

### Submitting a paper

- 1) Click "Submit a paper for the conference"
- 2) Add paper title, then click "save". Following this step, you will see that your paper has been created and that you are listed as an author, along with an asterisk next to your name. This indicates that you are currently listed as the presenting author. Before submission is finished, steps 2-4 needs to be completed.
- 3) Click on "2 Edit authors". Here, you add the name(s) of your co-authors, followed by clicking the question mark. If the co-author already exists in the system, you will be prompted to confirm that it refers to the correct person (please double check that the e-mail address is current). If the person is not in the system, you will be asked to add the colleague's email address. When you are done, click "save".
- 4) Now, click "3 Edit abstract" and enter your abstract of up to 300 words. After this, click "save"
- 5) Click "4 Select session". Click on "Select", and you will see all the networks. Each network has a predefined session with the same name as the network (X01), to which all papers not submitted to predefined sessions should be submitted. If you wish to submit your paper to a proposed session, they will also be displayed here, with session numbers X02, X03 and so forth. Lastly, select whether you would be interested in presenting your work as a poster, should it not be accepted to a regular session.  
Click "save" and you will return to the main dashboard of your submission.
- 6) *Optionally, you may also upload an extended abstract or the full paper under "5 Upload paper". This functionality will, however, mainly be used right before the conference to make your paper available to the discussant.*
- 7) Note that the box in the center of the submission dashboard has turned green, indicating that your submission is complete. At this point, you may either return to the main switchboard (if you wish to submit another paper or session) or log out.