How to submit your Paper

1. If you submitted a paper or a special session last year, you are already in the system so enter your credentials in the dedicated box below the "Returning User" box.

If you are a First-Time of the paper submission system, click on the "Create a Profile" button, below the "First-Time User" button.

Create Profile

You will automatically be logged in after you create a profile.

Title *

[▼]

First Name *

[ ]

Middle Name

[ ]

Last Name *

[ ]

Email *

[ ]

Confirm E-Mail *

[ ]

Affiliation/University/Institute *

[ ]

Alternate Affiliation/University

[ ]

Country *

[▼]

Password *

[ ]

Confirm Password *

[ ]

☐ I have read and agree to the Submission Terms and Conditions
Click here for the terms and conditions

[Create Profile]

Once you will have created your profile, you will be logged in.

- You will receive a confirmation email with your password.
- You may update your password at any time by clicking on "Update Profile".

2. To submit your competitive paper, click on the "New Paper- Click here to start" button.

EMAC Annual Conference 2023-submission page

NEW PAPER

Click Here to Start

NOTE: Primary Authors have **read/write** access.
Co-Authors have **read only** access.

No submissions currently exist.

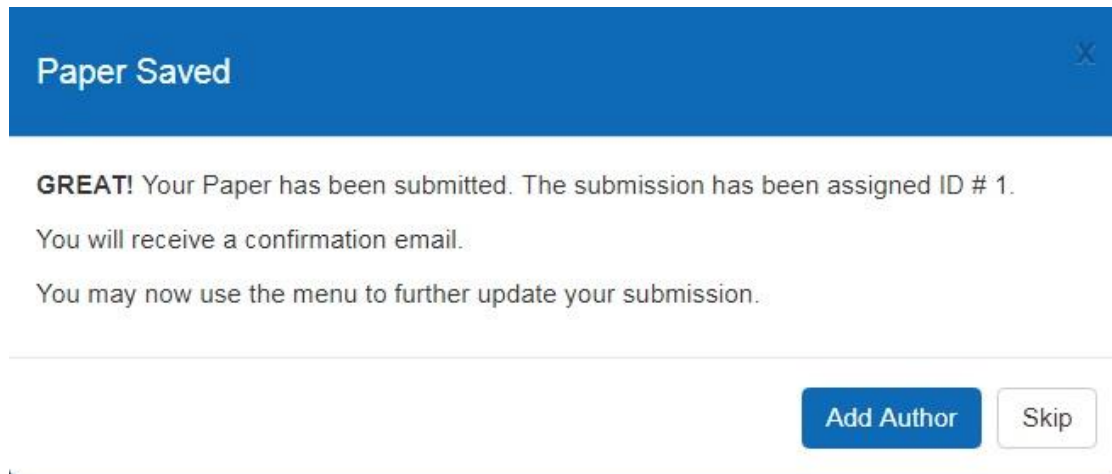3. Click on the "Start Paper" button and start filling in the submission form.

EMAC Annual Conference 2023-submission page
You are beginning a new Paper.

Click "Start Paper" below. Additional items will become available afterwards.

(1) ✎ Start Paper   (2) 👥 Authors

4. When you filled in all the fields, click on the "Submit Paper" button at the end of the submission form. A pop-up message on your screen, which informs you that your paper has been submitted and was allocated an ID number, will be followed by an e-mail confirmation (Thanks for checking your spam box in case you do not see any message in your inbox).

5. You can add your co-author(s) by clicking on the "Author" button on the pop-up message. **If you do not have co-author(s), click on the "skip" button.**

Paper Saved   X

GREAT! Your Paper has been submitted. The submission has been assigned ID # 1.

You will receive a confirmation email.

You may now use the menu to further update your submission.

Add Author   Skip

A. If your co-author(s) already submitted a paper, his/her profile will already exist in the submission system. To add him/her as a co-author to your paper, scroll down to the "Add Existing Contact Profile as Co-Author" button and type the co-author's last name in the box. Next click on the "Add Co-Author" button.

Add New Author

You may enter an existing contact on the left side. Begin by typing part of their last name. Make sure to select the correct person, in the correct organization.

If you are adding a new contact, you must enter their e-mail address. Some contact information may also be required. The contact will be added to your submission and sent an e-mail message. The contact will have their own account which they may update after they login. The contact will not be able to edit this submission unless you mark them as the 'Primary Presenter'.

Add Existing Contact Profile as Co-Author

Enter last name, first name to find contact

[   ]

[Add Co-Author]

Repeat this step for each co-author. Each Co-Author will also receive a confirmation email with your contact information.

B. If your co-author(s) do(es) not yet have a profile in the submission system, to add him/her/them go to the "Add New Contact Profile as New Author" button. Each contact must have a unique email address. Please fill in only the mandatory fields, i.e.
   · Prefix
   · First name
   · Last name
   · Email
   · Affiliation

Add New Contact Profile as Co-Author

Each contact must have a unique email address.
To prevent duplicate contacts, first search for an existing contact using the search box above.

Title
[▾]

First Name
[   ]

Middle Name
[   ]

Last Name
[   ]

Email *
[   ]

Confirm E-Mail *
[   ]

Affiliation/University/Institute
[   ]

Country
[▾]

[Add Co-Author]

Repeat this step for each co-author. Each Co-Author will also receive a confirmation email with your contact information.

Each time you enter a co-author, a pop-up message, entitled "Authors updated" appears on the screen, showing the list of Authors. If you still want to add/edit co-author(s), click on the "Add/Edit authors" button and repeat the step 6A or 6B.

Authors Updated   X

Please review your Author list:

| 1 | Anne-Laure Marteaux **(Presenter)** | EIASM |
| 2 | Nicole Coopman | EIASM |

You may continue to edit your Author or continue to the next step.

[Add/Edit Authors] [I am Done]

6. When you have entered all your co-authors, click on the "I'm done" button of the pop-up screen. A message on the screen informs you that "You have reached the maximum amount of submissions allowed" as per the EMAC policy you are allowed to submit only one paper.

7. You can edit your submission & co-author(s)' information/order until the submission deadline **(5 December 2022 16:00 CET Time)** by logging in to the submission page. (Returning User).

   A. If you want to edit your submission, once on the submission page, click on the "Edit Paper" button.

You have reached the maximum amount of submissions allowed.

Current Papers

| ID # | Title | Your Status: Primary Contact & Presenter |
| 1 | test al | |

[Edit Paper]   [Authors]
Q Preview Download

This submission is considered complete. It may be edited until the system is closed.

You will be redirected to the submission form. Once you are done with editing your submission, click on the "Update Paper" button at the end of the screen. The message "Your Paper has been updated" appears on the screen.

[Edit Paper]   [Authors]
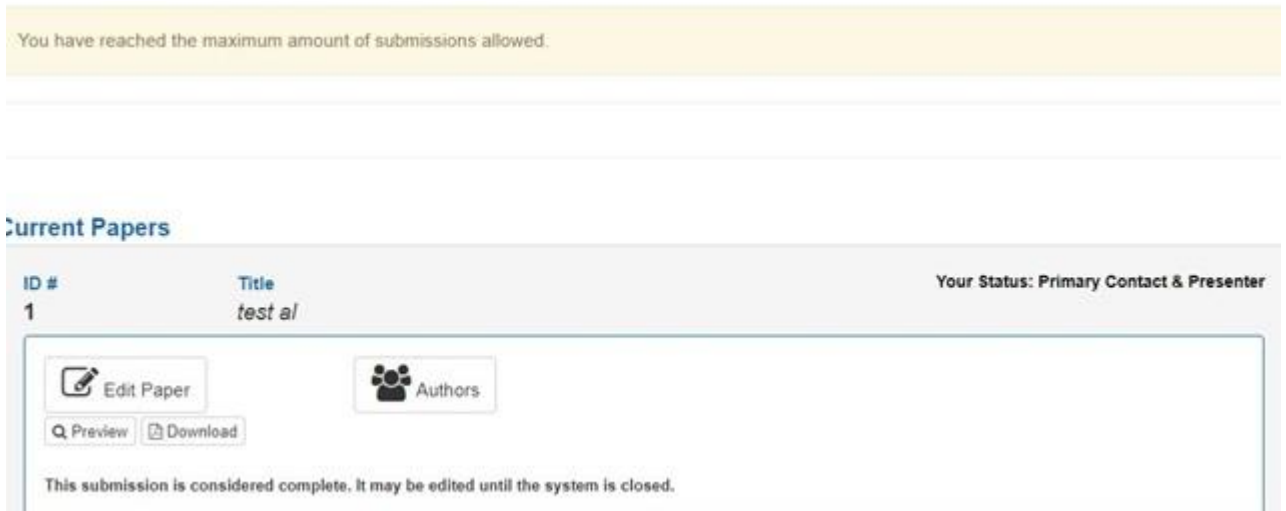
This submission is considered complete. It may be edited until the system is closed.

Your Paper has been updated.   ×

If you do not want to add/edit your co-author(s), you can log out.

B. If you want to add/edit your co-author(s), once on the submission page, click on the "Author" button. Enter/ update your co-author(s)' information, following the step 6A or 6B.

You have reached the maximum amount of submissions allowed.

Current Papers

ID #	Title	Your Status: Primary Contact & Presenter
1	*test al*	

Edit Paper   Authors

Q Preview   Download

This submission is considered complete. It may be edited until the system is closed.

When you are done with entering/ editing your co-author(s)' information, go to the top of the page (upper right corner) and click on the blue button "Click here if you are finished editing your co-authors" to finalise your submission.

8. You will receive a pop-up message on your screen saying:

<div align="center">

You have finished editing Paper ID # XX
You may edit your submission until the submission deadline.
It is safe to log out now.

</div>

It also says that "You have reached the maximum amount of submissions allowed" as per the EMAC policy you are allowed to submit only one paper.

9. For any question regarding your submission, contact Anne-Laure Marteaux, EMAC Executive Secretary.