

## 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 Therefore, your EIASM profile's credentials are no longer valid for submitting your paper.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.

[Welcome to the EMAC 2020 Doctoral Colloquium paper submission system](#)

The European Institute for Advanced Studies in Management (EIASM) and the European Marketing Academy (EMAC) in collaboration with the University of Hamburg, are organising the 32nd Colloquium for doctoral students in marketing.

The Colloquium will be held in Budapest, Hungary, on May 24-26, 2020 prior to the EMAC 2020 Annual Conference.

**Please follow the instructions below to submit your abstract**

**How to submit your abstract**

Should you have any question regarding your submission, do not hesitate to contact [Anne-Laure Marteaux](#), EMAC Executive Secretary.

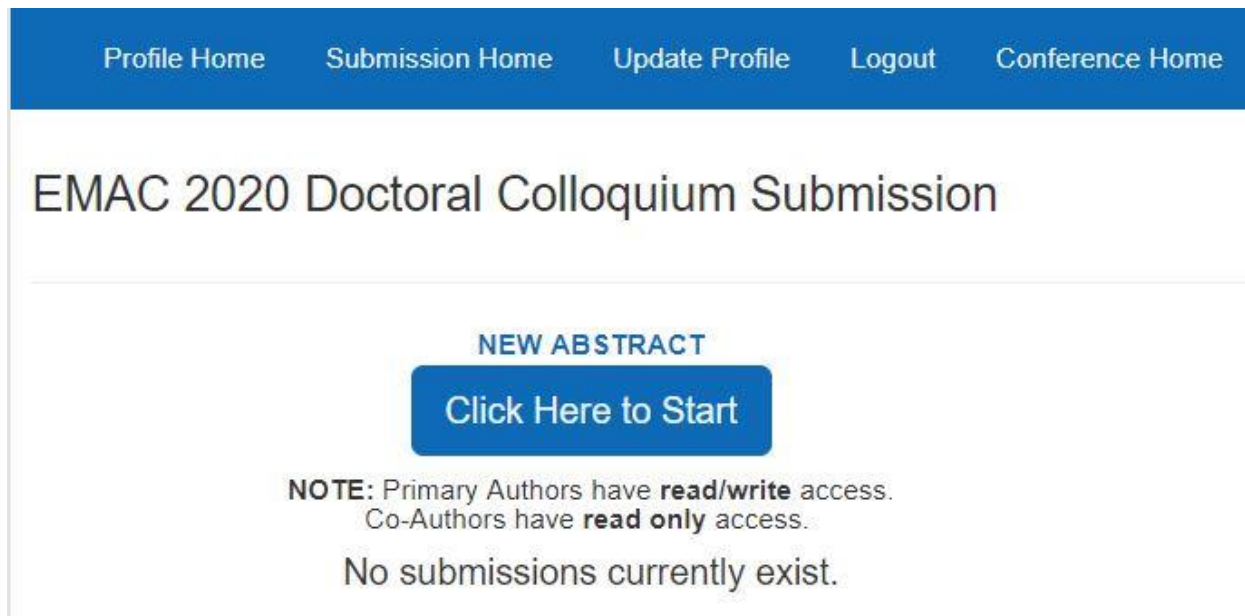
<p><b>FIRST-TIME USER</b></p> <p><a href="#">Click Here to Create a Profile</a></p>	<p><b>RETURNING USER</b></p> <p>Enter your email and password to access your account.</p> <p>Email <input type="text" value="Account Email"/></p> <p>Password <input type="text" value="Account Password"/></p> <p><a href="#">Login</a></p> <p><a href="#">Reset Password</a></p>
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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.

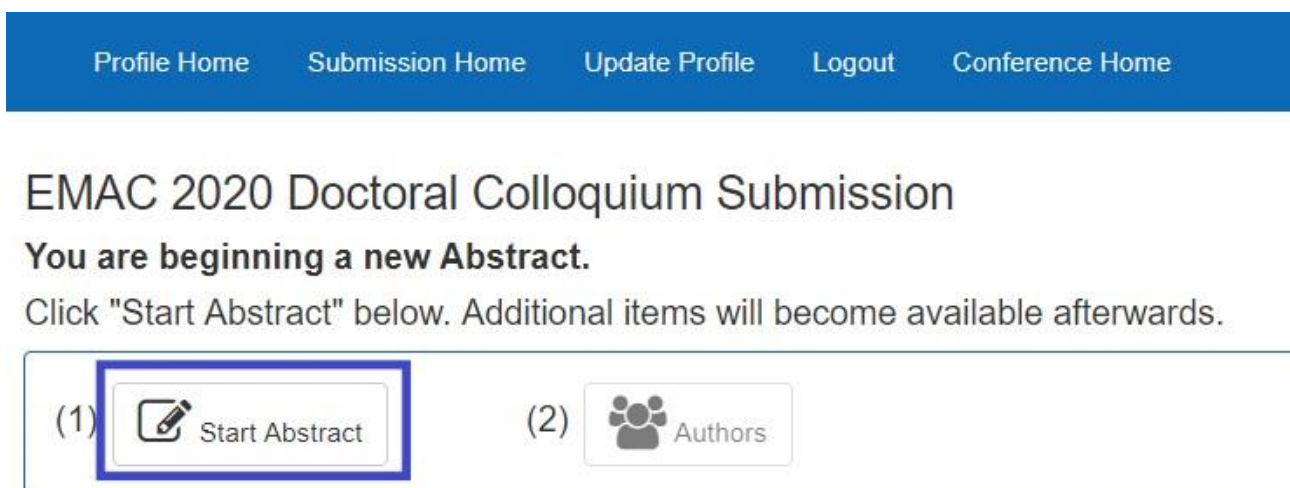
- You will receive a confirmation email with your password.
- You may update your password at any time by clicking on "Update Profile"

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



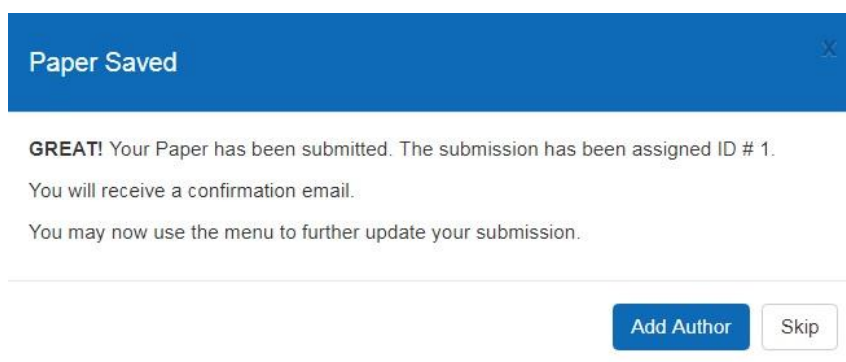
The screenshot shows a navigation bar with links: Profile Home, Submission Home, Update Profile, Logout, and Conference Home. Below the navigation bar is the title "EMAC 2020 Doctoral Colloquium Submission". In the center, there is a blue button labeled "NEW ABSTRACT" with a sub-button "Click Here to Start". Below the button, a note states: "NOTE: Primary Authors have read/write access. Co-Authors have read only access." At the bottom, it says "No submissions currently exist."

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



The screenshot shows the same navigation bar as above. Below the navigation bar is the title "EMAC 2020 Doctoral Colloquium Submission" and the text "You are beginning a new Abstract." followed by "Click 'Start Abstract' below. Additional items will become available afterwards." Below this text, there are two buttons: (1) "Start Abstract" with a pencil icon, which is highlighted with a blue box, and (2) "Authors" with a group of people icon.

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).



The screenshot shows a blue pop-up message box with the title "Paper Saved" and a close button (X). The message text reads: "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." At the bottom right of the message box, there are two buttons: "Add Author" and "Skip".

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.

The screenshot shows a web form titled "Add New Author". It contains two paragraphs of instructional text. The first paragraph says: "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." The second paragraph says: "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'." Below the text is a blue button labeled "Add Existing Contact Profile as Co-Author". Underneath this button is a text input field with the placeholder text "Enter last name, first name to find contact". At the bottom of the form is another blue button labeled "Add Co-Author".

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

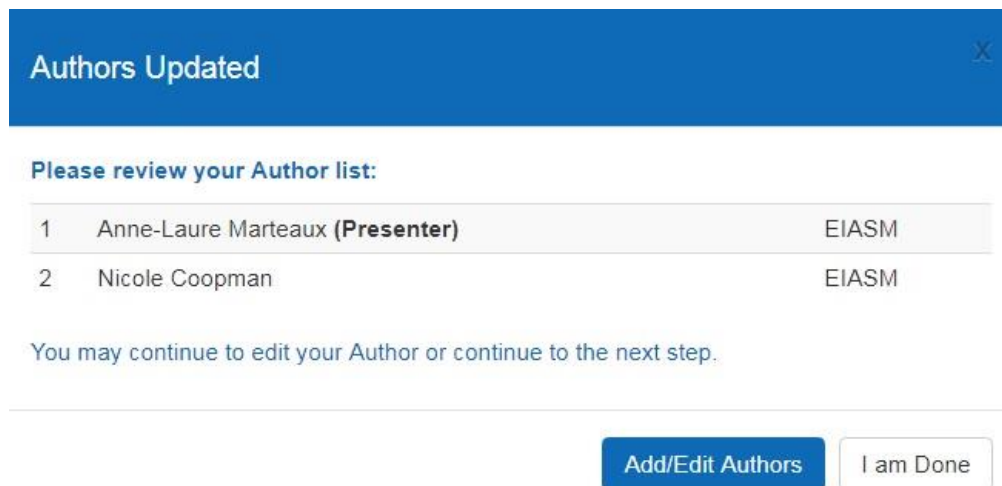
B. If your co-author(s) do not yet have a profile in the submission system, to add him/her/them go to the “Add New Contact Profile as New Author” button. Each contact must have a unique email address. Please fill in only the mandatory fields, i.e.

- Prefix
- First name
- Last name
- Email
- Affiliation

The screenshot shows a web form titled "Add New Contact Profile as Co-Author". It features a yellow warning box at the top that reads: "Each contact must have a unique email address. To prevent duplicate contacts, first search for an existing contact using the search box above." Below the warning box are several input fields: a dropdown menu for "Title", a text input for "First Name", a text input for "Middle Name", a text input for "Last Name", a text input for "Email" with an asterisk indicating it is mandatory, a text input for "Confirm E-Mail" with an asterisk, a text input for "Affiliation/University/Institute", and a dropdown menu for "Country". At the bottom of the form is a blue button labeled "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.

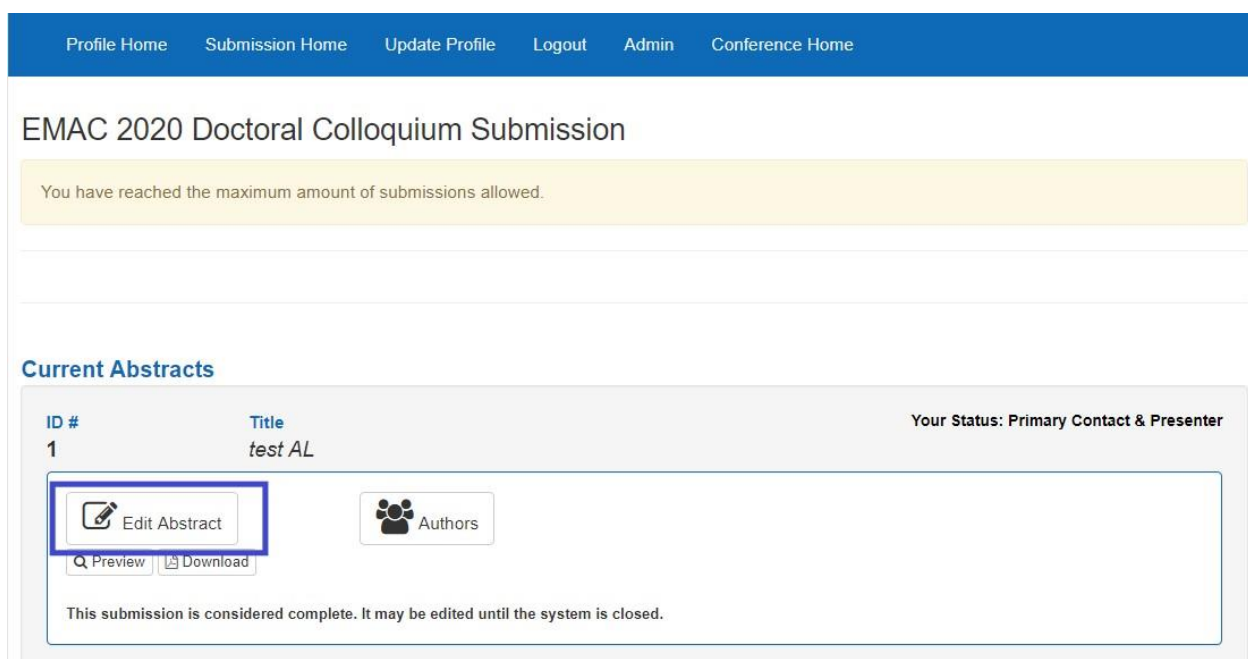


Please review your Author list:		
1	Anne-Laure Marteaux (Presenter)	EIASM
2	Nicole Coopman	EIASM

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

[Add/Edit Authors](#) [I am Done](#)

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.



Profile Home   Submission Home   Update Profile   Logout   Admin   Conference Home

## EMAC 2020 Doctoral Colloquium Submission

You have reached the maximum amount of submissions allowed.

### Current Abstracts

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

[Edit Abstract](#)   [Authors](#)   [Preview](#)   [Download](#)

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

- 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.

The screenshot shows the top navigation bar with links: Profile Home, Submission Home, Update Profile, Logout, Admin, and Conference Home. Below the header, the page title is "EMAC 2020 Doctoral Colloquium Submission". A yellow message box states: "You have reached the maximum amount of submissions allowed." Below this, the "Current Abstracts" section is displayed. It features a table with the following content:

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

Below the table, there are buttons for "Edit Abstract", "Preview", "Download", and "Authors". The "Authors" button is highlighted with a blue box. A note at the bottom of the table area reads: "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.

This screenshot shows the same page as above, but in an editing state. The top navigation bar is the same. The page title is "EMAC 2020 Doctoral Colloquium Submission". In the top right corner, it says "You are editing Abstract: 1". A blue button in the top right corner reads: "Click here if you are finished editing your Co-Authors". The "Authors" button in the table area is now highlighted with a blue border. The note at the bottom of the table area remains: "This submission is considered complete. It may be edited until the system is closed."

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.