



Systems of Sustainable
Consumption and Production
futurearth SSCP 2022

Conference Maker User Guide

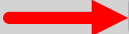

1. Please create your account and sign up

Conference Maker

[Future Earth Systems of Sustainable Consumption and Production Online Symposium 2022](#)

November 7 - 18, 2022

Online

If you don't have an account:	If you have an account:
 <input type="button" value="SIGN UP"/>	 <input type="button" value="LOGIN"/>
Create your Conference Maker account by providing basic contact info and choosing a user ID/password. Then you can login to this or any other conference organized via Conference Maker.	If you signed up for a previous conference using Conference Maker, you can login with your existing user ID and password. Once in, you can submit papers, check their status, and obtain conference info.

Once finished please remember your user ID/Password, and log in.

2. Please click “Submit Paper” at the main menu

Conference Maker

Future Earth Systems of Sustainable Consumption and Production Online Symposium 2022 -- Yu Chou



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Paper Submission Form

(Items Marked in blue below are Mandatory)

Submitter

yuchou (Yu Chou)

Paper Title

Are there coauthors (excluding you)?

If Yes, you will be prompted to enter your coauthors after completing this form and clicking Submit below.

- ☐ Yes, there are coauthors besides myself
☒ No, I am the only author of this submission

Keywords

Abstract

(1500 words max)

Please make sure all necessary info is filled in

Type of Presentation (Regular or Poster session)

Regular Session ▼

Submitter's Comments (entered by submitter)

Enter your submission (paper, required to submit)

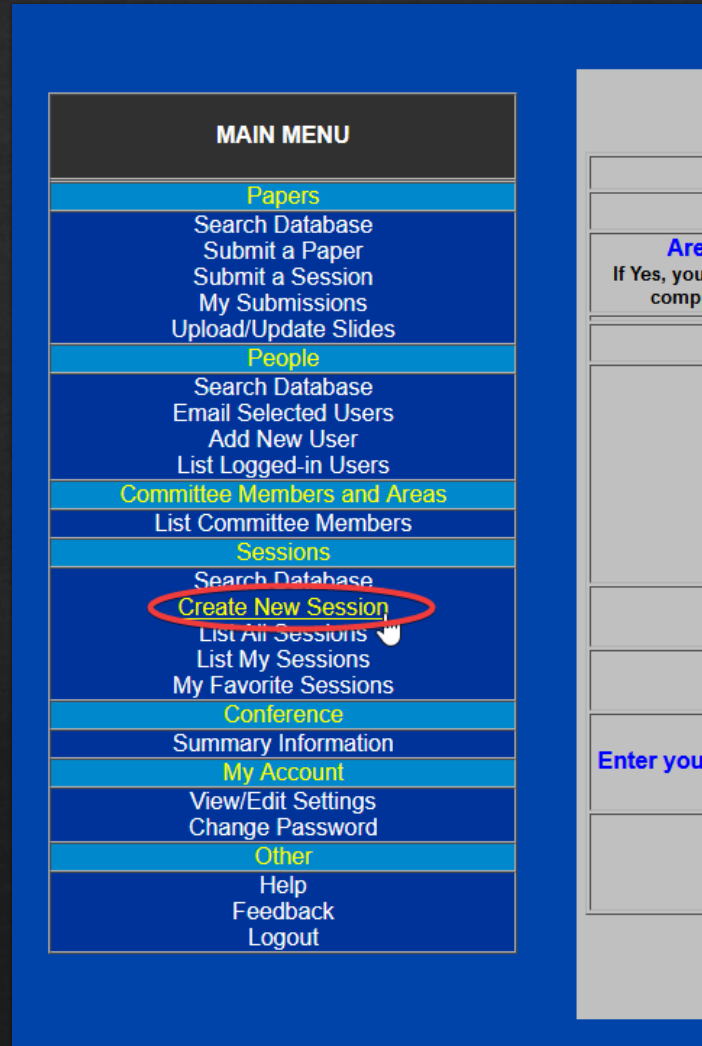
Enter the URL to paper
or upload PDF file, 2 MB max 未選擇檔案。
(Click here for tips on generating readable PDF files)

Enter your slides (optional)

Enter the URL to slides
or upload PDF file, 2 MB max 未選擇檔案。
(Click here for tips on generating readable PDF files)

Submit

3. Now, to create new session, please click it in the right Main menu.



4. Then, Fill in all the necessary information of your session.

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Create New Session

Note: Only the first four items (in yellow) are required.

After the session is created, you will have an opportunity to add papers and participants (discussants, etc) to it

Session Title	<input type="text"/>
Session Area/Organizer	no organizer assigned ▼
Session Proposer	yuchou
Session Chair	<input type="text"/> (enter user ID)(if you want more than 1 chair for this session, you will have the option to add them later.)
Discussants	<input type="text"/> (enter user ID of discussant 1) <input type="text"/> (enter user ID of discussant 2) <small>(only add a discussant here if this person will discuss <i>all</i> papers or presenters in this session, otherwise you can enter discussants for each paper or presenter you enter on the next screen. If you want more than 2 discussants you will have the option to add them later.)</small>
Session Type and Status	In-person (physical) or virtual session? Physical Only ▼ Session Type: contributed ▼ Session Status: incomplete ▼
Date	Month: January ▼ Day: 7 ▼ Year: 2022 ▼
Start Time	Hour: 0 ▼ Minute: 0 ▼ (note: enter hour from 0 to 23 rather than am/pm, so 8pm is entered as 20)
End Time	Hour: 0 ▼ Minute: 0 ▼ (note: enter hour from 0 to 23 rather than am/pm, so 8pm is entered as 20)
Room/Location	<input type="text"/> (for physical sessions)
URL to Virtual Session	<div>Please Put your online meeting url here. (Zoom link, Webex, Bluejeans etc)</div> <input type="text"/> <small>(enter url to the live or pre-recorded video feed for this session if it will be held virtually as a single feed. If the feed to each paper or speaker in the session has a separate URL, these can be entered later when you enter the individual speakers/papers appearing in this session)</small>
Expected Attendance	<input type="text"/>
Session Notes (publicly viewable by all users)	<div></div>

Please change session as webinar

Submit

5. Once finish, please check your session

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Search Sessions

Help on Searching

Multiword Search Settings ▾

String Matching Settings ▾

Session ID	<input type="text"/>
	(multiple session IDs separated by spaces allowed)
Session Type/Status	Any ▾
Session Title	<input checked="" type="radio"/> and <input type="radio"/> or <input type="text"/>
Session Location	<input checked="" type="radio"/> and <input type="radio"/> or <input type="text"/>
Paper Title	<input checked="" type="radio"/> and <input type="radio"/> or <input type="text"/>
Paper ID	<input checked="" type="radio"/> and <input type="radio"/> or <input type="text"/>
User ID	<input checked="" type="radio"/> and <input type="radio"/> or <input type="text"/>
First Name	<input checked="" type="radio"/> and <input type="radio"/> or <input type="text"/>
Last Name	<input checked="" type="radio"/> and <input type="radio"/> or <input type="text"/>
<input type="button" value="Submit"/>	

Sessions -> Search Database, leave all chart space and click submit

6. Press the title in result screen

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Session Search Results

#	ID	Date/Time	Location	Title	Papers	Organizer	Type	Status	Decision
0	3	Nov-15-2022 18:00-19:00		test session	0		panel	incomplete	Undecided

Press the title

1 session matched your search criteria

7. Once into the detail of the session, select “Add papers”

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Summary of panel session titled:
"test session"

Session ID	3 last updated on 2022-05-24 04:23:08
Physical or Virtual Session?	Webinar
Session Organizer	None
Session Proposer	Yu Chou
Session Chair	1. Yu Chou
Session Discussants	None
Session Type	panel
Date and Time	November 15 2022 18:00 - 19:00

Edit Session Delete Session


Individuals Participating in this Panel (Discussion) Session

ID	Presenter(s)	Topic/Title	Discussant(s)
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Edit/Add Papers/Presenters/Discussants

8. Enter your ID as you created earlier

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Enter Presenters/Discussants for Panel Session
3: test session

Note that panel sessions are not for presentation of specific papers, but rather are intended for *panel discussions*.
If there are papers to be presented, do not choose the type of this session as a *Panel Session*.

Enter the user IDs for up to 3 presenters and the user IDs of discussants (if any).
You can add additional presenters after adding the first group of three below: there is no limit on the number of presenters in a session.

Order	Presenter ID	Discussant ID
1	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>

Update Speakers/Discussants

9. Once enter, you can enter detail of your presentation

Edit Presenter/Discussants for Panel Session
3: test session

Select an order of 0 to delete the presentation slot from the session, and similarly for presenters and discussants. Note that multiple (or none) presenters or discussants are allowed, but if a presentation slot is deleted, so are any presenters and discussants of it.

Order	Presentation ID	Presentation Title	Presenter ID(s)	Discussant ID(s)
1 ▾	22	<input type="text"/>	<div>Yu Chou</div> <div><input type="text" value="yuchou"/></div> <div>Add presenter: <input type="text"/></div>	<div>Add discussant: <input type="text"/></div>

You can add up to 3 more presentation slots to this session below. A presenter ID is required, the discussant is optional.
You can add additional presenters and discussants to any of these slots after creating the new presentation slots below.
There is no limit on the number of presentations per session, and no limit on the presenters and discussants in each presentation.

Order	Presenter ID	Discussant ID
1	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>

Update Speakers/Discussants

If you want to delete the presentation select Order to 0.

10. You can also check here to see all your Session and Submission

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My Submissions

Click on the paper ID below to edit/see more info on your submissions.

Note: This conference allows you to assign papers to more than one session.
To do this, press the control key on your keyboard while selecting sessions with your mouse.
If you fail to do this while making new selections, any existing session assignments will be erased!

ID	Submission Info	Authors (s=submitter)	Submission Area/Committee M
1	<div>Impact of Alternative Fuel on Logistics Transportation Industry ----in Case of Road Transportation Vehicle Area: Decision: Undecided Session:<div><div>Do not assign to a session yet</div><div>0 Add to new session (to be created)</div><div>2 testing</div><div>3 test session</div></div></div>	Yu Chou no organization provided	Unassigned

1 submission