

How to submit your Special session

1. If you submitted a paper or a special session last year, you are already in the system so enter your credentials in the dedicated box below the “Returning User” box.

<div style="background-color: #0056b3; color: white; padding: 5px; margin-bottom: 10px;">FIRST-TIME USER</div> <div style="background-color: #0056b3; color: white; padding: 5px; margin-bottom: 10px; width: fit-content; margin: 0 auto;">Find My Account</div> <hr/> <div style="background-color: #0056b3; color: white; padding: 5px; margin: 0 auto; width: fit-content;">Click Here to Create a Profile</div>	<div style="background-color: #0056b3; color: white; padding: 5px; margin-bottom: 10px;">RETURNING USER</div> <p>Enter your email and password to access your account.</p> <p>Email <input style="border: 1px solid #ccc;" type="text" value="Account Email"/></p> <p>Password <input style="border: 1px solid #ccc;" type="password" value="Account Password"/></p> <div style="background-color: #0056b3; color: white; padding: 5px; margin: 10px auto; width: fit-content;">Login</div> <p style="margin-top: 20px;">Reset Password</p>
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If you are a First-Time paper submission system, click on the “Create a Profile” button, below the “First-Time User” button.

Create Profile

You will automatically be logged in after you create a profile.

Title *	<input style="width: 90%;" type="text"/>
First Name *	<input style="width: 95%;" type="text"/>
Middle Name	<input style="width: 95%;" type="text"/>
Last Name *	<input style="width: 95%;" type="text"/>
Email *	<input style="width: 95%;" type="text"/>
Confirm E-Mail *	<input style="width: 95%;" type="text"/>
Affiliation/University/Institute *	<input style="width: 95%;" type="text"/>
Alternate Affiliation/University	<input style="width: 95%;" type="text"/>
Country *	<input style="width: 90%;" type="text"/>
Password *	<input style="width: 95%;" type="password"/>
Confirm Password *	<input style="width: 95%;" type="password"/>

I have read and agree to the [Submission Terms and Conditions](#)
[Click here for the terms and conditions](#)

Create Profile

Once you will have created your profile, you will be logged in.

- You will receive a confirmation email with your password.
- You may update your password at any time by clicking on "Update Profile".

2. To submit your special session, click on the “New Special Session- Click here to start” button.

NEW SPECIAL SESSION

Click Here to Start



NOTE: Primary Authors have **read/write** access.
Co-Authors have **read only** access.

No submissions currently exist.

3. Click on the “Start Special Session” button and start filling in the submission form.

You are beginning a new Special Session.

Click "Start Special Session" below. Additional items will become available afterwards.

(1)  (2) 

4. When you filled in all the fields, click on the “Submit Special Session” button at the end of the submission form. A pop-up message on your screen, which informs you that your paper has been submitted and was allocated an ID number, will be followed by an e-mail confirmation (Thanks for checking your spam box in case you do not see any message in your inbox).
5. **Please add as co-authors the presenter of each paper composing your special session. To do so, click on the “Author” button on the pop-up message.**

Special Session Saved



GREAT! Your Special Session has been submitted. The submission has been assigned ID # 1.

You will receive a confirmation email.

You may now use the menu to further update your submission.

Add Author

Skip

A. If the author already submitted a paper, the profile will already exist in the submission system. To add him/her, scroll down to the “Add Existing Contact Profile as Co-Author” button and type the author’s last name in the box. Next click on the “Add Co-Author” button.

Add New Author

You may enter an existing contact on the left side. Begin by typing part of their last name. Make sure to select the correct person, in the correct organization.

If you are adding a new contact, you must enter their e-mail address. Some contact information may also be required. The contact will be added to your submission and sent an e-mail message. The contact will have their own account which they may update after they login. The contact will not be able to edit this submission unless you mark them as the 'Primary Presenter'.

Add Existing Contact Profile as Co-Author

Enter last name, first name to find contact

Add Co-Author

Repeat this step for each author. Each author will also receive a confirmation email with your contact information.

B. If the author does not yet have a profile in the submission system, to add him/her/ go to the “Add New Contact Profile as New Author” button. Each contact must have a unique email address. Please fill in only the mandatory fields, i.e.

- Prefix
- First name
- Last name
- Email
- Affiliation

Add New Contact Profile as Co-Author

Each contact must have a unique email address.
To prevent duplicate contacts, first search for an existing contact using the search box above.

Title

First Name

Middle Name

Last Name

Email *

Confirm E-Mail *

Affiliation/University/Institute

Country

Add Co-Author

Repeat this step for each author. Each Author will also receive a confirmation email with your contact information.

Each time you enter an author, a pop-up message, entitled “Authors updated” appears on the screen, showing the list of Authors. If you still want to add/edit author(s), click on the “Add/Edit authors” button and repeat the step 6A or 6B.

Authors Updated ✕

Please review your Author list:

1	Anne-Laure Marteaux (Presenter)	EIASM
2	Nicole Coopman	EIASM




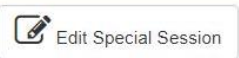
You may continue to edit your Author or continue to the next step.

Add/Edit Authors
I am Done

6. When you have entered all the authors, click on the “I’m done” button of the pop-up screen. A message on the screen informs you that “You have reached the maximum amount of submissions allowed” as per the EMAC policy you are allowed to submit only one special session.
7. You can edit your submission & author(s)’ information/order until the submission deadline by logging in to the submission page. (Returning User).
 - A. If you want to edit your submission, once on the submission page, click on the “Edit Special Session” button.

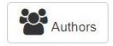
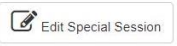
Current Special Sessions

ID #	Title	Your Status: Primary Contact & Presenter
1	test	



This submission is considered complete. It may be edited until the system is closed.

You will be redirected to the submission form. Once you are done with editing your submission, click on the “Update Special Session” button at the end of the screen. The message “Your Special Session has been updated” appears on the screen.



This submission is considered complete. It may be edited until the system is closed.

Your Special Session has been updated. ×

If you do not want to add/edit your co-author(s), you can log out.

B. If you want to add/edit your author(s), once on the submission page, click on the “Author” button. Enter/ update your co-author(s)’ information, following the step 6A or 6B.

Current Special Sessions

ID #	Title	Your Status: Primary Contact & Presenter
1	test	



This submission is considered complete. It may be edited until the system is closed.

When you are done with entering/ editing your author(s)’ information, go to the top of the page (upper right corner) and click on the blue button “Click here if you are finished editing your co-authors” to finalise your submission.

8. You will receive a pop-up message on your screen saying:

You have finished editing Special Session ID # XX
You may edit your submission until the submission deadline.
It is safe to log out now.

It also says that “You have reached the maximum amount of submissions allowed” as per the EMAC policy you are allowed to submit only one special session.

9. For any question regarding your submission, contact [Anne-Laure Marteaux](#), EMAC Executive Secretary.