

Individual Paper Submission Land and Poverty Conference 2017

1. Log into <u>Conftool 2017</u> using your 2016 log-in details (which were copied over) or if you're new, create a user account. Click on "Your Submissions" from the **Overview** page. Once you have clicked on "Individual Papers," you will see the following fields:

a. Step 1: Contribution details

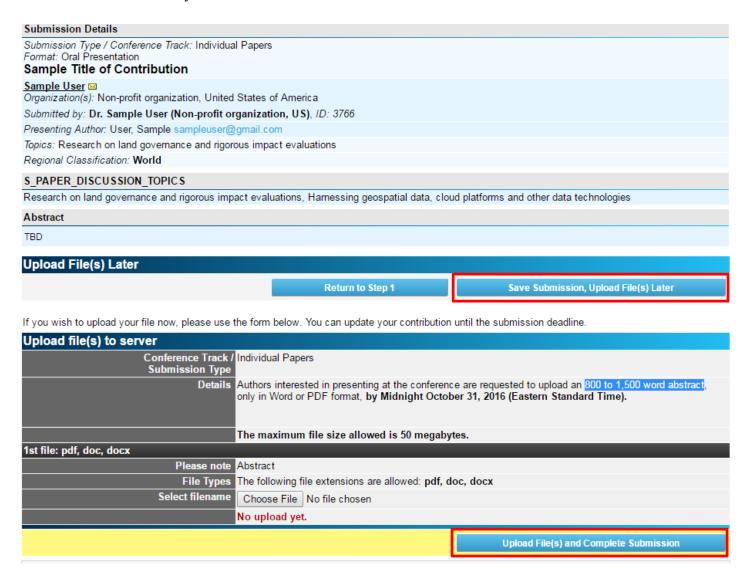
- Choose whether your paper will be present as an oral presentation, poster presentation or either of these formats.
- Your name will appear as the first author. Please enter the names, email addresses and organizations of all contributing authors. Please enter each organization only once, **i.e. do not repeat organizations**. The organization fields have index numbers to the left of them. Assign these index numbers to the corresponding authors. If an author is affiliated to more than one organization, enter the organizations in separate fields and enter all corresponding index numbers next to the author, separated by commas. Choose one author as the presenter of the paper at the conference. Click here for another example on how to list the authors.
- Please enter the title of the contribution, in **Title Case**, i.e. start **each word with a capital letter and continue in lower case**. (Sample title: Collecting and Sharing Land Data in a Comparable Way)

Information on This Contribution					
	Dr. Sample User (User ID: 37	(66)			
Conference Track / Submission Type	Individual Papers				
* Do you wish your paper to be considered for	Please select the format(s) of Oral Presentation Poster Presentation Either of these formats	your submission.			
Information on Author(s)					
* Author(s)	First & Middle Name/s	Last Name	E-Mail	Org.	Pre- senting Author
	1 Sample	User	sampleuser@gmail.com	1	•
	2 4				0
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	below, and assign an index number per organization in the right column above. The index numbers have to match the line numbers (e.g. 1.2.3) of the organizations below. If all authors belong to the same organization , enter this organization only once. Several organizations for one author may be separated by commas. Please view this page for an example.				
* Organization(s)	1 Non-profit organization, U	nited States of Ame	rica		
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	Please list every organization above (behind the authors).	on only once. The li	ne number of the organization has	to match	the index listed
Submission Details					
* Title of Contribution	Sample Title of Contribution				
	Please use "Title Case", i.e., start each word with a capital letter and continue in lower case. Do NOT use all capital letters or lower case only.				
* Abstract	Please enter a 200 word sun program book and mobile app		ract that, if accepted, will be publis	shed in th	e conference

- Please enter a 200 word abstract summary that will be published in the conference program book, if accepted.
- Please select one **Priority Topic** that best corresponds to the subject of your paper.
- Under **Keywords** please enter up to 5 keywords for your contribution. This field is optional.
- Choose a regional classification that is the most suited for your submission
- You will have to peer review at least 4 other papers if you submit a contribution. Please confirm this, select the topics that you are interested to review, and proceed to the next page.

b. Step 2: Uploading a file with your contribution.

- You can now upload the 800 1500 word abstract of your paper to the server, **in Word or PDF format**. Review your details at the top, browse for and select the file, and click on "**Upload File(s) and Complete Submission**".
- If you would like to submit at a later time, please click on "Save Submission, Upload File(s) Later". Your file must successfully be uploaded to the server prior to the submission deadline of October 31, 2016.
- After your submission, you continue to have the chance to revise your contribution's details and upload abstract and word summary until the submission deadline.



The outcome of the selection process will be communicated to you via email by **November 30, 2016.**