INSTRUCTIONS FOR THE USE OF PAPER SUBMISSION APPLICATION
webconf.srmek.org
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INTRODUCTION – CREATING AN ACCOUNT

Abstracts and papers for the upcoming 64th EOQ scientific congress on quality, to be held June 16 and 17, 2020 in Belgrade, Serbia, can only be submitted via an online application webconf.srmek.org.

The first step is to create an account on webconf.srmek.org by filling out a form shown below with Name, Surname, E-mail and password.

After an account is registered it needs to be verified by clicking on the link you will receive on E-mail. **PLEASE MAKE SURE THAT THE VERIFICATION E-MAIL HAS NOT BEEN LOST IN SPAM / JUNK FOLDERS.**

After an account has been verified a user can log in by entering a given E-mail address and password previously entered.
**ANNOTATION:** In case a user forgot the password, by clicking on „Forgot your password“, it will receive a message to a given E-mail address with a link for resetting the old password and defining a new one.

After a successful log in, a user needs to enter all required information about the paper author that is later needed for the Conference proceedings.

**ANNOTATION:** All personal details entered within the application are protected from misuse and processed in accordance with GDPR (Privacy policy and GDPR).
SUBMITTING A THEME - ABSTRACT

After necessary details are entered, a user can submit an abstract by clicking on the button “Submit new theme”.

When a window for submitting an abstract is opened, the user will first select a theme area and subtheme within dropdown menus and then enter the paper title, text of an abstract and key words (max 5 terms).

In case there is more than one author on paper, additional authors can be added by a new entry or by a search within the database of existing users.

After entering all necessary details and by clicking on the button “Save”, the abstract submission procedure is completed and a user will receive an E-mail notification.
SUBMITTING PAPER

After an abstract is submitted and accepted by the reviewers, a user can submit a paper by clicking on a linked „Upload paper“, which is positioned under the paper title and submission status.

A paper can also be submitted by clicking on the paper title and afterwards the button „Files“.  

**Annotation:** Button „Files“ can later be used for submitting a PowerPoint presentation of a paper or a poster.
After a paper is submitted, that needs to be formatted by Paper Instructions, it will be reviewed. Information about a given review will be delivered to a user by E-mail, while it will also be available by clicking on a button “Theme reviews”.

In case of a positive review, a user can proceed with submitting a PowerPoint presentation or a poster (dependable on a chosen presentation method) by clicking on a button “Files”.

In case corrections need to be made after a review, a user will submit a new paper version following the same procedure as for the first paper submission.

SHORT TIPS

1. A user should always prepare the theme and abstract submission in a word processing software and then copy its contents to the appropriate application form.
2. For writing a paper, a user should use latest versions of word processing software packages (Microsoft Office recommended)
3. A user should check Email regularly, but without concerns if the mail didn’t arrive when expected, as it only has a notifying purpose. When checking email, the user should always check the “Spam” or “Junk” folders as well.
4. It is necessary to use the latest versions of Internet browser (Internet Explorer, Google Chrome, Mozilla Firefox, Apple Safari, Yandex, SRWare etc.) for the application to work properly.
5. If you have any problems with the submission and application, please contact us by email to office@eoqcongress2020.srmek.org.