



# Institutions for Equity & Resilience

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



## Guidelines to Format and Upload Final Version of Accepted Poster Land and Poverty Conference 2020

1. To upload the final version of your accepted poster for the 2020 Land and Poverty Conference, please log into your [ConfTool](#) user account.
2. Please check that your poster adheres to the [formatting instructions](#) at the end of the guidelines. Please review this document as you prepare your final submission.
3. Please upload your poster in ConfTool before **11:59 PM on February 15, 2020 (Eastern Standard Time)** if you want it to be printed by Conference organizers. Please note that inclusion of accepted poster in the final conference program is conditional on timely conference registration and uploading of final poster.
4. To upload your full poster, please follow the steps below.

**Step 1:** Before uploading your poster, please make sure your profile and biography is complete and accurate in ConfTool. Please note your bio (no more than 150 words) will be published exactly as submitted (without editing) on the conference mobile app.

To double check your profile, please click "Edit User Account Details" from the overview page to finalize your personal information.

**Step 2:** Please return to the overview page and select "Your Submissions".  
You should see the details of your submitted contribution.

### Welcome, Sample User!

You are logged in as user **Sample User 2018**.

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.

You have submitted 1 contributions.

#### [Invitation and Confirmation Letter](#)

You may now download and print out your invitation and confirmation as presenting author (PDF file).

#### [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 2018".



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**Step 3:** Please click “Final Upload” to the right of your submission.

## Your Submissions

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

The number of submissions is limited to 3 per person.

You have submitted one or more contributions, which you see listed here:

959	Submission Type / Conference Track: Individual Papers		<a href="#">Show Abstract</a> <a href="#">Contribution Details</a> <a href="#">Edit Contribution Details</a> <a href="#">Final Upload</a>
	A Digital Advance for Housing		
	User, Sample		
	Organization(s): The World Bank, United States of America		
	1st file No upload yet.		
	Submitted File(s) for Final Version:		
	1st file No upload yet.		
	2nd file No upload yet.		

**Step 4:** Please update and finalize the 150-word abstract of your poster, which will be published exactly as submitted (without editing) in the conference program book and on the mobile app.

Information on This Contribution	
Conference Track / Submission Type	Individual Papers
Title of Contribution	A Digital Advance for Housing
* Abstract	<p>Please enter a 150 word summary of your abstract that, if accepted, will be published in the conference program book and mobile app.</p> <p>Write the summary of your paper here, 150 words maximum.</p> <div></div> <p>140 words remaining Plain text only, do not use HTML in this field.</p>

**Step 5:** At the bottom of the page under the “1st file” section, please click “Choose File” and upload the final version of your poster as a **PDF file** and adheres to the [formatting instructions](#). (Please **do not consider** “PowerPoint Presentation” when uploading your poster, the note of which applies to the presenters.)

You can upload a final version of your paper or other material under “2<sup>nd</sup> file”. It is not obligatory to upload the paper but highly recommended, as conference participants will be able to view and download your paper from the program and mobile app, which might attract them to your poster presentation at the conference. Please upload **PDF files** only.



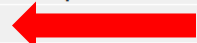
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Finally, click “Upload File(s) and Save Data”. Once uploaded, you will see a confirmation on the next screen. You will also receive a confirmation email.

Please note that you can continue to upload revised versions of your contribution to ConfTool.

Upload file(s) to server	
Conference Track / Submission Type	Individual Papers
Details	
	The maximum file size allowed is 50 megabytes.
	This limit refers to the sum of all files uploaded at one time. You may also upload file by file if your single files are big.
1st file: pdf	
Please note	Full Paper
File Types	The following file extensions are allowed: pdf
Select filename	<input type="button" value="Choose a file..."/> No file selected. 
	No upload yet.
2nd file: pdf, ppt, pptx	
Please note	PowerPoint Presentation
File Types	The following file extensions are allowed: pdf, ppt, pptx
Second filename	<input type="button" value="Choose a file..."/> No file selected.
	No upload yet.
<div><input type="button" value="Upload File(s) and Save Data"/></div> <div><input type="button" value="Save Data Without Uploading Files"/></div>	



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## Formatting Instructions for Posters

The size requirements for posters are as follows:

Size A1 vertical: 841 x 594 mm (height x width) or 33.1 x 23.4 inches (height x width)

For your convenience, please consult the following formatting template below when preparing your poster and find an editable PowerPoint version of the layout [here](#).

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### PRESENTATION TITTLE

Author(s)  
Affiliation  
Author's Email Address

INTRODUCTION

MATERIALS | METHODS

ACKNOWLEDGEMENTS

RESULTS

CONCLUSIONS

LITERATURE CITED

POS 01-01