

# STEP-BY-STEP INSTRUCTIONS

## on working with the Lomonosov portal for participants of the 16th Congress of the Russian Entomological Society



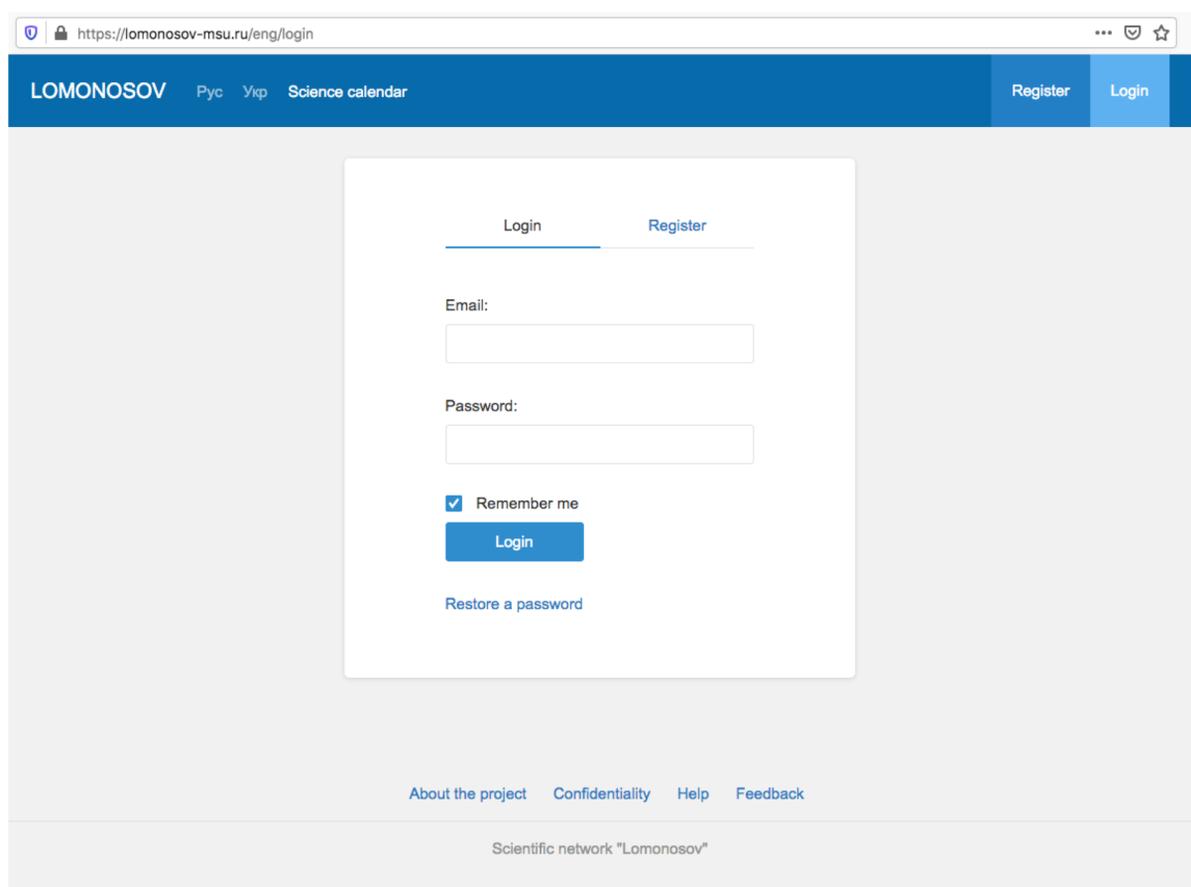
# Login to the site

In order to edit your application and submit the text of your abstract, you need to log in to the Lomonosov portal. **The "Login" button is at the top of the page.**

Direct login link: [lomonosov-msu.ru/eng/login](https://lomonosov-msu.ru/eng/login)

Or via the congress link: [lomonosov-msu.ru/eng/event/6323](https://lomonosov-msu.ru/eng/event/6323)

On the login page, you need to enter your email address and password.



The screenshot shows a web browser window with the URL <https://lomonosov-msu.ru/eng/login>. The page features a blue header with the text "LOMONOSOV" and navigation links for "Рус", "Укр", and "Science calendar". On the right side of the header, there are buttons for "Register" and "Login". The main content area contains a white login form with two tabs: "Login" (selected) and "Register". The form includes fields for "Email:" and "Password:", a checked "Remember me" checkbox, a blue "Login" button, and a "Restore a password" link. At the bottom of the page, there are links for "About the project", "Confidentiality", "Help", and "Feedback", and a footer that reads "Scientific network 'Lomonosov'".

If the browser (Firefox, Chrome, Internet Explorer, etc.) remembers your username and password, you will immediately be taken to your personal profile page.

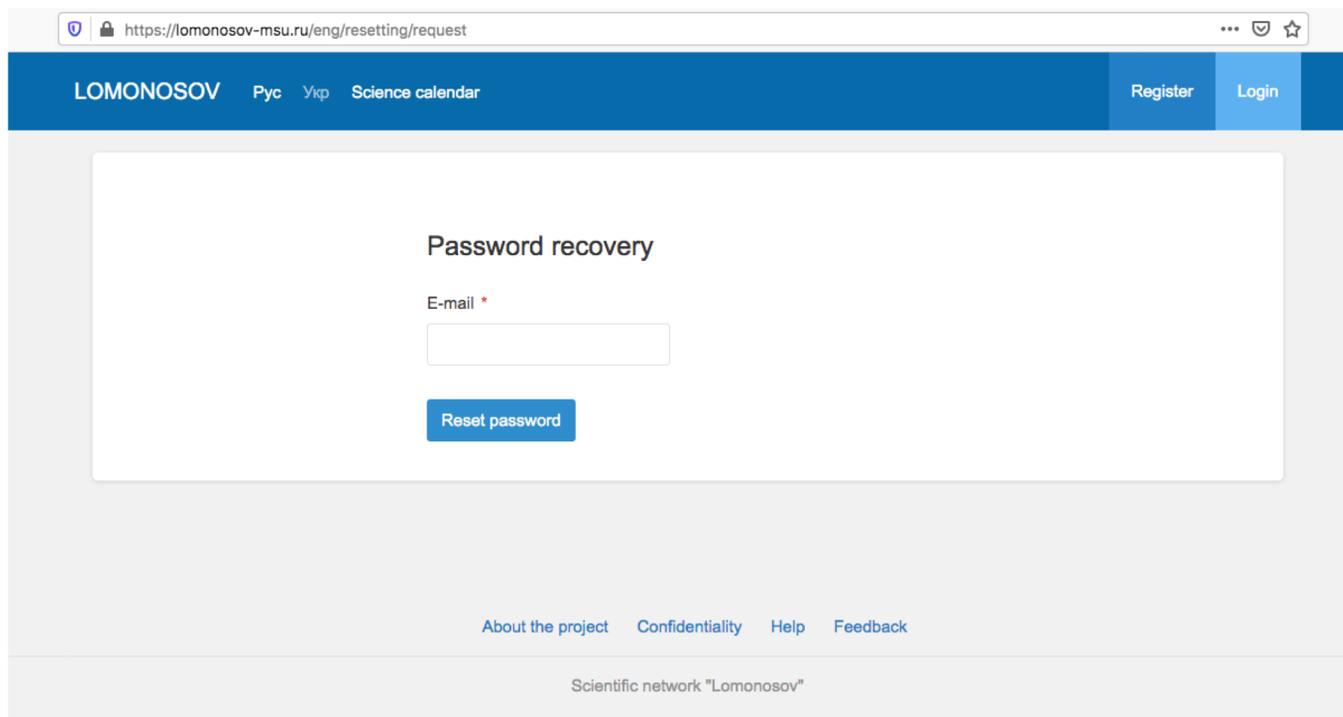
# Login to the site and password recovery

If you forgot your password, you can recover it.

Click "**Restore a password**" on the login page. In the window that opens, enter your email address. Click "**Reset Password**".

A letter from the Lomonosov portal will be sent to the specified email address. It will contain a link to password recovery. Check the Spam folder if the email does not arrive for a long time. Follow the link from the email. In the window that opens, enter the new password in the appropriate fields.

Then go to the login page, enter your email address and a new password.



The screenshot shows a web browser window with the URL <https://lomonosov-msu.ru/eng/resetting/request>. The page header includes the LOMONOSOV logo, navigation links for "Рус" and "Укр", and a "Science calendar" link. On the right side of the header, there are "Register" and "Login" buttons. The main content area is titled "Password recovery" and contains a form with an "E-mail" label, a text input field, and a blue "Reset password" button. At the bottom of the page, there are links for "About the project", "Confidentiality", "Help", and "Feedback". The footer text reads "Scientific network 'Lomonosov'".

# Personal profile, editing of the application, and submission of abstracts

After logging in to the site, you will be taken to your personal page on the Lomonosov portal.

To edit your application or applications (if you have submitted several), go to the **"My applications"** section in the left menu.

All actions with applications are carried out by participants from their personal profile.

The screenshot shows the user interface of the Lomonosov portal. At the top, there is a blue navigation bar with the text "LOMONOSOV" on the left, and "Рус", "Укр", and "Science calendar" in the middle. On the right side of the bar, the user's name "Евгения Прописцова" is displayed next to a dropdown arrow, and a "Logout" button is on the far right.

Below the navigation bar, the page is divided into two main sections. On the left is a vertical sidebar menu with the following items: "My profile", "Contacts", "Messages", "My achievements", "My applications" (which has a blue circle with the number "1" next to it), "Selected Events", "My settings", and "Create an event".

The main content area on the right features a large light blue square placeholder for a profile picture. To the right of this placeholder, the user's name "Евгения Алексеевна Прописцова" is shown in a larger font, with "Россия, Москва" below it. Underneath the name, there are several blue buttons representing different scientific fields: "Astronomy", "Biomedical engineering", "Biology", "Geology", "Geophysics", and a "More" button.

At the bottom of the main content area, there is a section titled "Education" with a horizontal line underneath it, indicating where educational information would be displayed.

# Editing the application

After going to **"My applications"**, you will be taken to a page with a list of events for which you have applied.

The blue rectangle highlights your current status (see below).

Click on the link **"Details of the application"** to proceed to its editing.

The screenshot displays the user interface of the LOMONOSOV Science calendar. The top navigation bar includes the site name "LOMONOSOV", language options "Рус" and "Укр", and "Science calendar". The user's name "Евгения Прописцова" and a "Logout" button are visible on the right. A left sidebar contains navigation links: "My profile", "Contacts", "Messages", "My achievements", "My applications" (highlighted with a blue circle and a '1' badge), "Selected Events", "My settings", and "Create an event". The main content area is titled "List of events with your participation". It features a circular logo for the "XVII Съезд Русского антомологического общества" (XVII Russian Entomological Society Meeting) from August 22-26, 2022, in Moscow. Next to the logo is the event title "RES-2022" with a '1' badge and the dates "22 - 26 august 2022". Below this, a notification box is shown with a blue header containing two buttons: "Sent to rework, with possibility to change section/role" and "Details of the application". A red arrow points to the "Details of the application" button. The notification text states: "The status of the application has changed from 'New request' to 'Sent to rework, with possibility to change section/role'". A "Hide notification" link is located at the bottom of the notification box.

# Editing the application

After going to the "**Application Details**", a page will open with information about the application: its status (see below), your role (main author or co-author), section and editing options.

Click "**Edit**" if you want to change the information in the application itself (for example, specify an email address, change the topic of the report, etc.), a registration form will open for you.

For those participants who submitted an application during pre-registration, it is necessary to fill in the fields: "Preferred Scientific Section", "Topic of your presentation" and "Preferred type of presentation".

LOMONOSOV Рус Укр Science calendar Евгений Прописцова Logout

My profile  
Contacts  
Messages  
My achievements  
My applications 1  
Selected Events  
My settings  
Create an event

List of applications / RES-2022

The status of the application has changed from "New request" to "Sent to rework, with possibility to change section/role"

Hide notification

Status	Sent to rework, with possibility to change section/role	Edit ...
Role	Author	
Section	Section is not defined!	

After changing the information in the registration form, scroll down the page and click "**Save**". If you click another button, the possibility of further editing will be closed for you (see information about statuses).

Abstract Text

Please, fill in following fields: - Surname and initials for all authors - Affiliations for all authors - Emails for all authors - Abstract title - Abstract text (must not exceed 2000 characters)

Save

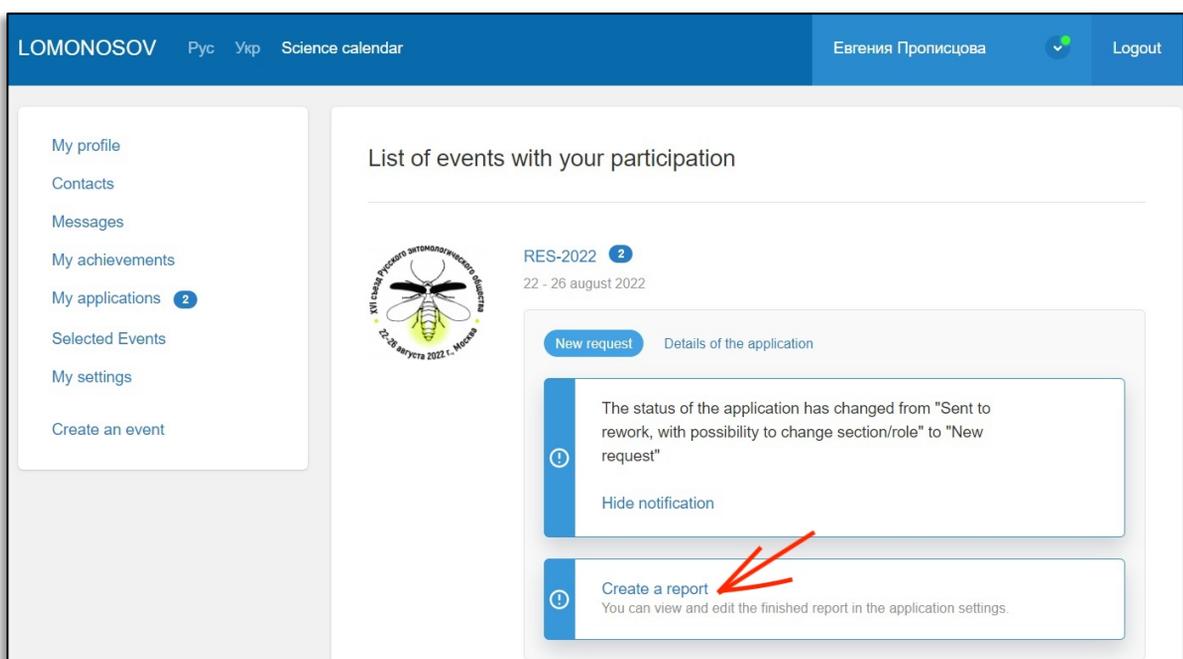
Save and mark the application as finalized

# Submission of abstracts

To submit the text of the abstracts, go to the **"My applications"** menu, and then click on **"Details of the application"** on the page with the list of events.

To submit abstracts, you need to create a report. To create a report, click on the **"Create a report"** link, or click on "Application Details" and click on **"Create"**.

The creation of the report becomes available only after filling in all the required fields of the application.



LOMONOSOV Рус Укр Science calendar Евгений Прописцова Logout

My profile  
Contacts  
Messages  
My achievements  
My applications **2**  
Selected Events  
My settings  
Create an event

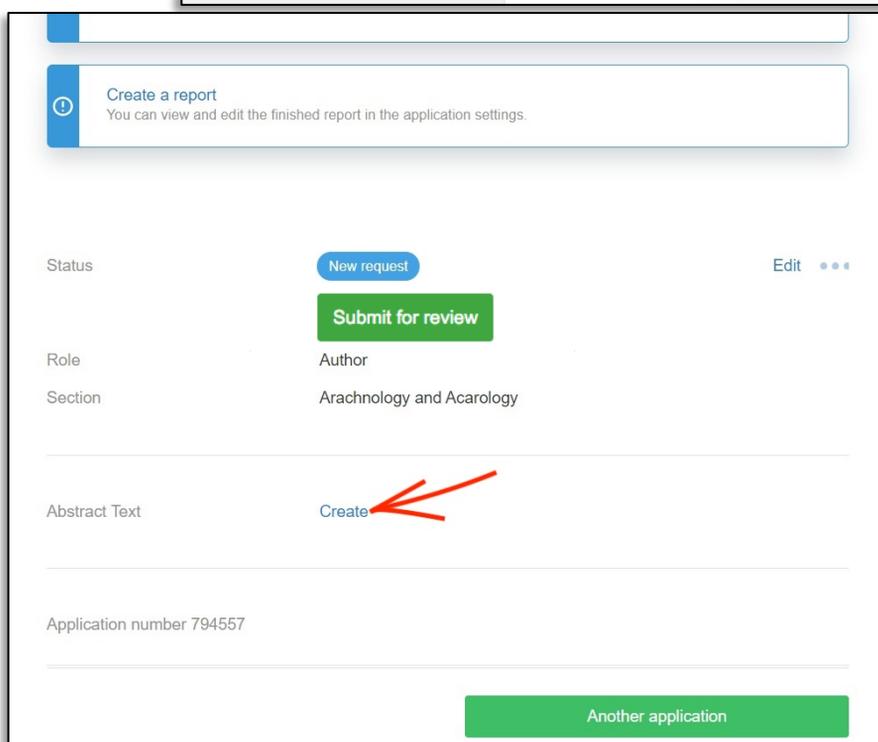
List of events with your participation

RES-2022 **2**  
22 - 26 august 2022

New request Details of the application

The status of the application has changed from "Sent to rework, with possibility to change section/role" to "New request"  
Hide notification

**Create a report** You can view and edit the finished report in the application settings.



Create a report  
You can view and edit the finished report in the application settings.

Status **New request** Edit ...

**Submit for review**

Role Author

Section Arachnology and Acarology

Abstract Text **Create**

Application number 794557

Another application

# Submission of abstracts

After clicking on the link to create a report, you will see a page for adding abstracts.

Please follow the instructions and fill in all the fields and click "**Save**".

LOMONOSOV [Рус](#) [Укр](#) [Science calendar](#) Анастасия Антоновская  Logout

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## Edit report

✓ Report generation enqueued. Report files: [TeX](#), [log](#), [PDF](#).

**Surname and initials of all authors**

Please, fill in surname and initials of all authors.

**Surnames and initials (translation from Russian)**

Please, leave this field empty, if the language of your abstract is English.

**Affiliation**

Please, fill in the affiliations for each author in the same order as the names. If the authors work or study in a same organisation, fill in the affiliation for each one. Authors' affiliations must be separated by semicolon (;). If any of authors wants to add more than one affiliation, they must be separated by comma. Example (for five authors): ZIN RAS; ZIN RAS; Lomonosov MSU; Lomonosov MSU, Borissiak Paleontological Institute; ZIN RAS

# Editing abstracts

To edit the abstracts, go to "My applications", then to "Details of the application".

LOMONOSOV Рус Укр Science calendar Анастасия Антоновская Logout

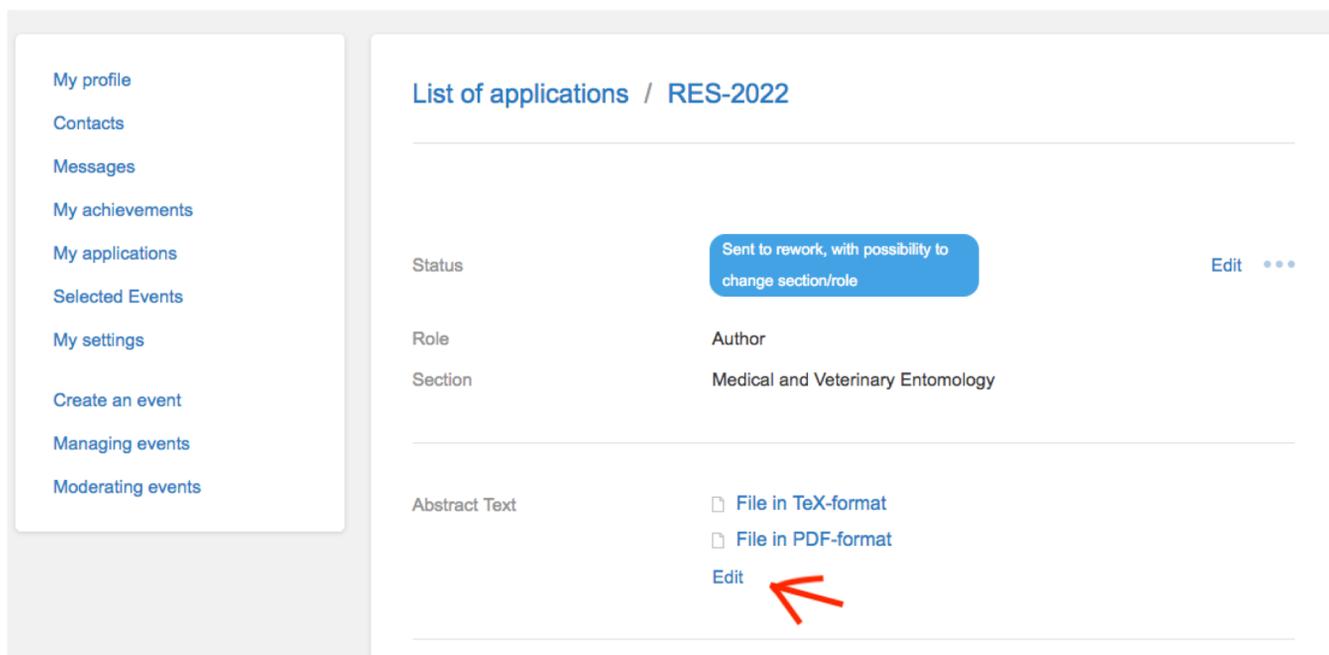
My profile  
Contacts  
Messages  
My achievements  
My applications  
Selected Events  
My settings  
Create an event  
Managing events  
Moderating events

### List of events with your participation

	<b>RES-2022</b> 22 - 26 august 2022	<a href="#">Sent to rework, with possibility to change section/role</a> <a href="#">Details of the application</a>
	<b>Lomonosov 2018</b> 9 - 13 april 2018	<a href="#">Rejected</a> <a href="#">Details of the application</a>
	<b>Lomonosov-2014</b> 7 - 11 april 2014	<a href="#">Accepted</a> <a href="#">Details of the application</a>

# Editing abstracts

All your applications will be visible on the page that opens. Click "**Edit**" to open the abstract submission page. Don't forget to save the changes.



The screenshot shows a user interface for managing applications. On the left is a navigation menu with options like 'My profile', 'Contacts', 'Messages', 'My achievements', 'My applications', 'Selected Events', 'My settings', 'Create an event', 'Managing events', and 'Moderating events'. The main content area is titled 'List of applications / RES-2022'. It displays a table with the following information:

Field	Value
Status	Sent to rework, with possibility to change section/role
Role	Author
Section	Medical and Veterinary Entomology
Abstract Text	<a href="#">File in TeX-format</a> <a href="#">File in PDF-format</a> <a href="#">Edit</a>

A red arrow points to the 'Edit' link in the 'Abstract Text' column.

The Lomonosov portal allows you to view the text of your abstract. To do this, click the link "**File in PDF-format**".

Sometimes, for technical reasons, the function of creating a pdf version of the text is unavailable. You can try to come back later, after some time this function is restored.

# Application statuses

Your application goes through several stages of editing until it is accepted/rejected. Each stage is accompanied by a change of status, which informs the participant and the organizers about the status of the application.

**What does the change of status mean for you?** A signal about whether the opportunity to edit your application is open to you, or the application is being checked by the organizers. In the latter case, you cannot edit it to avoid confusion. If the organizing committee accepts or rejects your application, it will also be reflected in your personal account.

The application save page may look different depending on the status of the application. This is determined by the functions of the Lomonosov portal. Below are two examples for different statuses.

**Information about your talk or poster**

The topic can be edited after submitting

Preliminary topic of your presentation \*

Enter the preliminary topic

Chigger mites (Acariformes, Trombiculidae) as reservoirs and vectors of scrub typhus in Vietnam

Preferred type of presentation \*

Выберите предпочтительную форму доклада

Poster presentation

Talk

Without presentation or talk

Abstract Text

Please, fill in following fields: - Surname and initials for all authors - Affiliations for all authors - Emails for all authors - Abstract title - Abstract text (must not exceed 2000 characters)

Save

Submit for review

**Information about your talk**

The topic can be edited after submitting

Preliminary topic of your presentation \*

Enter the preliminary topic

Is there any host specificity in chigger

Preferred type of presentation \*

Выберите предпочтительную форму доклада

Poster presentation

Talk

Without presentation or talk

Abstract Text

Please, fill in following fields: - Surname and initials for all authors - Affiliations for all authors - Emails for all authors - Abstract title - Abstract text (must not exceed 2000 characters)

Save

Save and mark the application as finalized

# Application statuses

The application save page may look different depending on the status of the application. This is determined by the functions of the Lomonosov portal. Below are two examples for different statuses.

By clicking on the **"Save"** button, you save the changes in the application, and you can return to editing it at any time.

The image displays two screenshots of the application save page. The top screenshot shows a form titled "Information about your talk or poster" with a light blue header. The form includes a note "The topic can be edited after submitting", a field for "Preliminary topic of your presentation" with the value "Chigger mites (Acariformes, Trombiculidae) as reservoirs and vectors of scrub typhus in Vietnam", and a section for "Preferred type of presentation" with radio buttons for "Poster presentation" (selected), "Talk", and "Without presentation or talk". Below this is an "Abstract Text" section with a "Save" button highlighted by a red arrow. A "Submit for review" button is also visible. The bottom screenshot shows a similar form but with the "Talk" radio button selected. It features a "Save" button and a "Save and mark the application as finalized" button, both highlighted with red arrows.

# Application statuses

The application save page may look different depending on the status of the application. This is determined by the functions of the Lomonosov portal. Below are two examples for different statuses.

By clicking on the **"Submit for review"** or **"Save and mark the application as finalized"** button, you save the changes in the application and inform the organizers of the congress that the application is fully ready. This is the final action. **Further editing of both the application and the abstract text will become impossible.**

The organizers of the congress can change the status of applications and open editing if they see that the participant has provided incomplete information.

**Information about your talk or poster**

The topic can be edited after submitting

Preliminary topic of your presentation \*

Enter the preliminary topic

Chigger mites (Acariformes, Trombiculidae) as reservoirs and vectors of scrub typhus in Vietnam

Preferred type of presentation \*

Выберите предпочтительную форму доклада

Poster presentation

Talk

Without presentation or talk

Abstract Text

Please, fill in following fields: - Surname and initials for all authors - Affiliations for all authors - Emails for all authors - Abstract title - Abstract text (must not exceed 2000 characters)



**Information about your talk or poster**

The topic can be edited after submitting

Preliminary topic of your presentation \*

Enter the preliminary topic

Is there any host specificity in chigger

Preferred type of presentation \*

Выберите предпочтительную форму доклада

Poster presentation

Talk

Without presentation or talk

Abstract Text

Please, fill in following fields: - Surname and initials for all authors - Affiliations for all authors - Emails for all authors - Abstract title - Abstract text (must not exceed 2000 characters)



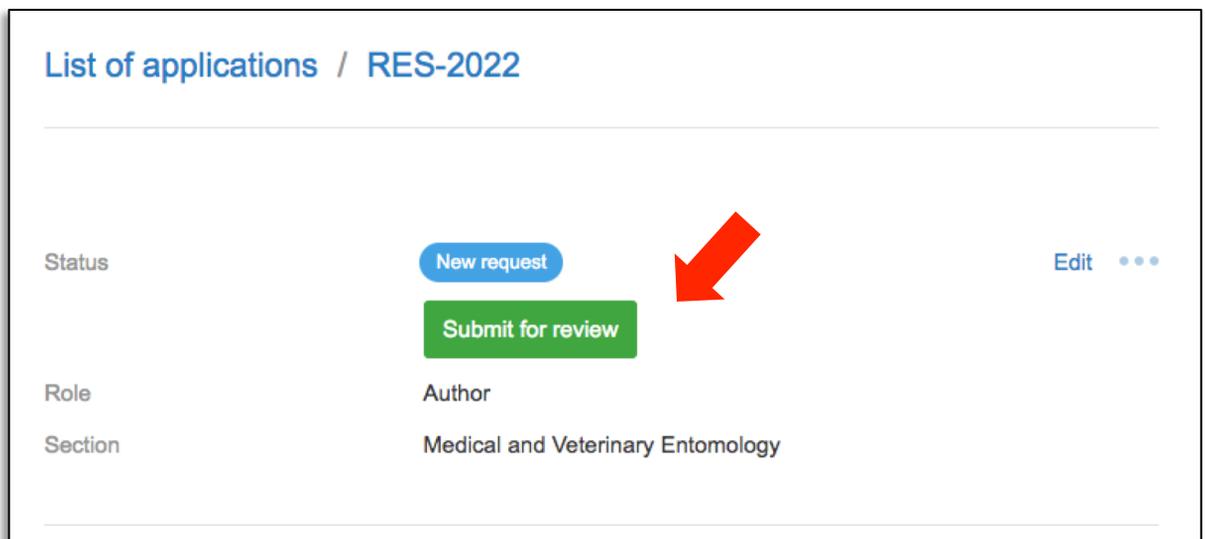
# Application statuses

You can also submit your application for verification in the **"My applications"** section in your personal profile.

By clicking on the **" Submit for review "** button, you save the changes in the application and inform the organizers of the congress that the application is fully ready. This is the final action. Further editing of both the application and the abstract text will become impossible.

Your application is automatically assigned the status "Sent to check". At the same time, you no longer have the opportunity to edit the application.

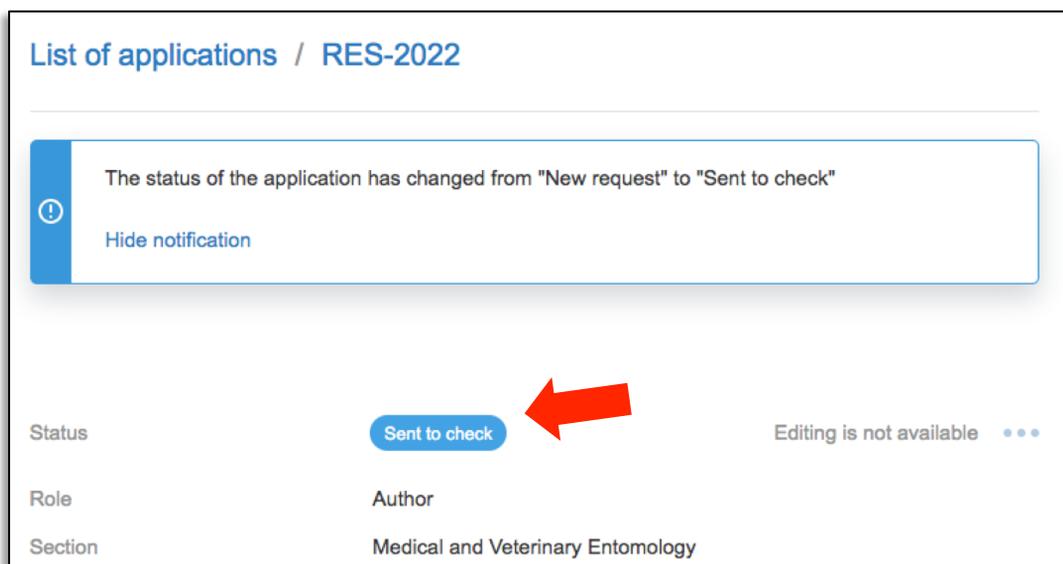
The organizers of the congress can change the status of applications and open editing if they see that the participant has provided incomplete information.



List of applications / RES-2022

Status	<a href="#">New request</a>	<a href="#">Submit for review</a>	<a href="#">Edit</a> ...
Role	Author		
Section	Medical and Veterinary Entomology		

A red arrow points to the "Submit for review" button.



List of applications / RES-2022

The status of the application has changed from "New request" to "Sent to check"

[Hide notification](#)

Status	<a href="#">Sent to check</a>	Editing is not available	...
Role	Author		
Section	Medical and Veterinary Entomology		

A red arrow points to the "Sent to check" button.

# Application statuses

After completing registration and submitting abstracts, the organizing committee will decide whether to accept or reject the participant's application.

Your application can be sent again for revision and subsequent acceptance. Or finally rejected in case of non-compliance with the rules for submitting applications and registration.

## List of applications / RES-2022



The status of the application has changed from "New request" to "Sent to check"

[Hide notification](#)

Status Sent to check Editing is not available ⋮

Role Author

Section Medical and Veterinary Entomology



Application status «Accepted»

[Hide notification](#)

Status Accepted Edit ⋮



Application status «Rejected»

[Hide notification](#)

Status Rejected Editing is not available ⋮