

EAWOP 2022

11-14 January, 2022 | Glasgow, Scotland

INSTRUCTIONS FOR SUBMITTING

Oral Presentations | 7-minute Science | Posters | Panel Discussions | Demonstrations

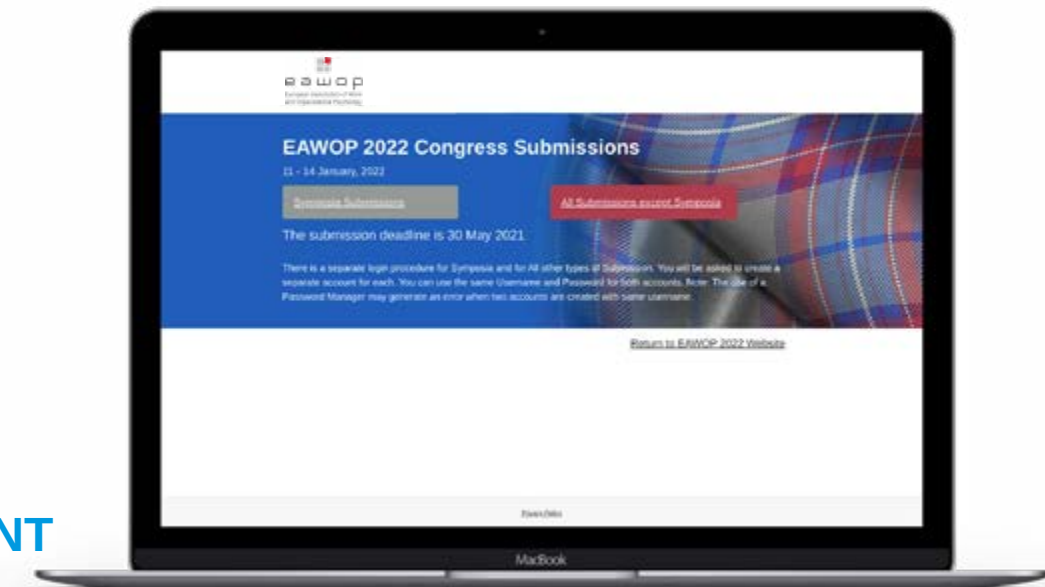
Submission Deadline is May 30, 2021

IMPORTANT INFORMATION

- There are different procedures for Symposia and for All Submissions except Symposia. You will be asked to create a separate account for each. You can use the same email address and password for both accounts.
- **Note:** The use of a Password Manager may generate an error when two accounts are created with the same email address. You will need to ensure that you are logged out of one account, before trying to log into the other.
- Submission requirements can be found [here](#).
- You can save the submission at any point during the entry process by pressing “Save” at the bottom of each page. It can be accessed again under the “My Submissions” tab.
- Once you press “Submit” on an entry, it will be put forward for review and you will not be able view the submission or to make any further amendments. (You can withdraw the submission and create a revised one if necessary).
- You will be notified about your submission by Monday 6 September.
- We would encourage you to consider volunteering to be a reviewer for the congress, further details can be found [here](#).

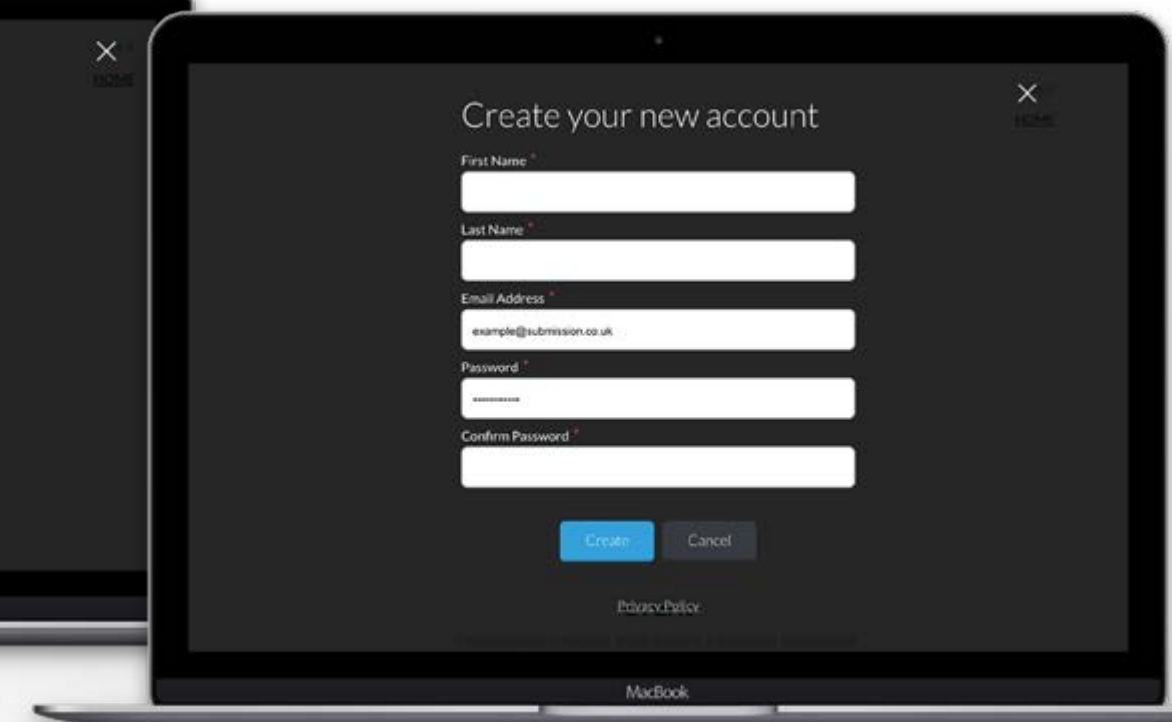
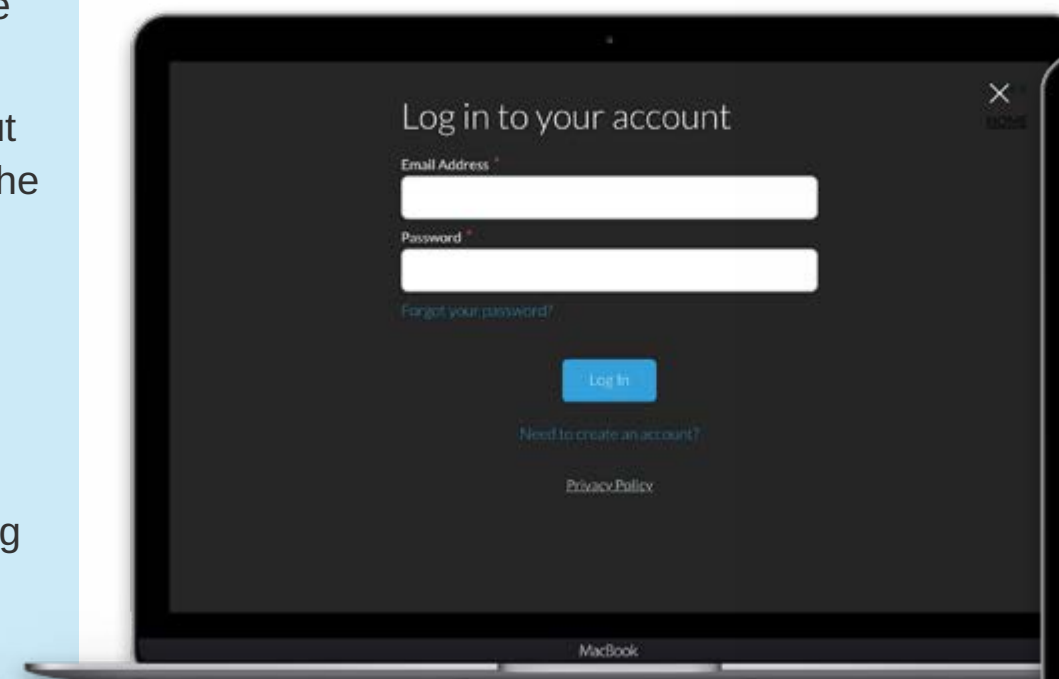
1: STARTING YOUR SUBMISSION

- You can access the submissions system via the submissions pages of the EAWOP 2022 website eawop2022.org/submissions or via this [link](#).
- Select the red link for a submission which is not a symposium. (There are separate instructions for submitting a symposium).



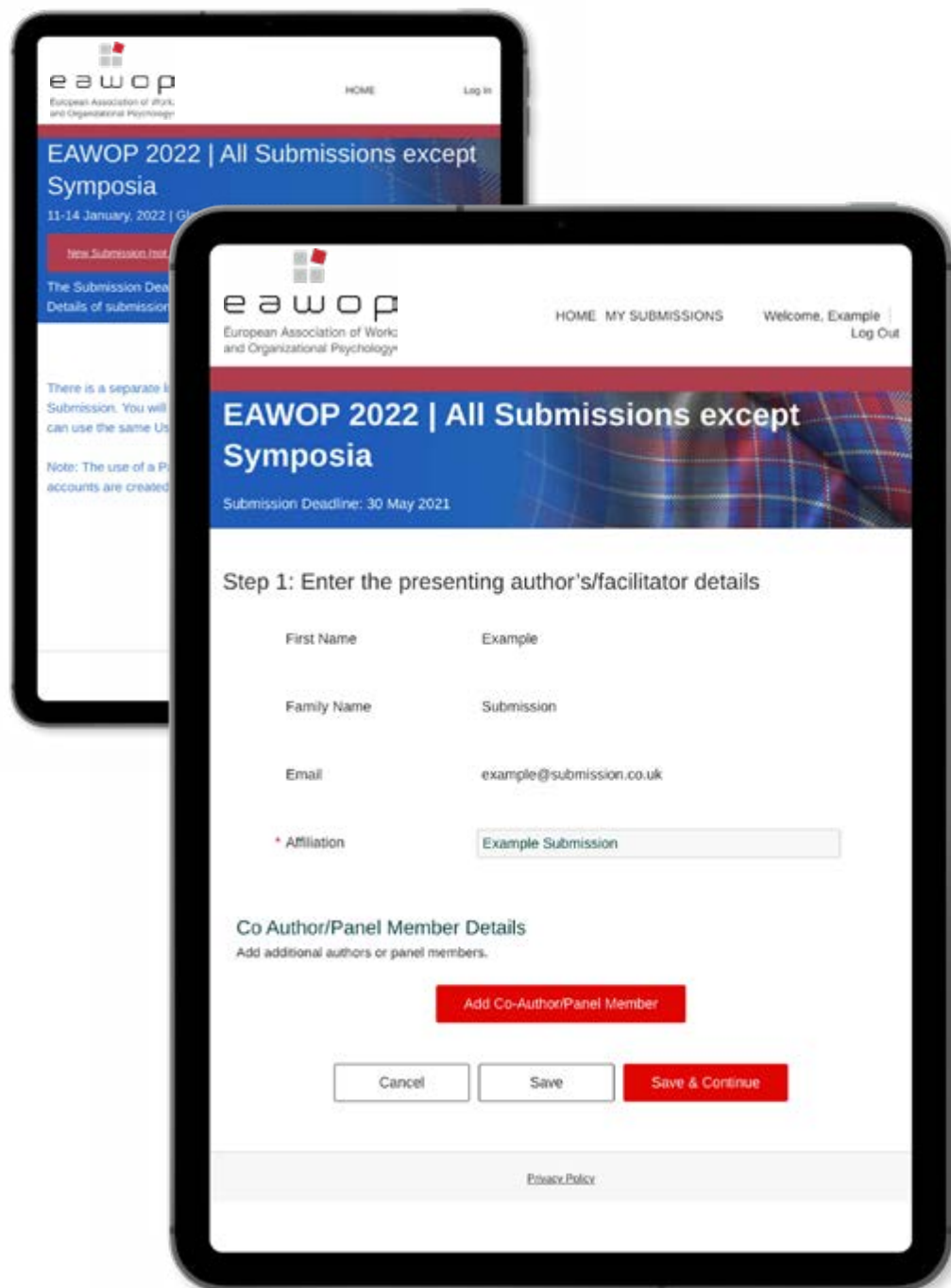
2: LOGGING IN | CREATING AN ACCOUNT

- You will be directed to the login page.
- If you have already created a login for non-symposia submissions, just enter your login details and press “Log in”.
- If it is the first time you are entering the non-symposia submissions pages, you will need to click “Need to create an account?”, complete the required details and then press “Create”.



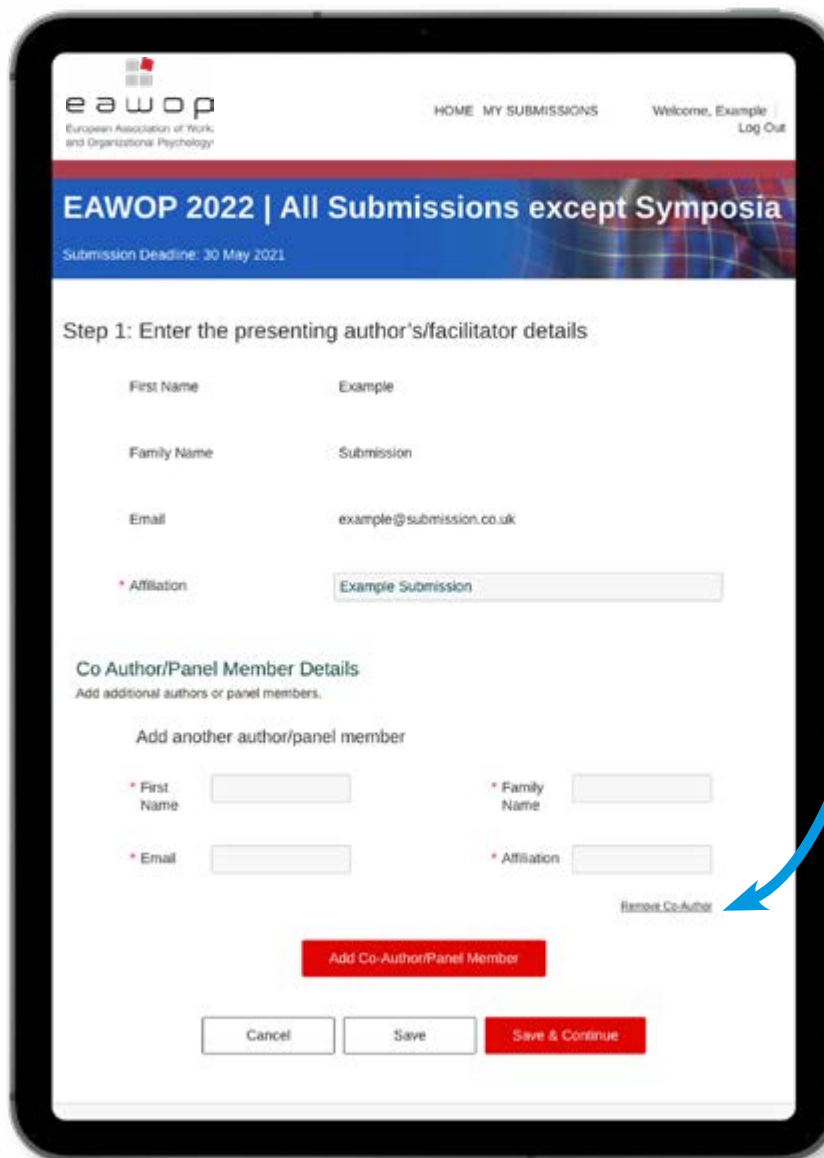
3: STARTING A NEW SUBMISSION

To start a new submission, click “**New Submission (not symposium)**” and you will be taken to this submission page

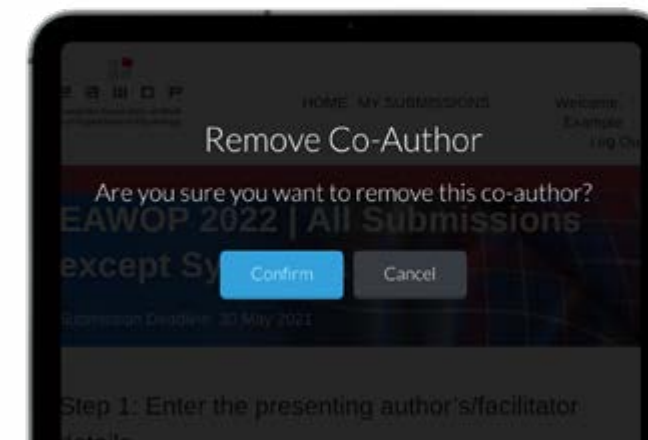


4: ENTER AUTHOR DETAILS

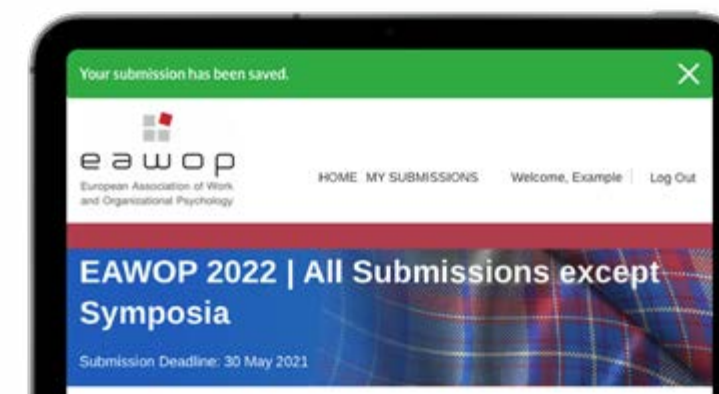
- The First Name, Family Name and Email will autofill based on your account details. You will need to input your Affiliation.
- If there are multiple Authors (or additional Panel Members for a panel discussion) click “**Add Co-Author/Panel Member**” and complete the required fields. You can add up to 4 additional Co-Authors/Panel Members.



- If you added a Co-Author/Panel Member by mistake, just click “**Remove Co-Author**” and press “**Confirm**”.

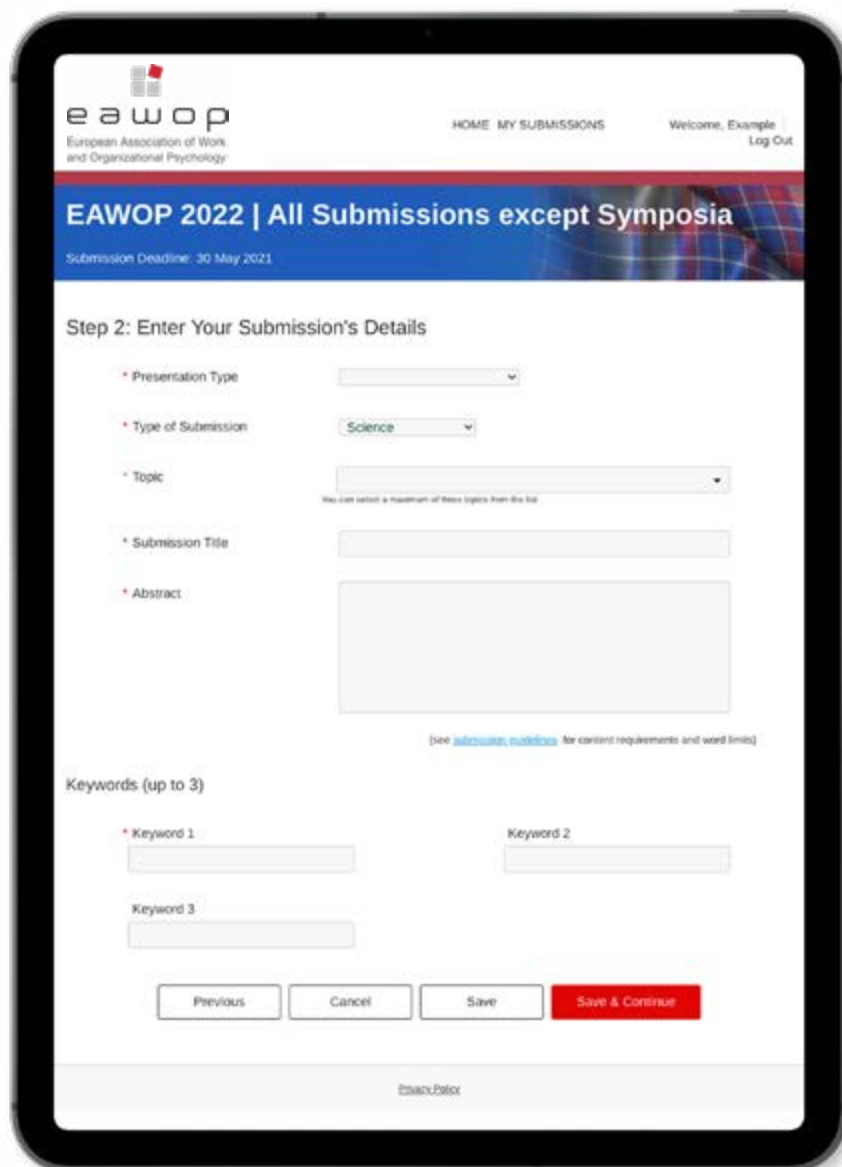


- Selecting the “**Save**” button will save anything you have already entered. Once you press “**Save**” you will see a green band across the top of your screen. This means that your work has saved.
- Selecting the “**Save & Continue**” button will save your entry and take you to the next entry step.
- You must complete all the required fields (marked *) on the page before you can save it.
- When you have added all the authors Click “**Save & Continue**”.



5: COMPLETE THE SUBMISSION DETAILS

- Complete all of the details on the form.
- Please check the submission requirements for each type of presentation to ensure you have included all the required details and your abstract does not exceed the maximum word count.
- Selecting the **“Save”** button will save anything you have already entered.
- Selecting the **“Save & Continue”** button will save your entry and take you to the next entry step.
- You must complete all the required fields (marked *) on the page before you can save it.
- When you have added all the details Click **“Save & Continue”**.



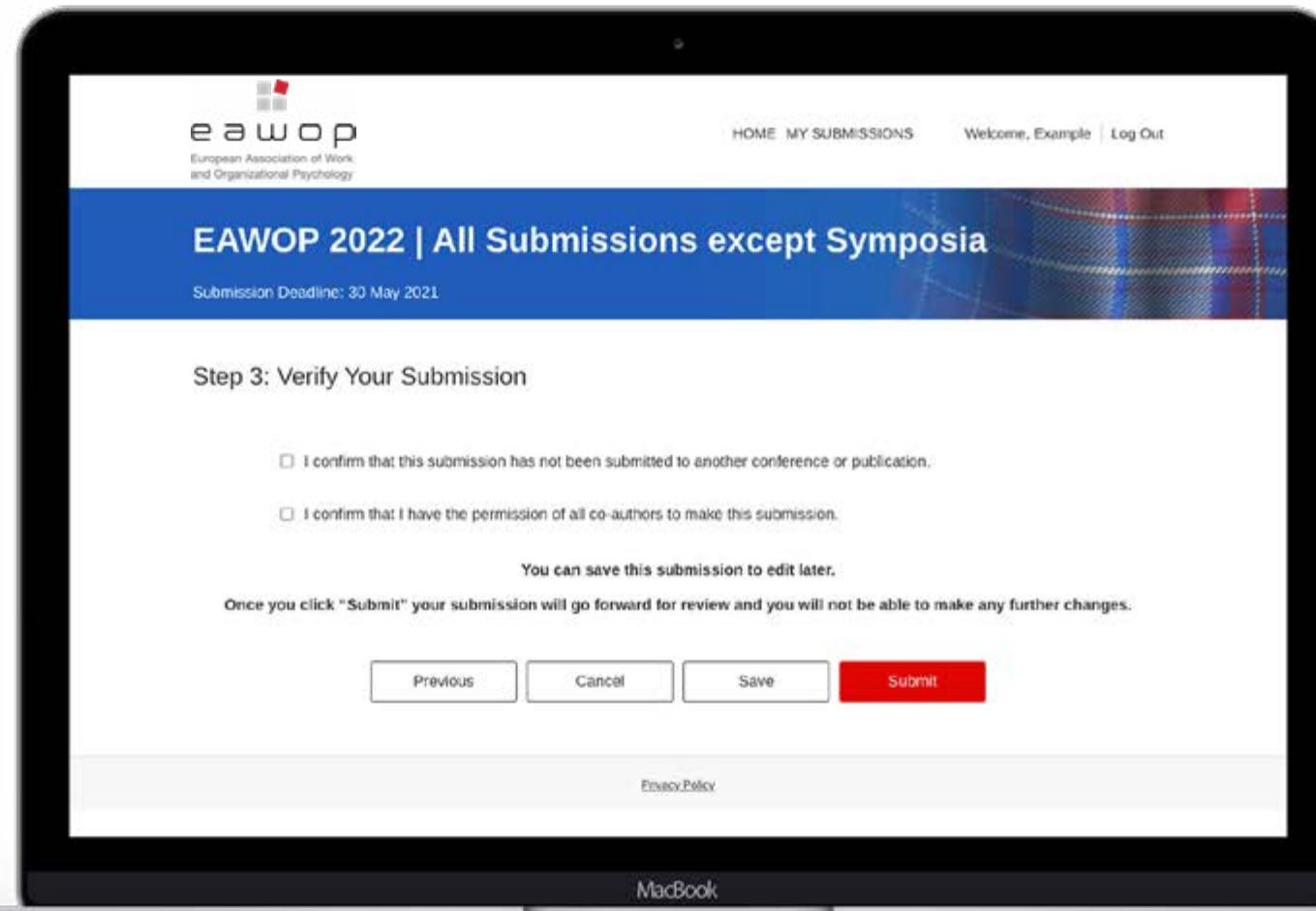
The screenshot shows the submission form on a tablet. The header includes the EAWOP logo and navigation links. The main heading is "EAWOP 2022 | All Submissions except Symposia" with a submission deadline of 30 May 2021. The form is titled "Step 2: Enter Your Submission's Details" and contains the following fields:

- * Presentation Type (dropdown menu)
- * Type of Submission (dropdown menu, currently set to "Science")
- * Topic (dropdown menu)
- * Submission Title (text input field)
- * Abstract (text area)
- Keywords (up to 3): Keyword 1, Keyword 2, and Keyword 3 (text input fields)

At the bottom of the form are buttons for "Previous", "Cancel", "Save", and "Save & Continue".

6: VERIFY YOUR SUBMISSION

- You will need to confirm both statements are correct. If they are not, you are unable to submit your entry.
- You then have two options;
 1. **“Save”** the submission which you can then come back and re-visit at a later date.
 2. **“Submit”** the entry for review.
- Saved submissions can be accessed and edited from the **“My Submissions”** tab in the header.
- Once submitted you can no longer view or edit your submission. If you need to change something you have already submitted, you can withdraw the whole submission and make a new one with the revised content.

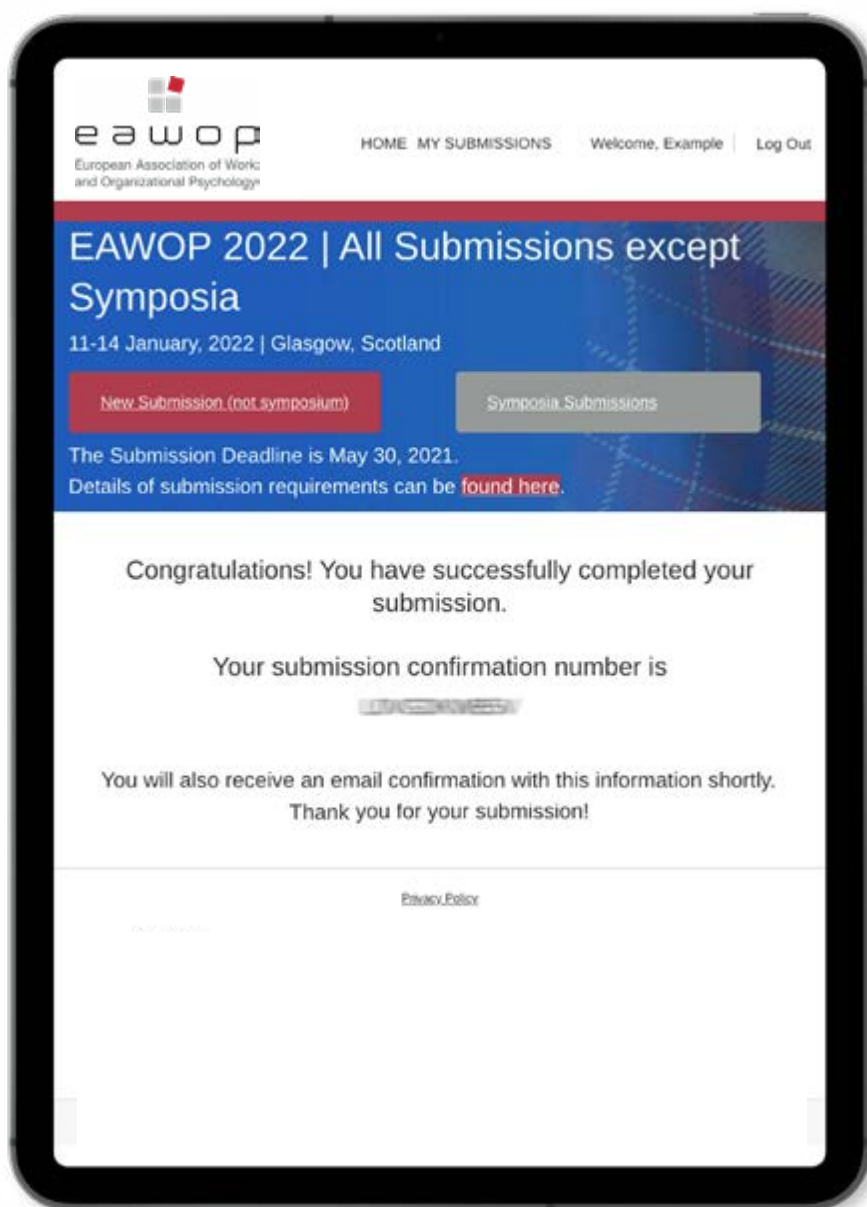


The screenshot shows the submission form on a laptop. The header is identical to the previous screen. The main heading is "EAWOP 2022 | All Submissions except Symposia" with a submission deadline of 30 May 2021. The form is titled "Step 3: Verify Your Submission" and contains the following elements:

- Two confirmation checkboxes:
 - I confirm that this submission has not been submitted to another conference or publication.
 - I confirm that I have the permission of all co-authors to make this submission.
- Text: "You can save this submission to edit later."
- Text: "Once you click 'Submit' your submission will go forward for review and you will not be able to make any further changes."
- Buttons: "Previous", "Cancel", "Save", and "Submit" (highlighted in red).

7: CONFIRMATION

- Once the entry has been submitted, you will be directed to the confirmation page.
- You will receive an email confirmation of your submission.



8: NEXT STEPS

- To make another non-symposium submission click on the red button - **“New Submission (not symposium)”** and repeat the steps above.
- To submit a Symposium, click on the grey button and you will be asked to login for Symposia. (Please note, if you have not already done so, you will need to set up another account for the Symposia submission pages).
- To view your submissions, click on **“My Submissions”** in the top header.
- Both saved and submitted entries will be visible in the **“My Submissions”** list.
- Next time you login you will be taken directly to your **“My Submissions”** list. Note: There are separate **“My Submissions”** lists for symposia and other types of submission.
- There will be a link to edit saved submissions. Saved submissions still not submitted by the submissions deadline will not be considered for the programme.

FAQ

I cannot see one of the submissions I made in the **“My Submissions”** list.

Symposia and Other types of submission are shown in separate lists via separate logins. Follow the link to login on the appropriate site to see your submission.

I have submitted a paper, but I now realise I need to make a correction. How can I edit it?

It is not possible to edit a paper once it has been submitted. However you can withdraw the submission and create a new one with the correction included.

I want to add an additional author to a poster I have submitted? How can I do this?

It is not possible to edit a poster once it has been submitted. However you can withdraw the submission and create a new one with the additional author included.