

How to Submit a Paper Using OpenConf System

1. Log in to the OpenConf system for Midwest Academy of Management by going to <http://midwestacademyofmanagement.org/openconf/openconf.php>
2. Once there you will see this screen:

Midwest Academy of Management Conference 2017

OpenConf Peer Review & Conference Management System

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Roosevelt University - October 19-21, 2017 - Chicago, Illinois

Program Chair: Dr. Carolyn Wiley, Roosevelt University

Paper Submissions for the 60th Midwest Academy of Management Meeting is now open!

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3. Click first on “Make Submission.” This will ask you for pertinent information about your paper, panel, or symposium. Please complete ALL information asked. At the bottom, before hitting “submit” you MUST create a password for this submission. It is unique to your submission and has nothing to do with MW Academy membership or the sign-up as a Reviewer or a Track Chair. Be sure to write it down so that you can proceed to upload your paper. You will need it to make any edits to the submission later, if needed. You will receive a confirmation email with all the information you entered AND your submission ID#. This ID# is important, too, for later edits.
4. “Edit Submission” is for editing the pertinent information you just created, NOT the paper itself. You have a 2-hour window to edit this information; if something changes after that, you will need to withdraw the original submission (using “Withdraw Submission”) and make a new, correct one.
5. At this point, you have created the information for the submission, but you still need to actually upload your paper. Return to the OpenConf Home and click on “Upload File.” You will first see

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a dropdown menu that asks which type of file you wish to upload. The formats are Word doc, PDF, Excel, RTF, PowerPoint, or JPEG. Choose one. Then, you will see this screen:

6. At this point, you will enter in your Submission ID# and your submission password. You also have the option of choosing Formats of .doc, .docx, .xls, .xlsx, .ppt, or .pptx. Choose the file you wish to upload and click "Upload File."
 7. Return to the OpenConf Home and click "View File" to make sure what you uploaded is what you wanted to upload. If not, you should make changes, and then re-upload the version you want. Be sure to alert the Track Chair for your track that you have done this and which is the correct paper. S/he or the Program Chair will be able to delete the incorrect one for you.
 8. If you are interested in seeing your reviews once they've been uploaded by the assigned reviewers, you can click on "View Review Files." You can "Check Status" to see where your paper is in the review process, too.
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