

Guide for Uploading Reports for Participation in Conferences within the VII TELECOMMUNICATIONS: THEORY AND TECHNOLOGY Forum (3T-2024)

Follow the link: <http://conf.psuti.ru/>. The conference website will open (Fig. 1).

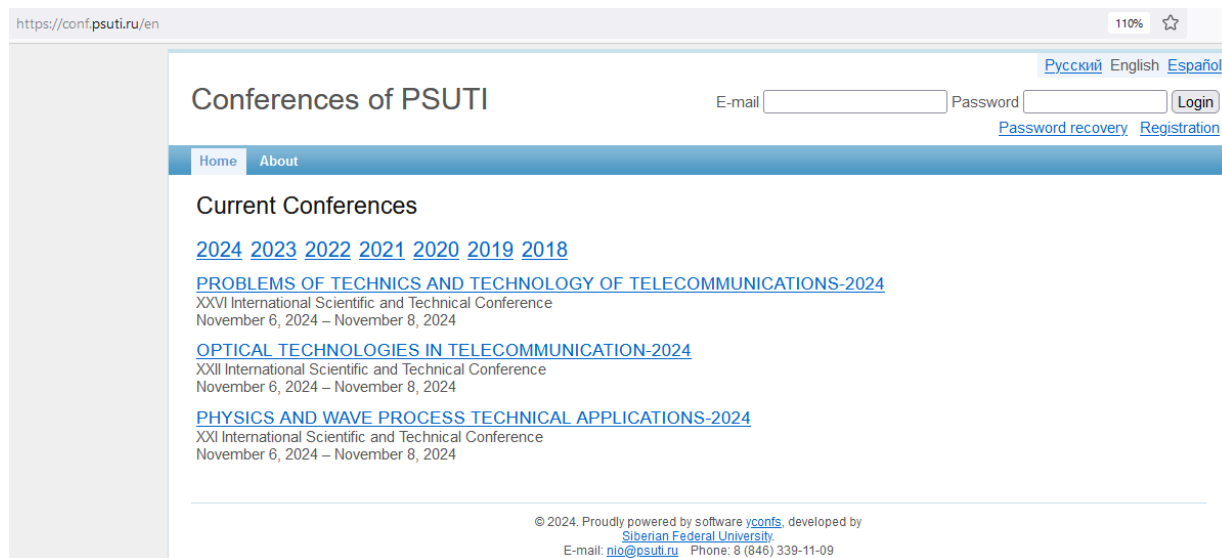


Fig. 1.

If you are already registered in the system, log in using your email and password in the top right corner (Fig. 2).

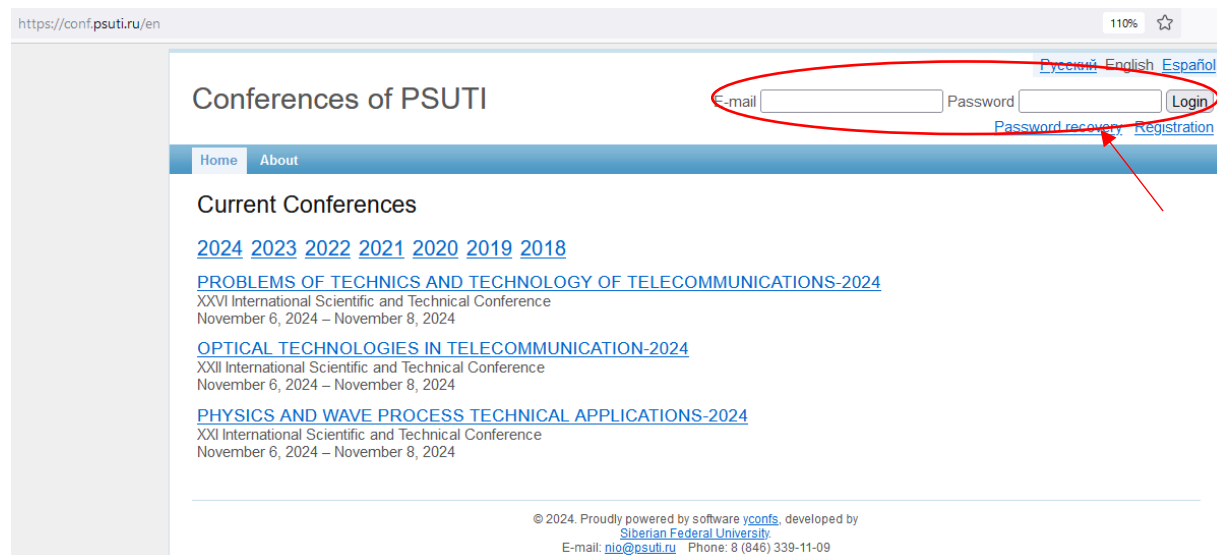


Fig. 2.

If you are not registered in the system, you need to go through the registration procedure. Click on "Registration" in the top right corner (Fig. 3). You will be redirected to a page where you need to enter your details (Fig. 4). It is **IMPORTANT** to enter an email that you have access to.

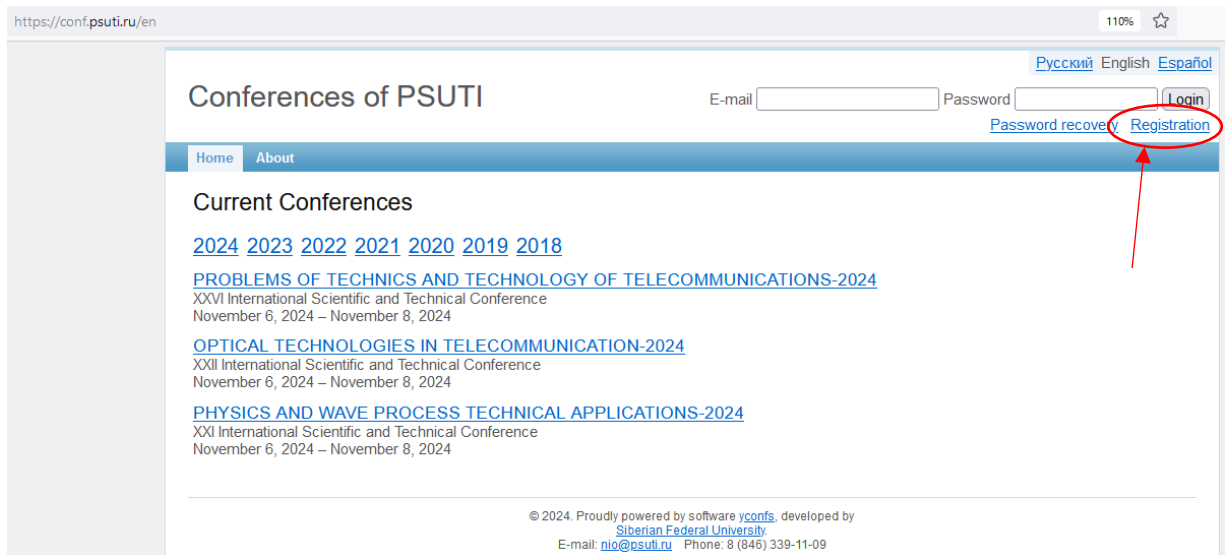


Fig. 3.

Fields with an asterisk * are required.
At least one field in a field group with an asterisk * is required.

E-mail *

Password * password confirmation

Image Upload: Файл не выбран.
File formats allowed to upload: jpg, gif, png
Max file size allowed to upload: 200 MB

Lastname *
in russian in english in spanish

Firstname *
in russian in english in spanish

Middlename
in russian in english in spanish

Telephone +1 555 123-4567

Preferred Language Русский English Español

Country

City

Institution

Institution Address

Fig. 4.

Once logged in, select the conference you wish to submit a report to (e.g., [PTTT](#), [OTT](#), or [FTPVP](#)). You will be redirected to the conference page (e.g., [OTT](#)) (Fig. 5).

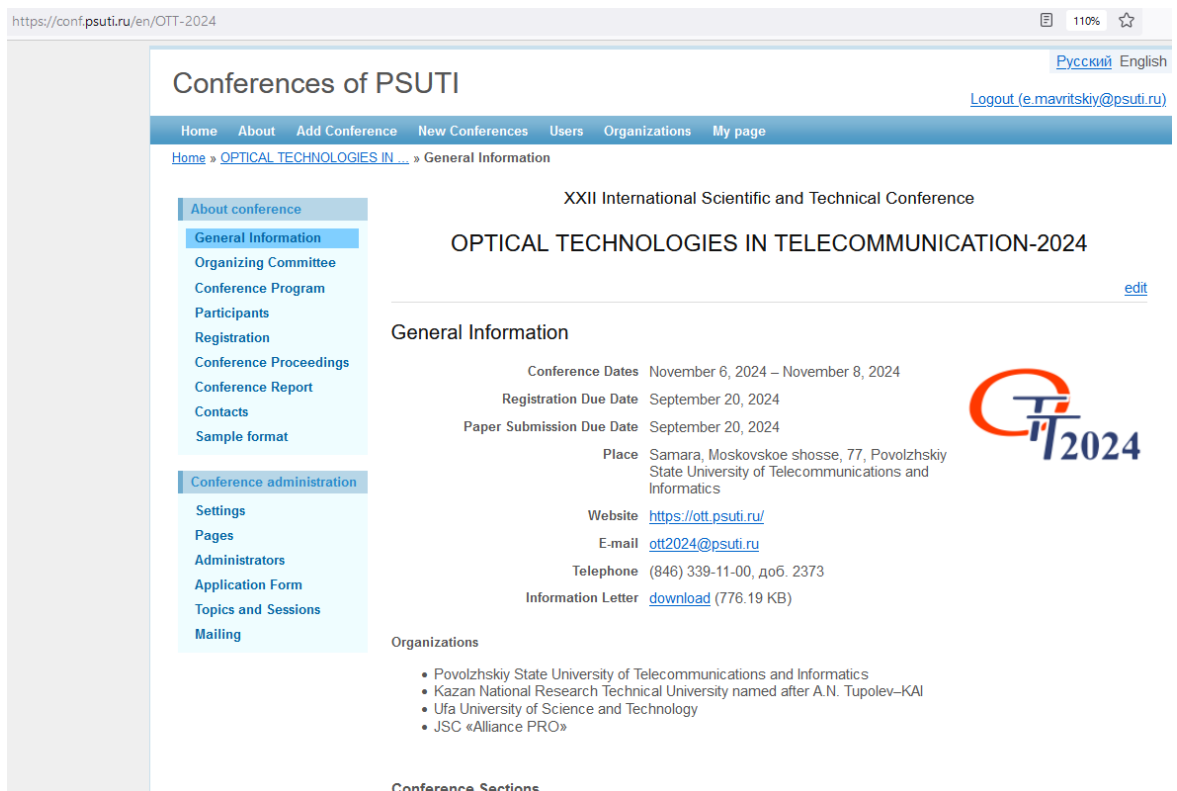


Fig. 5.

To start uploading a report, click on "Registration" in the left column (Fig. 6).

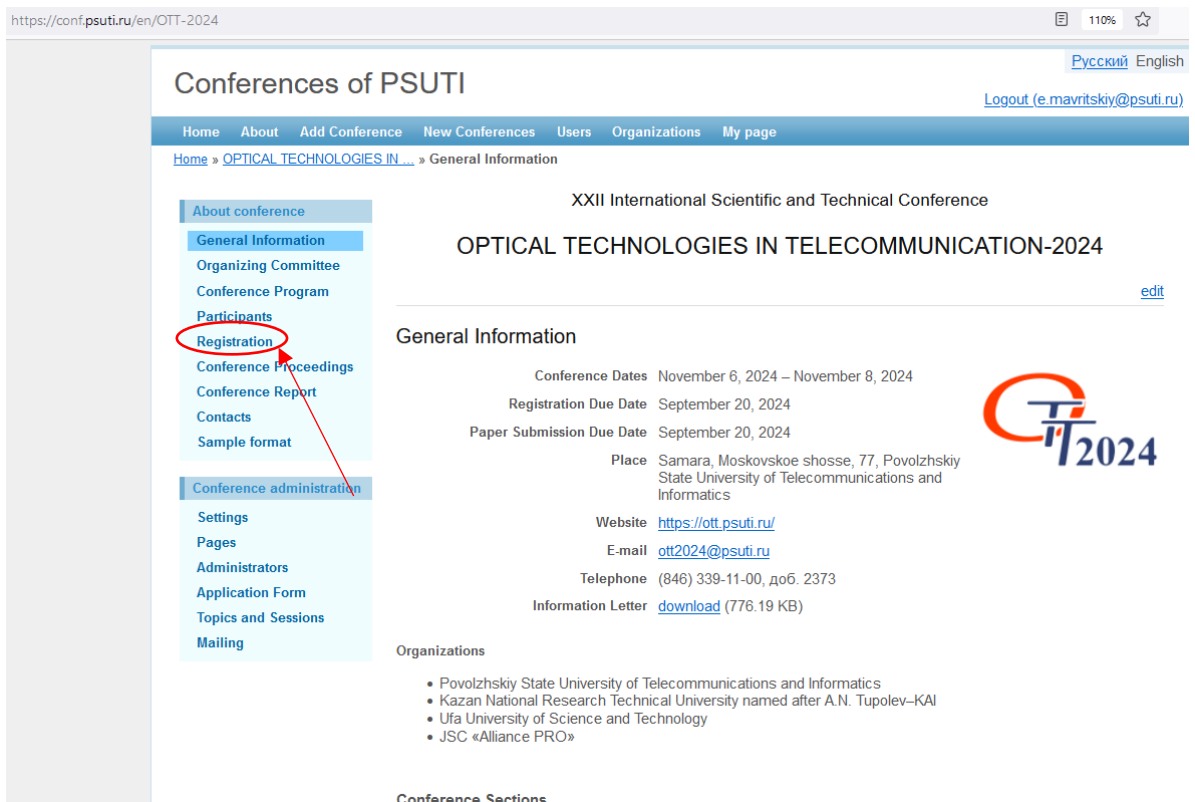


Fig. 6.

You will be redirected to a page where you need to choose the form of participation in the conference (Fig. 7).

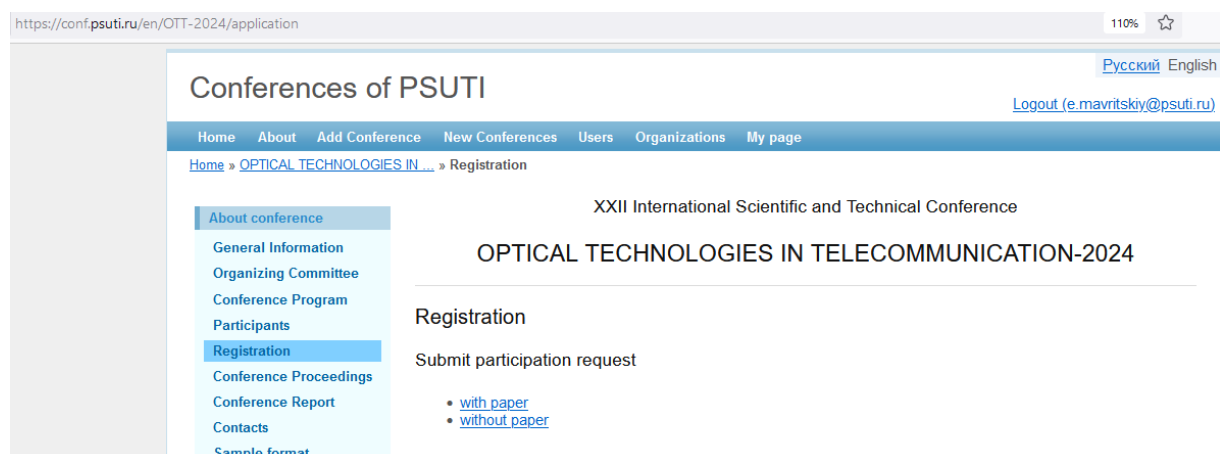


Fig. 7.

After choosing the "with report" participation form, a page will open where you need to fill in the fields to upload the report (Fig. 8).

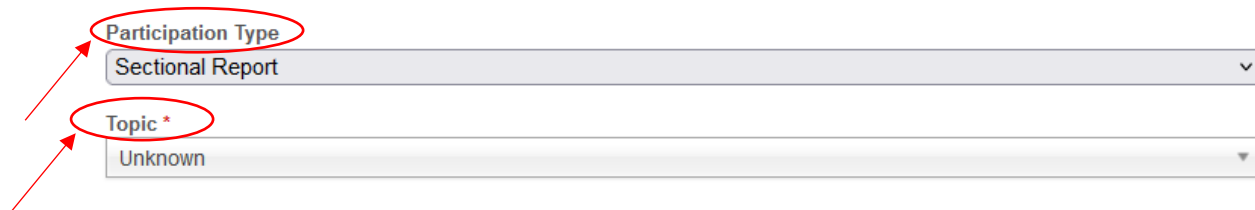
The image shows a registration form for the XXII International Scientific and Technical Conference 'OPTICAL TECHNOLOGIES IN TELECOMMUNICATION-2024'. The form is titled 'Registration' and includes instructions: 'Fields with an asterisk * are required. At least one field in a field group with an asterisk * is required.' The form contains several fields: 'Participation Type' (a dropdown menu set to 'Sectional Report'), 'Topic *' (a dropdown menu set to 'Unknown'), and 'Title *' (a text input field with a note that 'span, sup and sub tags are allowed'). Below the title field are two more text input fields, one labeled 'in russian' and one labeled 'in english'. At the bottom, there is an 'Authors' section with a 'New Author' button and an 'add' link. It includes fields for 'E-mail *', 'Last Name *' (with sub-fields for 'in russian' and 'in english').

Fig. 8.

First, choose the form of the report and the section to which you will submit the report (Fig. 9).

Registration

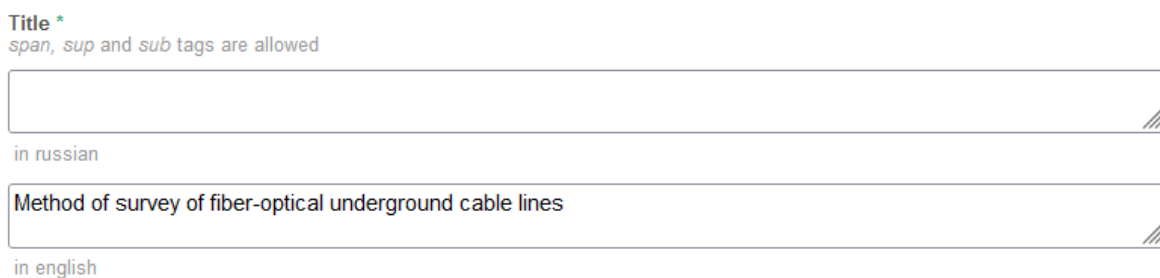
Fields with an asterisk * are required.
At least one field in a field group with an asterisk * is required.



The image shows a registration form with two dropdown menus. The first dropdown menu is labeled "Participation Type" and has "Sectional Report" selected. The second dropdown menu is labeled "Topic *" and has "Unknown" selected. Red circles highlight the labels of both dropdown menus, and red arrows point to them from the left.

Fig. 9.

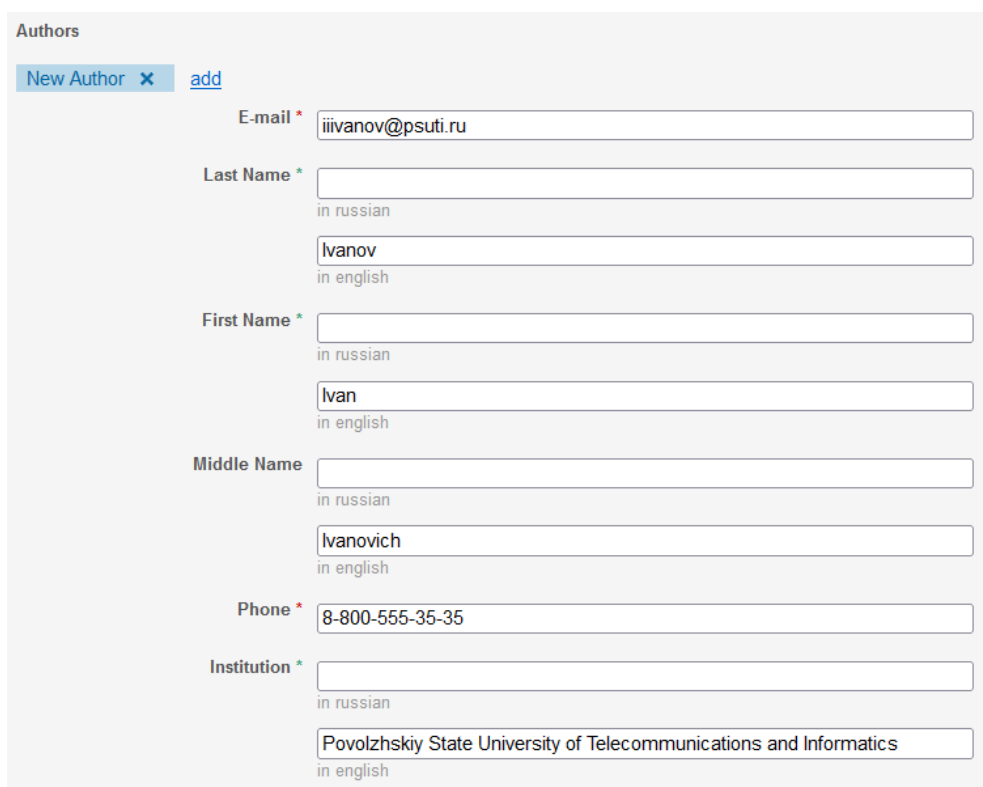
Then, fill in the "Title" field (Fig. 10).



The image shows a form for entering a title. It has two input fields. The first field is empty and has "in russian" written below it. The second field contains the text "Method of survey of fiber-optical underground cable lines" and has "in english" written below it. The label "Title *" is at the top left, and below it, the text "span, sup and sub tags are allowed" is displayed.

Fig. 10.

After the title fields, enter information about all the authors who participated in writing the report and are listed as co-authors (Fig. 11). Fields marked with an asterisk (*) are mandatory! Information can be entered in either of the available languages (Russian or English).



The image shows a form titled "Authors" with a "New Author" button and an "add" link. The form contains several fields for author information:

- E-mail ***: iivanov@psuti.ru
- Last Name ***: (empty field) / in russian; Ivanov / in english
- First Name ***: (empty field) / in russian; Ivan / in english
- Middle Name**: (empty field) / in russian; Ivanovich / in english
- Phone ***: 8-800-555-35-35
- Institution ***: (empty field) / in russian; Povolzhskiy State University of Telecommunications and Informatics / in english

Fig. 11.

To add a new author, click on "add" (Fig. 12). **AUTHORS** not declared in the conf.psuti.ru system **WILL NOT BE LISTED IN THE CONFERENCE PROGRAM** and the alphabetical index of the conference proceedings.

Fig. 12.

After adding all authors, fill in the fields below. These are filled similarly to the report title fields (Fig. 13).

Fig. 13.

Once you have added all the authors, upload the report, the license agreement, and the expert/export conclusion on the possibility of open publication of the provided materials (Fig. 14). **BEFORE UPLOADING THE REPORT FILE, MAKE SURE IT IS FORMATTED ACCORDING TO THE SAMPLE FORMAT; OTHERWISE, THE REPORT WILL BE REJECTED!**

Paper Files *

File formats allowed to upload: doc, docx, pdf, jpg

Max file size allowed to upload: 200 MB

in russian

Upload: Файл не выбран.

in english

Upload: Файл не выбран.

[add](#)

License agreement *

License agreement on the transfer of non-exclusive rights to use the work

File formats allowed to upload: doc, docx, pdf, jpg

Max file size allowed to upload: 200 MB

in russian

Upload: Файл не выбран.

in english

Upload: Файл не выбран.

[add](#)

Expert opinion *

Expert / export opinion on the possibility of open publication of the materials provided

File formats allowed to upload: doc, docx, pdf, jpg

Max file size allowed to upload: 200 MB

in russian

Upload: Файл не выбран.

in english

Upload: Файл не выбран.

Fig. 14.

If you have multiple reports, you need to upload them by registering a new application for each one. **DO NOT** upload multiple reports in one application!

Reports without expert/export conclusions **WILL NOT** be included in the conference materials collections and will not be posted on the eLIBRARY.RU scientific electronic library website.

The final result will look as follows (Fig. 15).

Paper Files *

File formats allowed to upload: doc, docx, pdf, jpg

Max file size allowed to upload: 200 MB

in russian

Upload: Файл не выбран.

in english

Upload: Paper.docx

[add](#)

License agreement *

License agreement on the transfer of non-exclusive rights to use the work

File formats allowed to upload: doc, docx, pdf, jpg

Max file size allowed to upload: 200 MB

in russian

Upload: Файл не выбран.

in english

Upload: License agreement.docx

[add](#)

Expert opinion *

Expert / export opinion on the possibility of open publication of the materials provided

File formats allowed to upload: doc, docx, pdf, jpg

Max file size allowed to upload: 200 MB

in russian

Upload: Файл не выбран.

in english

Upload: Expert opinion.pdf

[add](#)

Рис. 15.

After attaching all necessary files, click on the "Send" button (Fig. 16).

Expert opinion *

Expert / export opinion on the possibility of open publication of the materials provided

File formats allowed to upload: doc, docx, pdf, jpg

Max file size allowed to upload: 200 MB

in russian

Upload: Файл не выбран.

in english

Upload: Expert opinion.pdf

[add](#)

Fig. 16.

USEFUL LINKS

Sample formatting and license agreement for OTT: <https://conf.psuti.ru/OTT-2024/thesis-form>

OTT conference website: <https://ott.psuti.ru/ott-2024eng/>

3T-2024 Forum website: <https://3t.psuti.ru>