

How to use the “Events system” to upload contributions/final paper/register to the event

Registration in the EGPA/IIAS Database is a pre-condition for upload contributions/final paper/register to the event.

- Please register if you do not have a personal account in the database.
- Please check your profile and update your personal information, if you already have a personal account.
- Please note that information concerning your name, position and institution (as uploaded in the database) will be printed on the list of participants to the event.
- Complete the on-line Registration Form (only available when online registration is opened)
- Please remember your credentials (e-mail and password) – it will be used during registration and for communication purposes.

Access the programme

<http://egpa-conference2016.org/registration-submission/>

When entering the link, you will access to the following window:

HOME CALL-FOR-PAPERS **REGISTRATION - SUBMISSION** PROGRAMME PRACTICALITIES

Registration - Submission

First time here?

Please take a moment to read "How to use our Events system"

If you are not sure that you are in our database, try the registration option under "You do not have an account and you wish to register to this event" and type your e-mail address. If you are already in the database, your e-mail address will be recognized and you can have your password sent by clicking on "I forgot my password".

If you participated in 2014 at one of the events held by IIAS, IASIA or EGPA, please use the e-mail and password you used to register to these events, the credentials remains the same for all IIAS Family events.

If you are experimenting difficulties, please e-mail Mélissa Monaco at m.monaco@iias-iiisa.org.

Identification

You are already enrolled to this event,

Your email:

Your Password:

[I forgot my password](#)

You already have an account with us and you wish to register to this event,

Your email:

Your Password:

[I forgot my password](#)

You do not have an account and you wish to register to this event,

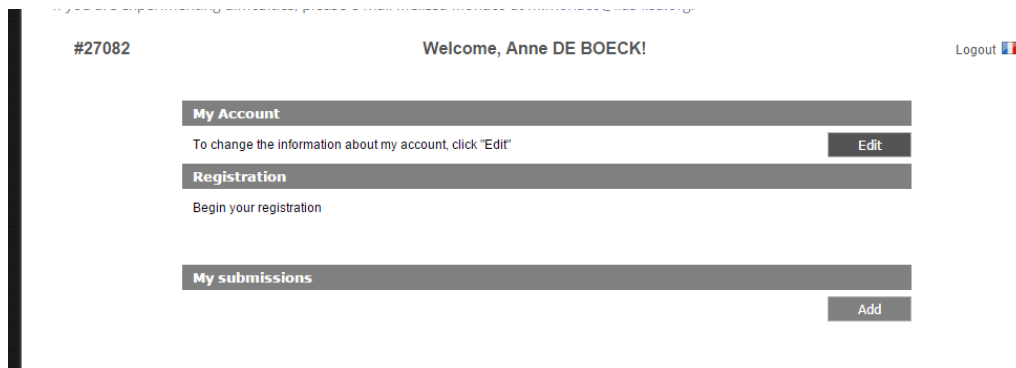
Identification

Three options:

1. You are already enrolled to this event
 2. You already have an account with us and you wish to register to this event – means that you have already attended an event in the past and therefore you are in our database.
 3. You do not have an account and you wish to register to this event – means you have never attended an event in the past but you wish to attend, you will be automatically registered in our database for future events.
1. You are already enrolled to this event

This login option is only available for those having already submitted an abstract or co-chairs who have been automatically added to the event.

Enter your e-mail and password (received when you registered) – you will access the following window:



The screenshot shows a user dashboard for Anne DE BOECK. At the top, it says "#27082" on the left, "Welcome, Anne DE BOECK!" in the center, and "Logout" with a flag icon on the right. Below this are three main sections: "My Account" with an "Edit" button, "Registration" with a "Begin your registration" link, and "My submissions" with an "Add" button.

To edit your account information, click on the “Edit” button under “My Account”.

To submit your abstract, click on the “Add” button under “My Submission”



The screenshot shows the abstract submission form. It includes fields for "Title of Contribution*" (with a "New submission" link), "Subject/Theme/Group" (with a dropdown menu), "Information on Author(s)" (with a dropdown menu and an "Add (co)author" button), "Abstract*" (a large text area), "Keywords*" (a text area), and "Attached File:". At the bottom, there are buttons for "Back", "Delete", "Add/update a file", "Save", and "Send".

When filling out the form, please verify/complete all the requested fields then “**save**”. Especially for the fields with an asterisk.

If you want to submit a contribution, please click on the icon “my submissions” and simply complete the requested fields then “**save**” followed by “**send**”.

Save = Draft proposal, you have the possibility to come back and edit your proposal before review.

Send = proposal sent for review.

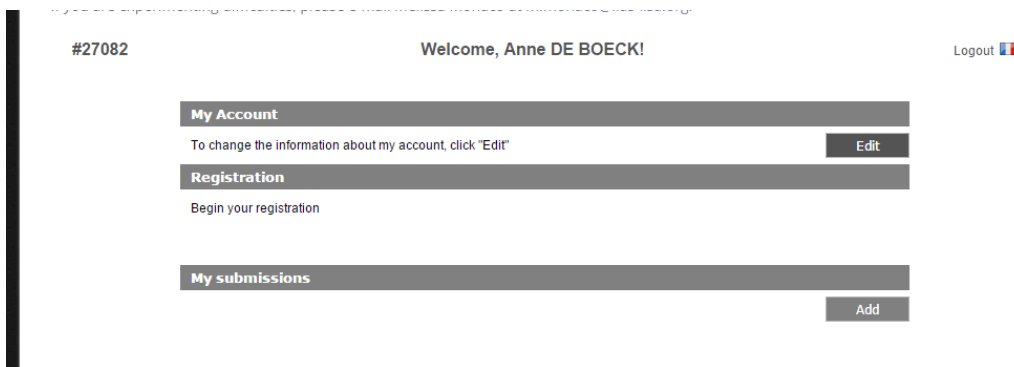
Register as a participant - The link will be opened as from end of March 2016. Stay tuned! When registration will be opened, a “Register” button will appear on your dashboard.

2. You already have an account with us and you wish to register to this event

If you are submitting a first abstract for this event, or register for the first time, this is the login option you need to use.

- Enter your e-mail address and password – if you forgot your password, click on “I forgot my password”, you will receive a new one accordingly.
- Enter your e-mail and new password, choose either “register as an author” should you wish to propose an abstract or “register as a participant” should you simply want to attend the event.

Register as an author, you will access the following window:



#27082 Welcome, Anne DE BOECK! Logout

My Account
To change the information about my account, click "Edit" **Edit**

Registration
Begin your registration

My submissions **Add**

To edit your account information, click on the “Edit” button under “My Account”.

To submit your abstract, click on the “Add” button under “My Submission”



#27082 Welcome, Anne DE BOECK! Logout

Title of Contribution*:
New submission

Subject/Theme/Group:
ST1: Strategic Visions and Priorities for Sustainable Governance

- Abstract 2 pages max. Arial font (12), title of abstract, subtheme, the research methodology and empirical techniques used.
- The authors name, affiliation and contact information

Information on Author(s): I am a(n) Author/Speaker **Add (co)author**

Abstract*:

This contribution was solely written by students and/or doctoral candidates.

Keywords*:

Please enter up to five keywords for your contribution here, separated by commas

Attached File:

Comments:

Back **Delete** **Add/update a file** **Save** **Send**

When filling out the form, please verify/complete all the requested fields then “**save**”. Especially for the fields with an asterisk.

If you want to submit a contribution, please click on the icon “my submissions” and simply complete the requested fields then “**save**” followed by “**send**”.

Save = Draft proposal, you have the possibility to come back and edit your proposal before review.

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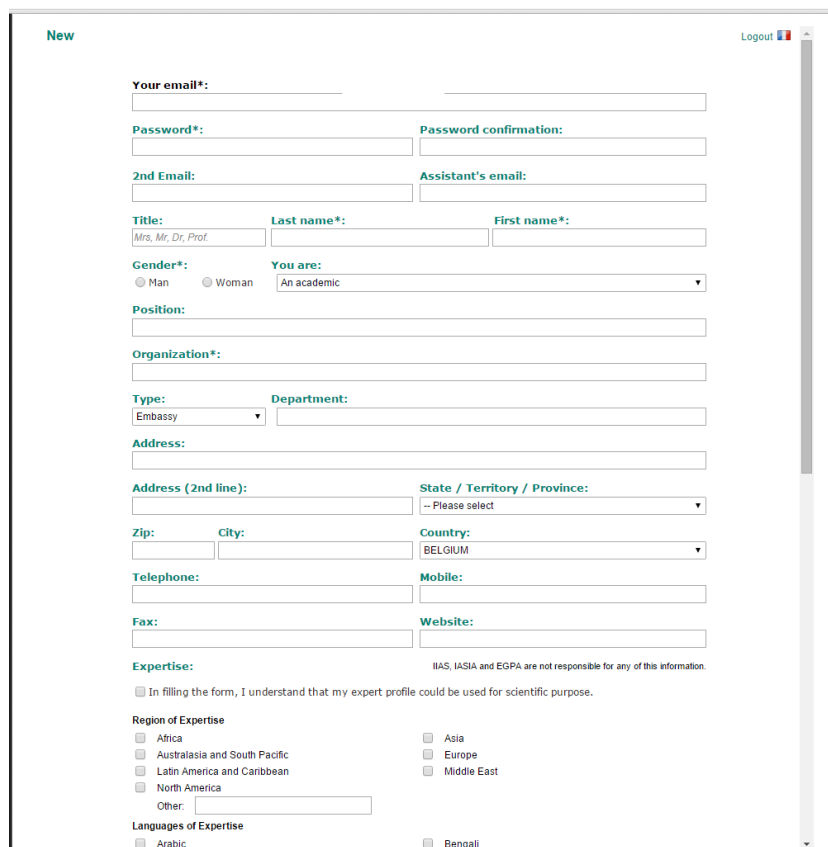
Register as a participant - The link will be opened as from end of March 2016. Stay tuned!
When registration will be opened, a “Register” button will appear on your dashboard.

3. You do not have an account and you wish to register to this event

If you never attended one of our event and do not exist in our database, this is the login option you need to use.

Choose either “Register as an author” or “Register as a participant”

Register as an author, you will access the following window:

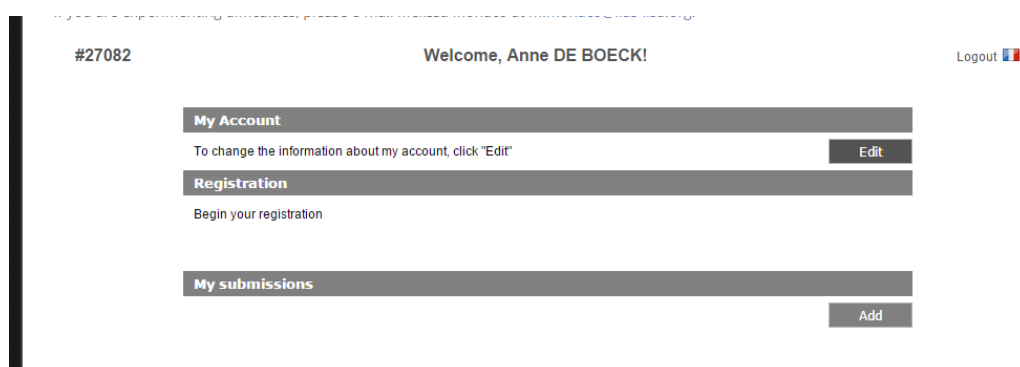


The image shows a registration form titled "New" with a "Logout" link in the top right. The form contains the following fields and sections:

- Your email*:** Text input field.
- Password*:** Text input field.
- Password confirmation:** Text input field.
- 2nd Email:** Text input field.
- Assistant's email:** Text input field.
- Title:** Text input field with a dropdown menu showing "Mrs, Mr, Dr, Prof".
- Last name*:** Text input field.
- First name*:** Text input field.
- Gender*:** Radio buttons for "Man" and "Woman".
- You are:** Dropdown menu with "An academic" selected.
- Position:** Text input field.
- Organization*:** Text input field.
- Type:** Dropdown menu with "Embassy" selected.
- Department:** Text input field.
- Address:** Text input field.
- Address (2nd line):** Text input field.
- State / Territory / Province:** Dropdown menu with "-- Please select" selected.
- Zip:** Text input field.
- City:** Text input field.
- Country:** Dropdown menu with "BELGIUM" selected.
- Telephone:** Text input field.
- Mobile:** Text input field.
- Fax:** Text input field.
- Website:** Text input field.
- Expertise:** Section with a disclaimer: "IIAS, IASIA and EGPA are not responsible for any of this information." and a checkbox: "In filling the form, I understand that my expert profile could be used for scientific purpose." (unchecked).
- Region of Expertise:** Radio buttons for "Africa", "Australasia and South Pacific", "Latin America and Caribbean", "North America", "Asia", "Europe", and "Middle East".
- Other:** Text input field.
- Languages of Expertise:** Radio buttons for "Arabic" and "Bengali".

To make sure you do not exist in the database, start by filling out your e-mail address. If your e-mail already exist in our database, the system will give you a warning. Simply go back to the login page, and ask for a new password.

If you are new, once logged in, complete the requested fields with your personal information and then “save”. You may need to log out and log in again to be able to submit your first abstract.



The image shows a user dashboard for "Anne DE BOECK" with the user ID "#27082" and a "Logout" link in the top right. The dashboard contains the following sections:

- My Account:** Section with the text "To change the information about my account, click 'Edit'" and an "Edit" button.
- Registration:** Section with the text "Begin your registration".
- My submissions:** Section with an "Add" button.

To edit your account information, click on the “Edit” button under “My Account”.

To submit your abstract, click on the “Add” button under “My Submission”

#27082 Welcome, Anne DE BOECK! [Logout](#)

Title of Contribution*:

Subject/Theme/Group:

- Abstract 2 pages max, Arial font (12), title of abstract, subtheme, the research methodology and empirical techniques used.
 - The authors name, affiliation and contact information

Information on Author(s): I am a(n)

Abstract*:

This contribution was solely written by students and/or doctoral candidates.

Keywords*:

Please enter up to five keywords for your contribution here, separated by commas

Attached File:

Comments:

When filling out the form, please verify/complete all the requested fields then **“save”**. Especially for the fields with an asterisk.

If you want to submit a contribution, please click on the icon “my submissions” and simply complete the requested fields then **“save”** followed by **“send”**.

Save = Draft proposal, you have the possibility to come back and edit your proposal before review.

Send = proposal sent for review.

Register as a participant - The link will be opened as from end of March 2016. Stay tuned! When registration will be opened, a “Register” button will appear on your dashboard.

4. In all cases, should you wish to send more than one proposal, simply log in (see step 1), using the same address e-mail and same password.

In the chapter “My Submissions”, click on “Add”, and follow the procedure as before.

IMPORTANT:

- Submitting a contribution DOES NOT imply that you have registered to the event. When the online registration is accessible you will proceed with the registration
- Authors will be notified directly by the system, after deadlines, of review, acceptance, refusal, on hold, under reservation of their proposal.
- Any comments from the “reviewer” is automatically sent to authors