



**INSTRUCTIONS FOR THE USE OF
PAPER SUBMISSION APPLICATION
webconf.srmek.org**

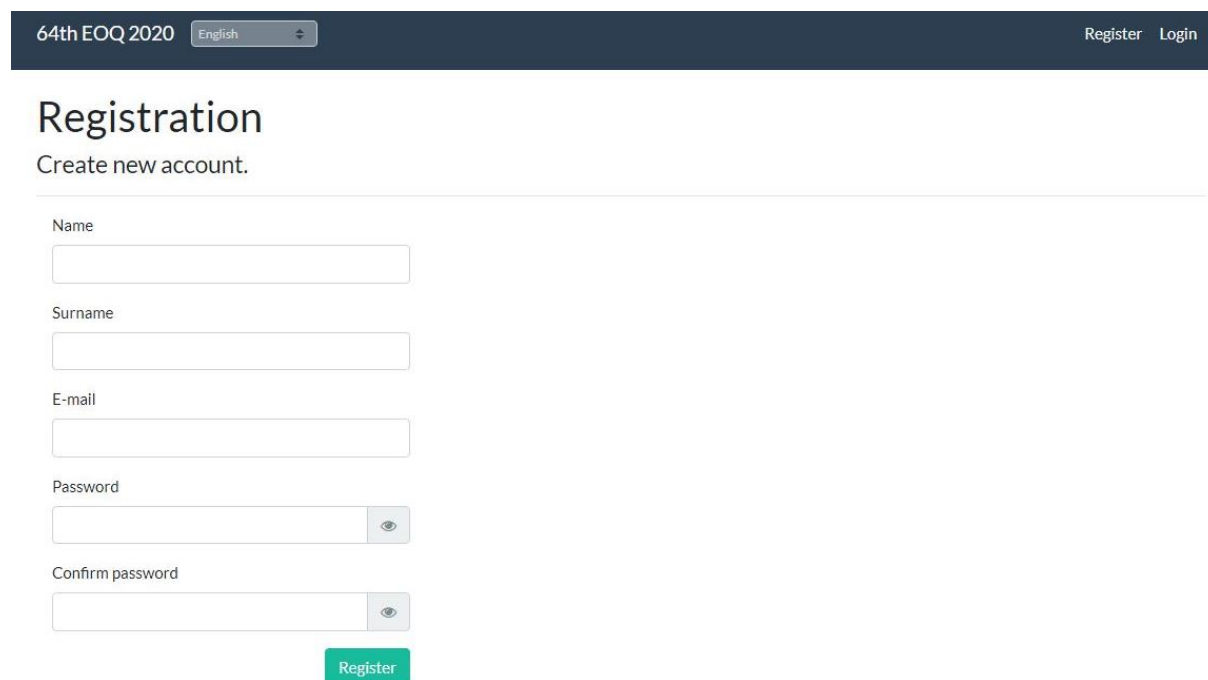
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INTRODUCTION – CREATING AN ACCOUNT

Abstracts and papers for the upcoming 64th EOQ scientific congress on quality, to be held June 16 and 17, 2020 in Belgrade, Serbia, can only be submitted via an online application webconf.srmek.org.

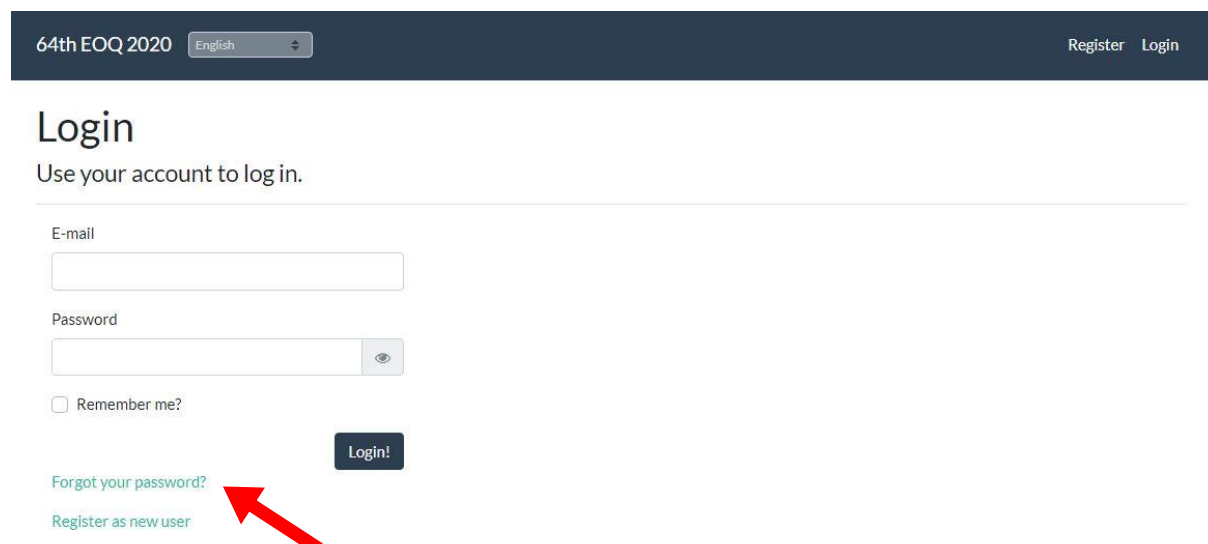
The first step is to create an account on webconf.srmek.org by filling out a form shown below with Name, Surname, E-mail and password.



The screenshot shows the top navigation bar with "64th EOQ 2020" and a language dropdown set to "English". On the right, there are links for "Register" and "Login". Below the navigation bar is the "Registration" section with the heading "Create new account." The form includes input fields for "Name", "Surname", "E-mail", "Password", and "Confirm password", each with a toggle for visibility. A green "Register" button is positioned below the "Confirm password" field.

After an account is registered it needs to be verified by clicking on the link you will receive on E-mail. **PLEASE MAKE SURE THAT THE VERIFICATION E-MAIL HAS NOT BEEN LOST IN SPAM / JUNK FOLDERS.**

After an account has been verified a user can log in by entering a given E-mail address and password previously entered.



The screenshot shows the top navigation bar with "64th EOQ 2020" and a language dropdown set to "English". On the right, there are links for "Register" and "Login". Below the navigation bar is the "Login" section with the heading "Use your account to log in." The form includes input fields for "E-mail" and "Password", each with a toggle for visibility. There is a checkbox for "Remember me?" and a dark blue "Login!" button. Below the "Login!" button are two links: "Forgot your password?" and "Register as new user". A red arrow points to the "Register as new user" link.

ANNOTATION: In case a user forgot the password, by clicking on „Forgot your password“, it will receive a message to a given E-mail address with a link for resetting the old password and defining a new one.

64th EOQ 2020
English ▾

Reset password

Reset your password.

E-mail

Password

Confirm password

Reset

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After a successful log in, a user needs to enter all required information about the paper author that is later needed for the Conference proceedings.

ANNOTATION: All personal details entered within the application are protected from misuse and processed in accordance with GDPR (Privacy policy and GDPR).

64th EOQ 2020 Submissions
English ▾
Logout!

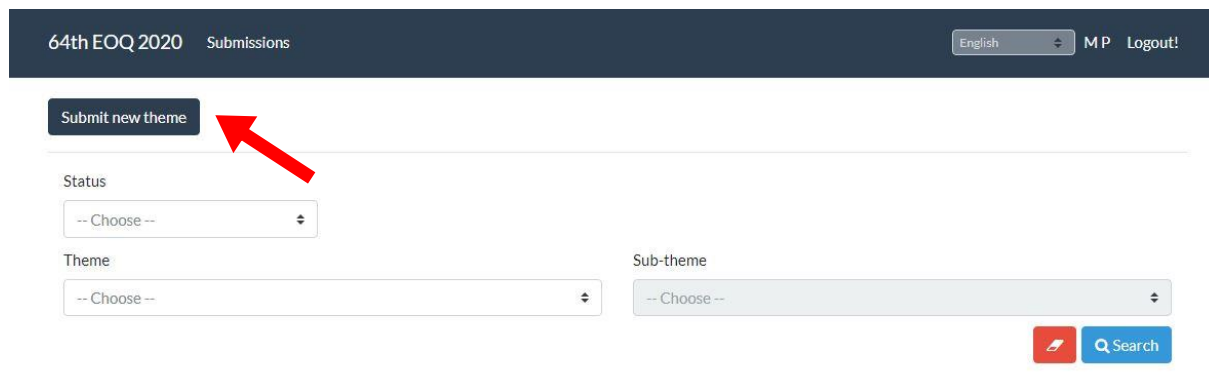
Change user

** Required fields.
* Required fields for authors (If marked fields are empty, user will not be able to submit theme or to be referenced as author by other users).

<p>Name**</p> <input style="width: 100%;" type="text"/>	<p>Contact address</p> <input style="width: 100%;" type="text" value="Work address"/>	<p>Degree [?]</p> <input style="width: 100%;" type="text" value="-- Choose --"/>
<p>Surname**</p> <input style="width: 100%;" type="text"/>	<p>Living country</p> <input style="width: 100%;" type="text" value="-- Choose --"/>	<p>Academic rank [?]</p> <input style="width: 100%;" type="text"/>
<p>Company name *</p> <input style="width: 100%;" type="text"/>	<p>Living city</p> <input style="width: 100%;" type="text"/>	<p>Name of finished school/college</p> <input style="width: 100%;" type="text"/>
<p>Company country *</p> <input style="width: 100%;" type="text" value="-- Choose --"/>	<p>Living municipality</p> <input style="width: 100%;" type="text"/>	<p>Country of school/college</p> <input style="width: 100%;" type="text" value="-- Choose --"/>
<p>Profile picture</p> <input style="width: 100%;" type="text" value="Choose picture ..."/> Choose	<p>Living address</p> <input style="width: 100%;" type="text"/>	<p>City of school/college</p> <input style="width: 100%;" type="text"/>

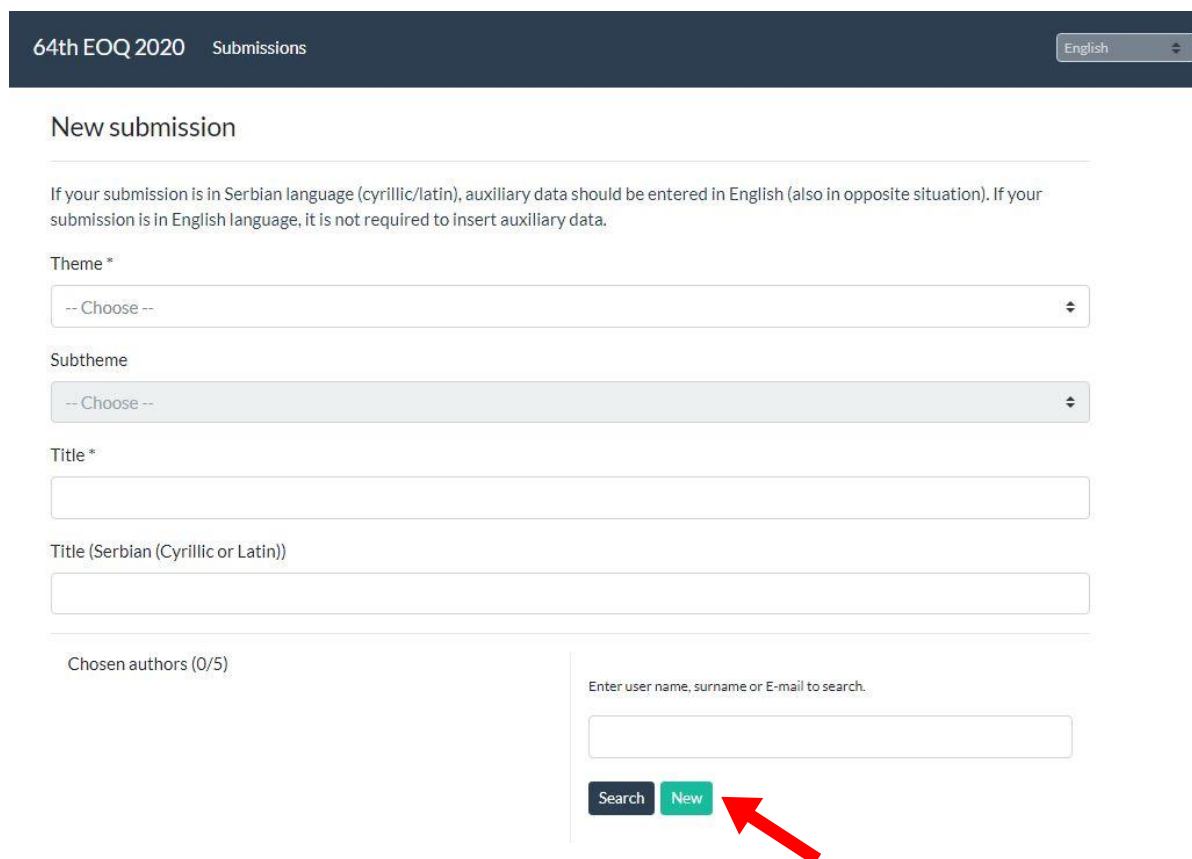
SUBMITTING A THEME - ABSTRACT

After necessary details are entered, a user can submit an abstract by clicking on the button **"Submit new theme"**.



The screenshot shows the top navigation bar with '64th EOQ 2020 Submissions' on the left and 'English M.P Logout!' on the right. Below the navigation bar, there is a dark blue button labeled 'Submit new theme' with a red arrow pointing to it. Underneath, there are two dropdown menus: 'Status' (set to '-- Choose --') and 'Theme' (set to '-- Choose --'). To the right of the 'Theme' dropdown is a 'Sub-theme' dropdown (set to '-- Choose --'). At the bottom right of this section, there are two buttons: a red button with a pencil icon and a blue button labeled 'Search'.

When a window for submitting an abstract is opened, the user will first select a theme area and subtheme within dropdown menus and then enter the paper title, text of an abstract and key words (max 5 terms).



The screenshot shows the 'New submission' form. At the top, it says '64th EOQ 2020 Submissions' and 'English'. The form title is 'New submission'. Below the title, there is a note: 'If your submission is in Serbian language (cyrillic/latin), auxiliary data should be entered in English (also in opposite situation). If your submission is in English language, it is not required to insert auxiliary data.' The form contains several fields: 'Theme *' (dropdown, '-- Choose --'), 'Subtheme' (dropdown, '-- Choose --'), 'Title *' (text input), and 'Title (Serbian (Cyrillic or Latin))' (text input). Below these fields, there is a section for 'Chosen authors (0/5)'. To the right of this section, there is a search box with the placeholder text 'Enter user name, surname or E-mail to search.' Below the search box are two buttons: 'Search' and 'New', with a red arrow pointing to the 'New' button.

In case there is more than one author on paper, additional authors can be added by a new entry or by a search within the database of existing users.

After entering all necessary details and by clicking on the button **"Save"**, the abstract submission procedure is completed and a user will receive an E-mail notification.

SUBMITTING PAPER

After an abstract is submitted and accepted by the reviewers, a user can submit a paper by clicking on a linked „**Upload paper**“, which is positioned under the paper title and submission status.

The screenshot shows the top navigation bar with '64th EOQ 2020 Submissions' and a language dropdown set to 'English'. Below this is a 'Submit new theme' button. The main content area has two dropdown menus for 'Status' and 'Theme', both set to '-- Choose --'. To the right is a 'Sub-theme' dropdown, also set to '-- Choose --', with a red edit icon to its right. Below the dropdowns, it says 'No of submissions: 1.' and shows a submission entry with ID '#123' and a redacted title. Underneath the title, the status is 'Submission status: Theme is approved - paper should be sent.' with links for '[Edit]' and '[Upload paper]'. A red arrow points to the '[Upload paper]' link. At the bottom, the footer reads '© 2019 exeROSK & BBN | Conf.Manager [Version: 2.4.7.0]'.

A paper can also be submitted by clicking on the paper title and afterwards the button “**Files**”.

Annotation: Button “**Files**” can later be used for submitting a PowerPoint presentation of a paper or a poster.

The screenshot shows the top navigation bar with '64th EOQ 2020 Submissions' and a language dropdown set to 'English', along with 'M P Logout!' links. On the left is a sidebar menu with buttons for '< Submissions', 'Logs', 'Edit submission', 'Files', and 'Theme reviews'. Two red arrows point to the 'Files' and 'Theme reviews' buttons. The main content area is titled 'Submission information' and shows submission ID '#123' with a 'Download ABSTRACT' button. Below this, the submission details are listed: 'Title' (redacted), 'Author(s)' (MP), 'Submission status' (Theme is approved - paper should be sent.), 'Subtheme' (redacted), 'Abstract' (redacted), and 'Keywords' (redacted). The footer of the submission details section also lists 'Abstract' and 'Keywords'.

After a paper is submitted, that needs to be formatted by **Paper Instructions**, it will be reviewed. Information about a given review will be delivered to a user by E-mail, while it will also be available by clicking on a button "**Theme reviews**".

In case of a positive review, a user can proceed with submitting a PowerPoint presentation or a poster (dependable on a chosen presentation method) by clicking on a button "**Files**".

In case corrections need to be made after a review, a user will submit a new paper version following the same procedure as for the first paper submission.

SHORT TIPS

1. A user should always prepare the theme and abstract submission in a word processing software and then copy its contents to the appropriate application form.
2. For writing a paper, a user should use latest versions of word processing software packages (Microsoft Office recommended)
3. A user should check Email regularly, but without concerns if the mail didn't arrive when expected, as it only has a notifying purpose. When checking email, the user should always check the "Spam" or "Junk" folders as well.
4. It is necessary to use the latest versions of Internet browser (Internet Explorer, Google Chrome, Mozilla Firefox, Apple Safari, Yandex, SRWare etc.) for the application to work properly.
5. If you have any problems with the submission and application, please contact us by email to office@eoqcongress2020.srmek.org.