

## How to submit your abstract

1. If you already submitted a paper last year (either to the Doctoral Colloquium or to the Annual Conference) or to the EMAC 2021 Annual Conference this year, enter your credentials below the “Returning User” box.



### Welcome to the EMAC 2021 Doctoral Colloquium paper submission system

The European Institute for Advanced Studies in Management (EIASM) and the European Marketing Academy (EMAC) in collaboration with ESIC Business & Marketing School, are organising the 33rd Colloquium for doctoral students in marketing.

The Colloquium will be held in Madrid, Spain, on May 23-25, 2021 prior to the EMAC 2021 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.

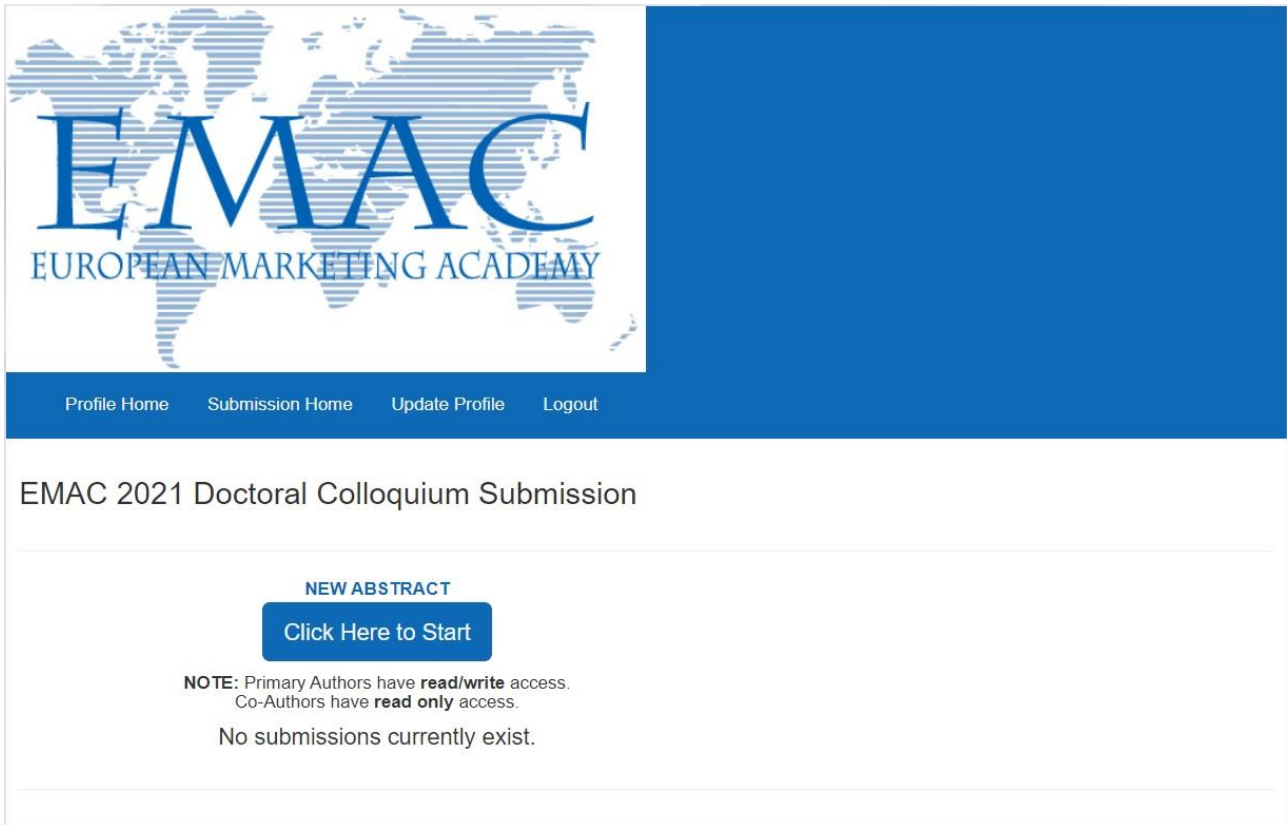
<b>FIRST-TIME USER</b>	<b>RETURNING USER</b>
<a href="#">Click Here to Create a Profile</a>	Enter your email and password to access your account.
	Email <input type="text" value="Account Email"/>
	Password <input type="text" value="Account Password"/>
	<a href="#">Login</a>

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"

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



Profile Home   Submission Home   Update Profile   Logout

## EMAC 2021 Doctoral Colloquium Submission

**NEW ABSTRACT**

[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 Abstract*” button and start filling in the submission form.



Profile Home   Submission Home   Update Profile   Logout

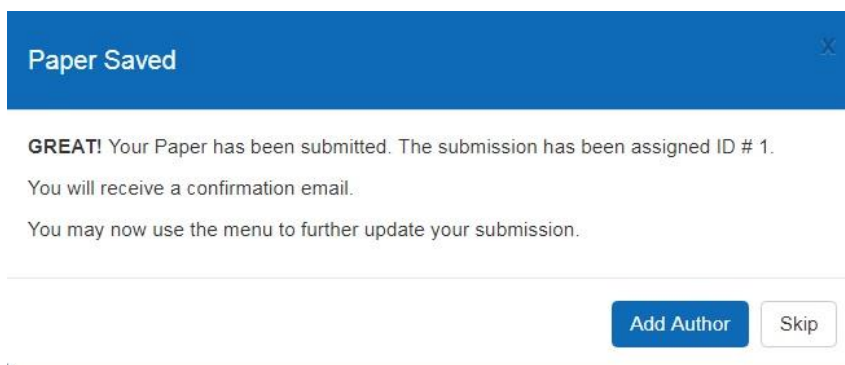
## EMAC 2021 Doctoral Colloquium Submission

**You are beginning a new Abstract.**  
Click "Start Abstract" below. Additional items will become available afterwards.

(1) [Start Abstract](#)   (2) [Authors](#)

4. 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

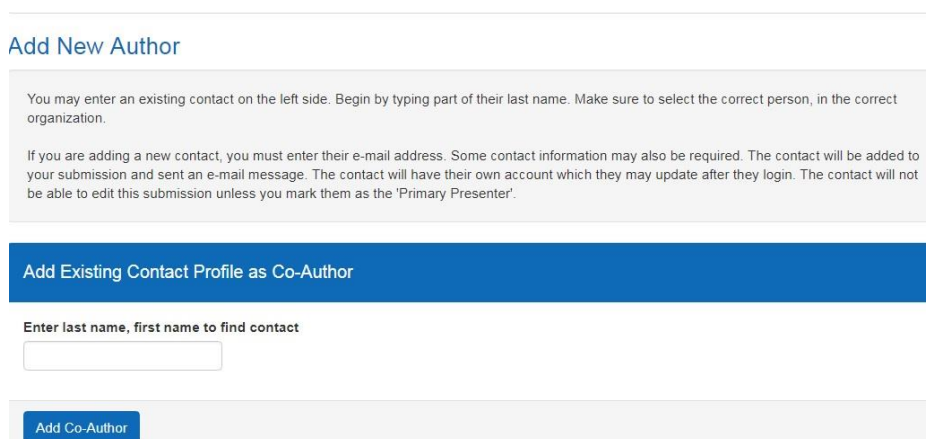
was allocated an ID number, will be followed by an e-mail confirmation (Thanks for checking your spam box in case you do not see any message in your inbox).



The screenshot shows a blue notification banner at the top with the text "Paper Saved" and a close button (X). Below the banner, the message 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, there are two buttons: "Add Author" (blue) and "Skip" (white with a blue border).

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.**

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 the "Add New Author" section. It includes a blue header "Add New Author" and a grey box with instructions: "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'." Below this is a blue button "Add Existing Contact Profile as Co-Author". Underneath is a text input field with the placeholder "Enter last name, first name to find contact". At the bottom is another blue button "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

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.

- 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.
- 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.

EMAC 2021 Doctoral Colloquium Submission



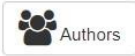
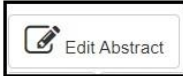
You have reached the maximum amount of submissions allowed.

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### Current Abstracts

ID #	Title	Your Status: Primary Contact & Presenter
1	Test	



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.

EMAC 2021 Doctoral Colloquium Submission



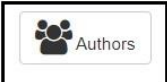
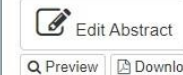
You have reached the maximum amount of submissions allowed.

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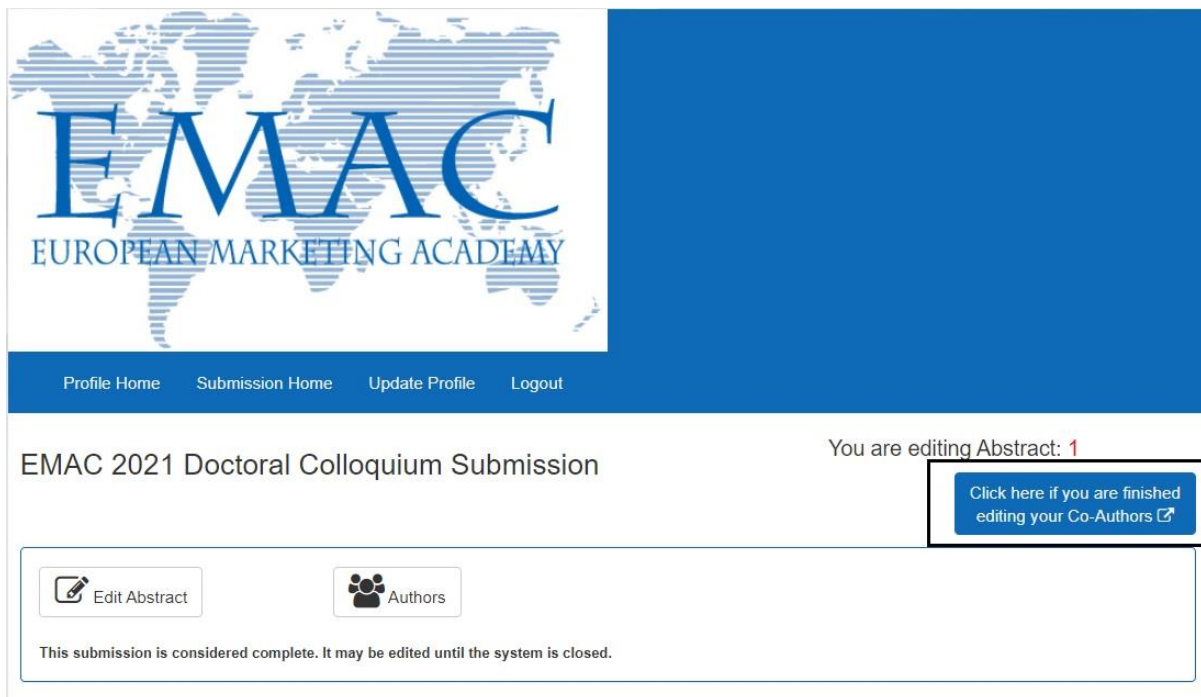
### Current Abstracts

ID #	Title	Your Status: Primary Contact & Presenter
1	Test	



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:

**You have finished editing Abstract 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.

9. For any question regarding your submission, contact [Anne-Laure Marteaux](#), EMAC Executive Secretary.