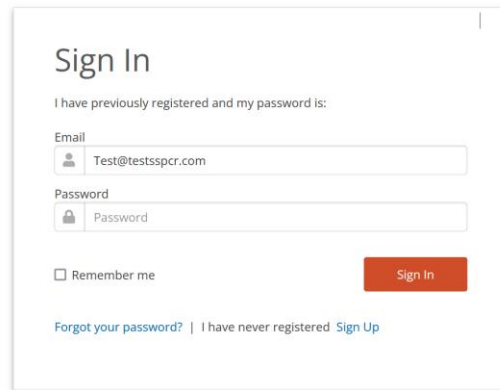


## SSPCR\_Abstract Submission Guidelines

### 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).

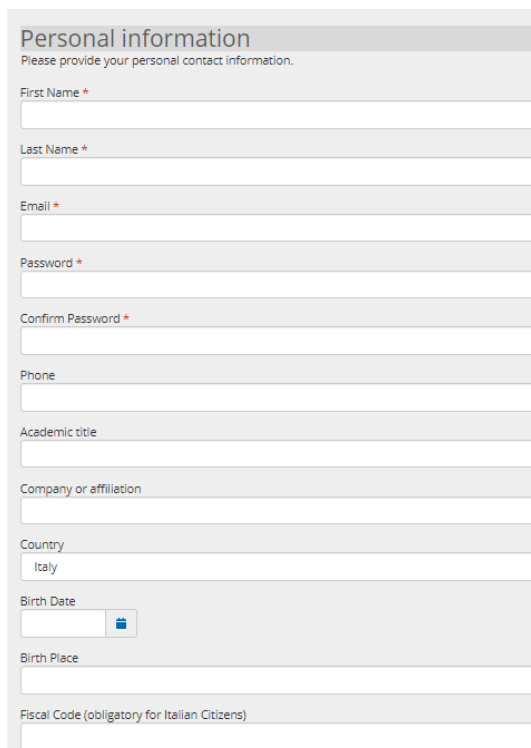
**eurac**  
research



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

- Title: Sign In
- Text: I have previously registered and my password is:
- Email field: Contains 'Test@testsspcr.com'
- Password field: Contains 'Password'
- Remember me checkbox: Labeled 'Remember me'
- Sign In button: Orange button with 'Sign In' text
- Links: [Forgot your password?](#), [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 image shows a 'Personal information' form with the following elements:

- Title: Personal information
- Text: Please provide your personal contact information.
- First Name \*: Text input field
- Last Name \*: Text input field
- Email \*: Text input field
- Password \*: Text input field
- Confirm Password \*: Text input field
- Phone: Text input field
- Academic title: Text input field
- Company or affiliation: Text input field
- Country: Text input field with 'Italy' selected
- Birth Date: Text input field with a calendar icon
- Birth Place: Text input field
- Fiscal Code (obligatory for Italian Citizens): Text input 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 voluntary and 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 and on the basis of the conditions set out in the privacy policy of 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




If you are using an email address that is attached to one or more accounts, you will have to select one of them. This will happen each time when you will enter to the system, because of this, we recommend to select always the first one.

### Account Selector

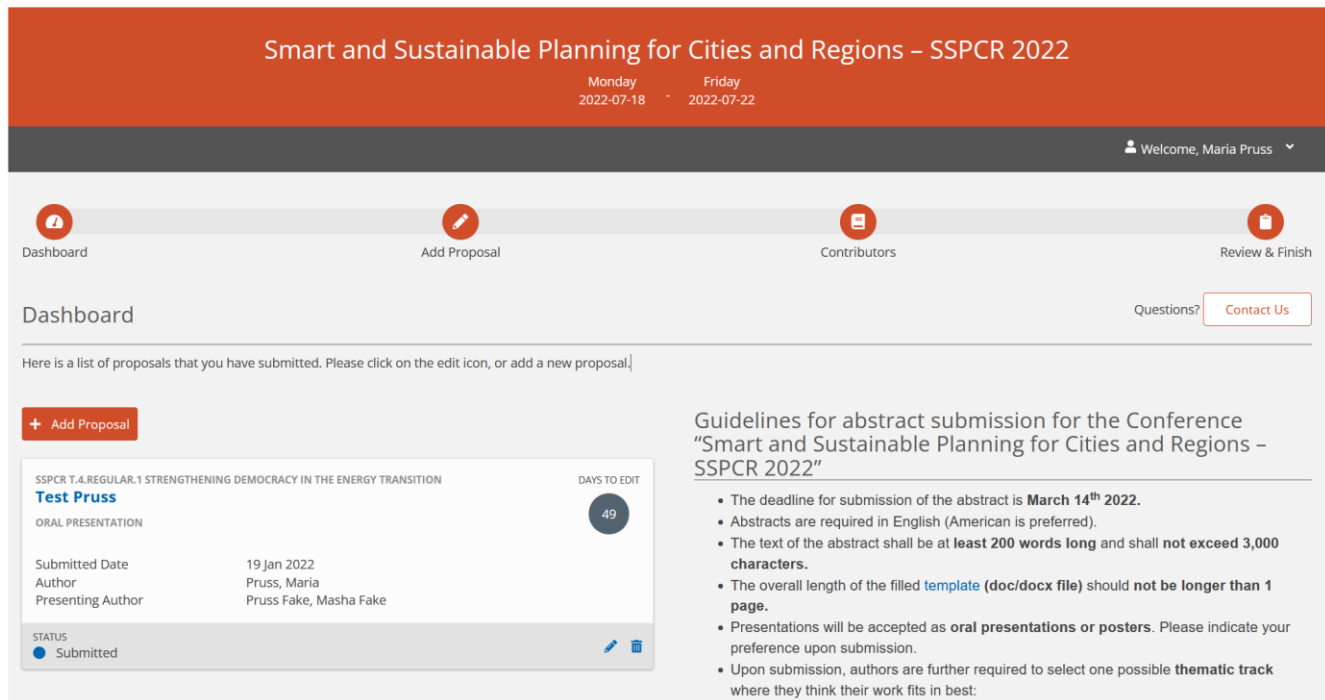
You are using an email address that is attached to one or more accounts. Please select an option below.

Company:	Name: <b>Pruss, Maria</b>	Last Order Date	Select
More Details ▼			
Company:	Name: <b>Pruss, Maria</b>	Last Order Date	Select
More Details ▼			
Company:	Name: <b>Pruss, Maria</b>	Last Order Date	Select
More Details ▼			



### 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*).



Smart and Sustainable Planning for Cities and Regions – SSPCR 2022

Monday 2022-07-18 Friday 2022-07-22

Welcome, Maria Pruss

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.

[+ Add Proposal](#)

SSPCR T.4.REGULAR.1 STRENGTHENING DEMOCRACY IN THE ENERGY TRANSITION		DAYS TO EDIT
<b>Test Pruss</b>		49
ORAL PRESENTATION		
Submitted Date	19 Jan 2022	
Author	Pruss, Maria	
Presenting Author	Pruss Fake, Masha Fake	
STATUS		
Submitted		

Guidelines for abstract submission for the Conference “Smart and Sustainable Planning for Cities and Regions – SSPCR 2022”

- The deadline for submission of the abstract is **March 14<sup>th</sup> 2022**.
- Abstracts are required in English (American is preferred).
- The text of the abstract shall be at **least 200 words long** and shall **not exceed 3,000 characters**.
- The overall length of the filled [template \(doc/docx file\)](#) should **not be longer than 1 page**.
- Presentations will be accepted as **oral presentations or posters**. Please indicate your preference upon submission.
- Upon submission, authors are further required to select one possible **thematic track** where they think their work fits in best.

#### 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.

Proposal Details

Please enter the information for your submission. Click the Save and Continue button to proceed to the Add Contributors page.

Title \*

Test Pruss

Topic \*

SSPCR T.4.Regular.1 Strengthening Democracy in the Energy Transition

Presentation Type \*

Oral presentation

Documents

Please upload your final abstract here (the system accepts only Word Document ). It should contain information about the authors and must be created according to the SSPCR template. The overall length of the file should not be longer than 1 page.

1 total files may be uploaded. In order to upload a new file, you must remove an existing one.

Choose files to Upload \*

Selected Files (1)

TEST PRUSS TEST PRUSS TEST PRUSS TEST PRUSS TEST ... 12.3 KB

Text \*

For accessibility instructions, press Alt+0

B I U S x<sup>2</sup> I<sub>a</sub> [Link] [Image] [Table] [List] [Quote] [Code] [Indent] [Outdent] [Align Left] [Align Center] [Align Right] [Justify] [Decrease Indent] [Increase Indent] [Undo] [Redo] [Find] [Replace] [Spell Check] [Pronunciation] [Read Aloud] [Fullscreen] [Print] [Close]

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Keywords

Please enter the keywords for this submission separated by commas.

Test Pruss

< Back

Cancel

Save

Save & Continue

### 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, Presenting 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) Add yourself as Contributor and the corresponding role:

Smart and Sustainable Planning for Cities and Regions – SSPCR 2022

Monday 2022-07-18 Friday 2022-07-22

Welcome, Maria Pruss

Dashboard Add Proposal Contributors Review & Finish

### Contributors

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

#### Select an Account

[+ Add New Contributor](#)

YOUR ACCOUNT


Maria Pruss  
Pruss, Maria Eurac research

+

#### Contributors for this Submission

< Back Cancel Save Save & Continue

Select your role:



**Contributor Roles**

Select Role

☐ Author

☐ Co-Author

☐ Presenting Author

OK

Maria

Last Name \*  
Pruss

Email \*  
maria.pruss@eurac.edu

Academic title  
Institute xy

Company or affiliation \*  
Eurac research

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 <https://www.eurac.edu/en/services/meeting-management/data-privacy-statement-participation-events>

Add Contributor Cancel

B) Add additional Contributors:



Dashboard Add Proposal Contributors Review & Finish

**Contributors**

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

**Select an Account**

Add New Contributor

**YOUR ACCOUNT**

Maria Pruss  
Pruss, Maria Eurac research

**Contributors for this Submission**

**AUTHOR**

Maria Pruss  
Eurac research  
Roles: Author

Back Cancel Save Save & Continue

Please note also to **select the Role** on top of the window and fill in the requested fields:

#### Contributor Roles

Select Role

Manage Account(s)

#### Personal information

Please provide your personal contact information.

First Name \*

Last Name \*

Email \*

Academic title

Company or affiliation \*

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 <https://www.eurac.edu/en/services/meeting-management/data-privacy-statement-participation-events>

Add Contributor

Cancel

### 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.

Smart and Sustainable Planning for Cities and Regions – SSPCR 2022

Monday  
2022-07-18Friday  
2022-07-22

Welcome, Maria Pruss

Dashboard

Add Proposal

Contributors

Review & Finish

## Contributors

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

Select an Account

Add New Contributor

YOUR ACCOUNT

Maria Pruss  
Pruss, Maria Eurac research

Contributors for this Submission

AUTHOR

Maria Pruss  
Eurac research  
Roles: Author

CO-AUTHOR

Test Contributor Test SSPCR  
Test  
Roles: Co-Author

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Cancel

Save

Save & Continue

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.

Proposal Details

Test Pruss

Topic

SOPCR T.A.Regular.1 Strengthening Democracy in the Energy Transition

Presentation Type

Oral presentation

Attachments

TEST PRUSS TEST PRUSS TEST PRUSS TEST PRUSS TEST PRUSS TEST PRUSS.docx

12.3 KB

Keywords

Test Pruss

Text

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☐ I agree to the [Terms & Conditions \\*](#)

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Cancel

Save

Save & Submit





### **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 [sspcr@eurac.edu](mailto:sspcr@eurac.edu) .