

CALL FOR PAPERS: INSTRUCTIONS FOR SUBMITTING AUTHORS

Our Conference Management System can be used for handling paper submission and participant registration. You have to create a user account in order to use any facilities of the system.

User accounts and access data from 2023/2024 remain valid.

1. CREATE A USER ACCOUNT

(only relevant for new users of our system)

To create a new user account, go to the [LOGIN PAGE](#), enter your **e-mail address** and select "**No, I would like to register now**". Click on **Continue**.

After filling in the required fields of the Web form (marked by asterisk '*'), a **confirmation e-mail** will be sent to you with your account details. Please provide valid name, address, and email address, since these will be used later for sending you relevant information about your submission.

You do NOT have to create a new user account for each paper you submit. **The same user account can be used for multiple submissions as well as for your participant registration.**

2. LOGIN TO THE SYSTEM

Once you have opened a user account, you can **log in with your username and password**. If you have forgotten your password, a new one can be obtained through the "Forgotten your password?" link.

Depending on the phase of the submission and registration process, you will see different options after logging in. If you have already submitted papers, you can access the list with your submissions and see their status.

For all subsequent operations you must log in first.

3. SUBMIT A NEW CONTRIBUTION

Select "**Your Submissions**" and "**YOUR PAPER (Call: Proposal)**".

Please enter all required details for your contribution into the submission form (marked by asterisk) and proceed.

1. Author(s)

For all authors: Full name, E-Mail, organisation (company) and country.
Please mark the "Presenting Author" in the checkbox on the right.

2. Title of Contribution

Please provide an English title for your presentation proposal.

3. Abstract

Please provide an informative abstract of your presentation.
-> Max. 500 words in English (an additional German version is optional).

4. Topics

Select at least one topic area from the suggestions.

Click on **PROCEED**

Select "**Save Submission**" or upload a file below (optional)

5. Upload File(s)

You have the option to attach a file that complements your abstract (file size < 15 MB): "**Choose a file...**"
Select "**Upload File(s) and Save Submission**"

A paper number will be assigned to your submission, please use this number for further reference.

4. UPDATE CONTRIBUTION DETAILS

"OVERVIEW" – "YOUR SUBMISSIONS": Until the submission deadline, you can update your contribution details or withdraw the contribution.

The last uploaded version at the time of submission deadline will be considered for review.

5. RESULT OF THE CONTRIBUTION REVIEW

After the review process has finished you will receive a message from the chairs by e-mail.