

# CSF online platform - user's manual

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## 1. Introduction

The CSF Online platform allows you to:

- a. Download, handle and submit your application
- b. Manage the organization of your event.

All the information you enter in the online platform is stored on the CSF server at ETH Zurich. The information (entered data and uploaded files) is visible for the members of the CSF and FMV staff. We treat all entered data and information confidentially.

## 2. Login

You can access the CSF online platform through <http://www.csf.ethz.ch/online-platform.html>

The first time you approach our online platform, you sign up and create a new user.

If you already have signed in previously, use your username and password. Your log in data consist of a username and password:

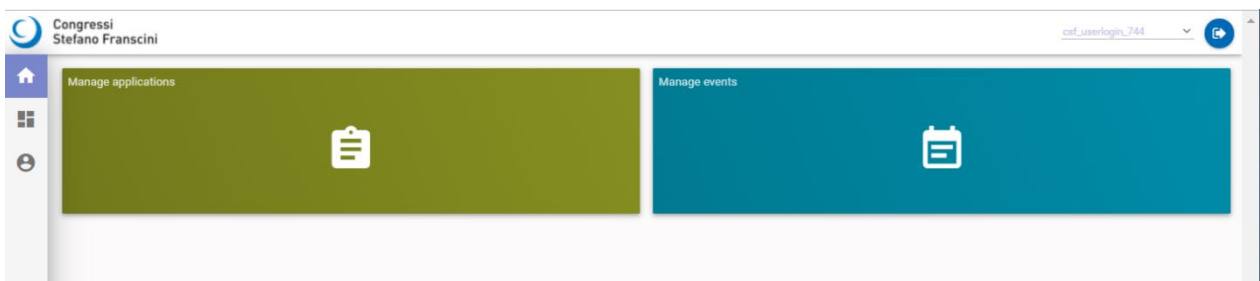
- User: csf\_userlogin\_XX (where XX is a number)
- Password: an alphanumeric 8-characters code (e.g. 6c9j3f5h).

**Please note:** your application automatically uses your name and affiliation for the main applicant.

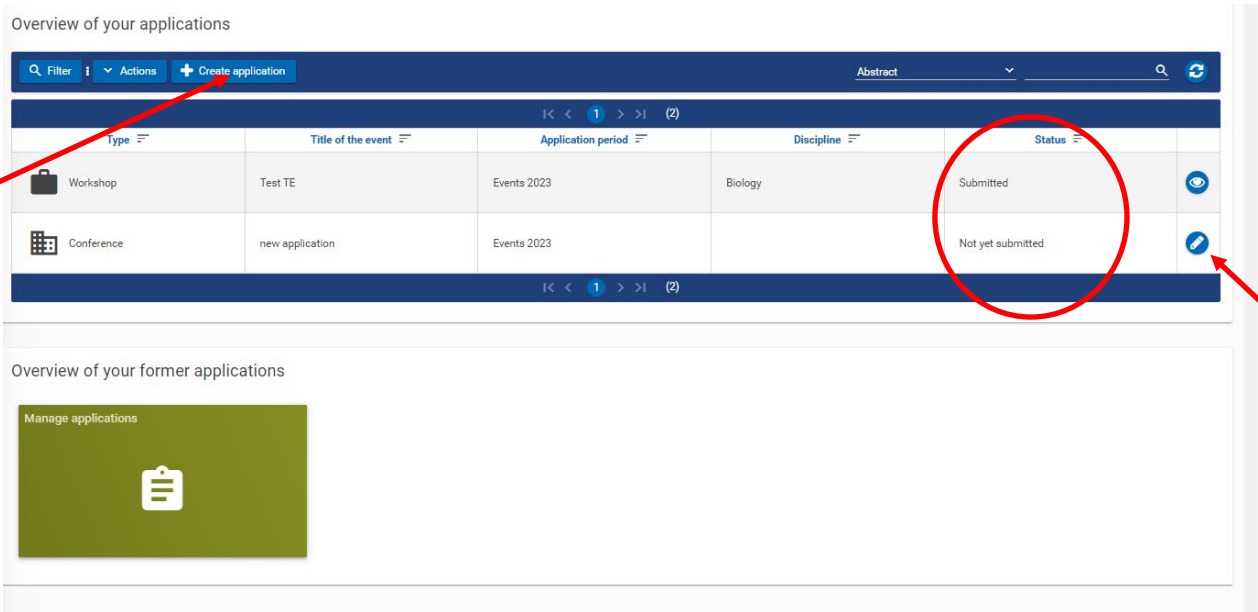
Thus, if the main applicant associated with the application should be somebody else, you will have to sign in with that persons credentials.

### 2.1. Manage your application and your event

When you login, you can navigate either on the left side or with the coloured tiles.



### 3. Handle and submit your application

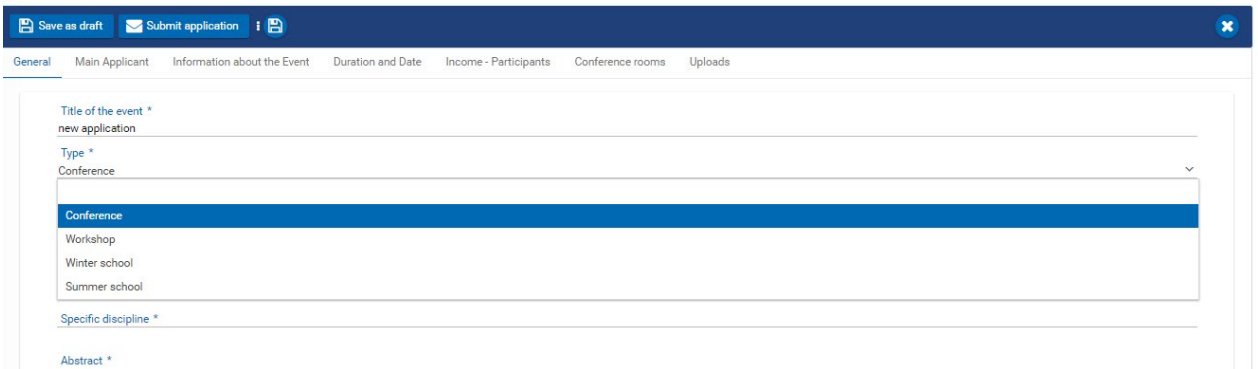


In the overview you see your current applications (submitted and not yet submitted). By pressing the edit button on the right you can work on a stored application. If you want to open a new application, press the “+create application” button on top.

#### 3.1. New application

Choose the type of your event.

Application for : Egli - new application



Generally, we distinguish between following event types:

- Conference: duration of 3-5 days and 50-110 participants.
- ETH winter school: main applicant from ETH, November – February.
- ETH summer school: main applicant from ETH, 30-100 participants.
- Workshop: duration 3 days, about 30 participants.

If you are not sure which type suits you best, please contact us at [info@csf.ethz.ch](mailto:info@csf.ethz.ch).

Insert the information on the different tabs of the application. You can always save the information and work on it later (save button on the top).

**General:** Title, type, discipline and abstract.

The abstract is meant to give an overview of your event. It should be comprehensive also for non-experts.

**Main applicant:** we use the information from your account – if you want to apply with another main applicant, please use the login of this person.

**Information about the event:** Insert the asked information. If you are interested in organising an event for the local public, please specify your ideas. We will contact you at the beginning of the conference year to specify the details. If you need more space, please send us an email with the missing information.

**Duration and date:** choose the ideal and possible dates. The more options you give us, the easier we can find a suitable solution for everyone. However, if we cannot find a suitable times slot, we contact you directly to discuss about the options. If you are flexible on the arrival and departure dates, please note so in the appendix with the timetable.

**Income – participants:** you will also need this information in the budget and there you can give more details if needed.

**Conference rooms:** you find more information on the conference rooms on [Meeting rooms and meetings | Switzerland, Ticino, Ascona | Monte Verità Ascona \(monteverita.org\)](http://Meeting rooms and meetings | Switzerland, Ticino, Ascona | Monte Verità Ascona (monteverita.org))

**Uploads:** please upload the needed files. When you use the downloadable files, we get all the information we need.

Once you click the button, “submit application” the application is locked. If you need to change something, contact us at [info@csf.ethz.ch](mailto:info@csf.ethz.ch).

If your application is successfully submitted, you will receive a confirmation by the system. At the same time, the system will inform CSF staff of your submission.

If you cannot complete all required steps in one session, you can log out submitting the application and continue later.

If you have any questions filling the forms, do not hesitate to contact us: [info@csf.ethz.ch](mailto:info@csf.ethz.ch).

## 4. Manage your event

Once your application is accepted, you can manage your event. The host interface of our online platform allows you to:

1. Have a registration form and automatically collect and view the data of all your registered participants
2. Give your self-paying participants the option of online credit card, TWINT or Apple pay payment for their registration fees
3. Maintain a “ToDo-list” for the organization of your event
4. Upload all your important files and the documentation you receive from CSF; so that they are accessible from a browser
5. Assign bedrooms to your non-self-paying participants (invited speakers, organizers, grant holders...), at the Hotel Monte Verità
6. Define all your meals schedule for the Monte Verità restaurant
7. Book the conference rooms and the required equipment
8. Book your excursion and conference dinner
9. If applicable, you can manage public events in collaboration with CSF

The next section guides you through the above functions, with examples and screen-shots.

The screenshot shows the event management interface. At the top, there is a 'Save as draft' button and a close button. Below that is a navigation menu with the following items: Information, ToDo-list, Attachments, CSF general documents, Participants, Bedrooms, Meals, Conf. rooms, Public events, and Excursions. The 'Information' tab is currently selected. The main content area is divided into two columns. The left column contains fields for 'Discipline' (Economics), 'Specific discipline', 'Status' (Not ready for registration), 'Conference from', and 'Conference to'. The right column contains fields for 'Title of the conference', 'Title of the conference (Italian)', 'Registration link' (https://www.bi.id.ethz.ch/csfweb/faces/anonymous), 'Website' (http://www.), 'Invited speaker code' (CS), and 'Conference code' (6).

By clicking on the menus in the upper part of the page (enclosed in the red rectangle in the figure), you access the various functions. By default, the “Information” tab will appear as first page for a chosen event.

## 4.1. Information

On the “Information” tab, you find general information on your event. Once available, please insert the address of your webpage. There you also find the “invited speaker code” and the “conference code” that you both will use during the registration phase.

## 4.2. CSF general documents

Document name	Description	Size
2019 Excursion program_per CSF.pdf		732 KB
Bedrooms at the Monte Verità Hotel 2020.pdf		1686 KB
CSF_financial_issues.pdf		144 KB
Conference rooms.pdf		2271 KB
Recommendations tips.pdf		210 KB

Here you find general documents as the current excursion program, a bedroom list, a list of the conference rooms and some tips and recommendations.

### 4.3. Participants

Salutation	First name	Last name	Has attachments	Amount paid	Registration date
Mr.	Therese	Egli	<input type="checkbox"/>		16.05.2019 13:54

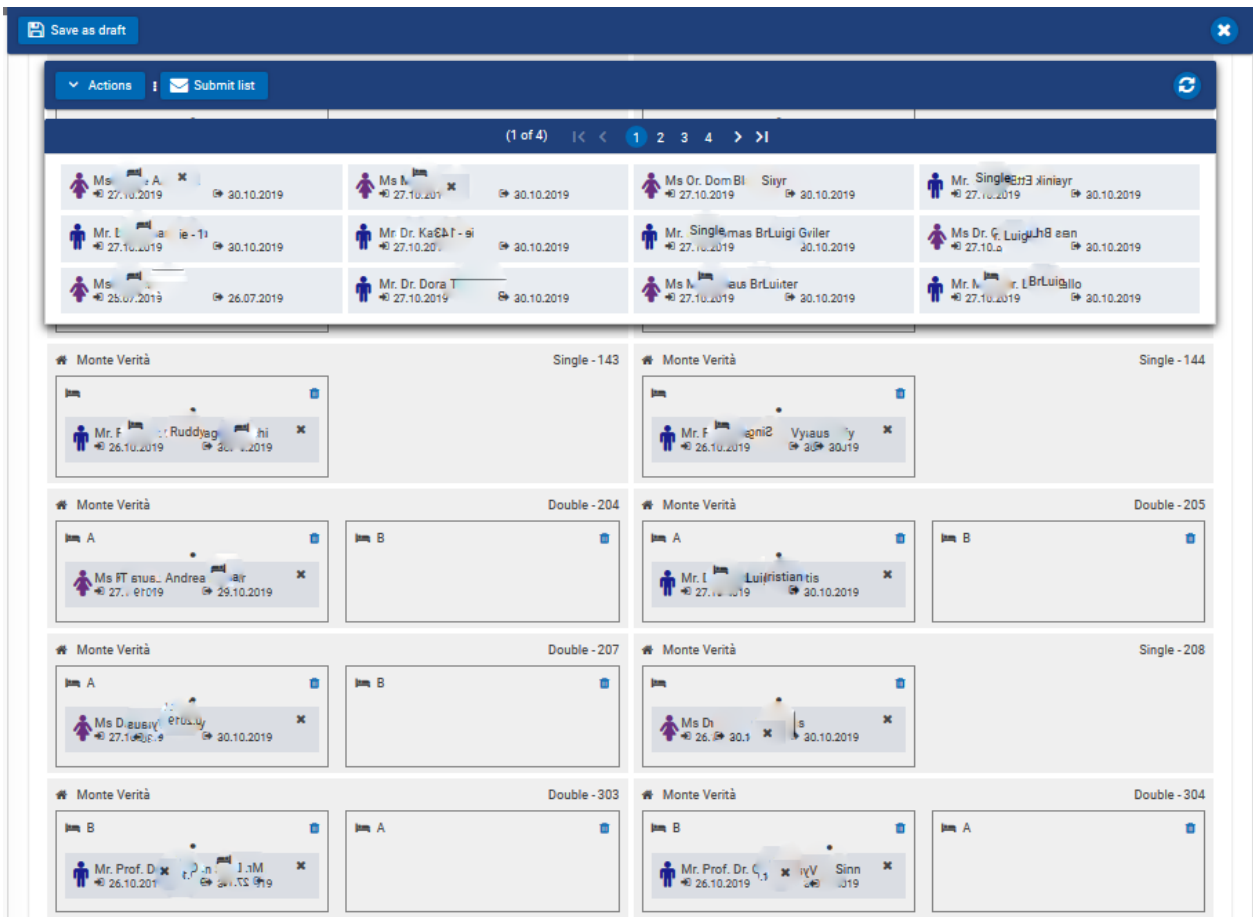
In the “Participants” tab you see all registered participants. Either participants can register individually via the registration link you find on the information tab or you can register them yourself by clicking on the “+ New” button, filling the needed information and saving the details. Please do not delete any entries. Double entries are no problem, but deleted information are lost.

When you click on the “Action” button you can download the participant list as an Excel file.

**Attachments:** In the “has attachment” column you see if, the participant has uploaded any attachments during the registration. If you do not need this function, please tell us.

Once all participants have registered and you wish to close registration, you can tell us so.

## 4.4. Bedrooms



Here you can allocate the invited speaker/organizers to the respective rooms. Contact the Hotel Monte Verità to reserve the rooms you need well in advance, especially if you need single rooms.

At the top you find all participants, you can allocate them to the respective room by dragging and dropping them. If you want to delete a participant from a room, click on the small cross, the participant will then reappear in the list at the top.

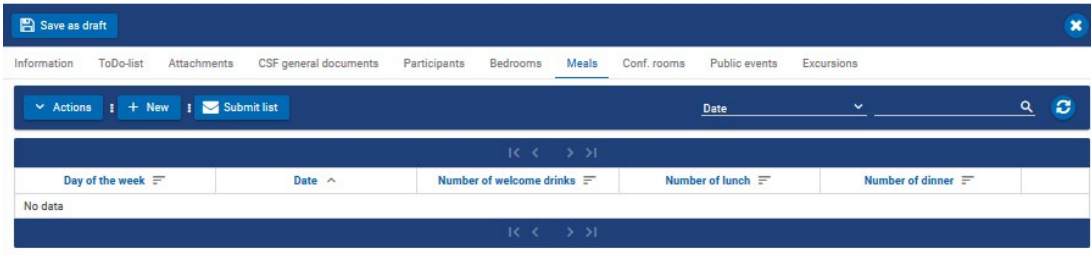
### 4.4.1. Multiple use of rooms/beds

If you want to use a bed for more than one participant, e.g. P1 from the 10th to the 12th and P2 from the 12th to the 14th you first allocate P1 and then you drag P2 on the same bed until it gets blue. Please make sure the dates do fit.

Once you have allocated all bedrooms, latest 14 days prior to arrival, you can submit the list to the hotel by clicking on the "Submit list" button. Please communicate all further changes in the bedroom list thereafter via email to the centre Monte Verità (event office).

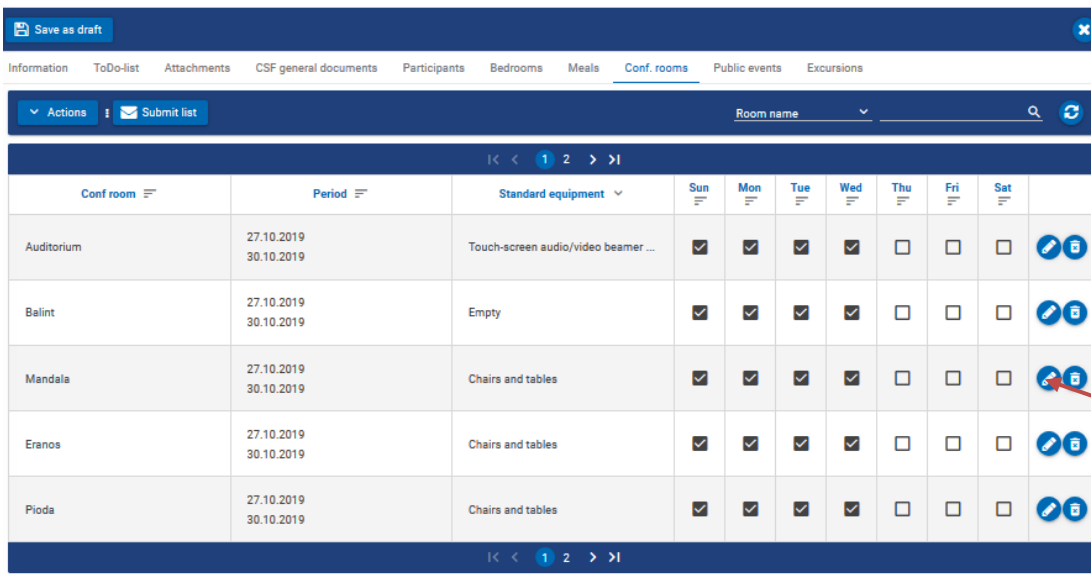


## 4.5. Meals



Here you can make your meal list. Click on the “+New” tab and fill the information for every day of your event. You need to add a new line for every day of your event. When the list is ready - latest 14 days prior to arrival - you can click on the “Submit list” button. Please communicate all further changes in the meals list thereafter via email to the centre Monte Verità (event office).

## 4.6. Conference rooms



Here you find the information on the conference rooms taken from your application. You can edit your need of rooms by pressing the pen on the right side.

Conference rooms



Conf room  
Auditorium

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Week from  
27.10.2019

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Week to  
30.10.2019

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Description  
140 m2; 100 fixed seats; air-conditioning

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Standard equipment  
Touch-screen audio/video beamer system with 3 computer channels and 1 overhead visualizer; 1 VHS+DVD player; 1 PC Laptop (Windows 7); 1 Mac laptop; 4 mobile microphones; 3 table microphones; 2 blackboards.

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Additional equipment  
multiple power extension cords

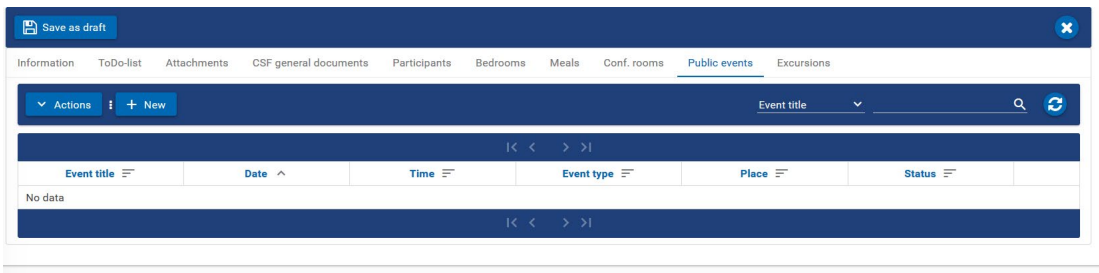
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Sun       Mon       Tue       Wed  
 Thu       Fri       Sat

✓ Save    ✕ Cancel

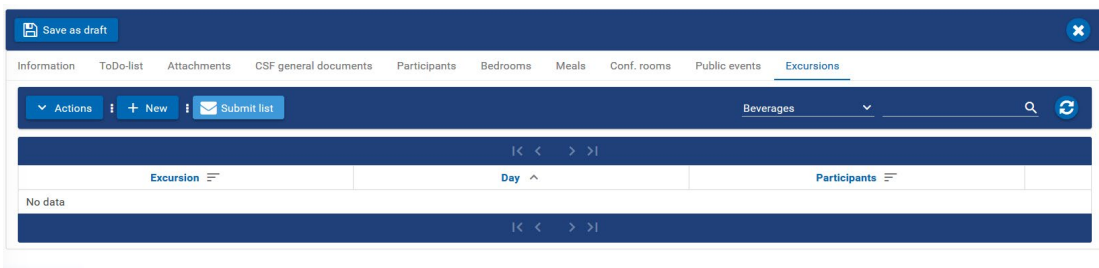
Here you find information on the standard equipment, and you can include additional needs. When the list is ready - latest 14 days prior to arrival - you can click on the “submit list” button. Please communicate all further changes in the conference room list thereafter via email to the centre Monte Verità (event office).

## 4.7. Public event



In case you want to organize a public event for the local audience, please contact us. Here you will find the information you have agreed on with the CSF.

## 4.8. Excursions



Here you find information on your planned excursions during your event at Monte Verità. Please select the excursion and submit the form latest 60 days prior to arrival. When you click on the “+New” button you can insert a new excursion and you find information about the proposed excursions.

Excursion

Excursion \*

Selection of restaurant

Day

Beverages

Participants

Comments

✓ Save X Cancel

The dropdown menu for the “excursion” shows you some suggestions (details you find in the current excursion program in the file under the attachment tab). Feel free to contact the centre Monte Verità (event office) for more information on the respective excursions.

## 5. Contacts

The contact person from the Monte Verità event office for logistics and organizational matters (bedrooms, meals, conference rooms, excursions,...) of CSF subsidized events is Liliana Cantoreggi: [liliana.cantoreggi@monteverita.org](mailto:liliana.cantoreggi@monteverita.org), Tel. 091 785 40 55.

CSF contact person for questions on the financial support, your application, the online platform and for public events is Therese Egli: [therese.egli@csf.ethz.ch](mailto:therese.egli@csf.ethz.ch), Tel. 044 632 82 07.

CSF contact person for onsite support as travel refunds, CSF welcome and certificate of attendances is Irene Schmidli: [irene.schmidli@csf.ethz.ch](mailto:irene.schmidli@csf.ethz.ch), Tel. 091 785 40 54.