

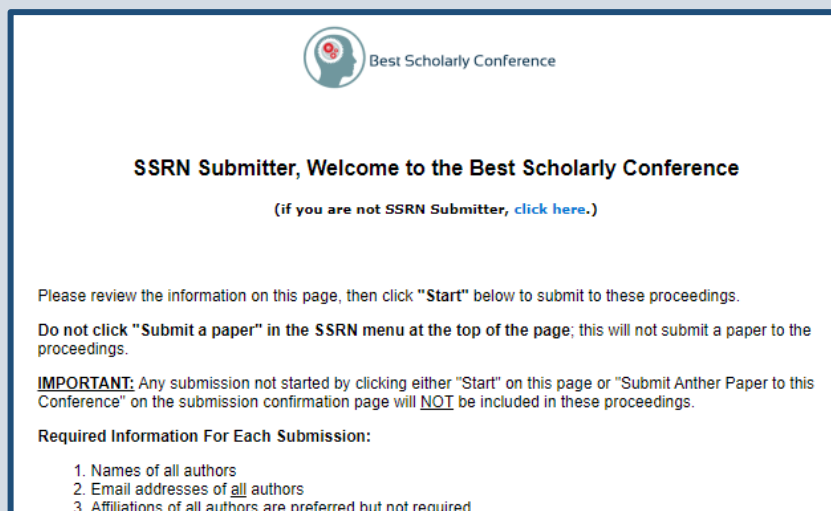
Proceedings Hosting Submission Instructions

for Conference Organizers & Submitters adding existing SSRN submissions to proceedings

NOTE: If your account is listed as an Author or Assistant on an existing submission (previously submitted to SSRN by you or an author) which you want to add to your proceedings, follow the steps below.

If you are not listed as an Author or Assistant on the submission, you will not be able to add the existing submission to your proceedings. Your SSRN Proceedings Coordinator can add the submission to your proceedings upon request so that you do not need to submit a duplicate version of the paper.

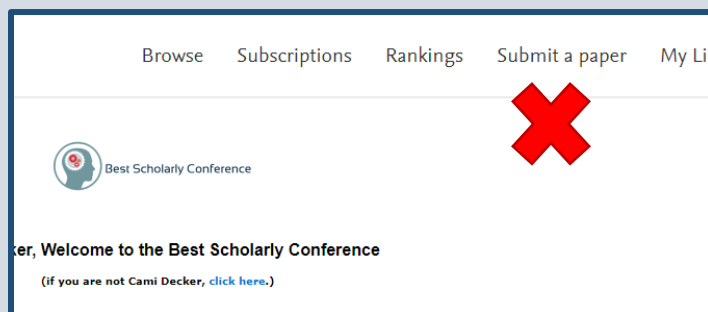
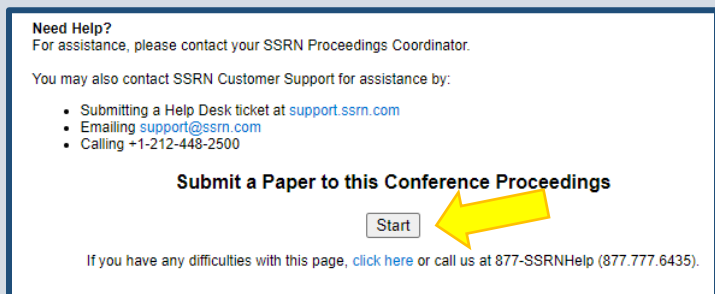
1. **Go to your dedicated SSRN proceedings submission page.** Read all instructions and tips on the page.



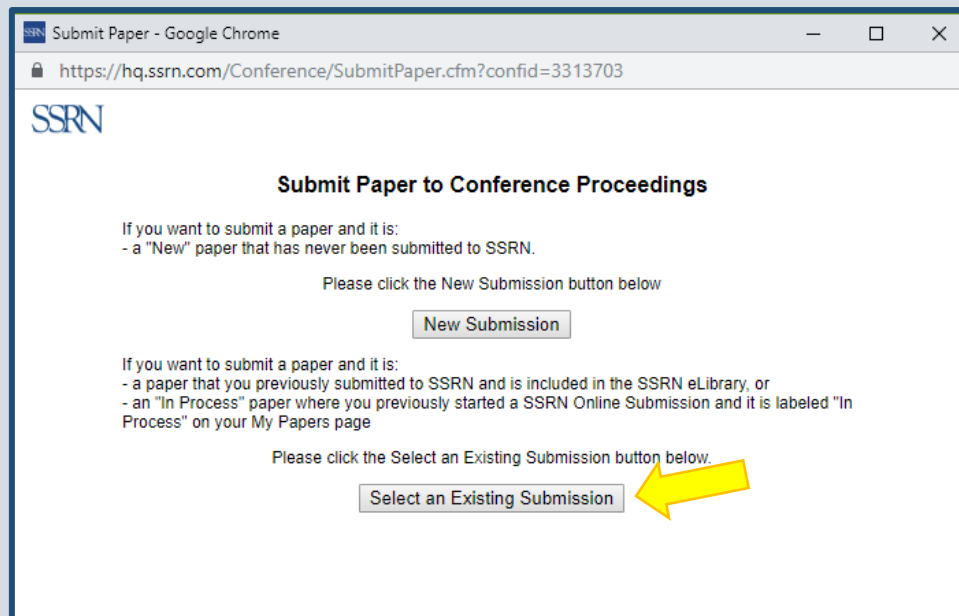
2. **Click “Start”** near the bottom of the submission page. Do not click “Submit a paper” in the SSRN header at the top of the page; this will submit the paper to SSRN’s general eLibrary but not to your dedicated proceedings.

Click here:

Do not click here:



3. **Select the option to “Select an Existing Submission”.** You will have the opportunity to edit the submission before adding it to your proceedings.



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https://hq.ssrn.com/Conference/SubmitPaper.cfm?confid=3313703

SSRN

Submit Paper to Conference Proceedings

If you want to submit a paper and it is:

- a "New" paper that has never been submitted to SSRN.

Please click the New Submission button below

New Submission

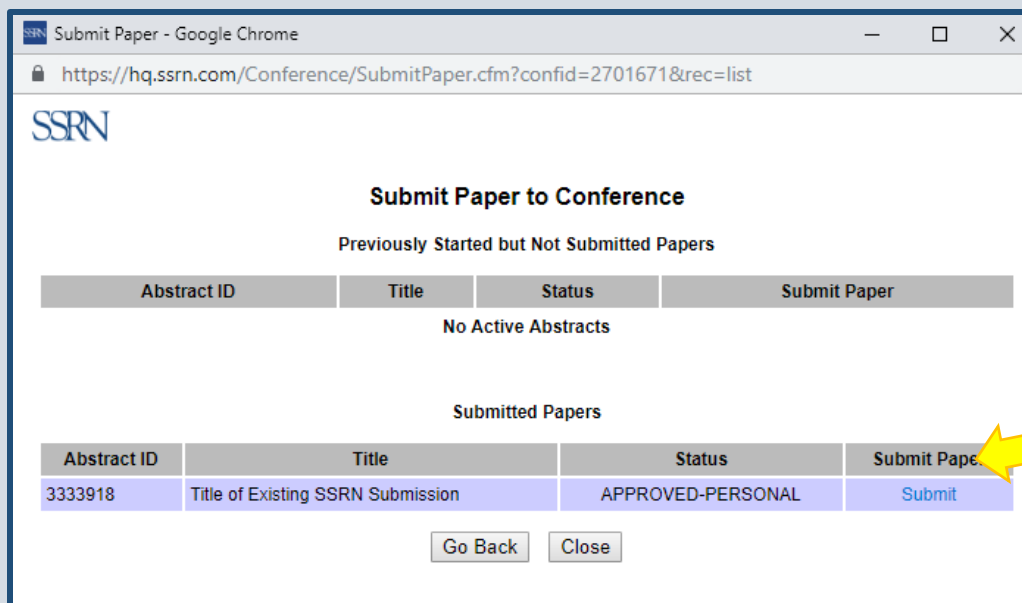
If you want to submit a paper and it is:

- a paper that you previously submitted to SSRN and is included in the SSRN eLibrary, or
- an "In Process" paper where you previously started a SSRN Online Submission and it is labeled "In Process" on your My Papers page

Please click the Select an Existing Submission button below.

Select an Existing Submission

4. **Select the existing submission you wish to add to your proceedings** from either the “Previously Started but Not Submitted Papers” list or the “Submitted Papers” list. Click the “Submit” link beside the submission to select it.



Submit Paper - Google Chrome

https://hq.ssrn.com/Conference/SubmitPaper.cfm?confid=2701671&rec=list

SSRN

Submit Paper to Conference

Previously Started but Not Submitted Papers

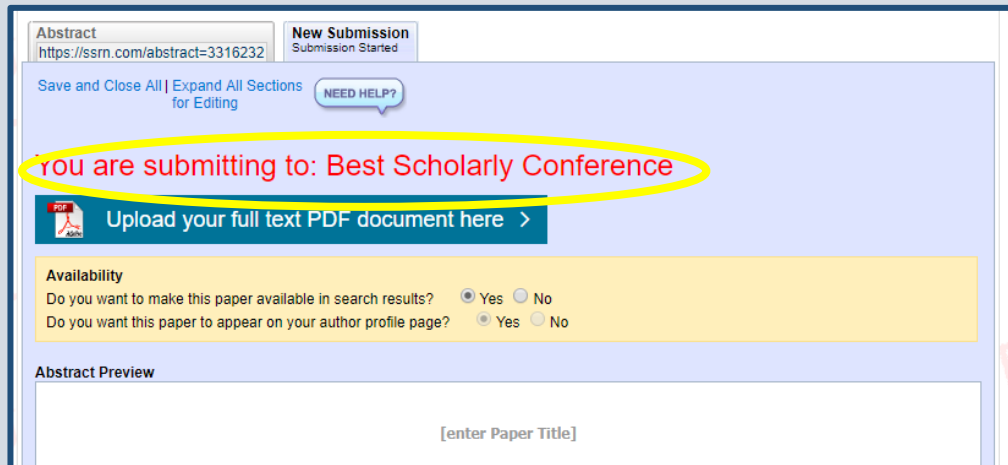
Abstract ID	Title	Status	Submit Paper
No Active Abstracts			

Submitted Papers

Abstract ID	Title	Status	Submit Paper
3333918	Title of Existing SSRN Submission	APPROVED-PERSONAL	Submit

Go Back Close

5. **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.



Abstract
https://ssrn.com/abstract=3316232

New Submission
Submission Started

Save and Close All | Expand All Sections for Editing

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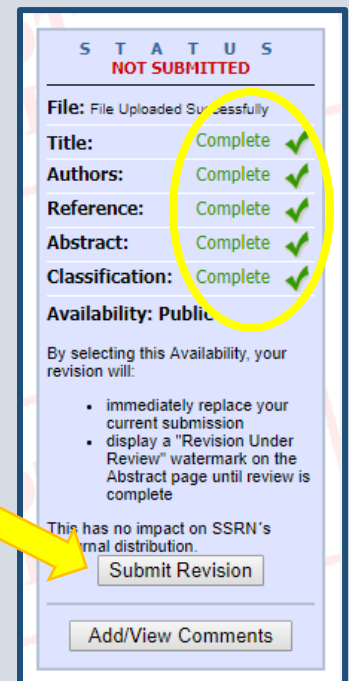
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Abstract Preview

[enter Paper Title]

6. **Make any necessary edits to the submission form.** A few items to consider when revising your submission:
- To upload a new PDF file, click on the current PDF file icon then click “Choose File” to select the new file you want to upload. You do not need to remove the previous PDF file; the new file will overwrite the previous file and all SSRN stats (e.g. downloads) will be retained for the submission.
 - If you modify the paper title, ensure this is reflected on both the submission form and the PDF.
 - Ensure ALL authors are added to the submission. To add an author, click on “Authors” in the Status Checklist to open the Author Search area. Search for each author by name or email. If the author is not found, click “Add a New Author to SSRN” to add them. It is important to add all author information (name, email, affiliation) accurately since this provides them access to their account and properly credits them for the submission. If you have trouble adding an author to a submission, please inform your SSRN Proceedings Coordinator.
7. **Click “Submit Revision”** to finalize your changes and add the submission to your proceedings. Remember, each item in the status checklist on the right side of the page must be marked Complete before you will be able to click “Submit”.



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By selecting this Availability, your revision will:

- immediately replace your current submission
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This has no impact on SSRN’s formal distribution.

Submit Revision

Add/View Comments

8. **When you have successfully submitted a paper, a confirmation page will let you know the submission was received.** The author(s) will receive a confirmation email letting them know the paper was added to your proceedings on SSRN.

To upload another paper to your proceedings, click “Submit Another Paper to this Conference” and repeat these steps from Step 3 above.

To view a list of all your SSRN submissions, click “Go to My Papers”.

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- You elected that your submission be **Publicly Available**
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- This submission's Abstract ID is 3690449.

After review for completeness by SSRN staff, your submission will be Publicly Available with no watermark and included in the SSRN eLibrary. You will receive an email from SSRN staff as soon as your submission has been reviewed.

If you have any questions regarding the submission, please email AuthorSupport@SSRN.com or call 877-SSRNHelp (877 777 6435 Toll Free). If you are calling from outside of the United States, please call 00 1 212 448 2500.

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