

# OpenConf

## USER MANUAL

### 15th International Scientific Conference MMA 2024 - Flexible Technologies

NOVI SAD, SERBIA, September 24 - 26, 2024

Abstracts/Papers for the MMA 2024 conference are sent via the OpenConf online system.

Main page of paper management system can be accessed via the link on the conference page or by following the link: <https://mma.ftn.uns.ac.rs/openconf/openconf.php>

When the link is opened, the following screen will appear:

15th International Scientific Conference  
**MMA 2024**  
FLEXIBLE TECHNOLOGIES  
Novi Sad, Serbia, September 24-26, 2024

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OpenConf Peer Review and Submission Management System  
[OpenConf Home](#) | [Privacy Policy](#) | [Email Chair](#)

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**15<sup>th</sup> International Scientific Conference MMA 2024 - Flexible Technologies**

Continuing a long tradition of more than 45 years, the Department of Production Engineering of the Faculty of Technical Sciences organizes **15<sup>th</sup> International Scientific Conference MMA 2024 - Flexible Technologies**.

The conference will cover current issues in the field of production engineering as well as multidisciplinary fields of mechanical engineering, information technologies, environmental engineering, bio-medical engineering and other related engineering fields, that play a significant role in successful functioning of manufacturing industry, agriculture, transport, electric power industry, oil industry, military industry, health care and other branches of economy and society.

The scientific-expert conference MMA, with its long tradition and regular organization since 1976, aims to gather and exchange experience of researchers and experts from faculties, institutes and industry, and thus wants to contribute to more intensive scientific and economic development. With desire to improve scientific and expert meeting with joint efforts and results, **we invite you to contribute to achieving these goals with your papers and your presence.**

**Important dates:**

- **May 25th, 2024** - submission of application deadline;
- **June 1st, 2024** - notification of acceptance;
- **July 25th, 2024** - submission of papers deadline;
- **August 25th, 2024** - review results information;
- **September 10th, 2024** - final programme;
- **September 24-26, 2024** - 15th International Scientific Conference MMA 2024 - Flexible Technologies.

**Authors:**

- [Make Submission](#)
- [Edit Submission](#)
- [Upload File](#)
- [View File](#)
- [Check Status](#)

**Reviewers:**

- [Sign In](#)
- Sign Up — Keycode:

**Chair:**

- [Sign In](#)

Figure 1. OpenConf main page for the MMA 2024 conference

# PAPER SUBMISSION

First, you need to select the option " Make Submission" on the main page of OpenConf and you will reach the following page:

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OpenConf Peer Review and Submission Management System

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**Consent**

Consent:  I consent to the collection and use of my personal information, including receiving emails, consistent with the Privacy Policy linked above. I have also obtained the consent of all other individuals whose information I provide.

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**General Information**

Submission Title:

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**Author(s)**

**Author 1**

First/Given Name:   
Last/Family Name:   
Organization:   
Country:   
Email:

**Author 2**

First/Given Name:   
Last/Family Name:   
Organization:   
Country:   
Email:

**Author 3**

First/Given Name:   
Last/Family Name:   
Organization:   
Country:   
Email:

[Add Author](#)

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**Contact Author**

Contact Author:   
Author who will serve as the point of contact for correspondence about the submission.

Alternate Contact:   
Alternate contact information, such as personal email address or telephone number, used only if unable to contact using above email address.

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**Topic Areas**

To help match submissions to reviewers and sessions, please select the area(s) most applicable to your submission.

Topic Areas:

- MATERIAL REMOVAL TECHNOLOGIES
- MACHINE TOOLS AND AUTOMATIC FLEXIBLE TECHNOLOGICAL SYSTEMS, CA AND CPM PROCEDURES AND SYSTEMS
- METROLOGY, QUALITY, FIXTURES, CLIPPING TOOLS AND TECHNOLOGY
- PROCESS PLANNING, OPTIMIZATION, LOGISTICS AND INTEGRITY TECHNOLOGIES IN PRODUCTION ENGINEERING
- MATERIALS, METAL FORMING, CASTING AND WELDING
- MECHANICAL ENGINEERING AND ENVIRONMENTAL PROTECTION
- BIO-MEDICAL ENGINEERING
- ADDITIVE MANUFACTURING TECHNOLOGIES

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**Content**

Keywords:

Abstract:

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**Password**

Please enter a password you will remember. The submission ID, which you will receive via email upon submission of this form, along with this password will allow you to make future changes to this submission.

Password:

Re-enter Password:

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**Comments**

Optional Comments:

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Please check over your entries, making sure everything is filled out. When ready, click on the Make Submission button below once.

[Make Submission](#)

Figure 2. Submission making page in the OpenConf system

In the first section, you need to accept the use of personal information, including receiving emails, consistent with the Privacy Policy, by clicking on the checkbox:

 I consent to the collection and use of my personal information, including receiving emails, consistent with the Privacy Policy linked above. I have also obtained the consent of all other individuals whose information I provide.' The page header includes '15th International Scientific Conference MMA 2024 FLEXIBLE TECHNOLOGIES Novi Sad, Serbia, September 24-26, 2024' and a navigation bar with 'OpenConf Home', 'Privacy Policy', and 'Email Chair'. The page title is 'Submission'."/>

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Submission

Consent

Consent:  I consent to the collection and use of my personal information, including receiving emails, consistent with the Privacy Policy linked above. I have also obtained the consent of all other individuals whose information I provide.

Figure 3. Acceptance of consent for the use of personal information

In the “General Information” section, enter your paper title in the “Submission Title” box.

In the “Author (s)” section, you can fill in authors information in the appropriate order.

To add more authors, you can use the “Add Author” link under the section.

General Information

Submission Title:

Author(s)

Author 1

First/Given Name:

Last/Family Name:

Organization:

Country:

Email:

Author 2

First/Given Name:

Last/Family Name:

Organization:

Country:

Email:

Author 3

First/Given Name:

Last/Family Name:

Organization:

Country:

Email:

[Add Author](#)

Figure 4. Entering the information of all authors

Enter the name of the author in the “First / Given Name” field, the last name of the family in the “Last / Family Name” field , the name of the university or organization in the “Organization” field , the name of the country it belongs to in the “Country” field, the contact e-mail address in the “Email” field.

Authors whose informations you leave blank or delete will not appear in the system.

In the "Contact Author" section, you can select a member who will serve as a contact for correspondence regarding the submission of the work application in the "Contact Author" field.

In the "Alternate Contact" field, enter alternative contact information, such as a personal email address or telephone number, to use if the email address previously used in the "Contact Author" field cannot be reached.

The screenshot shows a form titled "Contact Author" with a blue header. It contains two input fields: "Contact Author:" with a dropdown menu and "Alternate Contact:" with a text input box. Below each field is a green instruction: "Author who will serve as the point of contact for correspondence about the submission." and "Alternate contact information, such as personal email address or telephone number; used only if unable to contact using above email address."

Figure 5. Selection contact author

In the "Topic Areas" section, make your selection of the appropriate area for your report to be properly evaluated by expert referees (you can select only one field).

The screenshot shows a form titled "Topic Areas" with a blue header. Below the header is a green instruction: "To help match submissions to reviewers and sessions, please select the area(s) most applicable to your submission". The form contains a list of seven radio button options under the label "Topic Areas:".

- MATERIAL REMOVAL TECHNOLOGIES
- MACHINE TOOLS AND AUTOMATIC FLEXIBLE TECHNOLOGICAL SYSTEMS, CAx AND CIM PROCEDURES AND SYSTEMS
- METROLOGY, QUALITY, FIXTURES, CUTTING TOOLS AND TRIBOLOGY
- PROCESS PLANNING, OPTIMIZATION, LOGISTICS AND INTERNET TECHNOLOGIES IN PRODUCTION ENGINEERING
- MATERIALS, METAL FORMING, CASTING AND WELDING
- MECHANICAL ENGINEERING AND ENVIRONMENTAL PROTECTION
- BIO-MEDICAL ENGINEERING
- ADDITIVE MANUFACTURING TECHNOLOGIES

Figure 6. Selection of areas

In the "Content" section, type your key words in the "Keywords" box, separated by a semicolon (;), and your abstract in the "Abstract" box.

The screenshot shows a form titled "Content" with a blue header. It contains two input fields: "Keywords:" with a text input box and "Abstract:" with a larger text input box.

Figure 7. Input of keywords and abstracts of the paper

In the "Password" section, enter a password that you will remember and with which, together with the submission ID (which you will receive via email after submitting this form), you will be able to make changes to this paper submission.

The screenshot shows a form titled "Password" with a blue header. Below the header is a green instruction: "Please enter a password you will remember. The submission ID, which you will receive via email upon submission of this form, along with this password will allow you to make future changes to this submission." The form contains two input fields: "Password:" and "Re-enter Password:".

Figure 8. Entering the password

In the "Comments" section, in the "Optional comments" field, you can enter additional comments related to your application.

After checking your information, click "Make Submission" button to save your report to the system.

The screenshot shows a web form with three main sections: "Content", "Password", and "Comments".

- Content:** Includes a "Keywords:" text input field and an "Abstract:" text area.
- Password:** Includes a "Password:" text input field and a "Re-enter Password:" text input field. Below these is a note: "Please enter a password you will remember. The submission ID, which you will receive via email upon submission of this form, along with this password will allow you to make future changes to this submission."
- Comments:** Includes an "Optional Comments:" text area.

At the bottom of the form, there is a blue "Make Submission" button. A red arrow originates from the "Optional Comments" text area and points directly to the "Make Submission" button. Below the form, there is a small instruction: "Please check over your entries, making sure everything is filled out. When ready, click on the Make Submission button below once."

Figure 9. Entering additional comments related to the application

If the registration is successful, the system will send a report mail related to the selected article as "Contact Author". The "Submission ID" (which can also be seen in the message indicating that the registration process is successful) is your notification number and this number will be used for all proceedings related to the conference. Please keep this number.

## EDIT SUBMISSION

To edit the application, you need to select the " Edit Submission" option on the main page of the system, which will take you to the following page:

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OpenConf Peer Review and Submission Management System

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**Edit Submission**

**Submission ID:**  ( forgot ID? )

**Password:**  ( forgot password? )

[Edit Submission](#)

*There is a 2 hour limit to complete updates*

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Figure 10. Submission editing page

In the "Submission ID" field, enter your application ID (which you received as part of the report at the selected email address), and in the "Password" field, enter your password.

If you don't remember your login ID or password, you can use the option "Forgot ID" or "Forgot password" or contact us.

By choosing the option "Edit submission" (if the submission ID and password are entered correctly), you access the submission editing page.

The submission editing page is the same as the submission making page.

After you have done your edits, you can save it with "Submit Changes" or you can exit without saving with "Cancel Changes".

If you register yor changes, you will receive an update mail confirming that the changes have been approved.

## SENDING FILE FOR PAPER

First click on the “Upload File” menu in OpenConf main page and the following page is reached:

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[OpenConf Home](#) [Privacy Policy](#) [Email Chair](#)

**Upload File**

**Submission ID:**  ( forgot ID? )  
**Password:**  ( forgot password? )  
**File:**  No file chosen      **Format:**   
*File size limit is 2048MB.*

Figure 11. File upload page

In the “Submission ID” field, enter your submission ID (which you received as part of the report at the selected e-mail address) to which you want to send the file, and in the "Password" field, enter your password.

If you don't remember your login ID or password, you can use the option "forgot ID" or "forgot password" or contact us.

In the "File" section, select the "Choose file" option and select the file you want to send.

*The file you want to send must have a .doc or .docx extension and the file size cannot exceed 2048MB.*

After selecting the file to send, select the option “Upload file” to upload the file to the system.

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**Upload File**

**Submission ID:**  ( forgot ID? )  
**Password:**  ( forgot password? )  
**File:**  MMA 2024 -...to. eng.docx      **Format:**   
*File size limit is 2048MB.*

Figure 12. Completed page for upload file

You can view the uploaded file using the "View File" option on the main page of the system:

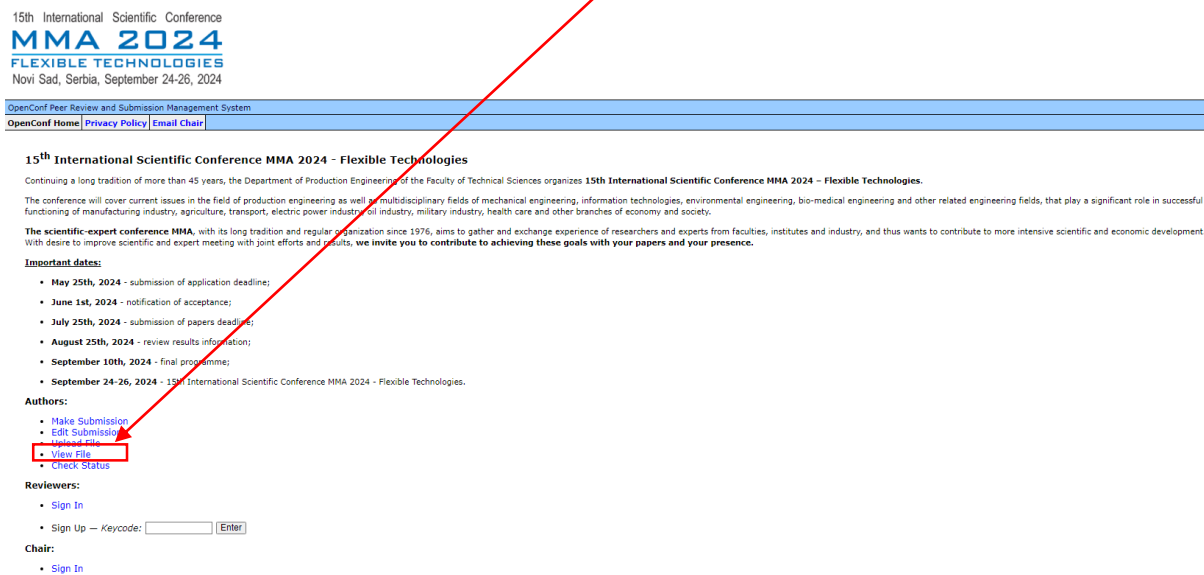


Figure 13. Accessing page for viewing uploaded files

If you want to change your submission file, you can repeat the file submission process within the appropriate deadline.

The new file will replace the old one.

In case of possible errors, you can contact us.

## WITHDRAW SUBMISSION

If you want to withdraw your submission for any reason, you can use the option "Withdraw Submission" on the main page of the System.

After withdrawing your submission, your submission is permanently deleted from the system.

*If you have mistakenly withdrawn your submission, please contact us as soon as possible.*

## CHECK STATUS

To check the status of your submission, use the "Check Status" option on the main page of OpenConf.