Faculty of
Economics, Commerce and Management Sciences
Setif 1 university

Setif 1 University - Ferhat ABBAS

AUTHORS' GUIDE · ONLINE SUBMISSION

Submission Guidelines

FOR

The International Conference on Contemporary Economic Issues (ICCEI)

1. Create an account
2. Submit your abstract
3. Submit your full paper

This document provides detailed instructions to guide you through the paper submission process using our user-friendly online platform. We aim to make this process seamless and straightforward.

Faculty of
Economics, Commerce and Management Sciences
Setif 1 university

DESIGNED AND PREPARED BY

Faculty of Economics, Commerce and Management Sciences

Setif 1 University – Ferhat ABBAS, Algeria

For inquiries, please use the contact details shown in the "Contact information" box of the conference page.

The submission process at a glance

1

Create an account

- Open the conference page and click “Login”.
- Verify your email address.
- Create your Indico profile.

2

Submit your abstract

- Click “Submit new abstract”.
- Fill in the title, content, author and track.
- Upload your file and submit.

3

Submit your full paper

- Wait for the acceptance email.
- Open your accepted abstract.
- Go to the contribution and upload the paper.

Before you start

- ✓ A valid **email address** you can access (you will receive verification and decision emails).
- ✓ The **Call for Papers** of the current edition: tracks, deadlines and formatting rules.
- ✓ Your **abstract file**, prepared in the format requested in the Call for Papers.
- ✓ Your **full paper file** (needed only after your abstract is accepted), without compressed (ZIP) files.

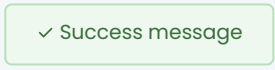
How to read this guide



Block arrows
Point to the exact button, field or link you need to click.



Numbered circles
Mark the fields of a form. Each number is explained in the steps list.



Green messages
Confirm that a step was completed successfully.

Good to know

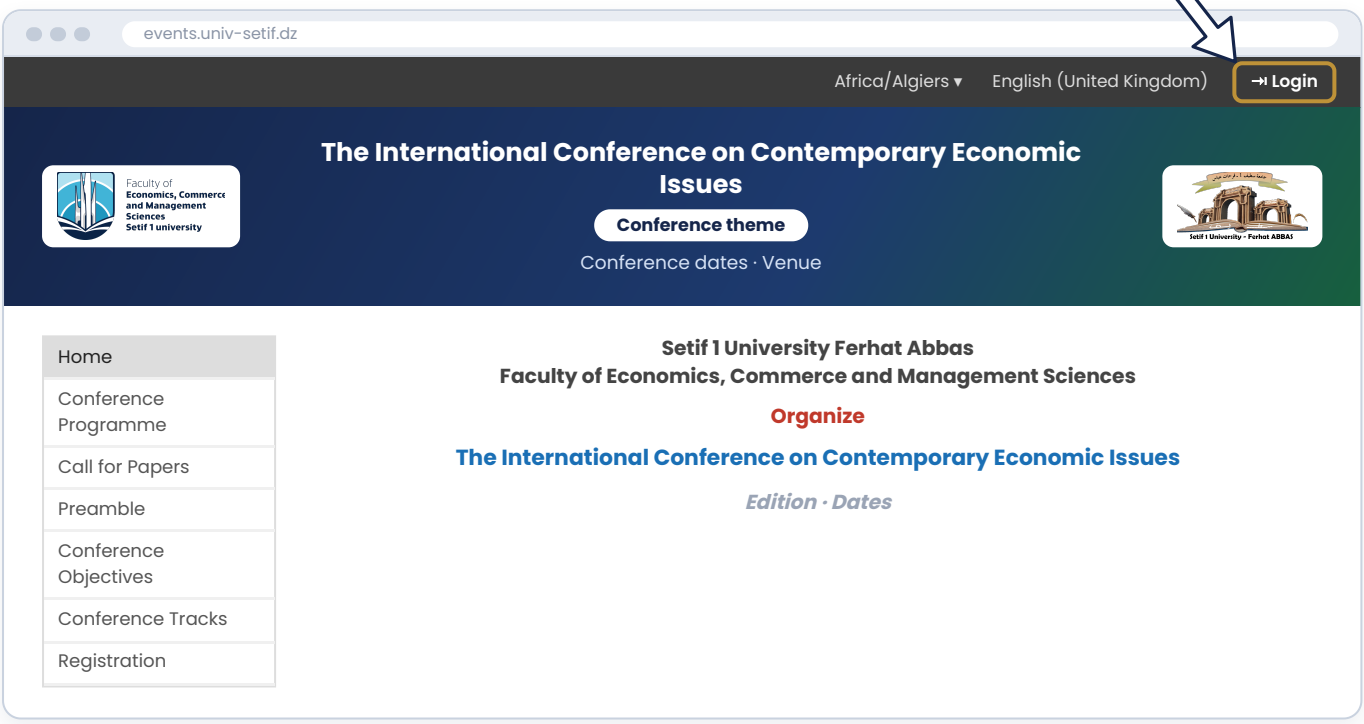
- The screenshots in this guide are illustrations: names, dates and titles are examples and will differ on the page of your conference edition.
- Some buttons of the platform may appear in French (for example “créer un ici” means “create one here”).
- Keep a single Indico account for all your submissions and use the same email address throughout.

PHASE ONE

Creation of an account

Note: If you used the link provided in the "Submission" section of the conference brochure (https://events.univ-setif.dz/register), you can proceed directly to the next step.

Click on "Login" (top-right corner of the conference page).



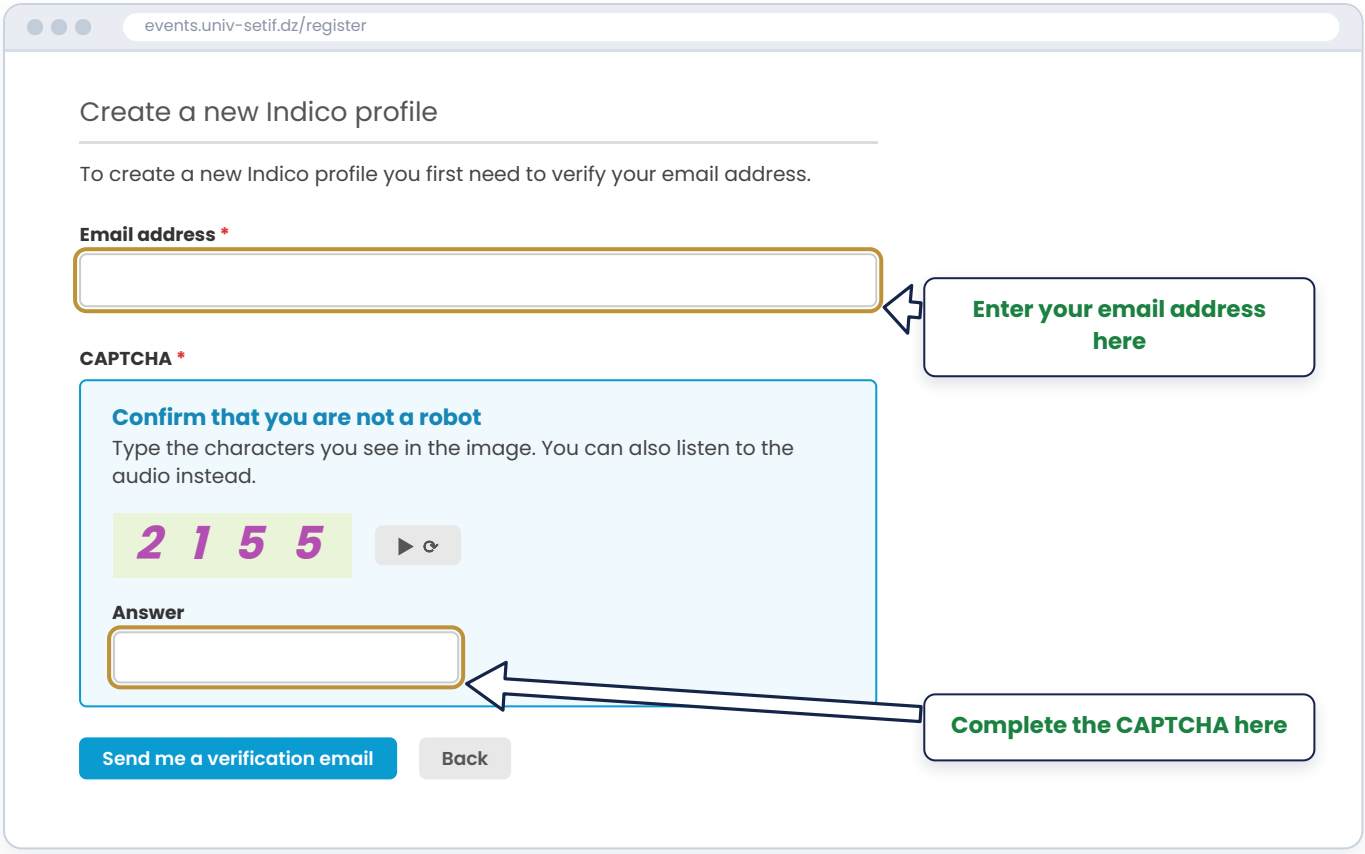
Click on "créer un ici" to open a new account.



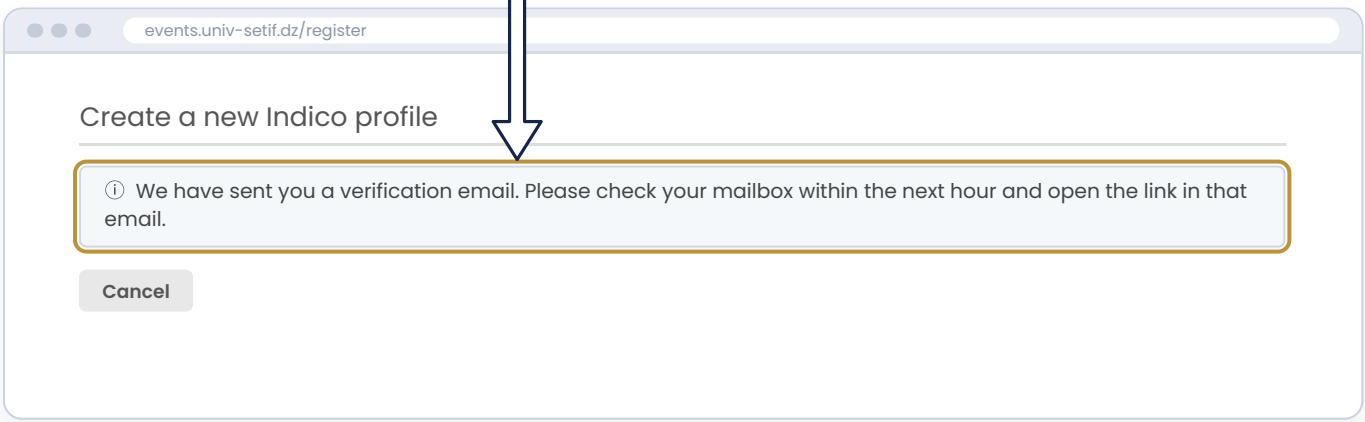
PHASE ONE

Creation of an account

Page 2 of 3



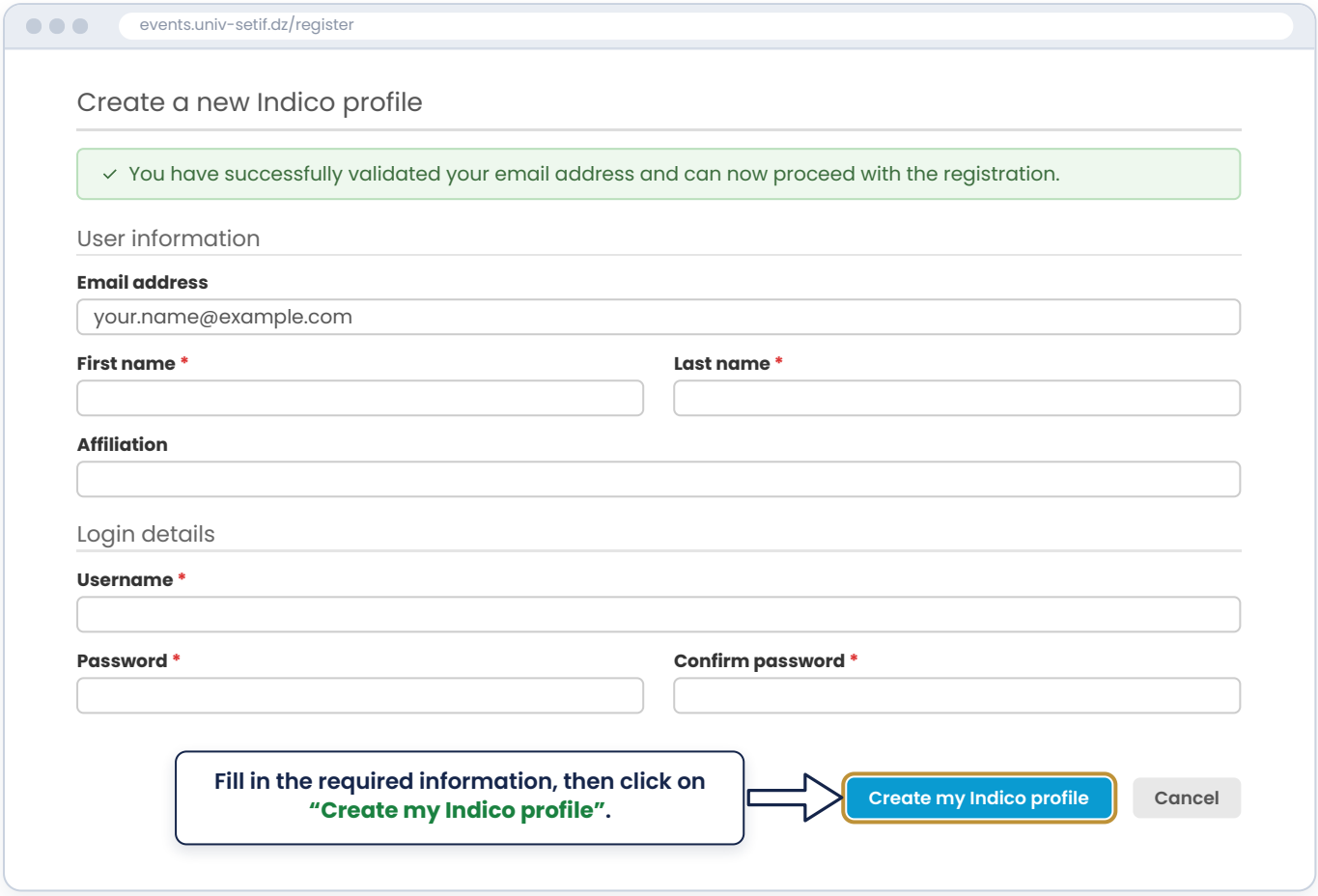
After entering your email and completing the CAPTCHA, you will receive a **verification message in your inbox**. Open the link in that email to confirm your registration.



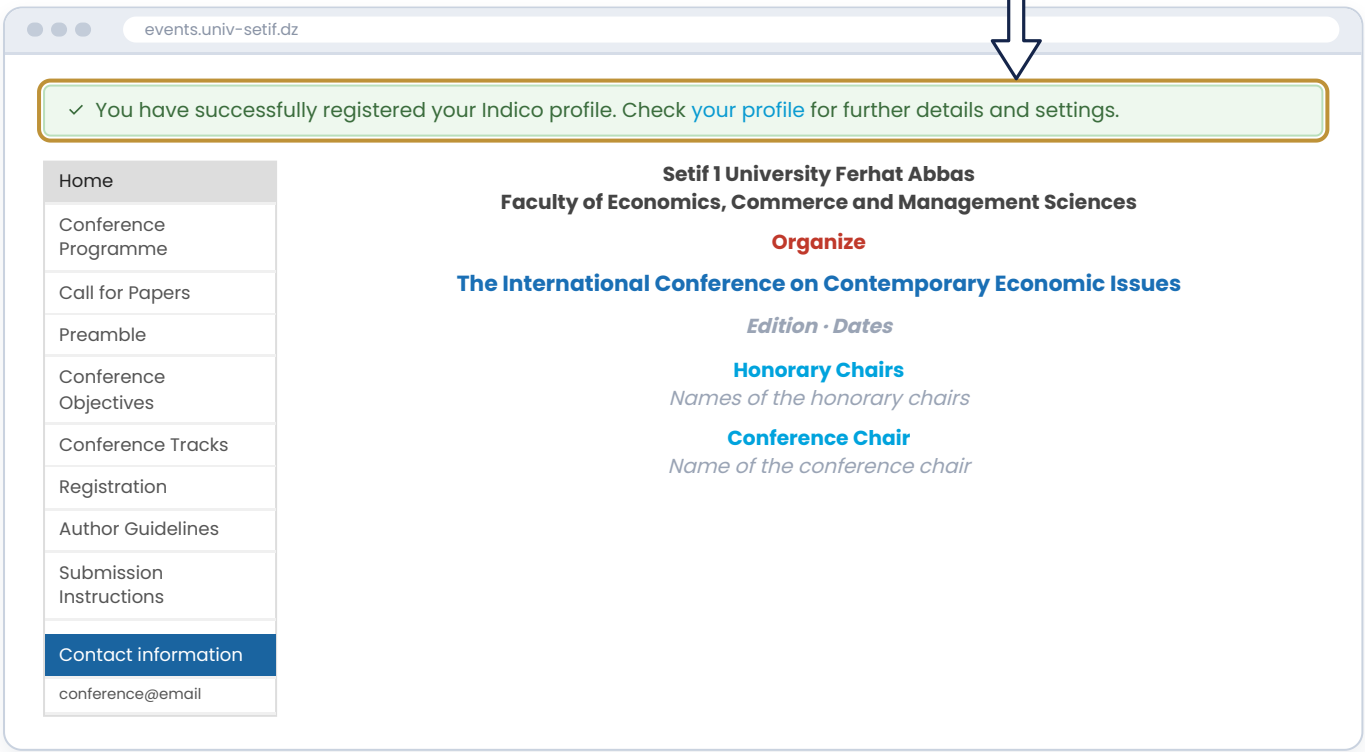
PHASE ONE

Creation of an account

Page 3 of 3

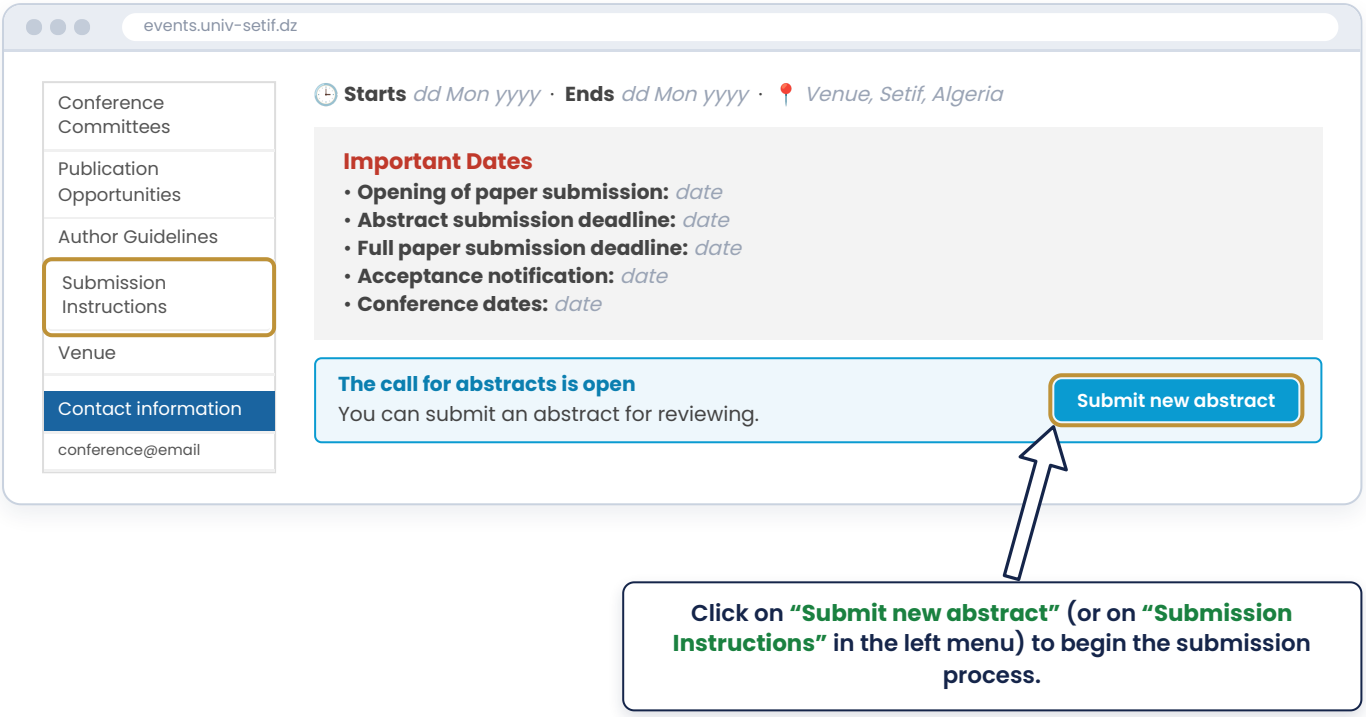


At this stage, your Indico profile has been successfully created.

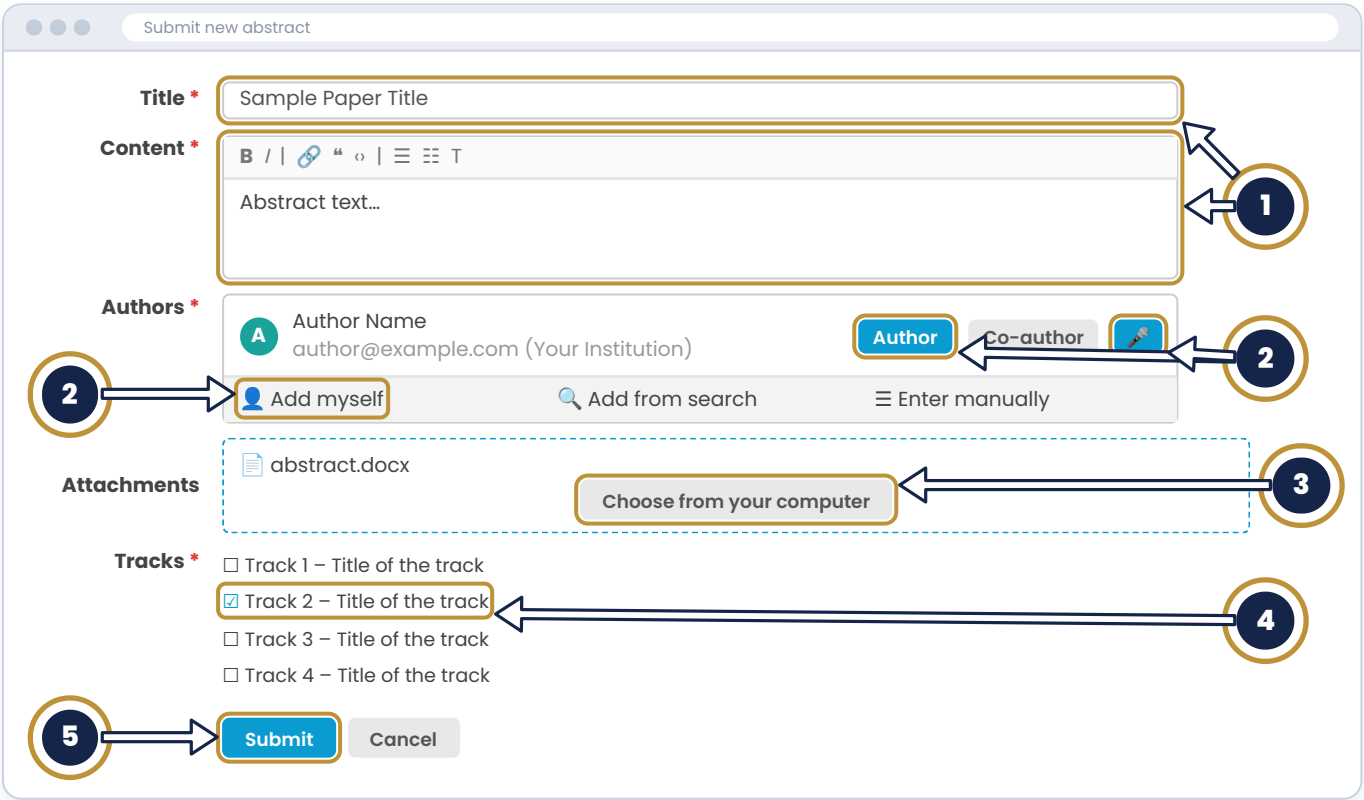


PHASE 2

Abstract Submission process



Click on **"Submit new abstract"** (or on **"Submission Instructions"** in the left menu) to begin the submission process.



PHASE 2

Abstract Submission process

1 Step 1: Fill in Metadata

- Enter the title and abstract in their respective fields.

2 Step 2: Check Required Boxes

- Check the following boxes: **"Author"**, **"Add myself"** and **"Speaker"**.

3 Step 3: Upload Your Submission File

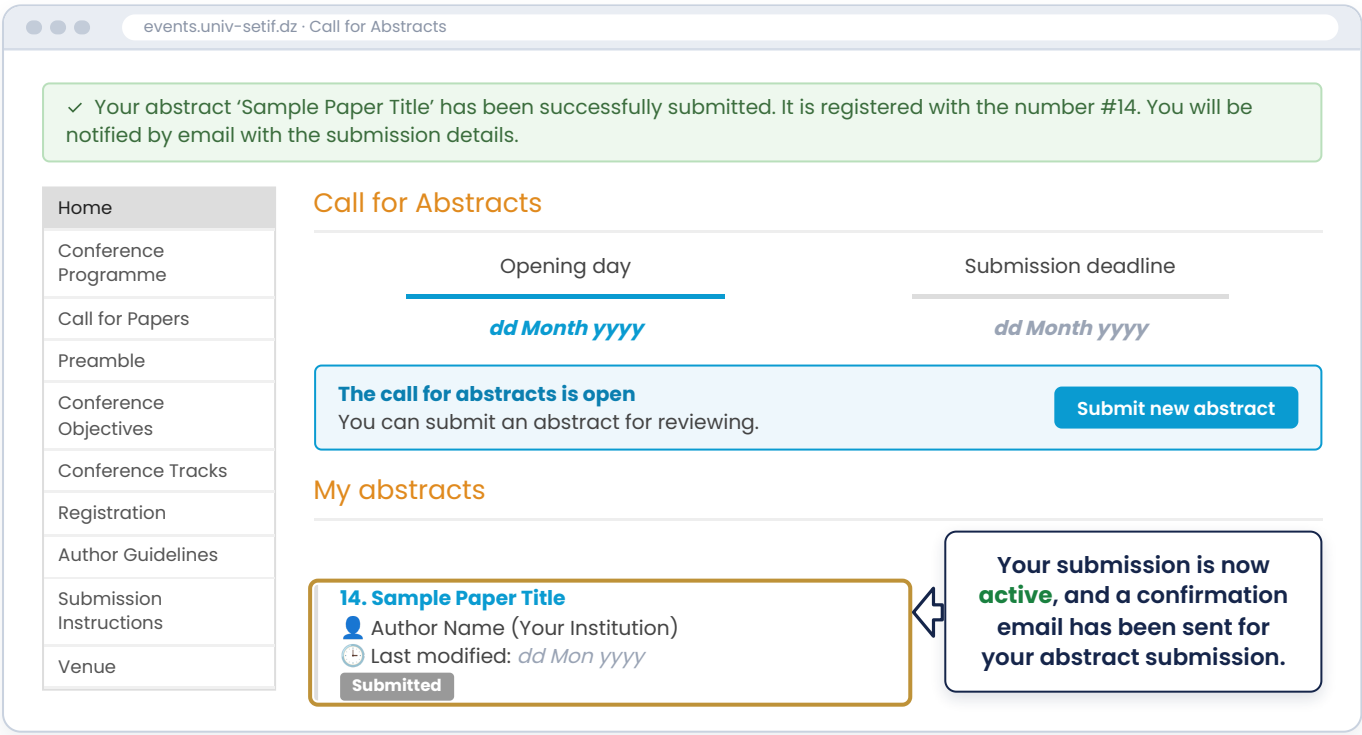
- Click **"Choose from your computer"** to select your submission file (the abstract), then upload it.

4 Step 4: Select Your Track

- Choose the appropriate track for your submission and save to confirm.

5 Step 5: Submit

- Finally, click **"Submit"** to complete your submission.

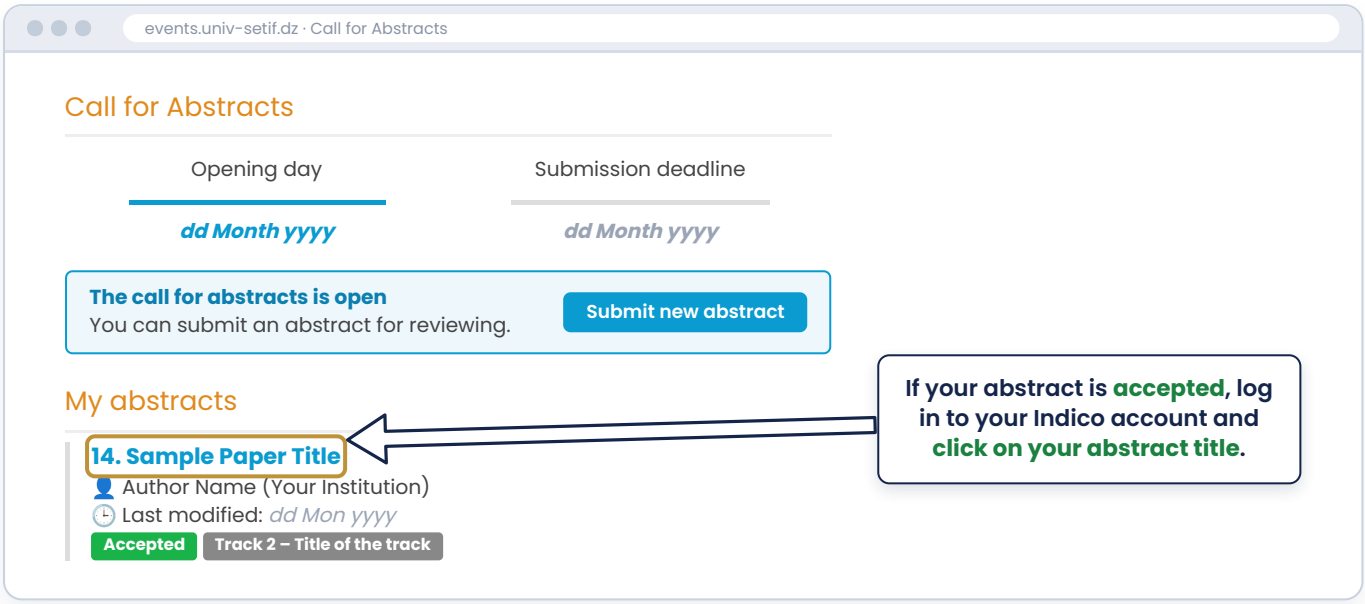


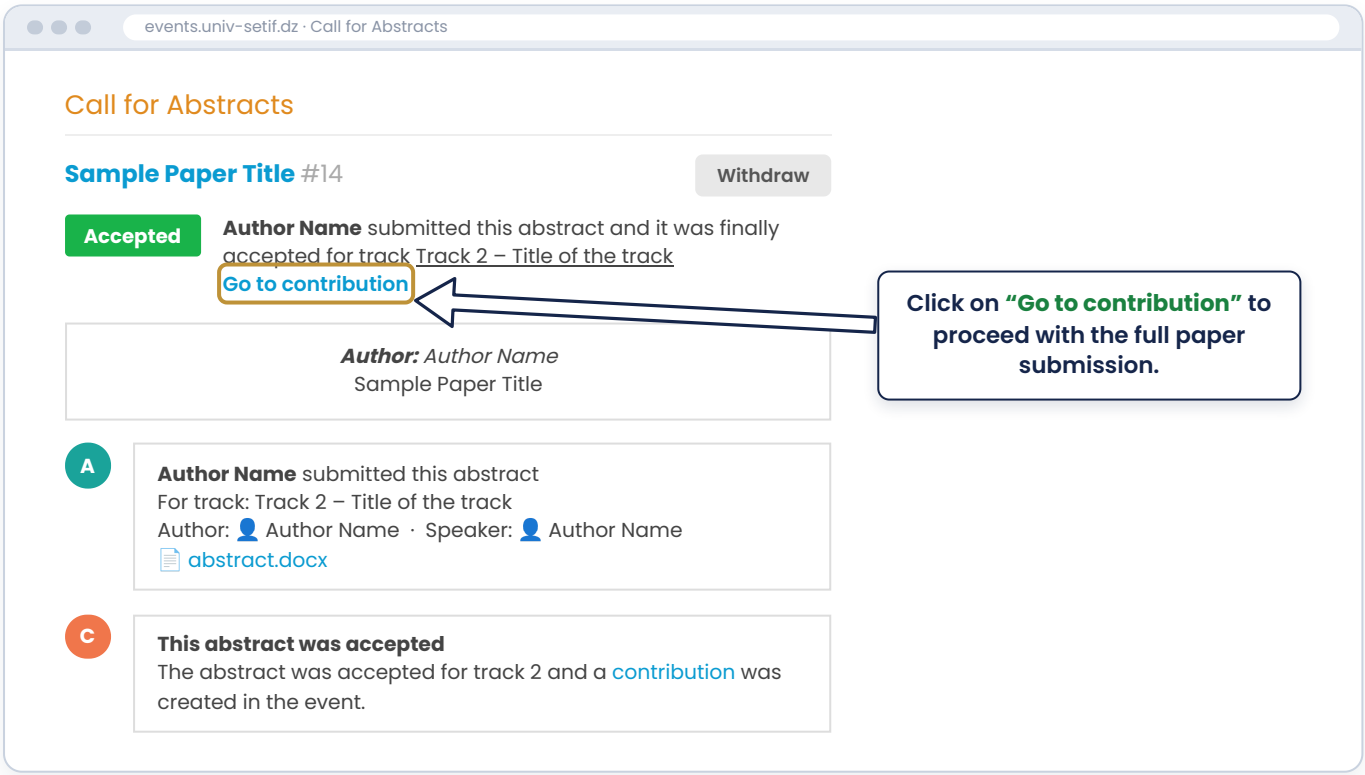
What happens next? Your abstract is reviewed by the Scientific Committee. You will receive an email with the decision. If your abstract is accepted, continue with Phase 3.

PHASE 3

Full Paper Submission process

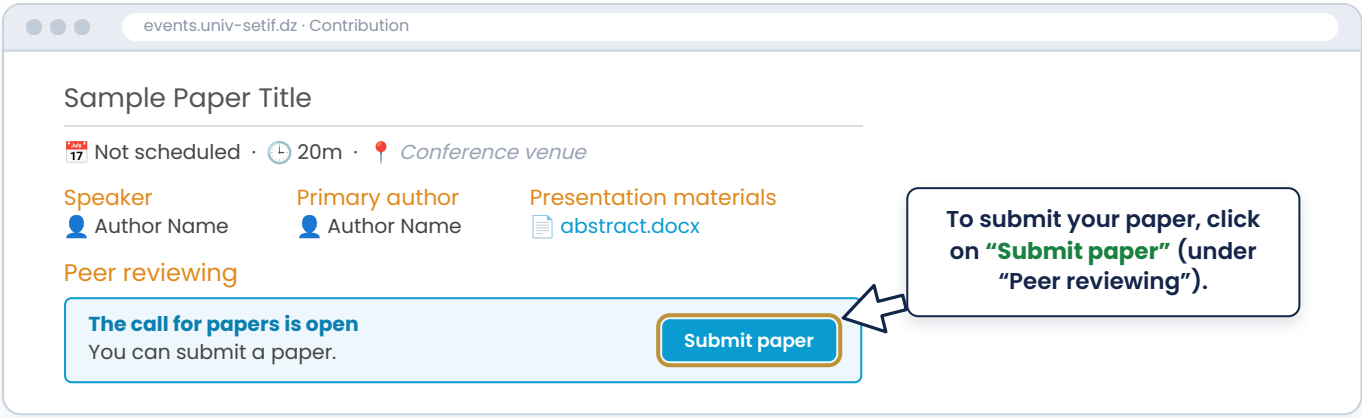
Before you start: this phase applies only if your abstract has been accepted. You will be informed by email after the abstract review process.

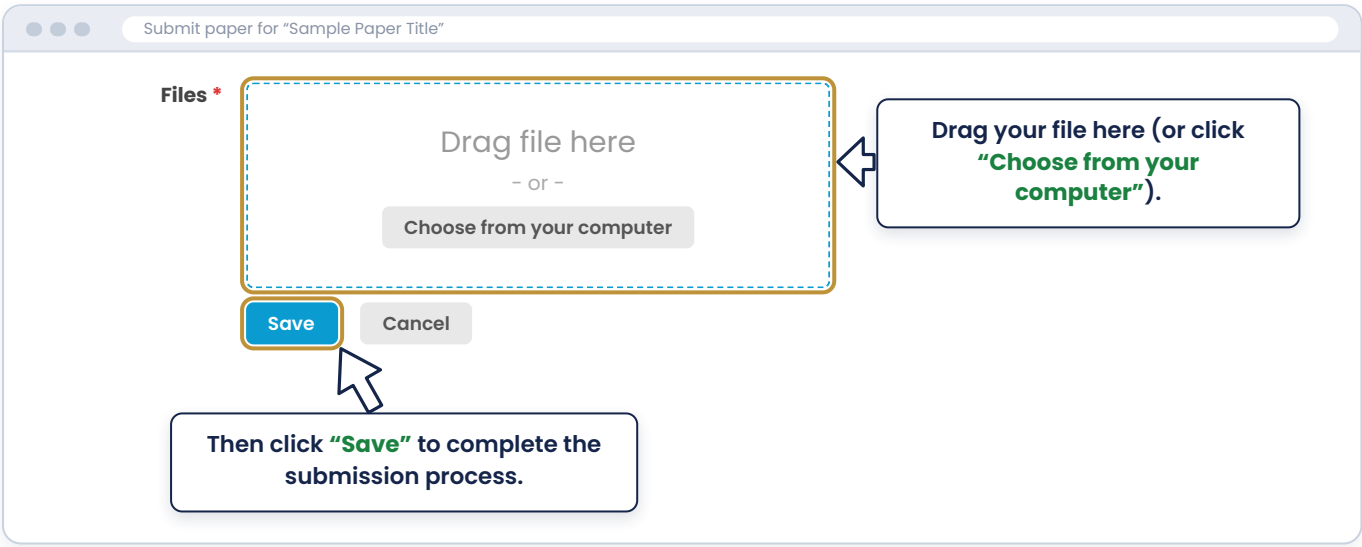




PHASE 3

Full Paper Submission process





Thank you for completing your submission. If you have any questions or need assistance, please don't hesitate to contact us.

We look forward to your participation and wish you the best of luck.

Email Addresses

Primary and alternate contact emails are listed in the **"Contact information"** box on the left of the conference page.

Social Media Platforms

Follow the conference on Facebook and LinkedIn using the icons on the **Home** page of the conference.

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