

## SHORT GUIDE FOR COTech FULL PAPER SUBMISSION

1. Log in to <https://indico.uis.no/login/> using your username and password



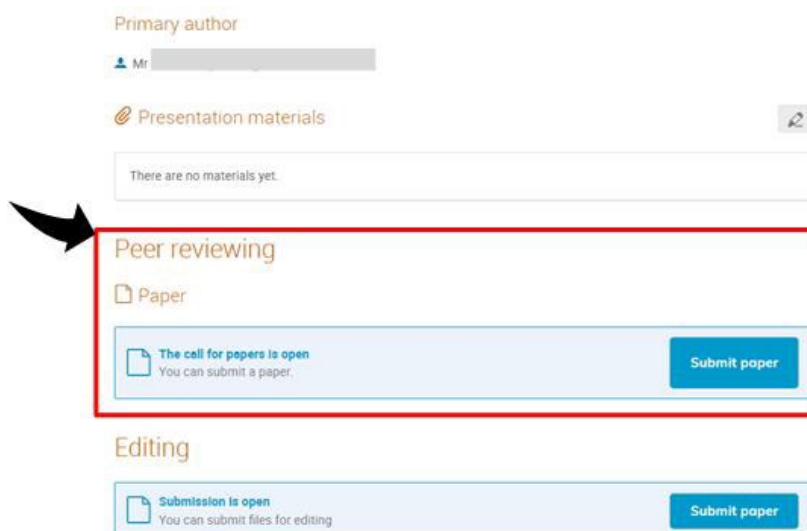
The image shows the Indico login page. At the top is the Indico logo. Below it are two input fields: 'Username' and 'Password', both highlighted with a red border. To the right of the password field is a link that says 'Forgot my password'. Below the input fields is a 'Login with Indico' button. Underneath the button, there is text that says 'If you do not have an Indico account yet, you can create one here.' with a link. At the bottom left, there is a '< Back' link.

2. After Log in, under My conference, click **My contributions (RED)**, then click on your **accepted abstract title**



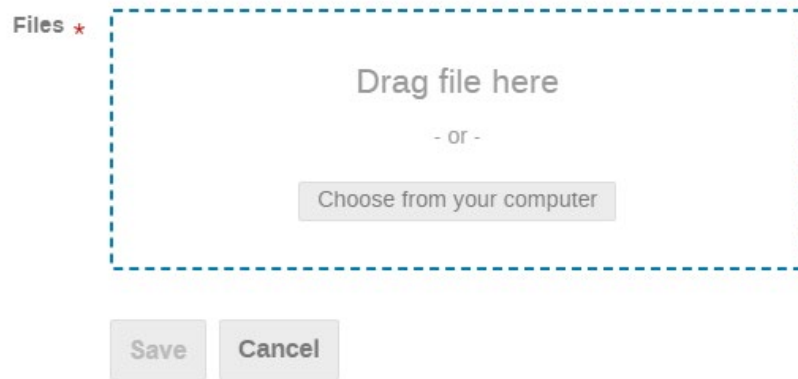
The image shows the 'My Contributions' page. On the left is a navigation menu with items: Overview, Call for Abstracts, Contribution List, My Conference, My Contributions (highlighted with a red box and a blue arrow), Paper Peer Reviewing, Reviewing Area, Judging Area, Conference home, Venue, and Important dates. To the right of the menu is the main content area. It has a heading 'My Contributions' and a sub-heading 'Author'. Below 'Author' is a text input field containing 'Title of your accepted abstract', which is highlighted with a black box. A blue arrow points to this box with the text 'Click here'. Below 'Author' is a sub-heading 'Co-author' and an empty text input field.

3. At the bottom of the page Peer reviewing (red rectangle, below), click on **Submit paper**



The image shows the 'Peer reviewing' section of the submission page. It starts with 'Primary author' and a dropdown menu showing 'Mr'. Below that is 'Presentation materials' with a note 'There are no materials yet.' and a refresh icon. The 'Peer reviewing' section is highlighted with a red rectangle. It has a sub-heading 'Paper' and a blue box containing a document icon, the text 'The call for papers is open' and 'You can submit a paper.', and a blue 'Submit paper' button. Below this is the 'Editing' section, which has a sub-heading 'Submission is open' and 'You can submit files for editing', and a blue 'Submit paper' button.

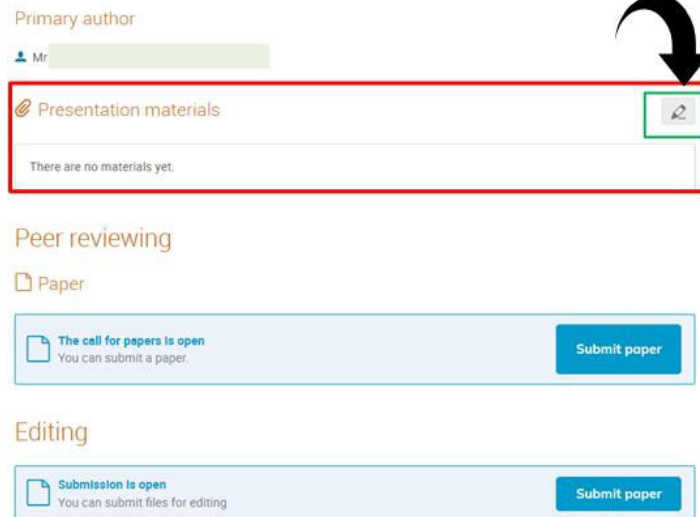
4. Upload your file using the new window



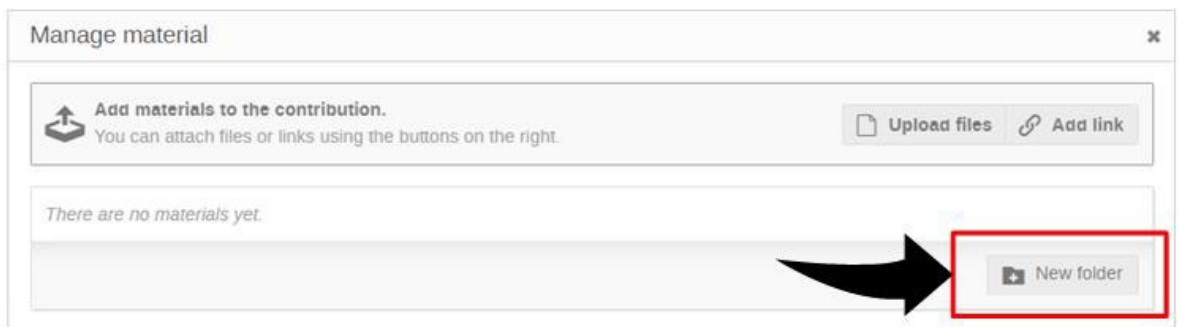
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### An ALTERNATIVE way – to upload other materials

5. At the bottom of your accepted abstract page, under Presentation materials (red rectangle) click the EDIT icon on the right top corner (shown in green)



6. After clicking the EDIT icon, new window (Manage Material) will pop up. Then click **New folder**, create a new folder with the name and content of the material. E.g “COTech2026” or “PPT”



Create a new folder

Name \*

The name of the folder.

Description

Description of the folder and its content

Always Visible

By default, folders are always visible, even if a user cannot access them. You can disable this behavior here, hiding the folder for anyone who does not have permission to access it.

Protected

Access control list

This list is currently empty

+ User Group

The list of users and groups allowed to access the folder

**Public**  
This object is publicly accessible since Optimization of housing component for additive manufacturing (Contribution) is not protected.

7. After folder created, back to the Manage material window, and click on Upload files, then you can choose the folder you created.

8.

Manage material

✓ Folder "COTECH 2023" created

Add materials to the contribution.  
You can attach files or links using the buttons on the right.