# 73rd Annual Scientific Sessions of The Sri Lanka Veterinary Association

**22nd & 23rd October 2021**
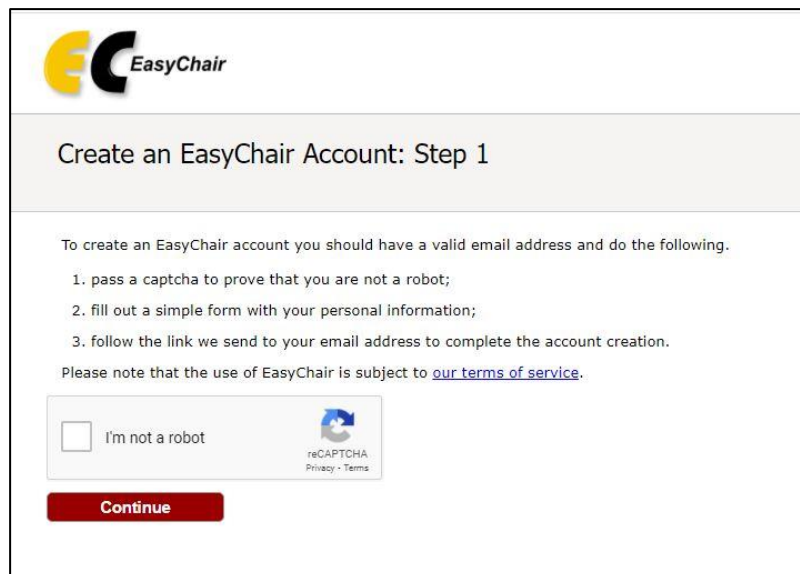
## EasyChair Instructions for Authors

The submission and review of the abstract for SLVA 2021 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 three 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 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.



**Figure 1: Enter information to sign up**

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



**Figure 2: Fill your details**

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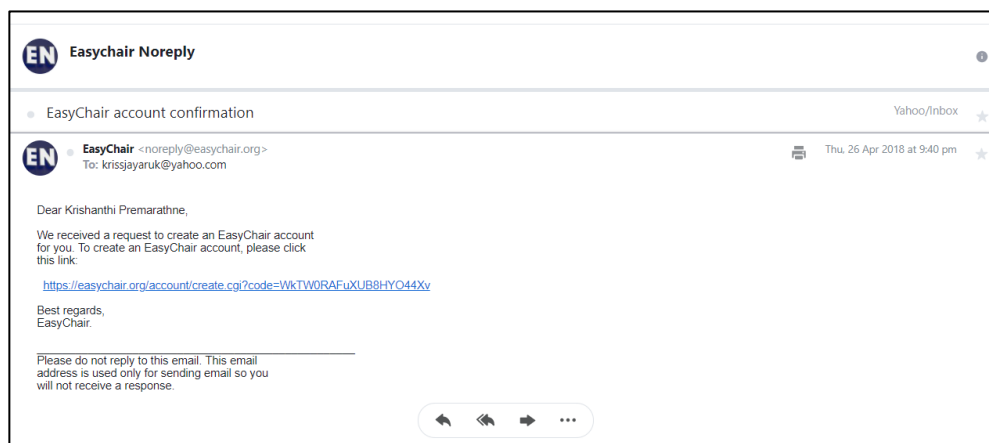


**Figure 3: Login email**

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.

**Figure 4: Fill in the 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-2021 or https://easychair.org/conferences/?conf=slva2021

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**

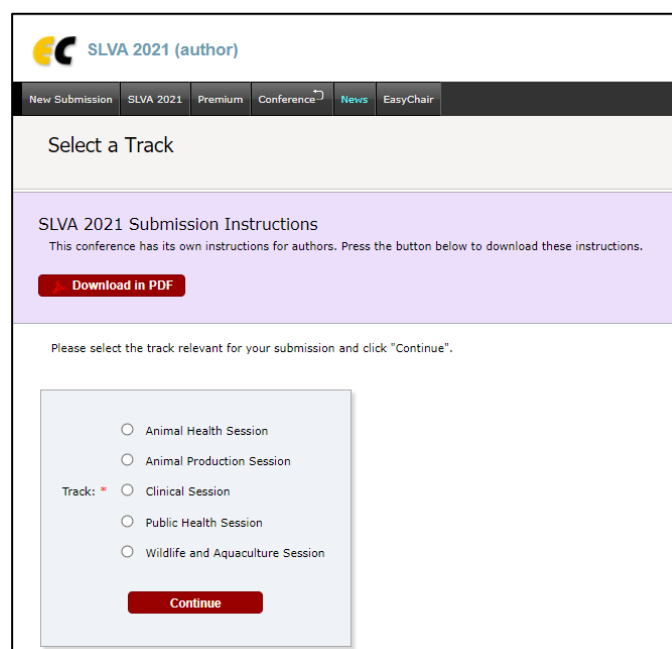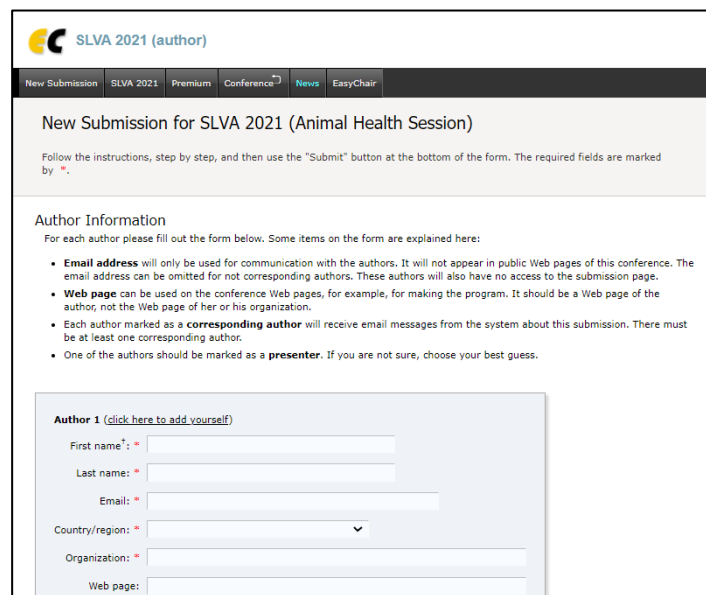2.4 Select the suitable track (Figure 7) and click continue.



**Figure 7: Select the track submission**

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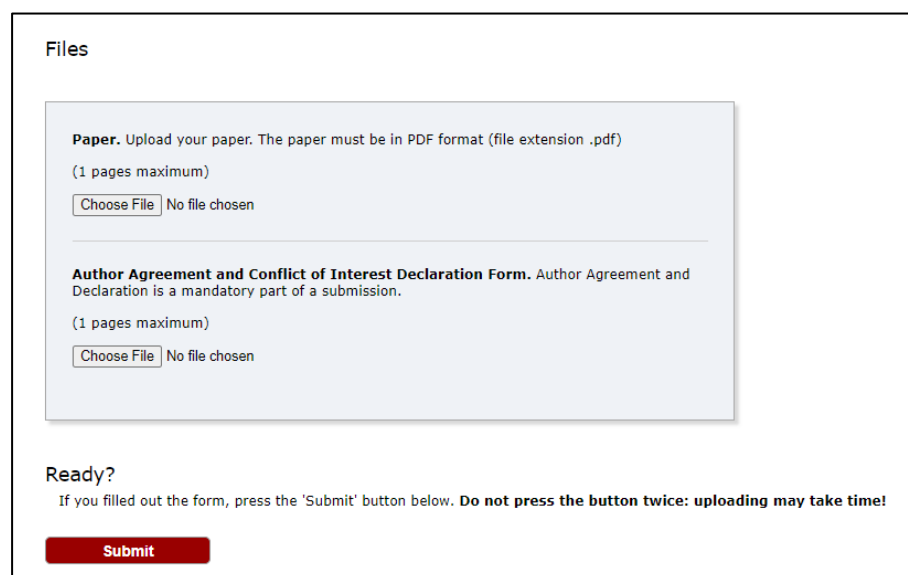


**Figure 8: Abstract submission**

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



**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**

2.8 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.

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

2.10 Once the review process is completed, you will receive an acceptance/rejection notification with reviews 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.