Manual – Author

ABSTRACT PHASE

EPS Electronic Paper System – CIMAC Congress 2019

IMPORTANT: For best experience please work with the following browsers in using this software: Latest Versions of Mozilla Firefox or Google Chrome and Internet Explorer from 11.0 / Edge.

1) REGISTRATION

Please fill in the registration form and submit. The link to the registration site shall be provided by CIMAC.

1.1) REGISTRATION CONFIRMATION

A confirmation email shall be sent to the registered email address. Please follow the link to confirm your registration.

1.2) COMPLETE YOUR REGISTRATION

After following the link, as a first step to complete your registration, you must choose your personal password.

1.3) PERSONAL DATA

After you have chosen a password, a 'Personal Data' page will be displayed for you to enter your personal details. As soon as you have completed your personal data, you will be guided to the 'Curriculum Vitae' page.

CURRICULUM VITAE

Please provide a short and simple 'Curriculum Vitae' in the columns as requested. As soon as you have completed this, you will be granted full access to the EPS.

Note: The legend at the bottom of the page explains the icons you will see during the creation of your abstract and the entire abstract phase.

2) ABSTRACTS

Click on the 'ABSTRACTS' (main navigation item on top) to see the status of abstracts which are either submitted or in process. Please click "Create New Abstract" to add your first abstract.

3) ABSTRACT WIZARD

To submit your abstract, you have to follow the Abstract Wizard process. Please note that the process can be interrupted at any step in the Abstract Wizard without any data loss as long as you have saved the changes made. To do so, please click the "Save and continue" button.

3.1) CREATE ABSTRACT

The first step of the Abstract Wizard is to enter the Abstract title and the Abstract text.

Note: In case an abstract is submitted twice, with a changed title and minor modifications of the abstract itself, this will NOT increase your chances to be accepted.

Now please choose the presentation format you prefer. For the Congress technical programme, you can choose between a 'Presentation' or a 'Poster' format.   "Save and continue" will take you to the next step.

3.2) SELECT TOPIC

The "Topic" Wizard item allows you to select the Topic you would like to assign your abstract to. Your selection will then be reviewed by our Reviewers team. As an alternative, please specify one or two additional topics for your abstract, when this is applicable.

Selection of alternative Topics

3.3) EDIT AUTHORS

As the abstract applicant, you will be added as the 'Main Author' automatically. In the 'Authors' Wizard you can add additional authors, the 'Co-authors', in case there are more persons involved in the work.

You can create 'Co-authors' and choose them for your current abstract. They can be added and removed for the current abstract here, while the main navigation item on top 'My Authors' is where you can add or remove Co-authors permanently.

Here you see the 'Main Author' assigned to the abstract. You can now add additional co-authors or click on the "Save and continue" button to proceed to the next processing step.

3.4) CHECK DATA

Use the SUBMIT Wizard item to review your data entries in an Abstract Overview. Here you can make corrections, modify entries before you submit your abstract for a final review. Please click on the pencil icon to access the edit mode of the respective entry.

As soon as your data entries are correct and complete, you have the possibility to click the "Submit for Review" button to submit your abstract for a review by the Reviewers. If you are not sure about all your data entries, you may check, verify and come back later to submit your abstract when all everything is OK.

After submission, the following confirmation will be displayed. Any further change of your abstract is not possible until the reviewers have evaluated the abstract. If the Reviewers seek changes in your submission, then the abstract will be unlocked, and you will get access to your abstract text again for further changes.

3.5) ABSTRACT SUBMITTED

Your abstract has been submitted successfully. The "Status" Wizard tab will now display information about the processing status and in case of inquiries by the review team you will receive messages for the respective submitted abstract.

After submission, and when you return to the system, the abstracts will be displayed as follows.

4) OTHER MAIN MENU ITEMS

4.0) PERSONAL QUICK LINKS

By clicking on your Members symbol within the navigation on the top right, you can quickly select to LOGOUT, CHANGE PASSWORD or PERSONAL DATA.
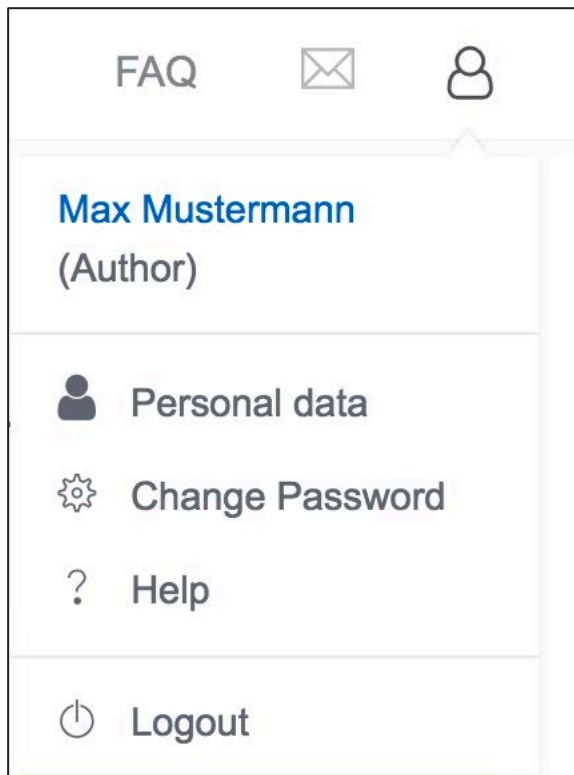
4.1) MY AUTHORS

Regardless of the number of abstracts submitted or which abstract is currently in process, this screen will display all your existing Co-authors.
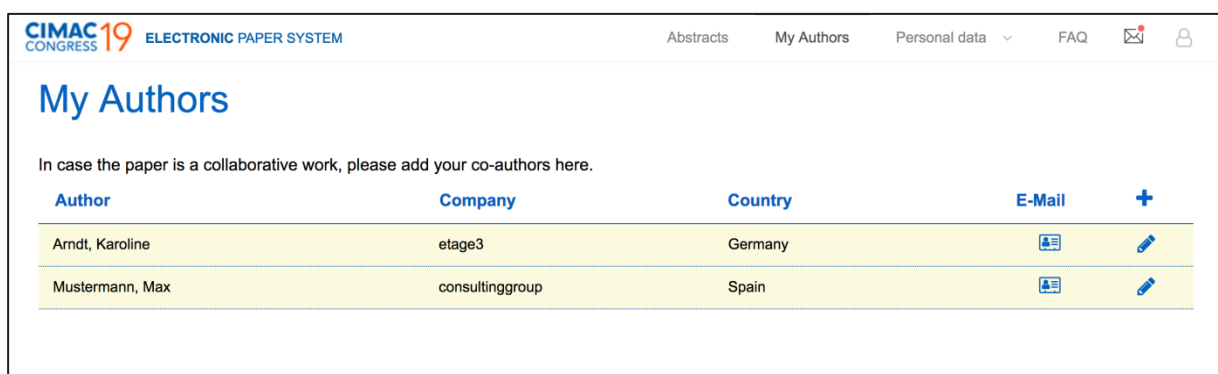
4.2) PERSONAL DATA AND CURRICULUM VITAE

Use this form to change your personal data. Please note that your email address cannot be changed, as your email address is permanently linked to the account. Should you, however, plan to transfer your account to one of your Co-authors, please let us know by sending us an email.

Personal Data

Last name	Mustermann
First name	Max
Function *	testuser
Company *	Please note that we offer a list of companies in order to ensure a consistent notation. Fill in your company's name only if it is not offered here
	Musterfirma
	Musterfirma ✕ ▾
Branch *	Consultant ✕ ▾
Street *	Musterstraße
Street number *	12
City *	Frankfurt
ZIP Code *	60103
Country *	Germany ✕ ▾
Phone number *	00496966031234
Mobile number	
E-Mail	arndt@etage3.com

[Change Password]   [Submit]

Curriculum Vitae

To allow the Session Chair to introduce you suitably to the audience, we would like you to give us a short overview of your curriculum vitae in the given format.

Biography *
For introduction to audience at congress

This is a short biography about my worklife

lot to tell ....an academic vita is a summary of your professional training and background it serves much the same purpose as a résumé in the business world. In other words, a vita is an autobiographical account that provides the information on which a preliminary decision is made whether to admit you to a program or hire you for a job. Largely on the basis of your vita -- and the cover letter accompanying its submission -- your application will be rejected outright, put into a doubtful category, or considered worth exploring. If the latter occurs, your vita has succeeded

Career milestones *

studies
first job
second fine job
third job management
fourth job entrepreneur

Interest to the audience

my personality ...catching ...

[Change Password]   [Submit]

4.3) CHANGE PASSWORD

You can use the "Change Password" option anytime to change your personal password.

Change Password

Please enter your Password two times.

Password *	
Password (rep.) *	

Submit

This manual has been created carefully and to the best of our knowledge. Should you find that more explanation is required for certain details, please don't hesitate to let us know. We will be more than happy to evaluate your suggestions and, if appropriate, implement these in one of the next revisions of this manual.

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