How to submit your Special Session Proposal

1. This year, EMAC is implementing a new paper submission system. Therefore, your EIASM profile’s credentials are no longer valid for submitting your paper. You need to create a new profile in the new paper submission system.

2. As a First-Time User of the new EMAC paper submission system, click on the Create a Profile button, below the FIRST-TIME USER button.
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.
If you intend to submit a special session, click on the Conference Submission Home tab.

Select either

- EMAC 48th Annual Conference Competitive Paper Submission or
- EMAC 48th Annual Conference Special Session Proposal Submission

by clicking on the Go button. Complete the first submission type and once you have submitted, go back to the Conference Submission Home tab to submit the other type.
3. To start your Special Session Proposal click on the New Special Session - Click Here to Start button.

4. Click on the Start Special Session button and start filling in the submission form.

5. 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 special session 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).
6. You can add your co-session chair(s) by clicking on the Add Session Chair button on the pop-up message.

**If you do not have co-chair(s), click on the Skip button.**

A. If your Co-Session Chair(s) already submitted a paper, his/her profile will already exist in the submission system. To add him/her as a Co-Session Chair to your paper, scroll down to the *Add Existing Contact Profile as Co-Session Chair* button and type the Co-Session Chair’s last name in the box. Next click on the *Add Co-Session Chair* button.

![Add New Session Chair](image)

*Add New Session Chair*

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-Session Chair](image)

*Add Existing Contact Profile as Co-Session Chair*

Enter last name, first name to find contact

Add Co-Session Chair

**Repeat this step for each Co-Session Chair.**

Each Co-Session Chair will also receive a confirmation email with your contact information.
B. If your Co-Session Chair(s) do not yet have a profile in the submission system, go to the Add New Contact Profile as Co-Session Chair button. Each contact must have a unique email address. Please fill in only the mandatory fields.

Repeat this step for each Co-Session Chair.

Each Co-Session Chair will also receive a confirmation email with your contact information.
Each time you enter a Co-Session Chair, a pop-up message, entitled Session Chairs Updated appears on the screen, showing the list of Authors. If you still want to add/edit Co-Session Chair(s), click on the Add/Edit Session Chairs button and repeat step 6A or 6B.

7. When you have entered all your Co-Session Chairs, 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 paper.
8. You can edit your submission & Co-Session Chair(s)’ information until the submission deadline (December 5, 2018 14:00 CET Time) 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 Proposal button.

   ![Edit Special Session Proposal button](image1)

   B. If you want to add/edit your Co-Session Chair(s), once on the submission page, click on the Session Chairs button. Enter/ update your Co-Session Chair(s)’ information, following the step 9A or 9B.

   ![Session Chairs button](image2)
When you are done with entering/editing your Co-Session Chair(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-Session Chairs* to finalise your submission.

![EMAC 48th Annual Conference Special Session Proposal Submission](image)

9. 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 paper.

10. For any question regarding your submission, contact Anne-Laure Marteaux, EMAC Executive Secretary.