



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 Masterclass Land and Poverty Conference 2020

1. Please log into your [ConfTool](#) user account to upload the final version of a max. 2-pages description of your accepted masterclass for the 2019 Land and Poverty Conference before **11:59 PM on February 15, 2020 (Eastern Standard Time)**. Please note that inclusion of accepted masterclass in the final conference program is conditional on timely conference registration and submission of the masterclass description.
2. Please check that your masterclass description adheres to the [formatting instructions](#) at the end of this document. Please review this document as you prepare your final submission.
3. Masterclass uploads will be used to promote your session on the conference website, during the conference and within the World Bank.
4. To upload your contribution, please follow the steps below.

Step 1: Before uploading your masterclass description, 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	▶ Show Abstract ▶ Contribution Details ▶ Edit Contribution Details ▶ Final Upload
	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 masterclass, 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 style="border: 1px solid black; height: 150px; width: 100%;"></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 a max. 2-pages masterclass description (which can be included in the conference website/mobile app for Masterclass promotion) as a **PDF file** and adheres to the [formatting instructions](#).

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



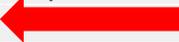
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Finally, click “Upload File(s) and Save Data”. Once uploaded, you will see a confirmation on the next screen. You will also receive a confirmation email.

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	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	Choose a file... No file selected.
	No upload yet.
<div style="border: 2px solid red; padding: 5px; display: inline-block; margin-right: 20px;">Upload File(s) and Save Data</div> <div style="border: 1px solid blue; padding: 5px; display: inline-block;">Save Data Without Uploading Files</div>	



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Guidelines and Formatting Instructions for Masterclasses

For your convenience, please consult the following formatting template below when preparing your masterclass description (which can be used to promote your masterclass) and find an editable PowerPoint version of the layout [here](#).



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Land and Poverty Conference 2020 Masterclass on

SESSION # | Session Title

Friday, March 20, 2020 | **Time** | **Room**, World Bank

INSTRUCTORS

First and Last name instructor 1, title – organization

First and Last name instructor 2, title – organization

First and Last name instructor 3, title - organization



Masterclass summary

The aim of the summary is to describe the masterclass content, objectives, methodology in an attractive way that enhances participation from the audience. This summary will be included in the conference website/mobile app for Masterclass promotion.

Targeted audience: **Practitioners, researchers, etc.**

Actions required: **(downloading software in advance, guides, previous experience, etc.)**

Masterclass program: