

# Quick Guide for Paper Submission to The 37th Asian Finance Association Annual Conference

**Step 1 :** Log in the conference at the below link

[https://editorialexpress.com/cgi-bin/conference/conference.cgi?action=login&db\\_name=AsianFA2025](https://editorialexpress.com/cgi-bin/conference/conference.cgi?action=login&db_name=AsianFA2025)

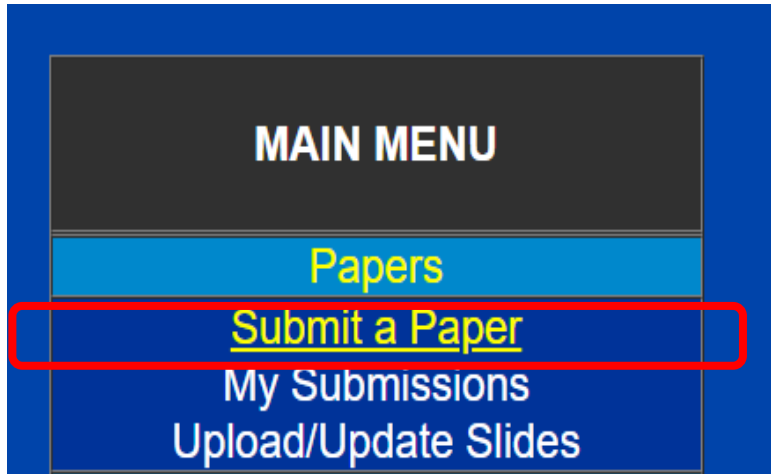
<b><i>Conference Maker</i></b>	
<b><u><a href="#">The 37th Asian Finance Association Annual Conference</a></u></b>	
<b>June 26 - 28, 2025</b>	
<b>The Center for Public and Business Administration Education (CPBAE) of National Chengchi University, Taiwan</b>	
<b>If you don't have an account:</b>	<b>If you have an account:</b>
<b>SIGN UP</b>	<b>LOGIN</b>
Create your Conference Maker account by providing basic contact info and choosing a user ID/password. Then you can login to this or any other conference organized via Conference Maker.	If you signed up for a previous conference using Conference Maker, you can login with your existing user ID and password. Once in, you can submit papers, check their status, and obtain conference info.

Tip: If you don't have a Conference Maker account, you will need to create one first

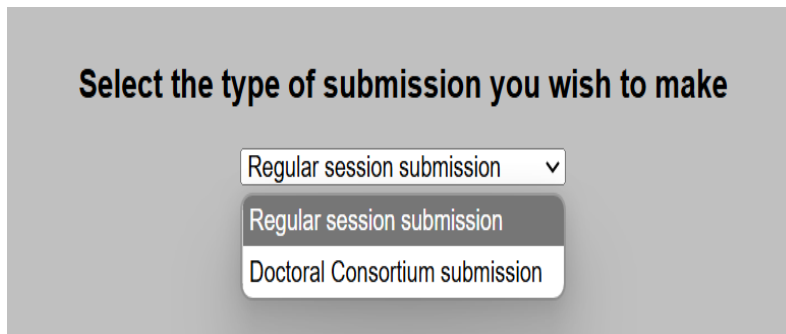
**Step 2: Go to My Account => View/Edit Settings.** Make sure your personal information (name, organization, department, and others) are correct.

MAIN MENU
Papers
Submit a Paper
My Submissions
Upload/Update Slides
Committee Members and Areas
List Area Assignments
Sessions
Search Database
List All Sessions
List My Sessions
My Favorite Sessions
Conference
Summary Information
My Account
View/Edit Settings
Change Password
Other
Help
Feedback
Logout

**Step 3: Click Papers=> Submit a Paper in the MAIN MENU**



**Step 4: Select the **type of submission** you wish to make.** If you are a PhD student and choose to submit to the Doctoral Consortium, your paper may be accepted either in the regular session or the Doctoral Consortium.

A screenshot of a form titled 'Select the type of submission you wish to make'. The form has a light gray background. It contains a dropdown menu with the text 'Regular session submission' and a downward arrow. Below the dropdown, there is a list of two options: 'Regular session submission' and 'Doctoral Consortium submission'. The 'Regular session submission' option is highlighted with a dark gray background.

## Step 5: Fill out Paper Submission Form and submit (items marked in blue are mandatory)

Paper Submission Form (Items Marked in blue below are Mandatory)	
Submitter	<div></div> <p><b>IMPORTANT:</b> The submitter of a paper is the default presenter of it if the paper is selected for the conference program. If you will not present the paper you can still submit it, but you should change the submitter to the user ID of the person who will present it before the date of the conference.</p>
Paper Title	<div></div>
Are there coauthors besides the submitter?	<p><input type="radio"/> Yes, there are other coauthors (If you answer <b>Yes</b>, you will be prompted to enter the additional coauthors after completing this form)</p> <p><input type="radio"/> No, no other coauthors of this submission</p>
Type of Submission	Regular session submission ▾
Area	Select Area ▾
Keywords	<div></div>
Abstract (1000 words max)	<div></div>
Submitter's Comments (entered by submitter)	<div></div>
Enter your submission (paper, required to submit)	Upload PDF file, 2 MB max <div>選擇檔案</div> 沒有選擇檔案 (Click here for tips on generating readable PDF files)
Enter your slides (optional)	Upload PDF file, 2 MB max <div>選擇檔案</div> 沒有選擇檔案 (Click here for tips on generating readable PDF files)

Submit

**Step 6:** You can **Edit, Add/Modify Authors, or Delete** the submission here. If you have co-authors and you know their conference maker accounts, you can add them here (your co-author will receive a notification email once you add them). If they don't have conference maker account, you could create accounts for them.

EditAdd/Modify AuthorsDelete

Title	
Type of Submission	Regular session submission
Date submitted	2024-12-03 03:11:08
Date last edited	2024-12-03 03:11:08 by
Authors	<div></div> <div>(click <a href="#">here</a> to add/modify authors)</div>
Submitter	
Privacy Setting	Private (only Program Committee can see identity of authors/submitters of unaccepted submissions, enforced globally for all submissions via conference settings, the submitter's recorded choice is <b>private</b> )
Keywords	
Abstract:	
Full Paper (PDF file)	
First choice Area Assignment	Corporate Governance
Decision	Undecided

EditAdd/Modify AuthorsDelete

**Step 7: Go to Papers => My submissions to see your submission. You can **Edit**, **Add/Modify Authors**, or **Delete** your submission by click “ID”.**

MAIN MENU

Papers

Submit a Paper

My Submissions

Upload/Update Slides

Committee Members and Areas

List Area Assignments

Sessions

Search Database

List All Sessions

List My Sessions

My Favorite Sessions

Conference

Summary Information

My Account

View/Edit Settings

Change Password

Other

Help

Feedback

Logout

Click on the paper

ID	Submission Info	
28	<div>Submission type: Regular session submission</div> <div>Area: Corporate Governance</div> <div>Decision: Undecided</div>	KHTH

Edit

Add/Modify Authors

Delete

Title	
Type of Submission	Regular session submission
Date submitted	2024-12-03 03:11:08
Date last edited	2024-12-03 03:11:08
Authors	<div>(click here to add/modify authors)</div>
Submitter	
Privacy Setting	Private (only Program Committee can see identity of authors/submitters of unaccepted su enforced globally for all submissions via conference settings, the submitter's recorded cho
Keywords	
Abstract:	
Full Paper (PDF file)	
First choice	Corporate Governance
Area Assignment	
Decision	Undecided

Edit

Add/Modify Authors

Delete