



**MasterClass Proposal Submission  
Land and Poverty Conference 2017**

A post conference learning day is an opportunity for presenting and discussing cutting edge tools, methods and technologies to conference participants in details. A MasterClass has a duration of max 90 minutes with a capacity for about 30 participants. The conference programs of 2015 and 2016 have examples of MasterClasses.

If you would like to submit a proposal for a MasterClass, please log into [Conftool 2017](#) using your 2016 log-in details (which were copied over) or if you're new, [create a user account](#). After logging into your account, click on "Your Submissions" from the **Overview** page.

Once you have clicked on "MasterClass - learning day events", please follow the steps below.

**a. Step 1: Contribution details**

- Your name will appear as the first representative. Please enter the names, email addresses and organizations of all other representatives teaching the MasterClass. 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 representatives. If a representative is affiliated to more than one organization, enter the organizations in separate fields and enter all corresponding index numbers next to the representatives, separated by commas. Choose one representative as the presenter of the MasterClass.

Information on This Contribution					
Submitting Author	Dr. Sample User (User ID: 3766)				
Conference Track / Submission Type	MasterClass - learning day events				
Information on Representative teaching the MasterClass					
* Representative(s)	First & Middle Name/s	Last Name	E-Mail	Org. Index	Pre-senting Author
1	Sample	User	allstarmyra@yahoo.com		<input type="radio"/>
2					<input type="radio"/>
3					<input type="radio"/>
4					<input type="radio"/>
<a href="#">Add Rows for More Representatives</a>					
Please list one representative's name per line. Please note that <b>each representative</b> presenting on the day of the conference has to <b>register separately</b> in Conftool for participation and to pay the appropriate registration fees.					
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 <b>index number</b> 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 <b>authors belong to the same organization</b> , enter this organization only once. Several organizations for <b>one</b> author may be separated by commas. Please view <a href="#">this page for an example</a> .					
* Organization(s)	1 Non-profit organization, United States of America				
	2				
	3				
	4				
<a href="#">Add Rows for More Organizations</a>					
Please <b>list every organization only once</b> . The line number of the organization has to <b>match the index</b> listed above (behind the authors).					
Name of your MasterClass					
* Title of Proposal					
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 <b>200 word summary of your abstract</b> that, if accepted, will be published in the conference program book and mobile app.				

- Please enter the title of the proposal, 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)
- Please enter a **200 word** abstract summary that will be published in the conference program book, if accepted.
- Please choose if there are any prerequisites for your MasterClass. If there are, please enter these in the box.
- Please enter a **150 word** biography of the primary representative who will be teaching the MasterClass.

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

• You can now upload a **500 word** proposal of the MasterClass to the server, **in Word or PDF format**. The proposal should describe:


- 1) the topic of the MasterClass
- 2) the goal of the MasterClass
- 3) how you would like to prepare the 90 minute MasterClass, for e.g. present for 60 minutes and then have Q&A for 30 minutes

- 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”**.
- 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 of a Contribution - Step 2

You now have the option of uploading a file containing your contribution to the server. If you wish to submit a document at a later time, please click on "Save Submission, Upload File(s) Later". **Please note that your file must successfully be uploaded to the server prior to the submission deadline!**

Please check your entries before submitting your contribution.

Submission Details	
Submission Type / Conference Track: MasterClass - learning day events	
<b>Sample Title of Contribution</b>	
<b>Sample User</b> 	
Organization(s): Non-profit organization, United States of America	
Submitted by: <b>Dr. Sample User (Non-profit organization, US)</b> , ID: 3766	
Presenting Author: User, Sample allstarmyra@yahoo.com	
Abstract	
TBD	
Biography	
TBD	
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	MasterClass - learning day events
Details	Conference participants interested in presenting a MasterClass during the Learning Day (Friday March 24, 2017) are requested to upload a 500 word abstract, only in Word or PDF format, on topic relevant to conference and methodology, <b>by Midnight January 15, 2017 (Eastern Standard Time)</b> . The maximum file size allowed is 50 megabytes.
<b>1st file: pdf, doc, docx</b>	
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
<b>No upload yet.</b>	
<a href="#">Upload File(s) and Complete Submission</a>	

Your proposal must successfully be uploaded to the server prior to the submission deadline of **January 15, 2017**. The outcome of the selection process will be communicated to you via email by **January 22, 2017**.