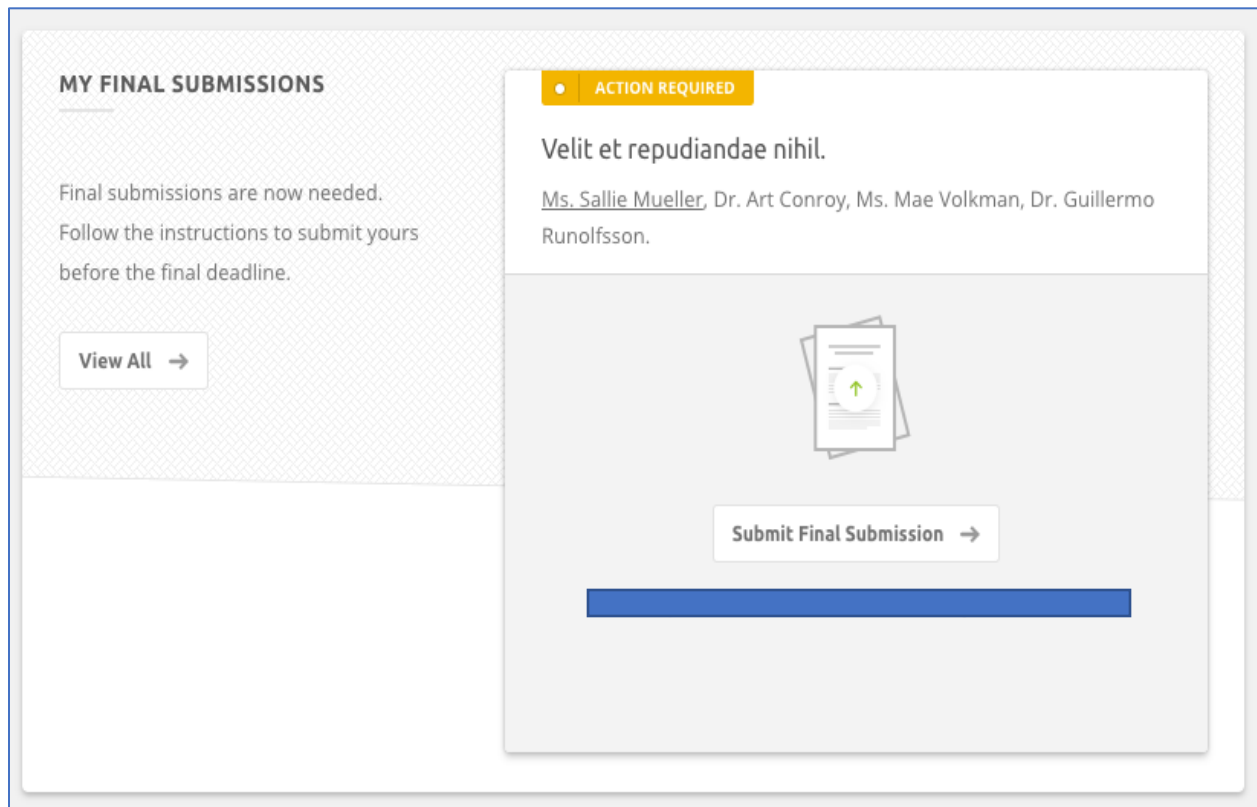


# Uploading your final submission

A final submission can either be a short-form (1 page only) or a long-form paper (up to 8 pages) upload as a PDF.

To begin, log into your Ex Ordo account. On your dashboard you will see **My Final Submissions** card and a prompt to **Submit Final Submission**:



## If there is no card visible:

1. The RSVP for the submission may have been declined by you or a co-author. More about the RSVP process [here](#).
2. This may happen if you or a co-author have already uploaded your files and wish to make changes - then you can access your final submission by clicking on **Edit Final Submission** from the same card. It will look like on the picture below:

**MY FINAL SUBMISSIONS**

Final submissions are now needed. Follow the instructions to submit yours before the final deadline.

[View All →](#)

✓ COMPLETED

**Velit et repudiandae nihil.**

Ms. Sallie Mueller, Dr. Guillermo Runolfsson.

**Methodology**  
Adipisci magnam quia nihil sequi temporibus aliquam. Sint aliquam dolor ut corrupti. Aspernatur et maiores minima dolores rerum. Minus necessitatibus aut occaecati ut accusantium qui. At qui corrupti ipsam commodi nisi.

**Results**  
Quibusdam praesentium laboriosam ratione animi non. Ut voluptate repellat et est veritatis odit ut. Accusantium sunt sunt excepturi nostrum voluptatum et ullam.

**Topic Areas**

[Edit Final Submission →](#)

## Navigate to your original submission

Clicking on the button will bring you to your original submission with a new workflow for it. It will look something like this:

ALIQUID FUGA EA ET REPELLENDUS ADIPISCI VOLUPTAS.

---

**Instructions for authors**

This is the guide for authors text

All abstracts must:

1. Be written in English
2. Include Methodology
3. Agree with Terms and conditions

[Skip  
Start Workflow](#)

**Configure Programme**

List of Submissions

New Submission

Aliquid fuga ea et repellendus...

STEP 1. Title & Abstract

STEP 2. Authors

STEP 3. Additional Information

STEP 4. Final Paper

Follow the instructions that are listed on this page. As soon as you're happy to begin, click on the **Skip: Start Workflow** button at the bottom of the page. This will bring you to the first step of the workflow; **Title & Abstract**.

## Step 1) Title & Abstract

The screenshot shows a web interface for submitting a paper. On the left is a vertical sidebar with four steps: 'STEP 1. Title & Abstract' (highlighted with a green dot), 'STEP 2. Authors', 'STEP 3. Additional Information', and 'STEP 4. Final Paper'. Above the sidebar are buttons for 'Configure Programme', 'List of Submissions', and 'New Submission'. The main area is titled 'TITLE & ABSTRACT'. It contains a 'Title' text box with the text 'Aliquid fuga ea et repellendus adipisci voluptas.' and an 'Abstract' text box with the text 'Cum consectetur ut consequatur ipsam magnam perspiciatis libero. Ut est voluptatem iure ut. Incidunt quasi nemo quibusdam itaque. Ipsam eos adipisci reprehenderit odio quia inventore alias.' Below the abstract text box is a word count: '274 words remaining.' At the bottom right is a 'Done' button with the text 'Go To The Next Step'.

On this page you will be able to edit the title and abstract of your submission. To do this, just click on the relevant text box and type. There is now formatting available for your abstracts - more information about our text editor [here](#). If there is a restriction placed on the number of words allowed in the abstract, you will see the **words remaining** decreasing as you type. As soon as you're ready, click on **Done: Go to the next Step**. You'll then be brought to the **Authors** step.

## Step 2) Authors

Configure Programme

List of Submissions

New Submission

Aliquid fuga ea et repellendus...

STEP 1. Title & Abstract

STEP 2. Authors

STEP 3. Additional Information

STEP 4. Final Paper

AUTHORS

Is this a student submission?

Yes  No

Please nominate all the authors that contributed to this submission below.

1. Vincent Klein Stehr-Upton

Corresponding Author  Presenting Author

Re-order

Edit Author

Remove

2. Add a Second Author

Done

Go To The Next Step

Here you can change the authors details as you did when you submitted your original abstract. You can choose who will be the corresponding and presenting authors. You can edit their details by clicking on **Edit Author** beside their names.

### Step 2a) Additional Author Information

The organizers may have added in some custom questions for all authors and the system will show you the missing information you have to complete before moving on to the next step, as below:

**STEP 1.** Title & Abstract

**STEP 2.** Authors

**STEP 3.** Additional Information

**STEP 4.** Final Paper

**Vincent Klein**

vincentklein@null.exordo.com [Change Email](#)

-----

**Title**

Ms

**First Name**

Vincent

**Last Name**

Klein

**University/Company/Organization**

Stehr-Upton

**Country**

Ireland

**Will this author attend the conference? - Optional**

Select an Option

[Done](#)

These questions can be required and optional as on the example above. If required you won't be able to move to the next step if not answered. When you reply to the added question you can click **Done** to save the change for each author.

Once you are happy with the author list, click on **Done: Go To The Next Step.**

### Step 3) Review Comments

If the organizer chooses, they can ask you to explain how you have incorporated the comments from the reviewers into your submission. You can fill out the comment boxes to explain the steps taken to the organizers.

**Configure Programme**

List of Submissions

New Submission

Aspernatur-omnis hic illo sed ...

STEP 1. Title & Abstract

STEP 2. Authors

STEP 3. Review Comments

STEP 4. Source Files

STEP 5. Copyright

STEP 6. Final Paper

### REVIEW COMMENTS

The chair has requested that you state the steps you've taken to include the comments of the reviewers in your final submission.  
Please add your comments on the box below.

Trisha Trantow

Excellent submission.

Your Comments

Nannie Abernathy

This is good. The references need to be added.

Your Comments

Chair

Accepted pending addition of references.

Your Comments

When uploaded, select **Done: Go To The Next Step.**

## Step 4) Source files

Again, this step may not be in your workflow. Some conference wish to collect source files from their authors. If asked, you can upload the material to the system.

The screenshot displays a submission system interface. On the left is a vertical sidebar with a progress indicator. The steps are: 'Configure Programme' (green dot), 'List of Submissions', 'New Submission', 'Aspernatur omnis hic illo sed ...' (red dot), 'STEP 1. Title & Abstract' (green dot), 'STEP 2. Authors' (green dot), 'STEP 3. Review Comments' (green dot), 'STEP 4. Source Files' (red dot), 'STEP 5. Copyright' (red dot), and 'STEP 6. Final Paper' (red dot). The main content area is titled 'SOURCE FILES' and contains the text: 'The chair has requested you to attach all the files used to prepare this final draft.' Below this text is a dashed-line box containing an icon of three documents with an upload arrow and a green 'Upload Files' button. A red arrow points to the button. At the bottom of the main area is a 'Done Go To The Next Step' button.

## Step 5) Copyright

Again, the conference may ask for copyright for your submission. They can do this by asking you to tick a checkbox or by uploading a file provided by them.

The screenshot shows a submission system interface with a sidebar on the left and a main content area on the right. The sidebar contains a vertical list of steps, each with a colored dot and a label: 'Configure Programme' (green dot), 'List of Submissions', 'New Submission', 'Aspernatur omnis hic illo sed ...' (red dot), 'STEP 1. Title & Abstract' (green dot), 'STEP 2. Authors' (green dot), 'STEP 3. Review Comments' (green dot), 'STEP 4. Source Files' (green dot), 'STEP 5. Copyright' (red dot), 'STEP 6. Additional Information' (red dot), and 'STEP 7. Final Paper' (red dot). The main content area is titled 'COPYRIGHT' and contains the text: 'Please download, sign and attach the following [copyright disclaimer](#):' followed by a dashed box containing an icon of three documents with an upload arrow and a green 'Upload Disclaimer' button. Below this is a section titled 'FORMATTING GUIDELINES' with the text 'Please sign and upload.' and a 'Done Go To The Next Step' button at the bottom right.

When

uploaded, select **Done: Go To The Next Step**.



## Step 6) Additional Information

This step may not be part of the workflow. If the conference organizers asked for some additional information in the submission workflow, they may ask you to confirm the same questions in this step. Some new questions also might be added for you to complete. The questions can be required or optional. If required you won't be able to move to the next step without completing.

The screenshot displays a submission workflow interface. On the left, a vertical sidebar contains a list of steps: 'Configure Programme' (highlighted with a green dot), 'List of Submissions', 'New Submission', 'Aliquid fuga ea et repellendus...' (highlighted with a red dot), 'STEP 1. Title & Abstract', 'STEP 2. Authors', 'STEP 3. Additional Information' (highlighted with a red dot), and 'STEP 4. Final Paper'. The main content area is titled 'ADDITIONAL INFORMATION' and contains the question 'Are you part of the committee?'. Below the question, it says 'Please select one option' and shows a dropdown menu with 'No' selected. Underneath, there is a 'Statement' section with a green checkmark icon and the text 'I agree with the conference terms and conditions'. At the bottom of the main area, there is a 'Done' button with the text 'Go To The Next Step'.

## Step 7) Uploading your final paper

This step may not be part of the workflow depending on the conference requirements.

Configure Programme

List of Submissions

New Submission

Aliquid fuga ea et repellendus...

STEP 1. Title & Abstract

STEP 2. Authors

STEP 3. Additional Information

STEP 4. Final Paper

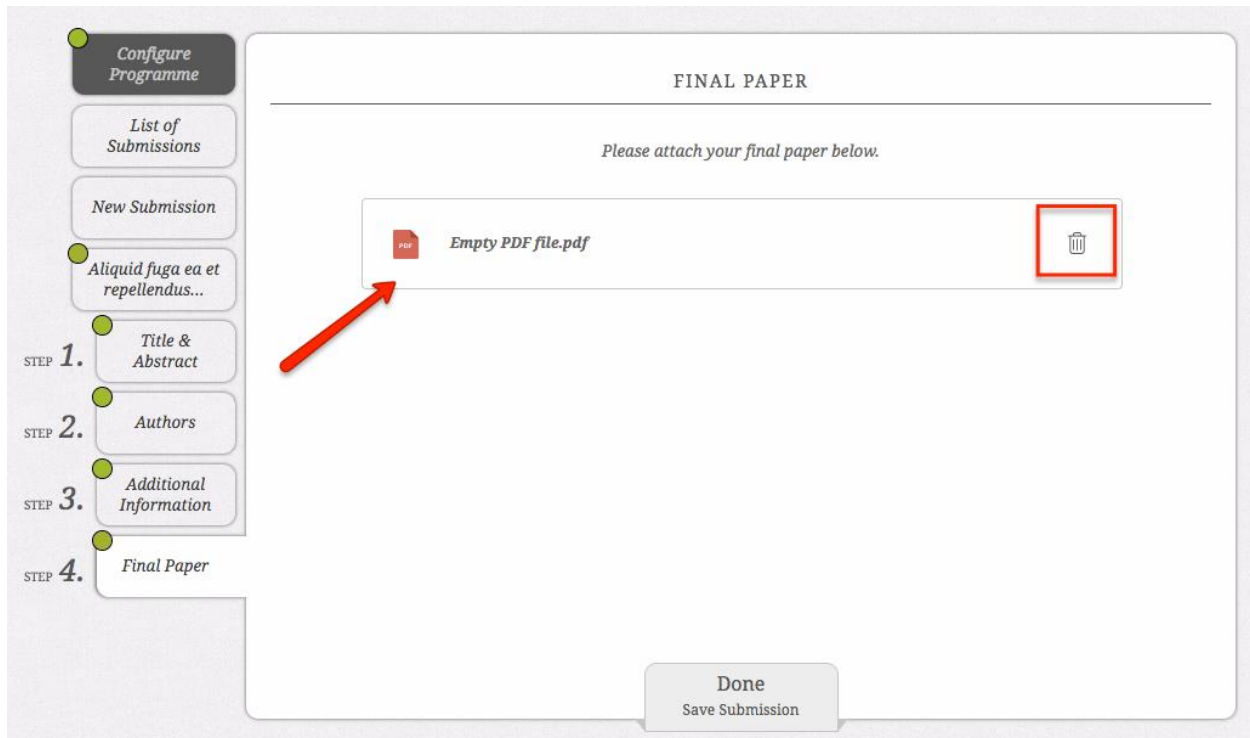
FINAL PAPER

Please attach your final paper below.

Upload Paper

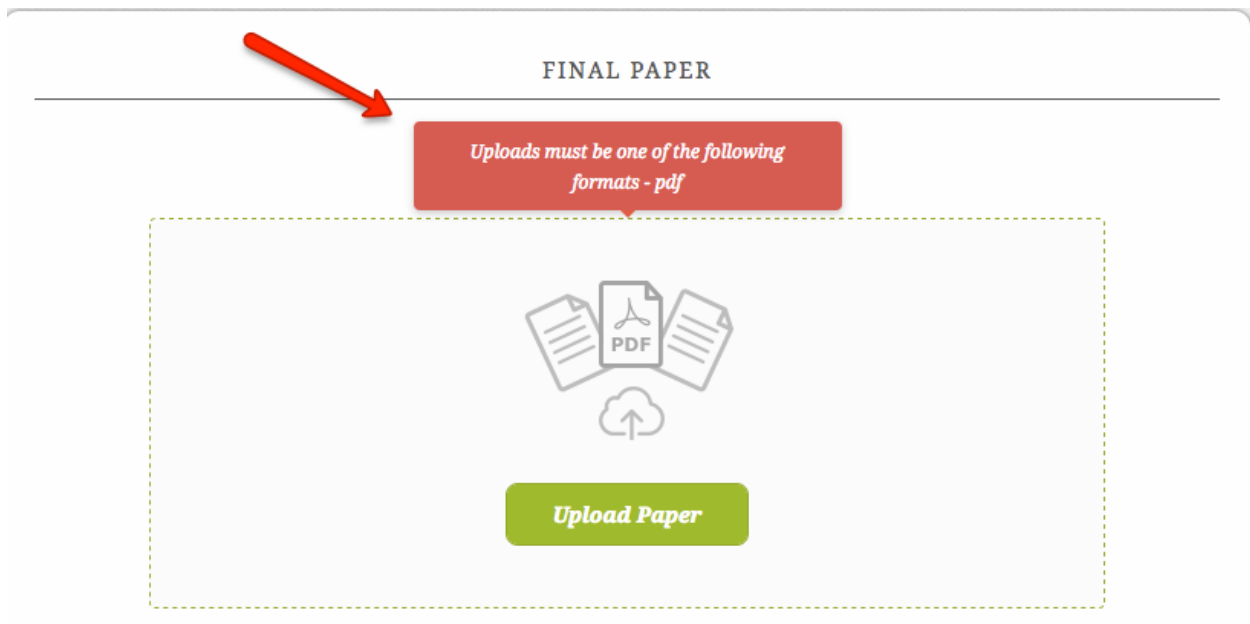
Done  
Save Submission

To upload your final paper, Click on the **Upload Paper** button. A pop-up will appear and you can browse your computer for your file. You can also drag and drop your file into the box. Once it's selected it'll appear here like this:



If you would like to remove your file, simply click on the trash can sign beside it. Then upload another file using the upload file button. Please note that only certain file types will be able to be uploaded. These vary depending on the conference.

If you try to upload an incorrect file the system will notify you about this as below:



Once you're happy with your upload, click on **Done; Save Submission** and Ta-dah! You've successfully uploaded your final draft and will receive an email confirmation of your upload!

## **If you are having trouble uploading your paper**

If you try and upload your file but either get an error message or it does not accept your submission you should check for one of two things:

- 1)** If it is a large file or your internet connection is slow, try waiting a minute to see if the upload will go through.
  
- 2)** Make sure that you are uploading the correct type of file. Most conferences ask for either a MS Word DOC or DOCX file or a PDF document. If you are trying to upload a DOCX file and it isn't going through, try uploading your paper as a PDF (or vice versa). Chairs should specify what type of file you must upload for your final draft but if not, you should try contacting them at the general conference email for clarification.