

76th Annual Scientific Sessions of The Sri Lanka Veterinary Association

2nd August 2024

EasyChair Instructions for Authors

The submission and review of abstracts for the SLVA scientific sessions 2024 will be managed through the 'EasyChair' online conference management system, providing authors the complete control over their submissions.

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

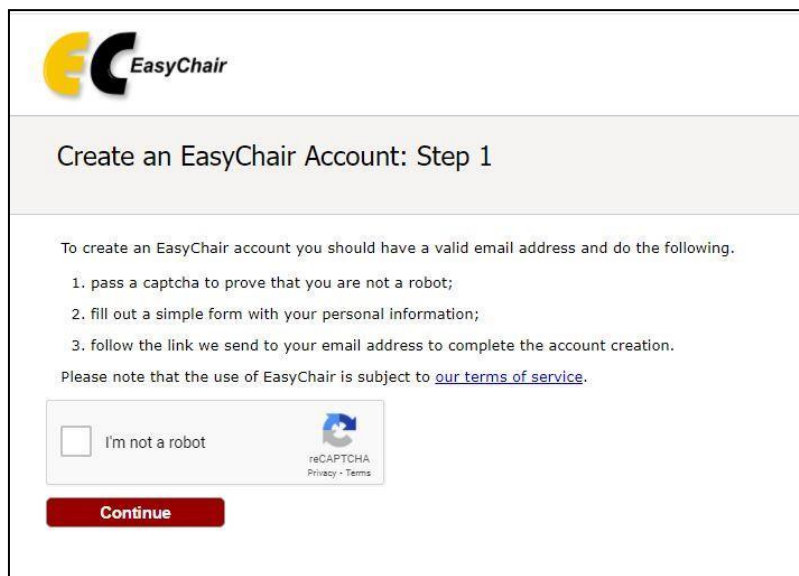
1. Setting up an account
2. Draft abstract submission
3. Revised abstract submission

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=PCmST4VmTmLSDEQIPrj2gJ>

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



The screenshot shows the EasyChair website interface for account creation. At the top left is the EasyChair logo. Below it, the heading reads 'Create an EasyChair Account: Step 1'. The main content area contains the following text: 'To create an EasyChair account you should have a valid email address and do the following.' followed by a numbered list: 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. Below the list, it says 'Please note that the use of EasyChair is subject to [our terms of service](#).' At the bottom of the form area, there is a reCAPTCHA widget with a checkbox labeled 'I'm not a robot' and a 'Continue' button.

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 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.

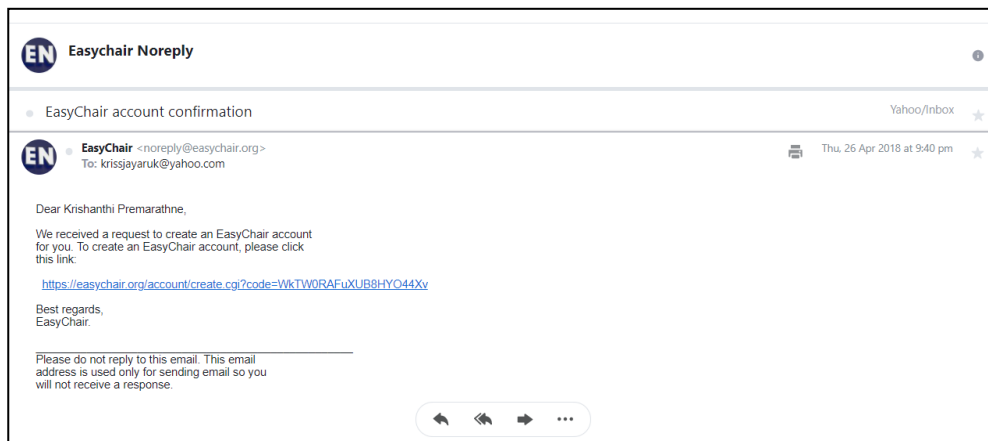


Figure 3: Login email

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).

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 username and password.

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

<https://www.slva.org/scientific-sessions-2024> or <https://easychair.org/conferences/?conf=slva2024>

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).

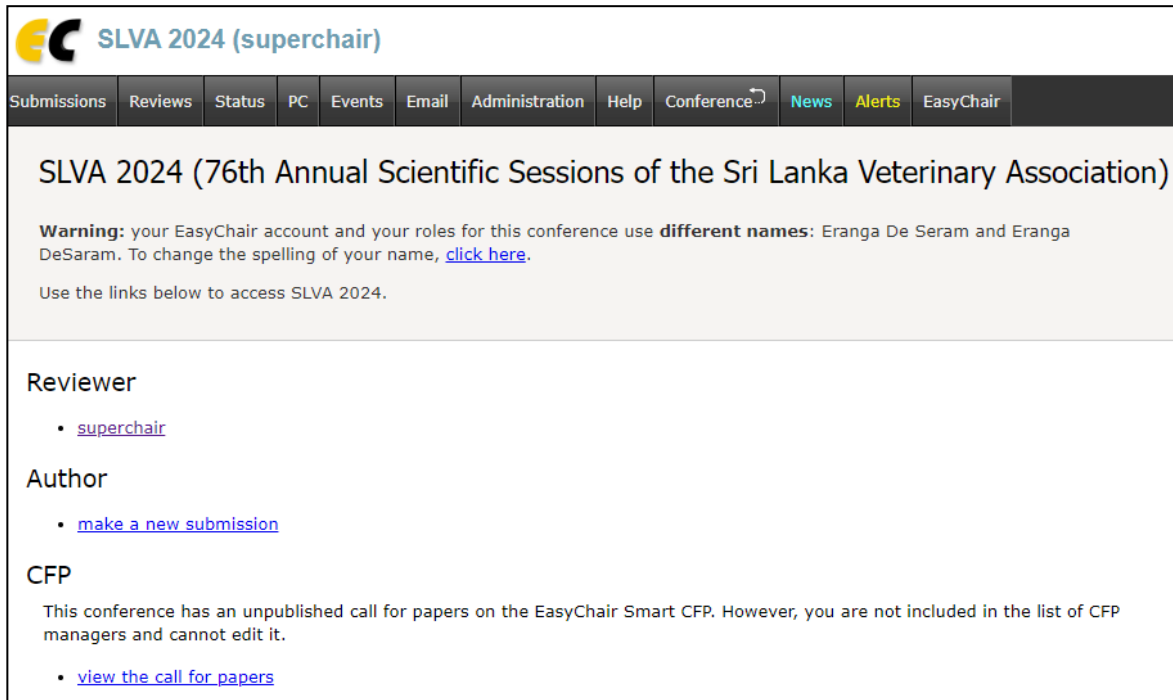


Figure 6: The main page for authors

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

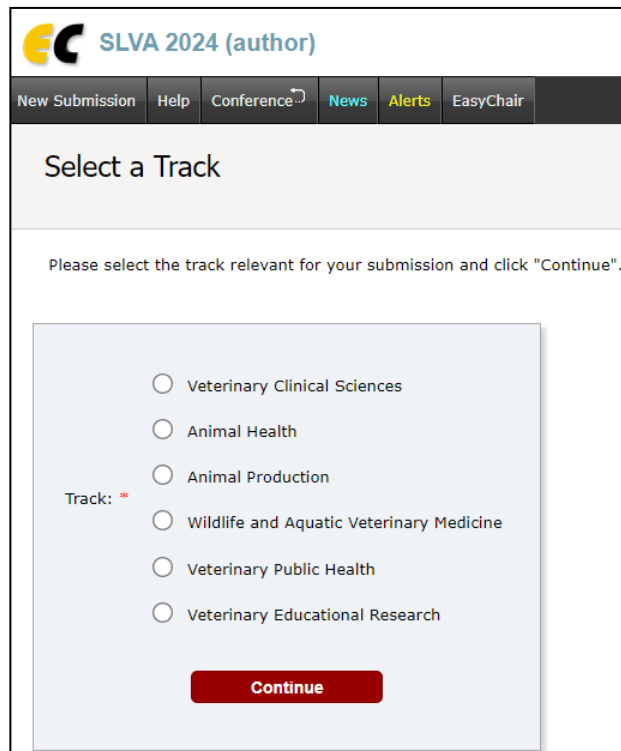


Figure 7: Select the track submission

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

SLVA 2024 (author)

New Submission | Help | Conference | News | Alerts | EasyChair

New Submission for SLVA 2024 (Animal Production)

Follow the instructions, step by step, and then use the "Submit" button at the bottom of the form. The required fields are marked by *.

Author Information

For each author please fill out the form below. Some items on the form are explained here:

- 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.

Author 1 ([click here to add yourself](#)) ([click here to add an associate](#))

First name: *

Last name: *

Email: *

Country/region: *

Affiliation: *

Web page:

corresponding author

Author 2 ([click here to add yourself](#)) ([click here to add an associate](#))

Title and Abstract

The title and the abstract should be entered as plain text, they should not contain HTML elements.

Title: *

Abstract: *

Keywords

Type a list of keywords (also known as key phrases or key terms), **one per line** to characterize your submission. You should specify at least three keywords.

Keywords: *

Figure 8: Abstract submission

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

Files

Paper. Upload your paper. The paper must be in PDF format (file extension .pdf)

(1 pages maximum)

No file chosen

Author Agreement and Conflict of Interest Declaration Form. Author Agreement and Declaration is a mandatory part of a submission.

(1 pages maximum)

No file chosen

Ready?

If you filled out the form, press the 'Submit' button below. **Do not press the button twice: uploading may take time!**

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 #" to change any information about the submission.

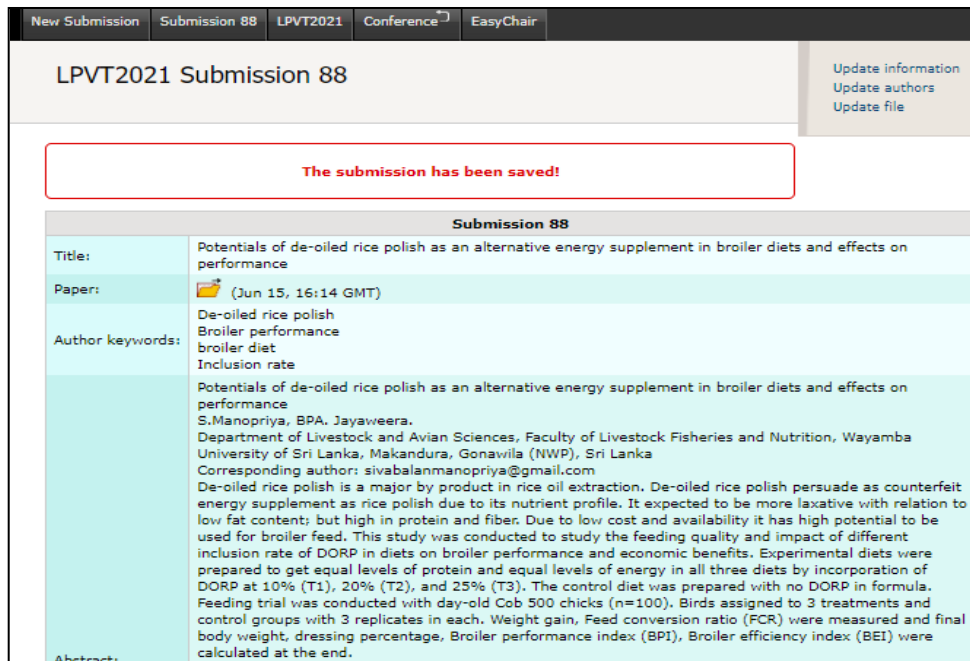


Figure 10: Change information

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 the 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.