

# SHORT GUIDE FOR PAPER/ABSTRACT SUBMISSION

## STEP 1 – REGISTER OR LOGIN

First step is to open MOTSP homepage, then go to REGISTER.

The screen above should open, choose most appropriate option:

- New users should create an account, and then the steps described below
- Registered users should login, and then administer their submission

Once logged in, you are ready for paper submission.

## STEP 2 – SUBMISSION DETAILS

At positions 1 and 2 it is possible to find username overview.

To fill the submission data, follow the red arrow and select: **Submit Contribution**

### STEP 3 - SUBMISSION PAGE OPENS....

### STEP 4 - SUBMISSION PAGE

All fields marked with \* must be filled, before you **Proceed** at the page bottom  
Submission Step 1 is a form that must be filled as required:

Conference Track / Type of Submission	<b>Full Paper</b> Please consider the formatting instructions and use the template provided on conference site.
<b>Information on Author(s)</b>	
* Author(s)	<input type="text"/> Please list all authors separated by commas. Example: Firstname Surname, John Doe
E-mail Addresses of All Co-authors	<input type="text"/> Please enter further e-mail addresses (separated by commas) if you want to receive additional notifications regarding your contribution.
<b>Submission Details</b>	
* Title of Contribution	<input type="text"/>
* Abstract	<input type="text"/>
* Topics	Please select the topic(s) from the list that <b>best suit</b> your submission. This is to assist with the review process and the creation of the conference program itself. <input type="checkbox"/> Artificial Intelligence <input type="checkbox"/> Computer Integrated Manufacturing CAD, CAM, CAPP, CAQ <input type="checkbox"/> Ergonomics <input type="checkbox"/> Financial Sustainability <input type="checkbox"/> Industrial Engineering <input type="checkbox"/> Management of Technology <input type="checkbox"/> Production, Operation Management <input type="checkbox"/> Rapid Prototyping and Manufacturing <input type="checkbox"/> Robotics and Mechatronics <input type="checkbox"/> Social Responsibility <input type="checkbox"/> Strategic, Engineering Management <input type="checkbox"/> Sustainable Production <input type="checkbox"/> Total Cost Assessment
* Keywords	<input type="text"/> Please enter up to five keywords for your contribution here, separated by commas.
Remark / Message to the Program Committee and Chairs	<input type="text"/>
<a href="#">Proceed ==&gt;</a>	

## STEP 5 – FINAL STEPS....

On this page you may check your submission, and choose:

- Return to Submission Step 1 and insert corrections if necessary
- To submit your contribution data, with or without submission upload

Once completed, you should be notified by e-mail about successful submission

**Management of Technology – Step to Sustainable Production** ConfTool

Overview Logout

### Submission of a Contribution - Step 2

You now have the option of uploading a file containing your contribution to the server. If you wish to submit a document at a later time, please click on "Save Submission, Upload File(s) Later". **Please note that your file must successfully be uploaded to the server prior to the submission deadline!**

**Contribution Details**

XXXXXXXXXX **← CHECK YOUR SUBMISSION!!!**

Full Paper

xxxxxxx

Submitted by:

Topics: "Ergonomics"

Keywords: kkkkkkk

Abstract

xxxxxxx

**Upload File(s) Later** **← If something is wrong**

[Return to Step 1](#) [Save Submission, Upload File\(s\) Later](#) **← If your submission is OK, but not ready for upload**

If you wish to upload your file now, please use the form below. You can update your contribution until the submission deadline.

**Information on This Contribution**

Conference Track / Type of Submission	Full Paper
Title of Contribution	xxxxxxxxxxx
Author(s)	xxxxxxx

**Upload file(s) to server**

Submission Details	Please consider the formatting instructions and use the template provided on conference site.
Please note	Please use <b>doc</b> or <b>docx</b> as document format and compress the file with ZIP if required.
File Types	The following file extensions are allowed: pdf, doc, zip, docx
	The maximum file size allowed is 6.32 megabytes.
Select filename	<input type="text"/> <a href="#">Choose...</a> <b>← Upload your paper</b>

[Upload File\(s\) and Complete Submission](#)

Up until the end of the submission deadline you have the opportunity to **upload revised versions** of your contribution to the server.

[> index](#) [> newPaper](#) Print View

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Conference: MOTSP 2015

Conference System - VSIS ConfTool Standard 1.8.3  
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Thanks for your contribution!