



# Institutions for Equity & Resilience

ANNUAL WORLD BANK CONFERENCE ON LAND AND POVERTY  
WASHINGTON DC, MARCH 16-20, 2020



## Individual Paper | Poster | Masterclass Abstract Submission Land and Poverty Conference 2020

1. Log into [ConfTool 2020](#) using your 2019 log-in details (which were copied over) or if you're new, create a user account. Click on "Your Submissions" from the Overview page.

### Welcome, Sample User!

You are logged in as user **Sample User 2019**.

You are registered as participant. Total Amount: USD 0.00

You can select from the following options:

#### Your Submissions

Here you can submit new contributions and manage your submitted contributions.

#### Browse Conference Agenda

Overview and details of the event program.

#### Visa Invitation Letter

You may now download and print out your visa invitation letter (PDF file).

#### Show User Account Details

Here you can access the personal data of your user account.

#### Edit User Account Details

Here you can update your personal user data.

#### Logout

Please sign out when you are finished to prevent unauthorized access to your account.

#### Logout and Return to the Main Website

Sign out and return to the website "Annual World Bank Conference on Land and Poverty 2019".

2. Select the type of contribution to submit:

Overview > Your Submissions



### Your Submissions

Here you can submit new contributions and manage your submitted contributions.

The number of submissions is limited to 3 per person.

#### Submit Contribution

Please consult conference website for submission guidelines

#### Individual Papers

#### MasterClass - learning day events

#### Poster

3. Once you have selected the type of contribution to submit, you will see the following fields:

#### a. Step 1: Contribution details

- 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	Sample User (User ID: 9596)																														
Conference Track / Submission Type	Individual Papers																														
Information on Author(s)																															
* Author(s)	<table border="1"> <thead> <tr> <th></th> <th>First &amp; 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>sampleuser2018@gr</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><a href="#">Add Rows for More Authors</a></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 <a href="#">this page for an example</a>.</p>		First & Middle Name/s	Last Name	E-Mail	Org. Index	Presenting Author	1	Sample	User	sampleuser2018@gr	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	sampleuser2018@gr	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>The World Bank, 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><a href="#">Add Rows for More Organizations</a></p> <p>Please list every organization only once. The line number of the organization has to match the index number listed above (behind the authors).</p>	1	The World Bank, United States of America	2		3		4																							
1	The World Bank, United States of America																														
2																															
3																															
4																															
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. <b>Do NOT use all capital letters or lower case only.</b>																														
* Abstract	Please enter a 150 word summary of your abstract that, if accepted, will be published in the conference program book and mobile app.																														

- Please enter a **150-word** summary that, if accepted, will be published in the conference program book and mobile app.
- Please select one **Priority Topic** that best corresponds to the subject of your paper/poster/masterclass.
- Under **Keywords** please enter up to 5 keywords for your contribution. This field is optional.
- Authors have the option to add a remark/message to the Committee and Chairs in the **Remarks** field.
- You will have to peer review at least 5 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.

○ **Step 2: Uploading a file with your contribution.**

- You can now upload the 800 – 1500 word abstract of your paper/poster/masterclass to the server, in **Word 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 13, 2019**.
- 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.

Submission Details	
Submission Type / Conference Track: Individual Papers	
<b>Sample Title of Contribution</b>	
Sample User	
Organization(s): The World Bank, United States of America	
Submitted by: Sample User (The World Bank, US), ID: 9596	
Presenting Author: User, Sample sampleuser2018@gmail.com	
Topics: Achieving responsible large-scale land based investments: lessons learned 10 years on	
Keywords: land governance	
<b>Abstract</b>	
This is a sample user.	
Upload File(s) Later	
<a href="#">Return to Step 1</a> <a href="#">Save Submission, Upload File(s) Later</a>	
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	
The maximum file size allowed is 50 megabytes.	
1st file: doc, docx	
Please note	Abstract
File Types	The following file extensions are allowed: doc, docx
Select filename	<a href="#">Choose a file...</a> No file selected.
No upload yet.	
<a href="#">Upload File(s) and Complete Submission</a>	

The outcome of the selection process will be communicated to you via email by **December 3, 2019**.