Manual for Assignment of Session Chairs

For assignment session chair and co-chair please go to:

1) Manage Submissions and Reviews

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As chair of the program committee, you have access to all contributions and reviews:

User Management

Editing of the user database.
This includes the generation of, search for, editing and deleting of user accounts.
Quick Links: Users, New User

Assigned to the following commission(s):

WC VIII/2 Information Editeding from the expectral Data

Manage Submissions and Reviews

Access to submissions and Reviews

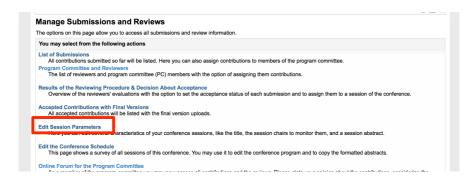
Access to submissions, Program Committee (PC) members and their reviews.

Quick Links: Submissions, Program Committee, Review Results, Final Versions, Sessions

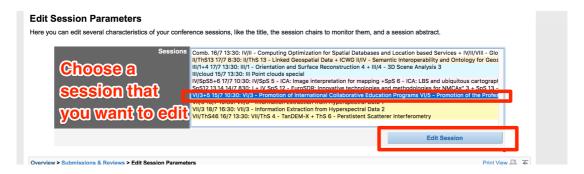
Bulk E-Mails

This part of the program lets you send e-mails to people stored in ConfTool.
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2) Edit Session Parameters



3) Choose a session you would like edit



4) Choose a session chair and co-chair from the list of all Conftool users

