

74th Annual Scientific Sessions of The Sri Lanka Veterinary Association

21st & 22nd October 2022

EasyChair Instructions for Authors

The submission and review of abstracts for SLVA 2022 will be managed through an online conference paper management system called EasyChair. This system gives you; the author, and complete control over your submission.

This guide is intended to support authors during the submission process. It has 3 parts:

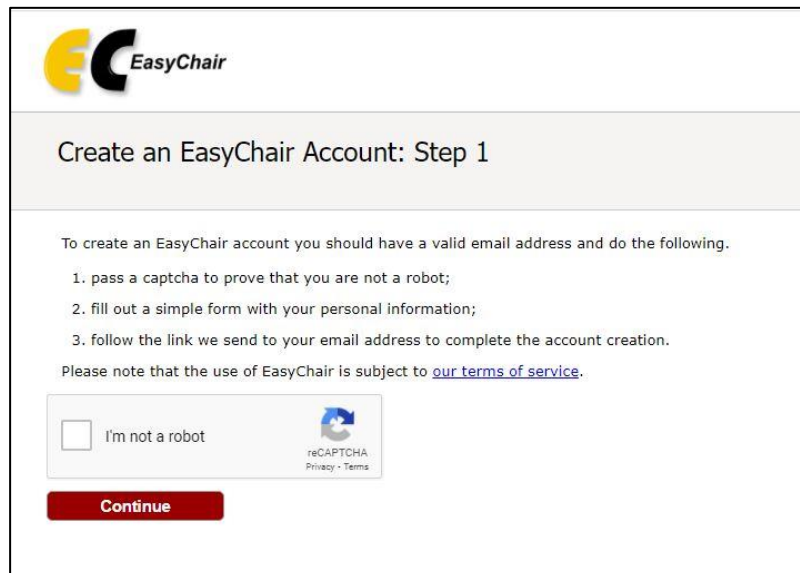
1. Setting up an account
2. Draft abstract submission
3. Revised abstract submission

1. SET UP AN ACCOUNT AS AN AUTHOR

1.1 Set up an account with a username and password as an author.

1.2 Go to : <https://easychair.org/account/signup?l=PCmST4VmTmLSDEQlPrj2gJ>

1.3 You will be directed to the page shown in Figure 1. Click the check box and click continue.




EC EasyChair

Create an EasyChair Account: Step 1

To create an EasyChair account you should have a valid email address and do the following.

1. pass a captcha to prove that you are not a robot;
2. fill out a simple form with your personal information;
3. follow the link we send to your email address to complete the account creation.

Please note that the use of EasyChair is subject to [our terms of service](#).

I'm not a robot  reCAPTCHA
Privacy - Terms

Continue

Figure 1: Enter information to sign up

1.4 Follow the on-screen instructions and complete the form (Figure 2) and click on “Continue.”

The screenshot shows a registration form titled "Create an EasyChair Account: Step 2". It includes instructions to fill out the form, with required fields marked by an asterisk. A note states that the most common reason for failing to create an account is an incorrect email address. The form contains four input fields: "First name*", "Last name*", "Email:", and "Retype email address:". A red "Continue" button is positioned below the fields. At the bottom, there is a note about leaving the first name blank and a link to a help article about names, along with a link to the privacy policy.

Figure 2: Fill in your details

1.5 After registering, you will receive an email similar to the one in Figure 3. Use the link provided in the email to continue the account registration process.

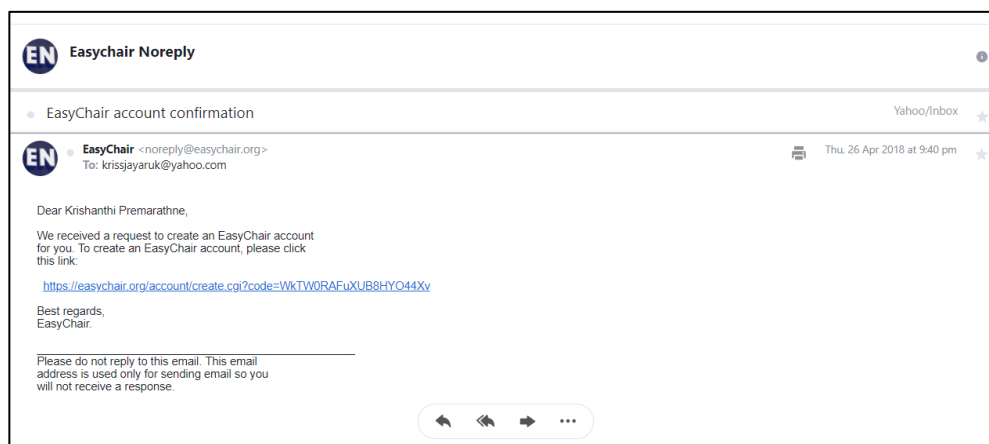


Figure 3: Login email

1.6 Fill out all of the required information (as shown in Figure 4), and click the “Create my account” button to finalize the account registration process.

Create an EasyChair Account: Last Step

Hello Manopriya Sivabalan! To complete the creation of your account please fill out the following form. You should create the account within 30 minutes, otherwise you will have to fill out this form from scratch.

To use EasyChair, you must agree to its Terms of Service ([view terms](#)) ([download terms](#)).

I agree to EasyChair Terms of Service

Enter your personal data.

First name: * Manopriya

Last name: * Sivabalan

Organization: *

Country/region: *

The Web page is used to provide a link to it on some EasyChair pages, for example when you are mentioned as an author in a published conference program. It is optional. Please do not use the Web page of your organization here: if you fill this out, it should only be your personal Web page.

Your personal Web page:

Enter your account information. Note that user names are case-insensitive.

User name: *

Password: *

Retype the password: *

Create my account

* Note: Leave first name blank if you do not have one. If you are not sure how to divide your name into the first and last name, read the [Help article about names](#).
You may also be interested about [our policy for using personal information](#).

Figure 4: Fill in information

1.7 After the account is registered, you may log in to EasyChair conference submission system simply by clicking on the “click this link” link (as shown in Figure 5).



Figure 5: Link to the login page

2. PAPER SUBMISSION

2.1 To log in to the conference submission system EasyChair webpage use your user name and password.

2.2 The link to the submission is available through the conference webpage or here:

<https://www.slva.org/scientific-sessions-2022> or <https://easychair.org/conferences/?conf=slva2022>

2.3 After logging in to the EasyChair website, you may click on the “make a new submission” link located in the top-left to submit a new abstract (Figure 6).

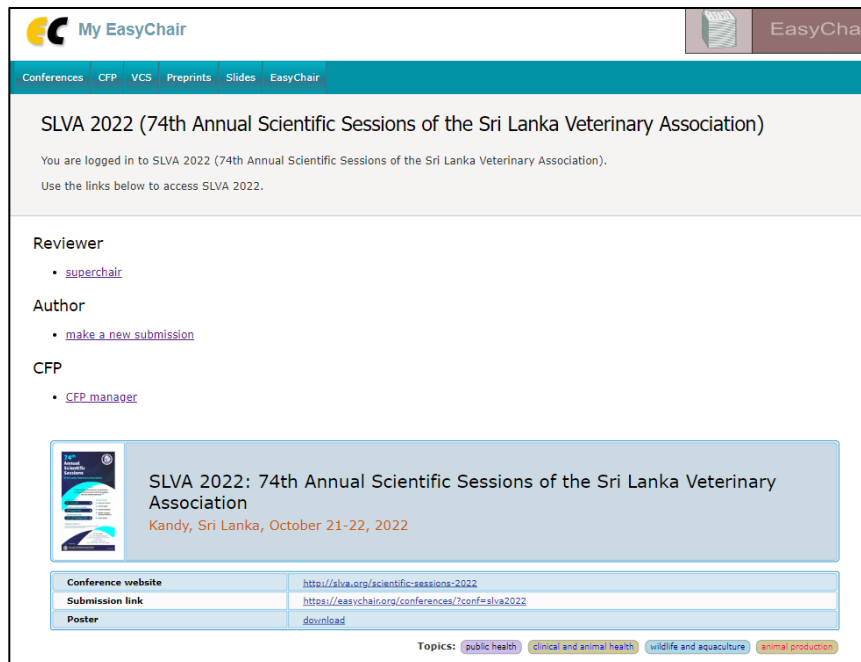


Figure 6: The main page for authors

2.4 Select the suitable track (Figure 7) and click continue.

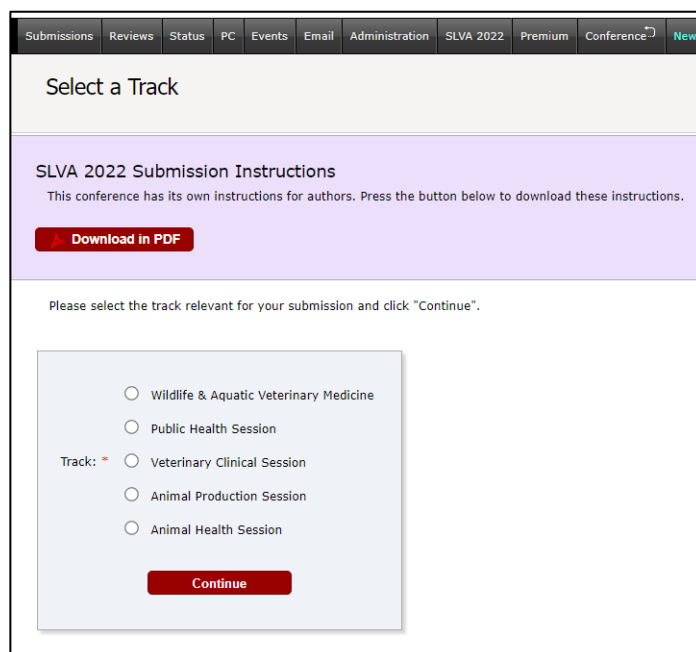


Figure 7: Select the track submission

2.5 Follow the instructions and fill in all the requested information about Authors, Title, Abstract, Keywords and Topics (Figure 8).

The screenshot shows the 'New Submission for SLVA 2022 (Public Health Session)' form. At the top, there is a navigation menu with items: Submissions, Reviews, Status, PC, Events, Email, Administration, SLVA 2022, Premium, Conference, News, and EasyChair. The main heading is 'New Submission for SLVA 2022 (Public Health Session)'. Below the heading, there is a note: 'Follow the instructions, step by step, and then use the "Submit" button at the bottom of the form. The required fields are marked by *.' The 'Address for Correspondence' section contains the following fields: 'Address, line 1:' with the value 'Wayamba University', 'Address, line 2:', 'City:' with the value 'Makandura, Gonawila', 'Post code:' with the value '60400', 'State (US only):' with a dropdown arrow, and 'Country/region:' with the value 'Sri Lanka'. Below the address section is the 'Author Information' section, which begins with the text: 'For each author please fill out the form below. Some items on the form are explained here:'.

Figure 8: Abstract submission

2.6 Click on the "Submit" link to upload your paper and author agreement and conflict of interest declaration form (Figure 9).

The screenshot shows the 'Files' section of the submission form. It contains two file upload areas. The first is for the 'Paper', with instructions: 'Upload your paper. The paper must be in PDF format (file extension .pdf) (1 pages maximum)'. Below this is a 'Choose File' button and the text 'No file chosen'. The second is for the 'Author Agreement and Conflict of Interest Declaration Form', with instructions: 'Author Agreement and Declaration is a mandatory part of a submission. (1 pages maximum)'. Below this is a 'Choose File' button and the text 'No file chosen'. Below the file upload areas is a 'Ready?' section with the text: 'If you filled out the form, press the "Submit" button below. Do not press the button twice: uploading may take time!'. At the bottom of this section is a red 'Submit' button.

Figure 9: Paper submission

2.7 After completing a submission, a new menu bar ("Submission #" or "My Submissions" in the case of multiple submissions) is created (Figure 10). Click on "Submission #" for changing any information about the submission.

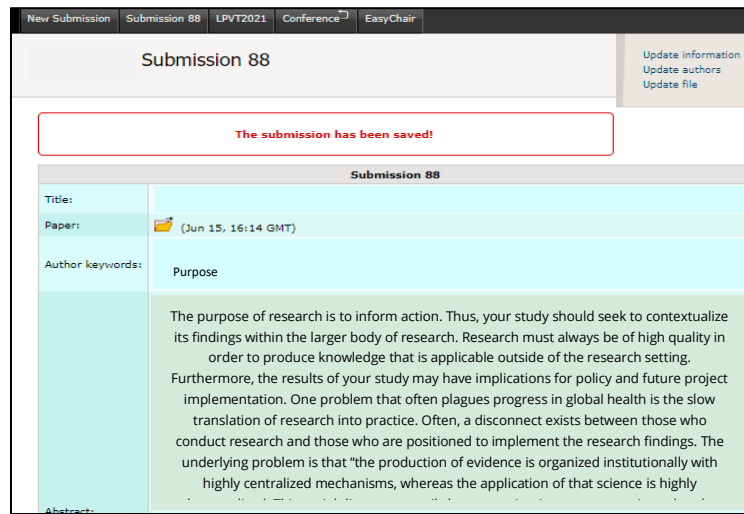


Figure 10: Change information

2.10 Use the links at the top-right corner for:

- Updating information about your submission: select “Update information” from the right-hand menu of the Submission screen to change any of title, abstract and keywords of your submission.
- Updating author information for your submission: select “Update authors” to modify any information about the author(s) and click “save.” In the case of multiple authors, you can add (“Add new author”) or remove authors (Click on “X”); then update the order of the authors by selecting the “Reorder authors” button.
- Uploading files: the “Add file” link may be used to upload files.
- Withdrawing the submission: select “Withdraw” to withdraw the submission.

2.11 At the end of the submission procedure (a new submission or an update of an old one), you will receive a confirmation email.

2.12 Once the review process is completed, you will receive acceptance/rejection notification with reviewers by email.

3. Revised paper submission

3.1 If your paper is accepted, we request that you submit your revised paper electronically.

3.2 To upload your final paper, click on "Submission # and select “Update file” from the right-hand menu of the Submission screen.

3.3 After selecting the file that you wish to upload from your computer, submit your revised paper by selecting the “Submit” button.