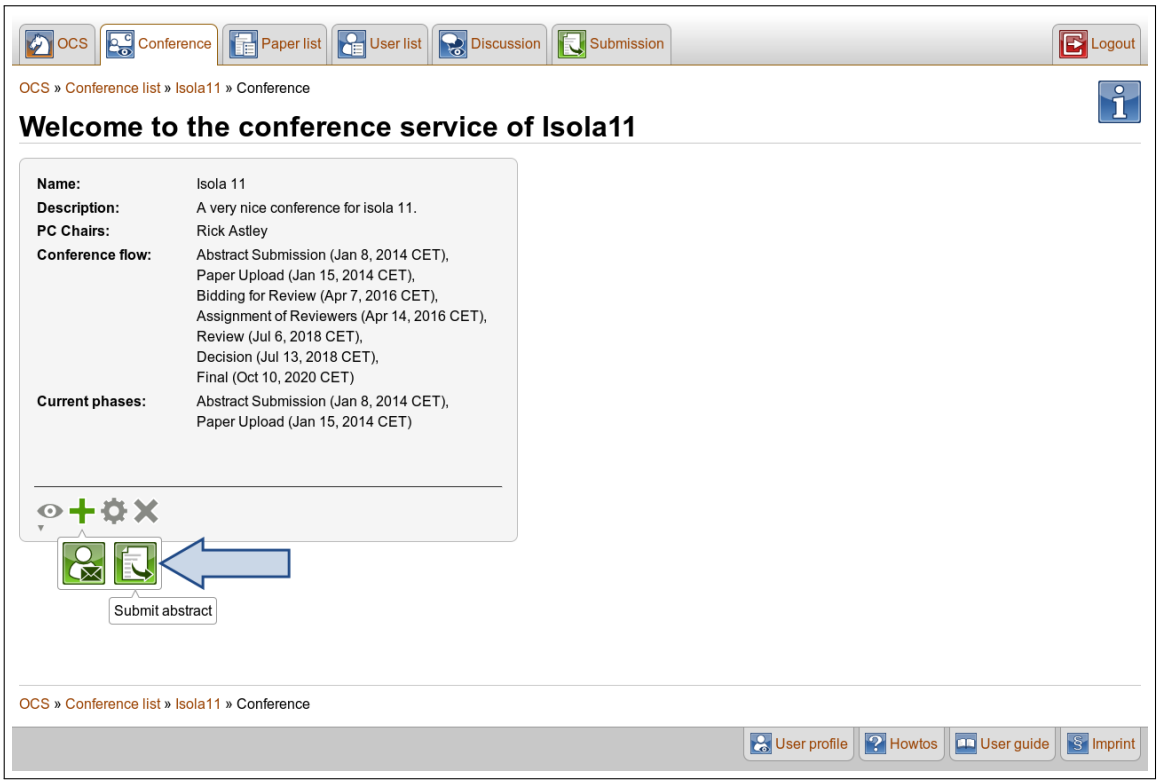
How-To: Submit a Paper Abstract

Submitting an abstract is possible during the *Abstract Submission* or *Paper Submission* phase.

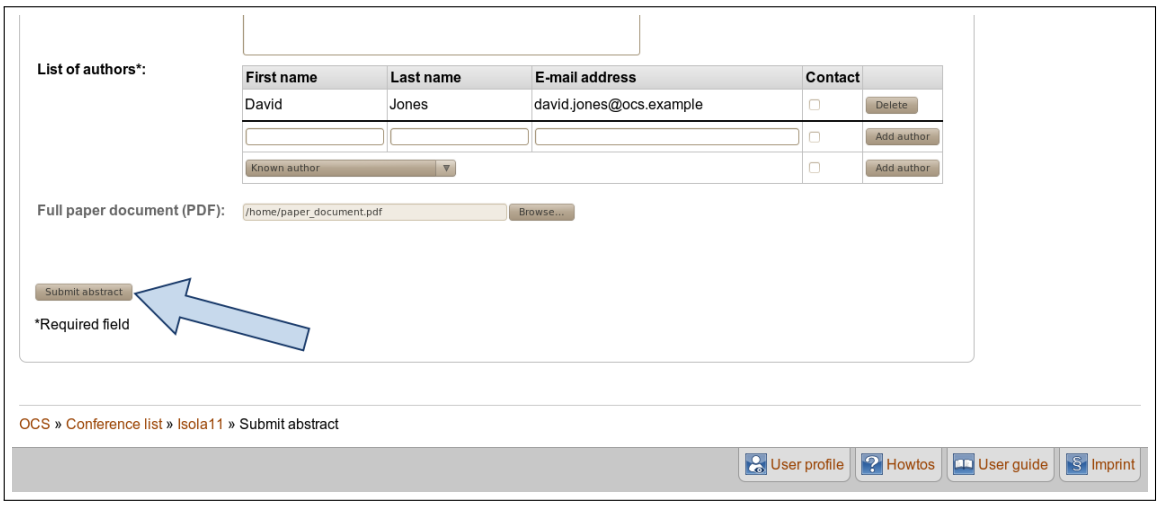
> **Note:**
>
> Some conferences require a paper document upload in order to submit an abstract. In other cases the upload of a paper document is optional and can be handed in until the *Upload Phase* ends.

1. On the Conference Home page, click the **Submit abstract** button or **Submit Paper** button respectively. You can also click the **Submission** button in the header alternatively.



2. On the following page fill in all required text fields and add at least one author.

3. Upload a full paper document if desired by clicking **Browse** and selecting a PDF file. As mentioned before, in some conferences this might be mandatory. Finally click the **Submit abstract** button.



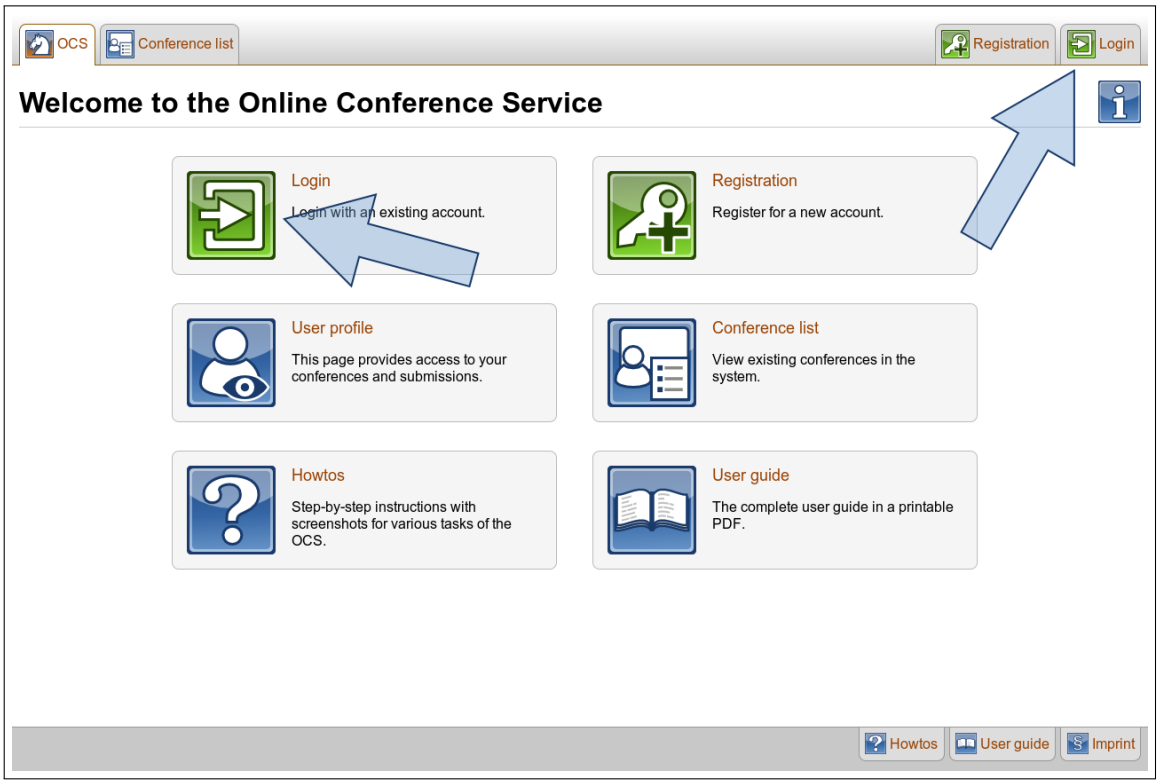
4. Your paper abstract has been submitted now.

APPENDIX

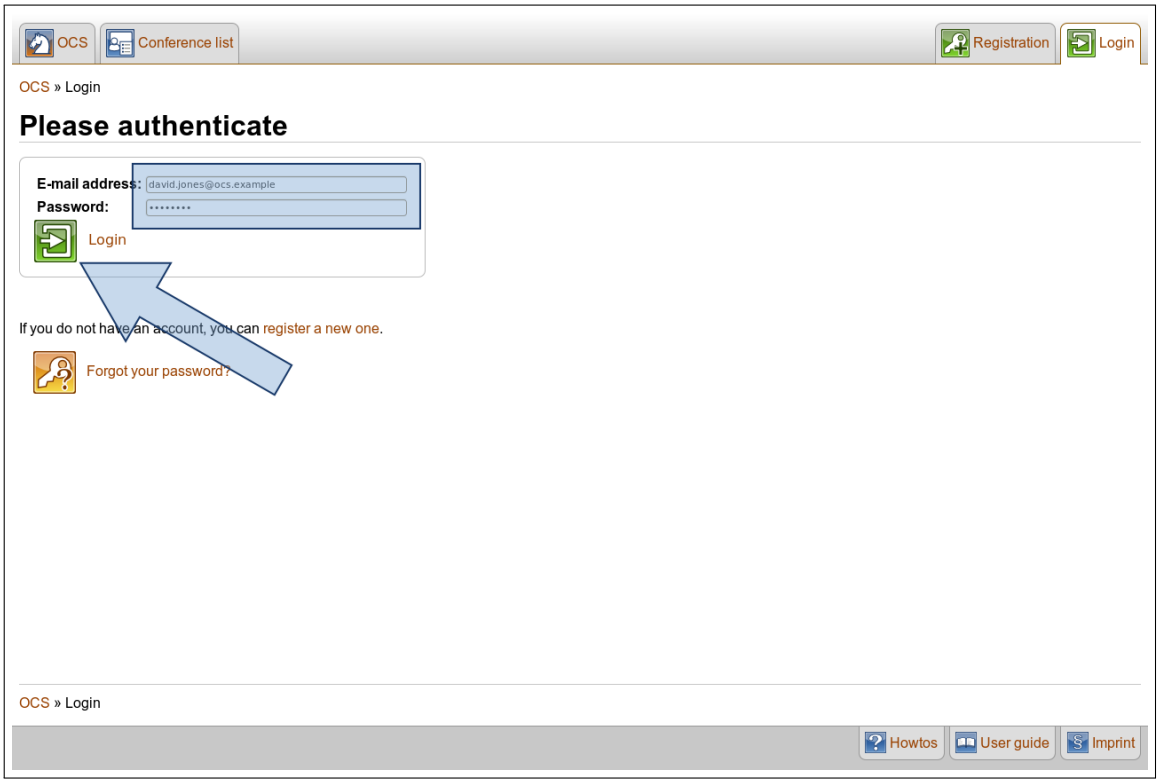
How-To: Log in

Before working with OCS, please log in. If you do not have an account yet, consult the howto on creating a new account.

1. As long as you are not logged into the OCS already, you can do so in two ways:
    - Click the **Login** button on the OCS Welcome Page.
    - Click the **Login** button on the right side of every OCS pages' header.



2. On the next page, insert the mail address and password, which you have chosen while creating your account. Click the **Login** button.



3. After a successful login you will be redirected to the page you visited before.

How-To: Change to Conference Home Page

The "**Conference Home page**" – also named "**Conference Profile**" – lists the conference details and is the starting point for most of the performed actions.

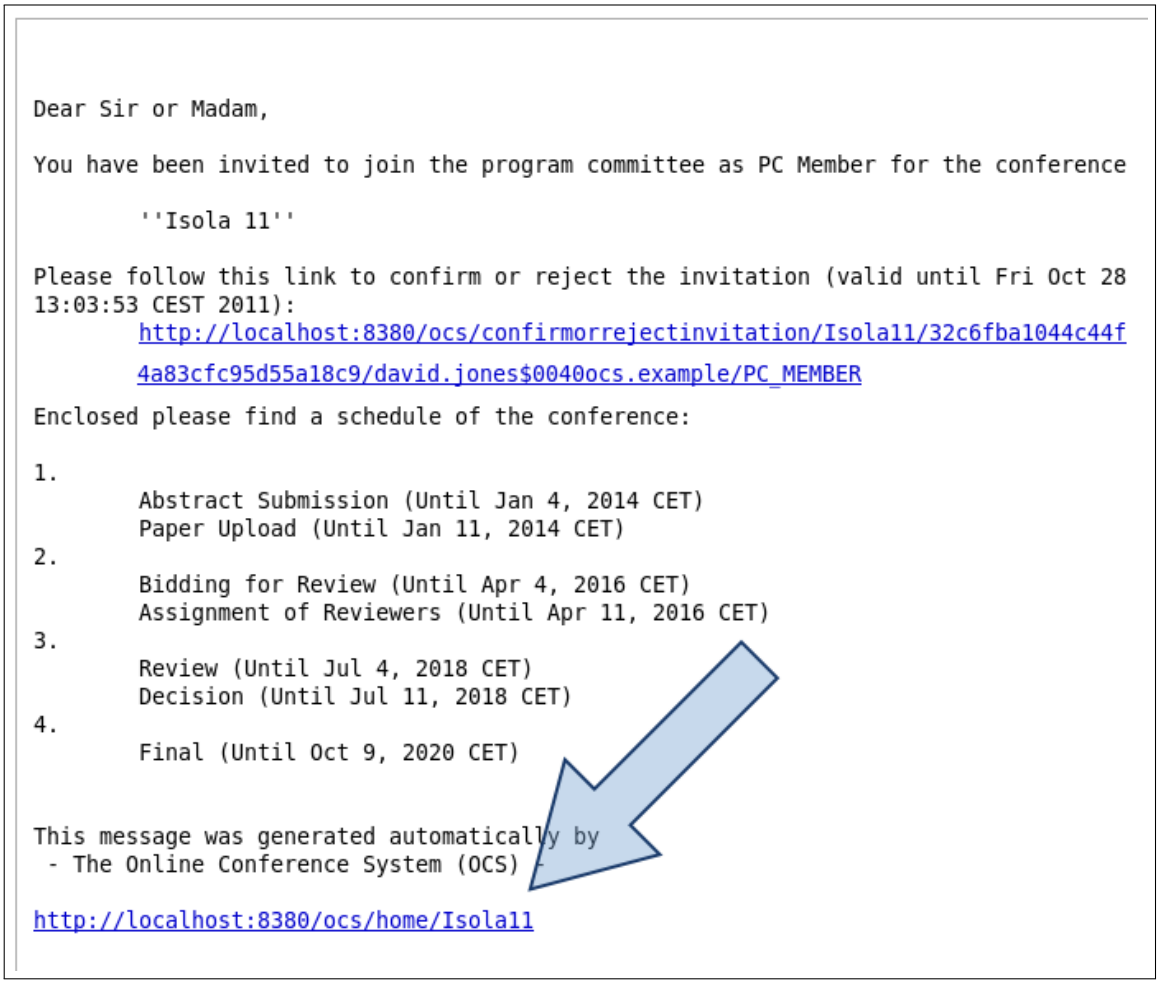
> **Note:**
>
> You can always view the "**Conference Home page**", but for most of the actions you need to log in first.

There are three different ways to navigate to the "**Conference Home page**":

- Access via OCS e-mail (for example the invitation mail)
- Access from conference-related page
- Access from other OCS page

Access via OCS e-mail

There is a link to the corresponding conference at the end of every e-mail you receive from the OCS related to . The mail in this image is an invitation mail as a representative..



Dear Sir or Madam,

You have been invited to join the program committee as PC Member for the conference

''Isola 11''

Please follow this link to confirm or reject the invitation (valid until Fri Oct 28 13:03:53 CEST 2011):
http://localhost:8380/ocs/confirmorrejectinvitation/Isola11/32c6fba1044c44f4a83cfc95d55a18c9/david.jones$0040ocs.example/PC_MEMBER

Enclosed please find a schedule of the conference:

1.
Abstract Submission (Until Jan 4, 2014 CET)
Paper Upload (Until Jan 11, 2014 CET)
2.
Bidding for Review (Until Apr 4, 2016 CET)
Assignment of Reviewers (Until Apr 11, 2016 CET)
3.
Review (Until Jul 4, 2018 CET)
Decision (Until Jul 11, 2018 CET)
4.
Final (Until Oct 9, 2020 CET)

This message was generated automatically by
- The Online Conference System (OCS) -

http://localhost:8380/ocs/home/Isola11

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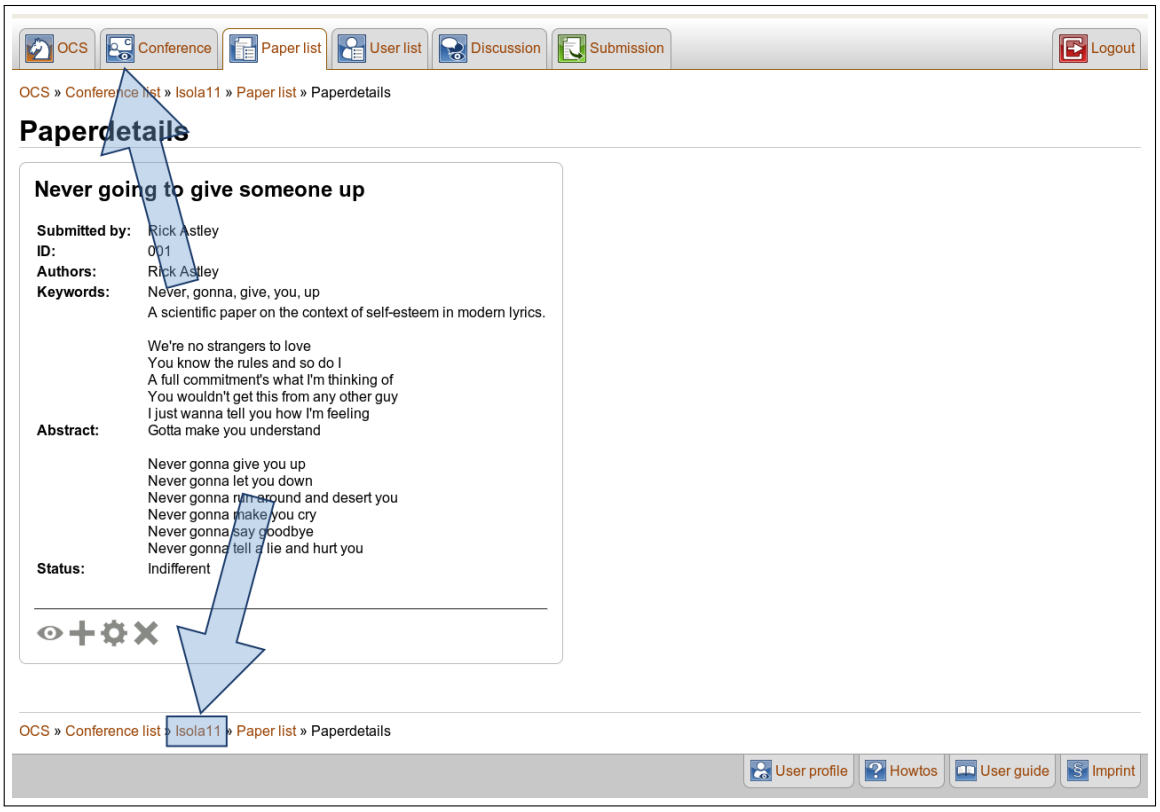
Access from conference-related page

If you currently visit an OCS page that belongs to a conference, e.g. the "**User list**" or any papers' detail page, simply click on

- the **Conference** button in the header or
- the link in the breadcrumbs on the top and bottom of your main window, entitled with the name of your current conference.



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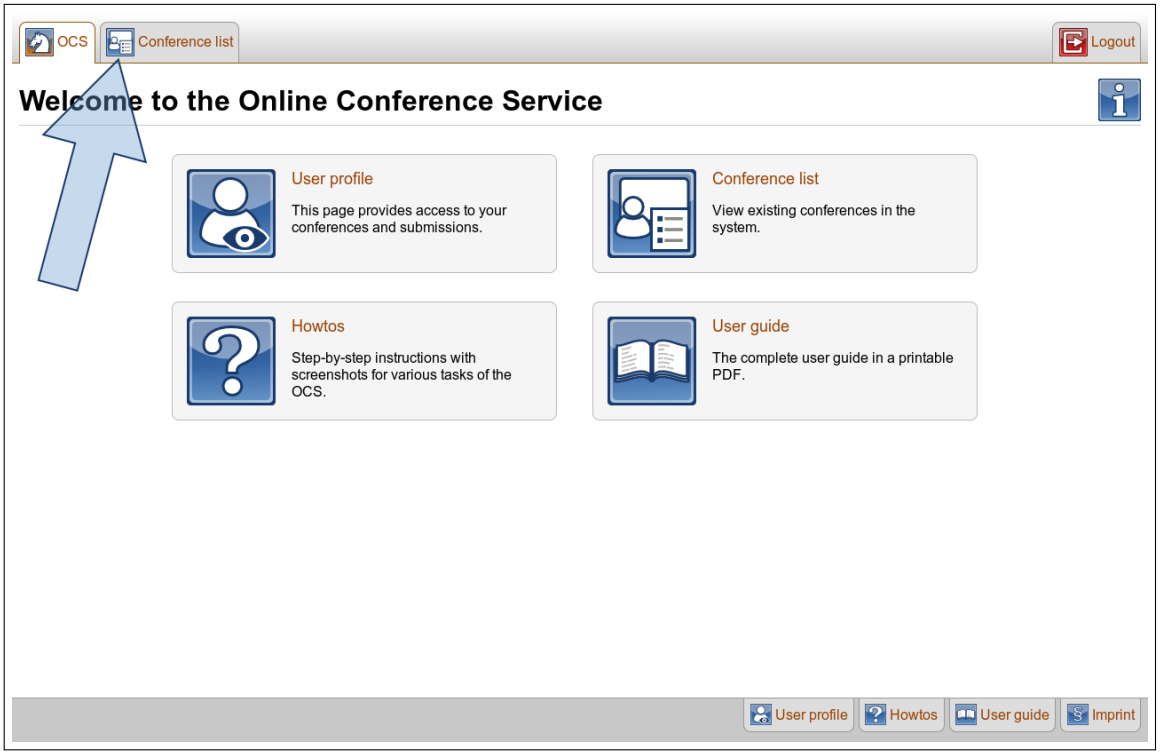
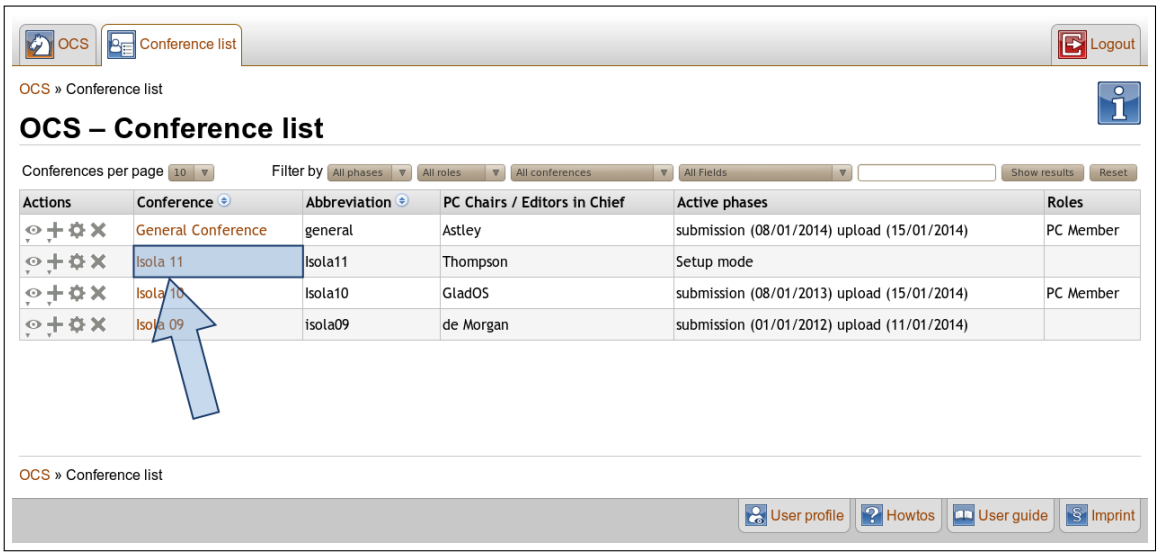
Access from other OCS page

Not every OCS page is related to a conference, as for example the "**OCS Welcome page**" or the "**Imprint**".

1. Navigate to a conferences' home page by clicking the **Conference list** button in the header.



2. In the list of all conferences, click on the title of the conference that you want to view.



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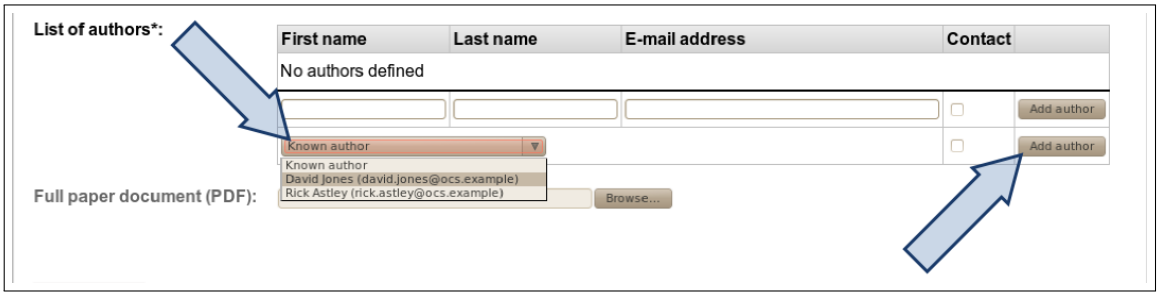
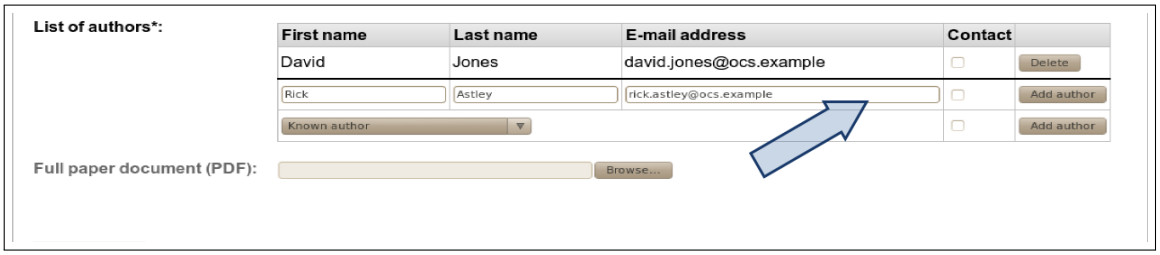
How-To: Manage authors of a paper

- To add yourself or another user you already worked with as author click on the **Known author** drop-down box and choose one of the displayed users.

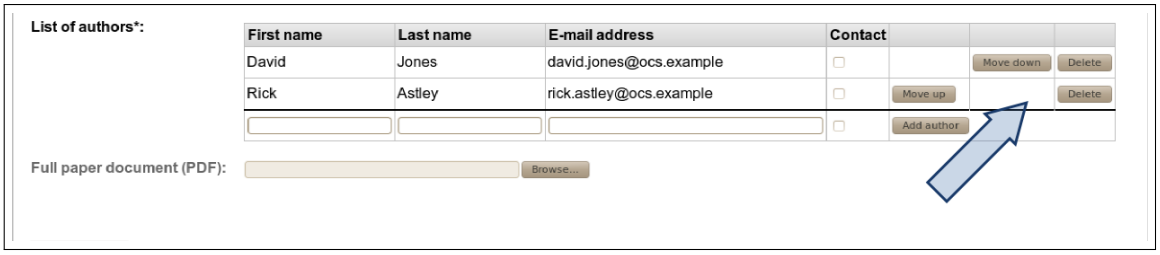


- Otherwise, type in name and e-mail address of the person you want to add as author and click the **Add author** button in the corresponding row.

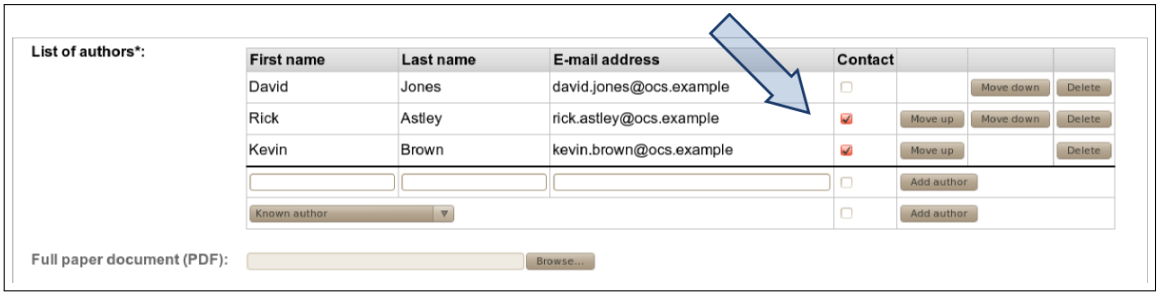


> **Note:**
>
> You have to click the **Add author** button before clicking **Submit abstract**, otherwise the author will be discarded.

- Delete an author or move up or down by clicking the respective button.



- Check the **Contact** checkbox for every user that should receive messages that keep them up-to-date concerning the status of this paper. The submitter will always receive those notifications.



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