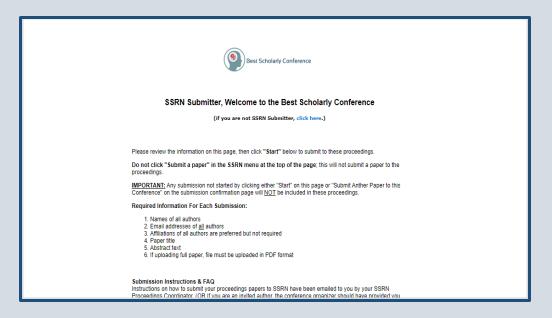


Proceedings Hosting Submission Instructions

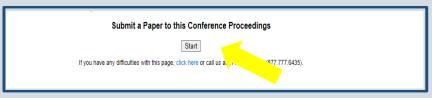
for Conference Organizers & Submitters

1. **Go to your dedicated SSRN proceedings submission page.** Read all instructions and tips on the page.

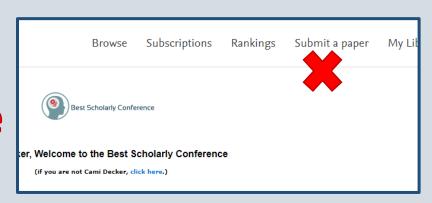


2. **Click "Start"** near the bottom of the submission page. Do not click "Submit a paper" in the SSRN header at the top of the page; this will submit the paper to SSRN but not to your proceedings.





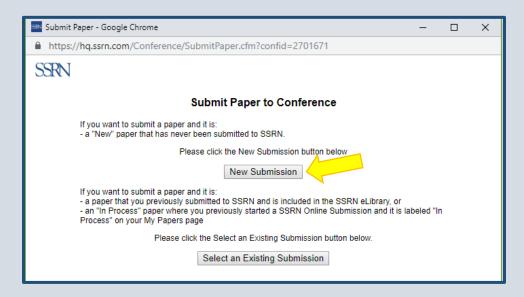
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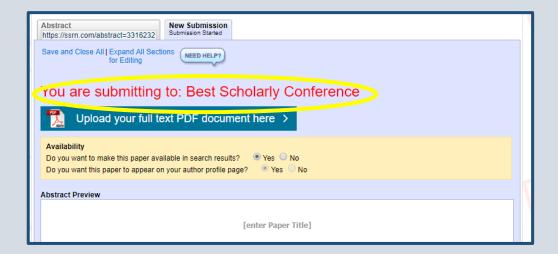
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4. **Verify there is large red text at the top of the submission form** indicating that you are submitting for your conference. If there is no red text, close the form and go back to your dedicated SSRN proceedings submission page and click "Start" again. If there is no red text at the top of the submission form, the submission will not be included in your proceedings.



- 5. **Fill in the submission form** until each item in the Status Checklist on the right side of the form is marked Complete. **Please ensure you click 'Save' in each section.**
 - a. Upload a PDF containing full paper (optional).
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 - c. Add ALL authors to the submission form. Click on "Authors" in the Status Checklist to open the Author area. Search for each author by name or email. If the author is not found, click the "Add a New Author to SSRN" link to add them.
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