

Guide to Submitting Abstracts and Presentations using the ScholarOne Application

Welcome to the ScholarOne application, where you will be submitting your Abstract and Presentation for the upcoming ANTEC Mumbai 2012 event. Please follow these simple instructions to create an account and submit your documents.

Please note that all Abstract/Presentation submissions will be reviewed by the Technical Program Committee, who will contact you with any additional questions as well as to let you know the status of your submissions.

Step One, access the website and create an account:

- Follow the link: <http://antec-mumbai2012.abstractcentral.com>; you will be presented with a login screen, with instructions on the left side of the screen
- On the left of the screen, click on Create an Account
 - Enter the information on the following screens, clicking Save & Continue at the bottom of each screen
 - When you reach the Role Request screen, choose either General submission or Student submission (depending on whether or not you are a Student)
 - Click Finish; if you are presented with error messages, you will need to correct the error before completing; if you are not presented with error messages, you will see the message:
 - Your account has been created. You may now log in to Abstract Central.
 - Click on the log in link (in the message) and log in with your newly created account UserID and Password
 - **NOTE: all required fields are denoted with a red ***
 - **NOTE: UserID and Password are case sensitive**

Step Two, submit your Abstract

- Now that you are logged in, from the main screen choose the Submission tab at the top of the screen. The screen that is displayed will be used to create a new entry, or to view existing entries that you have previously submitted. To create a new entry, click on the Create a New Submission link on the left of the screen.
- As you can see from the Instructions listed on the left side of the screen, there are seven (7) steps to create a new submission:
 - Step 1: Enter the Title and upload your files:
 - there is a limit of 250 characters for the Title; please use upper and lower case characters, and do not enclose the title in quotation marks. You may also cut/paste your title into this field
 - Upload your Abstract file by clicking the Choose File button, browsing and selecting the file; then you must click the Upload button
 - **NOTE:** this file may be a .pdf, .doc, or .docx file type. There is a maximum of 100KB for the size of the file
 - **NOTE:** if the upload is successful, the full filename/filetype will display with a Delete button to the right
 - If your .ppt is ready, Upload your Presentation using the same process as for the Abstract upload
 - **NOTE:** this file may ONLY be a .pdf version of your PowerPoint presentation – no other file type will be accepted
 - **NOTE:** if your presentation is not ready for upload, you may come back at a later time and upload the .pdf version of this file
 - Click the Save and Continue button to go to Step 2

- Step 2: Disclosure (Author's Release Form)
 - You must provide a signed Author's Release Form for each Abstract that is submitted. Download the form, sign, scan and attach here (Choose File; Upload)
 - Click the Save and Continue button to go to Step 3
- Step 3: Presentation Type / Topic Area
 - From the drop down menus, choose your Topic Area, Session Type, and (for Students only) Graduate or Undergraduate
 - Click Save and Continue to go to Step 4
- Step 4: Affiliations
 - If multiple Authors will be listed and the Authors are with different affiliations (company, school), then each Affiliation must be entered on this screen. By default, your Affiliation is automatically entered from the information you provided when you created your account
 - Click Save and Continue to go to Step 5
- Step 4: Authors
 - If co- Authors will be listed, enter the additional Authors on this screen. For each Author, choose the Affiliation number from the drop down box next to the author's name
 - **NOTE:** Authors must be listed in the order in which they will appear in publication of the proceedings
 - Click Save and Continue to go to Step 6
- Step 6: Keywords
 - Choose Keywords from the drop down menus
 - Click Save and Continue to go to Step 7
- Step 7: Proof and Submit
 - From this screen, review the information you have entered and then click the Submit button
 - **NOTE:** If errors are displayed – all errors must be corrected before the Submit button will appear
 - **NOTE:** if you are unable to complete a submission, you may leave the screen or log out at this point and return at a later time
- To View or Modify a previously submitted Abstract or Presentation, log in to ScholarOne, choose the Submission tab at the top of the screen, and choose View Submissions from the left of the screen.
 - Each submission is displayed in a list by an identifying number (Control ID) and will be displayed as a Submission (fully submitted entry), or a Draft (incomplete submission).
 - Fully submitted entries must be Returned to Draft to edit or delete
 - Draft entries may be edited by pressing the Edit button, or deleted by pressing the Delete button

Please refer any questions regarding this document to Barbara Spain – bspain@4spe.org or +1 203 740 5418.