

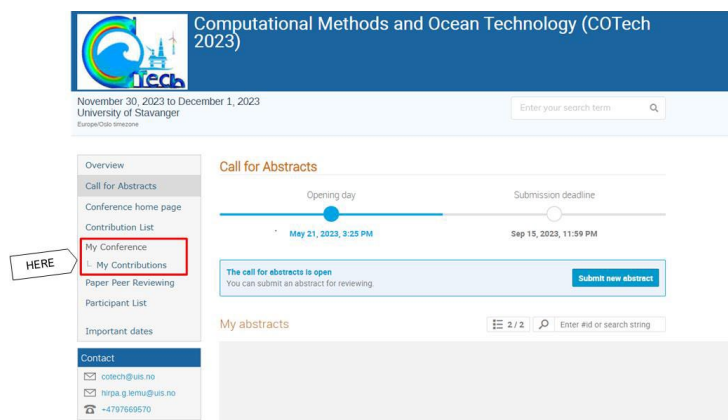
SHORT GUIDE FOR COTech FINAL PAPER SUBMISSION

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



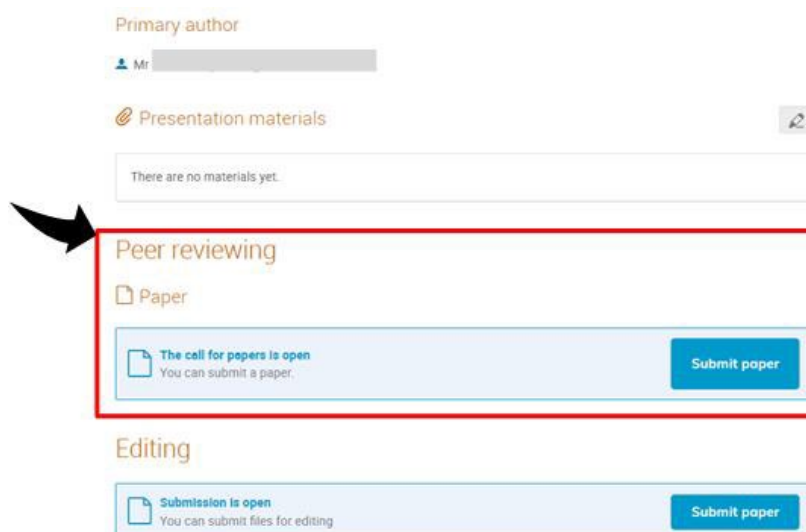
The image shows the Indico login page. At the top is the Indico logo. Below it are two input fields: 'Username' and 'Password', which are highlighted with a red rectangle. To the right of the password field is a link that says 'Forgot my password'. Below the input fields is a button labeled 'Login with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

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



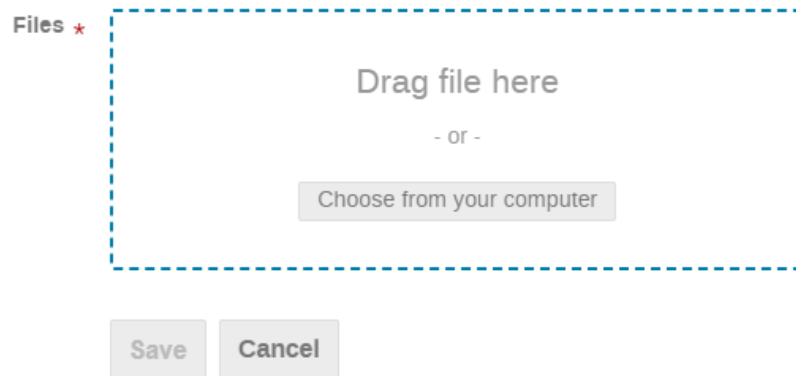
The image shows the COTech 2023 conference page. The header includes the COTech logo, the conference name 'Computational Methods and Ocean Technology (COTech 2023)', the dates 'November 30, 2023 to December 1, 2023', and the location 'University of Stavanger'. A search bar is on the right. On the left is a sidebar menu with items: Overview, Call for Abstracts, Conference home page, Contribution List, My Conference (highlighted with a red box and a callout bubble saying 'HERE'), My Contributions (highlighted with a red box), Paper Peer Reviewing, Participant List, Important dates, and Contact. The main content area has a 'Call for Abstracts' section with a timeline showing 'Opening day' on May 21, 2023, and 'Submission deadline' on Sep 15, 2023. Below this is a section titled 'The call for abstracts is open' with a 'Submit new abstract' button. At the bottom is a 'My abstracts' section with a search bar.

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



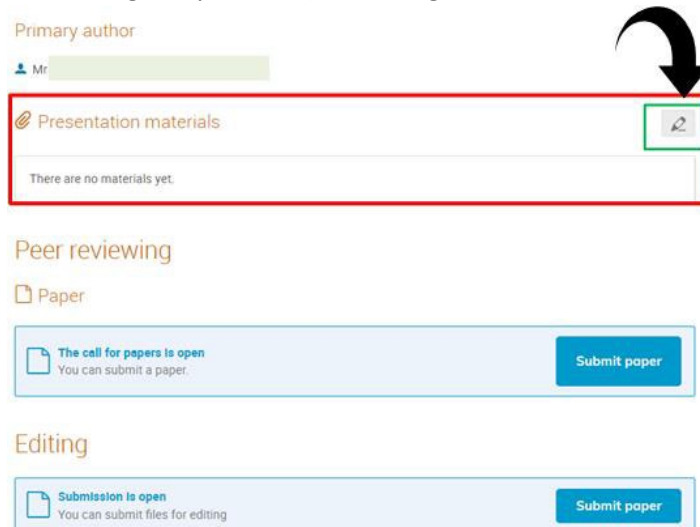
The image shows the 'Peer reviewing' section of the submission interface. It starts with a 'Primary author' field with a dropdown menu showing 'Mr'. Below that is a 'Presentation materials' section with a text box that says 'There are no materials yet.' and a circular arrow icon. The 'Peer reviewing' section is highlighted with a red rectangle and has a callout bubble with an arrow pointing to it. Inside this section is a 'Paper' subsection with a text box that says 'The call for papers is open' and 'You can submit a paper.', and a blue 'Submit paper' button. Below the 'Peer reviewing' section is an 'Editing' section with a text box that says 'Submission is open' and 'You can submit files for editing', and another blue 'Submit paper' button.

4. Upload your file using the new window

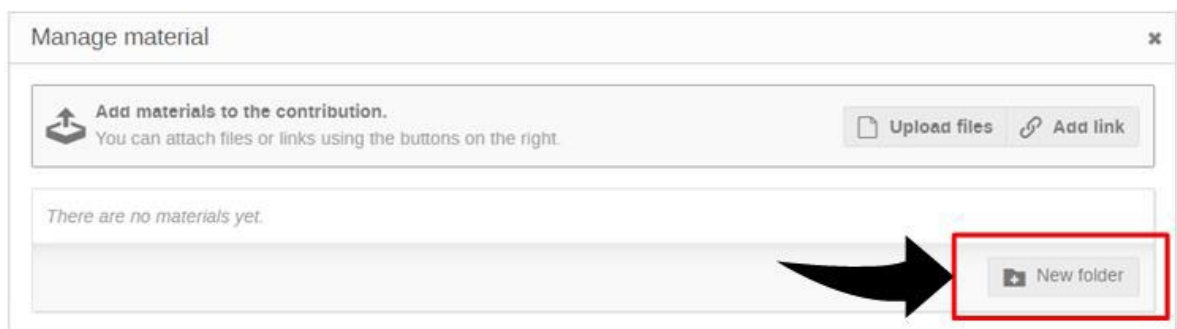


An ALTERNATIVE way – to upload other materials

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 "COTech2023" 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.

 **COTECH 2023** 