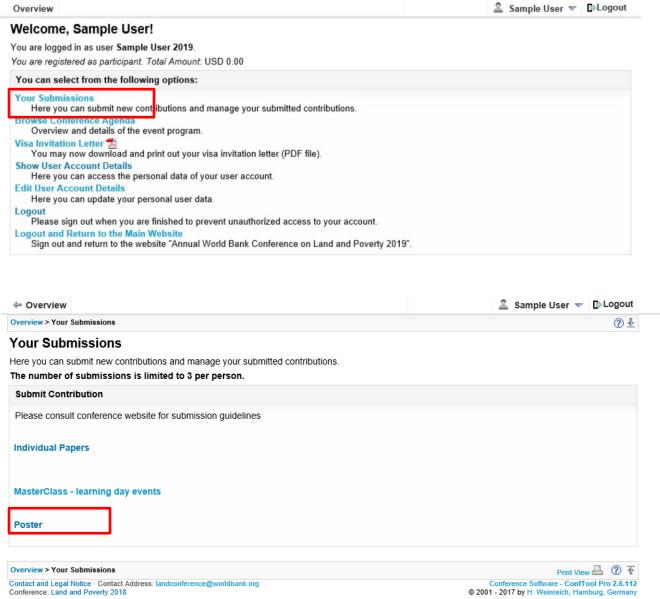


Individual Poster Submission Land and Poverty Conference 2019

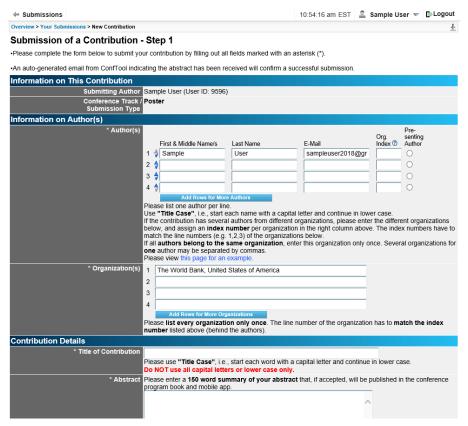
1. Log into Conftool 2019 using your 2018 log-in details (which were copied over) or if you're new, create a user account. Click on "Your Submissions" from the Overview page.



2. Once you have clicked on "Poster," you will see the following fields:

a. Step 1: Contribution details

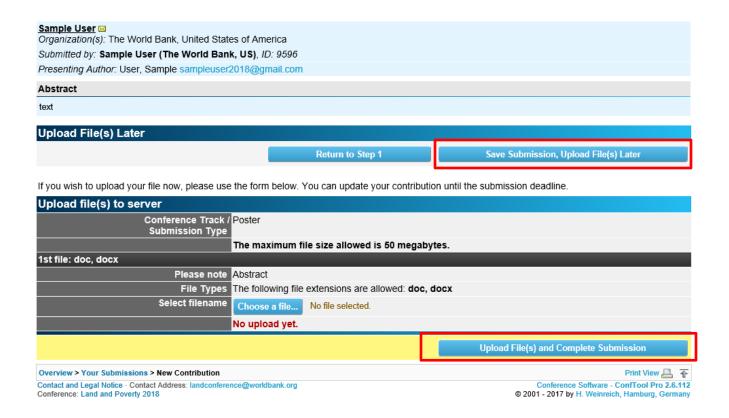
- Your name will appear as the first author. Please enter the names, email addresses and organizations of all contributing authors. Please enter each organization only once, **i.e. do not repeat organizations**. The organization fields have index numbers to the left of them. Assign these index numbers 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)



- Please enter a 150-word summary of your poster.
- Please select one **Priority Topic** that best corresponds to the subject of your poster.
- 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 5 other posters 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 your poster in 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 12, 2018.
- 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 **December 3, 2018.**