

How to use the online abstract submission system

Important information

- There is no limit to how many submissions you make. Please note that if you are submitting more than one article you must use the same login for each abstract. All your submissions will be listed on the front page.
- Submission will be made as a file upload.
- You can re-upload your submission at any time up to the submission deadline.
- There is no sign out/close button in the system – you just close the page.
- If you have incomplete submissions – in addition to the completed one(s), the administrator will remove them after submission is closed.

1. Register with the online system first

- Use the link given in the Call for Papers to log in to the online submission system.
- Give all your contact information.
- Your email address will be your username.
- Choose a password for yourself (free choice).

2. The submission process

- When you have prepared your article, log in to the submission system again entering your email address and the password you chose.
- You will be taken to a screen from which the submission process starts. Please read the instructions on this screen carefully. If you want to submit a new article you should click the link that says “Click here to submit a new abstract”.
- Submitting an article is a multistep process. Each step asks several questions. Some questions are marked “required” and you will not be able to complete your submission until these questions have been answered.
- When pasting your article title onto the system, please use the paste buttons above the text box. The recommended way is to use the 'Paste as Plain Text' option.
- If you have to stop part way through the process your submission will be held in temporary storage until you return later and complete all the questions. When you log in again you can click on your incomplete abstract and resume submission.

3. Amending a submission

You may wish to change your submission. You can do this at any time up to the deadline.

- Log in to the abstract submission system.
- You will see a list of the articles that you have submitted. Click on the article that you wish to change.
- Amending a submission is just the same as the original submission process except that the online form will be automatically filled in with the answers that you gave previously. You don't have to change an answer if you don't want to.
- When you reach the final step and press “Finish” you will be sent an email confirming that your submission has been amended.

4. Submission questions

- *Full title of the article:* paste in the text box, max 50 words
- *File upload:* use the Browse-button to find your article on your PC. Make sure your submission is in .doc format – any other format may be rejected.

- *Approval:* confirm that your submission has been approved by all authors
- *Affiliations:* list the universities or other institutions with which the authors/artists are affiliated (you can use dual affiliation – add affiliation number(s) after each author!)
- *Authors:* enter the names of all authors - including yourself if you are the author - in the order in which you wish them to appear in the printed text. Mark also who will be the presenting author.
- *Biography:* add 3-4 sentence biography of the presenting author, max 150 words.
- *Registration:* confirm that at least one author will register in full to attend and present the paper at the conference.
- *Choice of category:* choose the topic which best describes your submission.
- *Other category:* if you chose category “other”, please specify
- *Website:* give your permission to publish your submission on the event website before the meeting
- *First timer:* inform if your submission qualifies as first time presented or not.

5. Queries

If you have any queries about the submission process or you want to withdraw an abstract please contact the conference office (congress@ulapland.fi).