

The QW 2025 conference, I presume, will be made of a series of talks given by diverse speakers. To manage these talks and handle attendee registrations, I recommend using two open-source tools: Pretalx for speaker submissions and scheduling, and Pretix for registration and attendee management. Both tools have been used successfully in previous conferences like WikidataCon 2021 and WikiConference North America 2022 and 2024.

### Pretalx – Speaker Management and Scheduling

Pretalx is an open-source platform designed specifically for managing speaker submissions, reviewing proposals, and creating a schedule. It was used for WikidataCon 2021, which involved multiple sessions and speakers, both in-person and virtual.

#### Key features:

**Conference Setup:** After filling out a simple form to set up the event, pretalx opens a user-friendly dashboard where organisers can manage the event.

**Call for Proposals (CFP):** You can create a call for proposals form to collect submissions from potential speakers. For example, if John Doe wants to present a talk on **LGBTQ+ representation on Wikipedia**, he would fill out the form, and Pretalx would automatically send him a confirmation email. Organisers are also notified of new proposals.

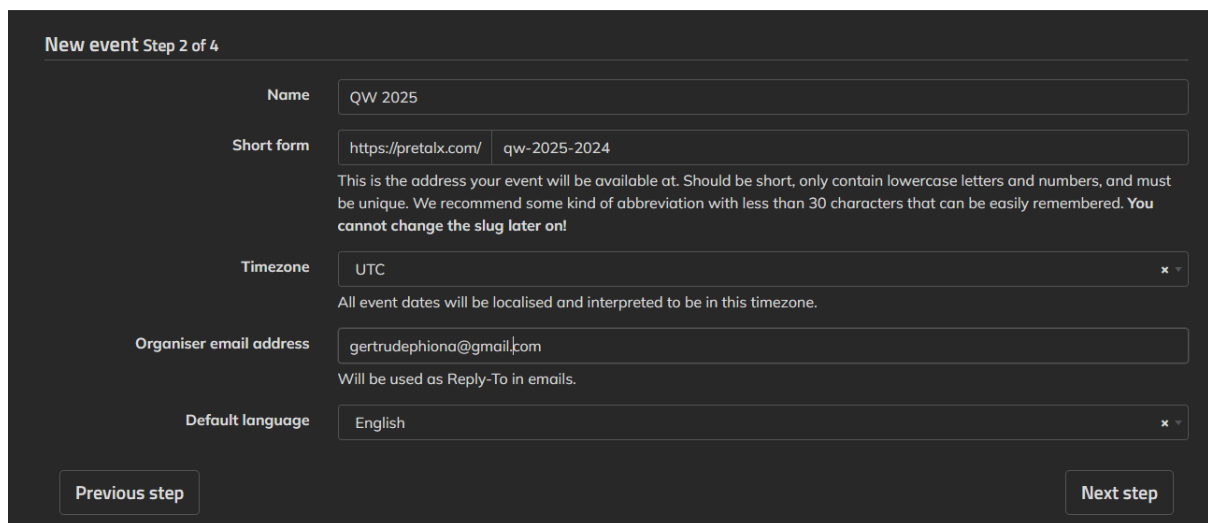
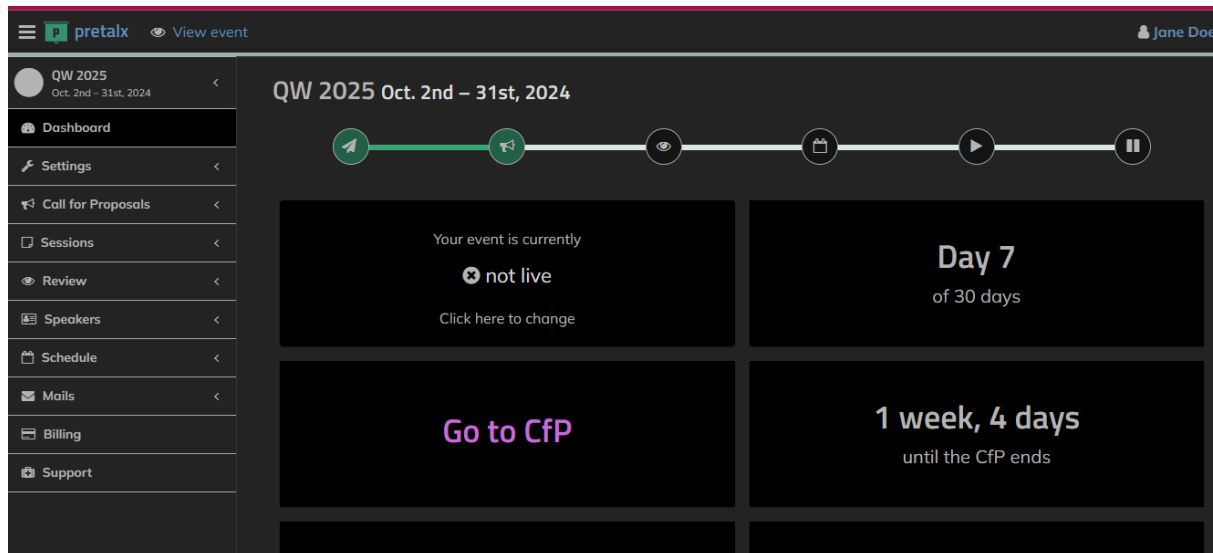
**Proposal Review:** Using the review section of the dashboard, you can assign reviewers or a team to evaluate the submissions so only the best proposals are selected for presentation.

**Scheduling:** Once the proposals are accepted, speakers can confirm their availability, and then you can create a conflict-free schedule. For example, if John Doe is available on **Monday, October 8th, from 3 to 4 PM**, Pretalx ensures no other sessions overlap and that John is not scheduled for multiple events at the same time.

		FRIDAY 29. OCTOBER	SATURDAY 30. OCTOBER	SUNDAY 31. OCTOBER	
		Livestream room ?	Room 1 ?	Room 2 ?	Room 3 ?
29. Oct					
12:00 PM	<b>12:00 PM</b> 25min	WikidataCon 2021 opening Léa Lacroix, Érica Azzellini, Franziska Heine Main track			
12:30 PM	<b>12:30 PM</b> 25min	Decolonizing Wikidata: why does knowledge justice matter for structured data Anasuya Sengupta Main track			
1:00 PM	<b>1:00 PM</b> 55min	What happened and what's coming around Wikidata and Wikibase Lydia Pintscher, Sam Alipio Main track			
1:30 PM					

## Strengths:

I found the interface easy to navigate because the feature names were intuitive and it had clear explanations provided for each feature. Even non-technical members of the QW organising team can comfortably use the tool without difficulty.

A screenshot of the 'New event Step 2 of 4' form in pretalx. The form fields are: Name: QW 2025; Short form: https://pretalx.com/ qw-2025-2024; Timezone: UTC; Organiser email address: gertrudephiona@gmail.com; Default language: English. Below the form are 'Previous step' and 'Next step' buttons. A note states: 'This is the address your event will be available at. Should be short, only contain lowercase letters and numbers, and must be unique. We recommend some kind of abbreviation with less than 30 characters that can be easily remembered. You cannot change the slug later on!'. Another note states: 'All event dates will be localised and interpreted to be in this timezone.' and a third note states: 'Will be used as Reply-To in emails.'

The tool was incredibly efficient and empowering. I was able to create an event, call for speaker proposals, review submissions, communicate decisions using email templates, and schedule approved talks—all within the same platform. It simplified what could otherwise be a chaotic process, especially for someone who's not overly technical. For a potentially large conference like QW 2025, the tool saves a lot of time and reduces stress because it has everything in one place..

## Call for Proposals ?

Text and deadline

Headline Optional	<input type="text" value="Hey! nice to meet you."/>
Text Optional	<div><p>We are glad you want to contribute to our event.</p></div>
<p>You can use <a href="#">Markdown</a> here.</p>	
Deadline Optional	<input type="text" value="2024-10-19 05:48:39"/>

# QW 2025

Jane Doe ▾

## Queering Wikipedia 2025 Conference

You can enter proposals until 2024-10-19 05:48 (UTC), 1 week, 4 days from now.

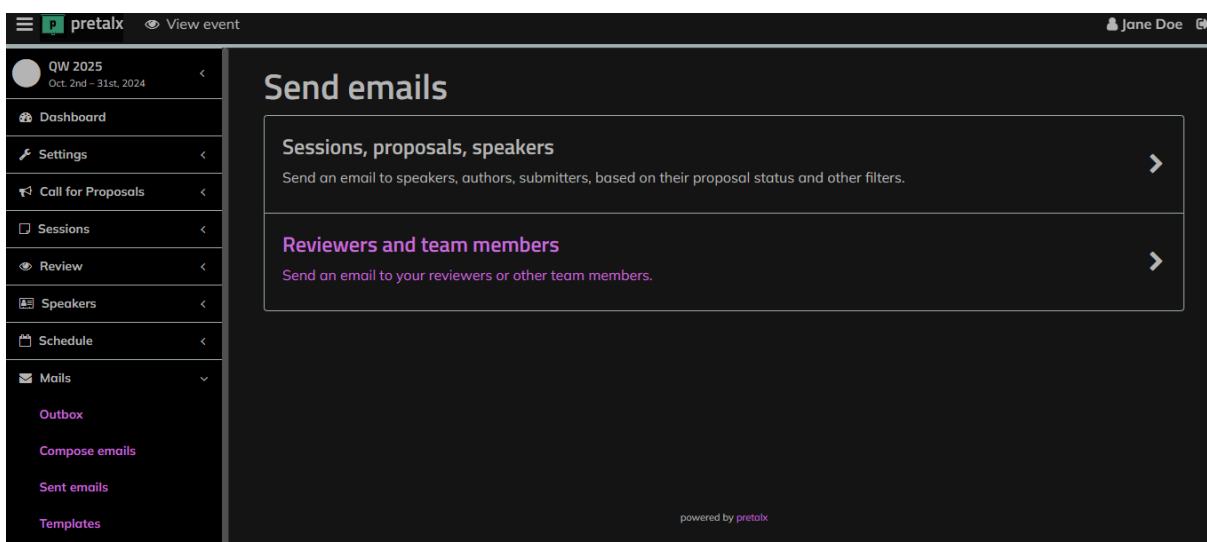
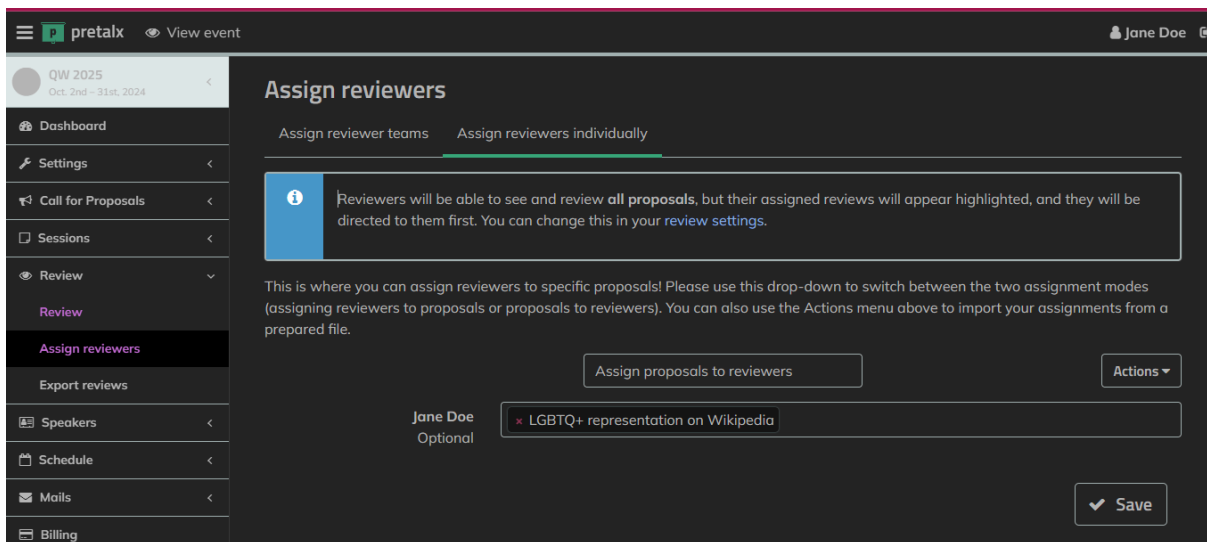
[Submit a proposal](#)

powered by pretalx · [Contact us](#) · [Privacy](#)

## Hey, nice to meet you!

We're glad that you want to contribute to our event with your proposal. Let's get started, this won't take long.

Proposal title	<input type="text" value="LGBTQ+ representation on Wikipedia"/>
<p>This content will be shown publicly.</p>	
Abstract	<div><p><a href="#">Text</a> <a href="#">Preview</a></p><p>This paper explores how LGBTQ+ people are represented on Wikipedia and the challenges they face.</p></div>
<p>This content will be shown publicly.</p>	
Description Optional	<div><p><a href="#">Text</a> <a href="#">Preview</a></p><p>Description</p></div>



I found that the tool integrates with video conferencing tools such as NextCloud talk and Jitsi Meet so any links to virtual events in the schedule lead directly to these platforms. So, Pretalx supports both in-person and virtual attendees seamlessly.

Pretalx provided a public link to the event schedule which I found useful. For a conference like QW 2025, organisers can share it on promotional websites (like this one <https://meta.wikimedia.org/wiki/QW2025> ) or on social media, so that attendees can select sessions they are interested in.

The tool also protects user data as an attendee needs no account to use pretalx. The platform doesn't track attendees using cookies, analytics, or by logging personal details like IP address.

### Limitations:

- It may take some time for new users to fully understand all of pretalx's features.
- For confirmed speakers, any information they entered during the call for proposals will be made public, such as their name and the details of their presentation. Although this helps attendees know who the speakers are and what topics they'll be covering

during the event, those speakers concerned about privacy may hesitate to participate in the conference,

- For all its great features, payment is required to use it.

**Useful links:**

WikidataCon 2021 schedule: <https://pretalx.com/wdcon21/schedule/#>

Pretalx official website: <https://pretalx.com/p/about/>

WikidataCon 2021 website: [https://www.wikidata.org/wiki/Wikidata:WikidataCon\\_2021](https://www.wikidata.org/wiki/Wikidata:WikidataCon_2021)

## Pretix – Attendee Registration and Ticketing

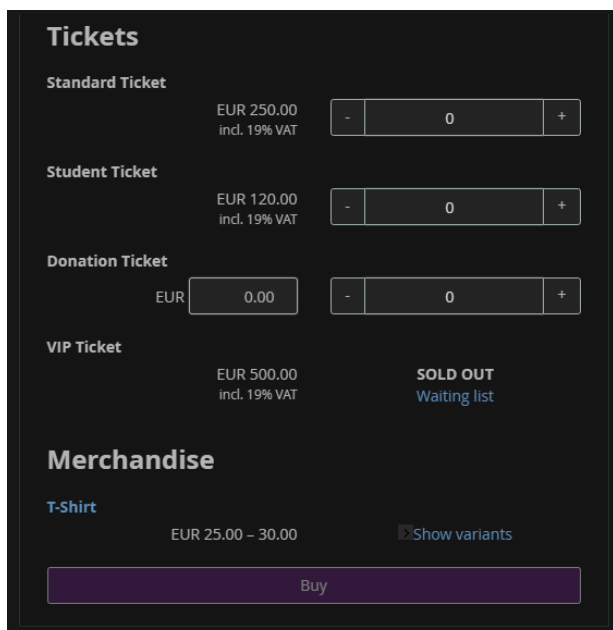
To handle registration of attendees, I recommend pretix, a ticketing software. You can use it to create a website, called a ticket shop, where people can go to register for the QW conference and purchase any merchandise. The tool also allows you to manage attendees and accept ticket payments. It was used by the WikiConference North America 2022, 2024 and Wikidata Con 2021.

### Key features:

#### Ticket Shop:

After creating an event, pretix automatically generates a ticket shop and provides a link that can be added to the event's website. The ticket shop is responsive to any device—mobile, desktop, or tablet—and is customizable, so you can add logos, images, and enable translations in multiple languages.

If QW 2025 plans to sell merchandise like T-shirts or accept donations, pretix allows these to be added to the shop. To make the registration process smoother, pretix also offers a widget that can be embedded directly into the QW 2025 website, so users can register and buy tickets without leaving the site.




### Payment:

You can configure different ticket types for attendees, setting their price, availability, and sales start/end dates. Pretix supports multiple payment methods such as Stripe, PayPal, bank transfers, and more and generates invoices for orders and ticket purchases,

## Tickets:

Once an attendee has registered, pretix generates the ticket as a downloadable Pdf. You can customise the ticket design in your dashboard. Pretix also sends the attendee an email confirming the registration.

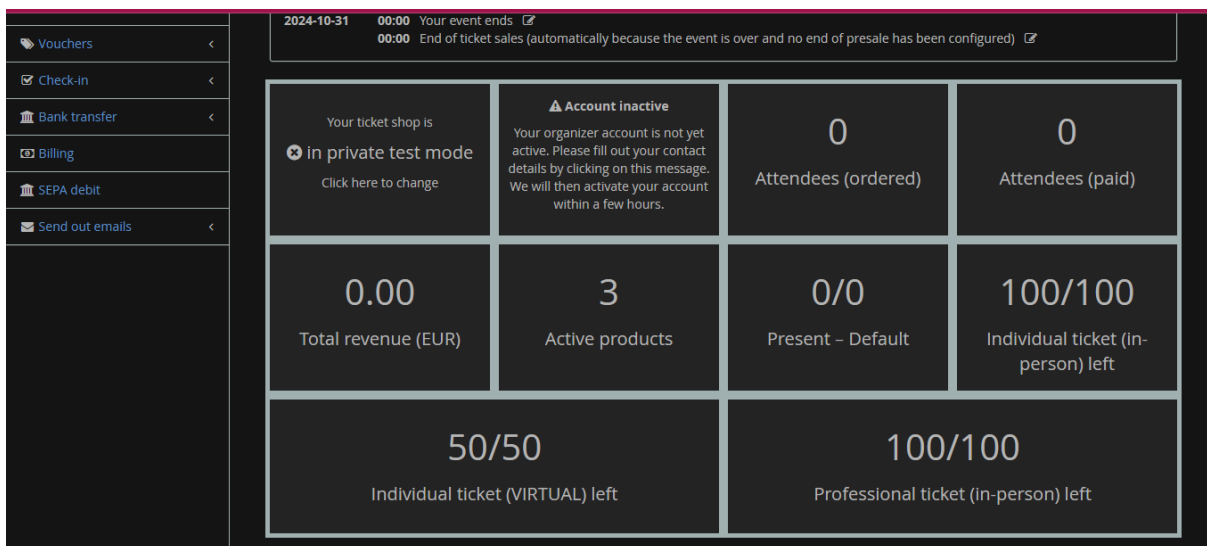
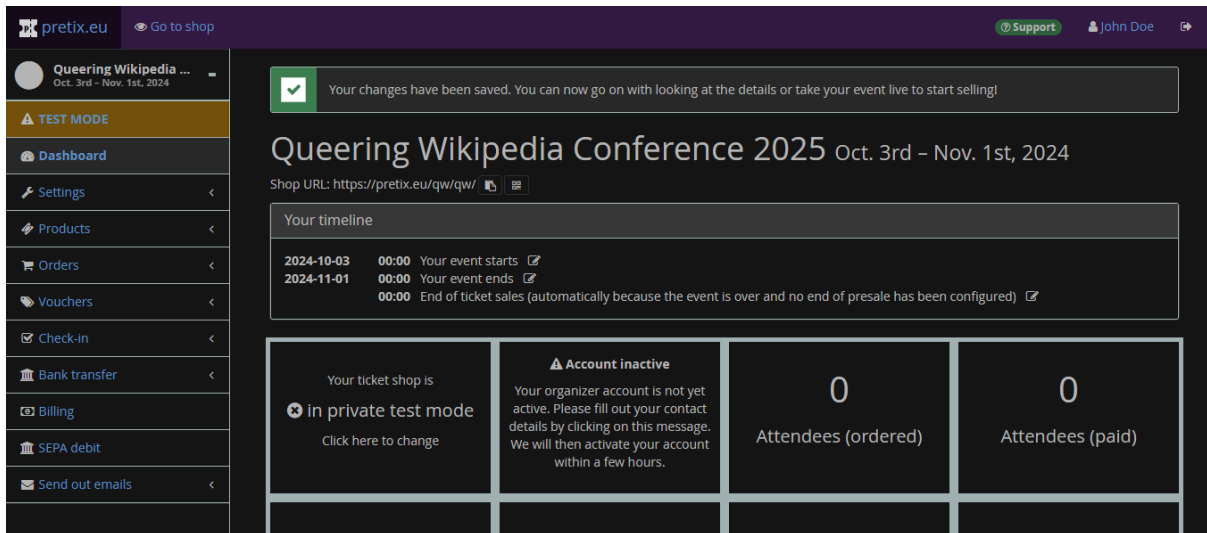
Queering Wikipedia Conference 2025		
Individual ticket (VIRTUAL)		
Fiona		
2024-10-03 00:00		
Hamburg, Germany		
H0UMW	\$0.00	jke2fr7r6ymw94krguanjyqrakyv7brn

## Onsite:

During the conference, you can use pretix to check in attendees at various access points, such as the main entrance or specific venues like restaurants or conference rooms. This feature ensures smooth entry management and helps track attendance. You can also generate badges and name tags for attendees directly from the dashboard to simplify registration and check-in process.

## Administration:

From your dashboard, you have access to important information about attendees which is useful in planning for the event. Additionally, pretix allows you to invite the entire organising team to collaborate on the ticket shop. The team can help with tasks like managing attendees, ticket sales, and event logistics.



### Strengths:

- The interface was easy to use. The feature names were intuitive and it had clear explanations provided for each feature.
- When an attendee buys a ticket, pretix only collects the necessary data to process the ticket sale (e.g., name, email) and passes this information to the event organiser. They don't share or track the data for any other purposes.

### Limitations

- Pretix is free for testing but charges fees once the ticket shop goes live, especially if using the hosted pretix Cloud service.
- If not using pretix's cloud-hosted option, self-hosting requires some technical expertise.

### Useful links:

Pretix official website: <https://pretix.eu/about/en/>

WikiConference North America 2024 ticket shop: <https://pretix.eu/wcna/2024/>

WikiConference North America 2022: <https://pretix.eu/openstreetmapus/wcna-mappingusa/>

## **Overall Impressions**

Both pretalx and pretix have proven to be reliable tools for event management, especially for conferences like QW 2025. They have intuitive interfaces, integrate with virtual tools, and have robust features that streamline both speaker management and attendee registration. Overall, they significantly reduce the stress of organising an event and help ensure a successful event.