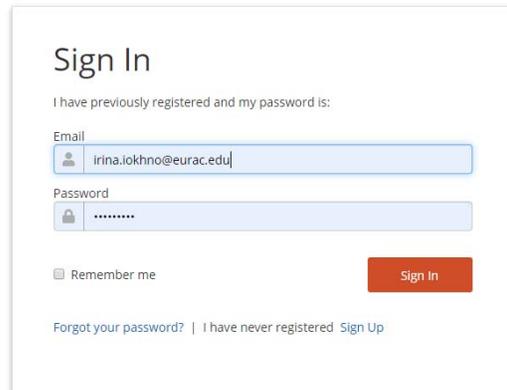


IUFRO2020_Abstract Submission Guidelines

1) Submitter Sign-In Page

After clicking on the link for abstract submission you will be forwarded to a sign-in page that will allow you to log in (if you already have an account) or sign in (if you do not have any account).

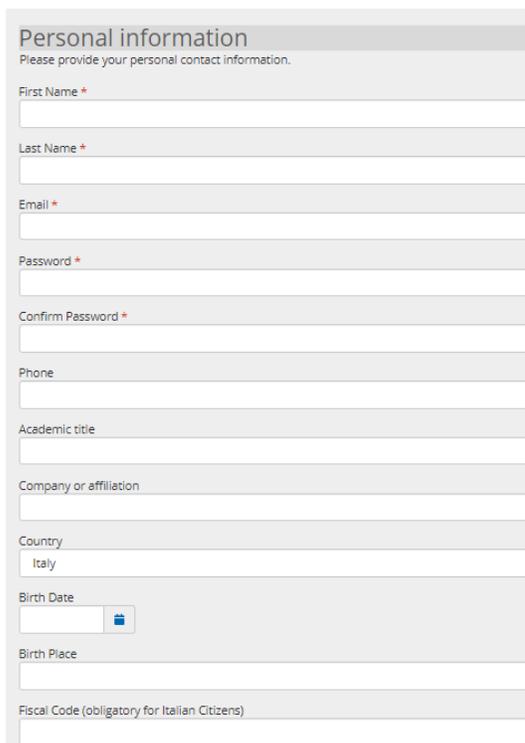
eurac
research



The screenshot shows a 'Sign In' form with the following elements:

- Title: Sign In
- Text: I have previously registered and my password is:
- Email field: Contains 'irina.iokhno@eurac.edu'
- Password field: Contains masked characters '.....'
- Remember me checkbox: Unchecked
- Sign In button: Orange button with white text
- Links: 'Forgot your password?' and 'I have never registered. Sign Up'

2) Please fill out your personal information (* these fields are mandatory), accept the privacy statement (☐) and click **Save**.



The screenshot shows a 'Personal information' registration form with the following fields:

- Title: Personal information
- Text: Please provide your personal contact information.
- First Name *: Mandatory field
- Last Name *: Mandatory field
- Email *: Mandatory field
- Password *: Mandatory field
- Confirm Password *: Mandatory field
- Phone: Optional field
- Academic title: Optional field
- Company or affiliation: Optional field
- Country: Dropdown menu with 'Italy' selected
- Birth Date: Date picker with a calendar icon
- Birth Place: Optional field
- Fiscal Code (obligatory for Italian Citizens): Optional field

Affiliation

Please provide your company details.

Company Name *

Address

Postal Code

City

Province

Country

Italy

Tax ID

Preferences

Due to new EU regulations on personal data handling (GDPR), we now need you to read through the below consents. The provision of personal data is vital for the registration on the event impossible.

* Mandatory Items must be checked

- I DECLARE to have received the Information about personal data handling and to be aware of the purposes and terms of processing and CONSENT to the processing of my personal data for the purposes of the registration on the event. The full privacy statement can be found on the website <http://www.eurac.edu/en/services/meeting/Pages/Privacy-Policy---Meeting-Management.aspx>.

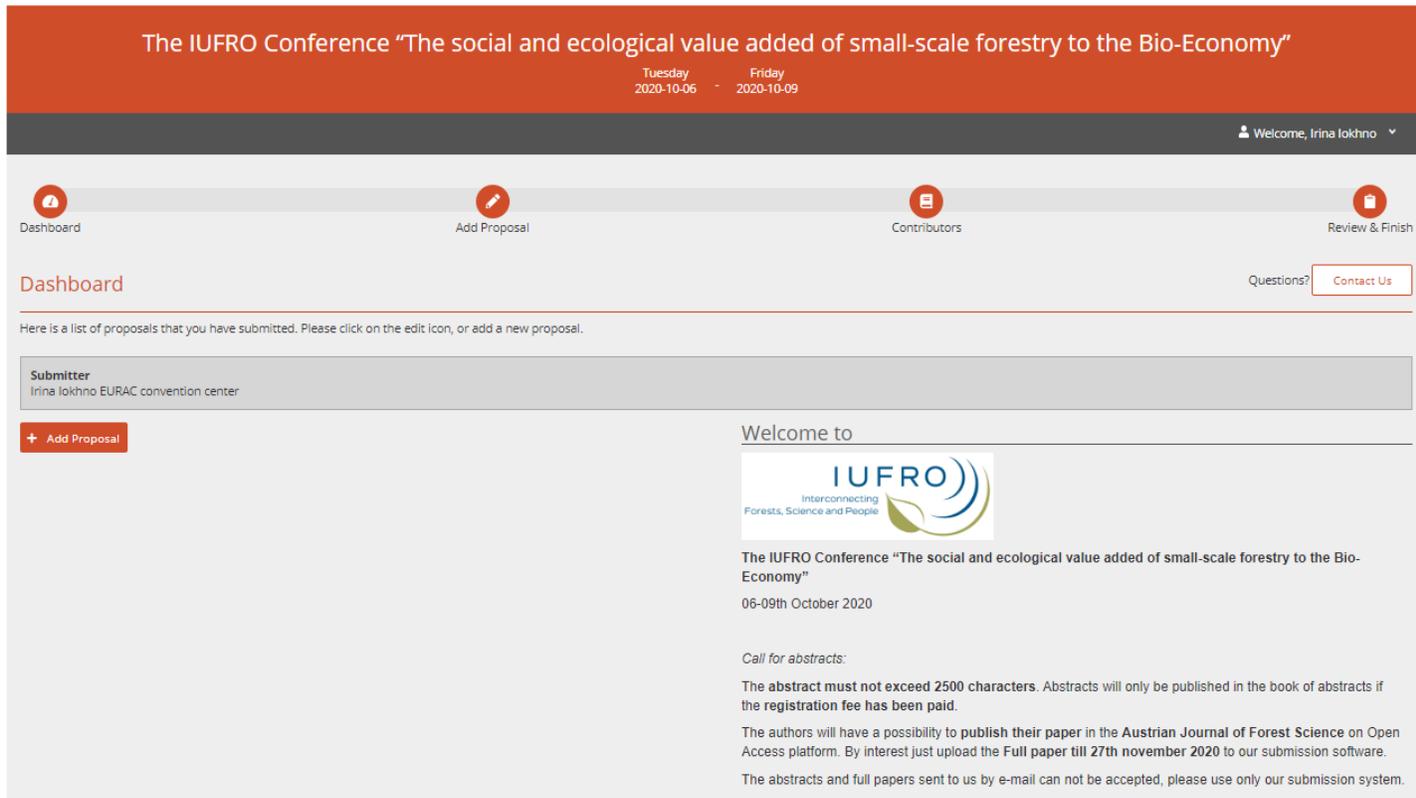
Save

Cancel



3) Submitter Dashboard

After signing in you get to a submitter dashboard where you can see any proposals that you have submitted, along with short information about the event, abstract instructions, and the status of the proposal process. On this dashboard, you can add proposals (+ *Add Proposal*), edit previous proposals (✎ in progress or already submitted), and you can also edit your own account (*Manage Account*).



The IUFRO Conference "The social and ecological value added of small-scale forestry to the Bio-Economy"

Tuesday 2020-10-06 - Friday 2020-10-09

Welcome, Irina Iokhno

Dashboard Add Proposal Contributors Review & Finish

Dashboard [Questions?](#) [Contact Us](#)

Here is a list of proposals that you have submitted. Please click on the edit icon, or add a new proposal.

Submitter
Irina Iokhno EURAC convention center

[+ Add Proposal](#)

Welcome to



The IUFRO Conference "The social and ecological value added of small-scale forestry to the Bio-Economy"
06-09th October 2020

Call for abstracts:

The **abstract must not exceed 2500 characters**. Abstracts will only be published in the book of abstracts if the **registration fee has been paid**.

The authors will have a possibility to **publish their paper** in the **Austrian Journal of Forest Science** on Open Access platform. By interest just upload the **Full paper** till **27th november 2020** to our submission software.

The abstracts and full papers sent to us by e-mail can not be accepted, please use only our submission system.



4) Adding Your Proposal

After clicking on **+ Add Proposal**, you will be forwarded to the submission form.

You will need to fill out all required fields (*, such as *title, topic, presentation type, text*) before you can successfully submit an abstract.

However, you have the option to save the submission, leave and return later to finish the proposal.

The screenshot shows a web interface for submitting a proposal. At the top, there is a header with the text "The IUFRO Conference 'The social and ecological value ad'" and a date range from Tuesday, 2020-10-06 to Friday, 2020-10-09. Below the header is a navigation bar with two buttons: "Dashboard" and "Add Proposal". The main content area is titled "Proposal Details" and contains the following sections:

- Instructions:** "Please enter the information for your submission. Click the Save and Continue button to proceed to the Add Contributors page."
- Title *:** A text input field containing "abstract test".
- Topic *:** A dropdown menu with "IUFRO-S1: Cascade use of wood" selected.
- Presentation Type *:** A dropdown menu with "Oral presentation" selected.
- Documents:** A section with a paragraph of text: "If you are interested in publishing of your paper in the Austrian Journal of Forest Science , you should attach the whole paper to this submission system till 27th november 2020. The publishing will take place on Open Access platform after the IUFRO Conference. We will communicate all the details on our webpage." Below this is a note: "1 total files may be uploaded. You may upload 1 more." and a red button labeled "Choose files to Upload".
- Text *:** A rich text editor with a toolbar containing various icons for bold, italic, underline, strikethrough, link, unlink, list, and other text formatting options. The text area contains the placeholder text "fdghnhmdghm".

5) step: Adding Contributors to your Proposal

Once you have entered all the information on the *Add Proposal* window, you must assign the contributors roles (*Author, Co-Author*).

Each submission must have at least one assigned Contributor Role (i.e. *Author*, and *Co-Author* if more people are indicated) to successfully submit the proposal.

Here you will need to add a Contributor Role to either the Submitter (i.e. click on the **+** on **Your Account**) or to another person (**+ Add New Contributor**).

A)

The screenshot displays the submission interface for the IUFRO Conference. The header features the conference title: "The IUFRO Conference 'The social and ecological value added of small-scale forestry to the Bio-Economy'", the dates "Tuesday 2020-10-06 - Friday 2020-10-09", and a user greeting "Welcome, Irina Iokhno". A progress bar at the top indicates the current step is "Contributors".

The main content area is titled "Contributors" and includes the instruction: "Please enter the desired authors and co-authors for your submission." Below this, the "Submitter" information is shown as "Irina Iokhno EURAC convention center".

The interface is divided into two columns:

- Select an Account:** Contains the prompt "Need to add a contributor you have not previously entered?" and a red button labeled "Add New Contributor". Below this is a card for "YOUR ACCOUNT" listing "Irina Iokhno" and "Iokhno, Irina EURAC convention center" with a red plus sign (+) to its right. A black arrow points to this plus sign.
- Contributors for this Submission:** Contains the prompt "No contributors have been added to this submission. Select an existing account or add a new one to continue."

At the bottom right, there are four buttons: "Back", "Cancel", "Save", and "Save & Continue".

B) Please indicate email address(es) of further contributors (*Co-Authors*).
If they are already registered, you can select them from a list.
If they are not registered, please fill in first and last name, as well as the affiliation(s) (*).

Tuesday 2020-10-06 Friday 2020-10-09

Welcome, Irina Iokhno

Dashboard Add Proposal Contributors Review & Finish

Contributors

Please enter the desired authors and co-authors for your submission.

Submitter
Irina Iokhno

Select an Account **Contributors for this Submission**

Need to add a contributor you have not previously entered? No contributors have been added to this submission. Select an existing account or add a new one to continue.

[Add New Contributor](#)

YOUR ACCOUNT
Irina Iokhno
Iokhno, Irina

[Back](#) [Cancel](#) [Save](#) [Save & Continue](#)

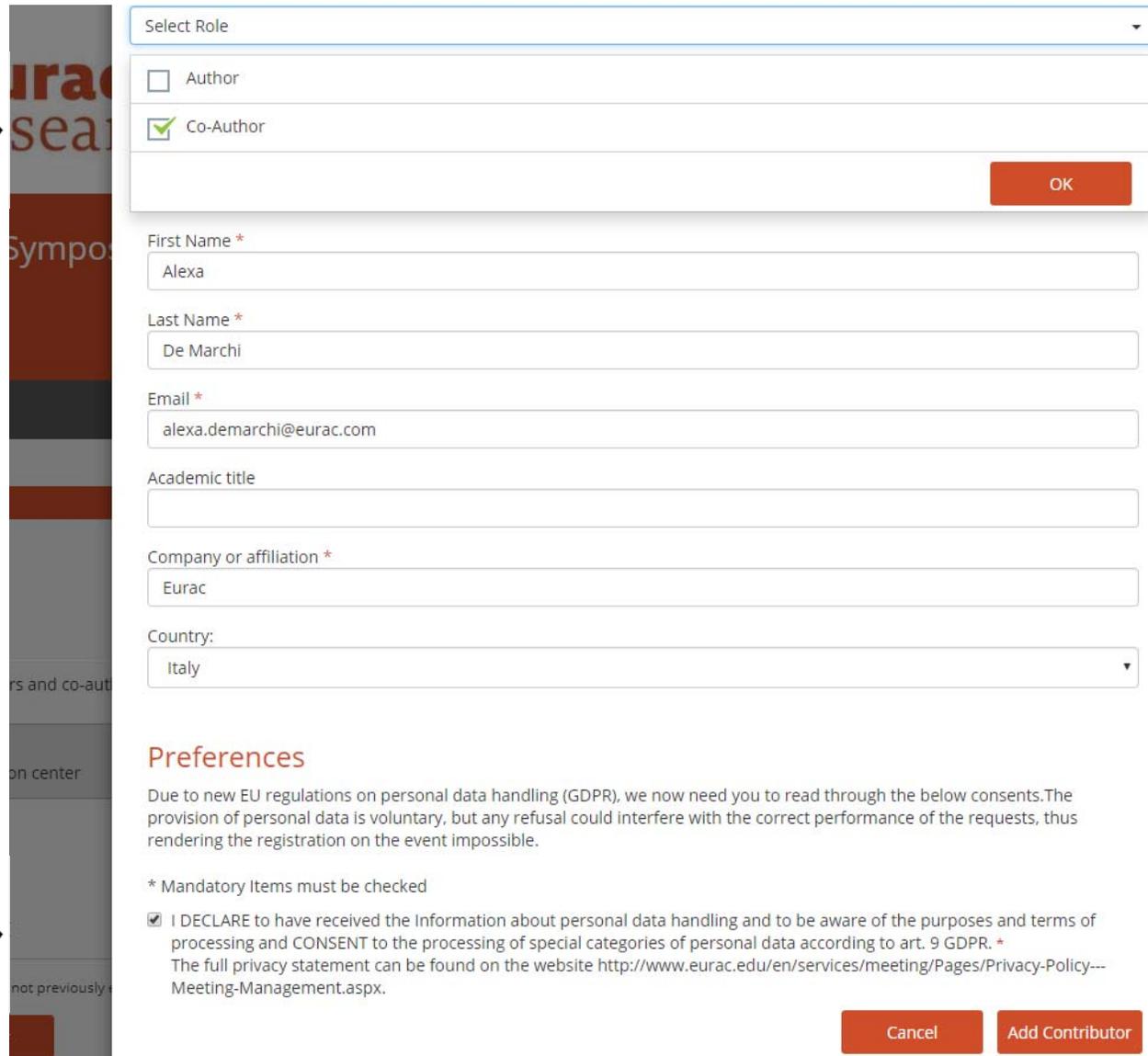
Please enter the information below to get started. You will be able to enter the rest of the information before the person is added to the submission. All fields are required.

Email *

new.contributor@mail.com

[Cancel](#) [Next](#)

Please note also to **select the Role** on top of the window (☑): *Author* or *Co-Author* for the contributors!
If you have more than one affiliation, please write them all in the affiliation field separated by a slash /.



Select Role

Author

Co-Author

OK

First Name *
Alexa

Last Name *
De Marchi

Email *
alexa.demarchi@eurac.com

Academic title

Company or affiliation *
Eurac

Country:
Italy

Preferences

Due to new EU regulations on personal data handling (GDPR), we now need you to read through the below consents. The provision of personal data is voluntary, but any refusal could interfere with the correct performance of the requests, thus rendering the registration on the event impossible.

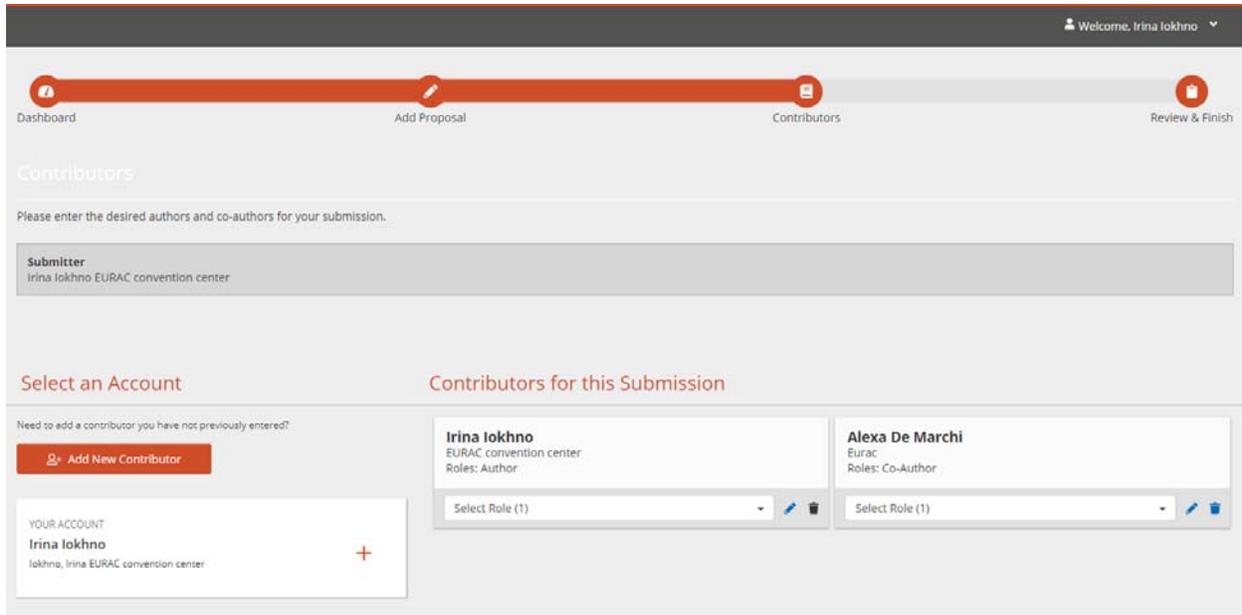
* Mandatory Items must be checked

I DECLARE to have received the Information about personal data handling and to be aware of the purposes and terms of processing and CONSENT to the processing of special categories of personal data according to art. 9 GDPR. *
The full privacy statement can be found on the website <http://www.eurac.edu/en/services/meeting/Pages/Privacy-Policy---Meeting-Management.aspx>.

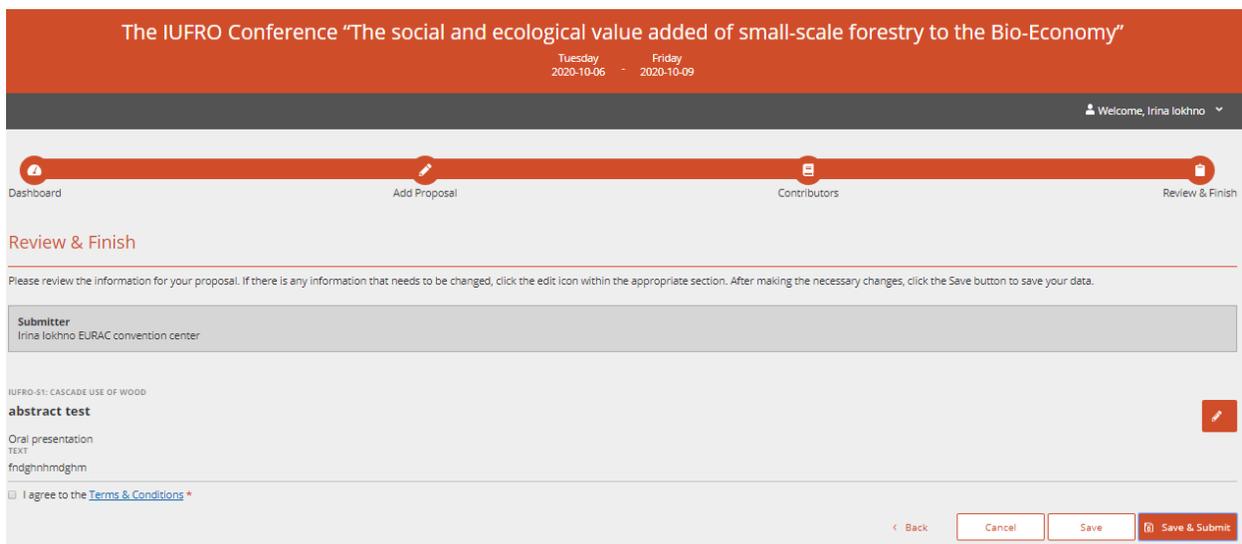
Cancel Add Contributor

6) step: Reviewing and Submitting your Proposal

Finally, the submitter will have a chance to review the submission information, accept the terms and conditions, and submit the proposal.



The screenshot shows the 'Contributors' page. At the top, a progress bar indicates the current step is 'Contributors'. Below the progress bar, the page title is 'Contributors'. A message reads: 'Please enter the desired authors and co-authors for your submission.' Underneath, the 'Submitter' is listed as 'Irina Iokhno EURAC convention center'. The main section is titled 'Select an Account' and 'Contributors for this Submission'. It includes a button 'Add New Contributor' and a list of contributors. One contributor is 'Irina Iokhno' with the role 'Author'. Another is 'Alexa De Marchi' with the role 'Co-Author'. Each contributor has a 'Select Role (1)' dropdown menu and edit/delete icons.



The screenshot shows the 'Review & Finish' page. At the top, a banner for the 'The IUFRO Conference "The social and ecological value added of small-scale forestry to the Bio-Economy"' is displayed, with dates 'Tuesday 2020-10-06' and 'Friday 2020-10-09'. Below the banner, the progress bar shows the current step is 'Review & Finish'. The page title is 'Review & Finish'. A message reads: 'Please review the information for your proposal. If there is any information that needs to be changed, click the edit icon within the appropriate section. After making the necessary changes, click the Save button to save your data.' The 'Submitter' is listed as 'Irina Iokhno EURAC convention center'. Below this, the proposal title is 'IUFRO-S1: CASCADE USE OF WOOD' and the abstract is 'abstract test'. The abstract type is 'Oral presentation' and the text is 'TEXT'. The abstract content is 'fndghnhmdghm'. There is a checkbox for 'I agree to the Terms & Conditions *'. At the bottom right, there are buttons for 'Back', 'Cancel', 'Save', and 'Save & Submit'. A black arrow points to the 'Save & Submit' button.

7. step: Confirmation email

You will receive a confirmation email that the abstract was submitted successfully.

NOTE: If you have any question about the submission process or if you need further assistance (e.g. correction of typos etc.), please do not hesitate to contact us via mail at iufro2020@eurac.edu.