European Association of Work and Organizational Psychology

EAWOP 2022

11-14 January, 2022 | Glasgow, Scotland

INSTRUCTIONS FOR SUBMITTING

Symposia

Submission guidelines can be found **here** | For assistance, please contact: EAWOP22@redactive.co.uk

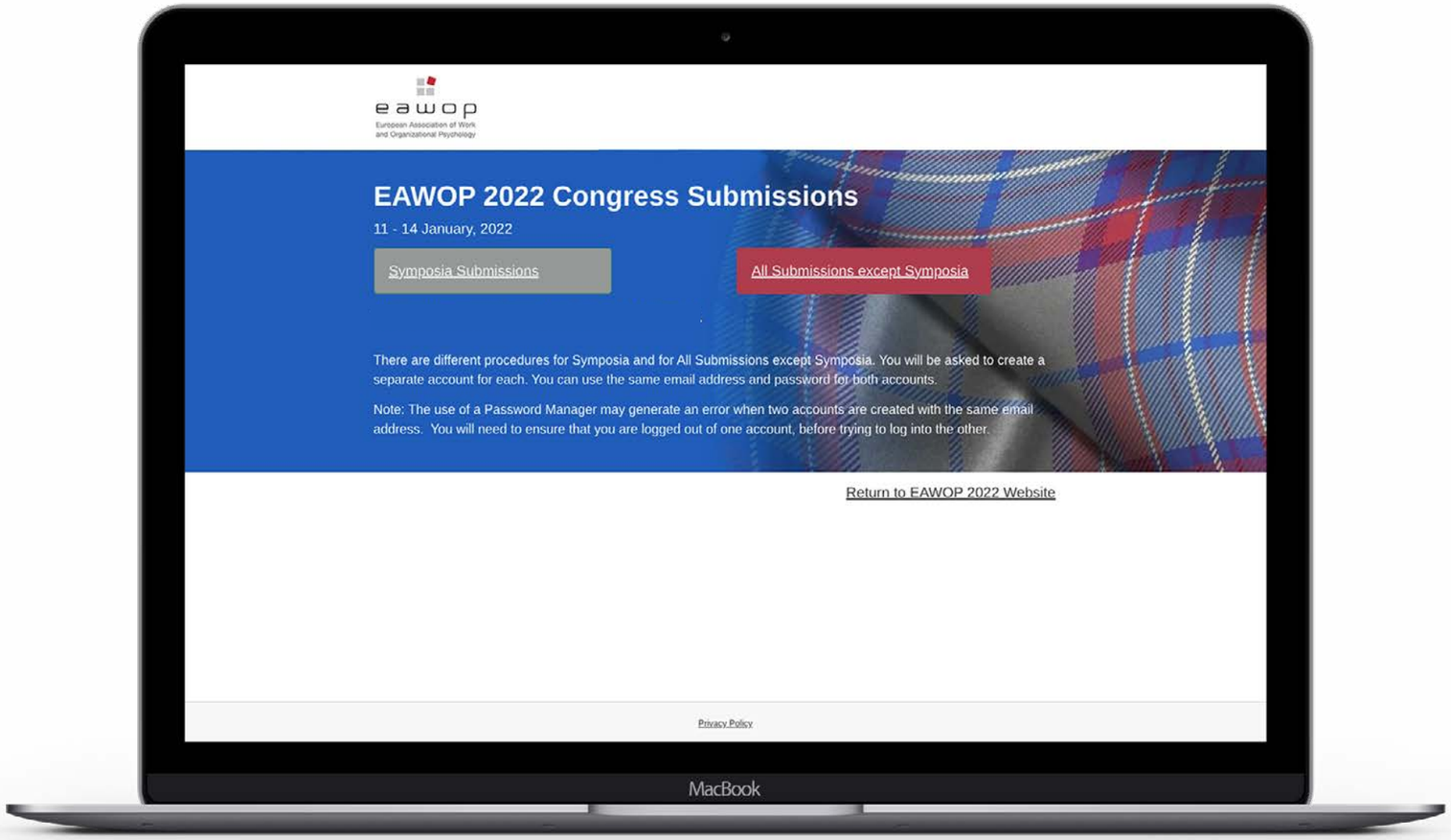
INSTRUCTIONS FOR SUBMITTING
Symposia

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 volunteer to be a reviewer for the congress, further details can be found here **here**.

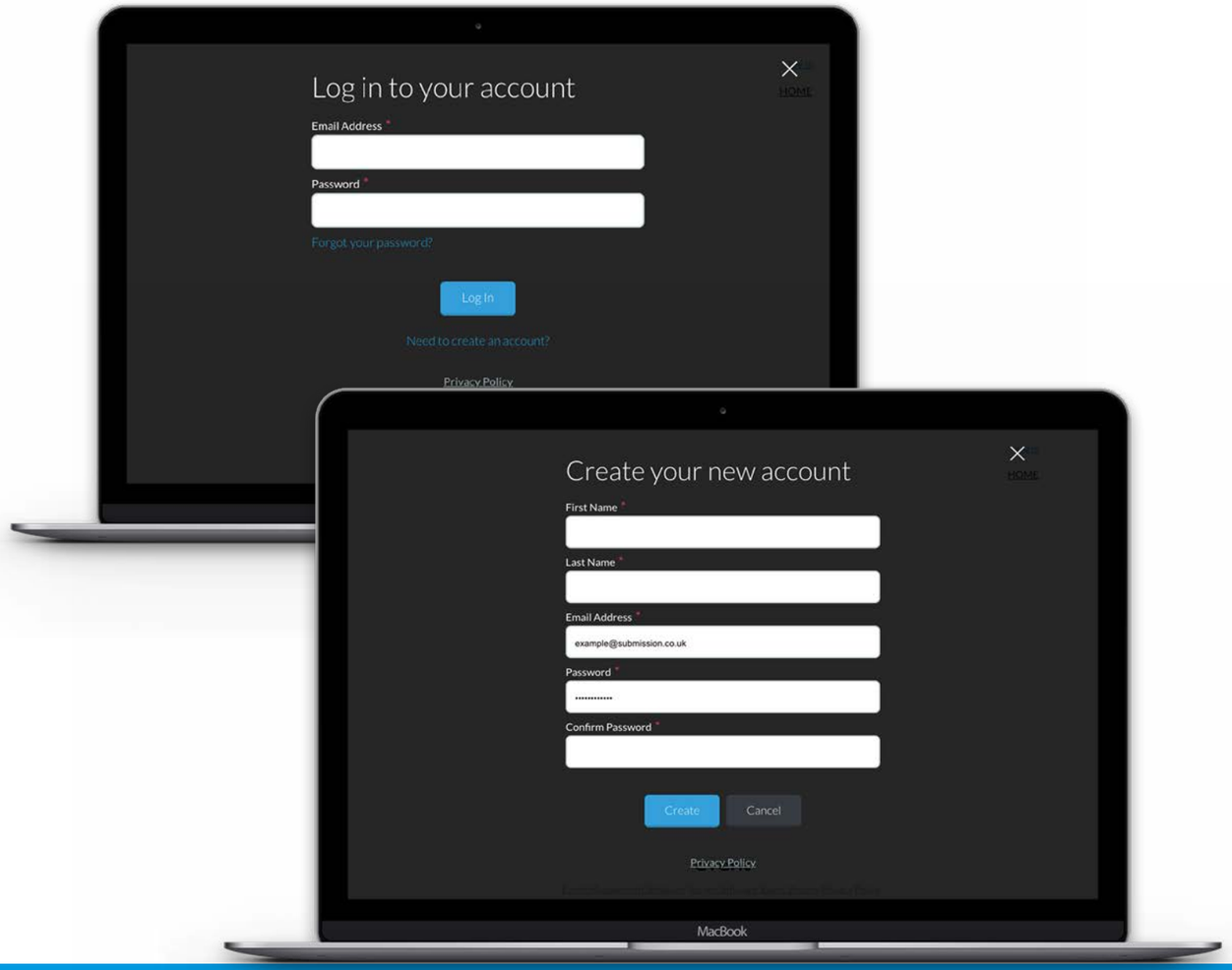
1: STARTING YOUR SUBMISSION

- You can access the submissions system via the submissions pages of the EAWOP 2022 website **eawop2022.org/submissions** or via this **link**.
- Select the **grey** link for a symposium submission.
  (There are separate instructions for submitting other types of submission).



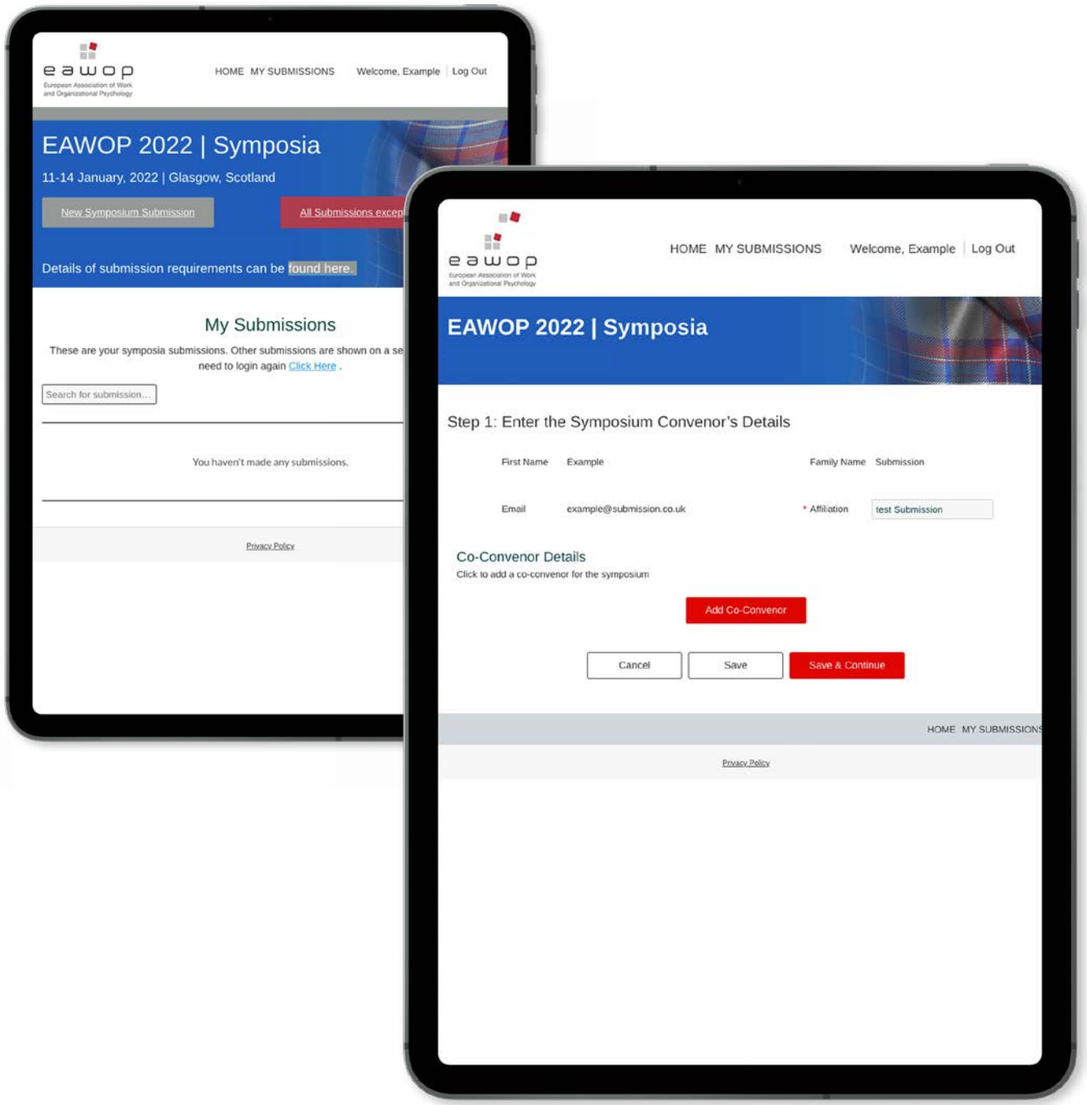
2: LOGGING IN | CREATING AN ACCOUNT

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



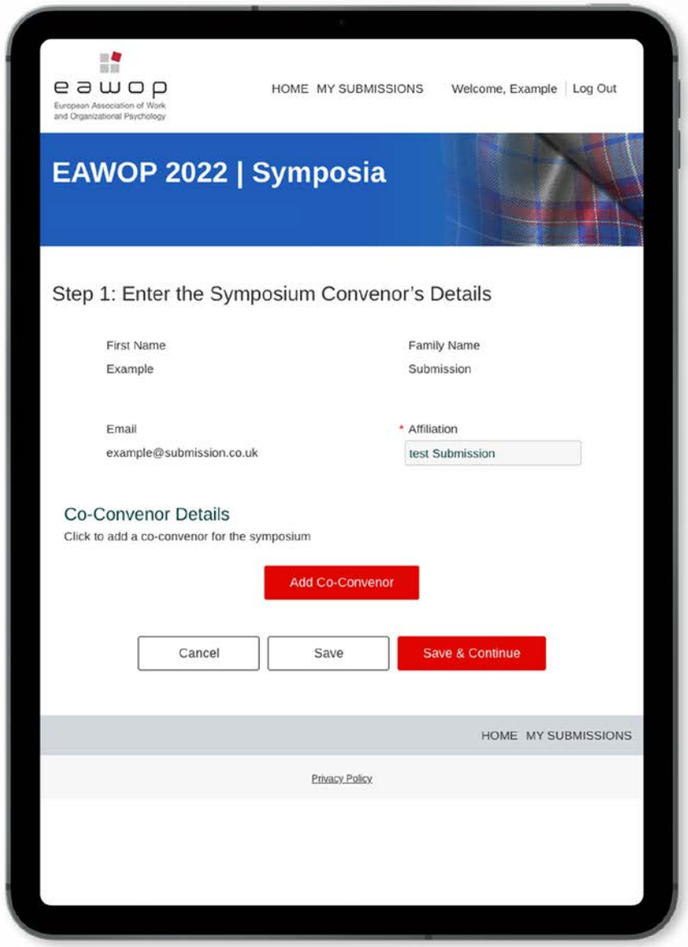
3: STARTING A NEW SUBMISSION

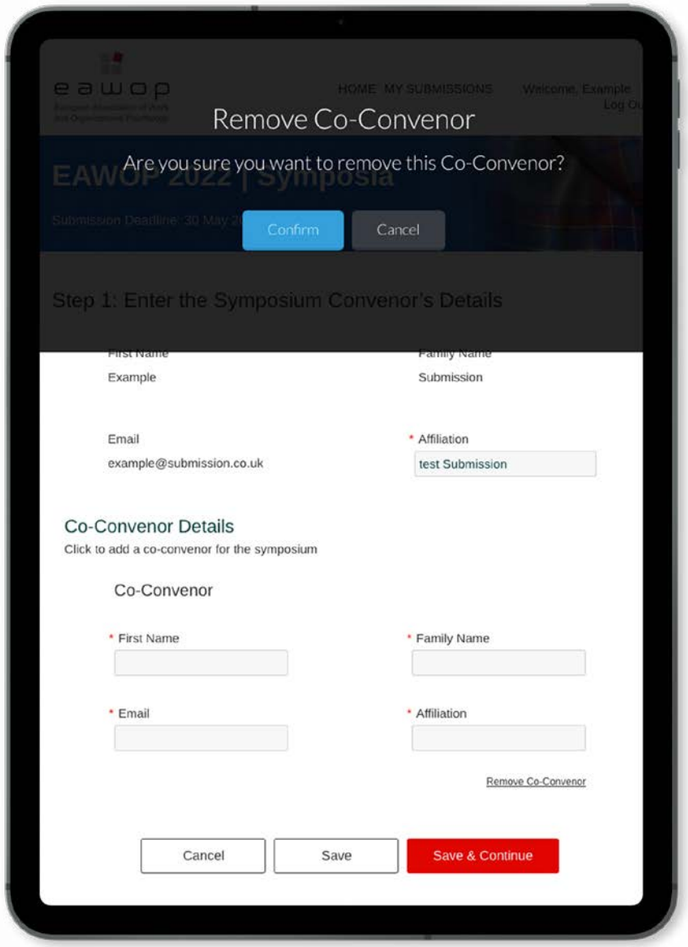
- To start a new submission, click the grey button "**New Symposium Submission**". This will take you to this submission page:



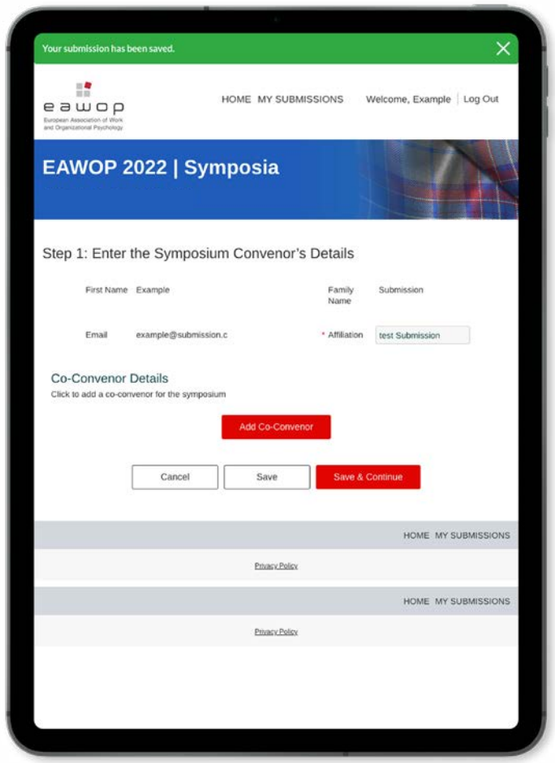
4: ENTER SYMPOSIUM CONVENOR'S DETAILS

- The First Name, Family Name and Email will autofill based on your account details. You will need to input your Affiliation.
- The convenor of the symposium will also be the Chair.
- If there is a Co-Convenor click "**Add Co-Convenor**" and complete the required fields. You can add 1 Co-Convenor.





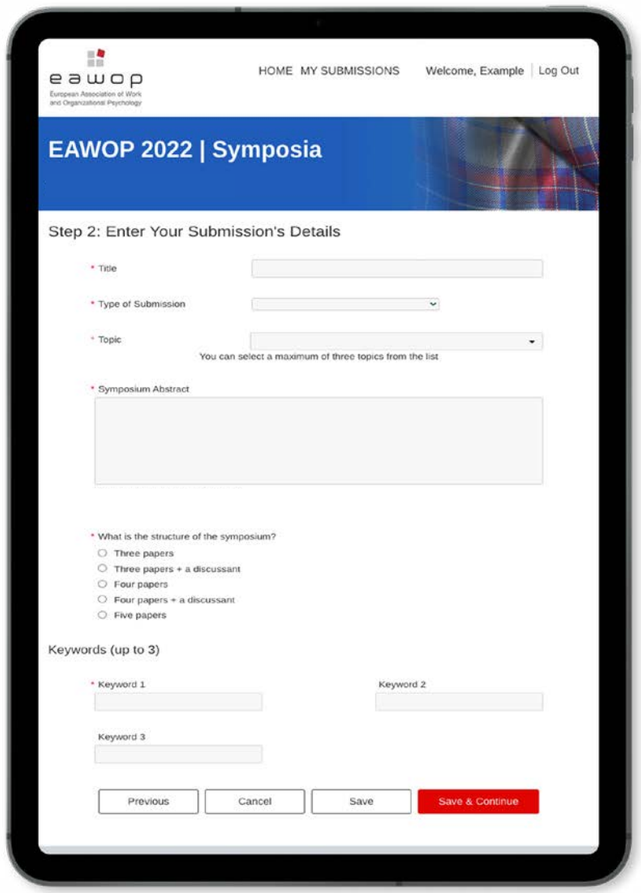
- Selecting the "**Save**" button will save anything you have already entered.
- Once you press "**Save**" you will see a green band across the top of your screen. This means that your work has been saved.



- 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 completed the information Click "**Save & Continue**".

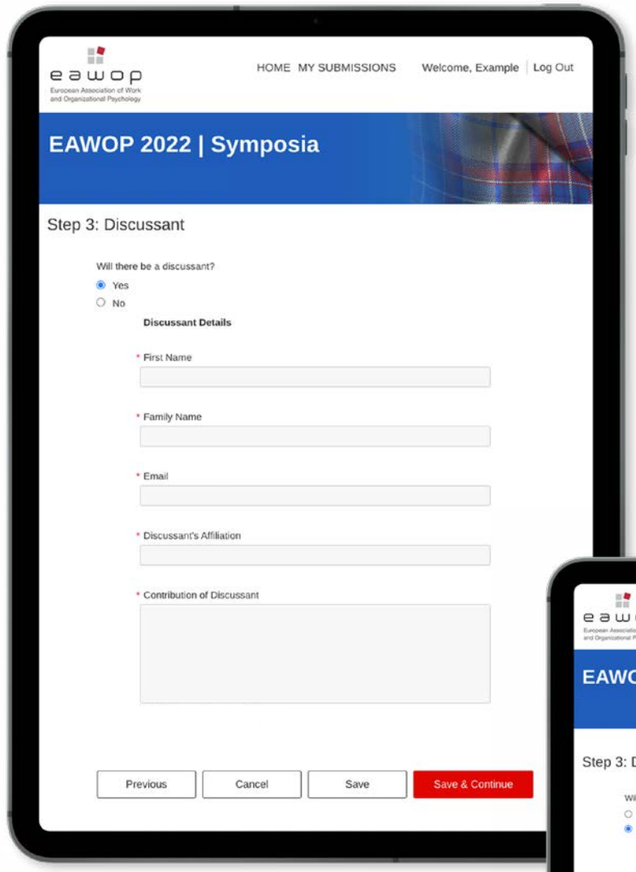
5: COMPLETE THE SUBMISSION DETAILS

- Complete all of the details on the form.
- Check the submission guidelines for details of the information required in the abstract.
- 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**".

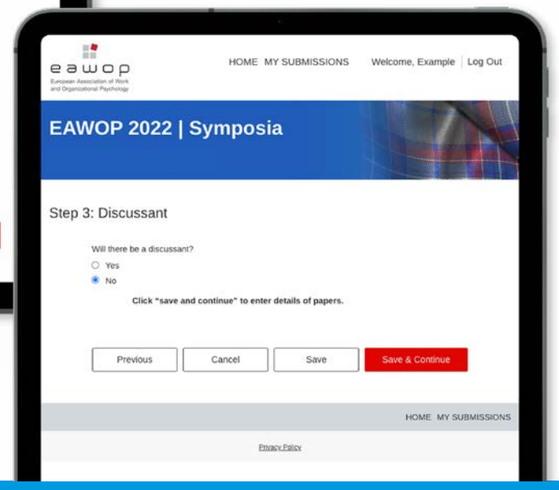


6: DISCUSSANT DETAILS

- If there is a discussant as part of the symposium, click "**Yes**" and complete the relevant details. If you do not have a discussant, click "**No**".
- If there is a discussant provide a short note describing the discussants contribution to the symposium.

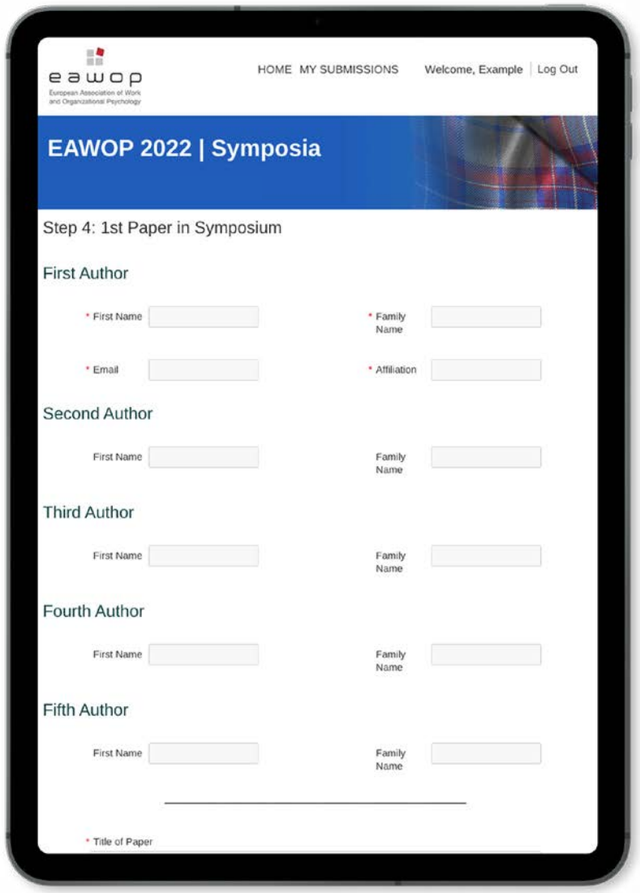


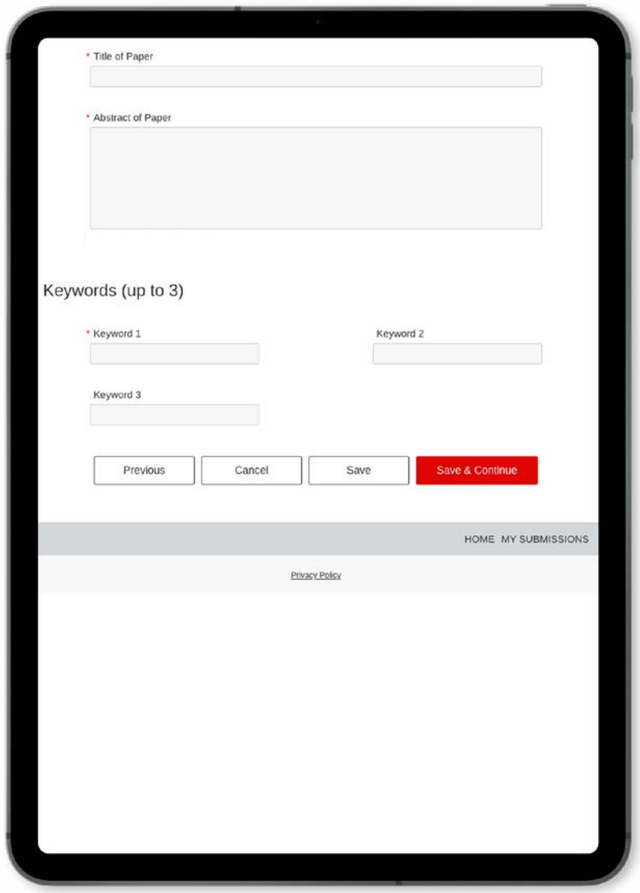
- Selecting the "**Save**" button will save anything you have already entered.
- Selecting the "**Save & Continue**" button will save your entry and take you to the next entry step.
- You must complete all the required fields (marked *) on the page before you can save it.
- When you have added all the details Click "**Save & Continue**".



7: 1ST PAPER IN SYMPOSIUM

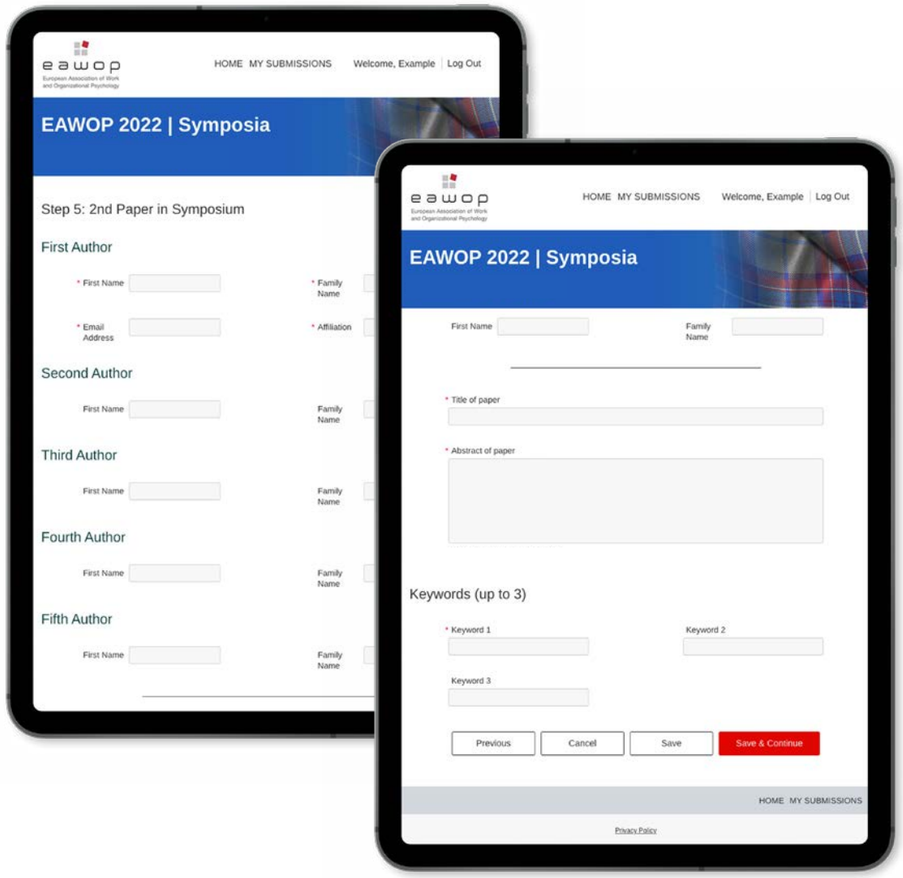
- You will then need to enter the details of the first Paper in the Symposium.
- The first author is a required field. You have the option to add up to 4 more authors.
- Check the submission guidelines for details of the information required in the abstract for a paper in a symposium.
- Once the information is complete, click "**Save & Continue**".





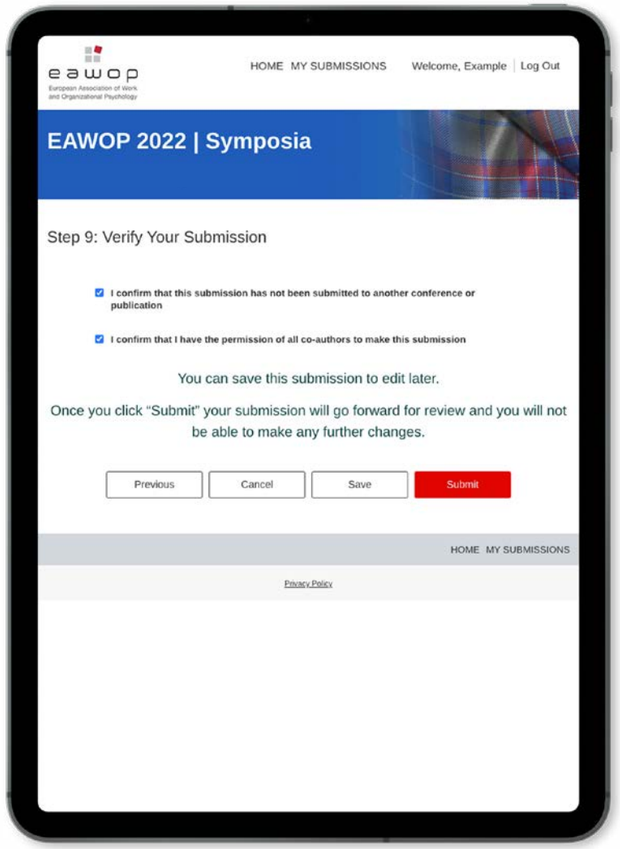
8: ADDITIONAL PAPERS IN SYMPOSIUM

- You will need to repeat the process for each additional Paper in the Symposium.
- A symposium must have at least 3 papers and can have up to 5 papers, or 4 papers if there is a discussant.
- The system provides pages for 5 papers. If you have fewer than 5 papers leave the pages you do not need blank. Scroll to the bottom of the page and click "**Save & Continue**".



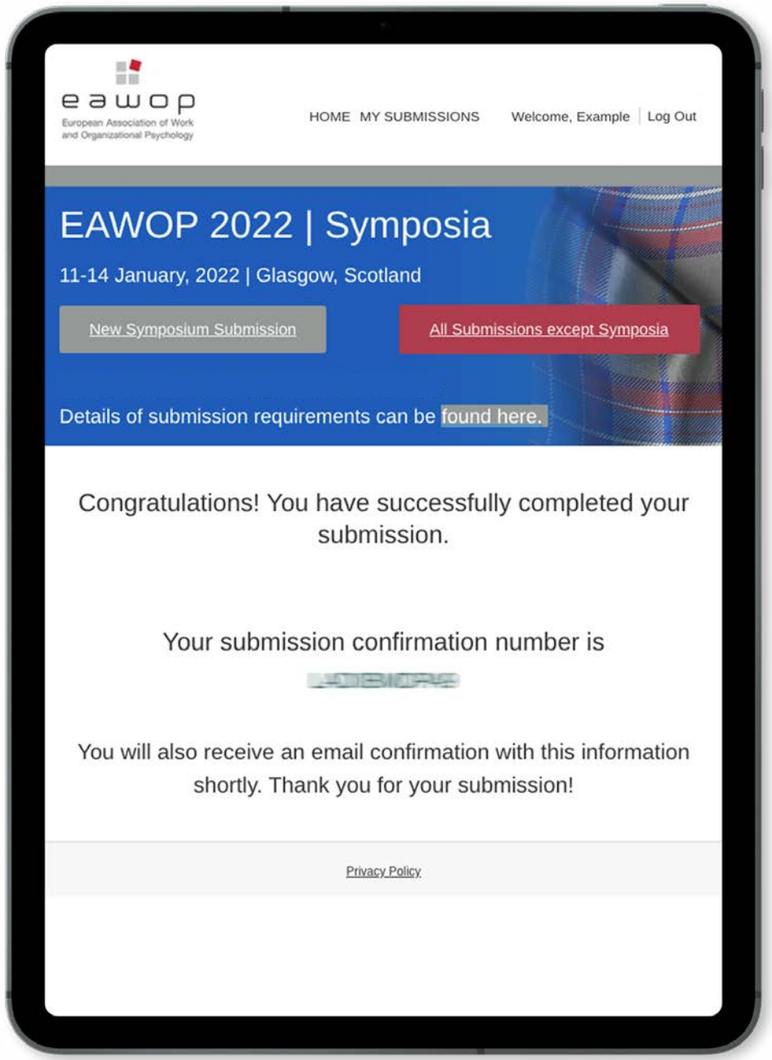
9. VERIFY YOUR SUBMISSION

- 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 "M**y Submissions**" tab in the header.
- Once submitted you can no longer view or edit your symposium. 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.



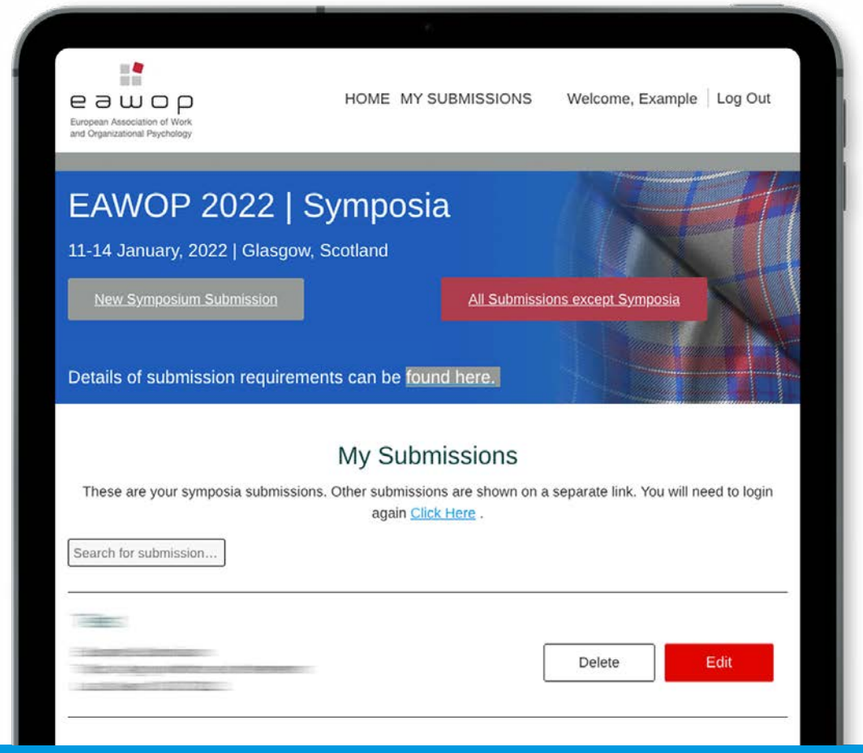
10: CONFIRMATION

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



11: NEXT STEPS

- To submit another Symposium, click on the **grey** button - "**New Symposium Submission**" and repeat the steps above.
- To make another type of submission, click on the **red** button – "**All Submissions except Symposia**" and you will be asked to login. (Please note, if you have not already done so, you will need to set up another account for the Non-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.