

How to upload Handouts for Workshops and Short Courses at the European Microwave Week

We use the initial manuscript submission functionality of the EuMA conference management software (Converia) to collect Workshop and Short Course handouts. Advantage: Authors of regular papers already know the procedure. Disadvantage: The system will ask you for an “abstract” file, but expects your handout.

In contrast to regular papers, your WS contribution was set up by us according to the information provided in the Workshop proposal. In order to upload the handouts, you need to 1) log into Converia 2) locate the WS or SC paper 3) Edit the submission in order to upload the PDF and possibly to modify title and authors.

Step 0: What You Need

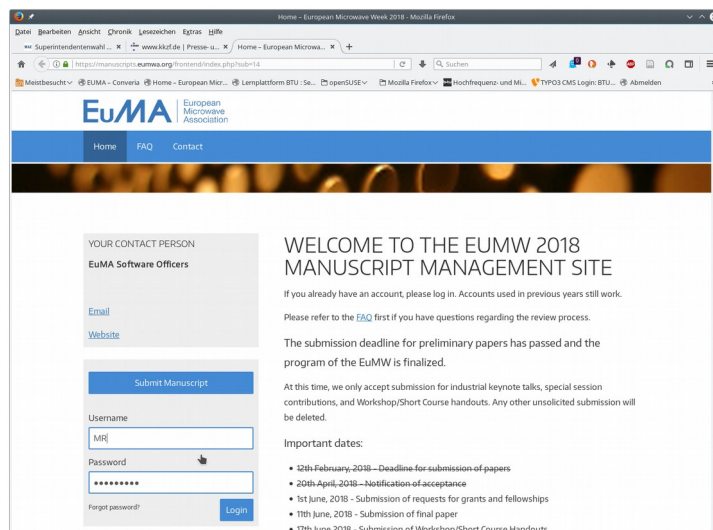
- Your Converia account. The account information was sent out to all WS / SC speakers. We also merge these accounts with any other account that you set up yourself in order to submit a paper and with your reviewer account.
- Your WS / SC handout as a PDF according to the guidelines provided to you by the WS chair. We set the maximum file size to 50 MB. Let us know if that is a problem.
- Author names, affiliations and email addresses.

Step 1: Log into Converia

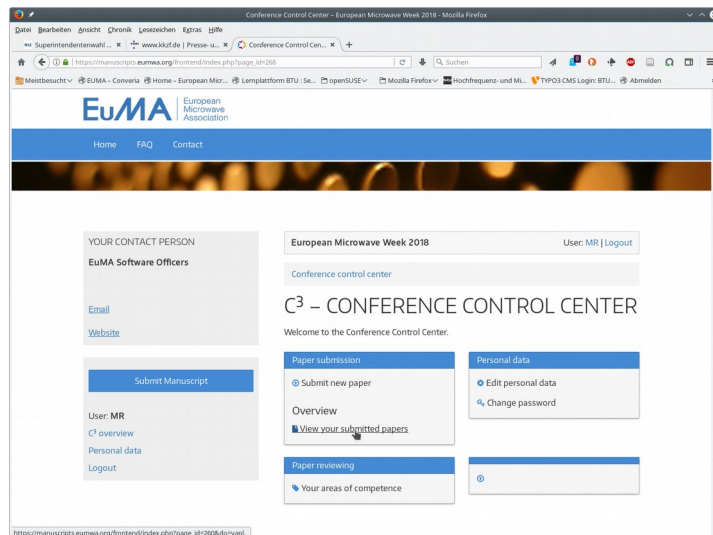
The site is found at

<https://manuscripts.eumwa.org/frontend/index.php?sub=14>

Your username has been sent to you ahead of time. You should also be able to use any other account that you used in the past to review or for the submission of manuscripts to EuMW. If you log in and don't see your WS / SC contribution, please check that you logged in for the correct year, and then contact us at eumw@eumwa.org.

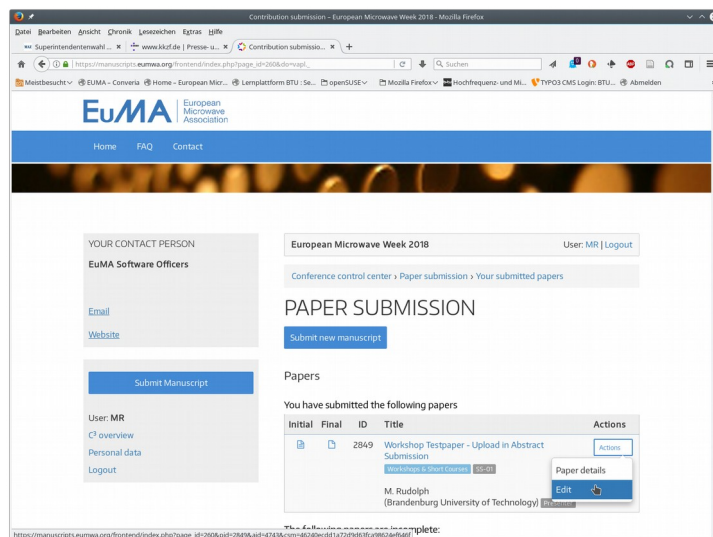


Step 2: Navigate to “View your submitted papers”



Step 3: Identify your WS/SC Contribution

Identify your WS/SC Contribution and select “Edit” from the “Action” button

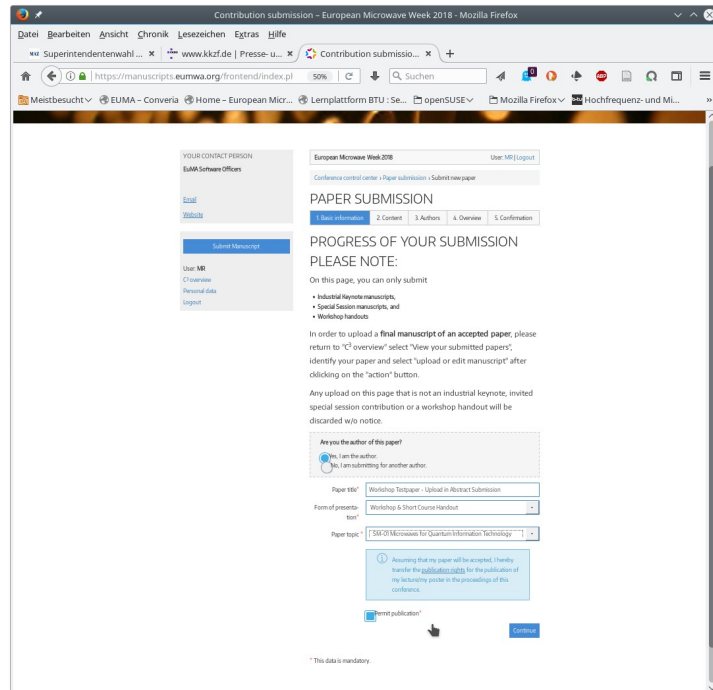


Step 4: Select your WS / SC

As a first step of the submission process, please select

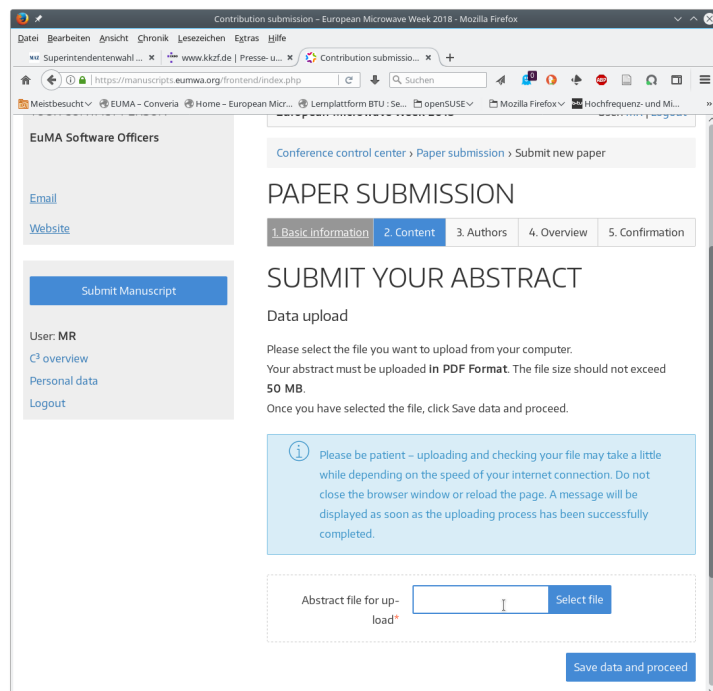
- Form of presentation: “Workshop & Short Course Handout”
- Paper topic: select your WS / SC title

You can also modify the title of your contribution.



Step 5: Upload your Handout

Use the “abstract” upload to upload your handout. The maximum file size is currently at 50MB. If your file contains animations etc. and therefore is bigger, let us know.



Step 6 – End: Finalize your Upload

Please proceed through the following steps of the submission process. The system will guide you. Please observe:

- In step 3 “Authors”, Converia will ask you first for the main author. More authors can be added in step 4 “Overview” through the “add author” button.
- Follow all steps and finalize your submission by clicking the green “Complete abstract and submit” button in Step 4.

Step 7: Edit and Update

You can update your WS / SC material or any other information by repeating these steps until the site closes at the submission deadline.