

INSTRUCTIONS FOR SUBMISSION VIA EASYCHAIR

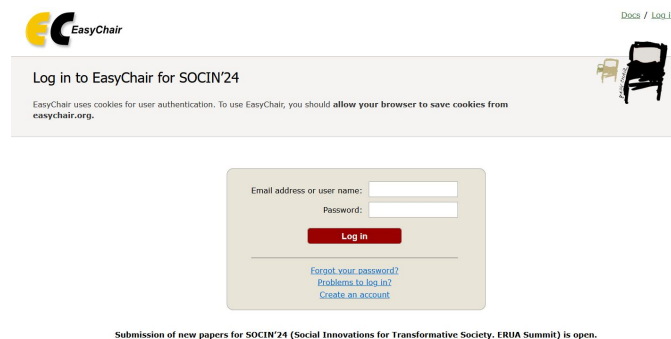
The proposal submission for **Social Innovations for Transformative Society (SOCIN'24)** is being managed through a web-based conference management system 'EasyChair'. The authors can submit the proposal before the deadline. This document is intended to assist authors in the proposal submission process.

1. Login to EasyChair Account / Set up an account as an Author

If you already have an EasyChair account from another conference, you can use that account to submit a proposal to SOCIN'24 Conference. Go to

<https://easychair.org/conferences/?conf=socin24>

You will then be automatically directed to the page shown in Figure 1.



The screenshot shows the EasyChair login interface. At the top left is the EasyChair logo. To the right, there are links for 'Docs' and 'Log In'. Below the logo, the text reads 'Log in to EasyChair for SOCIN'24'. A small note states: 'EasyChair uses cookies for user authentication. To use EasyChair, you should allow your browser to save cookies from easychair.org.' To the right of this note is an icon of a chair. The main content area contains a login form with two input fields: 'Email address or user name:' and 'Password:'. Below these fields is a red 'Log In' button. Underneath the button are three links: 'Forgot your password?', 'Problems to log in?', and 'Create an account'. At the bottom of the page, a small text line reads: 'Submission of new papers for SOCIN'24 (Social Innovations for Transformative Society, ERIA Summit) is open.'

In case you have not used EasyChair Conference System earlier, you need to **first create an account** (username and password) as an author in EasyChair. You may please follow the same link <https://easychair.org/conferences/?conf=socin24> and click on “Create an account” provided below as shown in Figure.

You will then be automatically directed to the page shown in Figure.

2. Submit your Proposal

Sign in with the username and password you provided. SOCIN'24 Proposal Submission Page will appear as shown in Figure below. Click on “**Make a New Submission**” from menu to upload your proposal.

- **Proposal Submission:** One needs to submit 300-1000 words abstract first.

New Submission for SOCIN'24

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.

New Submission for SOCIN'24

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

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

First name[†]: *

Last name: *

Email: *

Country/region: *

Affiliation: *

Web page:

corresponding author

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

First name[†]: *

Last name: *

Email: *

Country/region: *

Affiliation: *

Web page:

corresponding author

Author 3 ([click here to add yourself](#))

First name[†]: *

Last name: *

Email: *

Country/region: *

Affiliation: *

Web page:

corresponding author

[Click here to add more authors](#)

[†] Note: leave first name blank if there is no first name. If you are not sure how to divide a name into the first and last name, [read the help article about names](#).

Title and Abstract

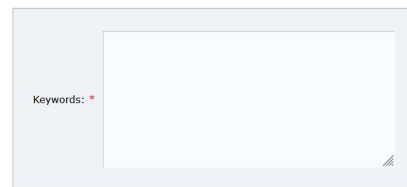
The title and the abstract should be entered as plain text, they should not contain HTML elements.



The form contains a 'Title:' label followed by a text input field. Below this is a horizontal line and the instruction 'The abstract should not exceed 1000 words'. Underneath is a large text area for the 'Abstract:' with a small cursor icon at the bottom right.

Keywords

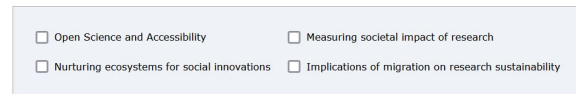
Type a list of keywords (also known as key phrases or key terms), **one per line** to characterize your submission. You should specify at least three keywords.



The form features a 'Keywords:' label and a large text area for entering keywords, with a small cursor icon at the bottom right.

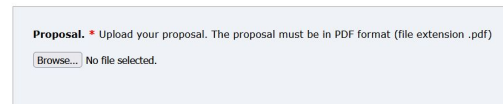
Topics

Please select topics relevant to your submission from the following list. Topics are typically used for assigning submissions to reviewers and for conference analytics.



The form displays four checkboxes with corresponding topic names: 'Open Science and Accessibility', 'Measuring societal impact of research', 'Nurturing ecosystems for social innovations', and 'Implications of migration on research sustainability'.

Files



The form includes a 'Proposal:' label, a red asterisk, and the instruction 'Upload your proposal. The proposal must be in PDF format (file extension .pdf)'. Below this is a 'Browse...' button and the text 'No file selected.'.

Ready?

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



A red rectangular button with the text 'Submit' in white.

A new proposal submission form will appear as provided in Figure. Fill in the details as requested in the form.

Please ensure that your contact details are filled in properly. Next, you can add authors to your submission manually. To add co-authors with whom you have already submitted a proposal via EasyChair press “click here to add an associate” and select them from the list. By default, three author forms are shown, additional forms can be added by clicking the link “add more authors” at the bottom of third author form.

To complete the proposal submission process, you need to **upload the PDF file** of your **proposal**. Once the abstract is submitted, the authors will receive an intimation from SOCIN'24 confirming about the submission.

For any enquiries, please contact:

- **SOCIN'24 organisational committee:**

socin@mruni.eu