Feature Overview

COMOT

Introduction

This document provides an overview of the features and workflows supported by the TYPO3 extension COMOT. COMOT is the shorthand for "Conference Management & Organisation Tool" and is a product by Reelworx.

A key-idea of COMOT is to have a full integration of the conference management with the Content Management System TYPO3 forming a fully web-based system allowing the whole management to happen within the browser.

A special focus of COMOT is to support periodic conferences (e.g. events taking place every year) allowing unique possibilities like rebates for recurring attendees. Once a person has an account, the account can be used for any conference registered in the system. User information is conveniently transferred to successive events.

For an easy read, the chapters in this document follow the typical phases a conference event has.

General Features

A few things do not directly belong to a phase in the life of a conference, but still those are very important.

COMOT supports multiple languages. As TYPO3 is a multilanguage system itself we designed COMOT to follow this approach. Feel free to add almost any language your audience may be familiar with. (English and German are supported by default)

TYPO3 is all about storing data in a highly structured manner. A principle, which is extremely important for complex data. COMOT follows this principle. Having all data available in a very well thought structure helps a lot in getting those answers out of the systems an event host needs with the everyday task of conference organization.

Contact Information

For questions, do not hesitate to get in touch with us: info@comot.biz

https://comot.biz/ (coming soon)

1) Preparation Phase

Before a conference is starting its life-cycle a few preparations are necessary. Besides the offline activities like finding a venue also the website needs to be set up.

Within COMOT the event host will typically create the first basic information about the event. This includes which kind of talks should be available, which topic categories should be available, a basic time schedule and a few more things.

2) Submission Phase

The first part of a conference is usually the "call for papers". People are invited to submit their presentation ideas.

COMOT allows users to easily submit their proposal for their talk. This includes a title of the talk, an abstract, a category selection and a lot of other information. For talks held by multiple speakers, the main submitter can invite her/his co-speakers.

3) Review Phase

A group of people usually forms the program committee, which is responsible for evaluating the proposed talks and for rating them.

COMOT enables the program committee members to rate the proposed talks following a detailed sheet of criteria.

The program chair can then decide, based on the ratings and the history of a speaker (feedback from former conferences), whether a talk is accepted for the conference.

4) Planning Phase

After having decided on the accepted talks, the program chair will create the conference schedule.

COMOT offers an extremely flexible way of designing the schedule of the conference while maintaining the connection of each program contribution to the initial talk submission. The schedule can be comprised of multiple conference days. Each of these may have multiple parallel tracks (sometimes reflected as rooms) and time slots. This forms a time table, where every track at each time slot may hold a program element, which can be anything from a break to a keynote.

For the user this provides a great overview on what's coming up on a conference day.

COMOT has an intelligent logic which automatically optimizes the schedule view to present even the most complicated schedule arrangements in a very comprehensible manner.

5) Ticketing Phase

Typically, the first tickets of a conference are sold very early after the last conference took place. "Early bird tickets". The ticketing phase may start any time throughout the conference life-cycle but reaches its peak once the schedule is mostly fixed and attendees will know what to expect.

COMOT provides a sophisticated ticket shop. It features a unique option to ease the booking for users which need to book larger amounts of tickets for many persons. The shop allows selling of various items. Besides the usual conference tickets additional items like a conference T-Shirt or a dinner voucher are possible as well.

On top, the shop can handle voucher codes, allowing personalized promotions and discounts.

The shop may be configured to even include the payment and invoice issuing, taking away workload from the backoffice of the conference host.

After having bought a ticket in the shop, any attendee has the possibility to select a personal conference schedule from the official schedule. This schedule can even be synced to a third-party mobile application, allowing carry the personal schedule offline throughout the event.

6) Live Phase

The conference is about to begin, and the crowd is arriving at site. Busy times at the Check-in desk.

COMOT offers a check-in module, which allows the staff at the welcome desk to scan the QR codes of the attendees for a quick and easy check-in at the venue. Those QR-codes are automatically sent the all attendees during the booking process. It feels like buying the concert ticket for your favorite band.

7) Feedback Phase

After the conference is before the conference. Collecting feedback is crucial for improving with every event.

COMOT can store collected feedback for every speaker. This "performance history" is a very helpful tool when it comes to selecting speakers for the next conference. The program committee gets a good overview whether a speaker was very popular or whether things could be improved.