EasyChair instructions for Authors

EasyChair, an online conference paper management system, will be used to handle paper submission and review for FUTURE-BME 2024.

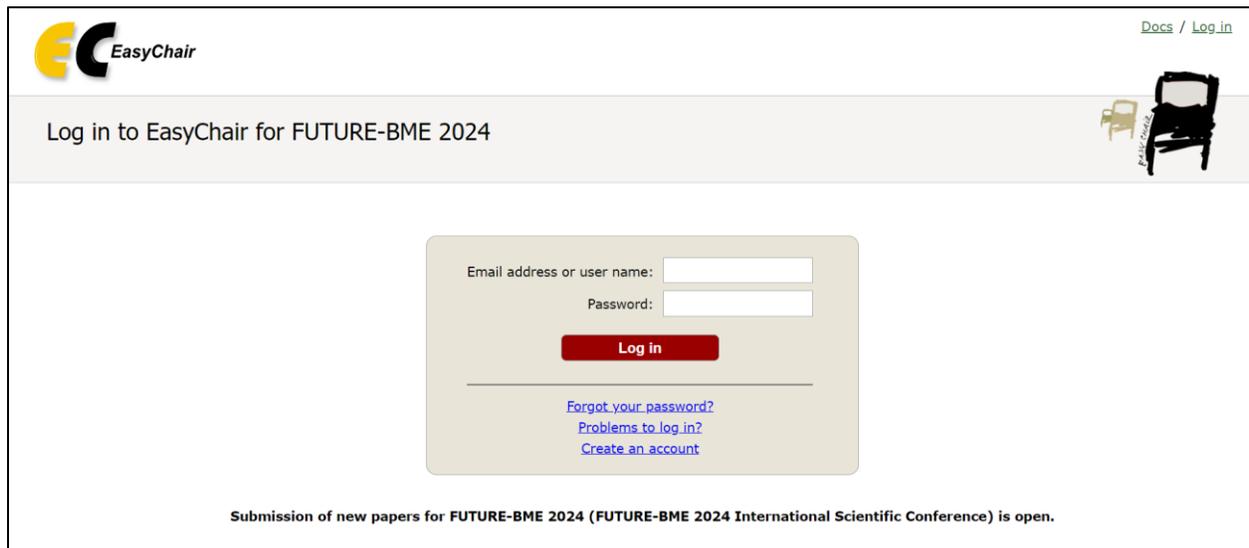The submission process consists of three phases:

1. Abstract submission

2. Draft paper submission

3. Full paper submission

We kindly ask the authors to follow the next steps to ensure that they have completed all stages of the submission correctly.

1. Abstract submission

Submission is made through this page.

In order to get to the abstract submission page, you need to log in to your EasyChair account. If you don't have an account, create one first (by clicking on *create an account* button shown in the next image).

Figure 1 - Login page

After logging in to the EasyChair account for FUTURE-BME 2024, you should find a "New Submission" button located in the top-left corner of the menu bar to submit a new abstract (as shown in Figure 2).
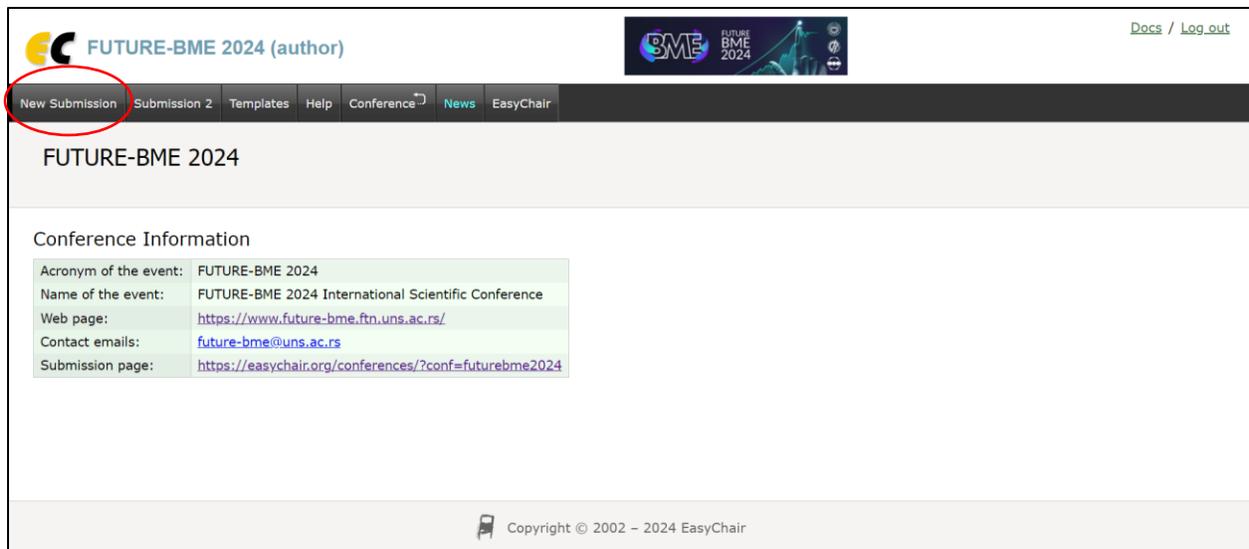
Figure 2. New Submission button

After clicking on that button, you will be redirected to the submission page (see Figure 3). Please fill in the fields in the form with the required informations about the authors. *Note*: You must use the same email address that you signed up with when creating the EasyChair account.

In case there are more than three co-authors, for each additional co-author, 20 € will be added to the overall registration fee amount.
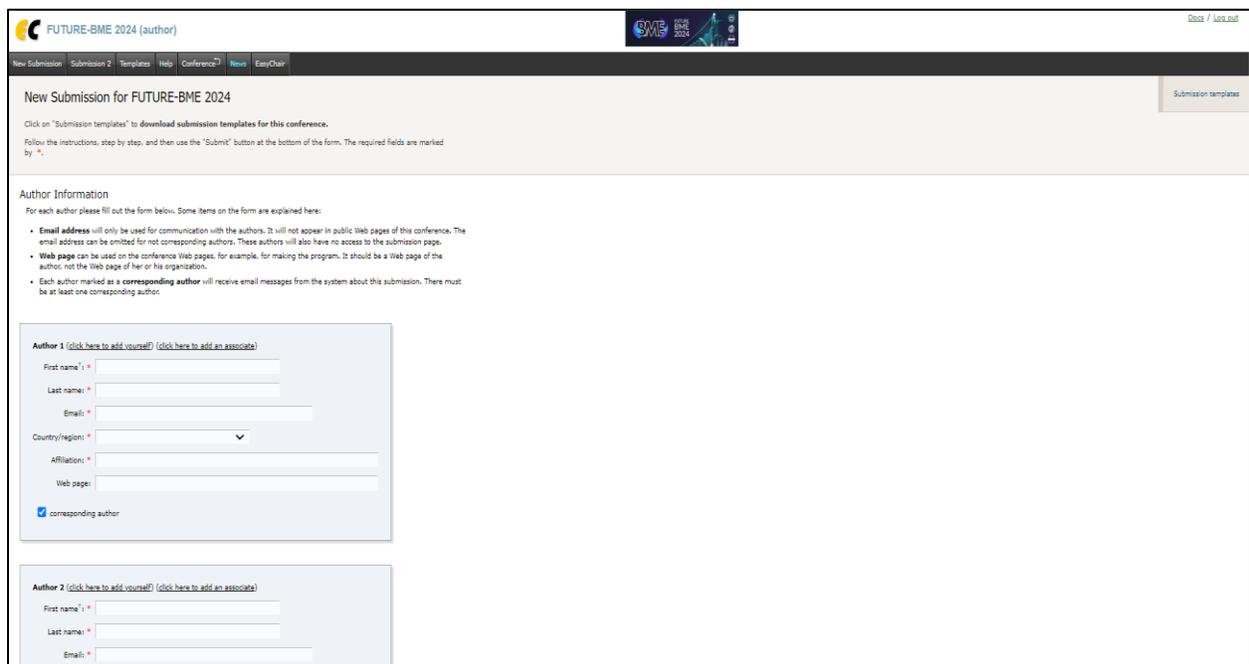

Figure 3. Submission page – authors

After entering information about all authors, you need to submit an abstract. You should submit it by filling in the fields in the form shown in the Figure 4.

Title and Abstract
The title and the abstract should be entered as plain text, they should not contain HTML elements.

Title: *

The abstract should not exceed 250 words

Abstract: *

Keywords
Type a list of keywords (also known as key phrases or key terms), **one per line** to characterize your submission. You should specify at least three keywords.

Keywords: *

Topics
Please select topics relevant to your submission from the following list. Topics are typically used for assigning submissions to reviewers and for conference analytics. You must select one or more topics.

☐ Sustainable Business Practices   ☐ Innovation and Entrepreneurship

☐ Supply Chain Management and Resilience   ☐ Advanced Manufacturing and Technology

☐ Project Management and Ethics   ☐ Economics and Finance

☐ Design and Marketing   ☐ Engineering and Construction

Figure 4. Submission page – abstract

After entering all required data, click on the *Submit* button to submit the abstract.

<u>IMPORTANT NOTICE</u>: Please do **not** submit the full paper or any other files at this stage. Abstract should only be submitted by filling in fields of the form shown in the previous figure, so although a *choose file* button exists, submission of a file containing only the title and abstract is not required at this stage!

After the abstract has been successfully submitted, you can find the *Submission <number>* in the menu (see the red rectangle in the Figure 5), and by clicking on that button, the page with the details of the submission opens (as shown in next figure).

Figure 5. View of the submitted abstract

Following the submission process, you will receive an email which is confirming your submission. Once the abstract review process is completed, you will receive acceptance/rejection notification.

2. Draft paper submission

In order to be able to submit the first version of the paper, your abstract should be accepted. After that, you need to go to the page of your submission (shown in previous Figure 5) and in the upper right corner you will find few options (yellow rectangle).

First one is to update the title, abstract and keywords (*update information* button), second gives you a possibility to update the authors using the *update authors* button. Last and **most important** button in this phase is ***Add file*** button. Once you click on that button you'll be able to select the file that you want to upload using the *Choose File* button (see Figure 6). Papers should be submitted in **.pdf** format.

Be sure that the submitted paper is in accordance with the template (available both on the conference website and EasyChair plaform). The only thing that **MUST BE LEFT OUT of the attached template**, in **THIS** step, is the list of the author and co-author names (because of the double-blind peer review process). Their names should be added in the final version of the paper (together with changes requested by the reviewers). The paper should have between 5 and 8 pages. If a paper exceeds 8 pages (A4 size), each additional page will be subject to a charge.

Figure 6. Adding a file

After the review process of the draft paper is completed, you will receive acceptance/rejection notification followed by reviews text by email.

3. Full paper submission

After correcting the paper according to the reviewers' comments, you need to go back to the page of your submission (shown in Figure 5) and in the upper right corner you will find button *Update File*. You should select final version of the paper and click on the Submit button after that.

IMPORTANT NOTICE: In addition to the changes requested by the reviewers, it is MANDATORY to add information about the authors to the document itselft before submitting the final version of the paper!!