

73rd Annual Scientific Sessions of The Sri Lanka Veterinary Association

22nd & 23rd October 2021

EasyChair Instructions for Authors

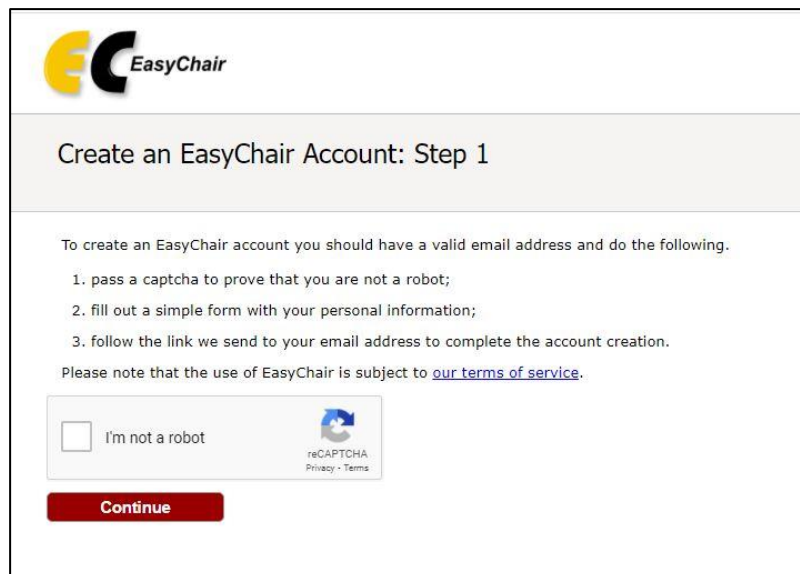
The submission and review of the abstract for SLVA 2021 will be managed through an online conference paper management system called EasyChair. This system gives you, the author, and complete control over your submission.

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=PCmST4VmTmLSDEQIPrj2gJ>
- 1.3 You will be directed to the page shown in Figure 1. Click the check box and click continue.



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.”

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.

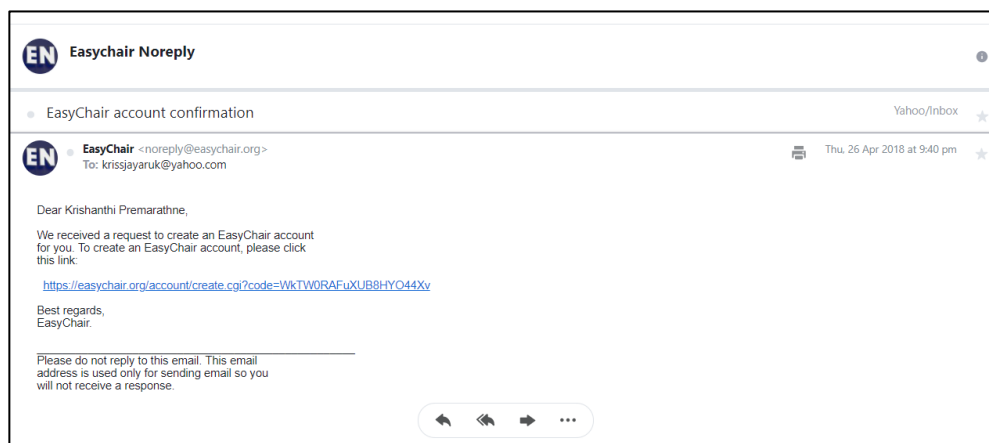


Figure 3: Login email

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.

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 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).

Account Created
Your EasyChair account has been created.
 To log in for [click this link](#).

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.

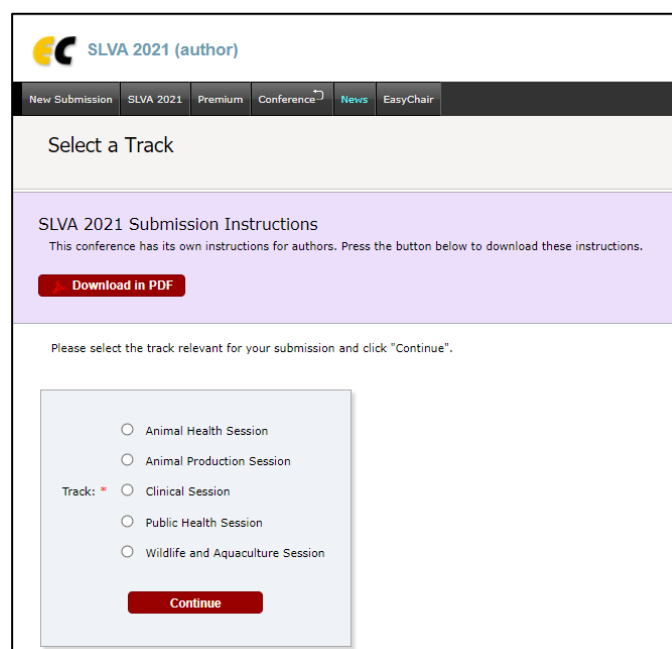
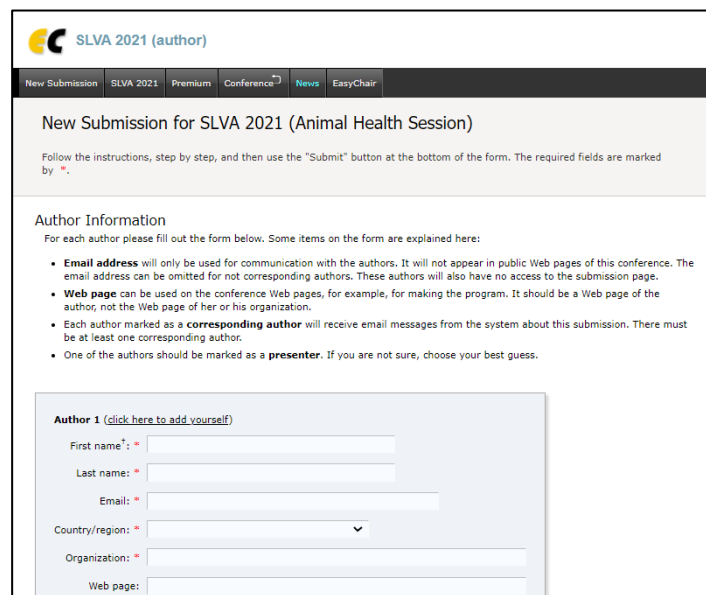


Figure 7: Select the track submission

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



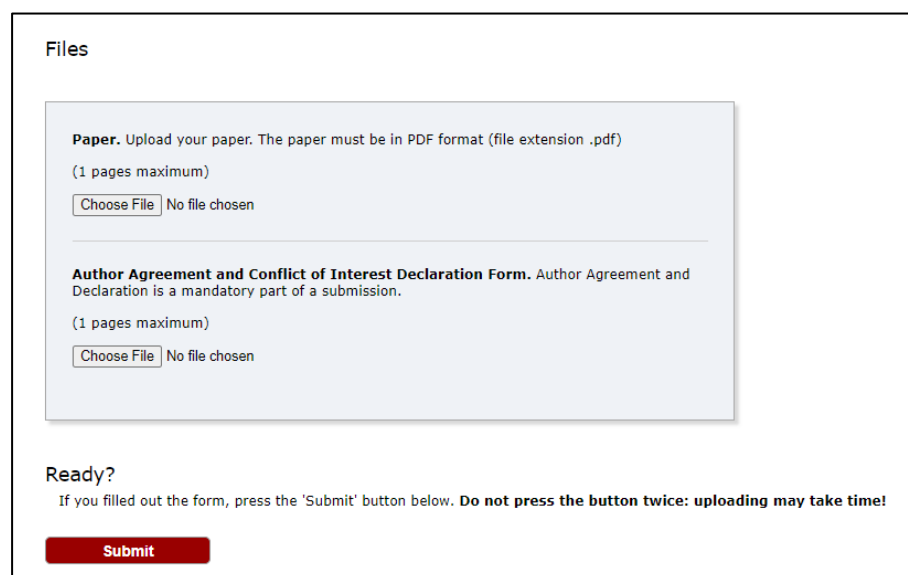
The screenshot shows the 'New Submission for SLVA 2021 (Animal Health Session)' form. At the top, there is a navigation bar with links: New Submission, SLVA 2021, Premium, Conference, News, and EasyChair. Below the navigation bar, the title 'New Submission for SLVA 2021 (Animal Health Session)' is displayed. A note states: '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 'Author Information' section follows, with instructions: 'For each author please fill out the form below. Some items on the form are explained here:'. A list of instructions is provided:

- **Email address** will only be used for communication with the authors. It will not appear in public Web pages of this conference. The email address can be omitted for not corresponding authors. These authors will also have no access to the submission page.
- **Web page** can be used on the conference Web pages, for example, for making the program. It should be a Web page of the author, not the Web page of her or his organization.
- Each author marked as a **corresponding author** will receive email messages from the system about this submission. There must be at least one corresponding author.
- One of the authors should be marked as a **presenter**. If you are not sure, choose your best guess.

 Below the instructions, there is a form for 'Author 1 (click here to add yourself)'. The form includes input fields for: First name*, Last name*, Email*, Country/region* (a dropdown menu), Organization*, and Web page*.

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 area is for the 'Paper' and states: 'Upload your paper. The paper must be in PDF format (file extension .pdf) (1 pages maximum)'. It includes a 'Choose File' button and the text 'No file chosen'. The second area is for the 'Author Agreement and Conflict of Interest Declaration Form' and states: 'Author Agreement and Declaration is a mandatory part of a submission. (1 pages maximum)'. It also includes a 'Choose File' button and the text 'No file chosen'. Below the file upload areas, there 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 the 'Ready?' section, there 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

2.8 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.