SIGNIVENT

Call for papers and reviews

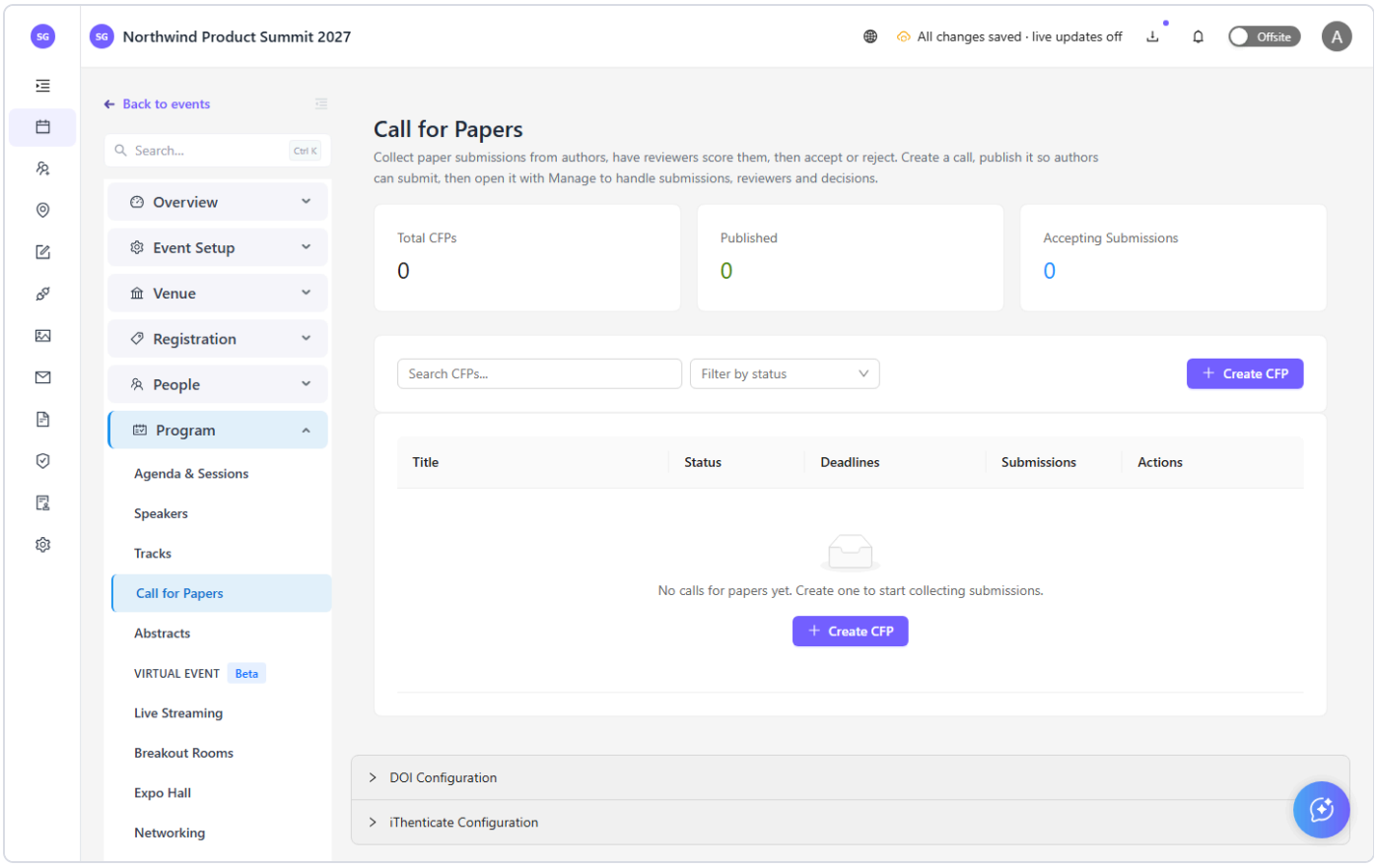
Signivent · Last updated October 25, 2026

A call for papers collects talk or paper proposals from authors, has reviewers score them, and ends with accept or reject decisions. Each call belongs to one event: open the event and go to **Program** > **Call for Papers**.

Known issue (October 25, 2026): clicking **Create CFP** on the last step currently fails with "Creation Failed ... Field 'allowPanelSubmissions' is not defined by type 'CFPInput'". The fix is in progress. Until it ships, you can prepare a call with the steps below, but it cannot be saved, so submissions, reviewer assignment and decisions are not covered here yet.

The Call for Papers page

The page explains the flow (create a call, publish it so authors can submit, then open it with **Manage** to handle submissions, reviewers and decisions) and counts your calls: **Total CFPs**, **Published** and **Accepting Submissions**. **DOI Configuration** and **iThenticate Configuration** at the bottom connect DOI registration and plagiarism checks.

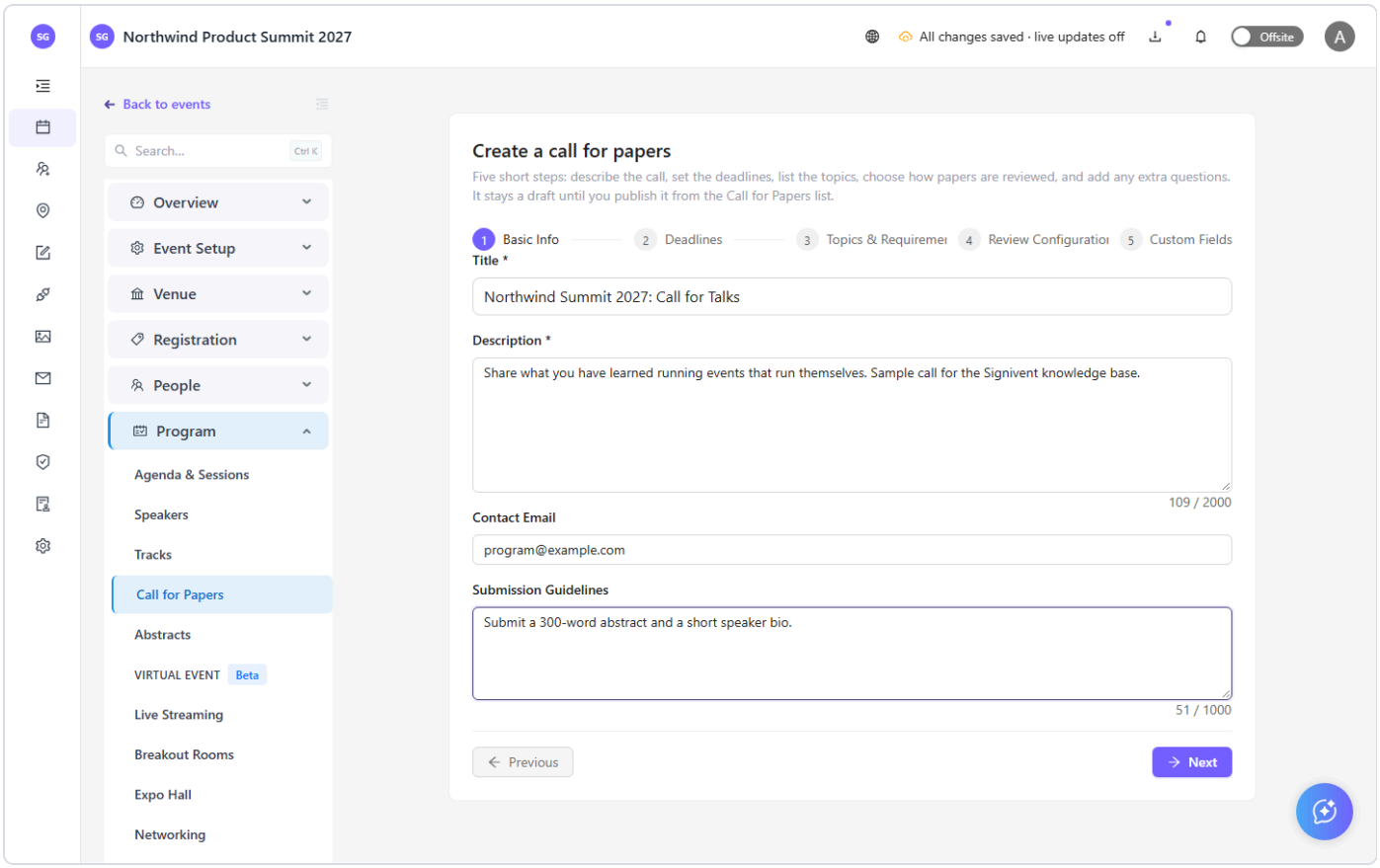


The Call for Papers page of an event: counters, the empty list and Create CFP

Create a call for papers

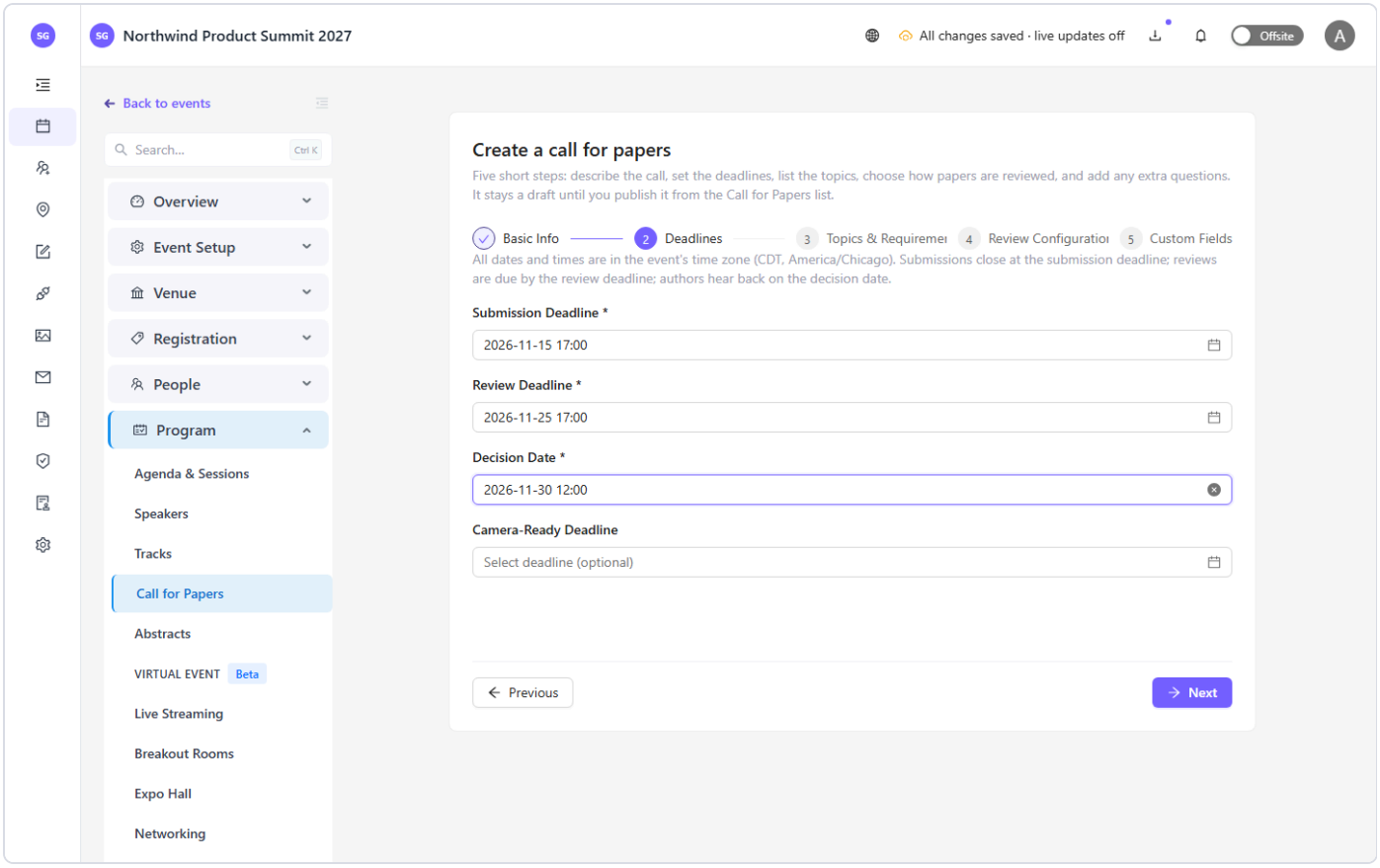
Click **Create CFP**. The call has five steps, and it stays a draft until you publish it from the list.

1. **Basic Info.** Enter a **Title** and **Description** (both required), the **Contact Email** authors can write to, and **Submission Guidelines** (for example the abstract length). Click **Next**.



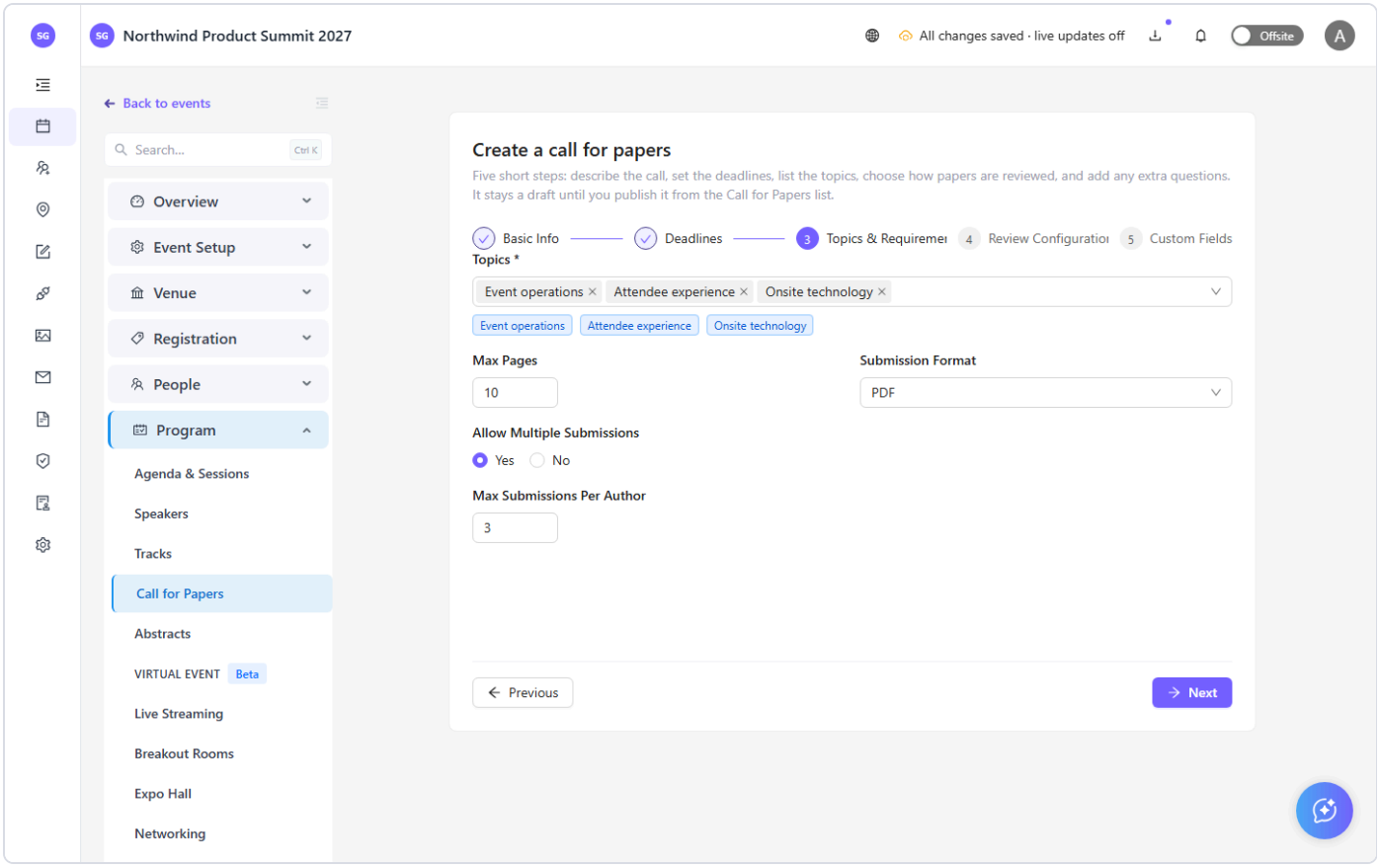
Step 1, Basic Info: title, description, contact email and submission guidelines

2. **Deadlines.** Set the **Submission Deadline**, **Review Deadline** and **Decision Date** (required) and, if you collect final versions, the **Camera-Ready Deadline**. Times are in the event's time zone, shown at the top of the step. Each date must come after the one before it.



Step 2, Deadlines: submission, review, decision and camera-ready dates in the event time zone

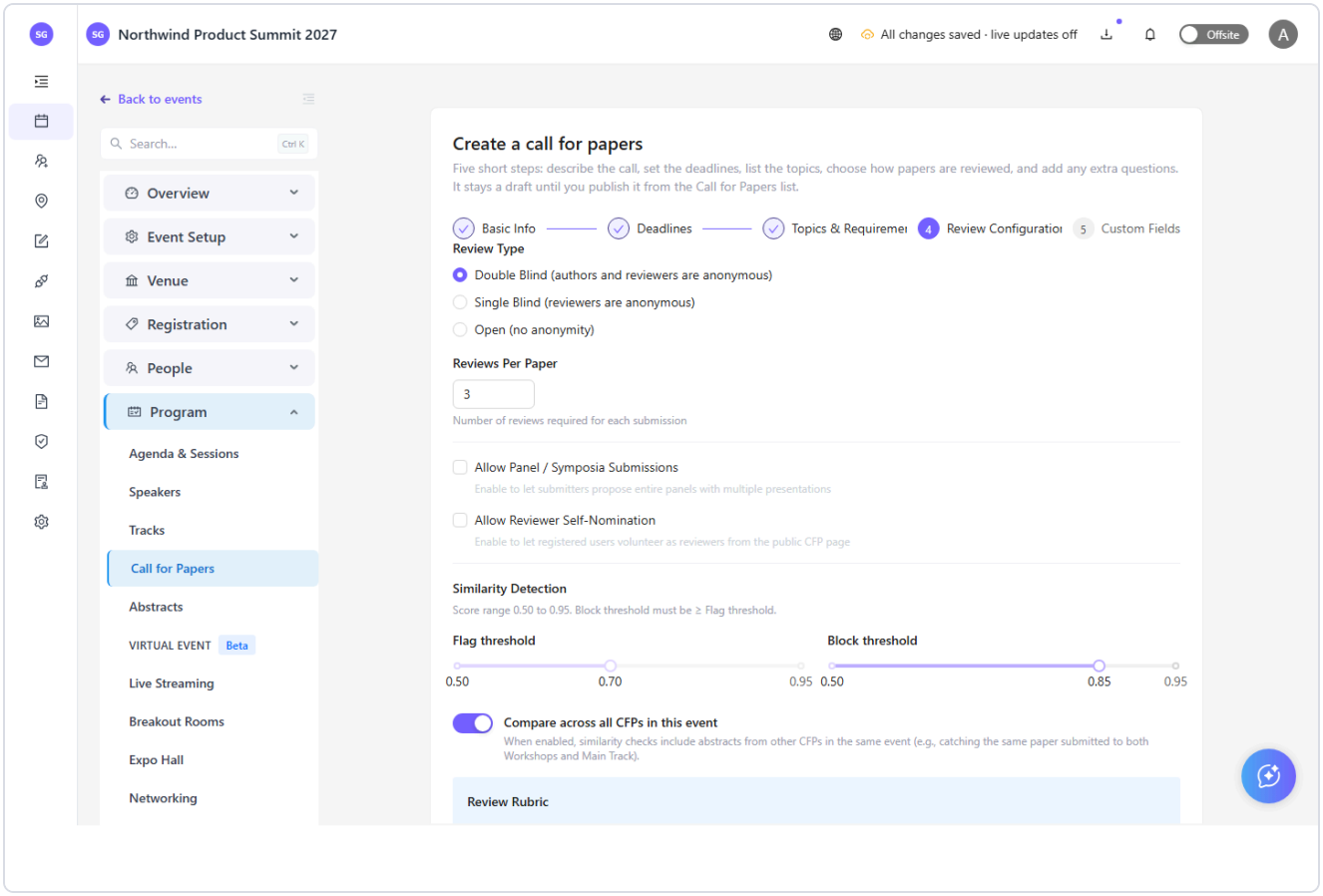
3. **Topics & Requirements.** Type each **Topic** and press Enter (at least one is required). Set **Max Pages**, the **Submission Format** (for example PDF), whether an author may send more than one proposal, and the **Max Submissions Per Author**.



Step 3, Topics & Requirements: three topics, max pages, PDF format and submission limits

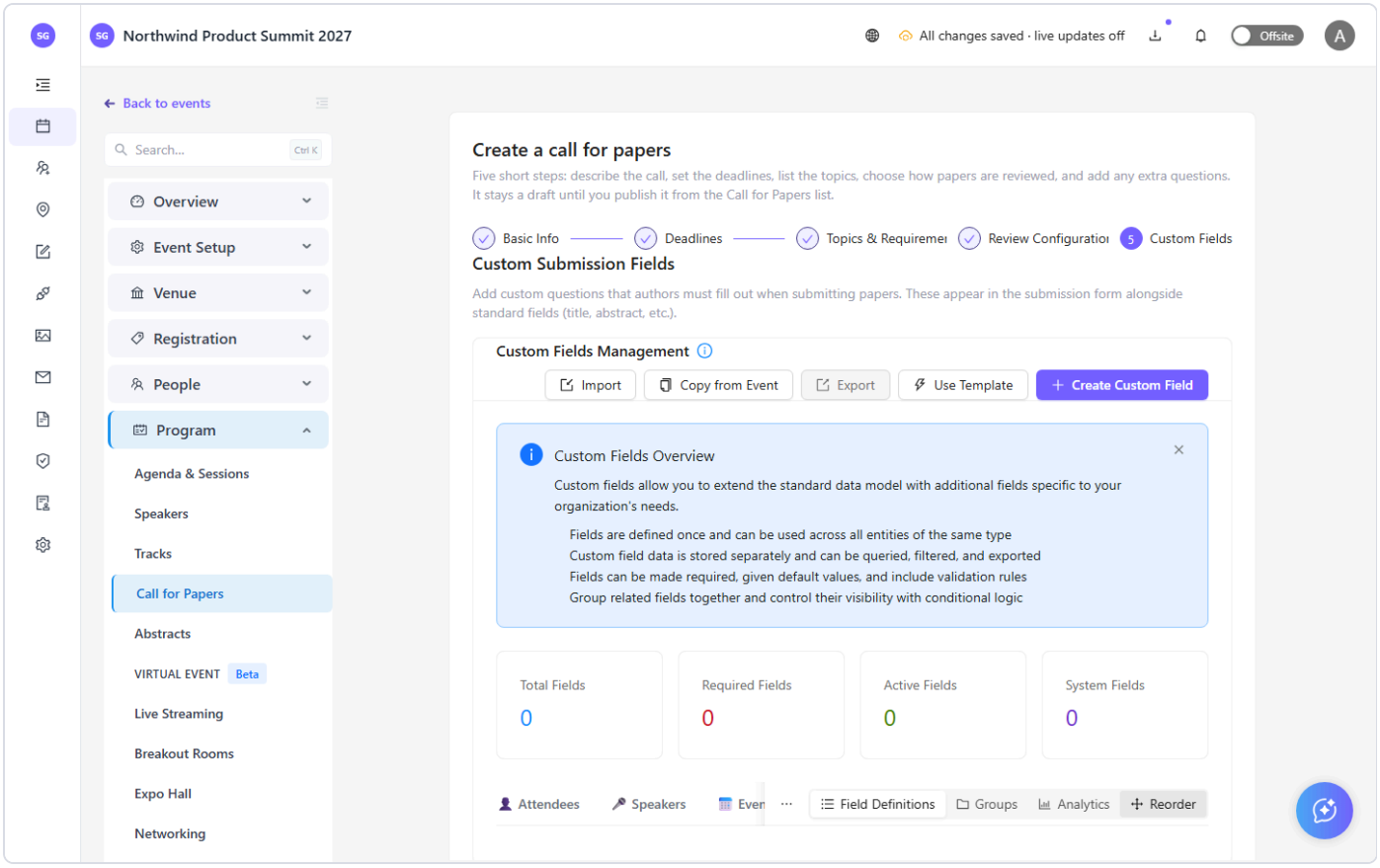
4. **Review Configuration.** Choose the **Review Type**:
   - **Double Blind**: authors and reviewers do not see each other's names.
   - **Single Blind**: reviewers see the authors, authors do not see the reviewers.
   - **Open**: everyone sees names.

   Set **Reviews Per Paper**. Optionally allow **Panel / Symposia Submissions** and **Reviewer Self-Nomination**, and set **Similarity Detection**: proposals scoring above the **Flag threshold** are flagged, above the **Block threshold** they are blocked. **Compare across all CFPs in this event** also checks against other calls in the same event. The **Review Rubric** lists what reviewers score.



Step 4, Review Configuration: review type, reviews per paper, panel and self-nomination options, and similarity thresholds

5. **Custom Fields.** Add extra questions authors must answer, using the same tools as Custom fields. Then click **Create CFP**.



Step 5, Custom Fields: the custom fields tools for paper submissions

Review rubric

Criterion	Scale	Required?
Overall Score	1 to 5	Yes
Confidence	1 to 5	Yes
Technical Quality	1 to 5	No
Novelty	1 to 5	No
Clarity	1 to 5	No
Relevance	1 to 5	No
Recommendation	-3 to +3	Not marked

Who can do this

Organization admins and event staff with access to the event's program create and manage calls. Reviewers only see the proposals assigned to them.

Troubleshooting

You see	Why	Fix
Creation Failed: Field 'allowPanelSubmissions' is not defined by type 'CFPInput'	Known issue: the server does not accept two of the review options yet	Wait for the fix; nothing you can change on the form avoids it today
Next shows "Please fill in all required fields"	A required field on the step is empty (title and description, the three dates, or at least one topic)	Fill it in and click Next again
Next on Deadlines shows a date-order message	A later deadline is before an earlier one	Put the dates in order: submission, review, decision, camera-ready
Organization > Papers says "Event Selection Required"	Calls belong to events	Open the event, then Program > Call for Papers