



Individual Paper Submission Land and Poverty Conference 2017

1. Log into [Conftool 2017](#) 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 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|---|-----------|---|------------|----------------------------------|------------|-------------------|---|--------|------|----------------------|---|----------------------------------|---|--|--|--|--|-----------------------|---|--|--|--|--|-----------------------|---|--|--|--|--|-----------------------|
| Submitting Author | Dr. Sample User (User ID: 3766) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Conference Track / Submission Type | Individual Papers | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| * Do you wish your paper to be considered for | Please select the format(s) of your submission. <input type="radio"/> Oral Presentation <input type="radio"/> Poster Presentation <input type="radio"/> Either of these formats | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Information on Author(s) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| * Author(s) | <table border="1"> <thead> <tr> <th></th> <th>First & Middle Name/s</th> <th>Last Name</th> <th>E-Mail</th> <th>Org. Index</th> <th>Presenting Author</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Sample</td> <td>User</td> <td>sampleuser@gmail.com</td> <td>1</td> <td><input checked="" type="radio"/></td> </tr> <tr> <td>2</td> <td></td> <td></td> <td></td> <td></td> <td><input type="radio"/></td> </tr> <tr> <td>3</td> <td></td> <td></td> <td></td> <td></td> <td><input type="radio"/></td> </tr> <tr> <td>4</td> <td></td> <td></td> <td></td> <td></td> <td><input type="radio"/></td> </tr> </tbody> </table> <p>Add Rows for More Authors</p> <p>Please list one author per line. Use "Title Case", i.e., start each name with a capital letter and continue in lower case. If the contribution has several authors from different organizations, please enter the different organizations 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.</p> | | First & Middle Name/s | Last Name | E-Mail | Org. Index | Presenting Author | 1 | Sample | User | sampleuser@gmail.com | 1 | <input checked="" type="radio"/> | 2 | | | | | <input type="radio"/> | 3 | | | | | <input type="radio"/> | 4 | | | | | <input type="radio"/> |
| | First & Middle Name/s | Last Name | E-Mail | Org. Index | Presenting Author | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1 | Sample | User | sampleuser@gmail.com | 1 | <input checked="" type="radio"/> | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 | | | | | <input type="radio"/> | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 | | | | | <input type="radio"/> | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4 | | | | | <input type="radio"/> | | | | | | | | | | | | | | | | | | | | | | | | | | |
| * Organization(s) | <table border="1"> <tbody> <tr> <td>1</td> <td>Non-profit organization, United States of America</td> </tr> <tr> <td>2</td> <td></td> </tr> <tr> <td>3</td> <td></td> </tr> <tr> <td>4</td> <td></td> </tr> </tbody> </table> <p>Add Rows for More Organizations</p> <p>Please list every organization only once. The line number of the organization has to match the index listed above (behind the authors).</p> | 1 | Non-profit organization, United States of America | 2 | | 3 | | 4 | | | | | | | | | | | | | | | | | | | | | | | |
| 1 | Non-profit organization, United States of America | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 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 summary of your abstract that, if accepted, will be published in the conference program book and mobile app. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

- 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
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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.

| | |
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| Submission Details | |
| <i>Submission Type / Conference Track:</i> Individual Papers | |
| <i>Format:</i> Oral Presentation | |
| Sample Title of Contribution | |
| Sample User | |
| <i>Organization(s):</i> Non-profit organization, United States of America | |
| <i>Submitted by:</i> Dr. Sample User (Non-profit organization, US), ID: 3766 | |
| <i>Presenting Author:</i> User, Sample sampleuser@gmail.com | |
| <i>Topics:</i> Research on land governance and rigorous impact evaluations | |
| <i>Regional Classification:</i> World | |
| S_PAPER_DISCUSSION_TOPICS | |
| Research on land governance and rigorous impact evaluations, Harnessing geospatial data, cloud platforms and other data technologies | |
| Abstract | |
| TBD | |
| Upload File(s) Later | |
| Return to Step 1 | Save Submission, Upload File(s) Later |

If you wish to upload your file now, please use the form below. You can update your contribution until the submission deadline.

| | |
|--|---|
| Upload file(s) to server | |
| Conference Track / Submission Type | Individual Papers |
| Details | Authors interested in presenting at the conference are requested to upload an 800 to 1,500 word abstract , only in Word or PDF format, by Midnight October 31, 2016 (Eastern Standard Time) . |
| | The maximum file size allowed is 50 megabytes. |
| 1st file: pdf, doc, docx | |
| Please note | Abstract |
| File Types | The following file extensions are allowed: pdf, doc, docx |
| Select filename | <input type="button" value="Choose File"/> No file chosen |
| | No upload yet. |
| Upload File(s) and Complete Submission | |

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