

Dear Author,

Welcome to METEOR, the Conference Proceedings System.

METEOR allows you to create your account, submit papers or chapters, add co-authors, upload abstracts, and submit initial and final manuscript files for a conference project. You will receive automated email notifications at various stages of the workflow. The system also enables you to upload revised files, complete required declarations, and accept the License to Publish through DocuSign.

This document provides a brief overview of the steps, features, and functionalities available in METEOR.

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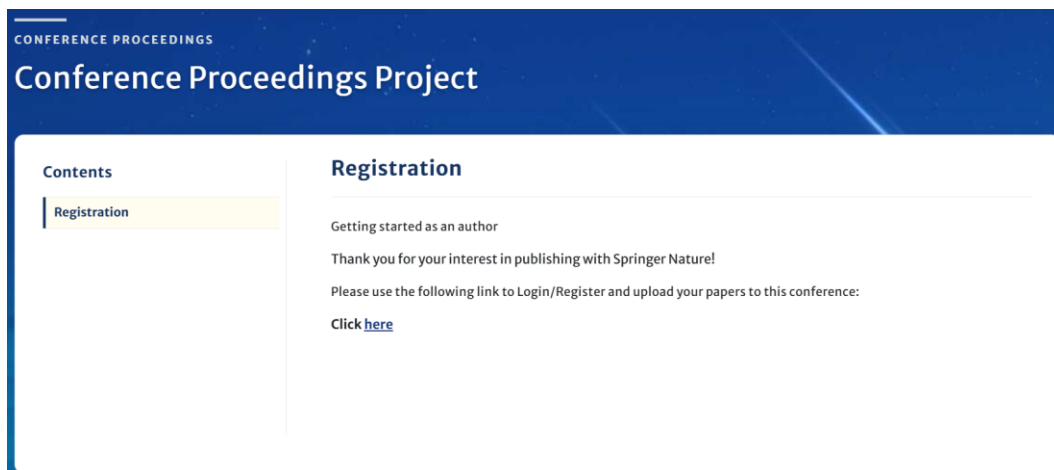
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Author Registering in a Conference project

You will receive a Call for Papers or project registration link from the conference organizers to register and create your METEOR account.

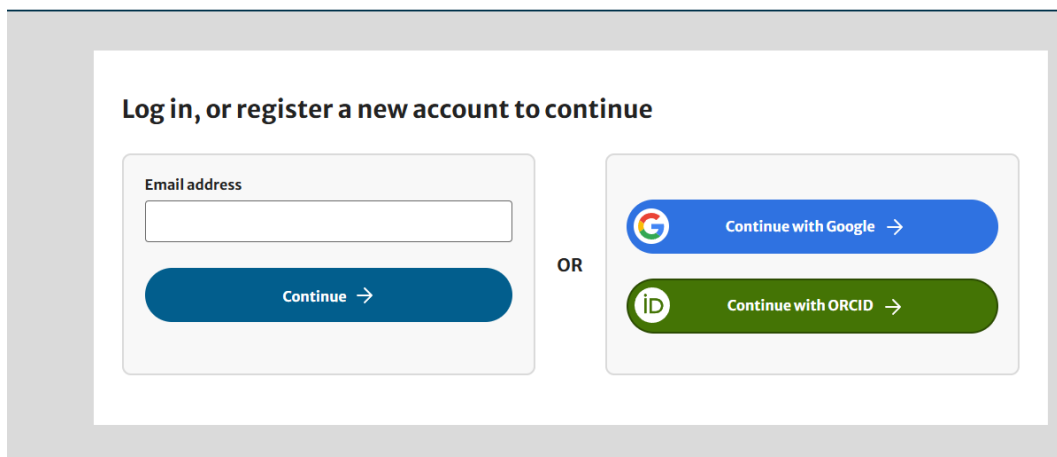
If you already have an account, click *Login* and enter your username and password. You can also log in from the <https://meteor.springer.com> home page and reset your password using the *(Re)set Password* option. Your METEOR account provides access to all the METEOR projects to which you have been assigned.

For first-time users of METEOR, click on “**Click here**” (refer to the screenshot below) to register and create your account.



You will see the following screen after clicking the project registration link. This registration will give you access to the project as an author and allow you to create papers and upload files.

SPRINGER NATURE



Enter your first name, last name, and email address in the form, complete all required fields, and then click *Register*.

Create account

Registering as **mudgaljagdev+au1@gmail.com**

Given names

Family name

Password
(12 or more characters)

[show](#)

Repeat password

[show](#)

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☐ Receive occasional updates from our third party partners on products or services that may be of interest to you

Register →

You can opt out of your email being used for marketing purposes anytime by selecting the link at the bottom of all marketing emails contacting customer services or directly via the third-party platforms.

Once you have entered the required details and clicked the '**Register**' button, you will receive an email to complete the registration process. Click the link provided in the email, and you will be redirected to the Editorial Platform to finalize your registration.

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-idp-personal-authenticator.springernature.com/complete-registration?
\[REDACTED\]](https://staging-idp-personal-authenticator.springernature.com/complete-registration?token=eyJ0eXAiOiJKV1QiLCJhbGciOiJIUzI1NiJ9.eyJ1eXAiOiJKV1QiLCJhbGciOiJIUzI1NiJ9.eyJ1eXAiOiJKV1QiLCJhbGciOiJIUzI1NiJ9)

If you require further assistance, please contact our [support team](#).

Kind regards,
Springer Nature

SPRINGER NATURE

Welcome back

Logging in as mudgaljagdev+au@gmail.com

Please enter your password

[show](#)

[Forgot your password?](#)

Continue →

< [Try another method of logging in](#)

Welcome to our Editorial Platform

BEFORE YOU CONTINUE PLEASE CHECK YOUR DETAILS

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

By using this platform you agree to the Terms and Conditions and the [Privacy Policy](#), and [Terms of Use](#).

We use cookies to analyse our traffic. We also share information about your use of our site with our analytics partners in accordance with our [Privacy Policy](#). You can manage your preferences [here](#).

Continue

Fill in all the required fields and click *Continue* to complete the registration process. By doing so, you agree to the platform's Privacy Policy and Terms of Use. You can also update your affiliation details on this page.

You will now have access to the METEOR project, where you will be able to view the 'About' and 'My Papers' tabs. The 'My Tasks' tab will be visible with tasks after you have been assigned as an author for one or more papers.

Under the 'Welcome' tab, you can find the author guidelines for the project, along with other relevant information.

Conference Proceedings Project

[About](#)
My Papers

My Papers

Add paper

[Show Filter](#)

TITLE ▾

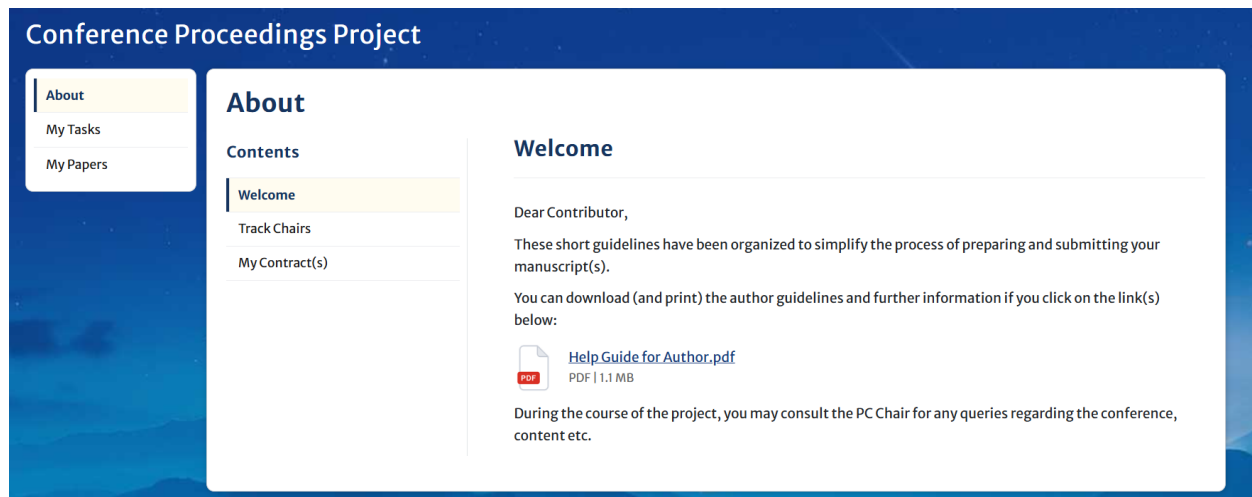
DUE DATE ▾

STATUS ▾

No records found.

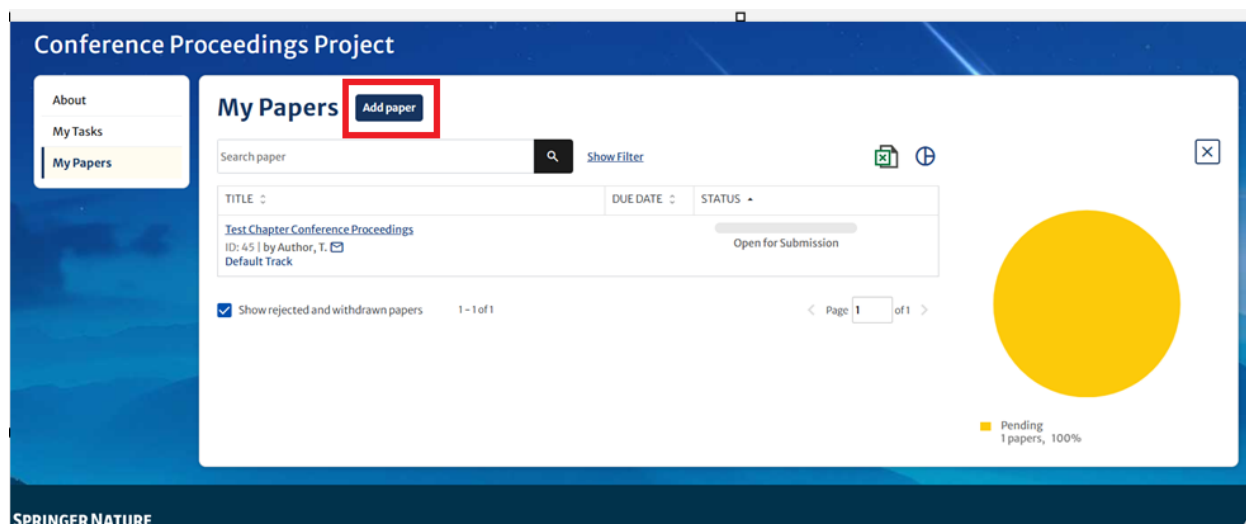
0 - 0 of 0

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Author creating a paper in a conference project

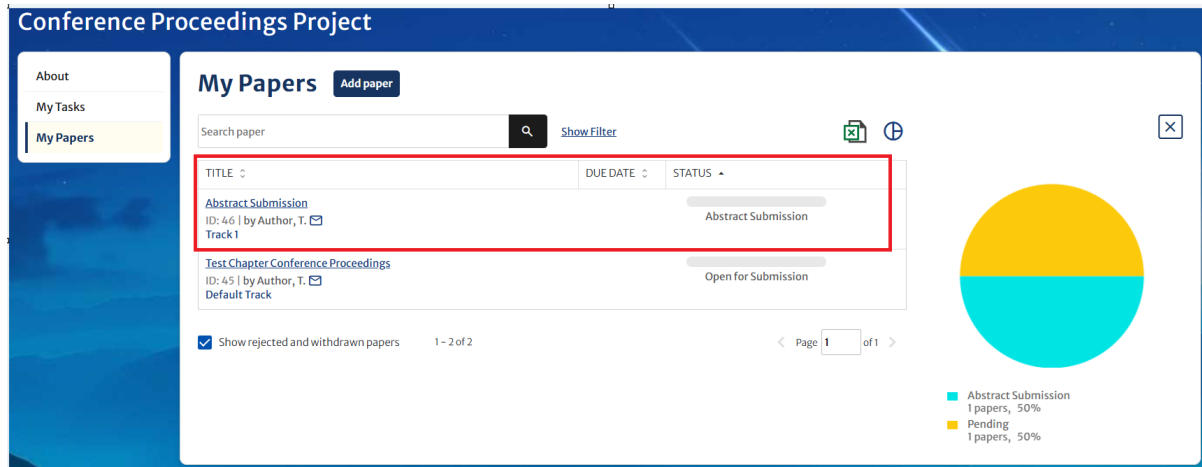
Click on “My Papers” to proceed. Use the “Add Paper” option to create a submission slot for your paper(s).



Add the paper title and subtitle. If multiple tracks or paper types are available for submission, you will be able to select the appropriate options in the form. Once completed, click “Save” to continue. All papers you create will then be listed under the “My Papers” tab.

Author submitting Abstract to a Conference project

If the conference workflow begins with an Abstract submission stage, any papers created by authors will automatically start at the Abstract submission stage.



By clicking on the paper title, authors will be redirected to the Abstract submission page. The Abstract submission process is completed through a series of step-by-step stages:

- 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 the “Submit” button is clicked, the Abstract submission process is complete, and the paper will move to the “Abstract Review” workflow stage. A confirmation email will be sent to the authors, indicating that the abstract submission for the conference project has been successfully completed.

The next stage in the process is the Abstract Review. The submitted abstract will be reviewed either by the conference organizers or by reviewers assigned by the conference organizers. Once the abstract has been reviewed and accepted, the author will receive an email notification from the system inviting them to submit their paper to the conference. A corresponding task will also appear in the “My Tasks” list, allowing the author to proceed with the Initial Paper Submission or Final Paper Submission, depending on the workflow configured for the conference and the respective paper.

Abstract submission page

Abstract Submission

ID: 46 | Version: 1

STEP 1: ABSTRACT

Add your Abstract here and click on the 'Save' button

Save

STEP 2: READ/WRITE COMMENTS



Authors
provide the manuscript

[Test Author](#)

Download Comments

Author comments to the editors

[Add or edit](#)

Follow These Steps

- [1. Abstract](#)
- [2. Read/Write Comments](#)
- [3. Edit Authorship](#)
- [4. Submit](#)

Author guidelines and project information

0100

Abstract Submission

Withdraw

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 Author

☒ agrees to receive project-related email notifications

☒ is corresponding author

Add Author

STEP 4: PLEASE CHECK AND SUBMIT

 You cannot submit yet, some things are missing

- The abstract is empty

Submit

Author adding co-authors under Edit Authorship

Authors can add co-author details by clicking the “Add Author” button. They can also designate an author as the corresponding and active author by selecting the “Agrees to receive project-related email information” option. Authors marked as inactive will not receive automated communications from the system.

If any co-author details are incorrect and you are unable to update them, please ask the respective co-authors to correct their information through their profile page.

When adding author details, please follow the order in which you would like the authors to appear in the published work.

To avoid delays during the publication process, it is important to provide the affiliations of all co-authors when submitting the paper.

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 Author

☒ agrees to receive project-related email notifications

☒ is corresponding author

Add Author

***= required field**

Prefix:

First Name: *

Last Name: *

Email: *

Division:

Organization:

City: *

Country/Territory: *

☐ agrees to receive project-related email notifications

☐ is corresponding author

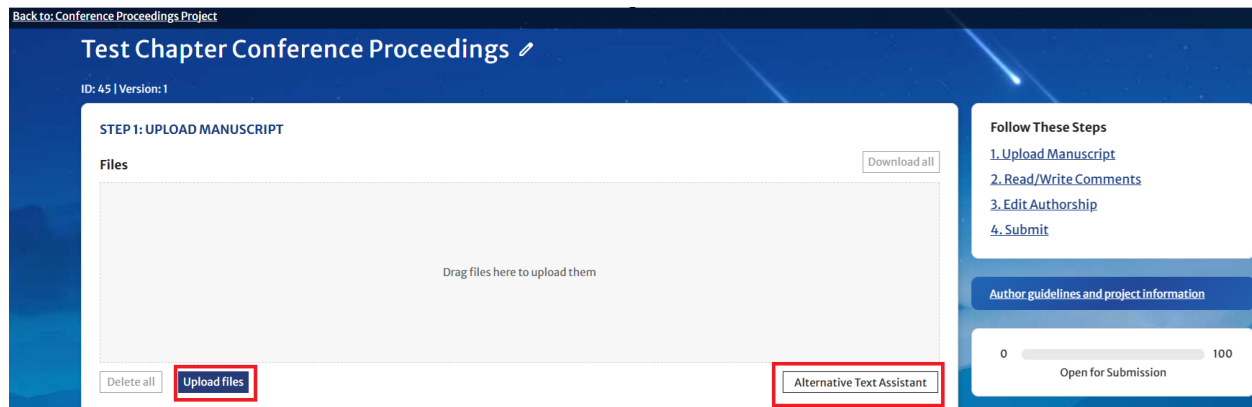
Cancel **Save**

Author Submitting Initial Paper to a Conference Project

A paper will appear in the “Open for Submission” stage if:

1. The submission process began with the Abstract Submission stage, and the reviewer or conference organizers have accepted the abstract.

2. The conference is configured to accept Initial Paper Submissions from the start, with the Abstract Submission workflow disabled. In this case, once an author creates a paper, it will automatically appear in the “Open for Submission” stage.



Step 1: Click on Upload Files or drag and drop the manuscript files that you want to submit. We offer the AI-powered Alternative Text Assistant, which helps authors generate accurate and accessible alternative text (alt text) for images and other visual content.

Please 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: Authors can use this section to read or add comments for the editor, if required. Any comments available in the interface can be downloaded using the “Download Comments” button.

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

In conferences that use a double-anonymous review workflow, authors must confirm that their names and any other identifying information are not included in the manuscript.

Click on Submit to complete the initial Submission process. To confirm the submission, click OK. Please note that once the manuscript is submitted, you will not be able to make any further changes until a reviewer requests a revised submission. If you wish to upload additional files before submitting, click “Cancel” and complete the uploads first. Please note that once the manuscript is submitted, you will not be able to make any further

changes until a reviewer requests a revised submission. If you wish to upload additional files before submitting, click “Cancel” and complete the uploads first. Please note that once the manuscript is submitted, you will not be able to make any further changes until a reviewer requests a revised submission. If you wish to upload additional files before submitting, click “Cancel” and complete the uploads first.

The screenshot shows a web interface for manuscript submission. The main panel is titled "STEP 3: EDIT AUTHORSHIP" and contains a form for adding authors. It includes a text input for "Test Author" with the email "rukmani.parameswaran+auau@gmail.com", two checked checkboxes for "agrees to receive project-related email notifications" and "is corresponding author", and an "Add Author" button. A modal dialog titled "CONFIRM SUBMISSION" is overlaid on the form. The dialog asks "Do you want to submit your files now?" and provides instructions: "Click 'OK' if you want to submit. (You will then no longer be able to make changes)" and "Click 'Cancel' if you want to upload more files". The "Cancel" and "OK" buttons in the dialog are highlighted with red rectangles. Below the main panel, a section titled "STEP 4: PLEASE CHECK AND SUBMIT" contains a green "Submit" button.

Once “OK” is clicked, the Initial Paper Submission process is complete. The system will redirect you to the “My Tasks” page, where you can view and perform any additional actions that may be required. A submission confirmation email will also be sent to confirm that your paper has been successfully submitted.

Following submission, the paper will undergo the review process. Once a decision has been made, you will be notified by email.

The review outcome may be one of the following: Revision Requested, Accepted, or Rejected.

The screenshot shows a modal dialog titled "CONGRATULATIONS". It features a green checkmark icon and the text "You successfully completed your task!". Below this, it asks "Do you want to see your other tasks now?". At the bottom, there are two buttons: "No" and "Yes". The "Yes" button is highlighted with a red rectangle.

Author Submitting Final Paper to a Conference Project

You will see the paper in the “Final Submission” stage if it was initially submitted through the Initial Submission stage, has successfully passed the review process, and has been accepted. At this stage, authors are required to submit the final version of the manuscript. **(OR)**

If a paper does not require review, for example, when the review process has been conducted outside the system or manuscripts have been collected through another platform, authors may be asked to upload only the final files. In such cases, the paper will remain in the “Open for Submission” stage, where authors can submit the final version directly to the conference project.

Step 1, 2, 3 namely “Upload Manuscript,” “Read/Write Comments,” and “Add Authors,” are the same for all submission types and should be completed as described earlier in these guidelines. During the Final Paper Submission process, authors will also be required to complete a set of declarations on the manuscript upload page. These declarations must be acknowledged and submitted in order to complete the final submission successfully.

Step 4: Declarations

STEP 4: DECLARATIONS

Materials submission confirmation

I have uploaded all manuscript files, including the source files, PDF, and figures. I have deleted all irrelevant files, such as outdated versions that are not part of this submission.

I confirm that the names, affiliations, and the order of the authors are correct in both the manuscript and the submission system.

If any co-author details are incorrect and you are unable to correct them, please ask your co-authors to update their information.

☒ I confirm that the above statements are true and complete

Third-party content declaration

Third-party content is defined as any material within the manuscript which is not your original work.

Third-party content may consist of text passages, figures, photos, poems, song lyrics, screenshots, etc. and be found in many places such as, but not limited to, the Internet, print and online books and articles, theses, annual reports, conference material, photocopies, course packages, and translations.

In particular, you should pay close attention to sensitive images containing identifiable persons, logos, brands/trademarks, images from agencies, or from the Internet as well as text content such as song lyrics, poems, interviews, social media content and references to commercial entities.

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(If you are not the author, you confirm that you are authorised to act on their behalf).

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☐ The material contains third-party content. The necessary permissions have been obtained and are available on request by the Publisher.

In the Third-Party Content Declaration step, authors can select the appropriate status for any third-party content included in the manuscript and upload the relevant permission documents using the “Show Files” option.

Authors can declare any Disclosure of Interest by selecting the appropriate option. If “Yes” is selected, additional details must be provided in the text box before the submission can be completed.

Disclosure of Interest

Springer Nature requires authors to declare any competing financial and/or non-financial interests in relation to the manuscript. The corresponding author/editor is responsible for submitting a competing interest statement on behalf of all authors. Please familiarize yourself with [our competing interest policy](#) before checking the appropriate box below.

NOTE: Your response will be printed at the end of your chapter and will replace any statement written within the manuscript.

Do you have any competing financial and/or non-financial interests?

☐ No, I declare no competing interests as defined by Springer Nature, or other interests that might be perceived to influence results and/or discussion reported in this manuscript.

☒ Yes, I declare competing interests as defined by Springer Nature, or other interests that might be perceived to influence results and/or discussion reported in this manuscript. Provide details of the competing interest below.

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 all required declarations have been selected, the “Submit” button will become available. Clicking “Submit” will display a confirmation window, allowing the author to confirm the submission before completing the final submission process.

STEP 5: PLEASE CHECK AND SUBMIT

Submit

Author withdrawing a paper in a conference project

Authors can withdraw their paper using the “Withdraw” option.

To view withdrawn papers, select the “Show Withdrawn Papers” checkbox at the bottom of the “My Papers” tab. The withdrawn papers will be displayed in the paper list.

☒ Show rejected and withdrawn papers

Test Paper Withdraw

ID: 50 | Version: 1

STEP 1: UPLOAD MANUSCRIPT

Please upload all final manuscript files, including source files (Word/LaTeX), pdf of the paper, figures and tables. These files will be used for preparing the proofs during the production process by the typesetters.

Files

Download all

FILE	DATE
Test Document.docx Word 11.2 KB	2026-09-21 10:22:37

Delete all

Upload files

Alternative Text Assistant

Automatically Identified Main Document: Test Document.docx

Follow These Steps

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

Author guidelines and project information

0

Ready for Submission

100

Withdraw

Author signing Publishing agreement

Upon completing the submission process, the Corresponding Author will be given the option to sign the Contract/Publishing Agreement. If the submission is completed by a co-author rather than the Corresponding Author, the system will send an email to the Corresponding Author with a link to review and accept the agreement. The same link will also be available on the manuscript upload page for the Corresponding Author to access and complete the acceptance process.

When the “Submit” button is clicked, the Corresponding Author will be prompted to select the license applicable to the paper and specify their author status. Based on these selections, the system will retrieve the appropriate contract text from the master template. Clicking the “Next” button in the bottom-right corner will then redirect the author to DocuSign, where they can complete the electronic signing process.

Sign Contract

Project: Conference Proceedings Project

Paper: Final Submission Paper

PUBLISHING AGREEMENT

Author status

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

☒ All the authors of this paper own the copyright for their contribution. None of the authors are US government or UK Crown body employees.

☐ At least one of the authors is a Crown employee: an author who works for the government of the United Kingdom, Canada, or Australia and is acting in the capacity of their employer.

☐ 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](#).

Licence to publish

Agreeing to a Licence to Publish is a mandatory step. Through this licence the author grants to Springer Nature the right to publish the Contribution. Please select the appropriate licence type from the options below. You will be able to review the full licence terms before accepting: *

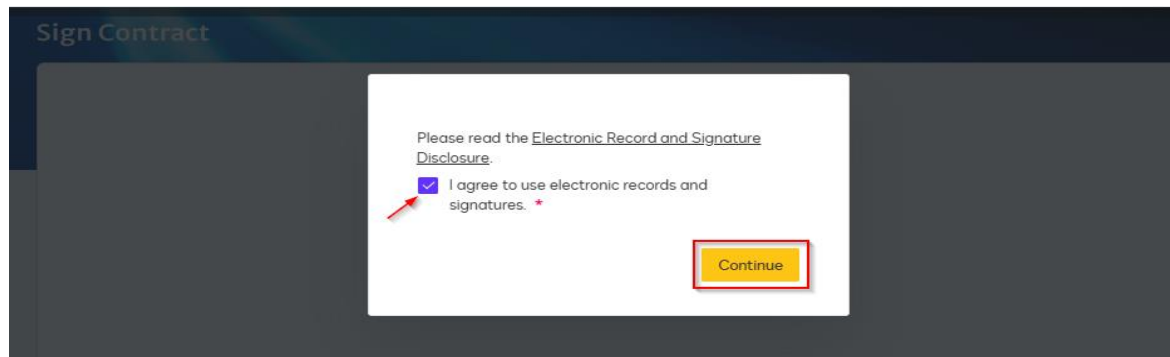
☒ Standard Licence to Publish (LTP): This is the standard way of publishing your Contribution. There are no publication fees associated with this option.

☐ Open Access Licence to Publish (LTP): *Payment is required, for a full overview of OA Pricing please see [here](#).*

Open Access Contributions are published under the liberal Creative Commons Attribution 4.0 International (CC BY) licence.

Next

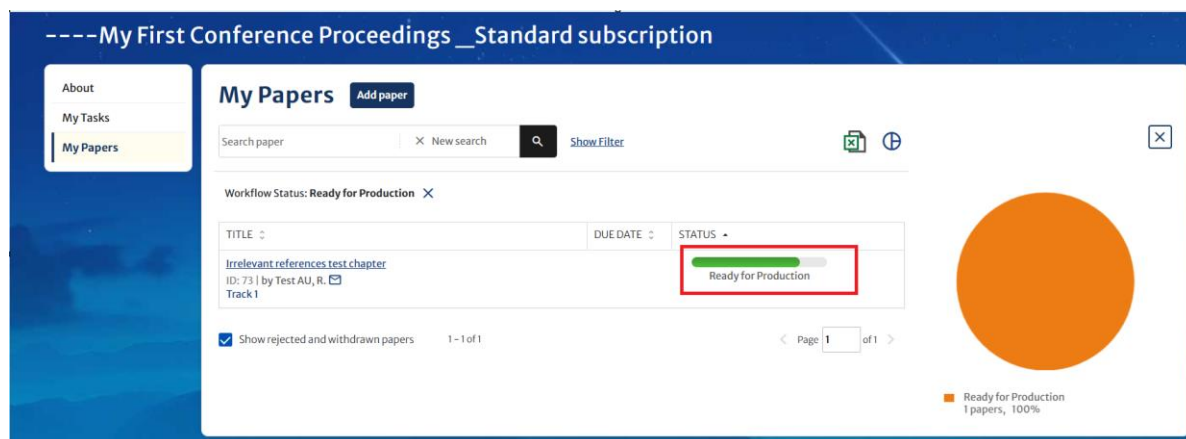
To complete the Signing process, you need to digitally sign the document. Click the checkbox then click Continue to complete the process.



Click “Start Signing” to begin the signing process. Apply your signature by selecting the designated “Sign” placeholder, then click “Sign” and choose “Next” to adopt your digital signature. Once all required signature fields have been completed, the “Submit” button will become available in the bottom-right corner. Click “Submit” to complete the process.

After successful submission, you will receive a confirmation notification and an email containing a copy of the accepted contract. You can also download your signed contracts at any time from the “Contracts” section on the project home page.

The final paper has now been submitted for the book project and will move to the “Ready for Production” stage. At this stage, a series of quality and publication checks will be carried out on the submitted manuscripts. Once these checks have been completed and all manuscripts are ready, the content will be exported to the production vendor for proof preparation. Authors will be contacted in the coming months to review and approve the proof before publication.



FAQ

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

An email notification will be sent once the reviewer has made a decision on the abstract. If the abstract is accepted, the paper will appear in your “My Tasks” list, and the system will prompt you to upload the full manuscript for the conference.

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 stage, authors are required to complete additional declarations, including the Third-Party Rights (TPR) declaration, Disclosure of Interest declaration, and any other mandatory submission declarations. Once these declarations have been completed and the manuscript has been submitted, the applicable License to Publish (LTP) agreement(s) must also be reviewed and accepted to finalize the submission process.

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

You can select the paper type and/or track for your paper during the paper creation process. Once the paper has been created, these selections cannot be changed by the author. If you need to update the paper type or track after creation, please discuss this with the PC Chairs.

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

During the Initial Submission stage, uploading a PDF version of the manuscript is generally sufficient for the review process.

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

All final manuscript files, including the source files, PDF version, and figure files, must be uploaded as part of the submission process. Providing all required files at the time of submission is essential to help avoid delays during the production process.

What if I made a mistake while submitting final submission?

Please contact the conference organizers, as they can reopen the manuscript upload section, allowing the author to upload 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 do not have your password, you can easily create a new one by using the “(Re)set Your Password” option available on the METEOR home page.

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

If you have multiple roles within the system, your project permissions will be determined by the highest role assigned to you. You will also be able to perform role-specific tasks as applicable.

For example, if you are an author for one paper, you can carry out author-related tasks for that paper. Similarly, if you are a reviewer for another paper, you will be able to perform reviewer-related tasks for that submission. The system automatically grants the appropriate permissions and access based on your role for each paper.