

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/icsoba2026/> 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".

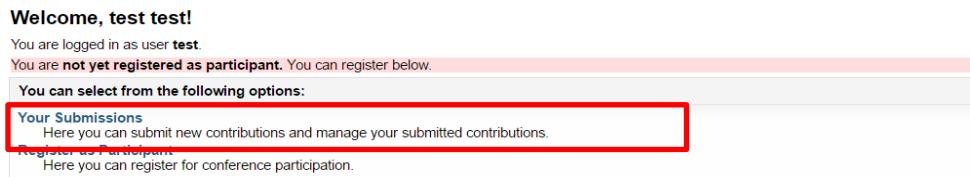


Image 1. Submit a new contribution.

Go to "Submit a new abstract" and select the Area (Bauxite, Alumina,..) you want to submit your paper.

The screenshot shows the 'Your Submissions' page. A yellow box highlights the 'Submit a new abstract' button. Below it, a list of areas for submission is provided, each preceded by a blue triangle icon. The areas listed are: Keynote Paper, Bauxite Paper, Alumina Paper, Bauxite Residue Paper, Electrodes Paper, Aluminium Electrolysis Paper, and Casthouse Operation Paper.

Overview > Your Submissions

>Your Submissions

Here you can submit a new abstract and manage your submitted abstract or papers.

Submit a new abstract

You may now submit an abstract. Please select your Topic.
Remember to click the "Complete Submission" button on the second screen!
Use Paper Template which is mandatory otherwise your abstract and paper will not be accepted.

- ICSOBA 2026 Author Guidelines
- ICSOBA 2026 Paper Template
- ICSOBA 2026 Presentation Template
- HOW TO SUBMIT AN ABSTRACT AND PAPER ON ConfTool

Deadlines for abstracts, manuscripts and presentations:
Abstract: 16 March 2026
Full Paper: 15 May 2026
Presentation: 28 September 2026

Abstract, Paper and Presentation Submission

- ▶ Keynote Paper
- ▶ Bauxite Paper
- ▶ Alumina Paper
- ▶ Bauxite Residue Paper
- ▶ Electrodes Paper
- ▶ Aluminium Electrolysis Paper
- ▶ Casthouse Operation Paper

Image 2. Choosing the Area of the Submission

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

Information on Author(s)																																									
<p>* Author(s)</p> <table border="1"> <tr> <td>1</td> <td>First & Middle Name/s</td> <td>Last Name</td> <td>E-Mail</td> <td>Org. Index</td> <td>Pre-presenting Author</td> </tr> <tr> <td>test</td> <td>test</td> <td>test@test.com</td> <td></td> <td></td> <td><input type="radio"/></td> </tr> <tr> <td>2</td> <td></td> <td></td> <td></td> <td></td> <td><input type="radio"/></td> </tr> <tr> <td>3</td> <td></td> <td></td> <td></td> <td></td> <td><input type="radio"/></td> </tr> <tr> <td>4</td> <td></td> <td></td> <td></td> <td></td> <td><input type="radio"/></td> </tr> <tr> <td colspan="6" style="text-align: center;">Add Rows for More Authors</td> </tr> </table> <p>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.</p>						1	First & Middle Name/s	Last Name	E-Mail	Org. Index	Pre-presenting Author	test	test	test@test.com			<input type="radio"/>	2					<input type="radio"/>	3					<input type="radio"/>	4					<input type="radio"/>	Add Rows for More Authors					
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<p>* Topics</p> <p>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.</p> <p><input type="checkbox"/> Bauxite and alumina <input type="checkbox"/> Bauxite residue <input checked="" type="checkbox"/> Carbon <input type="checkbox"/> Aluminium <input type="checkbox"/> Keynote</p>																																									
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<p>Remark / Message to the Program Committee and Chairs</p>																																									

Image 3. 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 and Paper Template” and “Presentation Template”. At the end press “upload files and complete submission (see green box).

Upload File(s) Later	
Return to Step 1 Save Submission, Upload File(s) Later	
<p>If you wish to upload your file now, please use the form below. You can update your contribution until the submission deadline.</p>	
<p>Upload file(s) to server</p> <p>Deadline for file uploads: 30th Jul 2017, 11:59:59pm CET</p> <p>Time left: 224 days 23 hours</p>	
<p>Conference Track / Full Paper Submissions</p> <p>Submission Type</p>	
<p>Details</p> <p>Please use Authors Guidelines which is mandatory otherwise your abstract and paper will not be accepted.</p> <p>W ICSOBA 2017 Author Guidelines Template</p> <p>P ICSOBA 2017 Presentation Template</p>	
<p>The maximum file size allowed is 50 megabytes.</p> <p>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.</p>	
<p>Abstract: doc, docx</p> <p>Please note: Please upload your Abstract as Word document here.</p> <p>File Types: The following file extensions are allowed: doc, docx</p> <p>Select filename: <input type="button" value="Choose File"/> No file chosen</p> <p>No upload yet.</p>	
<p>Full Paper: doc, docx</p> <p>Please note: Please upload your Full Paper as Word document here.</p> <p>File Types: The following file extensions are allowed: doc, docx</p> <p>Second filename: <input type="button" value="Choose File"/> No file chosen</p> <p>No upload yet.</p>	
<p>Presentation: ppt, pptx</p> <p>Please note: Please upload your Presentation as Power Point document here.</p> <p>File Types: The following file extensions are allowed: ppt, pptx</p> <p>Third filename: <input type="button" value="Choose File"/> No file chosen</p> <p>No upload yet.</p>	
Upload File(s) and Complete Submission	

Image 4. 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).

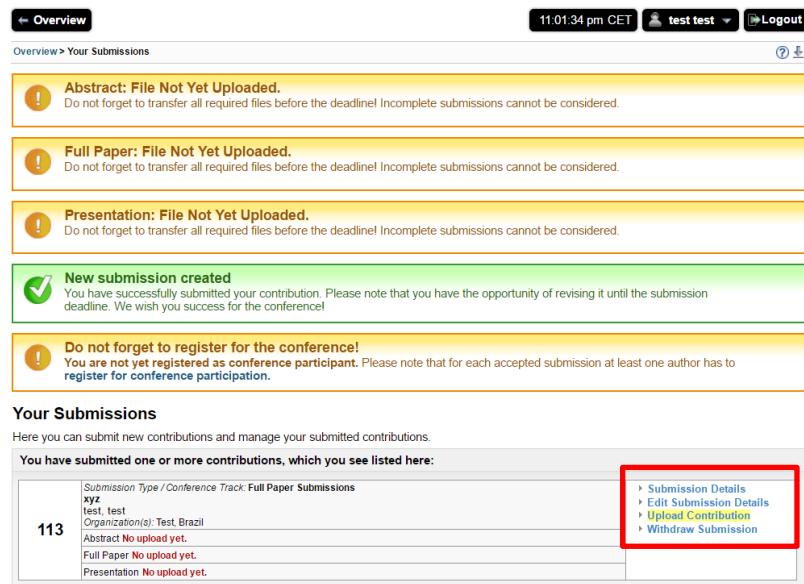


Image 5. Update submission.

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 (Bahrain 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 a form for uploading files. It has three main sections: 'Abstract: doc, docx', 'Full Paper: doc, docx', and 'Presentation: ppt, pptx'. Each section contains fields for 'Please note' (instructions), 'File Types' (allowed extensions), 'Select filename' (choose file button), and 'Current version' (file details: Standardized Testing for Carbon Cathodes in Primary aluminium ICSOBA.docx, 17th Dec 2016, 11:19:14pm CET). At the bottom is a large blue 'Upload File(s)' button.

Image 6. 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.