

# HOW TO SUBMIT AN ABSTRACT AND PAPER ON ConfTool

## General

The ConfTool System is used for handling paper submissions, the review process, and participant registration. You have to create a **user account** in order to use any facilities of the system.

## Create a ConfTool User Account

To **create a user account**, go to the ConfTool login page <https://www.conftool.net/icsoba2017> and follow the "**Register new**" link under "First time here?". After filling in the required fields of the Web form (marked by asterisk '\*'), a confirmation e-mail will be sent to you with your account details. Please provide valid name, address, and email address, since these will be used later for sending you relevant information about your submission.

You do **not** have to create a new user account for **each** paper you submit. The **same user account can be used for multiple submissions and for participant registration**. If you are already a registered user, please use that account for your submissions, too.

## Login to the ConfTool System

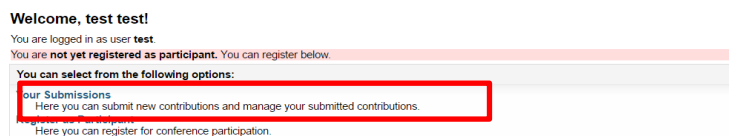
After having obtained a user account, you can **log in with your username and password** under "**Registered Users**". If you have **forgotten your password**, a new one can be obtained through the "Forgotten your password?" link.

Depending on the phase of the submission, review, and registration process, you will see different options after logging in. If you have already submitted papers, you can always access the list with your submissions and see their status.

For all subsequent operations you need a user account and will have to log in first.

## Submit a New Contribution

Select "**Your Submissions**" (see image 1) and **select "Full Paper Submissions"**.



*Image 1: Submit a new contribution*

Please enter all required details for your contribution into the submission form (marked by asterisk) (see image 2) and proceed.

The screenshot shows a web form with the following sections:

- Information on Author(s):** A table with columns for First & Middle Name/s, Last Name, E-Mail, Org. Index, and Presenting Author. The first row is filled with 'test', 'test', 'test@test.com', and a radio button. Below the table is a button 'Add Rows for More Authors' and instructions: 'Please list one author per line. If the contribution has several authors from different organizations, please put an index number of the authors' organizations in the right column. The index numbers have to match the line numbers of the organizations below. Several organizations per author may be separated by commas.'
- Organization(s):** A list of four rows. The first row contains 'Test, Brazil'. Below is a button 'Add Rows for More Organizations' and instructions: 'Please list every organization only once. The line number of the organization has to match the index number listed above (behind the authors).'
- Submission Details:**
  - Title of Contribution:** A text field containing 'xyz'.
  - Abstract:** A large text area containing 'xyz'. Below it, it says '199 words remaining' and 'Plain text only, do not use HTML in this field.'
  - Topics:** A list of checkboxes: 'Bauxite and alumina', 'Bauxite residue', 'Carbon' (checked), 'Aluminium', and 'Keynote'. Below is the instruction: 'Please select the topic(s) from the list that best suit your submission. This is to assist with the review process and the creation of the conference program itself.'
  - Keywords:** A text field containing 'xyz, xyz' and the instruction: 'Please enter up to five keywords for your contribution here, separated by commas.'
  - Remarks on This Contribution:** A text field with the label 'Remark / Message to the Program Committee and Chairs'.

Image 2: submission form

At this step you can save your submission and upload your files later (see red box) or Upload your 3 files or one of the files, according the Author Guidelines Template and Presentation Template. At the end press "upload files and complete submission. (see green box)

The screenshot shows the 'Upload File(s) Later' step of the submission form:

- At the top, there are two buttons: 'Return to Step 1' and 'Save Submission, Upload File(s) Later' (highlighted with a red box).
- Below the buttons, it says: '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:**
  - Deadline for file uploads:** 30th Jul 2017, 11:59:59pm CET
  - Time left:** 224 days 23 hours
  - Conference Track / Submission Type:** Full Paper Submissions
  - Details:** 'Please use Authors Guidelines which is mandatory otherwise your abstract and paper will not be accepted.' Below this are links for 'ICSOBA 2017 Author Guidelines Template' and 'ICSOBA 2017 Presentation Template'.
  - File Size:** '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.'
- Abstract: doc, docx:**
  - Please note:** 'Please upload your Abstract as Word document here.'
  - File Types:** 'The following file extensions are allowed: doc, docx'
  - Select filename:** 'Choose File | No file chosen'
  - Status:** 'No upload yet.'
- Full Paper: doc, docx:**
  - Please note:** 'Please upload your Full Paper as Word document here.'
  - File Types:** 'The following file extensions are allowed: doc, docx'
  - Second filename:** 'Choose File | No file chosen'
  - Status:** 'No upload yet.'
- Presentation: ppt, pptx:**
  - Please note:** 'Please upload your Presentation as Power Point document here.'
  - File Types:** 'The following file extensions are allowed: ppt, pptx'
  - Third filename:** 'Choose File | No file chosen'
  - Status:** 'No upload yet.'
- At the bottom, there is a button 'Upload File(s) and Complete Submission' (highlighted with a green box).

Image 3: submission form Step 2

A paper number will be assigned to your submission, please use this number for further reference.

## Update Contribution Details

Until the submission deadline, you can **update** your contribution details, **upload new versions** of the manuscript, or **withdraw** the contribution. The last uploaded version at the time of submission deadline will be considered for review, unless the contribution is withdrawn (see image 4).

The screenshot shows the 'Overview' page of a submission system. At the top, there is a navigation bar with 'Overview', a clock showing '11:01:34 pm CET', a user profile 'test test', and a 'Logout' button. Below the navigation bar, there are several notification boxes: three yellow boxes with exclamation marks indicating that the 'Abstract', 'Full Paper', and 'Presentation' files have not yet been uploaded; a green box with a checkmark indicating a 'New submission created'; and a yellow box with an exclamation mark reminding the user to 'Do not forget to register for the conference!'. Below these notifications, there is a section titled 'Your Submissions' with a table listing the submission details. The table has columns for 'Submission ID', 'Submission Type / Conference Track', 'Organization(s)', 'Abstract', 'Full Paper', and 'Presentation'. The submission ID is '113'. The submission type is 'Full Paper Submissions'. The organization is 'Test, Brazil'. The abstract, full paper, and presentation are all listed as 'No upload yet.'. To the right of the table, there are four links: 'Submission Details', 'Edit Submission Details', 'Upload Contribution', and 'Withdraw Submission'. The 'Upload Contribution' link is highlighted with a red box.

Image 4: Update submission

When you upload your contribution you will see the windows as per Image 5. There are the 3 files needed for your contribution, Abstract, Full Paper and Presentation. You can upload only doc, docx for Abstract and Paper, ppt or pptx for presentation. 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.) If a file is already uploaded you will see the corresponding date and time of this upload (CET = Central European Time - the time at the conference venue). If you want to upload a new version of a file you have to proceed as for a new file. Just choose the newest file and after press "Upload Files".

The screenshot shows the 'Upload File(s)' window. It is divided into three sections: 'Abstract: doc, docx', 'Full Paper: doc, docx', and 'Presentation: ppt, pptx'. Each section has a 'Please note' field, a 'File Types' field, a 'Select filename' field, and a 'Current version' field. The 'Abstract' section has a 'Please note' field with the text 'Please upload your Abstract as Word document here.', a 'File Types' field with the text 'The following file extensions are allowed: doc, docx', a 'Select filename' field with a 'Choose File' button and the text 'No file chosen', and a 'Current version' field with the text 'Standardized Testing for Carbon Cathodes in Primary aluminium IC SOBA.docx' and '17th Dec 2016, 11:19:14pm CET'. The 'Full Paper' section has a 'Please note' field with the text 'Please upload your Full Paper as Word document here.', a 'File Types' field with the text 'The following file extensions are allowed: doc, docx', a 'Select filename' field with a 'Choose File' button and the text 'No file chosen', and a 'Current version' field with the text 'CBXX - Standardized Testing for Carbon Cathodes in Primary aluminium IC SOBA (003).docx' and '17th Dec 2016, 11:19:14pm CET'. The 'Presentation' section has a 'Please note' field with the text 'Please upload your Presentation as Power Point document here.', a 'File Types' field with the text 'The following file extensions are allowed: ppt, pptx', a 'Third filename' field with a 'Choose File' button and the text 'No file chosen', and a 'Current version' field with the text 'CB18-Evolution of Anode Porosity under Air Oxidation The Unveiling of the Active Pore Size.ppt' and '17th Dec 2016, 11:19:14pm CET'. At the bottom right of the window, there is a blue 'Upload File(s)' button. Below the window, there is a navigation bar with 'Overview > Your Submissions > Upload File(s)' and a 'Print View' button.

Image 5: Upload Contribution

The updated file will be the last version, whether the upload is made by the author or by the reviewer, but the previous versions will be kept as historical record.

## Register for Conference Participation

For each accepted paper at least one presenting author has to register for conference participation.

Participant registration is also handled via the ConfTool system. If you already have a user account, click on "Register as Participant" in the main menu to start the registration process.