

CATALYST® by Omnipress Training Guide

Signing In

Enter your *email address* and *password* for your CATALYST® account and click **Sign In**.

If you can't sign in:

- Make sure you entered your email and password correctly.
- The **Forgot password** link emails you a password reset email with a special link.

Association memberships or event registration are *separate* from having a CATALYST® account.

You may not yet have a CATALYST® account and need to create one. Click the **Create New Account** button.

The image shows a login interface for CATALYST® by Omnipress. It features a header with the logo, followed by input fields for 'Email Address' and 'Password'. Below these are a 'Remember Me' checkbox and a 'Forgot password' link. A blue 'Sign in' button and a grey 'Create New Account' button are positioned below the links. Three red arrows point to the 'Forgot password' link, the 'Sign in' button, and the 'Create New Account' button. At the bottom, a footer link reads 'Need help signing in? Contact CATALYST Support'.

Creating an Account

To create a CATALYST[®] account, enter your Email Address, Password, Confirm Password, First Name, and Last Name.

- Follow the password requirements.
- Be sure to spell your email address correctly!

Click the **Create Account** button.

- CATALYST will send you a “Confirm your account” email in a few minutes. Click the link in the email to verify your account.

To return to the sign in page click **Sign In**.

To get technical support, click the **Contact CATALYST Support** link to open a ticket.

The image shows a screenshot of the CATALYST account creation interface. The form includes fields for Email Address, Password, Confirm Password, First Name, and Last Name. A blue 'Create Account' button and a grey 'Sign In' button are at the bottom of the form. A callout box on the right lists password requirements: 'Password must' followed by a bulleted list: 'Be at least 8 characters long', 'Contain a lowercase letter (a-z)', 'Contain an uppercase letter (A-Z)', and 'Contain a digit (0-9)'. At the bottom of the form, there is a link: 'Need help signing in? [Contact CATALYST Support](#)'. Three red arrows are overlaid on the image: one pointing to the 'Create Account' button, one pointing to the 'Sign In' button, and one pointing to the 'Contact CATALYST Support' link.

CATALYST[®]

Email Address

Password

Confirm Password

First Name Last Name

Create Account

Sign In

Need help signing in? [Contact CATALYST Support](#)

Password must

- Be at least 8 characters long
- Contain a lowercase letter (a-z)
- Contain an uppercase letter (A-Z)
- Contain a digit (0-9)

Submissions

Creating a Submission

After signing in, a new submission will be created for you.

- The message “New submission has been created” will display.

Now you can start filling out your submission.

- The first tab often contains the event overview, form instructions or guidelines.

[0040-000248] (UNTITLED SUBMISSION)

◀ Guidelines Abstract Supporting Info Authors ▶

< Back Next >

Abstract Information

Fields marked with an asterisk (*) are **required**.

Title *
Enter the title of your abstract or presentation below. Please use Title Case. This will be used as the title of this submission.

Submission Type *
Please select the type of proposal you are submitting:

☐ Oral Presentation
☐ Poster

Topic *
Select the topic you believe best fits your

EXAMPLE FORM

Please click **Next** below to continue.

< Back Next >

Not published

Save Submit Withdraw Print

Navigating the Form

The **Back** and **Next** buttons move you through the form steps.

- These are found at the top and bottom of each form page.

You can click a **page tab** to go directly to that form step.

- Forms may have one or more page tabs.

[0040-000248] (UNTITLED SUBMISSION)

Guidelines Abstract Supporting Info Authors

< Back

Next >

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EXAMPLE FORM

Please click **Next** below to continue.

< Back

Next >

Not published

Save Submit Withdraw Print

Saving your Submission

At any time you can click **Save** to save your review progress.

- It is recommended to save your reviews frequently.

Saving only keeps your progress.
It does not submit the form.

- You can leave the CATALYST[®] system and return to edit a submission any time before the deadline.

Incomplete submissions are visible on your **Dashboard**.

[0040-000248] (UNTITLED SUBMISSION)

Guidelines Abstract Supporting Info Authors

< Back Next >

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EXAMPLE FORM

Please click **Next** below to continue.

< Back Next >

Not published


Save Submit Withdraw Print




Required Fields

Fields marked with an asterisk (*) are required and must be completed.

CATALYST will indicate which required fields are incomplete when you click **Save** or **Submit**.

- A form tab will display a  symbol if one or more required fields on that tab are incomplete.

[0040-000248] (UNTITLED SUBMISSION)

Guidelines Abstract  Supporting Info Authors

< Back Next >

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Enter the title of your abstract or presentation below. Please use Title Case. This will be used as the title of this submission.

This field is required

Submission Type *
Please select the type of proposal you are submitting:


☐ Oral Presentation
☐ Poster

Topic *
Select the topic you believe best fits your

Please click **Next** below to continue.

< Back Next >

Not published

Save  Submit Withdraw Print

Completing your Submission

Once your submission form is completed, click **Submit** to mark the submission as complete and ready for review assessment.

The form cannot be submitted if:

- It is past the submission deadline
- There are incomplete required fields
- You have exceeded your maximum number of incomplete or submitted forms (if set by the event organizer)

Completed forms are found under the **Submissions** link on your Dashboard.

[0040-000248] (UNTITLED SUBMISSION)

Guidelines Abstract Supporting Info Authors

< Back Next >

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EXAMPLE FORM

Please click **Next** below to continue.

< Back Next >

Not published

Save **Submit** Withdraw Print



Submission Confirmation

Once your form is submitted, you will be taken to a confirmation page.

- This page may contain more instructions about the collection process.

From this page, you can:

- **Return to Submission** for viewing or editing
- **Create Another Submission** if the collection permits more than one, and you have created fewer than the maximum allowed
- **Go to my Dashboard** to see all your submissions and notifications



A mockup of a submission confirmation page. It features a light gray background with three buttons stacked vertically on the left: a red button with a left arrow and the text 'Return to Submission', a blue button with the text 'Create Another Submission', and another blue button with the text 'Go to my Dashboard'. To the right of these buttons, the text 'You have completed 1 submissions out of 8 allowed' is displayed in a dark gray font.

Editing Submissions

If you submitted the form but need to make changes, you must click **Edit** to unlock the form.

- If it is past the submission deadline, you will not be able to make changes to your submission.

It is important to click **Submit** again to commit your changes, even if you clicked Submit before.

- Submissions left in Edit mode after the deadline are not considered complete and may not be accepted.

[0040-000248] STUDYING SCATTER/GATHER I/O USING COMPACT INFORMATION

Guidelines Abstract Supporting Info Authors

< Back Next >

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Studying Scatter/Gather I/O Using Compact Information

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☐ Oral Presentation
☐ Poster

Topic *
Select the topic you believe best fits your

Power Consumption and Manager

EXAMPLE FORM

Please click **Next** below to continue.

< Back Next >

Published on Sep 28, 2016 7:37 PM

Edit Withdraw Print

Withdrawing Submissions

If you wish to completely withdraw your submission from the event, click **Withdraw**.

- If permitted by the event organizers, one can click **Un-Withdraw** to restore the submission before the submission deadline.
- There may be a limit to the number of submissions you can withdraw.
- It is not possible to *delete* a submission. Submissions can only be *withdrawn*.

[0040-000248] STUDYING SCATTER/GATHER I/O USING COMPACT INFORMATION

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< Back Next >

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Power Consumption and Manager


EXAMPLE FORM

Please click **Next** below to continue.

< Back Next >

Published on Sep 28, 2016 7:37 PM

Edit **Withdraw** Print



Printing a Submission Form

Click **Print** to preview and print a copy of the current submission form.

- Print can only create a printout of the current visible form. If your submission has been moved to a new form “round,” it is not currently possible to print out an older round.

Printed copies of a form, or those filled out by hand are not acceptable for submission.

[0040-000248] STUDYING SCATTER/GATHER I/O USING COMPACT INFORMATION

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< Back Next >

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Power Consumption and Manager


EXAMPLE FORM

Please click **Next** below to continue.

< Back Next >

Published on Sep 28, 2016 7:37 PM

Edit Withdraw **Print**



The CATALYST® Dashboard

Dashboard

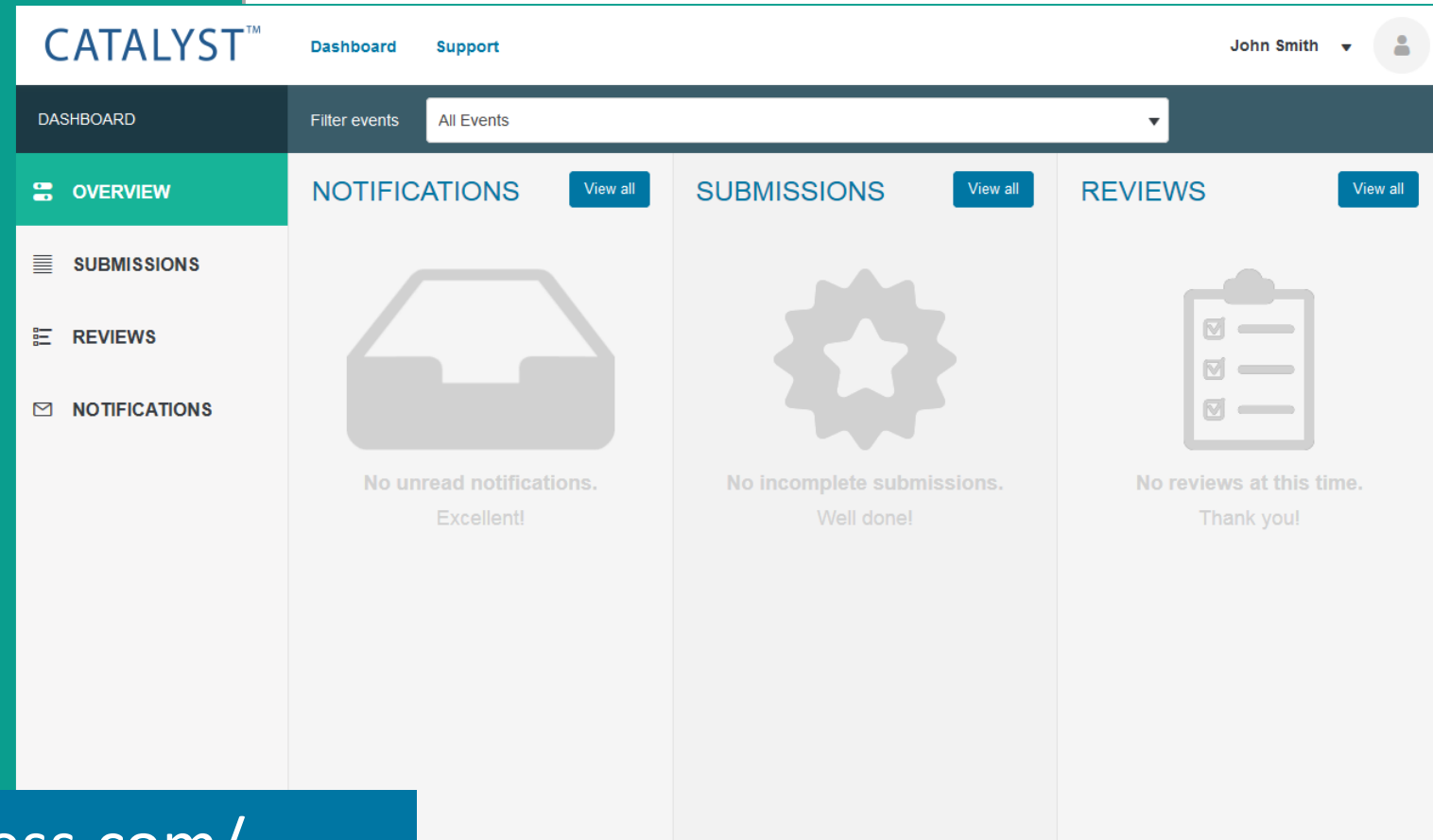
The **Dashboard** is the hub for all your activity in CATALYST[®].

The *Overview* displays notifications, submissions or reviews that need your attention.

Use the **Filter events** menu to show activity in only one event.

You can visit your Dashboard directly when you sign in at:

<https://catalyst.omnipress.com/>

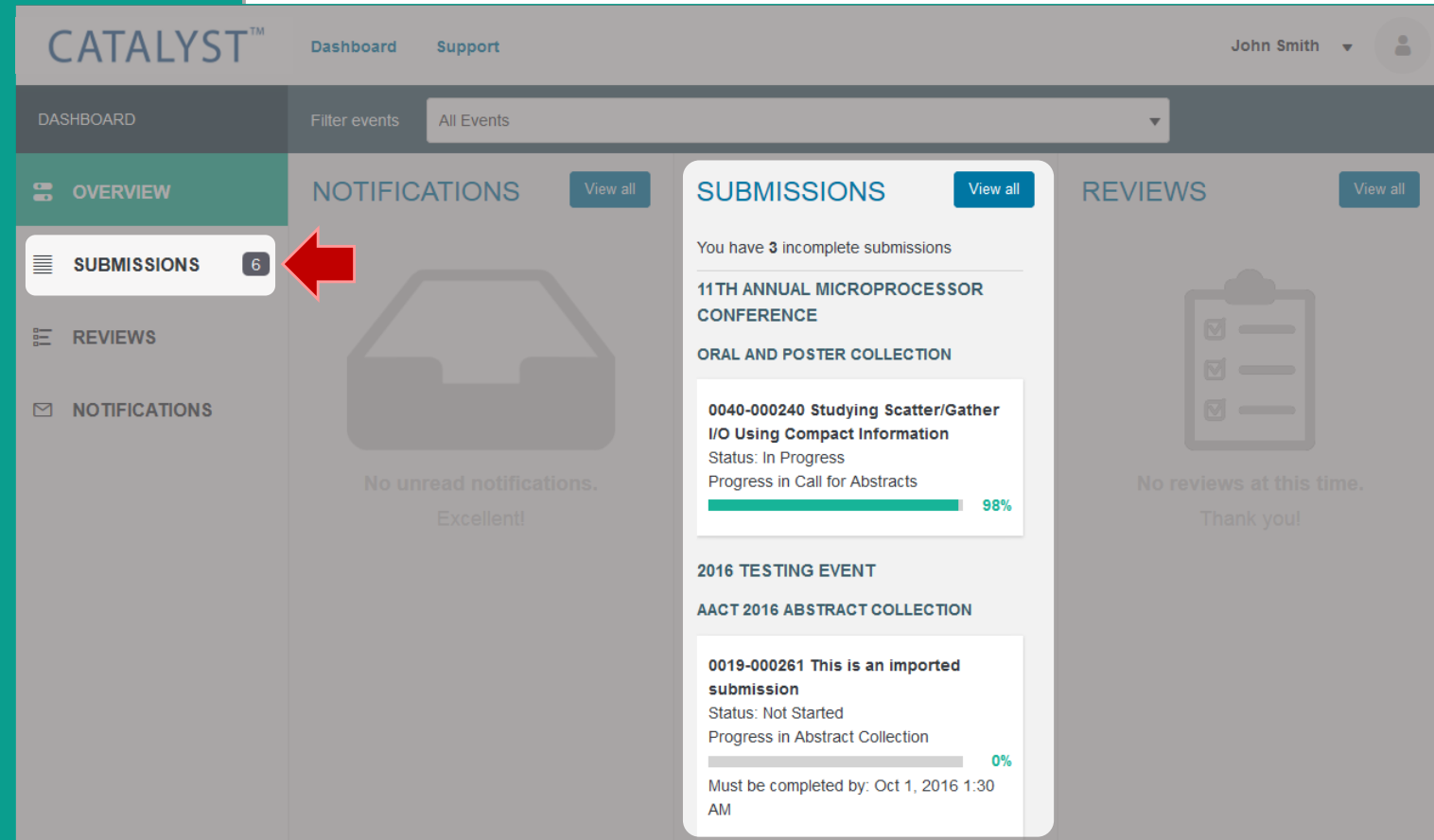


Dashboard: Submissions

If you have one or more incomplete submissions, they will appear in the **Submissions** column on your Dashboard.

Completed and Withdrawn submissions are only listed in the **Submissions** section on the left side.

You can click the title of a submission to go directly to that submission.



The screenshot displays the CATALYST Dashboard interface. At the top, the user is logged in as John Smith. The dashboard is divided into several sections: OVERVIEW, NOTIFICATIONS, SUBMISSIONS, and REVIEWS. The SUBMISSIONS section is highlighted, showing a list of submissions. A red arrow points to the 'SUBMISSIONS' link in the left sidebar, which has a notification badge with the number 6. The main content area shows a 'SUBMISSIONS' card with a list of submissions, including '0040-000240 Studying Scatter/Gather I/O Using Compact Information' and '0019-000261 This is an imported submission'.

CATALYST™ Dashboard Support John Smith

DASHBOARD Filter events All Events

OVERVIEW NOTIFICATIONS View all

SUBMISSIONS 6

REVIEWS View all

NOTIFICATIONS

No unread notifications. Excellent!

SUBMISSIONS View all

You have 3 incomplete submissions

11TH ANNUAL MICROPROCESSOR CONFERENCE

ORAL AND POSTER COLLECTION

0040-000240 Studying Scatter/Gather I/O Using Compact Information
Status: In Progress
Progress in Call for Abstracts 98%

2016 TESTING EVENT

AACT 2016 ABSTRACT COLLECTION

0019-000261 This is an imported submission
Status: Not Started
Progress in Abstract Collection 0%
Must be completed by: Oct 1, 2016 1:30 AM

No reviews at this time. Thank you!

All Submissions

Click **View all** at the top of the Submissions column, or **Submissions** on the left, to view all submissions managed in your account.

From this list you can:

- View a submission
- Create a new submission, if permitted
- Filter the list to a particular event or status
- Search submissions by title

CATALYST™ Dashboard Support John Smith

DASHBOARD

OVERVIEW

SUBMISSIONS 6

REVIEWS

NOTIFICATIONS

SUBMISSIONS

All Events All Search

11TH ANNUAL MICROPROCESSOR CONFERENCE

Oral and Poster Collection + Create Submission

0040-000237 A Case for Courseware
Status: Published on Sep 21, 2016 7:05 PM
Progress in Call for Abstracts 0% View

0040-000240 Studying Scatter/Gather I/O Using Compact Information
Status: In Progress
Progress in Call for Abstracts 98% View

2016 TESTING EVENT

2016 Paper Submission + Create Submission

0025-000213
Status: Withdrawn
Progress in Call for Papers 0% View

Dashboard: Notifications

If you have one or more unread messages, they will appear under the Notifications column.

A count of your unread notifications will also appear next to your profile picture in the upper right corner.

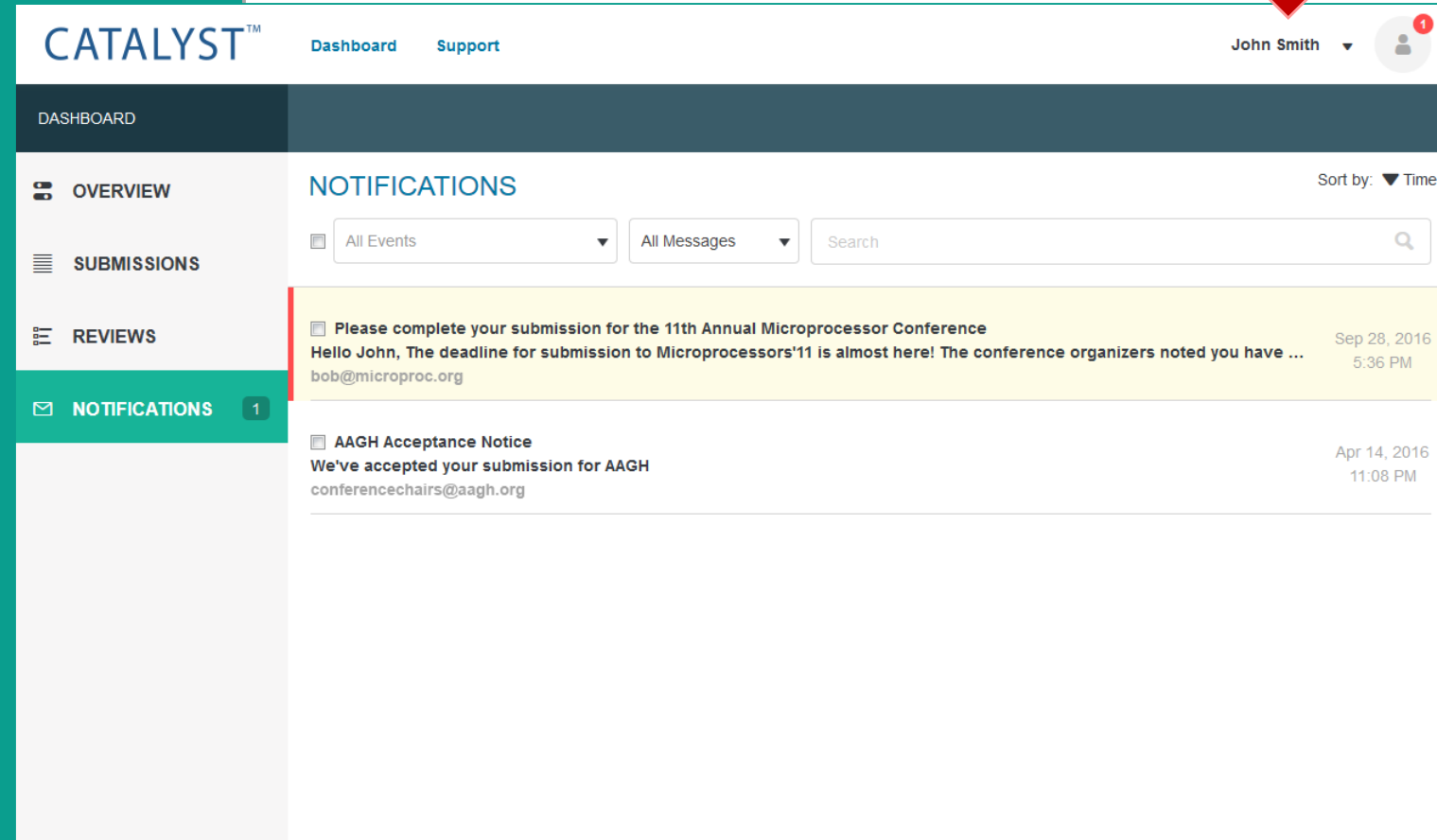
Click the subject line of a notification to view the message.

The screenshot displays the CATALYST dashboard interface. At the top, the header includes the CATALYST logo, navigation links for 'Dashboard' and 'Support', the user name 'John Smith', and a profile picture with a red notification badge showing '1'. The left sidebar contains a menu with 'OVERVIEW', 'SUBMISSIONS' (6), 'REVIEWS', and 'NOTIFICATIONS' (1). A red arrow points to the 'NOTIFICATIONS' link. The main content area features a 'NOTIFICATIONS' panel with a 'View all' button and a list of 1 unread notification. The notification is from Bill Jones, dated 5:36 PM on Sep 28, with the subject 'Please complete your submission for the 11th Annual Microprocessor Conference'. To the right of the notifications panel are sections for 'SUBMISSIONS' (3 incomplete) and 'REVIEWS' (No reviews at this time). The submissions section lists two items: '11TH ANNUAL MICROPROCESSOR CONFERENCE' (98% progress) and '2016 TESTING EVENT' (0% progress).

All Notifications

Click **View all** at the top of the Notifications column, or **Notifications** on the left, to view all your messages.

You can also go directly to your Notifications list by selecting **Messages** from the account menu next in the upper right:

A screenshot of the CATALYST dashboard. The top navigation bar includes the CATALYST logo, 'Dashboard', and 'Support' links. The user's name 'John Smith' and a profile picture with a red notification badge are in the top right. A large red arrow points to the notification badge. The left sidebar contains a menu with 'OVERVIEW', 'SUBMISSIONS', 'REVIEWS', and 'NOTIFICATIONS' (highlighted in green with a red notification badge). The main content area is titled 'NOTIFICATIONS' and includes a 'Sort by: Time' dropdown. Below this are two notification cards: one from 'bob@microproc.org' about a submission deadline for the 11th Annual Microprocessor Conference, and another from 'conferencechairs@aagh.org' about an AAGH Acceptance Notice. Both cards show the date and time of the notification.

Managing Notifications

From this list you can:

- Click the subject line of a message to read the message
- Use the [...] menu to **Mark as Read, Mark as Unread, Delete**
- Filter the list to a particular event or status
- Search messages by title

Notifications are only *copies* of emails sent to you.

- **Messages cannot be replied to from within CATALYST[®].**
- You should use your own email client to communicate back and forth with event organizers.

The screenshot displays the CATALYST web application interface. At the top, the header includes the CATALYST logo, navigation links for 'Dashboard' and 'Support', and a user profile for 'John Smith'. A left sidebar contains a menu with 'DASHBOARD', 'OVERVIEW', 'SUBMISSIONS', 'REVIEWS', and 'NOTIFICATIONS' (the last of which is highlighted with a notification badge). The main content area is titled 'NOTIFICATIONS' and includes filter buttons for 'All Events' and 'All Messages', along with a search bar. A list of notifications is shown, with two visible: one from 'bob@microproc.org' dated 'Sep 28, 2016 5:36 PM' and another from 'conferencechairs@aagh.org' dated 'Apr 14, 2016 11:08 PM'. A modal window is open, displaying the full content of the first notification. This modal includes a subject line, a timestamp, a three-dot menu with options 'Mark as Read', 'Mark as Unread', and 'Delete', and the full body text of the email, which discusses a submission deadline for the 11th Annual Microprocessor Conference.

CATALYST™ Dashboard Support John Smith

DASHBOARD

OVERVIEW SUBMISSIONS REVIEWS NOTIFICATIONS 1

NOTIFICATIONS Sort by: ▼ Time

All Events All Messages Search

Please complete your submission for the 11th Annual M...
Hello John, The deadline for submission to Microprocesso...
bob@microproc.org Sep 28, 2016 5:36 PM

AAGH Acceptance Notice
We've accepted your submission for AAGH
conferencechairs@aagh.org Apr 14, 2016 11:08 PM

Please complete your submission for the 11th Annual M...
Sep 28, 2016 5:36 PM
Hello John,
The deadline for submission to M almost here! The conference organizers need your submission completed and published your submission. Please have your submission published by **November 26, 2016** if you wish to have it submitted for review.
If you have decided not to present, please withdraw your submission before the deadline.
Regards,
Bill Jones
Microprocessor Conference Chair

Reviewers

Dashboard: Reviews

If you have been selected to be a reviewer for an event, your unfinished review assignments appear in the Reviews column.

Click the title of a submission to begin, view or edit your review assessment for that submission.

Completed and “conflict of interest” reviews are listed in the **Reviews** section on the left.

The screenshot displays the CATALYST Dashboard for user John Smith. The dashboard is divided into four main sections: OVERVIEW, SUBMISSIONS, NOTIFICATIONS, and REVIEWS. The REVIEWS section is highlighted with a red arrow, indicating it is the active section. The REVIEWS section shows 7 incomplete reviews out of 9. The first review is for the 11TH ANNUAL MICROPROCESSOR CONFERENCE, with a status of In Progress and 0% completion. The second review is for the 2016 TESTING EVENT, with a status of Not Started and 0% completion. The third review is for the AACT 2016 ABSTRACT COLLECTION, with a status of Not Started and 0% completion. The fourth review is for the 11TH ANNUAL MICROPROCESSOR CONFERENCE, with a status of In Progress and 0% completion. The fifth review is for the 2016 TESTING EVENT, with a status of Not Started and 0% completion. The sixth review is for the AACT 2016 ABSTRACT COLLECTION, with a status of Not Started and 0% completion. The seventh review is for the 11TH ANNUAL MICROPROCESSOR CONFERENCE, with a status of In Progress and 0% completion. The eighth review is for the 2016 TESTING EVENT, with a status of Not Started and 0% completion. The ninth review is for the AACT 2016 ABSTRACT COLLECTION, with a status of Not Started and 0% completion.

CATALYST™ Dashboard Support John Smith

DASHBOARD Filter events All Events

OVERVIEW

SUBMISSIONS 6

REVIEWS 9

NOTIFICATIONS 1

NOTIFICATIONS View all

1 unread notification

Bill Jones 5:36 PM Sep 28

Please complete your submission for the 11th Annual Microprocessor Conference

SUBMISSIONS View all

You have 3 incomplete submissions

11TH ANNUAL MICROPROCESSOR CONFERENCE

ORAL AND POSTER COLLECTION

0040-000240 Studying Scatter/Gather I/O Using Compact Information

Status: In Progress

Progress in Call for Abstracts 98%

2016 TESTING EVENT

AACT 2016 ABSTRACT COLLECTION

0019-000261 This is an imported submission

Status: Not Started

Progress in Abstract Collection 0%

Must be completed by: Oct 1, 2016 1:30 AM

REVIEWS View all

You have 7 incomplete reviews out of 9

11TH ANNUAL MICROPROCESSOR CONFERENCE

Proposal Review, 0040-000243 A characterization of Eigenvalues for Random Toeplitz and Related Matrices

Status: In Progress 0%

Proposal Review, 0040-000271 Asymptotic Parametrics of crystal basis in type \$A\$

Status: In Progress 0%

Proposal Review, 0040-000247 Decoupling Multi-Processors from Consistent Hashing in Suffix Trees

Status: In Progress 0%

All Reviews

Click **View all** at the top of the Reviews column, or **Reviews** on the left, to view all past and current review assignments.

From this list you can:

- View your assigned reviews and review progress
- Begin or edit reviews, if before the review deadline
- Filter the list to a particular event or status
- Search submissions by title

The screenshot shows the CATALYST™ dashboard for user John Smith. The left sidebar contains navigation links: DASHBOARD, OVERVIEW, SUBMISSIONS (6), REVIEWS (8), and NOTIFICATIONS. The main content area is titled 'REVIEWS' and features a filter dropdown set to 'All Events' and a search bar. Below this, there are two sections of review assignments:

- 11TH ANNUAL MICROPROCESSOR CONFERENCE**
 - Proposal Review, 0040-000237 A Case for Courseware**
Status: Ineligible
Progress: 100% (green bar)
[View](#)
 - Proposal Review, 0040-000245 Simulating Suffix Trees and I/O Automata with Viewer**
Status: Published on Aug 30, 2016 7:25 PM
Progress: 100% (green bar)
[View](#)
 - Proposal Review, 0040-000247 Decoupling Multi-Processors from Consistent Hashing in Suffix Trees**
Status: In Progress
Progress: 17% (green bar)
[View](#)
 - Proposal Review, 0040-000271 Asymptotic Parametrices of crystal basis in type SAS**
Status: In Progress
Progress: 0% (grey bar)
[View](#)
- 2016 TESTING EVENT**
 - Abstract Review, 0019-000171**
Status: In Progress
Progress: 0% (grey bar)
[View](#)

Support

Technical Support

CATALYST[®] technical support can be accessed by clicking **Support**.

- Ask your question and click **Search** to see if it can be answered by the CATALYST[®] Knowledgebase.
- If an answer to your question is not found, click **Leave us a message** to start a support ticket.

Support can only answer sign-in and technical questions related to CATALYST[®].

- For questions related to the event or collection process, please visit the event website or contact the organizers directly.

