## **Submission Tutorial**

Follow these steps carefully to successfully submit your abstract and document through OpenConf:

### **Step 1: Download Template and Start Submission**

1. Go to the **conference homepage**.
2. Click on the button labeled **"Download Abstract Template"** to download the abstract template.
3. Fill out the downloaded abstract template document with your abstract details.
4. Once your abstract document is completed and ready, click on the link labeled **"Make Submission"**.

### **Step 2: Complete Submission Form**

1. On the submission form page, check the box indicating your **consent** for the collection and use of personal information.
2. Provide your submission title in the **"Submission Title"** field.
3. Fill out the author information clearly:  
   * First/Given Name
   * Last/Family Name
   * Organization
   * Country
   * Email
4. If you have multiple authors, click on **"Add Author"** to include additional author information.
5. Select a **Contact Author** from the dropdown, who will be responsible for correspondence regarding the submission.
6. Choose **one or more relevant topic areas** that best represent your abstract.
7. In the **"Abstract"** field, copy and paste **only the summary text** of your abstract.
8. Create and confirm a **password**. Remember this password, as it will be required for uploading your document and future edits.
9. Optionally, you may include additional comments in the **"Optional Comments"** field.
10. Once all fields are complete, click **"Make Submission"** at the bottom of the page.

### **Step 3: Upload PDF File**

1. After completing Step 2, you will receive a **Submission ID**. Save this ID.
2. Return to the conference homepage.
3. Click on the **"Upload File"** link.
4. Enter your **Submission ID** and **password** previously set.
5. Select your final abstract document in **PDF format**.
6. Click the **"Upload File"** button to finalize the submission.

Once the upload is completed, your submission process is finished. You will receive a confirmation via email.