

## Instruction for Authors and Audience for the FNSSA conference

### Step 1: Creating an Account/ Logging into your FNSSA account

Returning users: By clicking on the “sign in” drop down button to the top right *Figure 1*, a pop-up Login dialogue box, as shown in *Figure 2* below, that allows you to enter a username/email, a previously set password and a login button will appear.

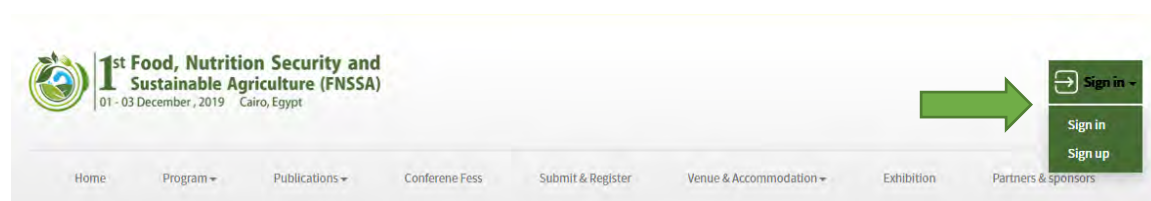


Figure 1

New users: If you did previously register with FNSSA, but do not remember your username or password, you can reset by clicking on the ‘Forgot password’ button on the top. This button should then redirect you to a page where your email address will be required as to receive a reset link. After following the instructions then explained in an email, your password should be easily reset and login possible.

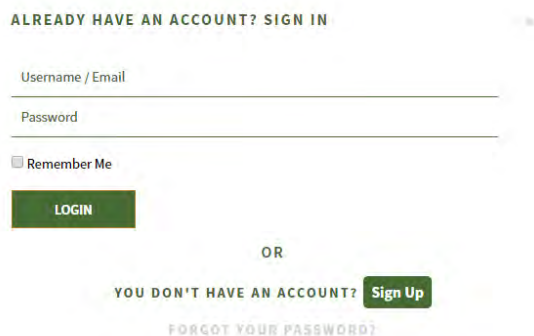


Figure 2

**REGISTER AN ACCOUNT**

Choose Title \_\_\_\_\_

First Name \_\_\_\_\_

Last Name \_\_\_\_\_

Male  Female

Haitham@iirek-scholar.org \_\_\_\_\_

dd—yyyy \_\_\_\_\_

Slug \_\_\_\_\_

Choose Country \_\_\_\_\_

Phone No. +2xxxxxxxxx \_\_\_\_\_

\*\*\*\*\* \_\_\_\_\_

**SIGN UP**

OR

DO YOU HAVE AN ACCOUNT **sign in**

Figure 3

New users: If you do not yet have an FNSSA account, proceed by accessing the [www.food-conference.org](http://www.food-conference.org) main page and click on the “Sign in” drop down button to the top right, and chose “Sign up”. A pop-up registration dialogue box should then appear with required information to fill such as name, email address, country, etc. See *Figure 3*.

## Step 2: Register to the event

After login, a “register” button should now appear on the page underneath the title, date, and contact email box.

After having clicked the ‘register’ button, a message confirming your registration and informing you of the next step should be displayed and an email sent instantly to your email address.

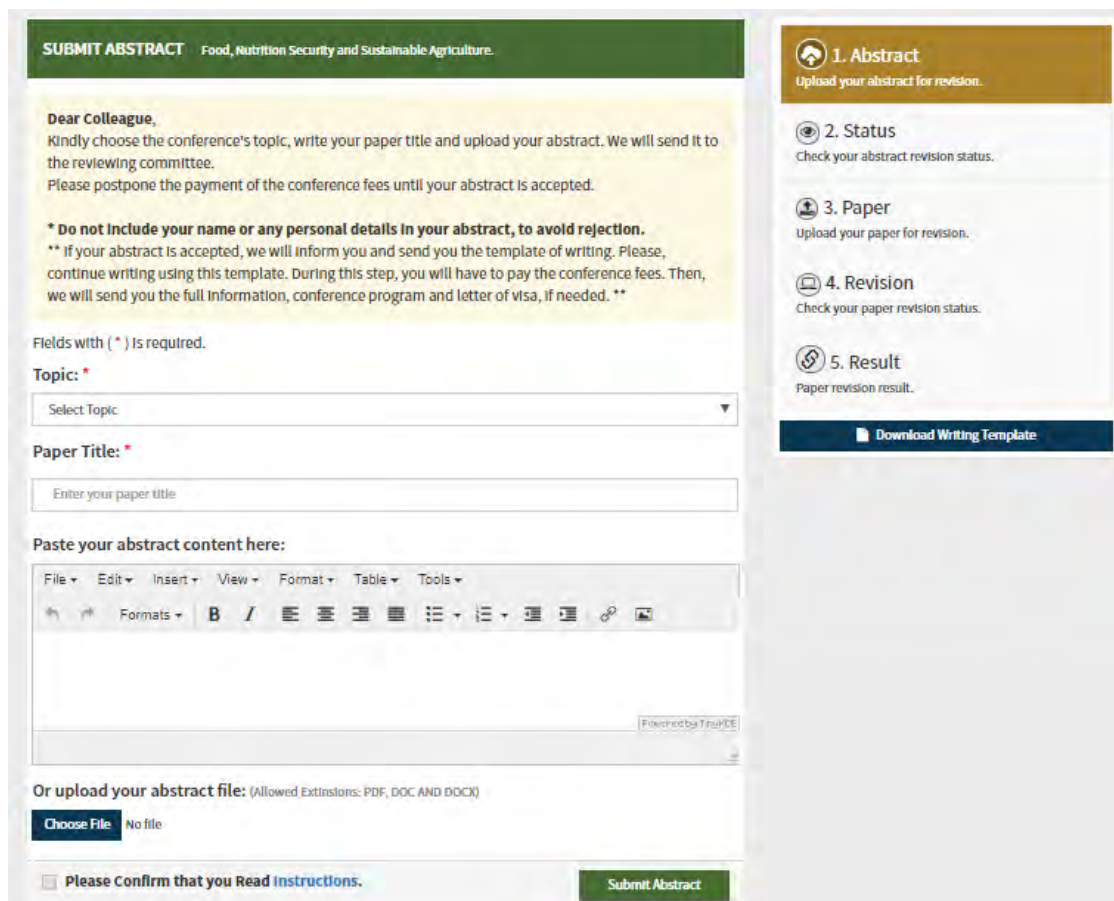
## Instruction for Authors

### Step 3: Submitting an abstract

After having registered, the ‘register’ button on the event page in step 2 should now be replaced with a ‘Pay now / Submit now’ buttons. If you only want to attend the conference as an audience, you can click on “Pay now” and pay the attendance fees.

If you are an author and would like to submit a paper, click on “Submit now” and you should be redirected to a page with instructions on how to submit (See *Figure 4*). You will be requested to pick a topic, fill in the title box with the title of your research paper. You will also be given two ways of submitting

the actual abstract: 1) pasting the content in a text-box provided. 2) uploading an abstract file in PDF, as a Doc or a Docx.



**SUBMIT ABSTRACT** Food, Nutrition Security and Sustainable Agriculture.

Dear Colleague,  
 Kindly choose the conference's topic, write your paper title and upload your abstract. We will send it to the reviewing committee.  
 Please postpone the payment of the conference fees until your abstract is accepted.

**\* Do not include your name or any personal details in your abstract, to avoid rejection.**  
**\*\*** If your abstract is accepted, we will inform you and send you the template of writing. Please, continue writing using this template. During this step, you will have to pay the conference fees. Then, we will send you the full information, conference program and letter of visa, if needed. **\*\***

Fields with (\*) is required.

**Topic: \***  
 Select Topic

**Paper Title: \***  
 Enter your paper title

Paste your abstract content here:

File Edit Insert View Format Table Tools  
 Formats B I [Icons]  
 Powered by TinyMCE

Or upload your abstract file: (Allowed Extinctions: PDF, DOC AND DOCX)  
 Choose File No file

Please Confirm that you Read **Instructions**. **Submit Abstract**

**1. Abstract**  
 Upload your abstract for revision.

**2. Status**  
 Check your abstract revision status.

**3. Paper**  
 Upload your paper for revision.

**4. Revision**  
 Check your paper revision status.

**5. Result**  
 Paper revision result.

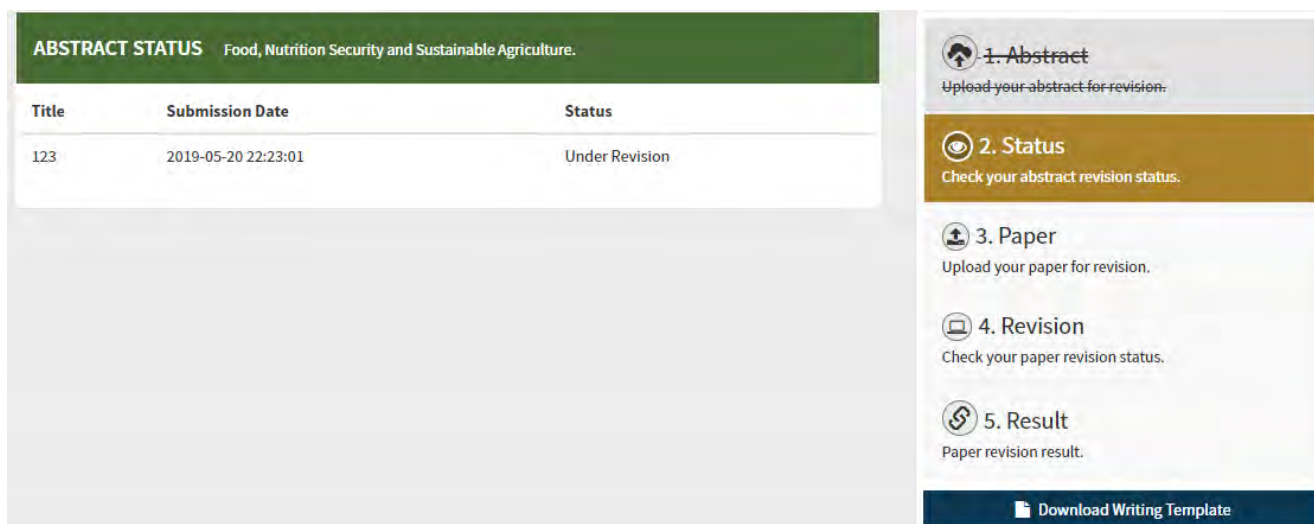
**Download Writing Template**

Figure 4

#### Step 4: Monitoring the Status of your paper

After successfully submitting your abstract to the FNSSA website, you will be sent an email for confirmation and should now be able to see information shown in *figure 4* below. Until acceptance is communicated to you through the website/by email, and during this phase, you should be tracking your paper and preparing for your full paper submission (the following step).

A template of writing your full paper must be followed and can be founded and downloaded below the '5. Result' button in the abstract submission page.



Title	Submission Date	Status
123	2019-05-20 22:23:01	Under Revision

Figure 5

Figure 6

Before submitting your full paper, ensure that it adheres to the following criteria:

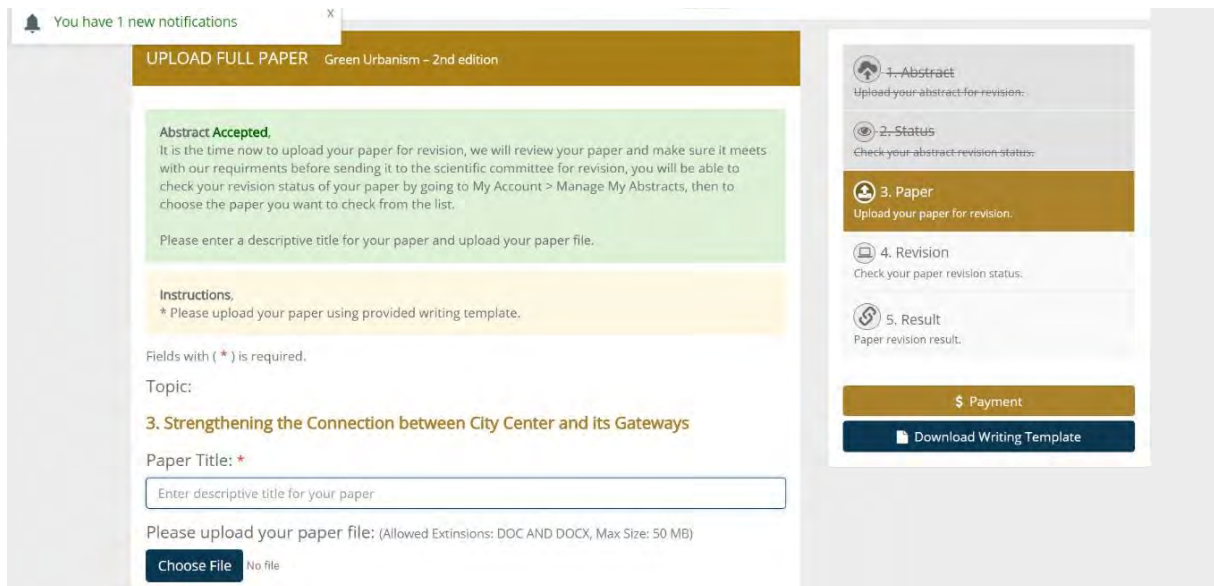
- (1) Is the topic relevant to the conference?
- (2) Are the writing and structure clear?
- (3) Are graphics, photos, illustrations used where needed?
- (4) Are the aims of the study clearly stated?
- (5) Are the objectives of the study achieved?
- (6) Is the literature review relevant and adequate?
- (7) Has the author used an appropriate methodology and has it been clearly explained?
- (8) Has the author interpreted the findings correctly?
- (9) Is the paper a significant contribution to the field?

These are the registration and revision procedures for publication that all authors should follow.



## Step 5: Submitting your full paper

After having received your abstract acceptance, submit your full paper using the same steps followed in step 4 and as shown in the image below (*Figure 7*).



You have 1 new notifications

**UPLOAD FULL PAPER** Green Urbanism – 2nd edition

**Abstract Accepted.**  
It is the time now to upload your paper for revision, we will review your paper and make sure it meets with our requirements before sending it to the scientific committee for revision, you will be able to check your revision status of your paper by going to My Account > Manage My Abstracts, then to choose the paper you want to check from the list.  
Please enter a descriptive title for your paper and upload your paper file.

**Instructions.**  
\* Please upload your paper using provided writing template.

Fields with ( \*) is required.

Topic:  
**3. Strengthening the Connection between City Center and Its Gateways**

Paper Title: \*  
Enter descriptive title for your paper

Please upload your paper file: (Allowed Extinctions: DOC AND DOCX, Max Size: 50 MB)  
**Choose File** No file

**1. Abstract**  
Upload your abstract for revision.

**2. Status**  
Check your abstract revision status.

**3. Paper**  
Upload your paper for revision.

**4. Revision**  
Check your paper revision status.

**5. Result**  
Paper revision result.

**\$ Payment**

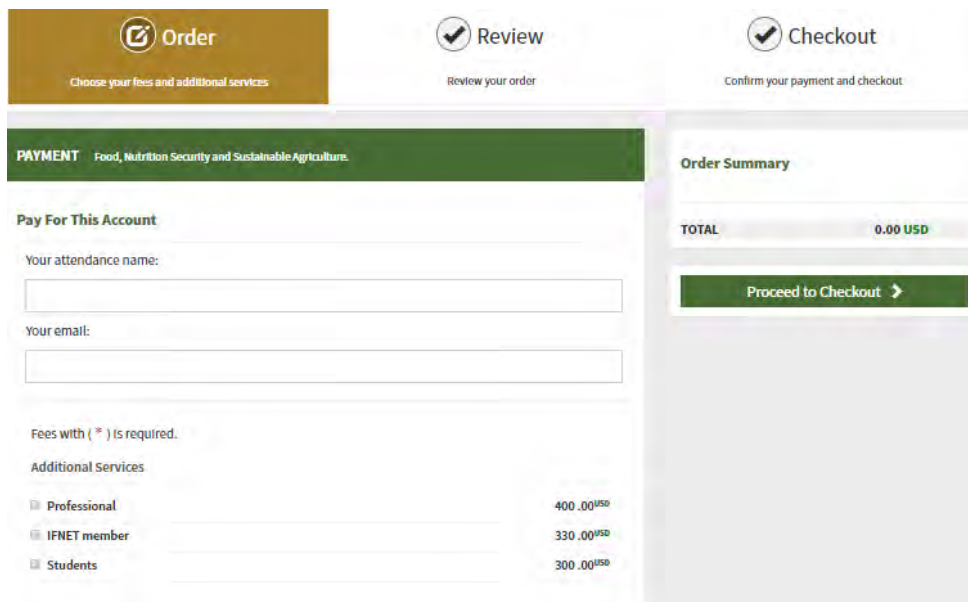
**Download Writing Template**

Figure 7

Your full-length paper will now be sent for primary revision to be checked if it meets the conference proceedings standards. Its acceptance/rejection will then be communicated to you through the website and your registered email with instructions to follow.

## Step 6: Payment

In case of acceptance you will proceed to make the conference Payment. By either clicking on Payment shown on the right side in (*Figure 7*), or by clicking on **Pay Now** in the home page you will be directed to the payment page as shown in (*Figure 8*).



**Order**  
Choose your fees and additional services

**Review**  
Review your order

**Checkout**  
Confirm your payment and checkout

**PAYMENT** Food, Nutrition Security and Sustainable Agriculture.

**Pay For This Account**

Your attendance name:  
[Text Field]

Your email:  
[Text Field]

Fees with ( \*) is required.

**Additional Services**

<input type="checkbox"/> Professional	400.00 <sup>USD</sup>
<input type="checkbox"/> IFNET member	330.00 <sup>USD</sup>
<input type="checkbox"/> Students	300.00 <sup>USD</sup>

**Order Summary**

**TOTAL** 0.00 USD

**Proceed to Checkout** >

Figure 8



The International Conference on:      
**Food, Nutrition Security and Sustainable Agriculture**  
 01 - 03 December, 2019 Cairo, Egypt   

Choose the option that applies to you, if you are a student or an IFNET member you will have to send us an email for verification purposes, if not, then chose Professional, and check any other payments you would like to add such as activities and accommodation (will be added later to the website), then click check out.

You will be directed to the second Tab which is the review, here you would review the full payment as shown in (Figure 9), then click Finish and Checkout.

Order	Attendance	Value
Professional	Haitham Rashid	400.00 USD
<b>TOTAL</b>		<b>400.00 USD</b>




Order Summary	
Professional	400.00 USD
<b>TOTAL</b>	<b>400.00 USD</b>

[Finish and Checkout >](#)

Figure 9

You will be directed to the third Tab where you will choose one of three payment methods as shown in (Figure 10). Please, make sure to check the {Please Read and Agree to our Terms & Conditions} before clicking on Checkout to make the payment.

**Choose Your Payment Method**

-  Pay with Credit Card
-  Pay with Bank Transfer
-  Pay with Cash

Please Read and Agree to our [Terms & Conditions](#)

Order Summary	
Professional	400.00 USD
<b>TOTAL</b>	<b>400.00 USD</b>

[Checkout ✓](#)

**Pay with alternative method**  
if you have any problem, You can use This link

[Alternative link >](#)

Figure 10

For the Online payment with Credit Card, after filling the required information, click on Checkout, and you will receive an email with the payment confirmation.

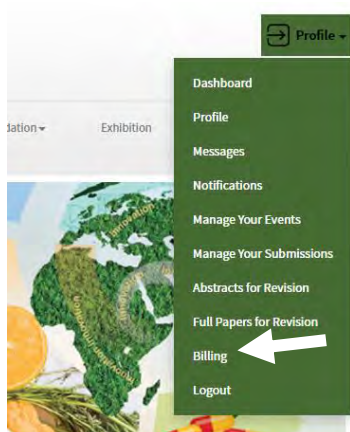
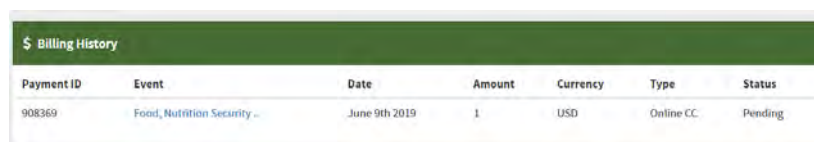


Figure 11

After making a payment, you can always check your Billing History through the Billing page accessed from your profile as shown in (Figure 11), and you will be directed to the Billing History as shown in (Figure 12).



Payment ID	Event	Date	Amount	Currency	Type	Status
908369	Food, Nutrition Security ...	June 9th 2019	1	USD	Online CC.	Pending

Figure 12

## Instruction for Audience

In case of being an audience, click on Pay Now in the home Page as shown in (Figure 13) and follow the same instructions in **Step 6: Payment** in the **Instructions for Authors**.



For any questions or assistance, feel free to contact us by sending us an email to the conference email address located on every conference page or through the following:

General Inquiries: [fnssa@food-conference.org](mailto:fnssa@food-conference.org)  
Telephone: (+2) 03 5763828 | (+2) 02 33037810  
Mobile: (+2) 01000028021  
Fax: (+203) 5763827