How to submit your abstract

1. Last year, EMAC implemented a new paper submission system. Therefore, your EIASM profile’s credentials are no longer valid for submitting your paper. You need to create a new profile in the new paper submission system.

2. If you already submitted a paper last year (either to the Doctoral Colloquium or to the Annual Conference) or to the EMAC 2020 Annual Conference this year, enter your credentials below the “Returning User” box.

As a First-Time User, click on the “Create a Profile” button, below the “First-Time User” button.

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"
3. Once on the “submission home” page click on the “New Abstract - Click here to start” button.

4. Click on the “Start Abstract” button and start filling in the submission form.

5. When you filled in all the fields, click on the “Submit Abstract” 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).
6. 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.**

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.

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 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
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.

7. 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.

8. You can edit your submission & co-author(s)’ information/order until the submission deadline (January 20, 2020 15:00 CET Time) by logging in to the submission page. (Returning User). Note that the submitter of the abstract will be considered as the presenter at the Doctoral Colloquium.

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

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.

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

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

   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.

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