OpenConf

USER MANUAL
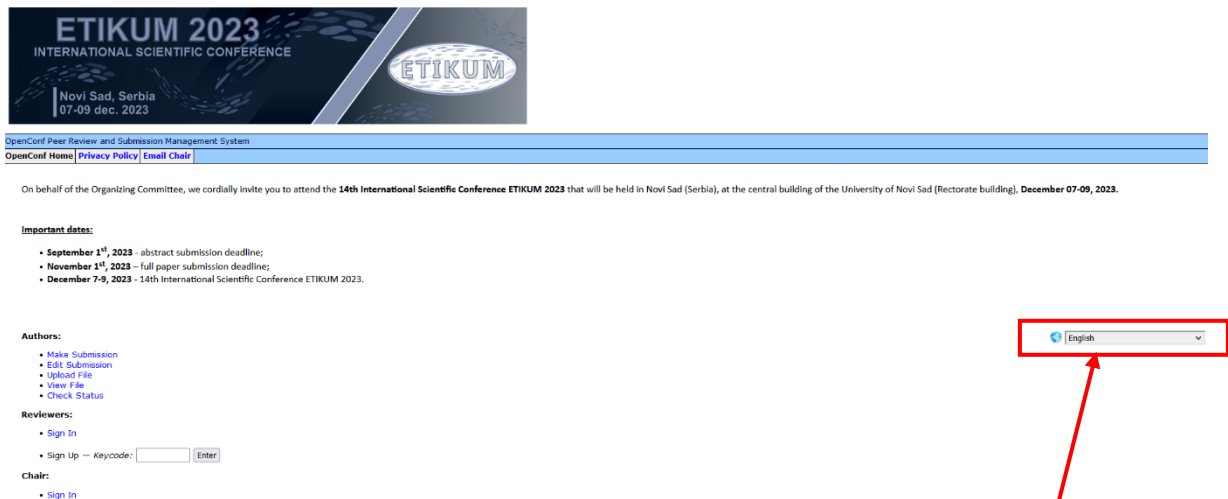
ETIKUM 2023

INTERNATIONAL SCIENTIFIC CONFERENCE

NOVI SAD, SERBIA, DECEMBER 07.-09. 2023

Abstracts/Papers for the ETIKUM 2023 conference are sent via the OpenConf online system.

Main page of paper management system can be accessed via the link on the conference page or by following the link: http://etikum.ftn.uns.ac.rs/openconf/openconf.php

When the link is opened, the following screen will appear:

Figure 1. OpenConf main page for the ETIKUM 2023 conference

In the upper right corner of the main page of OpenConf, you have the option of choosing a language (Serbian or English).

ABSTRACT/PAPER SUBMISSION

First, you need to select the option " Make Submission" on the main page of OpenConf and you will reach the following page:

Figure 2. Submission making page in the OpenConf system

In the first section, you need to accept the use of personal information, including receiving emails, consistent with the Privacy Policy, by clicking on the <u>checkbox</u>:
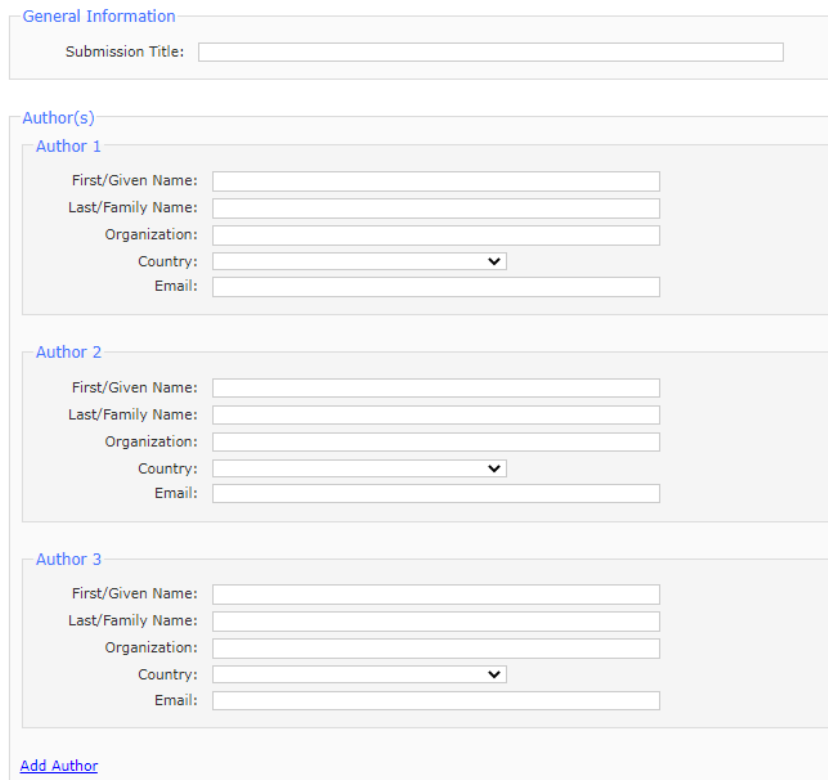

Figure 3. Acceptance of consent for the use of personal information

In the "General Information" section, enter your paper title in the "Submission Title" box.

In the "Author (s)" section, you can fill in authors information in the appropriate order.

To add more authors, you can use the "Add Author" link under the section.

Figure 4. Entering the information of all authors

Enter the name of the author in the "First / Given Name" field, the last name of the family in the "Last / Family Name" field , the name of the university or organization in the "Organization" field , the name of the country it belongs to in the "Country" field, the contact e-mail address in the "Email" field.

Authors whose informations you leave blank or delete will not appear in the system.

In the "Contact Author" section, you can select a member who will serve as a contact for correspondence regarding the submission of the work application in the "Contact Author" field.

In the "Alternate Contact" field, enter alternative contact information, such as a personal email address or telephone number, to use if the email address previously used in the "Contact Author" field cannot be reached.

Figure 5. Selection contact author

In the "Topic Areas" section, make your selection of the appropriate area for your report to be properly evaluated by expert referees (you can select only one field).

Figure 6. Selection of areas

In the "Content" section, type your key words in the "Keywords" box, separated by a semicolon (;), and your abstract in the "Abstract" box.

Figure 7. Input of keywords and abstracts of the paper

In the "Password" section, enter a password that you will remember and with which, together with the submission ID (which you will receive via email after submitting this form), you will be able to make changes to this paper submission.

Figure 8. Entering the password

In the "Comments" section, in the "Optional comments" field, you can enter additional comments related to your application.

After checking your information, click "Make Submission" button to save your report to the system.

Figure 9. Entering additional comments related to the application

If the registration is successful, the system will send a report mail related to the selected article as "Contact Author". The "Submission ID" (which can also be seen in the message indicating that the registration process is successful) is your notification number and this number will be used for all proceedings related to the conference. Please keep this number.

EDIT SUBMISSION

To edit the application, you need to select the " Edit Submission" option on the main page of the system, which will take you to the following page:

Figure 10. Submission editing page

In the "Submission ID" field, enter your application ID (which you received as part of the report at the selected email address), and in the "Password" field, enter your password.

If you don't remember your login ID or password, you can use the option "Forgot ID" or "Forgot password" or contact us.

By choosing the option "Edit submission" (if the submission ID and password are entered correctly), you access the submission editing page.
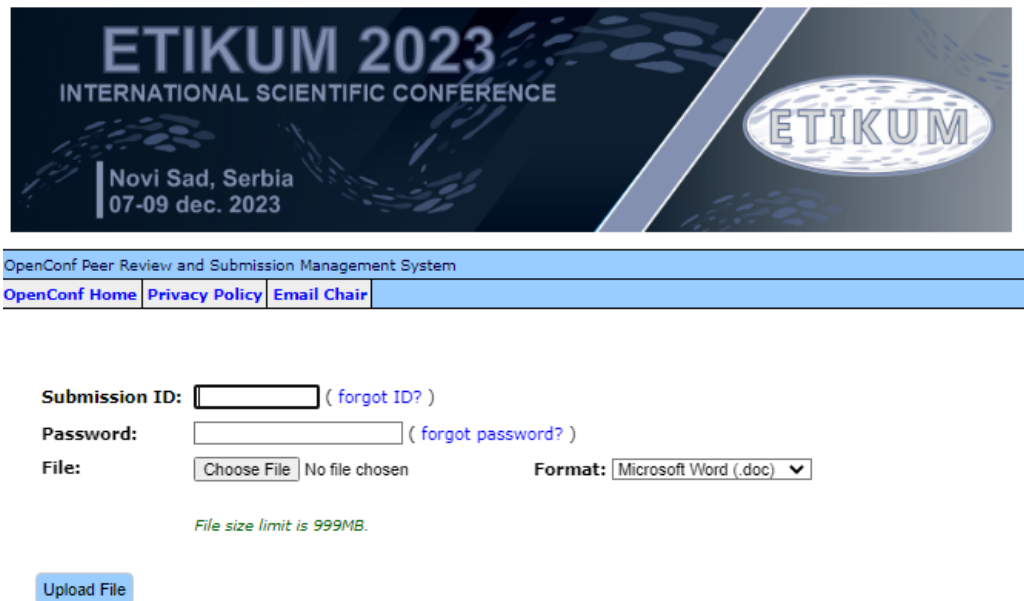
The submission editing page is the same as the submission making page.

After you have done your edits, you can save it with "Submit Changes" or you can exit without saving with "Cancel Changes".

If you register yor changes, you will receive an update mail confirming that the changes have been approved.

UPLOADING FILE

First click on the "Upload File" menu in OpenConf main page and the following page is reached:
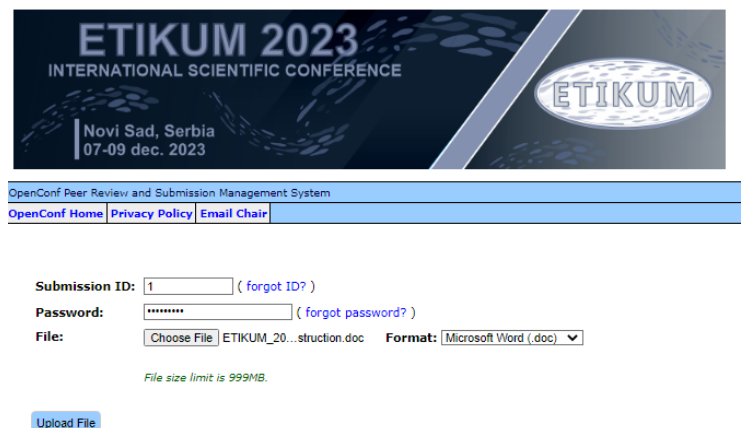

Figure 11. File upload page

In the "Submission ID" field, enter your submission ID (which you received as part of the report at the selected e-mail address) to which you want to send the file, and in the "Password" field, enter your password.

If you don't remember your login ID or password, you can use the option "forgot ID" or "forgot password" or contact us.

In the "File" section, select the "Choose file" option and select the file you want to send.

The file you want to send must have a .doc or .docx extension and the file size cannot exceed 999MB.

After selecting the file to send, select the option "Upload file" to upload the file to the system.

Figure 12. Completed page for upload file

You can view the uploaded file using the "View File" option on the main page of the system:
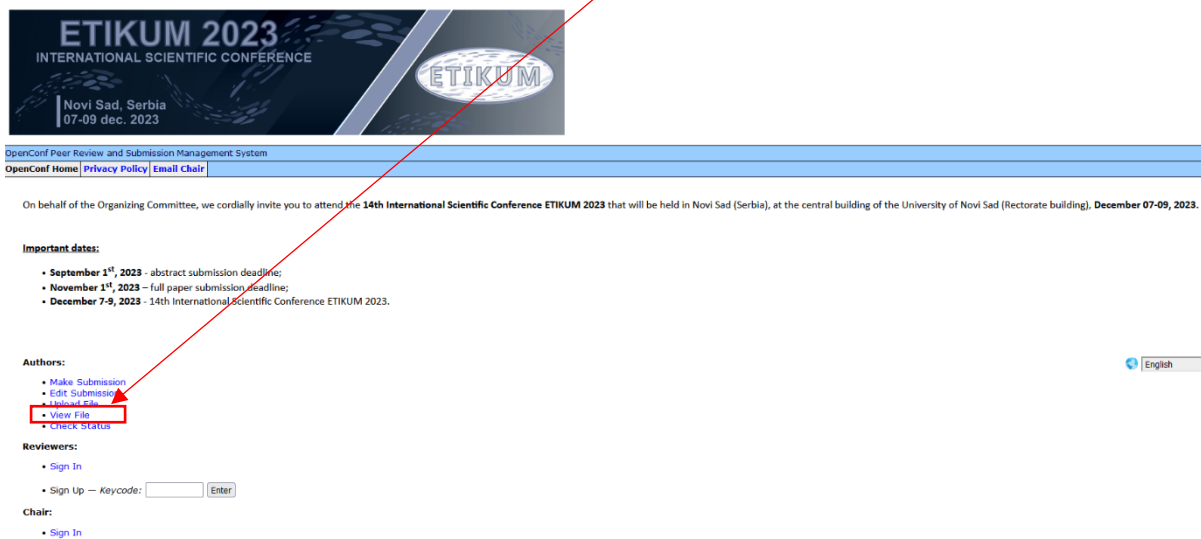

Figure 13. Accessing page for viewing uploaded files

If you want to change your submission file, you can repeat the file submission process within the appropriate deadline.

The new file will replace the old one.

In case of any possible errors, you can contact us at etikum@uns.ac.rs

CHECK STATUS OF YOUR SUBMISSION

To check the status of your submission, use the "Check Status" option on the main page of OpenConfa.