

Iraq CPM — User Guide

Iraq CPM (Conference Paper Management) is the national platform for managing academic conferences across Iraqi universities — from paper submission through peer review to final editorial decision. This guide walks you through every part of the platform.

Version 2026.05 • Platform: cpm.hu.edu.iq • Support: cpm@hu.edu.iq

Platform Overview

Iraq CPM is a **multi-tenant** platform. Each registered Iraqi university gets its own private space, manages its own conferences, runs its own peer-review workflow, and communicates with its own authors and reviewers — while the platform itself provides the technology, hosting, email delivery, and shared standards.

The platform serves five distinct user types, each with different access and responsibilities:

ROLE	WHAT THEY DO	SCOPE
University Admin	Registers their university, creates and manages conferences, sets deadlines and tracks, oversees accounts.	One per registered university
Author	Submits papers to a conference, responds to reviewer feedback, uploads revisions.	Per conference
Reviewer	Accepts review assignments, evaluates assigned papers, submits structured reviews.	Per conference
Editor	Assigns reviewers to papers in their track(s), summarizes review outcomes, makes the final decision.	Per conference, per track
Visitor	Browses publicly visible conferences without an account.	Public

How accounts work: Author, Reviewer, and Editor accounts are scoped to a single conference. The same person can hold multiple roles in the same conference (e.g. Author *and* Editor) — see [Multi-Role Accounts](#). The same email can be used across different conferences, but each conference+role combination is a separate account.



Choose Your Role

Click whichever matches what you're here to do — each card jumps to the relevant quick-start.



I represent a university

Register my institution and host conferences on the platform.



I'm an author

Submit my research paper to a conference.



I'm a reviewer

Review papers submitted to a conference.



I'm an editor

Manage reviews and make editorial decisions.



Finding a Conference

There are **two ways** to reach a specific conference on the platform. Use whichever feels more natural — they both end at the same place.

PATH 1 — FIND YOUR UNIVERSITY

From the home page, click **Find Your University**, pick your institution from the list of 106 Iraqi universities, then choose a conference from that university's page.

PATH 2 — CONFERENCES TAB

From the home page, click the **Conferences** tab to see all universities currently hosting conferences. Pick a university, then click any conference card to open it.

You can also reach a conference directly if someone shared its URL with you. The URL format is:

```
cpm.hu.edu.iq/cpm.php/{university-slug}/{conference-id}
```

The Arabic interface uses `/cpm.php/ar/{university-slug}/{conference-id}` .

For University Administrators

Registering Your University

Before your university can host conferences on Iraq CPM, an institutional administrator must register the university and wait for approval from the platform's super-admin.

1 From the home page, click **Register Your University**.

2 You'll see tiles for all 106 Iraqi universities. Click your university's tile — its English and Arabic names lock at the top of the registration form (so they're spelled consistently across the platform).

3 Fill in: the institutional contact person's full name (English & Arabic), their academic title and position, the official institutional contact email, a phone number, and a strong password.

4 Submit. A verification email is sent immediately to the address you entered.

5 Click the verification link in that email. The super-admin then reviews your application — typically within **24 hours**.

6 Once approved, you receive a welcome email with your university's unique URL — for example, `cpm.hu.edu.iq/cpm.php/your-university-slug` . That URL is the public face of your university's conference space.

Use the official institutional email (e.g. `info@yourun.edu.iq` , not a personal Gmail). This address becomes the canonical sender for all conference correspondence with authors, reviewers, and editors at your institution.

One admin per university: Each university has exactly one administrator account. If multiple staff need access, share the credentials securely — additional admin accounts aren't currently supported. The admin's email is exclusive: it cannot also be used as an Author, Reviewer, or Editor account on the platform.

Creating & Managing Conferences

Once approved, you can create as many conferences as your university hosts. Each is fully independent — its own deadlines, its own tracks, its own author/reviewer/editor accounts.

Creating a Conference

Critical — conference language is locked to the page you create it from. An English conference must be created from `cpm.hu.edu.iq/cpm.php/your-slug`. An Arabic conference must be created from `cpm.hu.edu.iq/cpm.php/ar/your-slug`. Switch to the correct language version *before* clicking Create Conference — the conference's language is fixed at the moment of creation and cannot be changed later. If you create a conference from the wrong language version, you'll need to delete it and recreate it from the correct one.



1 Visit your university's URL — `cpm.hu.edu.iq/cpm.php/your-slug` for an English conference, or `cpm.hu.edu.iq/cpm.php/ar/your-slug` for an Arabic one — and log in as admin.

2 Click **+ Create Conference**.

3 Fill in: conference title (in the page's language), summary, start and end dates, time, location, organizing department, the conference's own contact email, and the conference chair's information (title, name, position, email).

4 Enter your admin password to confirm and click **Save**.

Editing or Deleting

Each conference card on your space shows two icon buttons visible only to you as admin: a **pencil**  for edit, and a **trash**  for delete. Both require your admin password.

Deleting is permanent and total. Removing a conference deletes everything attached to it — the conference itself, all submitted papers (including revised and final versions), all reviews, all reviewer assignments, all author/reviewer/editor accounts for that conference, the conference template, the conference logo, and all uploaded files on disk. There is no audit trail and no recovery short of restoring a database backup. If you only want to hide a finished conference from the public listing, mark it as *completed* instead.

Setting Deadlines & Tracks

Open a conference and go to **Settings** to define time windows for:

- **Author registration** — open and close dates for new author signups
- **Paper submission** — when papers can be uploaded
- **Reviewer registration** — when reviewers can sign up
- **Editor registration** — when editors can sign up
- **Review submission** — deadline for reviewers to submit their reviews
- **Decision notification** — when editorial decisions will be communicated

If a window isn't set, the system treats it as always-open. The platform never silently rejects anyone — it always shows a clear "Opens on..." or "Closed on..." message tied to the dates you've configured.

Conference Tracks

If your conference has multiple thematic tracks (e.g. *Renewable Energy*, *AI in Healthcare*, *Civil Engineering*), define them in **Settings** → **Tracks**. Each track then becomes:

- A required choice authors make when submitting a paper
- A scope editors select during signup (one editor can manage multiple tracks)
- A filter editors use when assigning reviewers

When to use tracks: only when you'll have separate editorial teams per track. For a small conference with a single editorial team, skip tracks entirely.

Managing User Accounts

From the admin dashboard, the **Accounts** tab lists every user (author, reviewer, editor) registered for your conferences. From here you can:

- **View account details** — name, email, ORCID, affiliation, role, status
- **Assign additional roles** — promote an existing author to editor, for example. The user receives a bilingual email notification.
- **Impersonate ("Login as")** — open the platform as that user to verify what they see. Useful for support.
- **Approve or suspend accounts** — when manual review is needed.

Admin FAQ

- **How do I change my admin password?**

From the admin dashboard, click the dropdown next to your name in the top bar and choose **Change Password**. You'll need to enter your current password.

- **What if I forget my password?**

On the login page, click **Forgot Password**. A reset link is emailed to your registered contact address. If that email isn't accessible, contact cpm@hu.edu.iq with proof of institutional affiliation.

- **Can I add another admin to help manage our conferences?**

Not currently — each university has exactly one admin account. We're considering multi-admin support for a future release. In the meantime, share the credentials securely via your institution's password manager.

- **Can I export my conference's data?**

Yes. From the admin dashboard, each conference page has an **Export** button that produces a CSV of all papers, authors, reviewers, reviews, and decisions for that conference.

- **The conference's contact email isn't receiving messages from authors. Why?**

Most likely the email's SPF/DKIM records aren't set up, causing platform emails to land in spam. Check the spam folder first. For a permanent fix, your IT team should configure SPF, DKIM, and DMARC DNS records for the domain that sends from `cpm@hu.edu.iq`'s relay.



For Authors

Creating an Author Account

Author accounts are conference-specific. Here's how to register:

Open the conference URL — either via **Find Your University**, the **Conferences** tab, or a direct



1 link shared with you.

2 On the conference page, click the **Author** card.

3 Click **Create one** if you don't yet have an account.

4 Fill in: full name, email, affiliation (your university or institution), ORCID URL (required), and a password.

5 Submit. A **6-digit verification code** is emailed to you immediately.

6 Enter the code on the next screen. You're now logged in as an author.

About ORCID: ORCID is a unique persistent identifier for researchers — your "academic ID". It's required for all author accounts. If you don't have one, register free in under a minute at orcid.org/register. Your ORCID URL looks like `https://orcid.org/0000-0000-0000-0000` .

Same email, different conferences: If you submit to multiple conferences, you can reuse the same email — each conference has its own scoped account record.

Submitting a Paper

After logging in as an author, your dashboard shows a **Submit New Paper** button. Here's what to expect:

1 **Title & Abstract** — Enter both in the conference's language (English or Arabic).

2 **Keywords** — A few short phrases that describe your paper's topic.

3 **Track** — If the conference has multiple tracks, select the most relevant one.

4 **Authors** — Add yourself as the corresponding author with your ORCID. Add co-authors with their names, ORCIDs, and affiliations.

5 **Paper file** — Upload the PDF. If the conference uses double-blind review, anonymize the paper first (see below).

Submit. You receive a confirmation email; the paper appears on your dashboard with status



Anonymizing for double-blind review: If the conference uses double-blind peer review, remove author names from the title page, headers, and acknowledgments. Replace self-citations like "*in our previous work [1]*" with neutral phrasing. Reviewers shouldn't be able to identify you from the paper itself.

Tracking Status & Decisions

Your dashboard shows every paper you've submitted to this conference with its current status:

STATUS	WHAT IT MEANS
Under Review	The editor is evaluating your paper or has assigned reviewers.
Reviews in Progress	One or more reviewers are working on it.
Decision Pending	All reviews are in; the editor is making the call.
Accept	Your paper has been accepted. Congratulations!
Minor Revisions	Accepted pending small changes.
Major Revisions	Significant changes needed before reconsideration.
Reject	Not accepted for this conference.

You receive an email whenever your paper's status changes. Check your inbox *and* your spam folder, especially the first time.

Revisions (Round 2)

If you get a *Minor Revisions* or *Major Revisions* decision, your paper enters a second round:

1 Open the paper detail in your dashboard. You'll see the editor's decision letter and reviewer comments.

2 Read all reviewer feedback carefully and plan your revisions.

Prepare a **response letter** — a separate document addressing each reviewer comment point-



3 by-point. Reviewers value clear, respectful responses.

4 Click **Upload Revised Version**, attach the revised PDF and the response letter.

5 Submit. Reviewers and editors are notified; round 2 review begins.

Don't ignore comments you disagree with. Even if you choose not to make a suggested change, explain in your response why. Silent disagreement reads as ignoring feedback, and rarely ends well.

Author FAQ

- **I didn't receive the verification email.**

First check your spam/junk folder — first-time emails from new senders often land there. If still nothing after 5 minutes, click **Resend Code** on the verification screen. Make sure the email address you entered is correct. If it still doesn't arrive, contact the conference's contact email.

- **Can I edit my paper after submission?**

You can update metadata (title, abstract, keywords, authors) at any time before the editor assigns reviewers. After reviewers are assigned, contact the conference's contact email to request a correction. The PDF itself can only be replaced during a formal revision round.

- **Can I withdraw my paper?**

Yes — from your paper's detail view, click **Withdraw**. Reviewers and editors are notified. Withdrawn papers cannot be re-submitted to the same conference.

- **How do I know who's reviewing my paper?**

You don't. Reviews are anonymous — you see the feedback but not the reviewer's identity. This protects honest evaluation.

- **I need to add a co-author after submitting.**

Edit your paper from the dashboard if reviewers haven't been assigned yet. Otherwise, contact the conference's contact email with the new co-author's name, ORCID, and affiliation.

- **I changed institutions. How do I update my affiliation?**

From the top bar in your author dashboard, click your name and choose **Account Settings**. Update your affiliation there; the change applies to future submissions. Already-submitted papers keep the affiliation you used at submission time, since that was the institution of record.



For Reviewers

Becoming a Reviewer

Reviewers are typically invited by editors but can also sign up directly during a conference's reviewer-registration window:

- 1 Visit the conference URL during the reviewer-registration window.
- 2 Click the **Reviewer** card.
- 3 Click **Create one** if you don't have an account.
- 4 Fill in: name, email, affiliation, ORCID (optional but encouraged), and a password.
- 5 Verify your email with the 6-digit code.

Once registered, the editor for your area can assign you papers. You'll be notified by email for each assignment.

Writing a Review

When you receive an assignment email, open the conference URL, log in as Reviewer, and click the assigned paper to see its title, abstract, authors (or anonymized info for double-blind), track, and PDF.

- 1 Download the PDF and read the paper carefully.
- 2 Click **Write Review** and fill in the structured form.

3 Score each of these **five criteria** on a 0–10 scale: *Originality, Significance, Methodology, Clarity, References*.

4 Provide an **overall recommendation**: Accept / Minor Revisions / Major Revisions / Reject.

5 Write **comments to the editor** (private — used for decision-making) and **comments to the author** (visible to them — used to guide revision).

6 Submit before the deadline.

Be specific and constructive. "Section 3 is unclear" is less useful than "In Section 3.2, the derivation of Equation 7 needs clarification — specifically how variable X relates to Y." Detailed feedback helps authors improve, even when the recommendation is *Reject*.

Conflicts of interest: If you know the author personally, share an institution, or have a competing project, decline the review by emailing the conference's contact. Don't review papers where your judgment isn't independent.

Reviewer FAQ

- **I can't review by the deadline. What do I do?**

Email the conference's contact as soon as possible. Most editors can extend by a few days, or reassign to another reviewer if you can't complete it at all. Don't simply not submit — that holds up the whole paper.

- **Can I see what other reviewers said?**

Not during the review round. After the editor makes a decision and the round closes, you may see other reviews if the editor enables that for the conference (it's optional). This protects independent judgment during the active review.

- **Should I review the paper's English or Arabic language quality?**

Note serious problems briefly (e.g. "unclear grammar in Section 4") but don't act as a copy-editor. Concentrate on the scientific content. Editors handle language issues separately.

- **What if I want to recommend the paper for a journal or special issue?**

Mention this in the *comments to editor*. Don't include it in comments to author — let the editor decide whether to relay the suggestion.



For Editors

Becoming an Editor

Editors are usually appointed by the conference chair and given a registration window during which they sign up:

- 1 Visit the conference URL during the editor-registration window.
- 2 Click the **Editor** card and then **Create one**.
- 3 Fill in name, email, affiliation, ORCID, and a password. **Important:** if the conference has multiple tracks, select which track(s) you'll handle.
- 4 Verify your email and log in.

Track scoping: Editors only see papers in their assigned tracks. If you handle all tracks, select all checkboxes; if just one, select only that one.

Assigning Reviewers

When new papers are submitted to your track, they appear in your editor dashboard with status *Awaiting Reviewer Assignment*:

- 1 Click a paper to see its abstract, authors, track, and PDF.
- 2 Click **Assign Reviewers**. You'll see the list of registered reviewers for this conference.
- 3 Choose **2–3 reviewers** based on their expertise. Avoid conflicts of interest (same institution as the authors, etc.).

4 Set a review deadline (typically 2–4 weeks).

5 Click **Send Assignments**. Reviewers are notified by email.

How many reviewers? Two is the minimum for credibility. Three is the gold standard — if reviewer 1 and 2 disagree sharply, reviewer 3 breaks the tie.

Making Decisions

When all assigned reviews are in, the paper's status becomes *Decision Pending* and you're notified. Open it to see all reviews side-by-side.

1 Read all reviews carefully. Look for points of consensus and disagreement.

2 Write a brief **decision letter** that summarizes the reviewer feedback and explains your decision.

3 Choose one of: **Accept**, **Minor Revisions**, **Major Revisions**, or **Reject**.

4 For revisions, set a deadline by which the author must submit the revised version.

5 Click **Send Decision**. The author and reviewers are notified by email.

For papers requiring revisions, you'll be notified again when the author resubmits — typically the same reviewers handle round 2.

Be transparent about borderline cases. If reviewers disagreed and you're making a judgment call, say so in the decision letter. Authors appreciate honest reasoning.

Editor FAQ

- **What if a reviewer doesn't submit by the deadline?**

After the deadline, the reviewer's row shows as overdue. You can either send a polite reminder via the platform, extend the deadline, or reassign to a different reviewer entirely. Don't wait indefinitely — moving the paper forward is better than letting it stall.

- **The reviews disagree sharply. What do I do?**

First, read each review carefully — disagreement isn't a problem, it's information. If two reviewers say "Accept" and one says "Reject" with no specific objections, you can weight the consensus. If the one "Reject" raises a serious methodological concern the others missed, that may matter more than vote-counting. When in doubt, add a third reviewer to break the tie.

- **An author is asking me about their paper outside the platform. How should I respond?**

Politely redirect them to the platform. Off-platform discussions create unfair information asymmetries and aren't recorded. Reply: "All discussions about this submission should go through the conference platform so everyone has the same information."

- **Can I be both an editor and a reviewer in the same conference?**

Yes — see [Multi-Role Accounts](#). The platform supports multiple roles per user. Just don't review papers you'll later be deciding on as editor; that's a conflict of interest.

Multi-Role Accounts

The same person can hold **multiple roles** in a single conference. Common combinations:

- **Author + Editor** — A senior researcher who submits a paper to a conference and also serves on its editorial team for other tracks.
- **Author + Reviewer** — A researcher contributing a paper who also reviews colleagues' submissions.
- **Reviewer + Editor** — An editor who occasionally also reviews directly.
- **All three** — A senior figure deeply involved in a conference.

When you log in with multiple roles in the same conference, the platform shows a **role picker** with one card per role. Pick whichever you want to use right now; you can switch later from the top dropdown.

Conflict of interest is your responsibility. An editor who is also an author for the same conference shouldn't be the one deciding on their own paper. An editor who is also a reviewer

shouldn't review papers they'll later decide on. The platform doesn't auto-prevent this — exercise judgment.

Privacy & Data

Iraq CPM stores only what's needed to operate the platform: user accounts (name, email, affiliation, ORCID, hashed password), papers (PDF and metadata), reviews, decisions, and conference metadata.

- Passwords are stored hashed using industry-standard **bcrypt** — never in plain text.
- Paper PDFs are stored on the platform's server and accessible only to authorized users for that conference (author, assigned reviewers, editors of that track, and the university admin).
- Email addresses are not shared between conferences. An author's email at Conference A is not visible to admins of Conference B.
- Reviewer identity remains anonymous to authors permanently.
- Data may be retained indefinitely for academic record-keeping. To request deletion of an account or specific records, contact cpm@hu.edu.iq.

Getting Help

If you encounter problems or have questions:

- **Conference-specific questions** (paper status, deadlines, reviewer concerns, editorial decisions) — contact your conference's contact email, shown on the conference page.
- **Platform-wide issues** (registration problems, technical bugs, password reset failures, data requests) — contact cpm@hu.edu.iq.
- **Live chat** — On the home page, the chat bubble in the bottom-right opens a quick-question channel.

We typically respond within 1–2 business days.

