

AllAcademic – Submission Manual

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Definitions

- *An individual paper* is a 2-5 pages paper intended for a 15-20-minute oral presentation during a session. Papers are short so they can later be expanded and submitted as different works to a journal or the ISAHP Proceedings. See details in: [Individual Papers](#)
- *A poster* is a printed display to be mounted on a bulletin board measuring 90" wide by 43" tall. The poster presentations will be arranged for display during specific times and the author need to be present during that time. We recommend a poster size of 72" wide by 36" tall or 48" wide by 36" tall. However, other sizes are acceptable as long as they do not exceed the bulletin board dimensions of 90" wide by 43" tall. See details in: [Poster presentations](#)
- *Workshops* will be hour and a half tutorial or hands-on sessions presented on the first day of the conference and are usually arranged by the conference organizers.

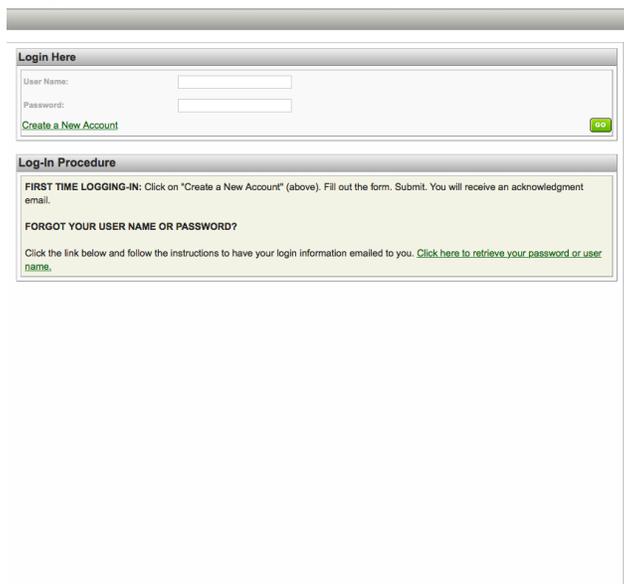
Account Creation/Retrieval

In order to submit an individual paper, session proposal, roundtable or poster you need to have an account for our online submission system. In case you submitted in ISAHP2014, you already have an account and you will only need to retrieve your password.

Create new account

Follow this link: <http://tinyurl.com/isahp18Conf>

1. to go the online submission system



The screenshot shows a web page with two main sections. The top section is titled "Login Here" and contains two input fields for "User Name:" and "Password:". Below these fields is a link that says "Create a New Account" and a green "GO" button. The bottom section is titled "Log-In Procedure" and contains the following text: "FIRST TIME LOGGING-IN: Click on 'Create a New Account' (above). Fill out the form. Submit. You will receive an acknowledgment email." and "FORGOT YOUR USER NAME OR PASSWORD? Click the link below and follow the instructions to have your login information emailed to you. [Click here to retrieve your password or user name.](#)"

2. Click the link to start creating your new account

Login Here

User Name:

Password:

[Create a New Account](#)

3. Fill in the given form and click "Accept and Continue"

Personal Information	
Please fill out all Personal information in the fields provided.	
*First Name	<input type="text"/>
Middle Name	<input type="text"/>
*Last Name	<input type="text"/>
*Email Address	<input type="text"/>
Phone	<input type="text"/>
Fax Phone	<input type="text"/>
*Affiliation	<input type="text"/>
Position	<input type="text"/>
Participant Type	<input type="text"/>
Contact Information	
Please fill out all address information in the fields below. If you are an international user not in the US or Canada please type your State / Province / Region in the field provided.	
Location/Address Type:	Primary Contact Information
Address 1	<input type="text"/>
Address 2	<input type="text"/>
City	<input type="text"/>
State	<input type="text"/> Other: <input type="text"/>
Zip Code	<input type="text"/>
*Country	<input type="text"/>
User Information	
Choose a user name and a password.	
User Name	<input type="text"/>
Password	<input type="text"/>
Confirm Password	<input type="text"/>
Accept and Continue	

4. Upon successful completion of the process you will be redirected to the system's main page:

[Main Menu](#) | [Logout](#) | [Help](#)

WELCOME! You are now at the main menu. To begin the process of submitting a proposal, click the "Submit or Edit a Proposal" link listed in the menu below.

Submitter Menu

-  **Submit or Edit a Proposal**
Submit or edit individual papers or multiple papers for special sessions and roundtables.
-  **Edit Personal Contact Information**
Edit your account profile First Name, Last Name, Address, User Name, etc.
-  **Message Center**
Read messages sent from this site.

Retrieve Account Details

1. Follow this link: <http://tinyurl.com/isahp18Conf>
2. to go the online submission system
3. Click the link "Click here to retrieve your password or username"

Log-In Procedure

FIRST TIME LOGGING-IN: Click on "Create a New Account" (above). Fill out the form. Submit. You will receive an acknowledgment email.

FORGOT YOUR USER NAME OR PASSWORD?

Click the link below and follow the instructions to have your login information emailed to you. [Click here to retrieve your password or user name.](#)

4. Fill in the email address that you have given when creating your account and you will receive your account details by email

Forgot your username or password?

Type your email address in the box below, and click the button. Your password and username will be sent to your email address.

Email Address:

Individual Papers

1. Follow this link: <http://tinyurl.com/isahp16> to go the online submission system and login or follow the process [Definitions](#)
2. [An individual paper](#) is a 2-5 pages paper intended for a 15-20-minute oral presentation during a session. Papers are short so they can later be expanded and submitted as different works to a journal or the ISAHP Proceedings. See details in: [Individual Papers](#)
 - A *poster* is a printed display to be mounted on a bulletin board measuring 90" wide by 43" tall. The poster presentations will be arranged for display during specific times and the author need to be present during that time. We recommend a poster size of 72" wide by 36" tall or 48" wide by 36" tall. However, other sizes are acceptable as long as they do not exceed the bulletin board dimensions of 90" wide by 43" tall. See details in: [Poster presentations](#)
 - *Workshops* will be hour and a half tutorial or hands-on sessions presented on the first day of the conference and are usually arranged by the conference organizers.
3. Account Creation/Retrieval
4. Click the "Submit or Edit a Proposal" option to start the submission process

The screenshot shows a web interface with a grey header bar containing the links "Main Menu | Logout | Help". Below the header is a yellow-bordered box with the text: "WELCOME! You are now at the main menu. To begin the process of submitting a proposal, click the 'Submit or Edit a Proposal' link listed in the menu below." Below this is a grey-bordered box titled "Submitter Menu". Inside this box, there are three menu items, each with an icon and a description. The first item is "Submit or Edit a Proposal" with a pencil icon, and this text is circled in red. The second item is "Edit Personal Contact Information" with a person icon. The third item is "Message Center" with an envelope icon.

5. Click "Submit a New Proposal"

Submit or Edit a Proposal

To begin the process of submitting, select one of the links below.

Submit a New Proposal

[Submit a New Proposal](#)

Edit or Track Submitted Proposals

A list of all of the proposals that you have submitted appears below. Click on the appropriate link to edit or delete your proposal.

Submissions

No submissions found.

6. Select the track that is relevant to your paper's topic

Track

Select a Track:

Click on the name of the topic/track to continue.

- [1 – Multi-criteria Decision Analysis Methodology and Theory](#)
- [2 – Government Policy and Decision Making](#)
- [3 – Healthcare Decision Making](#)
- [4 – Applications in Civil Engineering and Urban Management](#)
- [5 – Industrial and Manufacturing Engineering](#)
- [6 – Business and Innovation Systems](#)

7. Click "Paper" to start submitting either an Individual Paper or a Poster

Select Proposal Type

Please click on one of the links below to select the type of proposal you wish to submit.

Individual Submission	Description
Paper	

- Fill in the form with the title of the paper (ALL CAPS), the short abstract as it appears in the paper document, and the keywords separated by commas. Finally, choose "Oral Presentation" and click "Save and Continue"

Enter information about your Proposal.

Required fields are marked with an asterisk *.

***Paper Title**
Type the title as it should appear in the Program (limit to fifteen words). Your title should be all **UPPER-CASE.**

***Abstract**
Please provide a brief description or abstract (must not exceed 300 words). You may copy and paste from your word processing program.

Keywords
Please enter a list of keywords separated by commas. These keywords will be used as search terms for the online program.

Presentation Format
Please select your preferred presentation format.

Oral presentation 

Poster presentation

[Accept and Continue](#)

- Add your co-authors by searching them by last name:

#Person	Email Address	Affiliation	Role	Action
1	*E R	erokou@icloud.com	CDF	Non-Presenter Remove

Add/Search for Author by Last Name

To add a co-author, you must search the conference database by entering his/her **last name** in the search box. Matches will appear in the table below. You may then add him/her from that table.

Last Name: [Search for Author](#)

Continue

Click the "Accept and Continue" button to proceed after you have selected your submission's Authors.

[Accept and Continue](#)

10. If they are in the system an entry with their name will be displayed in the result set, click the link “Add Present” to set that author as the paper’s presenter or the “Add Non-Presenter” to simply add the name as co-author

Person	Email Address	Affiliation	Action
Pecchia, Leandro	L.Pecchia@warwick.ac.uk	University of Warwick, UK	Add Non-Presenter Add Presenter

11. If the author is not in the system will not show up on the results set but you can click the link “Add unlisted author” to enter the author’s personal information and then go back to step 7 to add him/her to the paper being submitted.

Person	Email Address	Affiliation	Action
No Author results.			
Author not listed?			
If you cannot find the Author, select the "Add Unlisted Author" link below.			
Add Unlisted Author			

12. When all the co-authors have been added click the “Accept and Continue” to go to the next step.

13. At this stage you can review and edit all the information that has been entered about the paper.

Review your submission information.

Please review your submission information and make any changes that you may want to make before you save your proposal. You must click the "Accept and Continue" button at the bottom right-hand side of this form to save your submission.

Paper Title PAPER TITLE	Edit Paper Title
Abstract Here goes the short abstract of the paper	Edit Abstract
Keywords Keyword1, Keyword2	Edit Keywords
Presentation Format	Edit Presentation Format
Oral presentation	
Author E R, erokou@icloud.com; CDF (Presenter) Leandro Pecchia, L.Pecchia@warwick.ac.uk; University of Warwick, UK (Non-Presenter)	Edit Author
Proposal Document You Have Not Uploaded a Proposal Document. Click here to upload now.	Upload Proposal Document
<input type="button" value="Accept and Continue"/>	

14. Upload the paper by clicking the link “Upload Proposal Document”, the paper should be in DOC, DOCX, or PDF format and should follow the [ISAHP-2018 template](#).

15. After successfully uploading the file, you will be redirected to a webpage containing a confirmation message and you will receive an email from DO_NOT_REPLY@allacademic.com containing the same confirmation.
16. You can edit, delete or simply track the progress of the submitted paper by logging in the system and choosing "Submit or Edit a Proposal"

Submissions		
Showing 1 through 1 of 1 records.		
##	Summary	Status Action
1	PAPER TITLE, *E R; *Leandro Pecchia Individual Submission type: Paper	Received - Awaiting Review Assignment edit delete

Poster presentations

1. Follow this link: <http://tinyurl.com/isahp16> to go the online submission system and login or follow the process [Definitions](#)
2. [An individual paper](#) is a 2-5 pages paper intended for a 15-20-minute oral presentation during a session. Papers are short so they can later be expanded and submitted as different works to a journal or the ISAHP Proceedings. See details in: [Individual Papers](#)
 - A *poster* is a printed display to be mounted on a bulletin board measuring 90" wide by 43" tall. The poster presentations will be arranged for display during specific times and the author need to be present during that time. We recommend a poster size of 72" wide by 36" tall or 48" wide by 36" tall. However, other sizes are acceptable as long as they do not exceed the bulletin board dimensions of 90" wide by 43" tall. See details in: [Poster presentations](#)
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3. Account Creation/Retrieval
4. Click the "Submit or Edit a Proposal" option to start the submission process

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Submitter Menu



Submit or Edit a Proposal

Submit or edit individual papers or multiple papers for special sessions and roundtables.



Edit Personal Contact Information

Edit your account profile First Name, Last Name, Address, User Name, etc.



Message Center

Read messages sent from this site.

5. Click "Submit a New Proposal"

Submit or Edit a Proposal

To begin the process of submitting, select one of the links below.

Submit a New Proposal

Submit a New Proposal

Edit or Track Submitted Proposals

A list of all of the proposals that you have submitted appears below. Click on the appropriate link to edit or delete your proposal.

Submissions

No submissions found.

6. Select the track that is relevant to your paper's topic

Track

Select a Track:

Click on the name of the topic/track to continue.

[1 – Multi-criteria Decision Analysis Methodology and Theory](#)

[2 – Government Policy and Decision Making](#)

[3 – Healthcare Decision Making](#)

[4 – Applications in Civil Engineering and Urban Management](#)

[5 – Industrial and Manufacturing Engineering](#)

[6 – Business and Innovation Systems](#)

7. Click “Paper” to start submitting either an Individual Paper or a Poster

Select Proposal Type

Please click on one of the links below to select the type of proposal you wish to submit.

Individual Submission Description

[Paper](#)

8. Fill in the form with the title of the paper (ALL CAPS), the short abstract as it appears in the paper document, and the keywords separated by commas. Finally, choose “Poster Presentation” and click “Save and Continue”

Enter information about your Proposal.

Required fields are marked with an asterisk *.

***Paper Title**
Type the title as it should appear in the Program (limit to fifteen words). Your title should be all UPPER-CASE.
TITLE|

***Abstract**
Please provide a brief description or abstract (must not exceed 300 words). You may copy and paste from your word processing program.
Abstract

Keywords
Please enter a list of keywords separated by commas. These keywords will be used as search terms for the online program.

Presentation Format
Please select your preferred presentation format.

Oral presentation
 Poster presentation 

[Accept and Continue](#)

9. Add your co-authors by searching them by last name:

#Person	Email Address	Affiliation	Role	Action	
1	*E R	erokou@icloud.com	CDF	Non-Presenter *Presenter	Remove

Add/Search for Author by Last Name

To add a co-author, you must search the conference database by entering his/her **last name** in the search box. Matches will appear in the table below. You may then add him/her from that table.

Last Name: [Search for Author](#)

Continue

Click the "Accept and Continue" button to proceed after you have selected your submission's Authors.

[Accept and Continue](#)

10. If they are in the system an entry with their name will be displayed in the result set, click the link "Add Present" to set that author as the paper's presenter or the "Add Non-Presenter" to simply add the name as co-author

Person	Email Address	Affiliation	Action
Pecchia, Leandro	L.Pecchia@warwick.ac.uk	University of Warwick, UK	Add Non-Presenter Add Presenter

11. If the author is not in the system will not show up on the results set but you can click the link “Add unlisted author” to enter the author’s personal information and then go back to step 7 to add him/her to the paper being submitted.

Person	Email Address	Affiliation	Action
No Author results.			

Author not listed?
If you cannot find the Author, select the "Add Unlisted Author" link below.

[Add Unlisted Author](#)

12. When all the co-authors have been added click the “Accept and Continue” to go to the next step.
13. At this stage you can review and edit all the information that has been entered about the poster presentation.

Review your submission information.

Please review your submission information and make any changes that you may want to make before you save your proposal. You must click the "Accept and Continue" button at the bottom right-hand side of this form to save your submission.

Paper Title PAPER TITLE	Edit Paper Title
Abstract Here goes the short abstract of the paper	Edit Abstract
Keywords Keyword1, Keyword2	Edit Keywords
Presentation Format Oral presentation	Edit Presentation Format
Author E R, erokou@icloud.com; CDF (Presenter) Leandro Pecchia, L.Pecchia@warwick.ac.uk; University of Warwick, UK (Non-Presenter)	Edit Author
Proposal Document You Have Not Uploaded a Proposal Document. Click here to upload now.	Upload Proposal Document
<input type="button" value="Accept and Continue"/>	

14. Upload the posted by clicking the link “Upload Proposal Document”, the poster should be in PDF format.
15. After successfully uploading the file, you will be redirected to a webpage containing a confirmation message and you will receive an email from DO_NOT_REPLY@allacademic.com containing the same confirmation.
16. You can **edit**, **delete** or simply **track** the progress of the submitted paper by logging in the system and choosing “Submit or Edit a Proposal”

Submissions

Showing 1 through 1 of 1 records.

#	Summary	Status	Action
1	PAPER TITLE, *E R; *Leandro Pecchia Individual Submission type: Paper	Received - Awaiting Review Assignment	edit delete