Submission of papers and sessions for the A+A Congress

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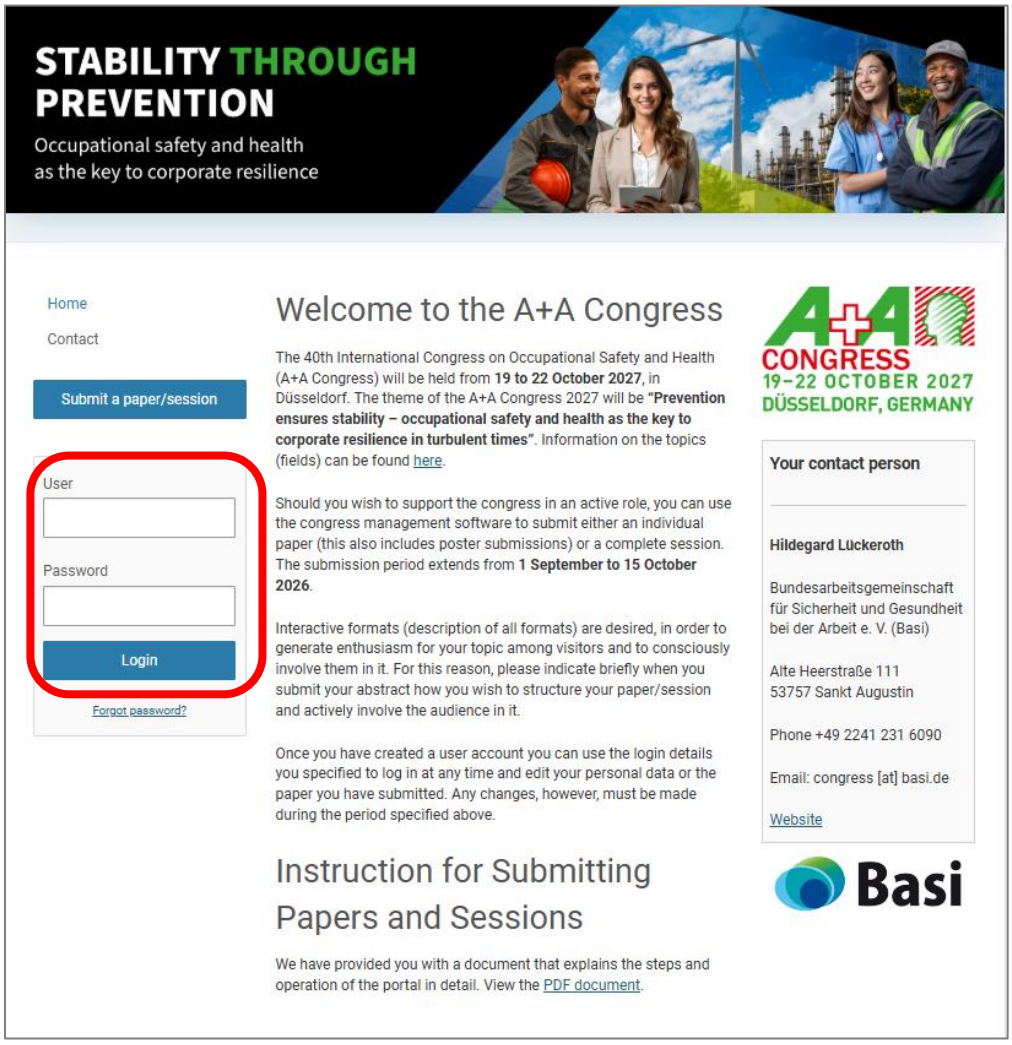
A **paper** is an individual programme item on a specialist subject. Papers can be submitted in a range of different formats, for example in the form of a lecture, panel discussion, fishbowl, PechaKucha, or another interactive format.

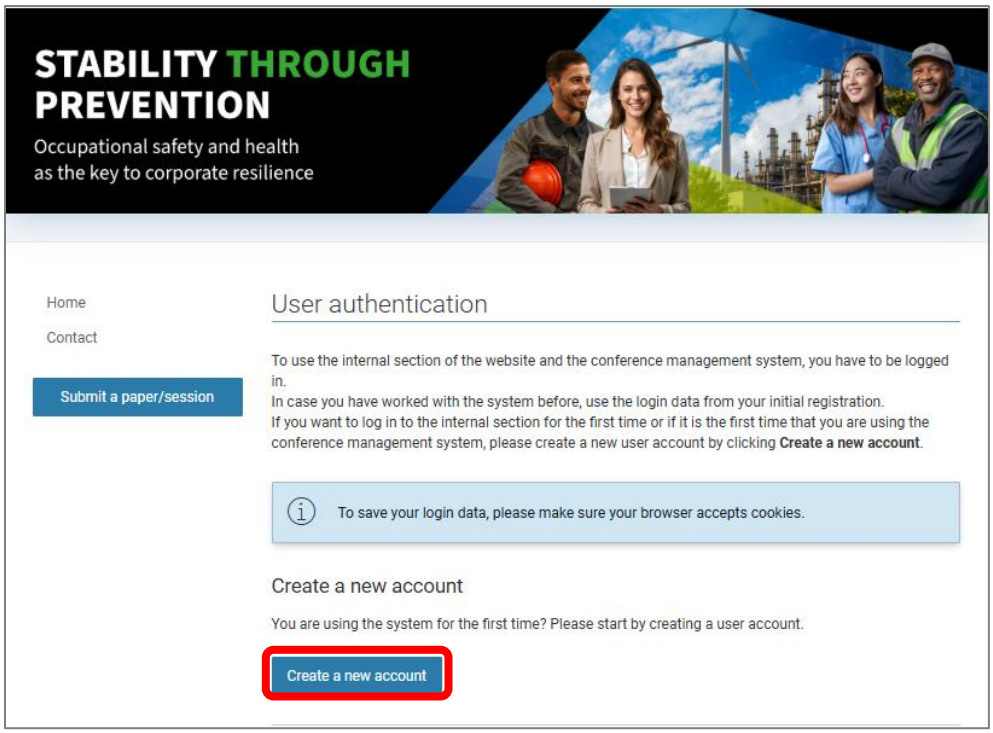
A **session** includes a number of papers on related subjects, and comprises an integral session format. Submission of a session includes proposal of the integral concept, including topic, agenda, and the speakers involved.

Registration and login

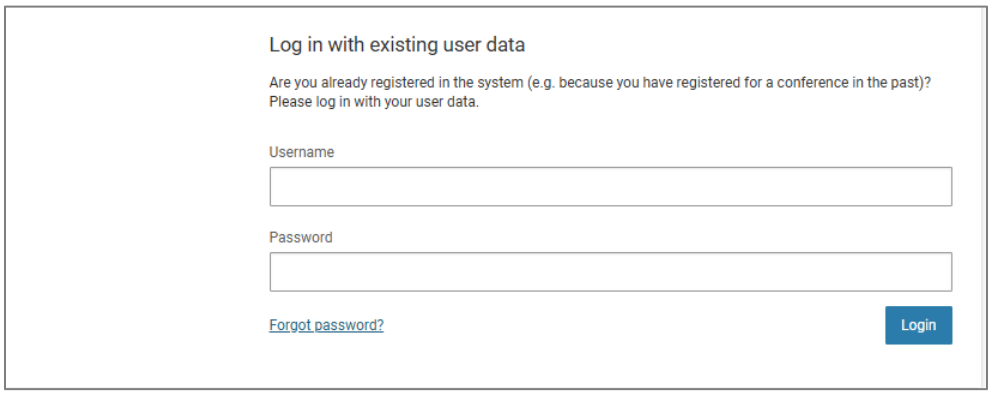
If you already have an account, you can log into the conference management system directly with your login and password (see below left) to begin the submission process.



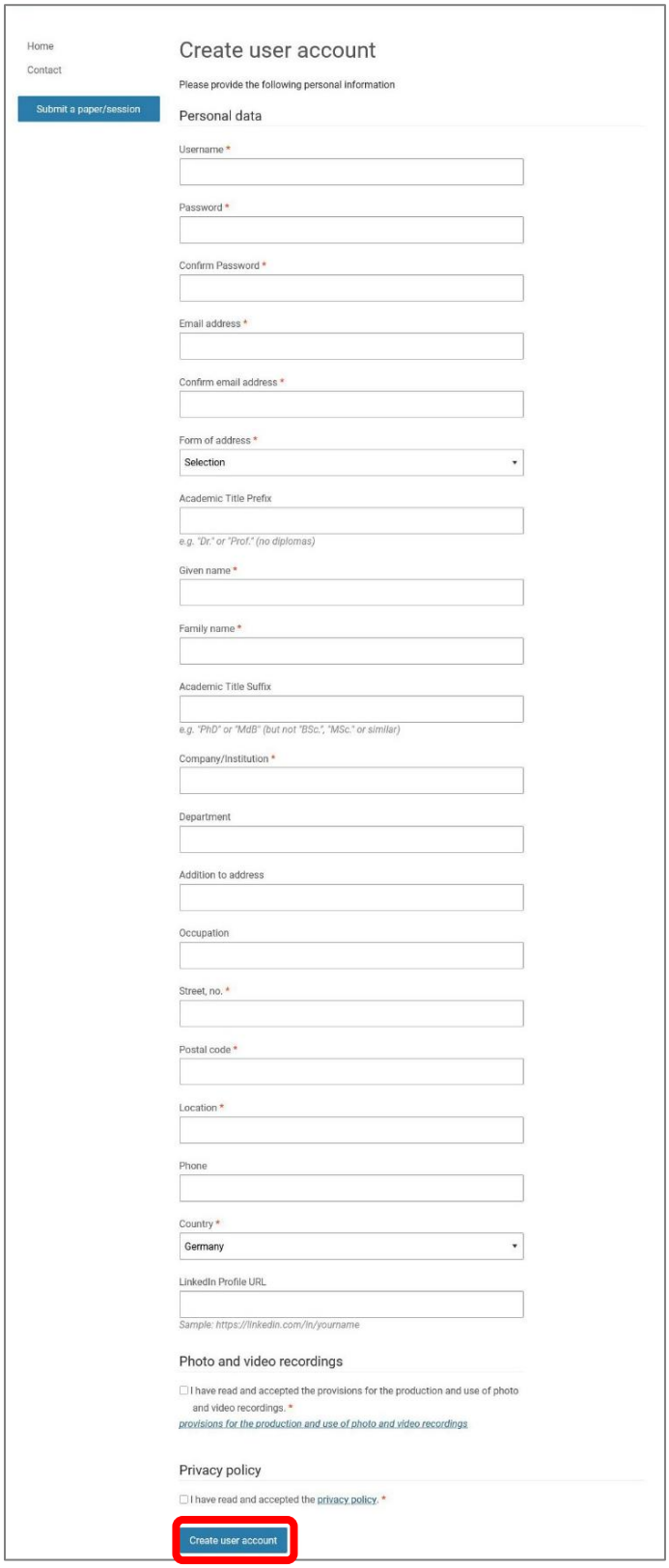
If you are using this conference management system for the first time, you must first provide authentication as follows: on the home page (see above), click on the blue "Submit a paper/session" button. The following window is then opened.



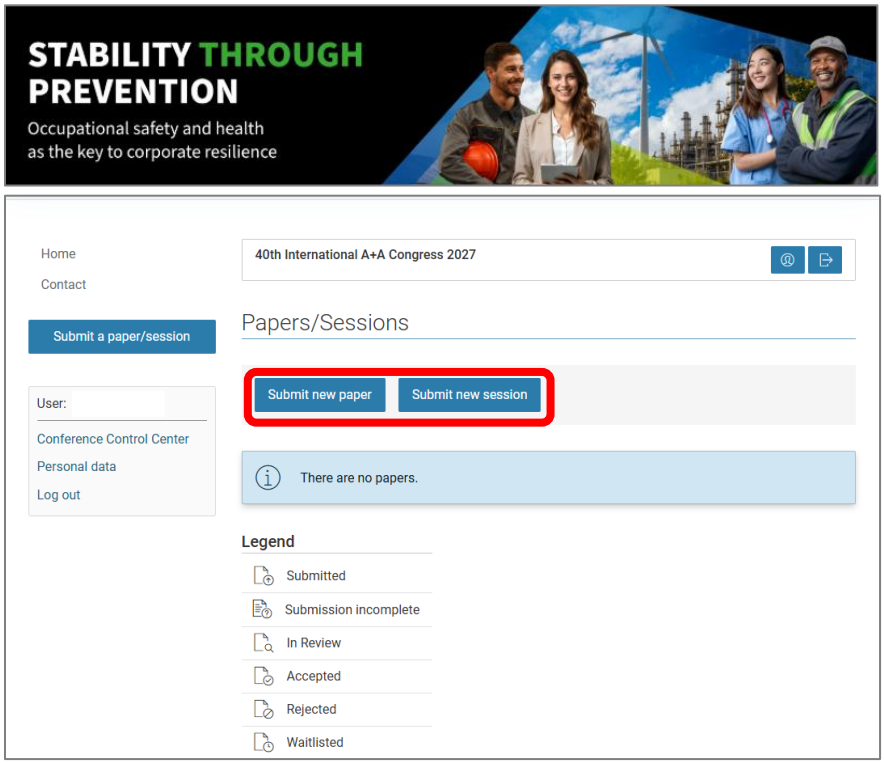
Click on the blue "Create a new account" button.



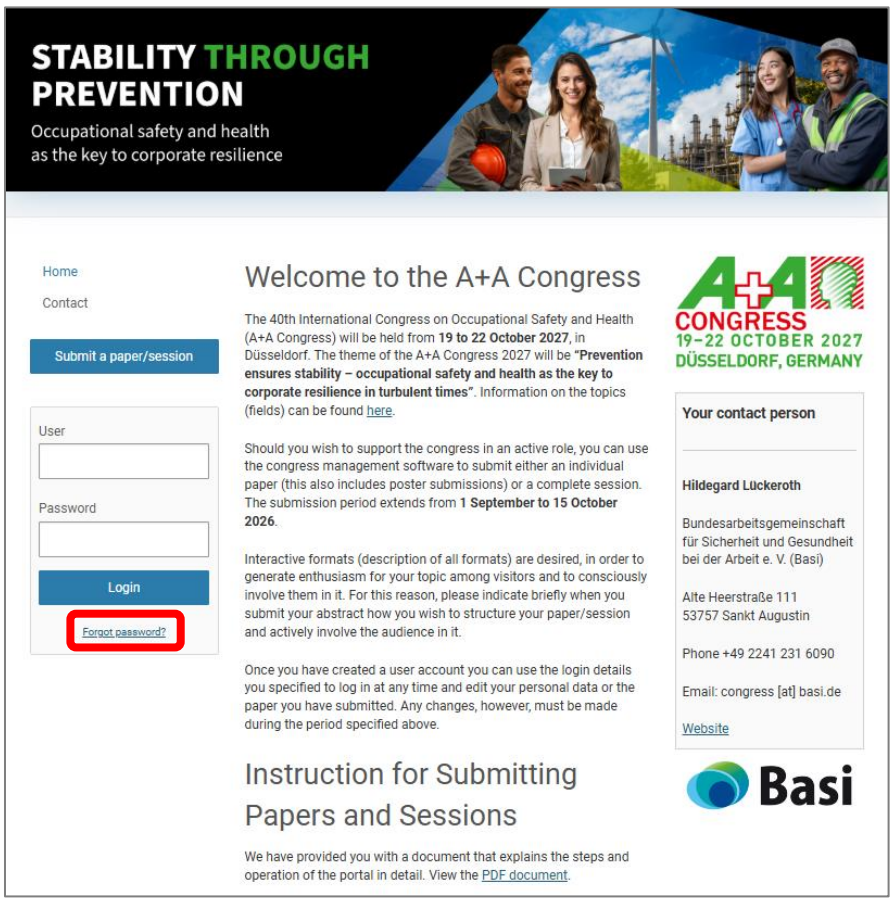
Now enter the required personal information and confirm your consent to the privacy policy and to photographs and video recordings. This confirmation is mandatory. Click on the "Create user account" button.



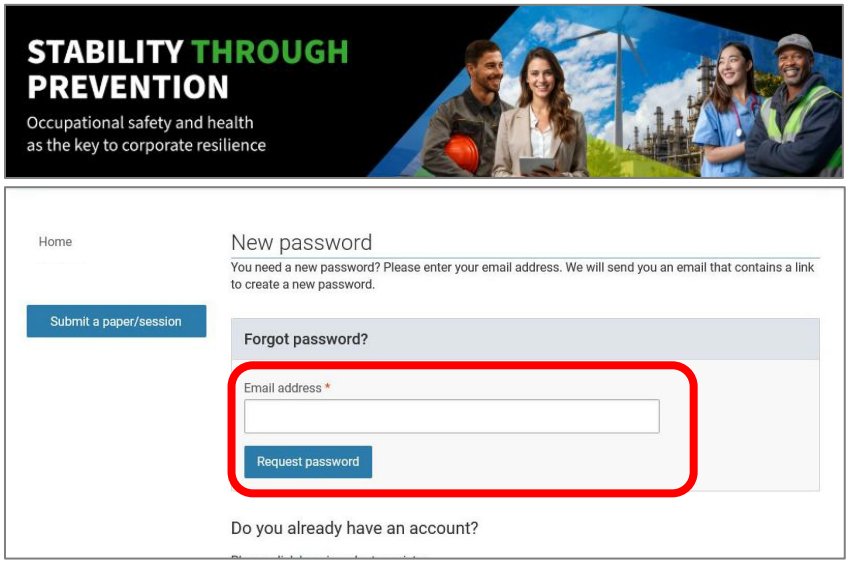
After completing registration, you can now begin submitting papers/sessions by selecting the relevant button.



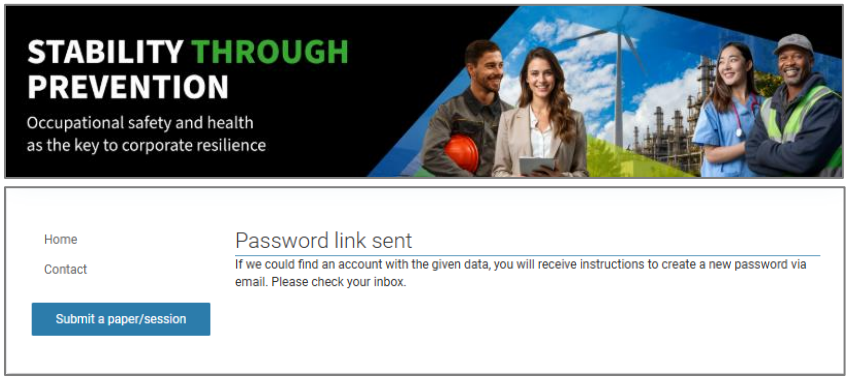
If you have already registered for conferences in the past in our conference management system but have forgotten your password, you can use the "Forgot password?" button to request an email with which you can set a new password.



Now enter your email address and click on “Request password”.

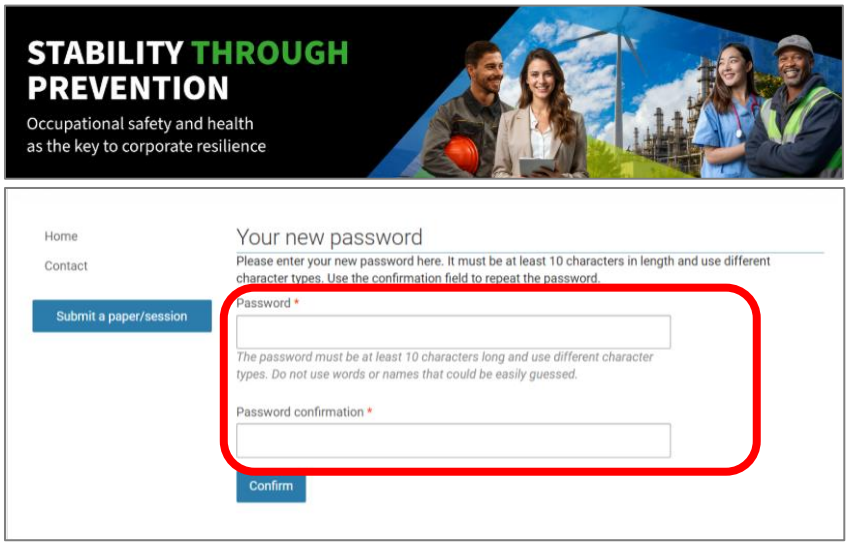


You will then receive the following confirmation.

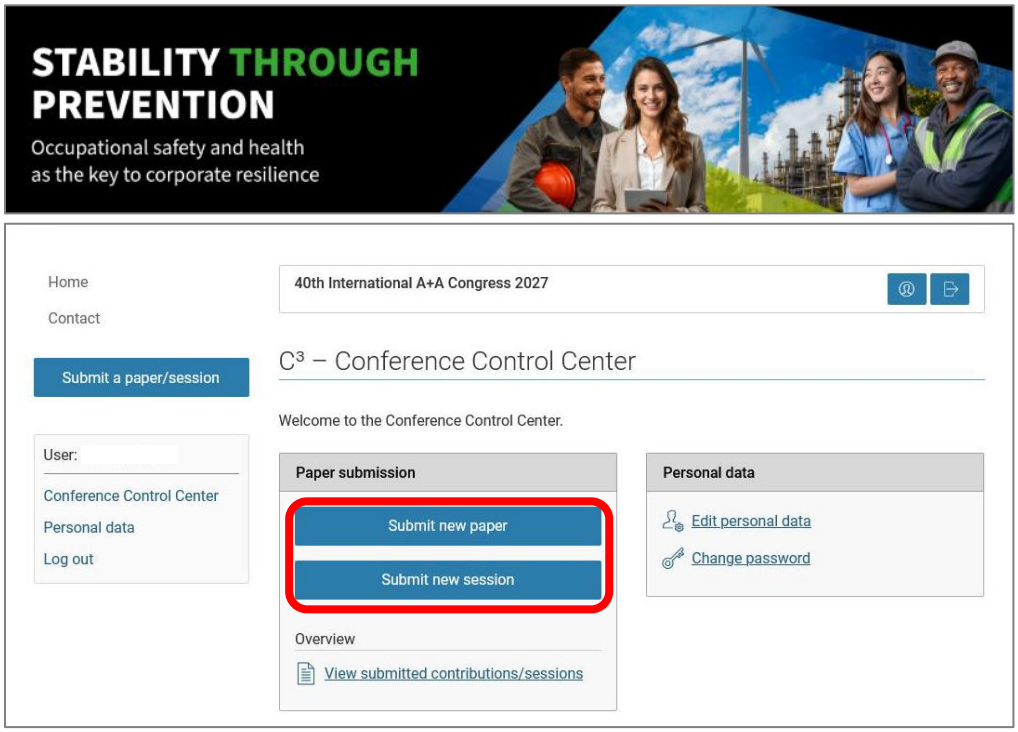


Check your email inbox and if necessary the spam folder, and click on the link in the email. Note: For security reasons, the link sent to you **is valid for only 30 minutes**.

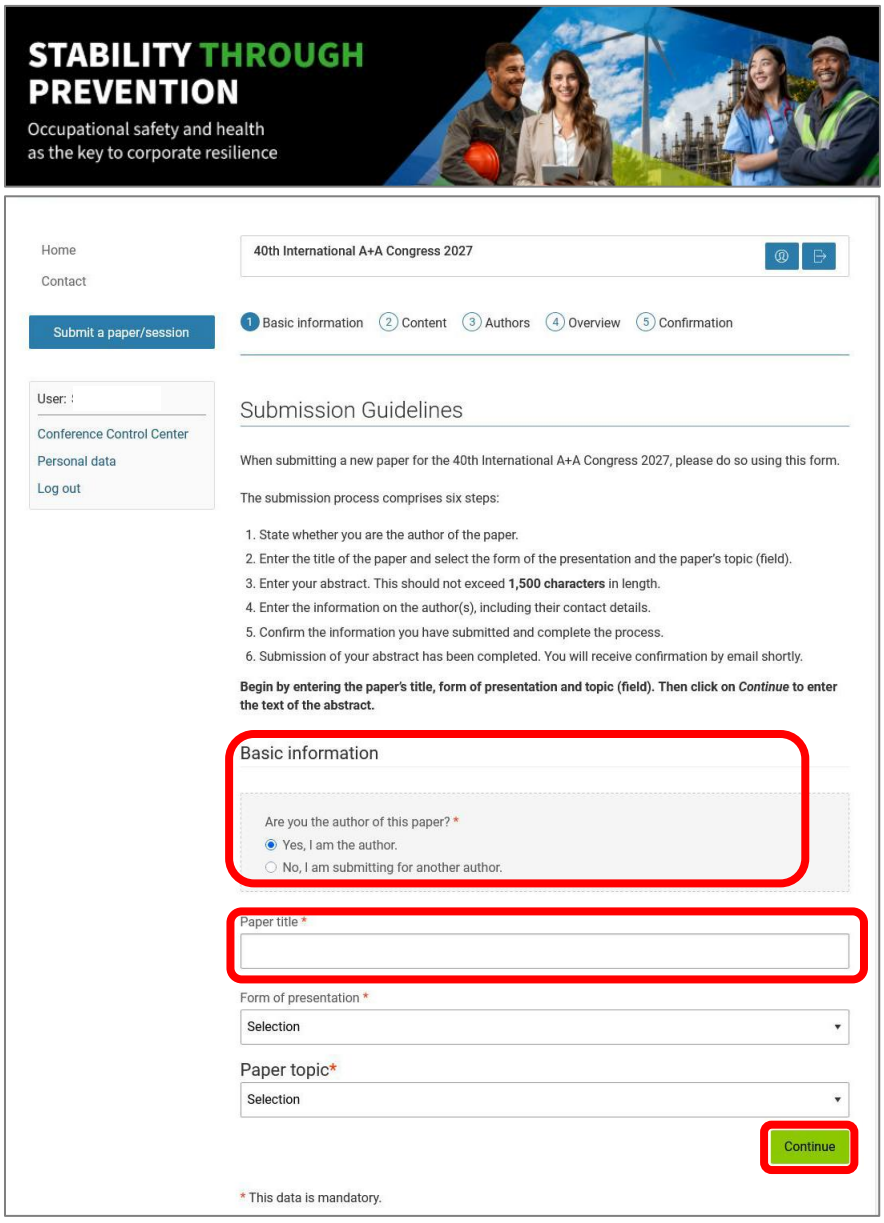
Enter your new password, enter it again in the second input field and select “Confirm”. You have now registered, and are taken to the Conference Control Center (C3).



You can select in the Conference Control Center whether you wish to submit a single paper or a session. Click on the relevant button to continue.



Submit a new paper

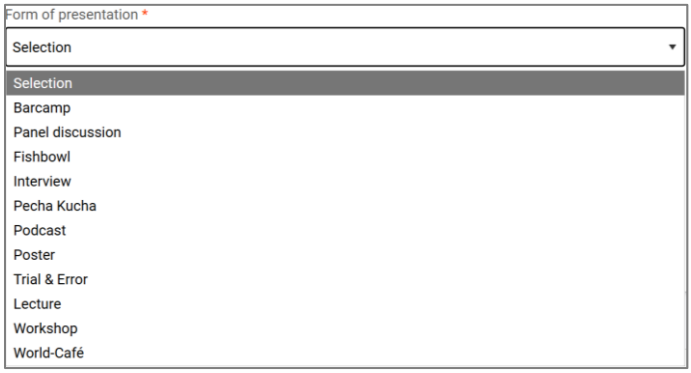


In Step 1, select whether you are the author or are submitting a paper on behalf of another person.

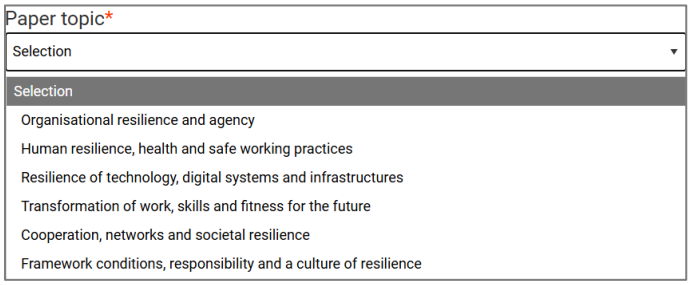
If you have selected "No, I am submitting for another author.", you will be prompted in Step 3 to enter the author's data (see Page 9).

Now enter the title of the paper. From the drop-down list, select the desired form of presentation of the paper, and its topic (field). Click on "Continue" to proceed to the next input dialog.

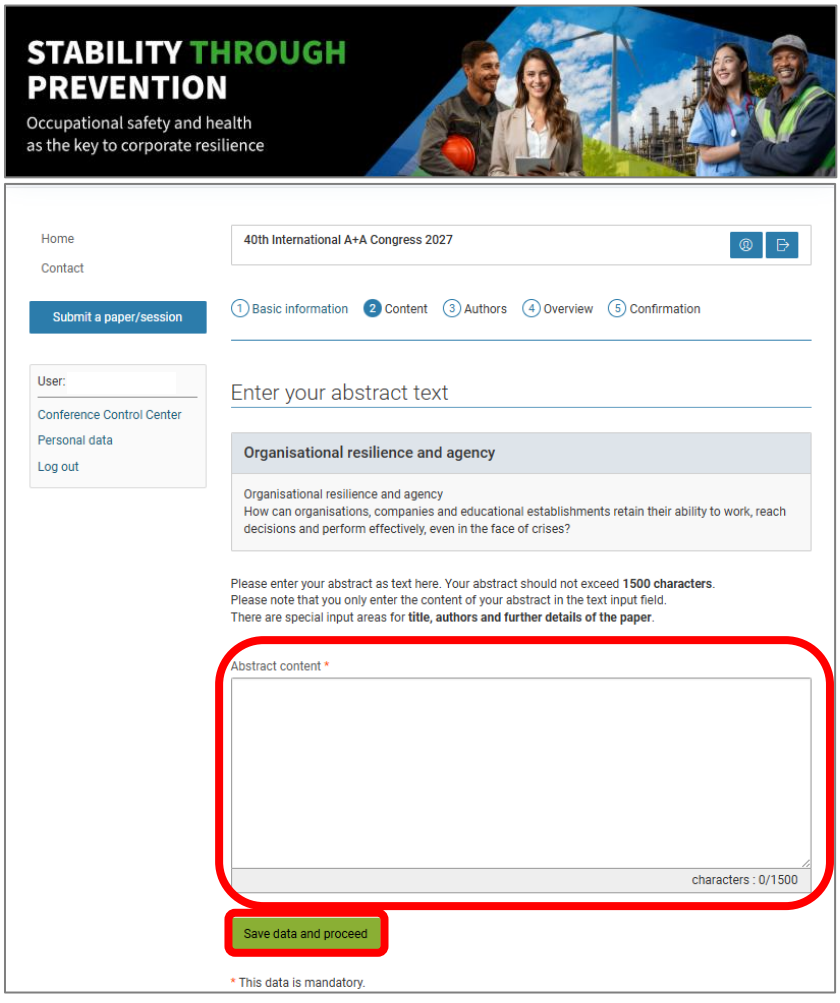
Select the form of the presentation:



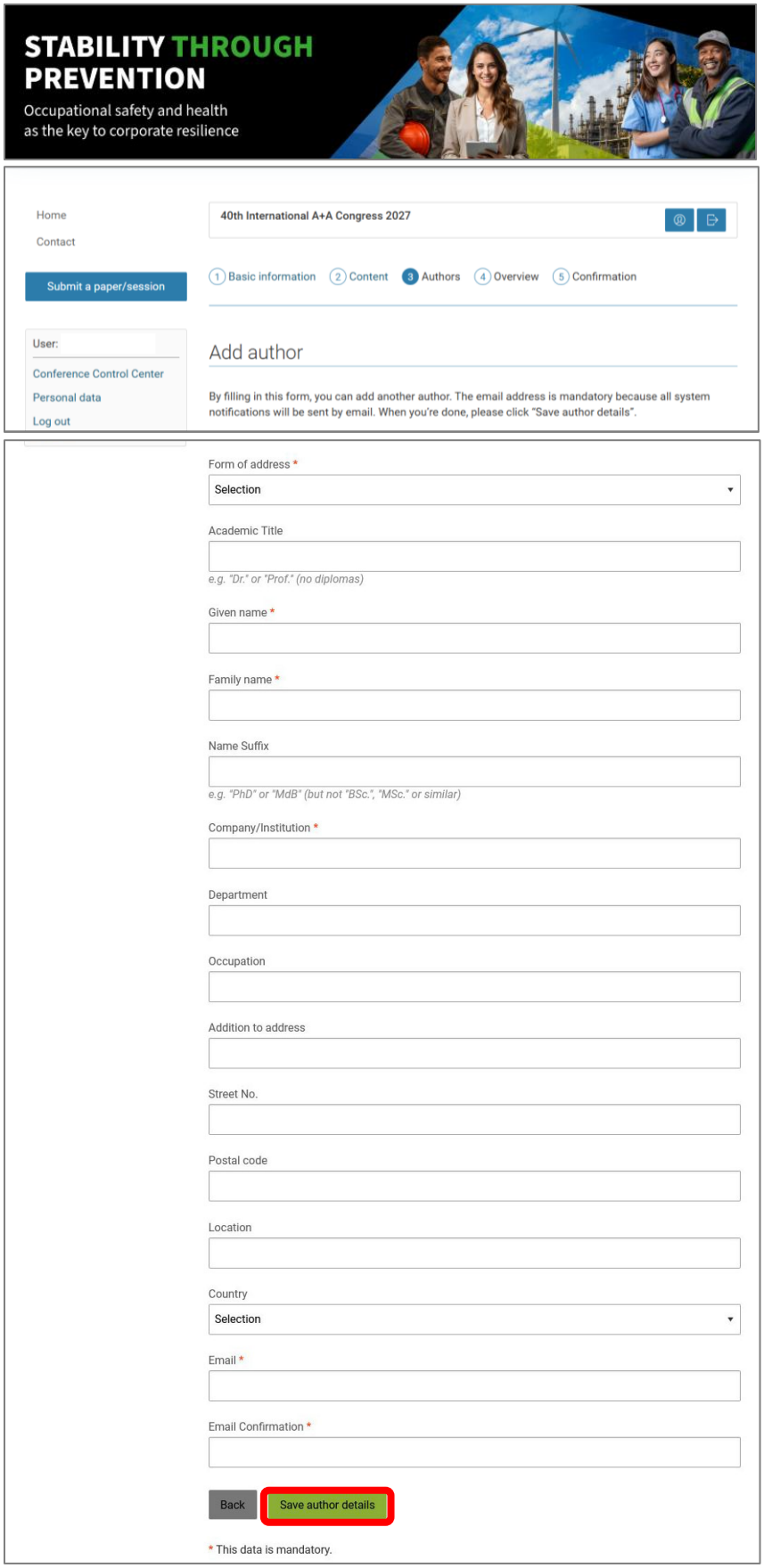
Select the topic (field) of the paper:



Now enter the abstract text for your paper in the field below, and click on the green "Save data and proceed" button.

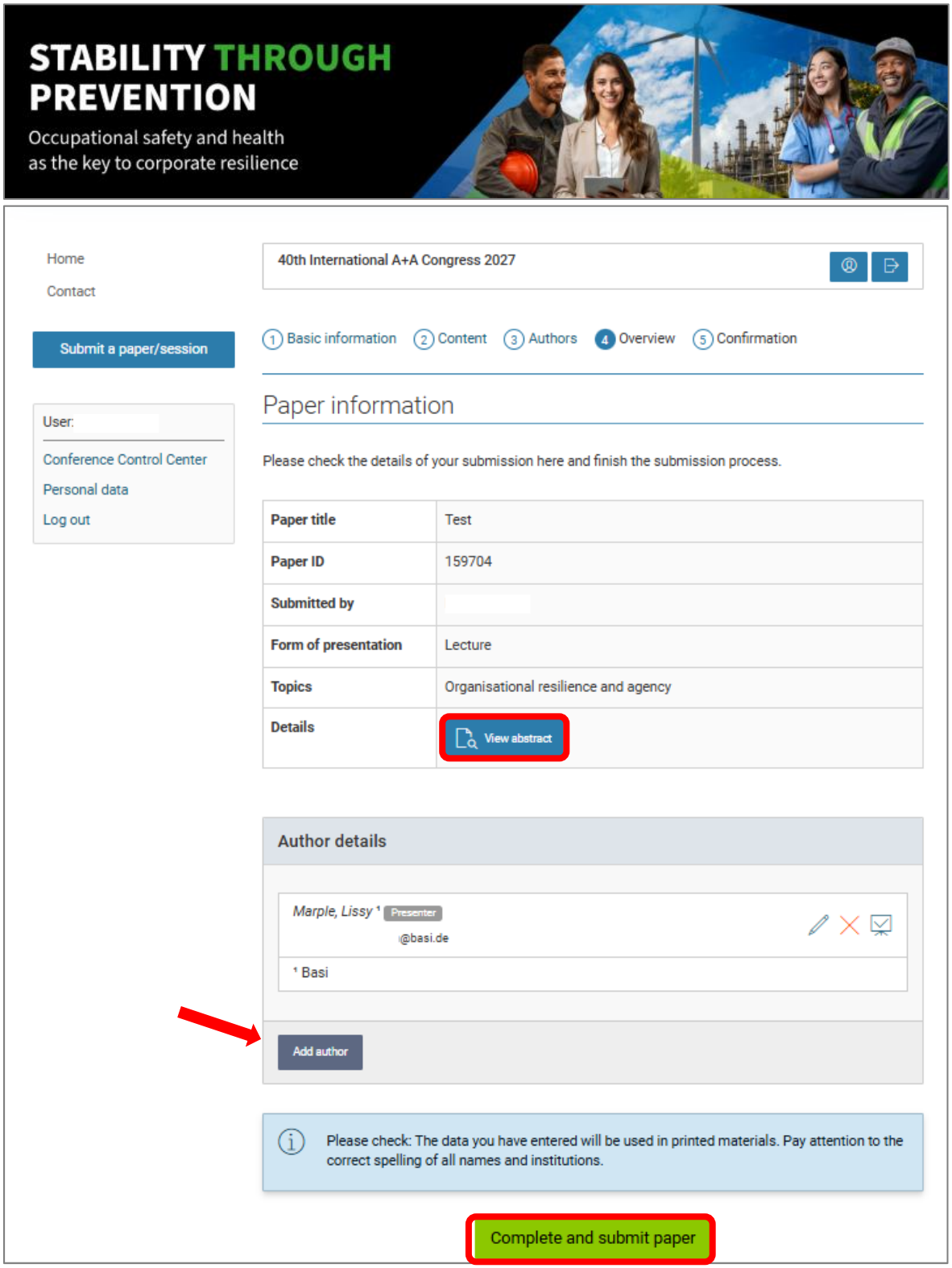


Enter the data for the author in Step 3, then proceed by clicking the green button:



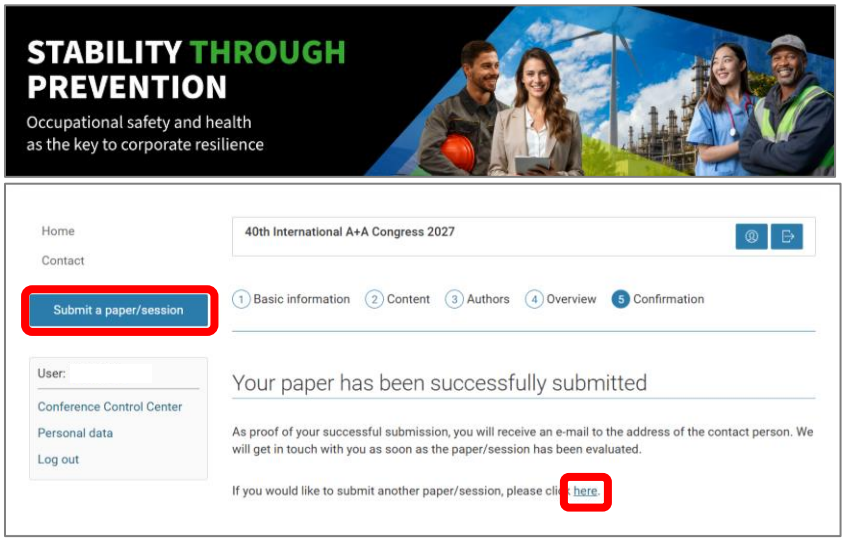
If you wish to state additional authors, you can do so in Step 4, "Overview" (see Page 10)

Check your inputs in Step 4. To view the abstract text, click on the blue "View abstract" button. If all is as it should be, complete the process with the "Complete and submit paper" button.



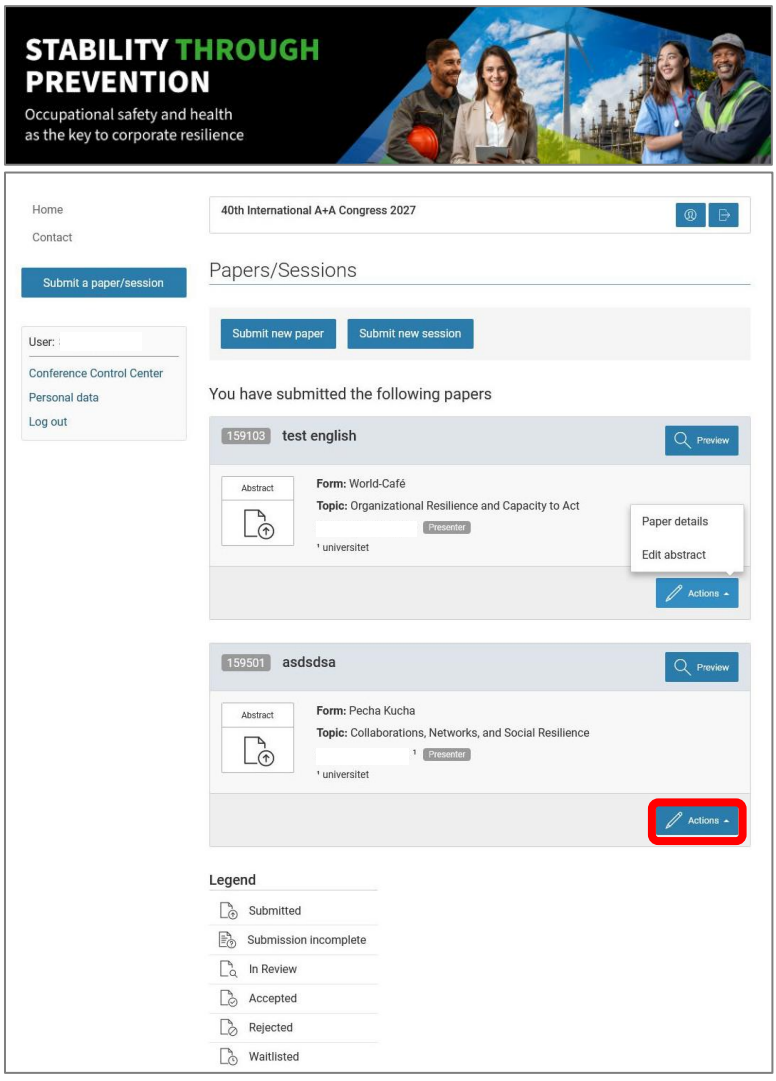
You can add further authors at this point (see arrow).

Your inputs are confirmed by the message shown below. You will also be sent written confirmation in the form of an email containing the key data.



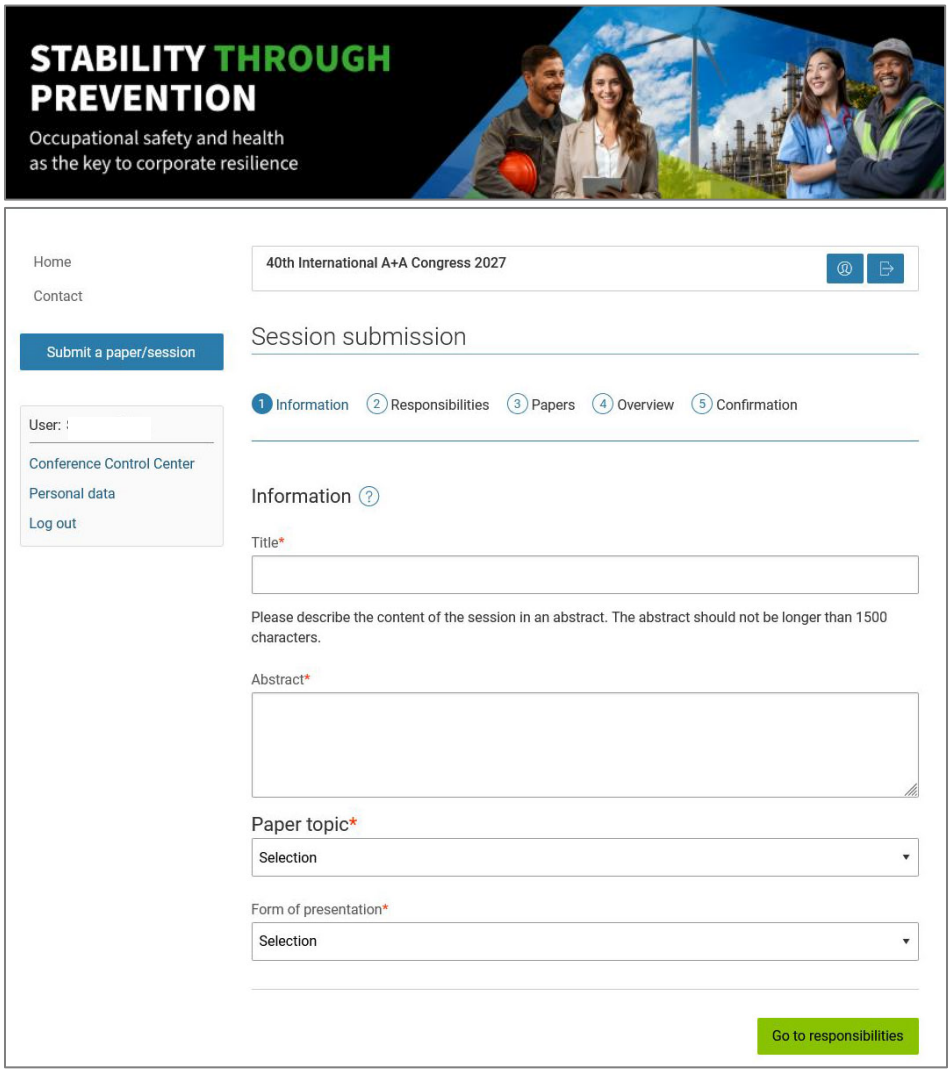
Should you wish to submit a further paper or a session, click on the link highlighted in blue, or on the blue "Submit a paper/session" button on the left in the menu bar.

The papers/sessions already submitted are also shown here. Click on the pen symbol to edit your submission if necessary.

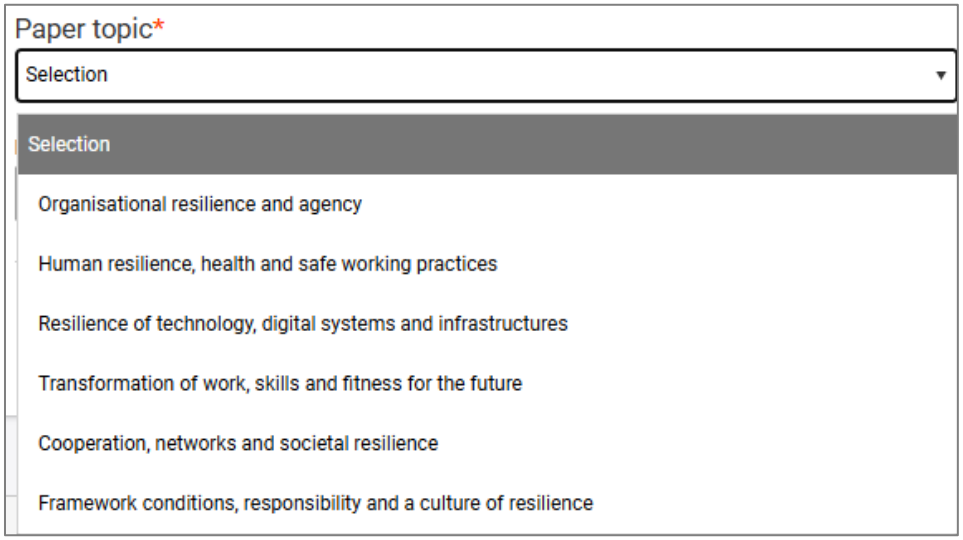


Submit a new session

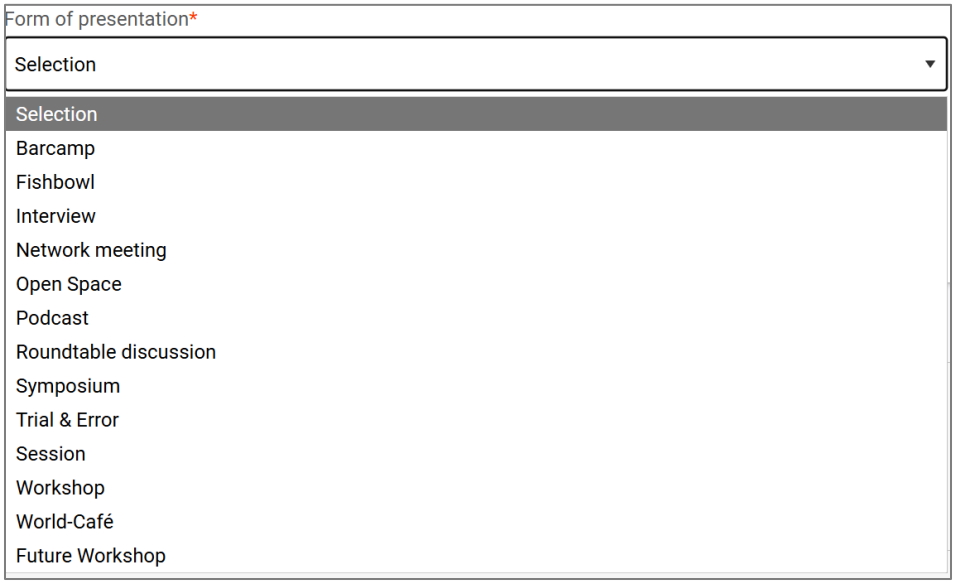
Enter the title and the abstract text. Select the topic (field) of the session and the form of presentation, and click on the green button at the bottom right to continue.



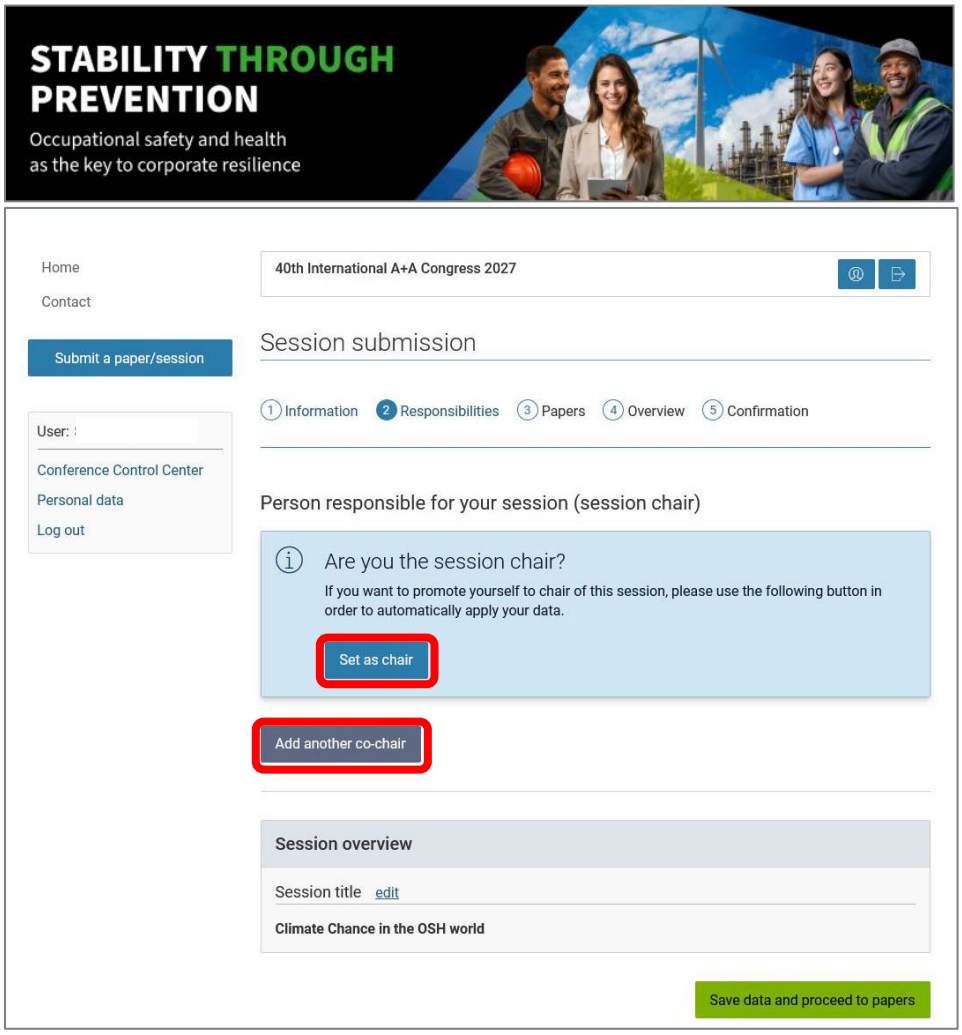
Select the form of paper topic:



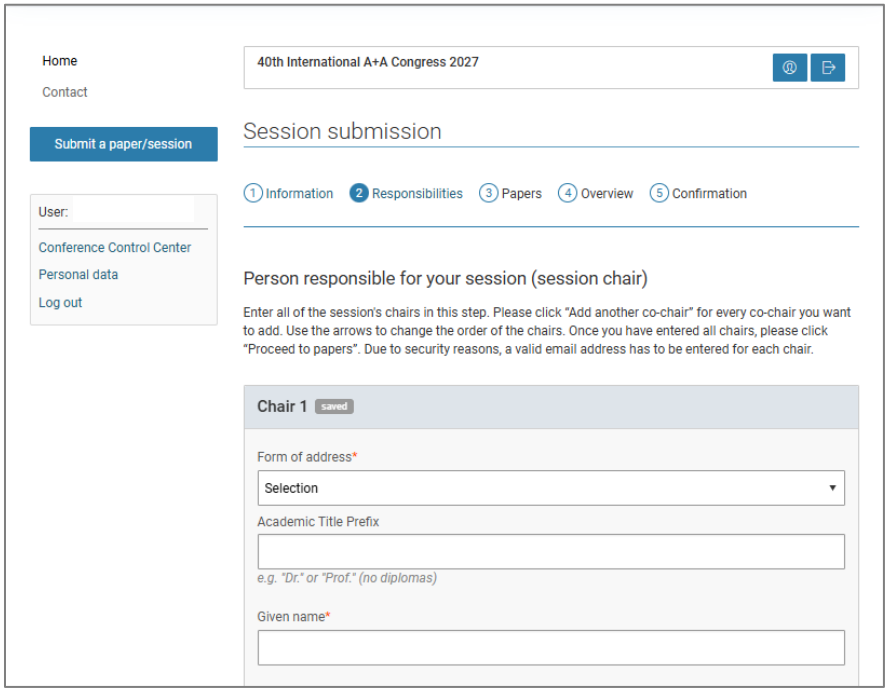
Select the form of the presentation:



Enter whether you and/or another person are the session chair. If necessary, apply your own data to the chair role using the blue "Set as chair" button, and/or click the grey "Add another co-chair" button to add a further person.



1. Submitter is session chair – apply submitter's own data and save data



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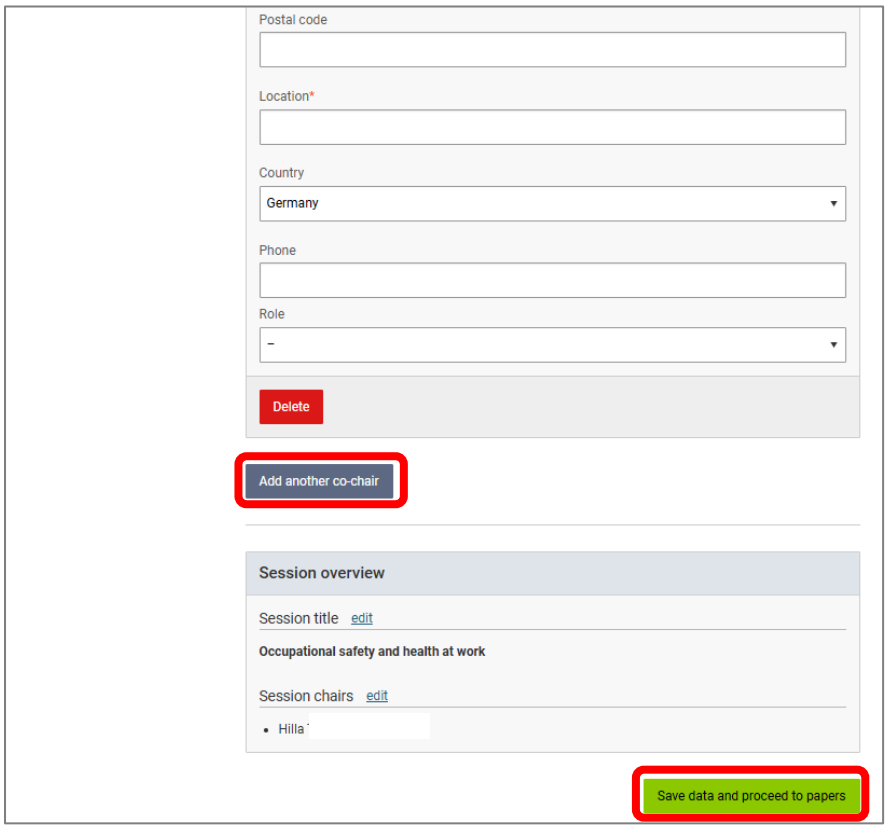
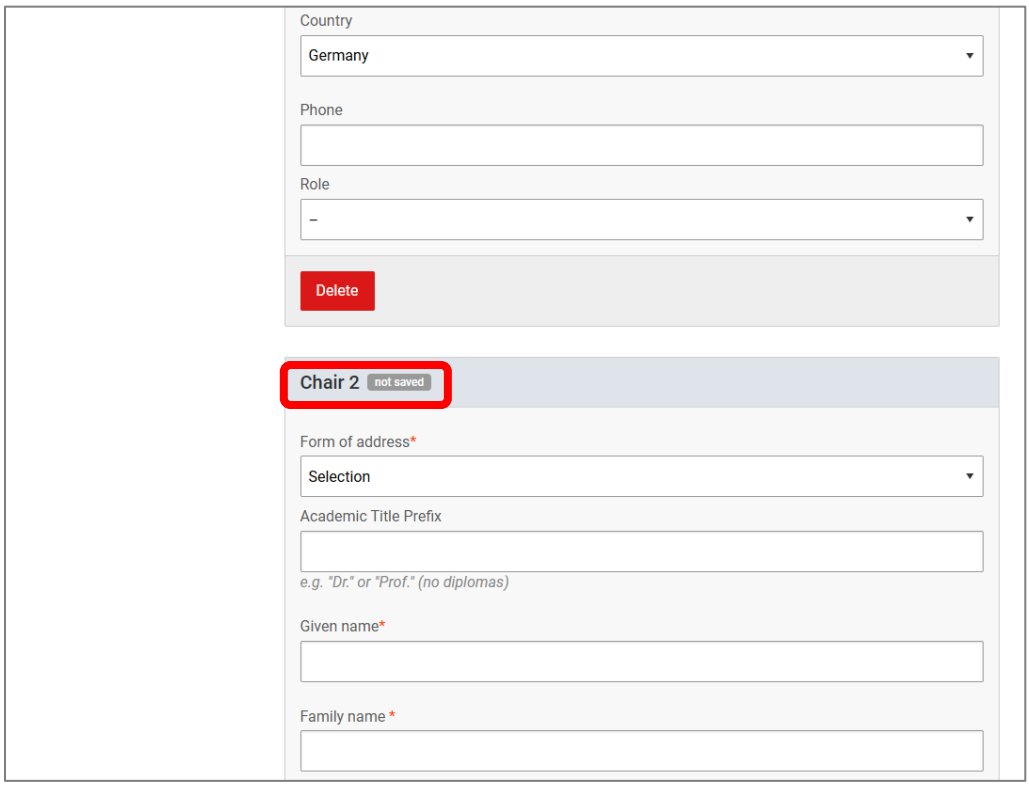


2. After selecting "Add another co-chair", complete all information fields for the person concerned.

To do so, scroll down further, as the data for Chair 1 is shown first; free fields are shown below this for entry of the data for Chair 2.



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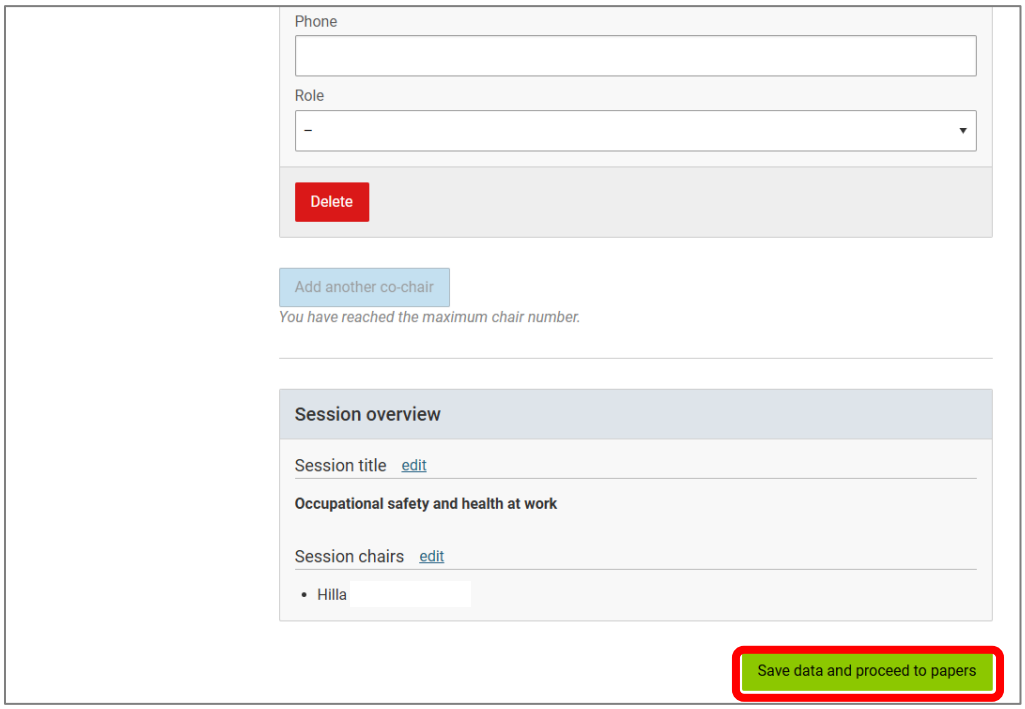
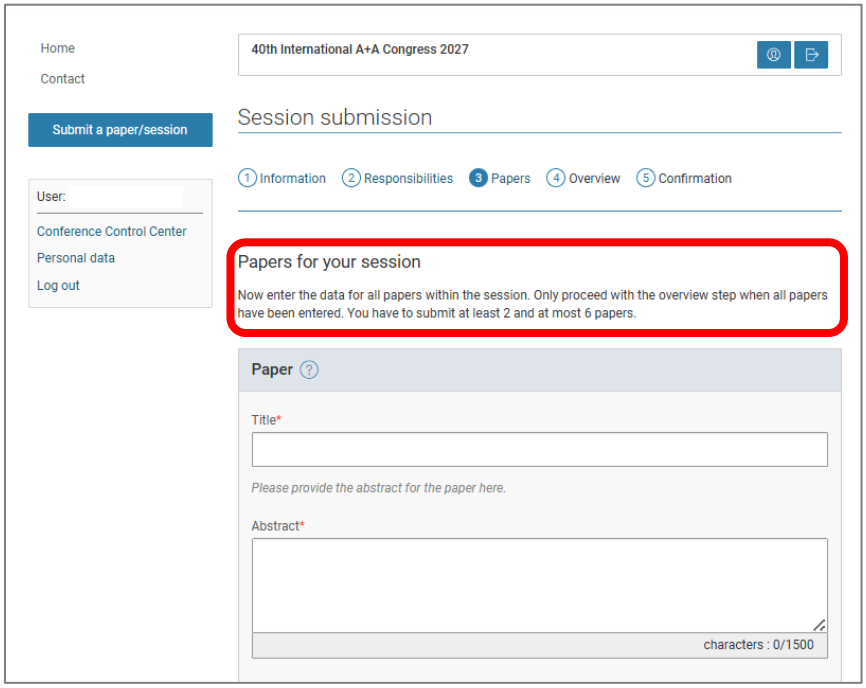
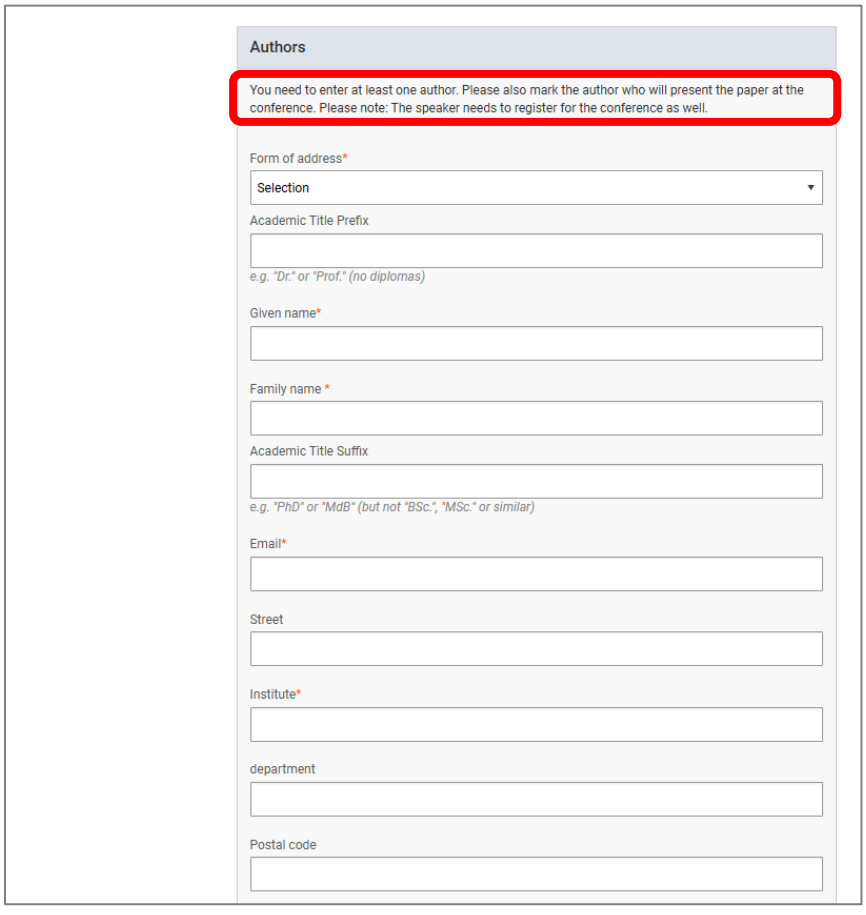


Once the chair(s) have been entered, continue with "Save data and proceed to papers".

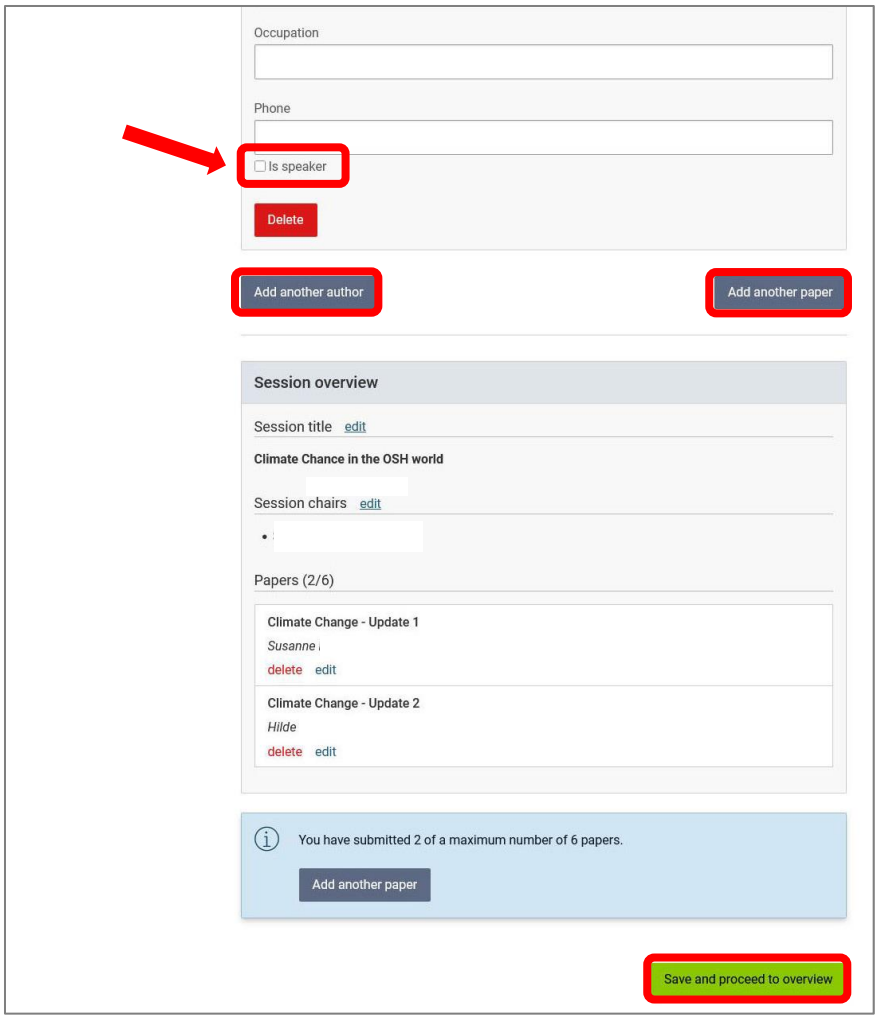
Now enter the papers for the session (**at least two, at most six**) in Step 3, with the respective titles, abstract texts and authors.



Note the instruction in red.



Do this by checking the box at the end of the author data (see arrow in next image).



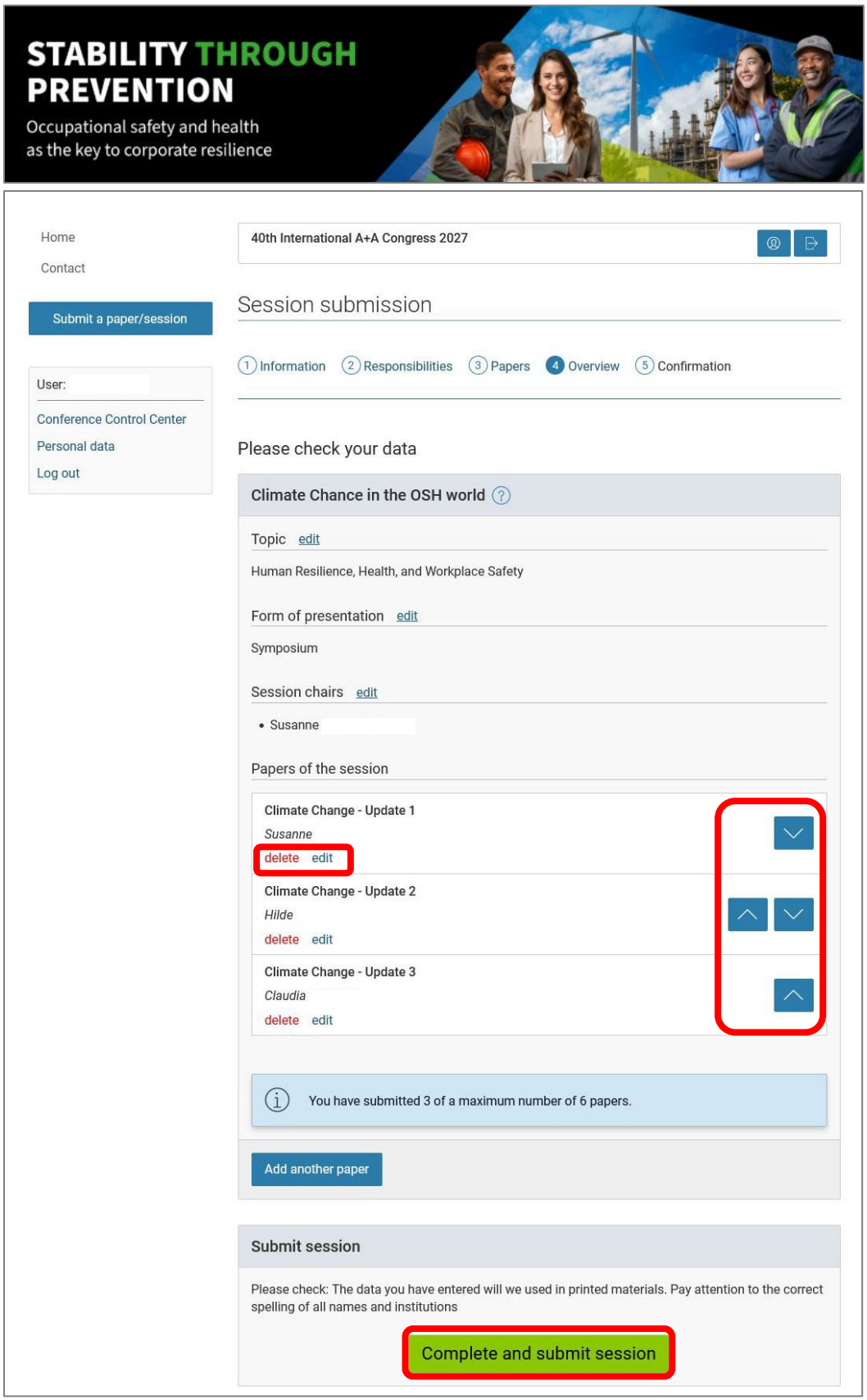
Use the relevant buttons to add further authors or a further paper.

The blue box below shows how many papers have been added for the session.

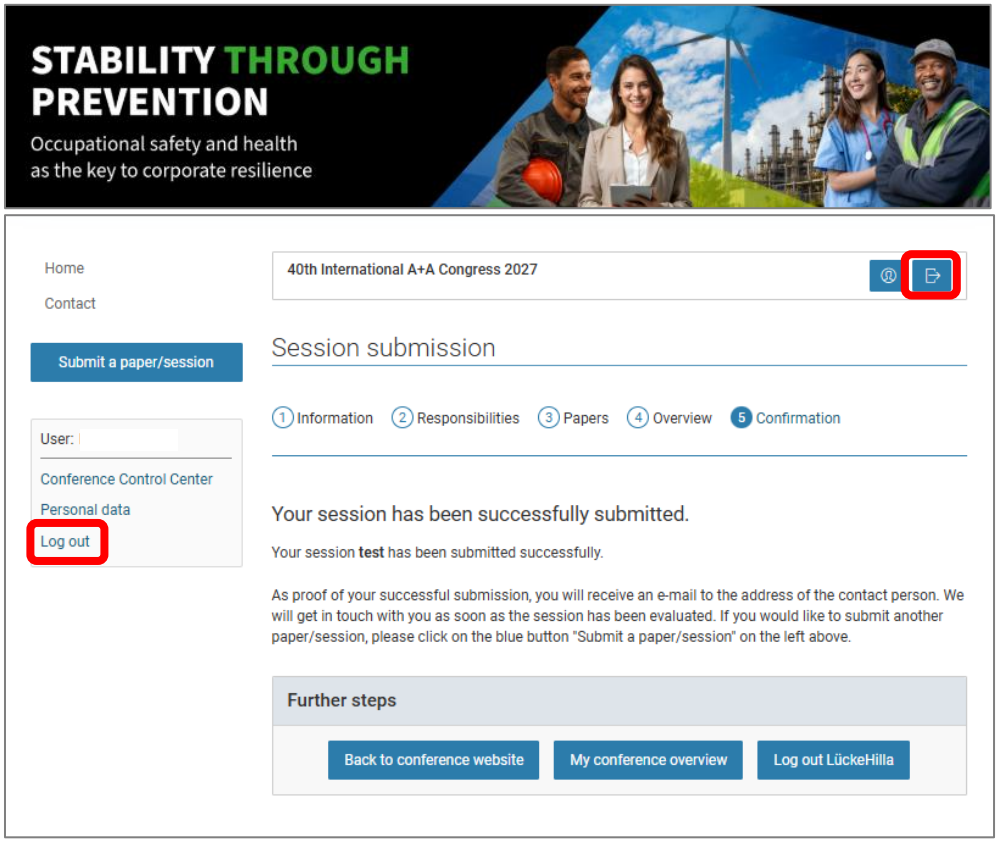
After entering the last paper, click on the green "Save and proceed to overview" button to continue.

You can check your inputs in Step 4. If they are all correct, complete the submission process using the green "Complete and submit session" button.

Use the arrow keys adjacent to papers to change their order. Papers can be edited here, and also deleted if required.



A confirmation message will be sent to you at the end of the session submission process. You (and if applicable, your co-chair) will also each be sent written confirmation in the form of an email containing the key data.



After submitting the session(s), you can log out of the system and leave the website by clicking on the red button or select “Log out” from the menu on the left.