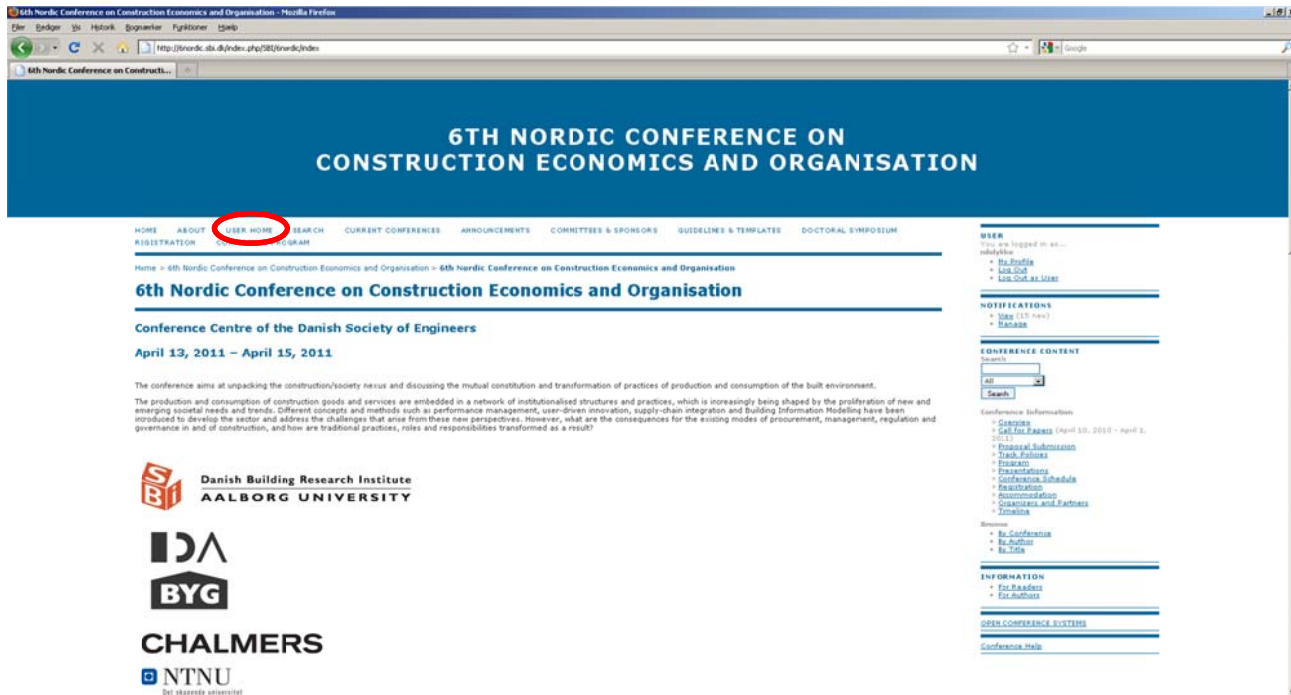
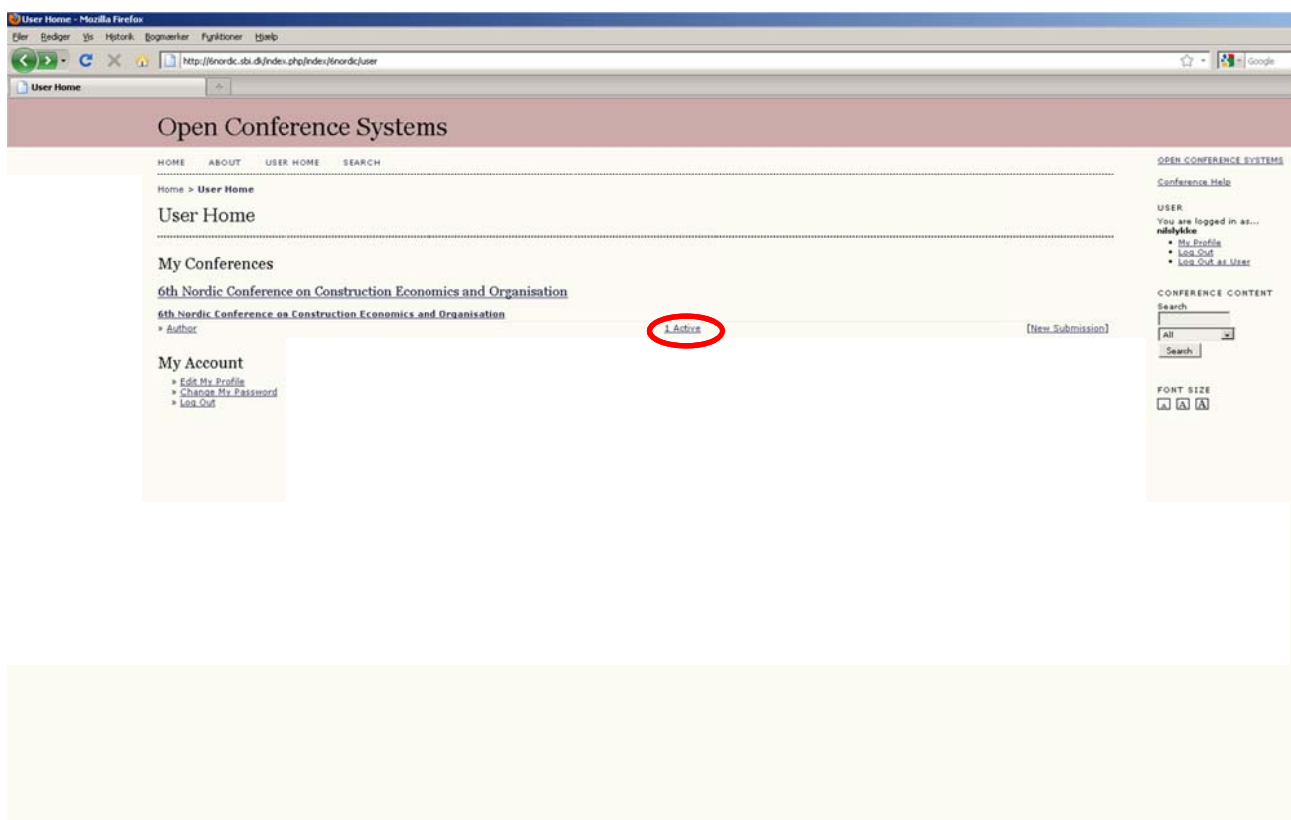


## Instructions on how to upload full papers and extended summaries

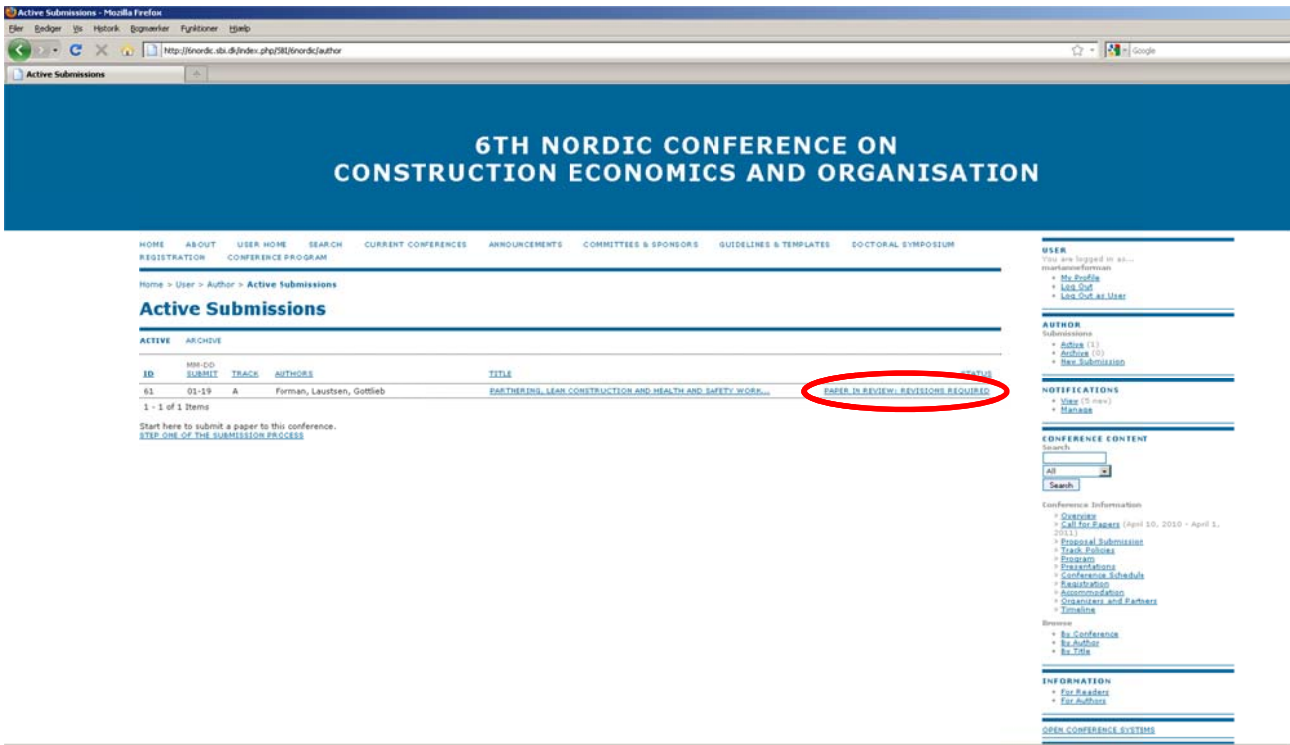
1. Log in to the system and follow the "User Home" link in the top menu bar:



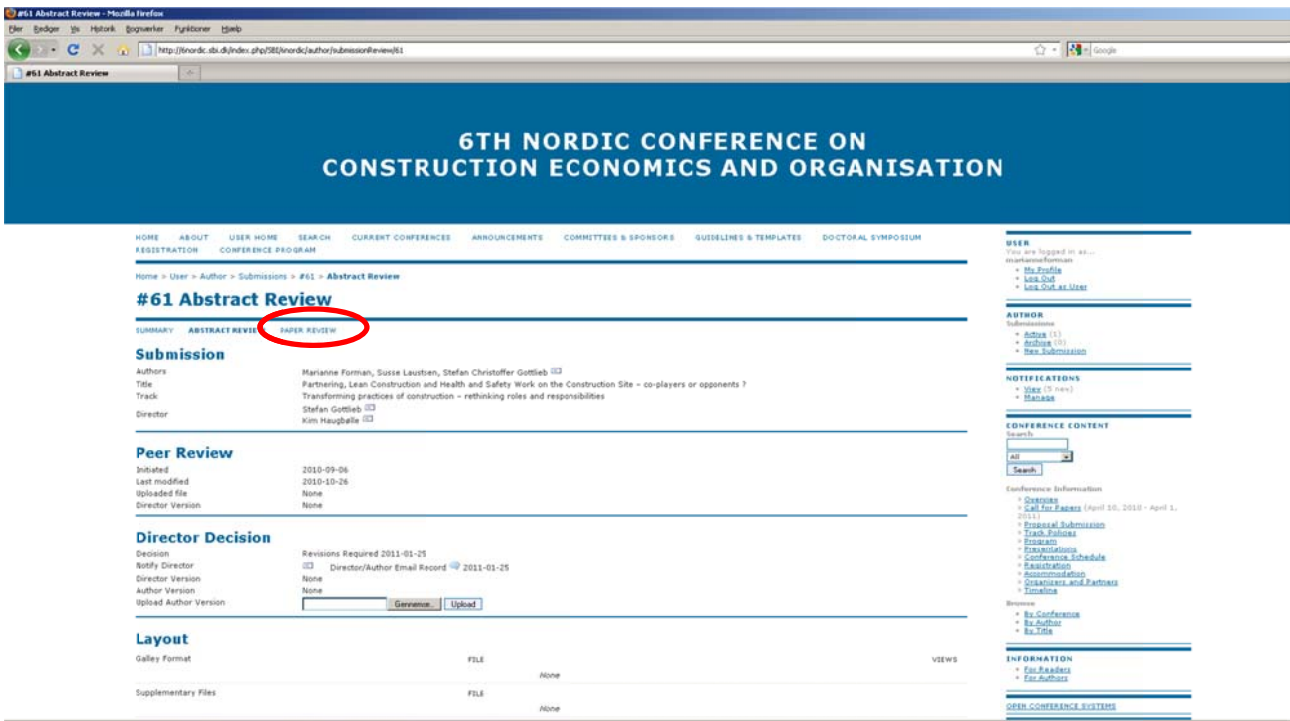
2. In the User Home screen left click on the link displaying your number of active submissions:



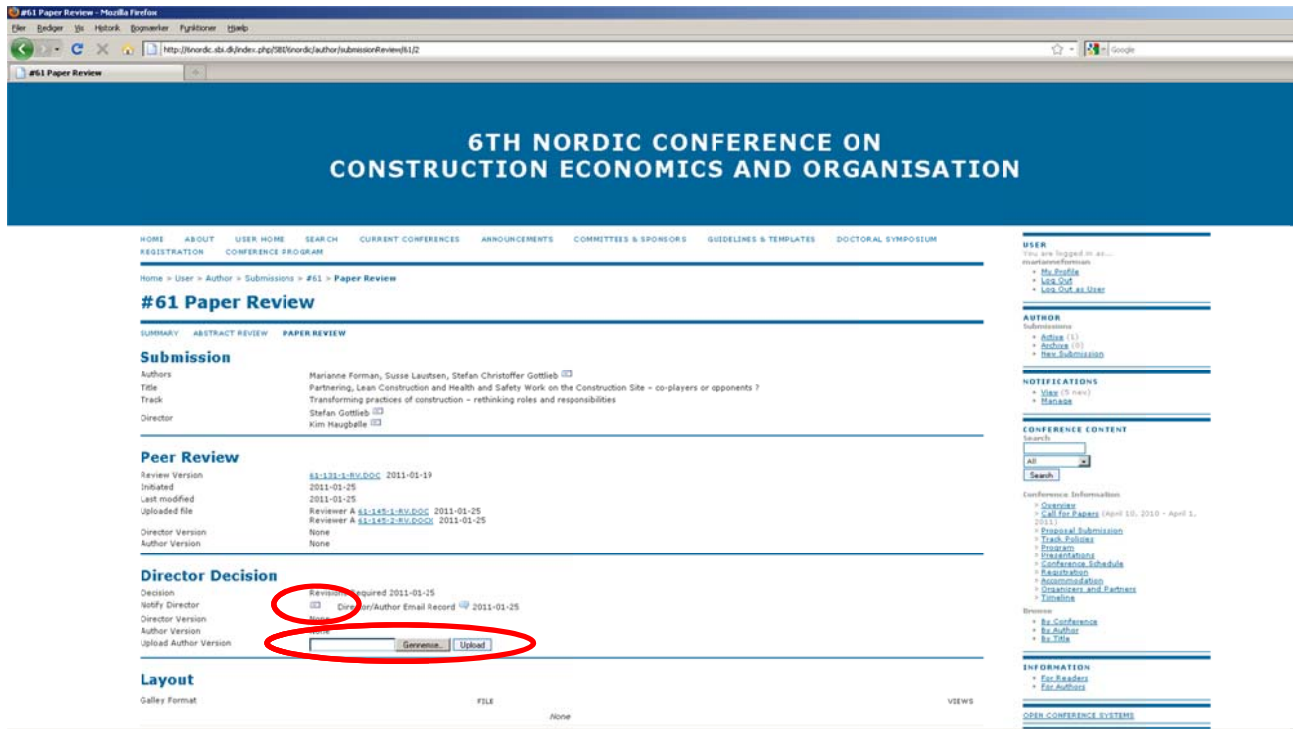
3. Next you are presented with a list of all your submissions and their statuses. For each paper you will upload follow the corresponding link: "PAPER IN REVIEW: REVISIONS REQUIRED."



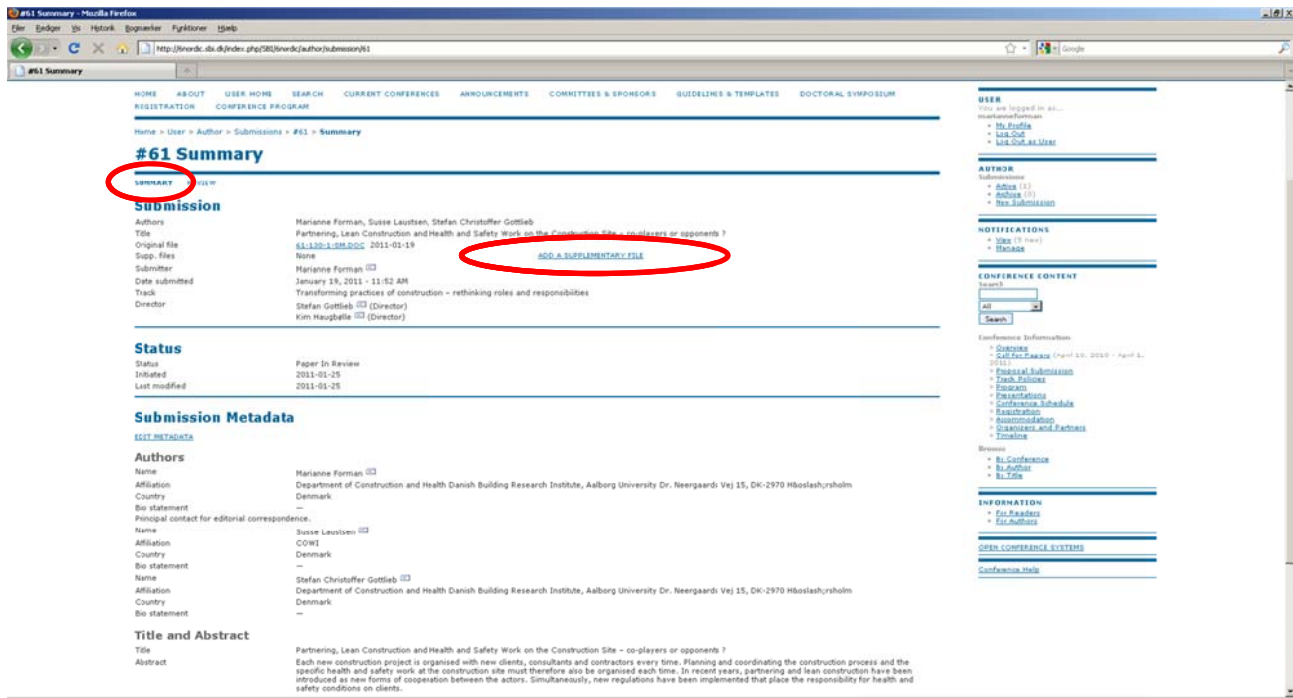
4. You are now taken to the below screen, where you have to select "PAPER REVIEW":



- You are now taken to the paper review screen, where you can upload your final paper to the director. After the paper has been uploaded, please notify the director, by pressing the small icon to send an email:



- Next follow the summary to upload the extended summary. Here you will also be able to edit your submission's metadata, including changing author information, abstract and title to match any changes you have applied to the final paper:



- If for some reason you are unable to upload your documents using the above instruction, please contact Stefan Christoffer Gottlieb.