

# Technical instructions for the submission system

These instructions only provide some general guidelines concerning the technical aspects of the submission system. Before sending any proposals, please read the general call for papers instructions carefully.

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# 1. Signing up and logging in

Before sending us your proposals, you must sign up to our submission system.

In the front page click the link “please sign up”:

If you are a new user, [please sign up »](#)

After signing up you will be able to log in and send us your proposals.

If you forgot your password, please contact our technical support [ajnyga@utu.fi](mailto:ajnyga@utu.fi).

The e-mail address you give in the registration form has to be a real address. Do not write the @ sign in any alternative formats. Only the organizers will see your e-mail address and submitted information.

When signing up you will not receive any confirmation e-mail. If you forget your password, contact our technical support [ajnyga@utu.fi](mailto:ajnyga@utu.fi).

After signing up you can log in using the form at the front page:

Log in

E-mail:	<input type="text"/>	Password:	<input type="text"/>	Login »
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When you log in the first time the main view should look like this:

Logged in as [ajnyga@utu.fi](#) | [Log out](#)

[Technical instructions for new users \(pdf 600kb\)](#) | [Instructions for organisers of sessions \(pdf 40kb\)](#)

Sessions | [Add a new session »](#)

Use this form if you wish to send a *full session* with several paper proposals.  
After first sending the session information, you are able to add paper proposals to your session.  
**If you have already submitted a session you should see the session title here!**

Single papers | [Add a new single paper »](#)

Use this form if you wish to send a *single paper* proposal.  
**If you have already submitted a paper you should see the paper title here!**

Posters | [Add a new poster »](#)

Use this form if you wish to send a poster proposal.  
**If you have already submitted a poster you should see the poster title here!**

If you have technical problems, please do not hesitate to contact our technical support [ajnyga@utu.fi](mailto:ajnyga@utu.fi)

When you submit your proposals, you will be able to see your own submissions in this view. If you see them, we see them. Other users will not see your proposals, only their own.

*When the call for papers ends you will no longer be able to log in.*

## 2. Sending session proposals

Before sending a session proposal, the session organiser should gather all the information including curriculum vitae and abstracts. The session organiser submits all papers and session details to the system.

When sending a proposal, first send general session information including the abstract and title, then add the paper proposals to your session.

### 2.1. Sending the session information

Start by clicking the “Add a new session” button.



**Sessions | [Add a new session »](#)**

Use this form if you wish to send a *full session* with several paper proposals.

Now the session form will open.

Session information and organizer information are mandatory. If you have difficulties inserting an abstract or a curriculum vitae, see the last chapter.

When you have given the necessary information press “Send” at the bottom of the form. Error messages will notify you if any information is missing.

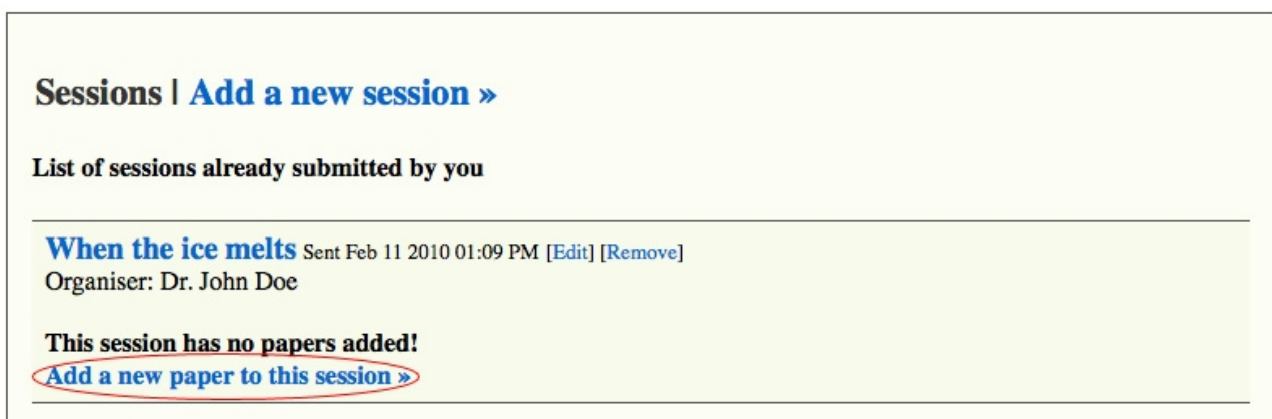
Submission is successful when you see this:

**Session submitted successfully. You may now add paper proposals to your session by clicking "[Add a new paper to this session](#)" link under your sessions name »**

Click the link to return to the front page.

### 2.2. Adding papers to your session

When you return to the front page, you should see your session's title and other information. You can now add papers to your session.



**Sessions | [Add a new session »](#)**

**List of sessions already submitted by you**

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**[When the ice melts](#)** Sent Feb 11 2010 01:09 PM [[Edit](#)] [[Remove](#)]  
Organiser: Dr. John Doe

**This session has no papers added!**  
[Add a new paper to this session »](#)

Click the “Add a new paper to this session” button under your sessions's information.

If a paper has more than one author, you can add names of co-authors by clicking the “Add another person to this paper” button in the form.

If you have difficulties inserting an abstract or a curriculum vitae, see the last chapter.

When you have given the needed information press “Send” in the bottom of the form. In some cases you may get error messages. They will tell you what to do.

If the submission is successful, you will see this message:

[Paper submitted successfully »](#)

Click the link to return to the front page. You should see the title of your paper and other information under the title of your session:

## Sessions | [Add a new session »](#)

### List of sessions already submitted by you

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[When the ice melts](#) Sent Feb 11 2010 01:09 PM [\[Edit\]](#) [\[Remove\]](#)

Organiser: Dr. John Doe

#### Papers included in this session

[Did pirates prevent the climate change?](#) [\[Edit\]](#) [\[Remove\]](#)

Professor Mary Poppins

Sent Feb 11 2010 01:28 PM

[Add a new paper to this session »](#)

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You can now add another paper to your session by clicking the “Add a new paper to this session” button again.

### 3. Sending single paper proposals

If you wish to send a paper proposal that is not attached to a full session, click the “Add a new single paper” link.

Single papers | [Add a new single paper »](#)

Use this form if you wish to send a *single paper* proposal.

If your paper has more than one author, you can add names of your co-authors by clicking the “Add another person to this paper” button in the form.

If you have difficulties inserting an abstract or a curriculum vitae, see the last chapter.

When you have given the necessary information press “Send” at the bottom of the form. Error messages will notify you if any information is missing.

If the submission is successful, you will see this message:

[Paper submitted successfully »](#)

Click the link to return to the front page.

You should see your paper in the Single papers box:

Single papers | [Add a new single paper »](#)

List of papers already submitted by you

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[Whaling in Finland](#) [Edit] [Remove]

Mr. Matti Meikäläinen

Sent Feb 11 2010 02:02 PM

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## 4. Sending poster proposals

If you wish to send a poster proposal, click the “Add a new poster” link.

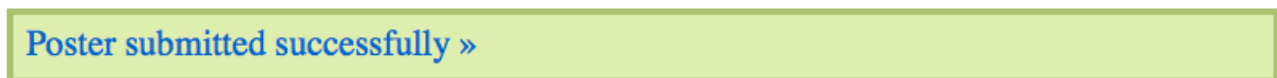


If your poster has more than one author, you can add names of your co-authors by clicking the “Add another person to this poster” button in the form.

If you have difficulties inserting an abstract or a curriculum vitae, see the last chapter.

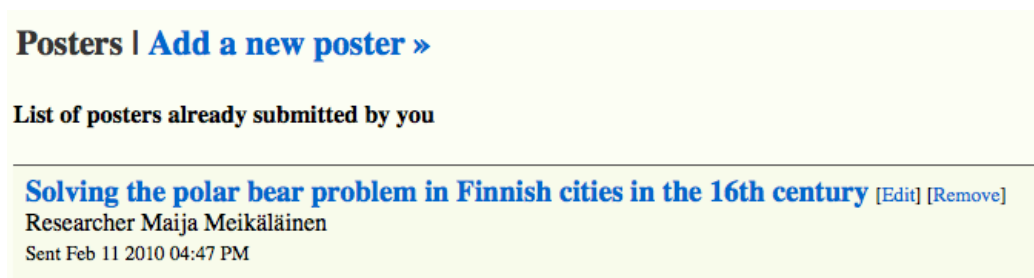
When you have given the necessary information press “Send” at the bottom of the form. Error messages will notify you if any information is missing.

If the submission is successful, you will see this message:



Click the link to return to the front page.

You should see your poster in the Posters box:



## 5. Editing and removing proposals

It is possible to edit or remove your proposals after you have submitted them till to the deadline for submissions.

All session, paper and poster titles have “Edit” and “Remove” buttons:

### Posters | [Add a new poster »](#)

#### List of posters already submitted by you

[Solving the polar bear problem in Finnish cities in the 16th century](#) [\[Edit\]](#) [\[Remove\]](#)

Researcher Maija Meikäläinen

Sent Feb 11 2010 04:47 PM

If you wish to remove a proposal click “Remove”. The system will ask for a confirmation before removing the proposal. If you removed a proposal accidentally, contact our technical support [ajnyga@utu.fi](mailto:ajnyga@utu.fi). It is possible to recover a removed proposal.

If you wish to edit a proposal click “Edit”. The same form you used to submit the proposal will open with the provided information. Make your changes and press “Update”.

## 6. Using the texteditor in the cv and abstract fields

The curriculum vitae and abstract fields have a basic texteditor.

If you want to copy and paste an abstract or a curriculum vitae from a wordprocessor such as Microsoft Word, please note that there are only limited options for styling the text. A text pasted straight from Word will probably not look the same in the form. So try to keep text styling as simple as possible.

The best way to paste text from Word is to use the “Paste as Plain Text” -button:

### Curriculum vitae



Clicking the button will change the editor to plain text mode. Paste your text from Word to the editor window. This will remove all the extra styling from the text and you can now add some basic styling with the “Bold” and “Italics” buttons.

Pressing Enter in the editor will start a new paragraph. If you wish to make a line break push down the Shift button and press Enter.

The word count in the bottom right corner of the editor will update everytime you press Enter or Space. After pasting your text into the editor push Enter in the end to see the current word count.

## ***7. After sending the proposals***

Please remember to carefully check that all details in your proposals are correct. You can see the submitted information by clicking the proposal's title. If you find a mistake, please correct it right away (see chapter 5).