

Dear Author,

Welcome! To the Conference Proceedings system Meteor. The system will let you create your account, paper/chapter, add authors to the papers, upload abstract, initial paper, final paper to the conference project. You will be notified via the emails that are triggered at different points in time from the system. The system will allow you to upload the revised files and declare the declarations and accept the License to Publish via DocuSign. This document contains a short overview of the steps, features, and functionalities of Meteor.

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Author Registering in a Conference project

You will receive a Call for paper/Project registration link from conference organizers to **register and create your account**.

On the Project Registration page, the provided link will direct you to the Identity Service platform for registration or login. After successfully completing the registration process, you will be automatically redirected to the Project Home page, where you can create a paper title, upload files etc.

The image shows two screenshots from a web application. The top screenshot is a 'Welcome' page titled '----My First Conference Proceedings __Standard subscription'. It has a 'Contents' sidebar with 'Welcome' selected. The main content area says 'Getting started as an author', 'Thank you for your interest in publishing with Springer!', 'Creating a final manuscript', and provides instructions on file uploads. It ends with 'Click to register: [here](#)'. A blue arrow points from this link to the 'Email address' input field in the bottom screenshot. The bottom screenshot is a login/register form titled 'Log in, or register a new account to continue'. It features an 'Email address' input field, a 'Continue →' button, and social login options for Google and ORCID.

----My First Conference Proceedings __Standard subscription

Contents

- Welcome

Welcome

Getting started as an author

Thank you for your interest in publishing with Springer!

Creating a final manuscript

After reviewing and contracting you will want to finalise your manuscript for publication. You can either upload Microsoft Word or LaTeX files. Please include all image files, Word files, LaTeX source and style files as well as a PDF-file of your contribution.

Click to register: [here](#)

Log in, or register a new account to continue

Email address

Continue →

OR

 Continue with Google →

 Continue with ORCID →

Authors can create an account on the Identity Platform and complete the registration process through email verification. Once the verification is successful, the verification link will automatically redirect them to the corresponding Meteor project for which they are registering. This process ensures that authors complete their registration through the Identity Platform and are then granted access to the selected Meteor project.

SPRINGER NATURE

Create account

Registering as **mudgaljagdev+vce46vg98@gmail.com**

Given names

Family name

Password
(12 or more characters)

 [show](#)

Repeat password

 [show](#)

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Register →

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[Try another method of logging in](#)

Springer Nature <noreply@springernature.com>
to mudgaljagdev+vce46vg98

11:50 AM (1 minute ago)

SPRINGER NATURE

Thank you for registering for a Springer Nature account. Please follow the link below to verify your email and complete your registration:

<https://staging-4dp-personal-authenticator.springernature.com/complete-registration?code=071382bd-c267-4c07-a20b-77d6f780bec2>

For further assistance, please contact our [support team](#).

Kind regards,
Springer Nature

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Welcome to our Editorial Platform

BEFORE YOU CONTINUE PLEASE CHECK YOUR DETAILS

Prefix:

Division:

First Name: *

Organization:

Last Name: *

City:

Email: *

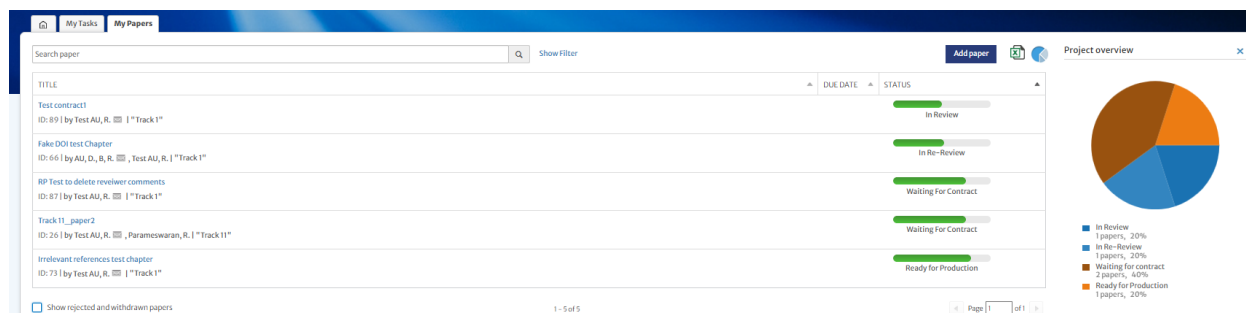
Country/Territory:

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Continue

You will now have access to Meteor project, and you will see home and My papers tab. Under home tab, you can read the guidelines for the project and other information.



Author creating a paper in a conference project

Click on "My Papers" to Proceed; use "Add Paper" to create a slot for your paper(s)

Conference Proceedings Pilot Project 2025

My Papers

Search paper

Show Filter

Add paper

TITLE

DUE DATE

STATUS

No records found.

0 - 0 of 0

Page 1 of 0

SPRINGER NATURE

Add Paper title and subtitle. If there is more than one track and paper type where submission needs to be made, then the option to select these will be available in the form.

Click on Save to continue. You will see all the created papers by you under “My Papers”

NEW PAPER

* = required field

Paper title * My first paper

Paper subtitle

Paper type * Long Paper

Track * Long Paper
Essay

Save

Now, authors have registered to the conference project and created a paper in the respective conference project. The next step is to upload the paper to the conference project. It depends on where your paper submission will need to start. It depends on the conference to conference. In few conferences, authors need to submit the Abstract first, for some Initial paper and for some more only the final paper submission needs to be made by the authors. Depending on the workflow settings enabled for the project, your paper will start from the respective workflow stage. An author can create more than one paper in a conference project.

Author updating paper title in a conference project

Authors can update the paper title by clicking on the pencil icon just before the paper title heading on manuscript upload page.

Back to: ---My First Conference Proceedings project_Hybrid projects

test paper a

ID: 71 | Version: 1

STEP 1: UPLOAD MANUSCRIPT

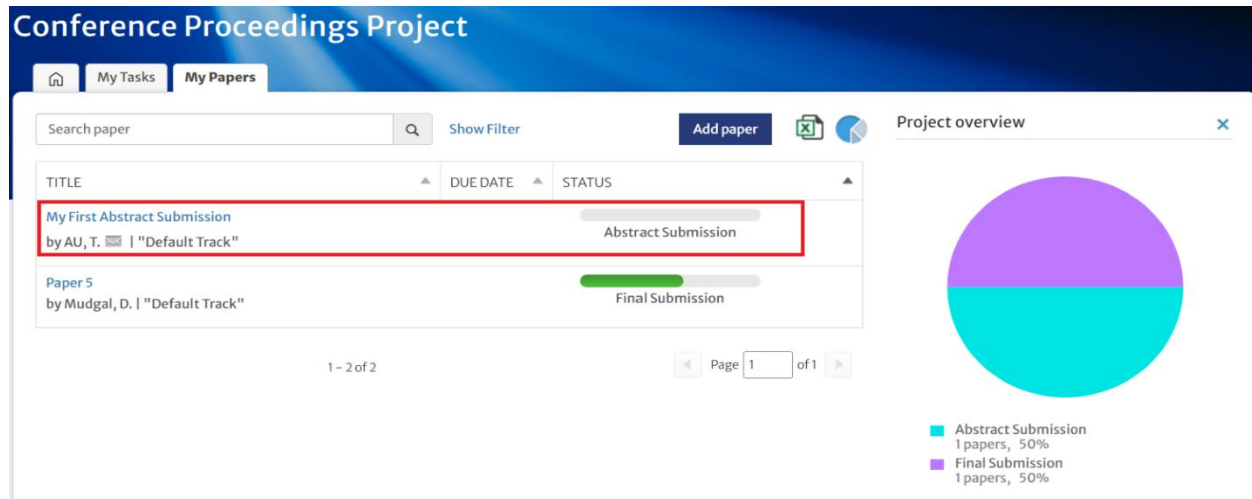
Files

Download all

FILE	DATE
Bidding_Meteor.pdf PDF 373.9 KB	2025-04-29 14:18:19

Author submitting Abstract to a Conference project

If the submission is to start from Abstract for a conference, then the papers created by the authors will start from Abstract submission.



By clicking on the paper title, authors will be redirected to submit the abstract. Abstract submission is a stepwise process:

- Authors can type the Abstract text
- Authors can add any comments to the editors/conference organizers
- Authors can add co-authors
- In case of double anonymous review, authors need to tick the declaration
- Once the above steps are cleared the "Submit" button is activated to complete the Abstract submission process.

Once "Submit" button is pressed, Abstract submission process is completed, and the paper will move to "Abstract Review" workflow stage. An email will be sent to the authors to confirm the abstract submission for the conference project is completed

Now, the next step is to review the abstract. It will be done by conference organizers or the reviewers assigned by conference organized. Once Abstract is reviewed and Accepted by the reviewers/organizers, author will receive an email from the system to submit the paper for the conference. You will see the task in "My tasks" list to make the initial/final paper submission for the respective paper to the conference.

Abstract submission page

My First Abstract Submission

ID: 42 | Version: 1

STEP 1: ABSTRACT

Add your Abstract here and Save

Save

Follow These Steps

1. Abstract
2. Read/Write Comments
3. Edit Authorship
4. Submit

Author guidelines and project information

0  100
Abstract Submission

STEP 2: READ/WRITE COMMENTS



Authors

provide the manuscript

 Test g AU

Download Comments

Author comments to the editors

 Add or edit

STEP 3: EDIT AUTHORSHIP

Please provide all author names, email addresses and complete affiliation, and list them exactly as they appear in the published work.

Test g AU
mudgaljagdev+au@gmail.com



Affiliation
Springer Nature India Pvt Ltd, New Delhi - B, INDIA

- ☒ agrees to receive project-related email notifications
- ☒ is corresponding author

Add Author

Author guidelines and project information

0  100
Abstract Submission

STEP 4: PLEASE CHECK AND SUBMIT

You cannot submit yet, some things are missing

- The abstract is empty

Submit

STEP 3: EDIT AUTHORSHIP

Please provide all author names, email addresses and complete affiliation, and list them exactly as they appear in the published work.

Au Author
mudgaljagdev+au@gmail.com

Affiliation
Dev, JJJ

☒ agrees to receive project-related email notifications
☒ is corresponding author

Add Author

* = required field

Prefix:		Division:	
First Name: *		Organization:	
Last Name: *		City: *	
Email: *		Country/Territory: *	

☐ agrees to receive project-related email notifications
☐ is corresponding author

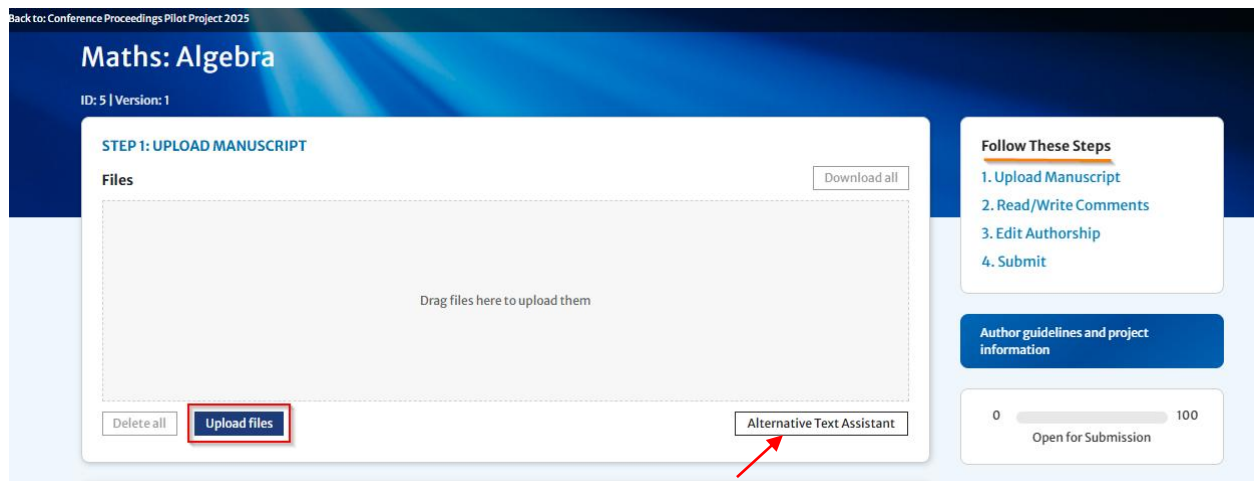
Cancel

Save

Author Submitting Initial Paper to a Conference Project

The paper will be in Open for submission stage 1) the paper has been started from Abstract submission stage and abstract has been accepted by the Reviewer/conference organizers. 2) the conference is accepting initial papers from the start and abstract workflow is disabled, so once author creates a paper it will appear in “Open for Submission” stage.

By clicking on the paper under “My Tasks” or under “My papers” that are in Open for Submission stage authors will be redirected to manuscript upload page UI.



Step 1: Click on Upload Files or drag and drop the manuscript files that you want to submit

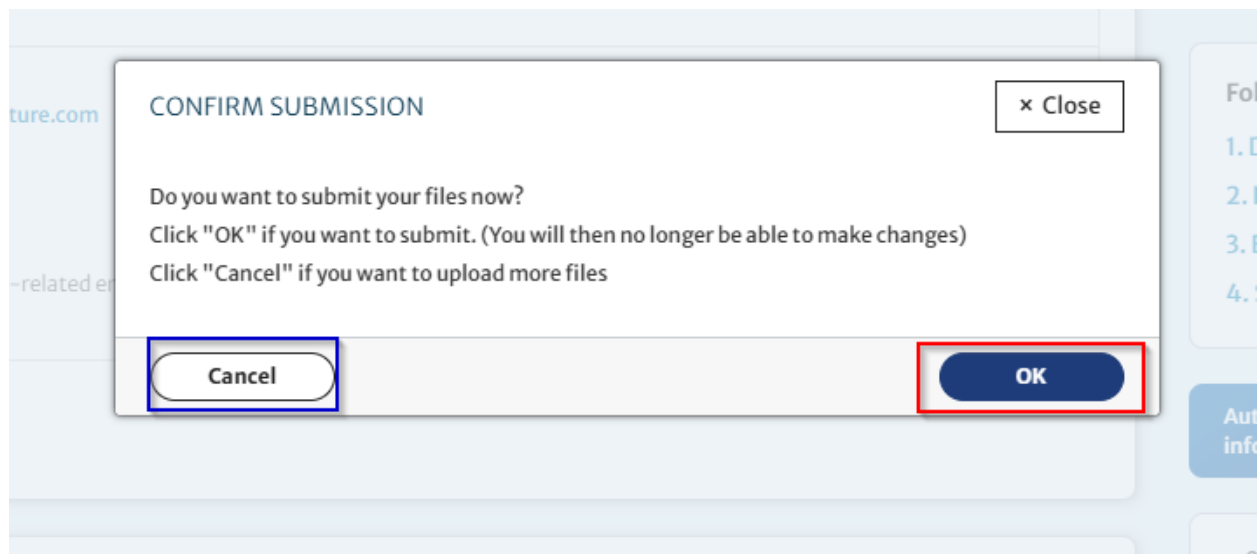
We offer you Alternative Text Assistant Tool powered by AI, which assists in creating alt text. First make sure that the file names of all your images are the same as mentioned in your manuscript, e.g. fig1_1, fig1_2. Avoid identical figure names. Upload the image files (either 1 by 1 or in bulk/batches) to the tool and click the Generate Alternative Text button. Check and edit the created texts. As this is an AI supported service, a manual human check is always required. Export the alt texts to Excel and submit the Excel file with your manuscript.

Step 2: Read/ Write comments for editor, if needed regarding the paper. Author can download comments available in the UI using the download comment button

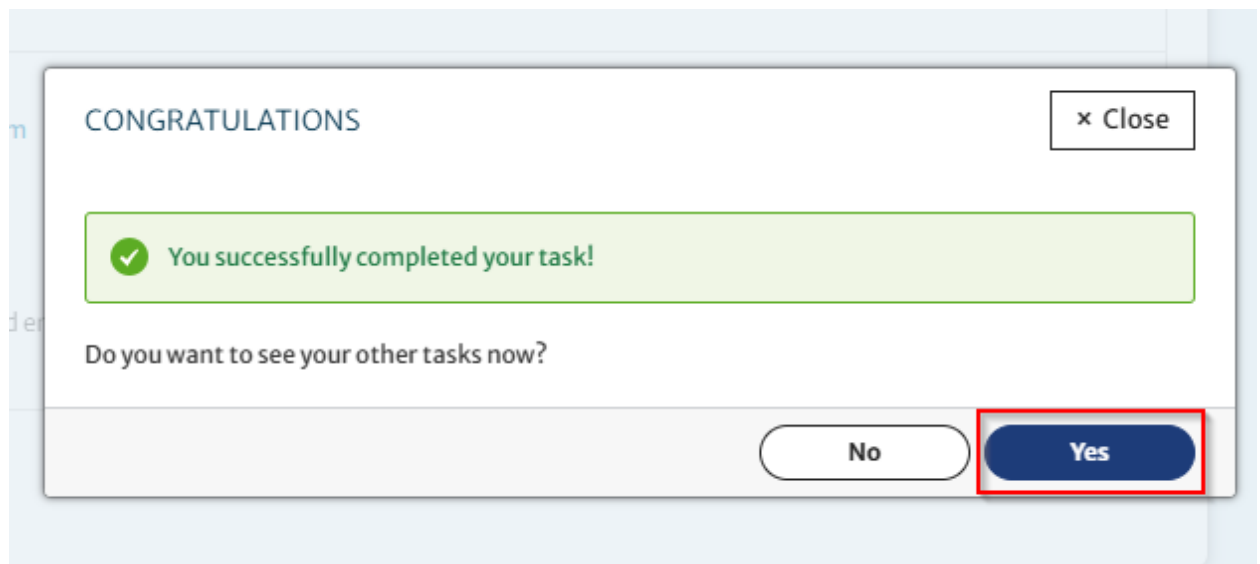
Step 3: Click on Add Author to add details of all the authors. Click on Save.

In case of double-anonymous reviewing workflow authors must declare that authors names are not mentioned in the manuscript

Step 4: Click on Submit to complete the initial Submission process. To confirm the submission, click OK. Remember you would not be able to make any changes to the document until the reviewer asks you to upload the revised manuscript. Click Cancel if you want to upload more files



Once OK is pressed then the initial paper submission is complete, and system will take you to My task view to perform more task. The system will also send you the submission confirmation email that your paper has been submitted. After that your paper will be reviewed and review decision will be shared with you via an email from the system. It could be Revision requested, Accepted, or Rejected.



Author Submitting Final Paper to a Conference Project

You will see the paper in "Final submission" stage, if the paper is started from Initial submission stage and it has been accepted and now authors need to submit the final manuscript.

Or if we don't need reviewing (it may have been taken place outside of the system or the manuscript has been collected using other systems) on a paper and authors need to upload the final files to the conference project then we will simply ask authors to upload the final paper in "Open for submission" stage only.

Step 1, 2, 3 to "Upload manuscript", "Read write comments", "Add authors" are the same for all type of submissions as mentioned above in these guidelines. Now, during the final paper submission step authors will also see declarations on the manuscript upload page. These need to be declared to complete the submission.

Step 4: Declarations

STEP 4: DECLARATIONS

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This study was funded by [X] [grant number X].
 [Author A] has received a research grant from [Company W].
 [Author B] has received a speaker honorarium from [Company X] and owns stock in [Company Y].
 [Author C] is a member of [committee Z].

Save text

Once declarations are ticked then the submit button will populate and when clicked then confirmation window will be presented to the author to complete the submission process.

STEP 5: PLEASE CHECK AND SUBMIT

Submit

Author withdrawing a paper in a conference project

Author can withdraw her/his paper using the “Withdraw” option. To see the withdrawn papers authors can tick the “Show withdrawn papers” option at the bottom of the “My Papers” tab and the respective papers will show up in the paper list.

Test 2

ID: 20 | Version: 1

STEP 1: UPLOAD MANUSCRIPT

Files

FILE	DATE
test.pdf PDF 86.0 KB	2024-08-14 10:19:33

Delete all

Upload files

Automatically Identified Main Document: test.pdf

Follow These Steps

- Download/Upload Manuscript
- Read/Write Comments
- Edit Authorship
- Submit

Author guidelines and project information

0

Ready for Submission

100

Withdraw

Author signing Publishing agreement

Upon completing the submission process Corresponding authors will get the option to Sign Contract /Publishing agreement. If the submission is not completed by the corresponding author but the co-authors, then an email will be sent from the system to the Corresponding authors to accept these and a link will be provided in the email. Also, the link will be available on the manuscript upload page for them to accept these.

When “Submit” button is clicked then Corresponding author will get the options to select the license applies to the paper and author status. The selection will fetch the contract text from the master template and by clicking on the “Next” button at the bottom right corner will redirect author to DocuSign to complete the signing process.

Sign Contract

Project: Conference Proceedings Pilot Project 2025
Paper: Maths

PUBLISHING AGREEMENT

Author status
To determine which licence to publish applies for your paper, select one of the following categories: *

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☐ At least one of the authors is a US Government employee: an author who works for the US government and is acting in the capacity of their employer.

If none of these options apply to your situation, please contact [Meteor support team](#).

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Next

To complete the Signing process, you need to digitally sign the document. Click the checkbox then click Continue to complete the process.

Sign Contract

Please read the [Electronic Record and Signature Disclosure](#).

☒ I agree to use electronic records and signatures. *

Continue

Click on Start Signing to proceed and apply your signatures by clicking on the “Sign” placeholder. Click on Sign then click Next to adopt the digital signature. Then the Submit button will be

populated in the bottom right corner to complete the procedure. Once done you will receive a notification and an email with the accepted copy of your contract. You can download your accepted contracts under the Contracts section from the project home page also.

Now, the final paper is submitted for the book project and the paper will move to “Ready for Production” stage. Now the checks on papers will take place and once completed then all the manuscripts will be exported to production vendor for preparing proofs and you will be contracted in next few months for checking these.

Conference Proceedings Pilot Project 2025

[Home](#) [My Tasks](#) [My Papers](#)

[Show Filter](#) [Add paper](#)  

TITLE	DUE DATE	STATUS
Maths: Algebra by XYZ, A.  , Dasari, S.  "Default Track"		 Ready for Production

1 - 1 of 1 Page 1 of 1

Updating user profile – Light and Full account in identity

If the user has **Full account** in identity service, then the first name, last name, email address can't be updated in Meteor. A link has been placed to redirect users to the identity service. Also, the first name, last name can't be changed via CWW import

If the user has **Light account** in identity service, then the email address can't be updated in Meteor. First name and Last name can be updated in Meteor. However, email address can only be updated by the users themselves in identity service. A link has been placed to redirect them to the identity platform

LAST NAME ▲	FIRST NAME ▲	EMAIL ▲	USER-ID ▲	
Author	Test	mudgaljagdev+abtm@gmail.com	414765	
Author Lastname	Author Frisname	mudgaljagdev+autfl@gmail.com	413455	

EDIT USER DATA ✕

*= required field

Your pronouns ☒ They/them ☐ He/him ☐ She/her

Prefix
e.g. Dr. or Sir

First name *

Last name *
[Edit on SpringerNature Profile](#)

Degree
e.g. Ph.D

EDIT USER DATA ✕

*= required field

Your pronouns ☒ They/them ☐ He/him ☐ She/her

Prefix
e.g. Dr. or Sir

First name *

Last name *

Degree
e.g. Ph.D

CONTACT INFORMATION

Primary Email mudgaljagdev+pm@gmail.com

[Edit on SpringerNature Profile](#)

Add detail

FAQ.

How do I get to know whether my Abstract is accepted, rejected for the conference?

An email will be sent out from the system once the reviewer decides on the abstract. An email will be sent out from the system. Once accepted you will see the paper under “My Tasks” list and the system will let you upload the complete manuscript

How can I upload the revised version of my paper?

Authors are allowed to upload the revised version until the submission due date has passed. A button “Reopen” in the right side on manuscript upload page has been added to reset the paper version. This action will move the paper back to “Open for Submission” stage and author can upload the revised paper. If the reopen option is not available, please contact conference organizers or send an email to meteor support address.

How do I get to know whether I am making an initial submission or final submission to a conference project?

During initial paper submission you will get the option to upload manuscript files. There won't be any declaration (except author names removal from the manuscript) that needs to be selected. However, during the final manuscript submission step author needs to declare the TPR, disclosure of interest and more declarations needs to be ticked. Also, after declarations and submissions, LTPs will need to be accepted.

How to select a paper type/paper track for my paper in a conference project?

You have the option to select paper type/track for your paper during paper creation. Once paper is created then you don't have the option to change it. please ask PC Chairs

What are the files that need to be submitted during the initial submission stage?

During the initial submission stage, PDF files are good enough for reviewing the manuscript.

What are the files that need to be submitted during Final submission stage?

All final manuscript files, including source files, pdf and figures should be uploaded during the submission process. It's important to submit all of these to avoid delays in the production process.

What if I made a mistake while submitting final submission?

Please contact conference organizers and they can reopen the manuscript upload container and author can upload the revised files.

What to do if I lost the project landing page for my project?

You can go to <https://meteor.springer.com> and access the system using your credentials. If you don't have the password in hand, simply generate a new one using the (re)set your password option under meteor home page.

What will happen if I have more than one role in system?

If you have more than one user role in the system, then you will get the privileges for the project as per the bigger role. Also, you should be able to perform the tasks accordingly. If you are an author for one paper then you can perform author tasks on this paper. And if you are a reviewer on another paper then you should be able to perform review tasks on that paper. System will give you the privileges accordingly.