

# 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/icsoba2019> 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

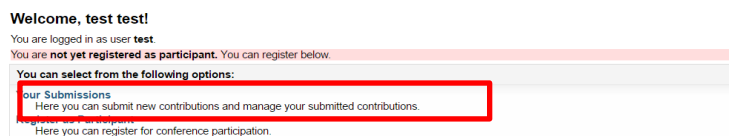
After having obtained a user account, you can **log in with your username and password** under "**Registered Users**". If you have **forgotten your password**, a new one can be obtained through the "Forgotten your password?" link.

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.

**Information on Author(s)**

* Author(s)	First & Middle Name/s	Last Name	E-Mail	Org. Index	Presenting Author
1	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](#)

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)**

1	Test, Brazil
2	
3	
4	

[Add Rows for More Organizations](#)

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: xyz

\* Abstract: xyz

199 words remaining  
Plain text only, do not use HTML in this field.

\* Topics: 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.

- Bauxite and alumina
- Bauxite residue
- Carbon
- Aluminium
- Keynote

\* Keywords: xyz, xyz  
Please enter up to five keywords for your contribution here, separated by commas.

**Remarks on This Contribution**

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)

**Upload File(s) Later**

[Return to Step 1](#) [Save Submission, Upload File\(s\) Later](#)

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.

[W](#) ICSOBA 2017 Author Guidelines Template  
[P](#) ICSOBA 2017 Presentation Template

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  
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  
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  
No upload yet.

[Upload File\(s\) and Complete Submission](#)

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).

← Overview 11:01:34 pm CET test test Logout

Overview > Your Submissions

**Abstract: File Not Yet Uploaded.**  
Do not forget to transfer all required files before the deadline! Incomplete submissions cannot be considered.

**Full Paper: File Not Yet Uploaded.**  
Do not forget to transfer all required files before the deadline! Incomplete submissions cannot be considered.

**Presentation: File Not Yet Uploaded.**  
Do not forget to transfer all required files before the deadline! Incomplete submissions cannot be considered.

**New submission created**  
You have successfully submitted your contribution. Please note that you have the opportunity of revising it until the submission deadline. We wish you success for the conference!

**Do not forget to register for the conference!**  
You are not yet registered as conference participant. Please note that for each accepted submission at least one author has to register for conference participation.

**Your Submissions**  
Here you can submit new contributions and manage your submitted contributions.  
You have submitted one or more contributions, which you see listed here:

Submission ID	Submission Type / Conference Track	Submission Status	Actions
113	xyz test, test Organization(s): Test, Brazil	Abstract No upload yet. Full Paper No upload yet. Presentation No upload yet.	<a href="#">Submission Details</a> <a href="#">Edit Submission Details</a> <a href="#">Upload Contribution</a> <a href="#">Withdraw Submission</a>

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".

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

Current version: Standardized Testing for Carbon Cathodes in Primary aluminium IC SOBA.docx  
17th Dec 2016, 11:19:14pm CET

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

Current version: CBXX - Standardized Testing for Carbon Cathodes in Primary aluminium IC SOBA (003).docx  
17th Dec 2016, 11:19:14pm CET

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

Current version: CB18-Evolution of Anode Porosity under Air Oxidation The Unveiling of the Active Pore Size.ppt  
17th Dec 2016, 11:19:14pm CET

Upload File(s)

Overview > Your Submissions > Upload File(s) PrintView

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.