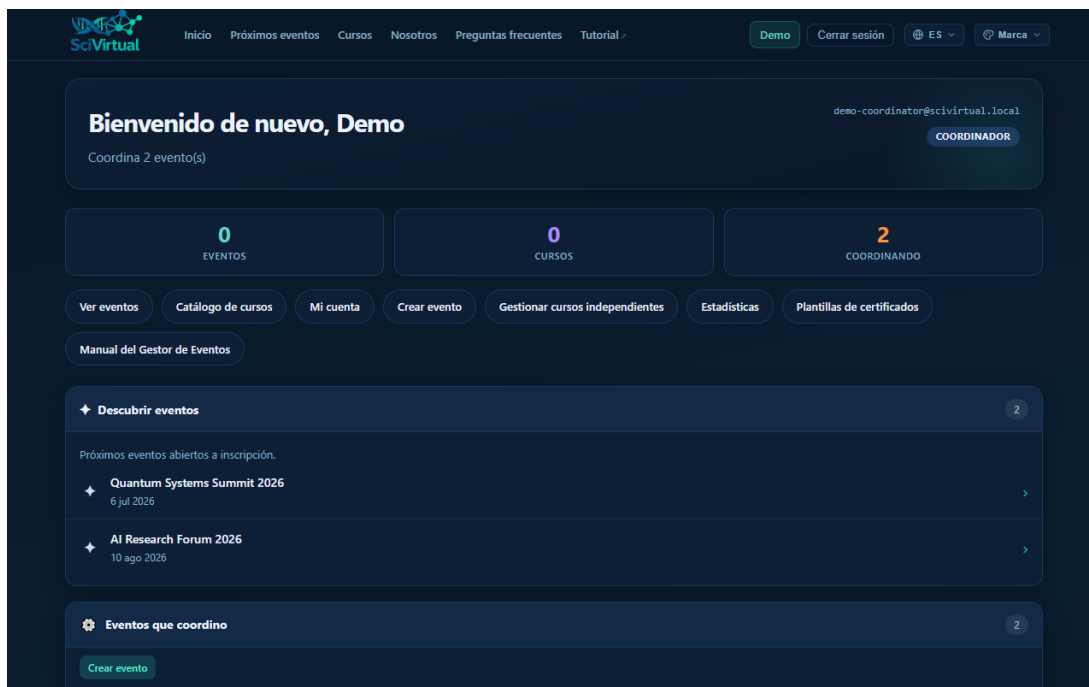


Figure 1: Coordinator dashboard — quick links and managed events

There are several entry points into coordinator tooling:

Entry point	URL	What it gives you
Dashboard quick links	/dashboard	Buttons for Create Event, Global Courses, Stats, Certificate Templates.
Managed Events list	/dashboard	Every event you coordinate, each with a full row of management links (see §19).
Event toolbar	/events/{slug}	A coordinator-only toolbar at the top of the event page with quick links to Edit, Topics/Experts, Conferences, Partners, Certificates, Courses, Exports, Full ZIP export, Registrations, Presentations, Relatoría, Resume Book and Delete.

Entry point	URL	What it gives you
Coordinator stats hub	<code>/coordinator/stats</code>	Summary metrics for every event you coordinate.
Public catalog	<code>/events</code>	The public “Upcoming Events” catalog with search/filters — useful for previewing what attendees see.

3. Account, Language & Theme

Like any signed-in user, manage your profile at `/account`:

- Open **My Account** from the header name menu or the dashboard quick link.
- Update **full name**, **preferred language** (EN/ES), **time zone**, and **theme** (Brand, Dark or Light).
- Set or change your **password**.

Language and theme can also be switched from the header selectors at any time. Theme is stored in a cookie and, once you’re logged in, on your account record.

4. Create an Event

Navigate to **Dashboard** → **Create Event** (`/coordinator/events/new`). This form is only available to `ROLE_COORDINATOR` and `ROLE_ADMIN` users.

4.1 Core Event Fields

Field	Required	Description
Title	Yes	The event’s display name.
Slug	No	URL-friendly identifier; auto-generated from the title if left blank.
Description	Yes	Rich-text description of the event.
Event Start	Yes	Start date/time (UTC).
Event End	Yes	End date/time (UTC). Must be after the start date.
Submission Deadline	Yes	Cutoff for presentation submissions (UTC).
Revision End	Yes	Cutoff for resubmitting rejected presentations (UTC). Must be after the submission deadline.
Currency	Yes	One of <code>USD</code> , <code>EUR</code> , <code>MXN</code> .
Base Price	Yes	Registration fee in major currency units (e.g. <code>25.00</code>).

Field	Required	Description
Promo Price	No	A discounted price shown before the promo end date.
Promo End	No	Deadline for the promo price; required if a promo price is set, and must fall on or before the submission deadline.

4.2 Topics

Enter one topic per line in the **Topics** field. You may optionally append an expert's email after a pipe to assign them immediately:

```
Machine Learning
Biomedical Informatics | expert@example.com
Data Science
```

- Minimum 1 topic, maximum 50 topics per event.
- Topic names must be unique (case-insensitive) within the event.
- If a line has an email but no usable topic name, the row is rejected — don't leave a topic name as only underscores.

4.3 Bulk Courses (optional)

Create courses together with the event using the **Bulk Courses** textarea, one course per line:

```
Title | ProfessorEmail | ClassCount | Credits | Price | Currency | StartDate | EndDate | Standalone
```

- Minimum required columns: **Title** | **ProfessorEmail** | **ClassCount** | **Credits** | **Price** | **StartDate** | **EndDate** (7 columns — currency defaults to the event's currency).
- **Currency** (8th column) and **Standalone** (9th column, yes/no) are optional.
- The professor must be an existing **active** `ROLE_PROFESSOR` user.

4.4 Bulk Conferences (optional)

Create keynote/plenary conferences together with the event using the **Bulk Conferences** textarea, one per line:

```
Title | SpeakerEmail | AttendeeCredits
```

- The speaker must be an existing **active** `ROLE_SPEAKER` user.
- You can add richer conferences (abstract, banner, description) afterward from the Conferences & Speakers page.

4.5 Resume Book Settings

Field	Description
Enable resume book	Checkbox. When checked, authors can opt in to include their work in the event's consolidated resume book.

Field	Description
Resume book fee	Fee charged to authors who opt in. Must be greater than 0 when the resume book is enabled.
ISBN	Optional ISBN printed on the resume book PDF and its certificates.

4.6 Scientific & Organizing Committees

Two required textareas, one member per line, in **Name | email** format:

Dr. Jane Doe | jane.doe@example.com

Dr. John Smith | john.smith@example.com

Dr. Maria Lopez | maria.lopez@example.com

- **Minimum 3 members** in each committee (scientific and organizing).
- Each line must have both a name and a syntactically valid email.
- Emails must be unique within each committee list.
- These members are eligible to receive **SCIENTIFIC_COMMITTEE / ORGANIZATIVE_COMMITTEE** certificates later — no user account is required for a committee member.

4.7 Event Institutions

Rule	Detail
Slots	1 to 3 institution slots.
Slot 1	Required — must have both a name and a logo.
Slots 2–3	Optional, but if you fill in a name you must also upload a logo (and vice versa).
Logo formats	JPEG, PNG, WebP, GIF.

Institution logos appear in a strip on the public event page and on event certificate PDFs.

4.8 Creating Experts, Professors or Speakers On the Fly

If the expert, professor or speaker you want to assign doesn't have an account yet, the create-event form includes an inline **person picker** that calls dedicated fetch endpoints without leaving the page:

Role	Fetch endpoint	Used for
Expert	<code>/coordinator/experts/create</code>	Topics field expert assignment.
Professor	<code>/coordinator/professors/create</code>	Bulk courses professor assignment.
Speaker	<code>/coordinator/speakers/create</code>	Bulk conferences speaker assignment.

These create a new user with the corresponding role (or reuse an existing one by email) so you can reference them by email in the form fields above without a separate admin step.

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Mi cuenta

Perfil

Correo (no se puede cambiar)

Usuario (no se puede cambiar)

Nombre completo

Idioma preferido

Tema

Zona horaria

Guardar perfil

Contraseña

Contraseña actual

Nueva contraseña

Confirmar nueva contraseña

Cambiar contraseña

Usamos cookies esenciales para la sesión. Al continuar acepta el uso de cookies.

Figure 2: Coordinator account page



Figure 3: Create event form

4.9 Validation Rules Summary

- Title and description are required.
- Start, end, submission deadline and revision end dates are required and must be chronologically consistent (`end > start`, `revisionEnd > submissionDeadline`).
- Base price must be `0`; currency must be one of the supported codes.
- Promo price (if set) must have a promo end date on/before the submission deadline, and must be lower than the base price.
- At least 1 and at most 50 unique topics.
- Resume book fee must be `> 0` when the resume book is enabled.
- Both committees need `3` valid, unique-email members.
- Institutions: `1–3` slots, each complete (name **and** logo) or entirely empty.

4.10 After Creation

- The event is created with you as coordinator.
- All topics, bulk courses, bulk conferences, committee members and institutions are created in the same transaction.
- You are automatically enrolled (complimentary, PAID) in the event.
- An audit log entry is recorded (`coordinator.event.create`).
- You're redirected to the new event page.

5. Edit an Event

From the coordinator toolbar on the event page, click **Edit Event** (`/coordinator/events/{slug}/edit`).

5.1 What You Can Edit

Every field from event creation is editable, plus:

- **Banner** — upload or remove the event's public banner image via `/coordinator/events/{slug}/banner` (upload) and `/coordinator/events/{slug}/banner/remove`.
- **Topics** — rename topics, reassign their expert, add new topics, or delete a topic (only if it has no submitted presentations).
- **Courses** — edit existing course details, add new courses, or delete courses.
- **Conferences** — edit title/abstract/description/banner/credits, reassign the speaker, add new conferences, or delete existing ones.
- **Institutions** — replace names/logos, add or remove slots (subject to the same 1–3 rule).

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Quantum Systems Summit 2026

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Expertos por tema
Conferencias
Socios
Certificados de participantes
Exportaciones

[Descargar exportación completa \(ZIP\)](#)
[Inscripciones](#)
[Relatoría del evento](#)
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Demo event for SciVirtual automated user-guide videos.

Includes submissions, reviews, courses, keynotes, and certificates.

Fechas del evento 6 jul 2026 – 18 sept 2026

Fecha límite de envío 19 ago 2026

Fin del período de revisión 26 ago 2026

Precio: 320.00 USD

COORDINADOR DEL EVENTO

Nombre: Demo Coordinator

Correo: demo-coordinator@scivirtual.local

TEMAS Y EXPERTOS

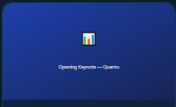
- Benchmarks and Tooling**
Experto del tema — Nombre: Demo Expert · Correo: demo-expert@scivirtual.local
- Distributed Quantum Systems**
Experto del tema — Nombre: Demo Expert · Correo: demo-expert@scivirtual.local
- Quantum Security**
Experto del tema — Nombre: Demo Expert · Correo: demo-expert@scivirtual.local

PRESENTACIONES

- [Accepted Demo Presentation](#) (Quantum Security)

CONFERENCIAS

Abrir galería de conferencias



Opening Keynote —
Quantum Horizons

Demo Speaker

[DIAPOSITIVAS](#)

CURSOS

Quantum Deployment Fundamentals Sin registro al evento — 3 clases, 2 cr, 180.00 USD

Pagar curso
Detalles

Usted coordina este evento — no se requiere pago.

[Enviar presentación](#)

Usamos cookies esenciales para la sesión. Al continuar acepta el uso de cookies.

Figure 4: Event page with coordinator toolbar



Figure 5: Edit event form

- **Scientific & Organizing Committees** — edit the same `Name` | `email` textareas; existing members are matched by email so their certificates are preserved when only the name/order changes.

5.2 After Saving

- All changes commit inside a single database transaction.
- Assigning a new expert to a topic automatically gives that expert a complimentary event registration.
- An audit log entry is recorded (`coordinator.event.update`).

6. Topics & Expert Assignment

6.1 Topics & Experts Page

Navigate to **Toolbar** → **Assign Experts** (`/coordinator/events/{slug}/topics/experts`).

The page lists every topic with its currently assigned expert (or “none”).

6.2 Assign an Expert

1. Use the dropdown next to a topic to pick an active `ROLE_EXPERT` user.
2. Choose “(none)” to unassign.
3. Click **Save Experts**.

The assigned expert gains access to review submissions under that topic via the Expert Hub (`/expert`), and is automatically given a complimentary event registration.

6.3 Add a Topic

Use the **Add Topic** form at the bottom of the page: enter a name and click **Add Topic**. The topic is created immediately (up to the 50-topic cap); assign an expert now or later.

6.4 Creating an Expert via the Picker

If needed, the page also exposes a person picker that calls `/coordinator/experts/create` to create (or reuse, by email) a `ROLE_EXPERT` account without leaving the page.

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Asignar expertos por tema

Cada eje tiene un experto revisor. Elija un usuario activo registrado con rol Experto en la lista, o «Ninguno» para quitar.

Añadir tema

Nombre

Añadir

TEMA	EXPERTO
Benchmarks and Tooling	Experto demo-expert@scivirtual.local — Demo Expert Demo Expert · demo-expert@scivirtual.local Guardar
Distributed Quantum Systems	Experto demo-expert@scivirtual.local — Demo Expert Demo Expert · demo-expert@scivirtual.local Guardar
Quantum Security	Experto demo-expert@scivirtual.local — Demo Expert Demo Expert · demo-expert@scivirtual.local Guardar

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Figure 6: Topics and expert assignment page

7. Conferences & Speakers

Navigate to **Toolbar** → **Conferences** (`/coordinator/events/{slug}/conferences`).

7.1 Conference List

Each conference row shows: title, abstract, banner, sort order, attendee credits, and assigned speaker (name + email).

7.2 Add a Conference

Field	Required	Notes
Title	Yes	Up to 255 characters.
Speaker	Yes	Must be an active <code>ROLE_SPEAKER</code> user (select existing, or use the person picker → <code>/coordinator/speakers/create</code>).
Abstract	No	Short summary.
Description	No	Rich-text long description.
Banner	No	Image upload for the conference card.
Attendee Credits	No	Credits granted to attendees.
Sort Order	No	Defaults to the next available position.

7.3 Update or Delete a Conference

From the same page you can edit any conference's title, abstract, description, banner, credits or assigned speaker inline, or delete it entirely.

7.4 Speaker Uploads

Speakers upload their own presentation materials from:

- **Speaker Hub** — `/speaker` (lists every conference assigned to the logged-in speaker).
- **Per-conference upload** — `/conferences/{id}/upload`.

See the Speaker role workflow in the platform UI at `/speaker` and `/conferences/{id}/upload`.
Coordinators assign speakers here; speakers manage their own uploads independently.

Only speakers with at least one uploaded file are eligible for a `CONFERENCE_SPEAKER` certificate (see §11).

8. Event Partners (Certificate Organizations)

Navigate to **Toolbar** → **Partners** (`/coordinator/events/{slug}/partners`).

Not to be confused with: the home-page promotional **Partner portal** (`ROLE_PARTNER` users who buy banner/video slots on the SciVirtual homepage). Event partners here are organizations recognized **for a specific event** and are only used to issue `EVENT_PARTNER` certificates.

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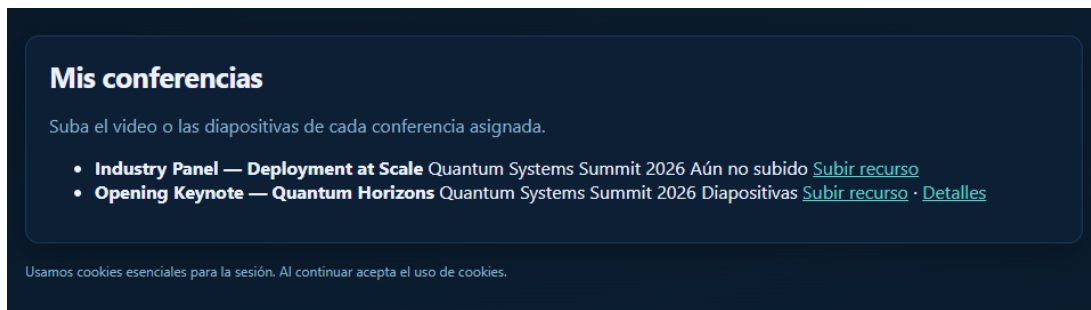


Figure 8: Speaker Hub — assigned conferences

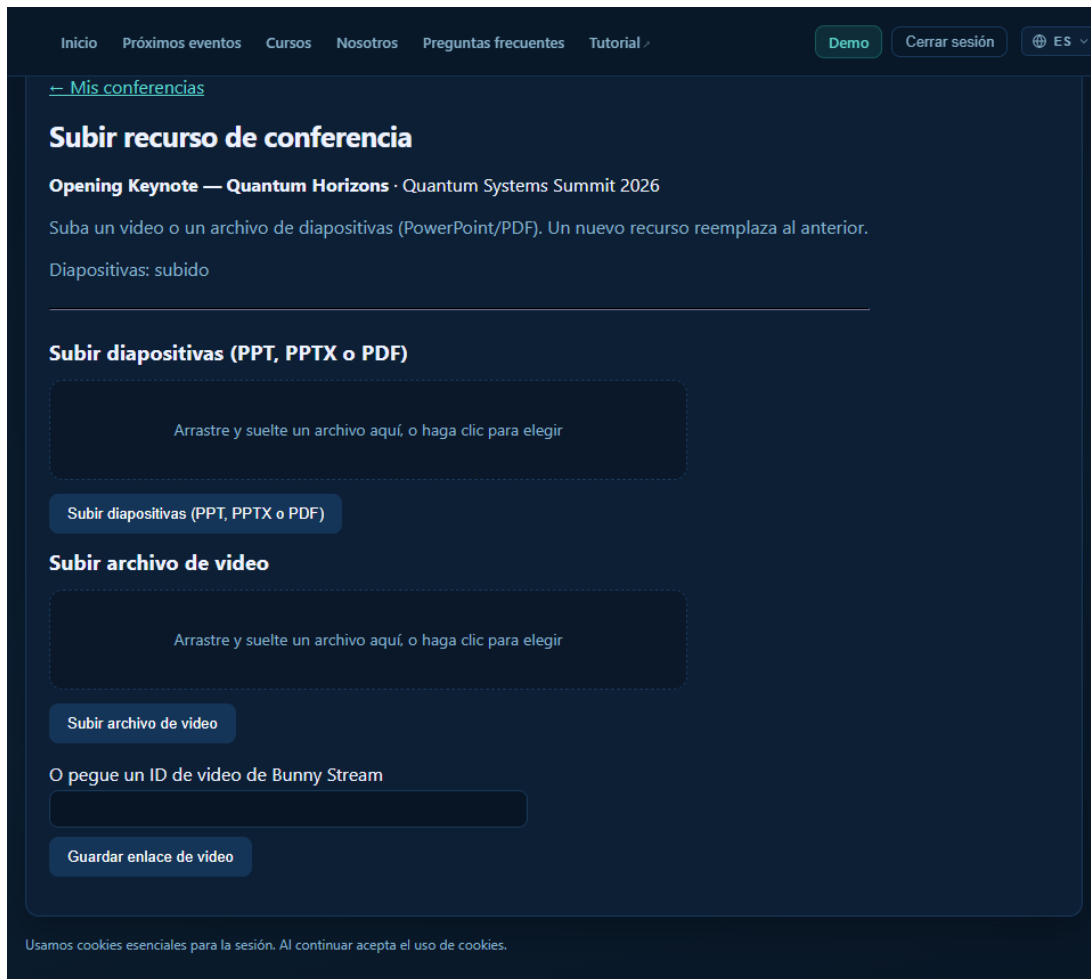


Figure 9: Per-conference upload form

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Socios del evento

Añada socios de este evento. Los certificados se emiten automáticamente al terminar el evento, o manualmente desde la pestaña de certificados de socios.

Certificados de socios

Nombre del socio

Organización (opcional)

Correo de contacto (opcional)

Vincular a correo de cuenta de usuario (opcional)

usuario@ejemplo.com

Orden de visualización

0

Añadir socio

Socio

Rol y estado

Aún no hay socios.

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Figure 10: Event partners management page

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8.1 Fields

Field	Required	Description
Display Name	Yes	Name shown on the certificate.
Organization	No	Organization/company name.
Email	No	Contact email shown in the partners table.
User Email	No	If it matches an existing active user account, that account is linked to the partner record (useful if the partner should later log in).
Sort Order	No	Display order.

8.2 Manage Partners

- **Add** — fill in the form and submit; a new **EventPartner** row is created.
- **Update** — edit any field inline and save.
- **Delete** — remove a partner entry (this does not delete any certificate already issued to them).

9. Courses

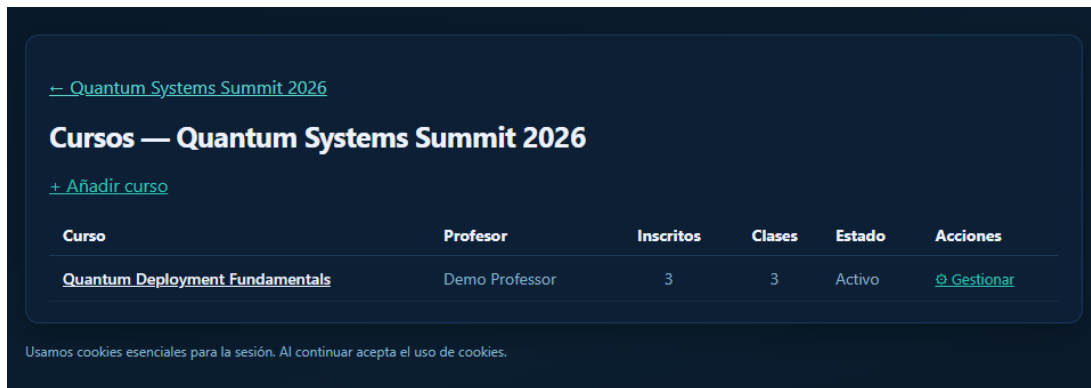


Figure 11: Course management page

9.1 Event-Scoped Course List

Navigate to **Toolbar** → **Manage Courses** (`/coordinator/events/{slug}/courses`). Lists every course tied to the event with title, professor, enrollment count, class count, and status, plus a **Manage** link to `/coordinator/courses/{id}`.

9.2 Create a Course (Event-Scoped)

From the course list, click **Add Course** (`/coordinator/events/{slug}/courses/new`).

Field	Description
Title	Course name.
Professor	Active <code>ROLE_PROFESSOR</code> user.
Classes	Number of classes (default 4).
Credits	Credits granted on completion (default 2).
Price / Currency	Enrollment fee.
Start / End Date	Course dates (UTC); end must be after start.
Standalone	Checkbox — if checked, students can enroll without an event registration.

After creation, the course and all classes are created, the professor is auto-enrolled (complimentary, PAID), and an audit entry is logged (`coordinator.course.create`).

9.3 Global (Independent) Courses

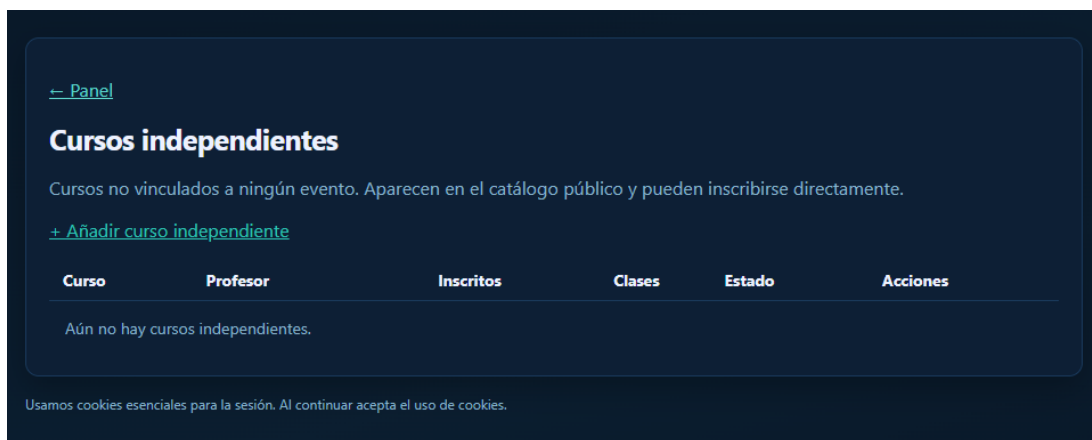


Figure 12: Global courses catalog for coordinators

Courses don't have to belong to an event. Manage the full catalog you coordinate at `/coordinator/courses`, and create a brand-new independent course at `/coordinator/courses/new` — same fields as above, minus any event linkage.

9.4 Delete a Course

From the course management page (`/coordinator/courses/{id}`), scroll to **Delete Course**.

This is a **cascading deletion**: all enrollments, forum posts, classes and course certificates are permanently removed. An audit entry is logged (`coordinator.course.delete`).

10. Course Classes & Enrollments

10.1 Class Management Page

Navigate to **Manage Courses** → [Course Name] → **Manage Classes** (`/coordinator/courses/{courseId}`). Shows editable course info (title, dates, standalone flag) plus a table of classes with title, **Edit Content** link, reorder buttons (↑/↓), and a **Delete** button.

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Gestionar curso: Quantum Deployment Fundamentals

3 inscripción(es) pagada(s) · [Ver inscripciones](#) · [Aula del curso](#)

Editar datos del curso

Título del curso

Quantum Deployment Fundamentals

Imagen de banner (opcional)

Suelte una imagen aquí, o haga clic para elegir un archivo

Arrastre y suelte un archivo aquí, o haga clic para elegir

JPEG, PNG, WebP o GIF, máx. 5 MB. Arrastre una imagen al recuadro o haga clic para elegirla.

Descripción (opcional)

B / U • List 1. List H2 ¶ Clear

Pegue desde Word o escriba una descripción...

Se admite texto enriquecido. Puede pegar formato desde Microsoft Word.

Inicio

2026-07-14

Fin

2026-10-19

☒ Permitir inscripción sin registro al evento (aparece en el catálogo de cursos)

Guardar cambios

Clases (3)

#	Título	Contenido	Orden
1	Class 1 — Orientation	Editar contenido	↓ ×
2	Class 2 — Architecture Patterns	Editar contenido	↑ ↓ ×
3	Class 3 — Deployment Lab	Editar contenido	↑ ×

Título de la nueva clase

+ Añadir clase

Eliminar curso

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Figure 13: Course management — classes and content

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10.2 Edit a Class

Click **Edit** on a class (`/courses/{courseId}/class/{classId}/edit`):

Action	Details
Edit title	Change the class name.
Edit materials	One link per line, format Title \ URL . Rendered as downloadable resources on the class page.
Upload video	Upload an MP4/WebM file (subject to Bunny Stream limits); it is pushed to Bunny Stream automatically.
Link Bunny video	Alternatively paste an existing Bunny Stream video GUID.

10.3 Add a Class

On the course management page, use the **Add Class** form: enter a title and click **Add**. It's appended with the next `sortOrder`.

10.4 View Enrollments

From the course management page, click **View Enrollments** (`/coordinator/courses/{courseId}/enrollments`) for a table of Full Name, Email, and Status (PAID / PENDING).

10.5 Course Certificate Tab

The same course management area links to the course's certificate rows for `COURSE_PARTICIPANT` and `COURSE_PROFESSOR` types — see §11.

11. Certificates Center

11.1 Certificate Hub

Navigate to **Toolbar** → **Certificates** (`/coordinator/events/{slug}/certificates/{type}`). The hub has one tab per certificate type applicable to an **event**:

Tab	Certificate Type	Eligible Recipients
Participants	<code>EVENT_PARTICIPANT</code>	All paid event registrants.
Expositors	<code>EXPOSITOR</code>	Authors of ACCEPTED presentations.
Specialists	<code>THEME_SPECIALIST</code>	Experts assigned to a topic.
Coordinator	<code>EVENT_COORDINATOR</code>	The event's coordinator.
Speakers	<code>CONFERENCE_SPEAKER</code>	Speakers with at least one uploaded conference file.
Partners	<code>EVENT_PARTNER</code>	Event partner organizations.
Scientific Committee	<code>SCIENTIFIC_COMMITTEE</code>	Scientific committee members.
Organizing Committee	<code>ORGANIZATIVE_COMMITTEE</code>	Organizing committee members.



Figure 14: Event certificates hub

Course-scoped certificate types — `COURSE_PARTICIPANT` and `COURSE_PROFESSOR` — are issued from the course management pages (see §10.5), and the `RESUME_BOOK` type is issued automatically when you generate the resume book (see §13).

11.2 Issue a Certificate

1. Select the relevant tab.
2. The table lists eligible recipients with Name, Email, Status, and Action columns.
3. Click **Issue PDF** next to a row.
4. The system generates a PDF certificate (with a QR code) and stores it.
5. The button becomes **Download PDF**.

Auto-issuance: The background worker also issues most certificate types automatically once an event or course finishes. Manual issuance lets you generate certificates early or for specific individuals.

11.3 Download & PDF Contents

Certificate PDFs include the event/course title, recipient name, relevant dates, topic and work title (for expositors), credits (for courses), the ISBN (for resume book certificates, if set), any organizing institutions, and a **QR code** for verification.

11.4 Verification

Anyone can verify a certificate at `/verify/certificate/{publicId}` — the page confirms **Valid** and shows the certificate’s kind, holder name, and issuance details.

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Plantillas de certificados

Descargue plantillas de diseño para cada tipo de certificado. La vista previa usa datos de ejemplo; la en blanco conserva solo etiquetas y geometría.

Certificado de participación Inscripción / asistencia al evento (pagada). EVENT_PARTICIPANT	Vista previa En blanco
Certificado de Expositor Autores de presentaciones aceptadas. EXPOSITOR	Vista previa En blanco
Certificado de inclusión — Libro de Resúmenes Inclusión en el libro de resúmenes. RESUME_BOOK	Vista previa En blanco
Certificado de Especialista Expertos temáticos asignados al evento. THEME_SPECIALIST	Vista previa En blanco
Certificado de Coordinador Coordinador del evento. EVENT_COORDINATOR	Vista previa En blanco
Certificado de Conferencista Conferencistas con charlas subidas. CONFERENCE_SPEAKER	Vista previa En blanco
Certificado de socio del evento Socios / contactos del evento. EVENT_PARTNER	Vista previa En blanco
Certificado de comité científico Miembros del comité científico. SCIENTIFIC_COMMITTEE	Vista previa En blanco
Certificado de comité organizativo Miembros del comité organizativo. ORGANIZATIVE_COMMITTEE	Vista previa En blanco
Certificado de finalización Finalización de curso (matrícula pagada). COURSE_PARTICIPANT	Vista previa En blanco
Certificado de Profesor Profesor del curso. COURSE_PROFESSOR	Vista previa En blanco

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Figure 15: Certificate templates preview and download page

12. Certificate Templates

Navigate to **Dashboard** → **Certificate Templates** (/coordinator/certificate-templates). Available to ROLE_COORDINATOR and ROLE_ADMIN.

This page lists **every** certificate type — EVENT_PARTICIPANT, EXPOSITOR, RESUME_BOOK, THEME_SPECIALIST, EVENT_COORDINATOR, CONFERENCE_SPEAKER, EVENT_PARTNER, SCIENTIFIC_COMMITTEE, ORGANIZATIVE_COMMITTEE, COURSE_PARTICIPANT, COURSE_PROFESSOR — with two actions each:

Action	URL pattern	Purpose
Preview	/coordinator/certificate-templates/{TYPE}.preview.pdf?lang={lang}&feed={es}	Renders a sample-filled PDF so you can check the layout/branding.
Blank	/coordinator/certificate-templates/{TYPE}.blank.pdf?lang={lang}&feed={es}	Renders a template with pre-filled fields, useful for print planning.

These downloads render on the fly and **never write to the database** — they're purely a design/QA tool, not a way to issue real certificates.

13. Resume Book

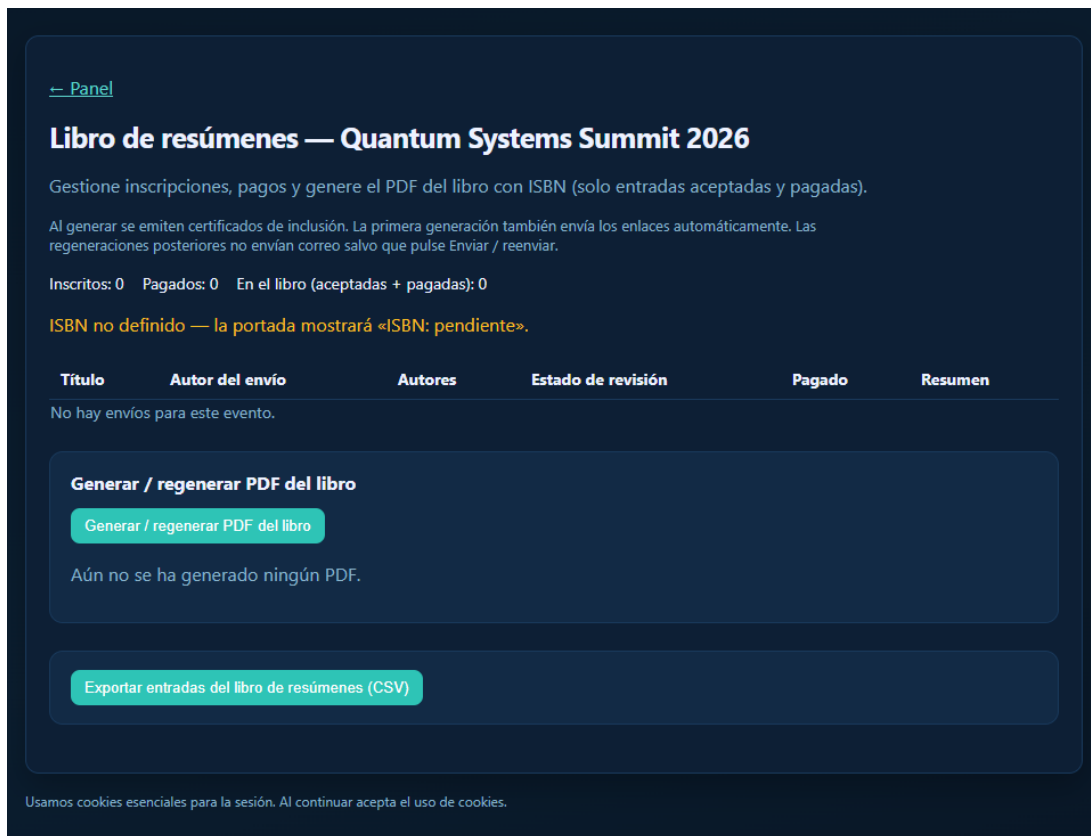


Figure 16: Resume book overview and generation page

Navigate to **Toolbar** → **Resume Book** (/coordinator/events/{slug}/resume-book).

13.1 Overview Panel

The page shows:

- **Counts** — how many authors opted in, how many paid, and how many are actually included in the book.
- **ISBN** — displayed if set, or a warning if missing.
- **Entries table** — one row per opted-in presentation, with title, status, and paid flag.

13.2 Inclusion Rule

A presentation appears in the generated resume book only if **all three** are true: 1. The author opted in as a **resume book candidate**. 2. The resume book fee was **paid**. 3. The presentation status is **ACCEPTED**.

13.3 Generate / Regenerate the PDF

Click **Generate Resume Book** to build (or rebuild) the consolidated PDF from all qualifying entries.

- The **first** time you generate it, the system automatically **emails every included author** a copy with a signed, time-limited download link.
- Regenerating later does **not** re-send email automatically — use the separate **Send/Resend Email** button below the generate action.
- Generating (or regenerating) also **issues RESUME_BOOK certificates** for every included author.

13.4 Send / Resend the Email

Once a PDF exists, a **Send Email** (or **Resend Email**) button appears. Use it to (re-)notify included authors with the signed download link, e.g. after fixing a typo and regenerating.

13.5 CSV Export

The same page links to the **RESUME_BOOK_ENTRIES** CSV export — see §15.

14. Relatoría (Final Event Report)

Navigate to **Toolbar** → **Relatoría** (/coordinator/events/{slug}/relatoria).

14.1 What It Is

The relatoría is the event’s official closing report (qualitative + quantitative sections), typically required by the organizing sector/institution.

14.2 Auto-fill

The first time you open the form (before it’s ever been saved), fields are **pre-filled automatically** from event data: event name and date range, gestor (coordinator) name, participant/author/course-attendee counts by category, works-submitted-vs-commented ratio, and a per-course summary line (title, credits, professor, participants).

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Panel - Quantum Systems Summit 2026 - Manual del Gestor de Eventos

Relatoria del Gestor de Evento

Complete la relatoria oficial de este evento. Los campos cuantitativos se completan con datos de la plataforma cuando están disponibles, reviselos y edítalos antes de guardar.

Los conteos de participantes, resúmenes de cursos y estadísticas de trabajos se sugieren automáticamente. Los campos vacíos pueden completarse manualmente.

Identificación del evento

Nombre del evento:

Quantum Systems Summit 2026

Fecha del evento:

6 jul 2026 – 18 sept 2026

Organismo / sector / TCP:

Gestor del evento (nombre y apellidos):

Demo Coordinator

Presidente del Comité organizador (nombre y apellidos):

Datos cualitativos de la relatoria

Breve descripción y valoración de los principales acontecimientos ocurridos durante el evento y su importancia para el organismo, sector o emprendimiento.

Significar los resultados científicos, académicos o comerciales más relevantes.

Valoración general de la calidad de las investigaciones, productos, bienes y servicios presentados.

Formas de presentación de los trabajos.

Créditos otorgados.

Cursos (pre-, trans- y posevento)

Quantum Deployment Fundamental — Créditos: 2 — Profesor: Demo Professor — Participantes: 3

Reporte de incidentes y no conformidades.

Acciones correctivas y preventivas.

Incentivos otorgados.

Datos cuantitativos de la relatoria

Cantidad total de participantes inscritos según categoría (autor participante, cursista).

Participantes: 4

Autores: 1

Cursistas: 3

Cantidad de entidades, sectores, provincias y países participantes.

Índice de trabajos presentados vs. trabajos comentados.

Trabajos presentados: 3 - Trabajos comentados: 1

Anexos: datos estratégicos (en los casos que proceda)

Datos estratégicos de anexos (cuando proceda)

Otras observaciones:

Fecha

Guardar relatoria
Imprimir planilla

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Figure 17: Relatoria — final event report form

14.3 Sections

Section	Contents
Header	Event name, date, organizing sector, gestor name, president name.
Qualitative	Events description, results, quality assessment, presentation forms, credits, courses summary, incidents, corrective actions, incentives.
Quantitative	Participants by category, entities/geography, works ratio.
Annex & Closing	Annex data, other observations, signature date.

14.4 Save & Print

Click **Save** to persist your edits (subsequent visits load the saved version instead of the auto-fill). A **Print** button opens the browser print dialog with a clean, print-friendly layout.

14.5 Handbook Link

The page links to the coordinator handbook section for relatoría guidance: </gestor-eventos#relatoria>.

15. Exports

15.1 Exports Page

Navigate to **Toolbar** → **Exports** (</coordinator/events/{slug}/exports>).

15.2 CSV Report Types

Report Type	Topic-Scoped?	Contents
PARTICIPANTS	No	Name, email, registration status, registration date for every registrant.
PRESENTATIONS_BY_STATUS	No	Title, status, published flag, topic for every presentation.
PARTICIPANTS_PER_TOPIC	Optional	Registrants broken down by topic (or filtered to one topic).
BEST_PRESENTATION_BY_TOPIC	Optional	Best-presentation picks broken down by topic (or filtered to one topic).
RESUME_BOOK_ENTRIES	No	Resume-book opt-in/paid/status data for every candidate presentation.

For topic-scoped reports, pick a specific topic from the dropdown, or leave it as **All Topics**.

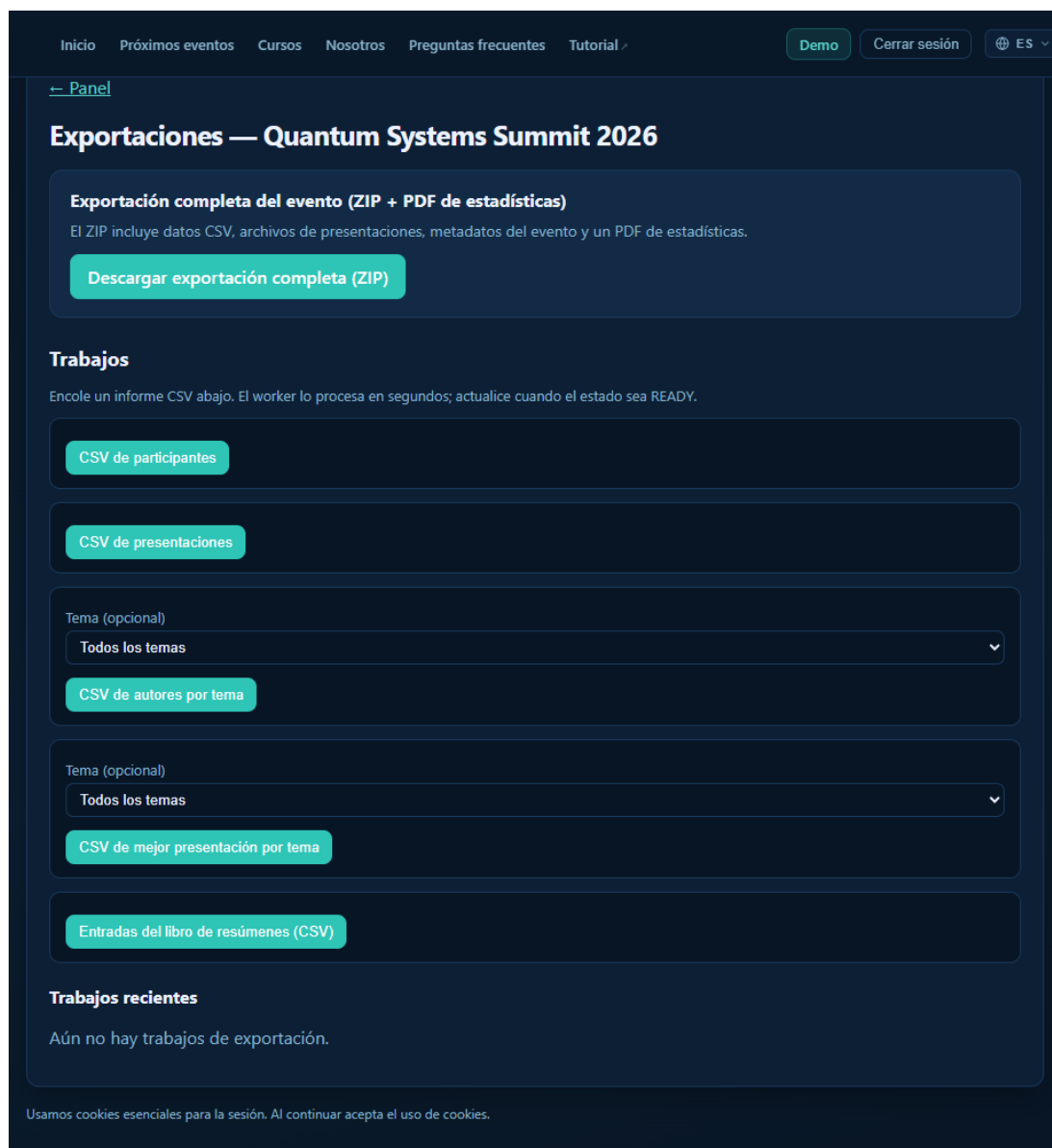


Figure 18: Event exports page

Clicking an export button queues a job (status **PENDING**). A background worker (polling every ~4 seconds) processes it; once **READY**, a **Download CSV** link appears next to the job in the recent-jobs list.

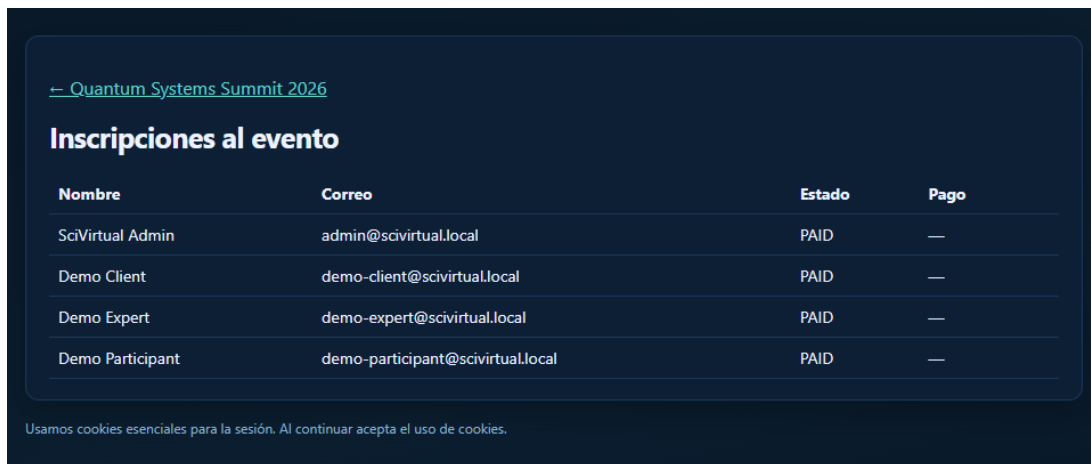
15.3 Full ZIP Export

Click **Download Full ZIP** (/coordinator/events/{slug}/export) to generate and download a ZIP containing:

- All original presentation files (PPT/PPTX).
- Presentation metadata (titles, abstracts, authors, statuses).
- Comment threads.
- Event metadata.
- A **stats PDF** summarizing the event (accepted/rejected counts, per-topic breakdown, best presentations, course info).
- A **README.txt** describing the export contents.

The ZIP export is generated **synchronously** — large events may take a moment to download.

16. Registrations & Refunds



← Quantum Systems Summit 2026

Inscripciones al evento

Nombre	Correo	Estado	Pago
SciVirtual Admin	admin@scivirtual.local	PAID	—
Demo Client	demo-client@scivirtual.local	PAID	—
Demo Expert	demo-expert@scivirtual.local	PAID	—
Demo Participant	demo-participant@scivirtual.local	PAID	—

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Figure 19: Event registrations and refund actions

Navigate to **Toolbar** → **Registrations** (/coordinator/events/{slug}/registrations).

16.1 Registrations Table

Lists every paid registrant for the event.

16.2 Issue a Refund

Next to a registration, click **Refund** (a confirmation dialog appears first). This calls Stripe to refund the underlying payment intent, updates the registration/payment records, and logs an audit entry (registration.refund).

16.3 Upload a presentation on behalf of a participant

If a paid participant cannot upload their work, open **Toolbar** → **Presentations** (`/coordinator/events/{slug}/presentations`) or click **Upload presentation** next to their row on the registrations table.

- The hub lists every presentation for the event (title, submitter, topic, status).
- **Upload for a participant** (only while the submission deadline is open) uses the same form as the public submit page. Choose a **paid** registrant; they remain first author and owner of the submission. File rules are unchanged (`.ppt` / `.pptx`, max 20 MB; Word full paper when prize or resume-book is selected).
- **Replace file** is available for a **Submitted** work while the submission deadline is open, and for a **Rejected** work while the revision window is open — the same windows participants have. Accepted and withdrawn works cannot be replaced.
- After you submit, the work appears on the participant's **Presentation status** page. The topic expert is notified; the participant also receives an email that you submitted on their behalf.

You cannot create a late submission after the deadline. If the participant never got a file in before the cutoff, extend the event's submission deadline (Edit Event) first.

17. Stats & Analytics

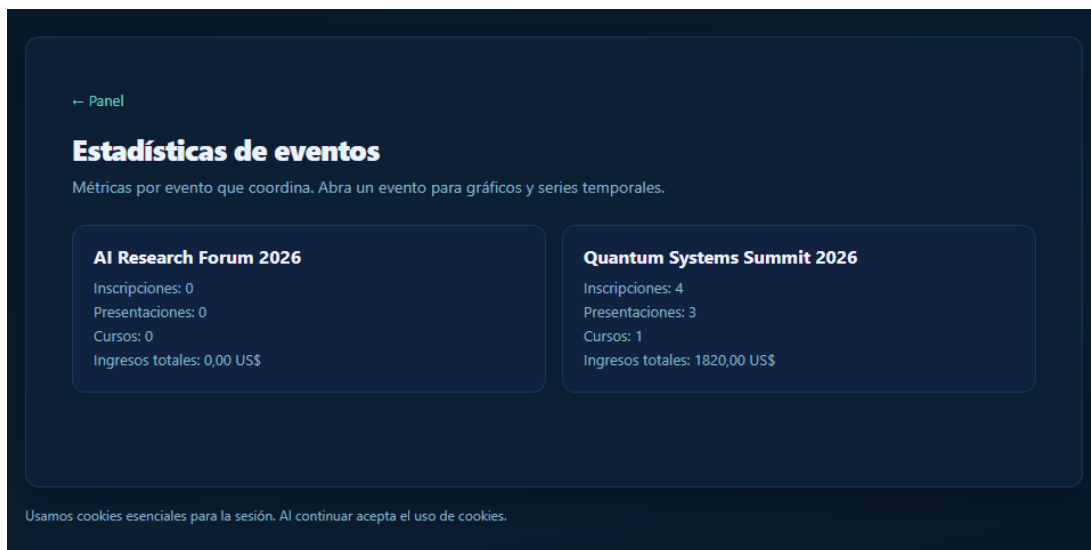


Figure 20: Coordinator stats overview

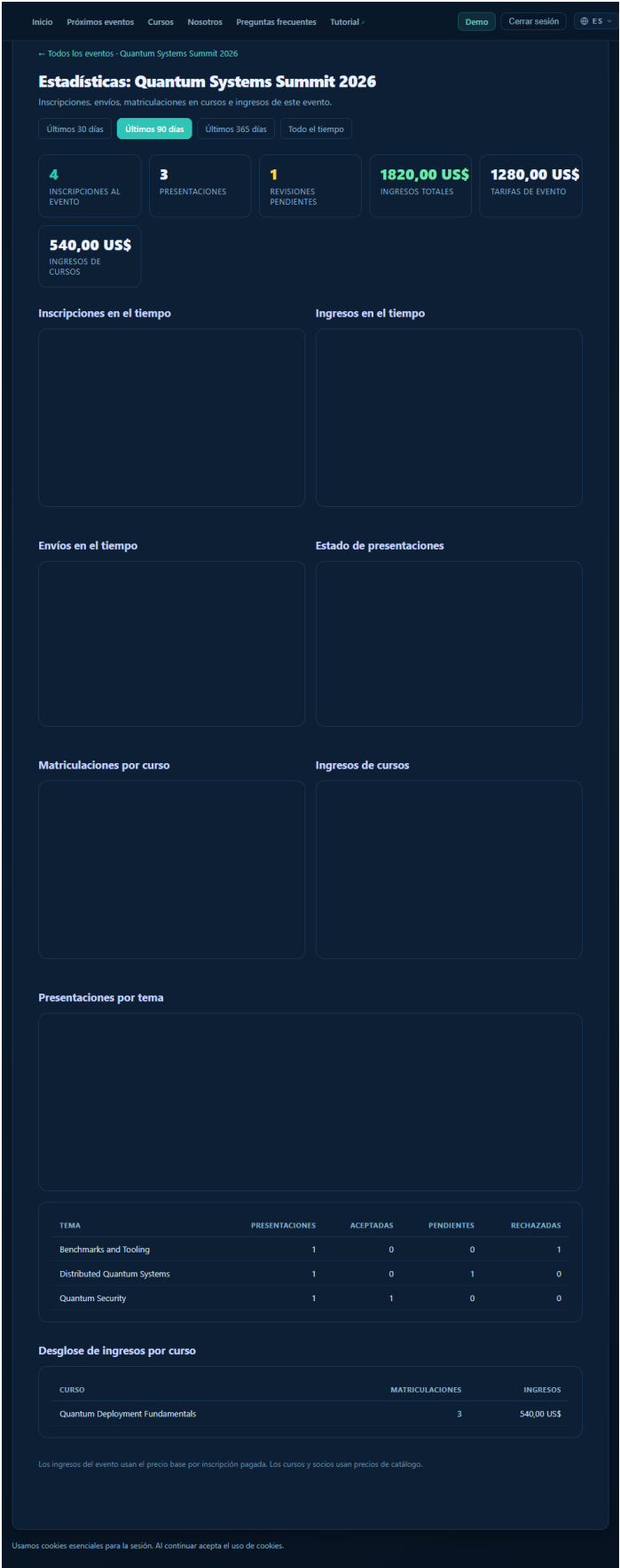
17.1 Coordinator Stats Overview

Navigate to **Dashboard** → **Stats** (`/coordinator/stats`).

Lists every event you coordinate with summary metrics: **Event**, **Registrations**, **Presentations**, **Courses**, **Revenue**. Click a row for detailed per-event stats.

17.2 Per-Event Stats

URL: `/coordinator/events/{slug}/stats`



A period selector (30/90/365 days or all-time) drives:

Charts: Revenue Trend, Registration Trend, Enrollment Trend, Submission Trend.

Tables: Registrations by Day, Revenue by Course, Revenue by Day, Enrollments by Course, Presentations by Topic (submitted/accepted/pending/rejected).

18. Delete an Event

From the coordinator toolbar, click **Delete Event** (/coordinator/events/{slug}/delete).

Warning: permanent cascading deletion. The following are removed: - All presentations, authors, files, comments, and reviews. - All topics. - All registrations and payment intents for the event. - All courses tied to the event (unless marked to keep as independent), their classes, enrollments, and forum posts. - All **conferences** and any uploaded conference/speaker files. - All event institutions and their logo files. - All certificates and export jobs (and their files) tied to the event. - The event's banner image.

A JavaScript confirmation dialog appears before the deletion runs. An audit entry is logged (coordinator.event.delete).

19. Coordinator Role on the Dashboard

On the main **Dashboard** (/dashboard), coordinators see a **Quick Links** section plus a **Managed Events** list.

Quick Links

- **Create Event** — /coordinator/events/new
- **Global Courses** — /coordinator/courses
- **Stats** — /coordinator/stats
- **Certificate Templates** — /coordinator/certificate-templates

Per-Event Links (Managed Events)

Each managed event row links to:

Link	URL
Edit	/coordinator/events/{slug}/edit
Assign Experts	/coordinator/events/{slug}/topics/experts
Presentations	/coordinator/events/{slug}/presentations
Conferences	/coordinator/events/{slug}/conferences
Partners	/coordinator/events/{slug}/partners
Certificates	/coordinator/events/{slug}/certificates/participant
Manage Courses	/coordinator/events/{slug}/courses
Stats	/coordinator/events/{slug}/stats
Relatoría	/coordinator/events/{slug}/relatoria
Resume Book	/coordinator/events/{slug}/resume-book

Link	URL
Exports	/coordinator/events/{slug}/exports
Full ZIP Export	/coordinator/events/{slug}/export

The same links (plus **Registrations**, **Presentations**, and **Delete Event**) also appear in the on-page coordinator toolbar shown at /events/{slug}.

20. Tips & Best Practices

1. **Set realistic deadlines** — make sure the submission deadline is comfortably before the event start, and revision end gives authors real time to resubmit.
2. **Assign experts early** — reviewers need lead time; assign them before opening submissions.
3. **Use promo pricing** — encourages early registrations and improves cash flow.
4. **Keep topics focused** — 3–10 well-scoped topics tend to produce better submissions than dozens of broad ones.
5. **Fill in committees and institutions before publishing** — both are required to create an event and appear on public pages and certificates, so gather names/emails/logos ahead of time.
6. **Decide on the resume book early** — enabling it later means retroactively collecting fees from authors who already submitted.
7. **Review stats regularly** — the stats dashboard helps you spot topics or courses that need attention.
8. **Generate the resume book once entries stabilize** — the first generation triggers author emails; regenerate only when necessary and use the resend button deliberately.
9. **Save the relatoría as data finalizes** — it auto-fills from live counts, so save a fresh copy close to (or after) the event’s end for accurate figures.
10. **Export data after the event** — keep a local backup of all presentation data via the full ZIP export, plus CSV reports for spreadsheets.