

Creating a ConfTool-account for IEMCA19

1. Visit the [ConfTool-IIMECA19 website](https://www.conftool.net/iemca19/) (<https://www.conftool.net/iemca19/>).
2. Click on “**Create account**” (either top-left or in the middle of the screen)

IEMCA19
PRACTICES
Mannheim (Germany) | July 2-5, 2019

Create account Conference Time: 24/Apr/2018 5:13:26 pm CEST

ConfTool Conference Administration

Log in to your account to **submit a contribution**, enter or view reviews and access the results of the reviewing process.
If you have not yet created a user account, please do so now.

Account Login

First time here?
[Create account](#)

Registered users

E-mail or user name: · [Forgotten your user name?](#)
Password: · [Forgotten your password?](#)

Contact and Legal Notice - Contact Address: iemca19@ids-mannheim.de
Conference: IEMCA 2019

Conference Software - ConfTool Pro 2.6.115+TC
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3. Type in your personal information.
4. Read (and accept) the data privacy agreement.
5. Choose your user name and password.

You have two options:

i) You can **choose your user name and password**. Select “Enter user account details below. You will receive a user account confirmation e-mail.” Please note: Your chosen password will not be sent to you by e-mail!

Please keep in mind when choosing your password:

- your **user name** has to consist of at least 2 characters and is case-sensitive. You can also choose your email as your user name.
- your **password** has to consist of at least 5 characters, is case-sensitive, has to contain at least one Latin character (a-z) and one number (0-9) and must not be too simplistic (e.g. not equal to your name).

ii) You can **choose an automatically generated user name and password**. Select “Create account automatically”. Both user name and password will be sent to you in two separate e-mails. We advise you to change the system-generated password after the first login.

Please note: If you choose this option, make sure that the fields ‘user name’ and ‘password’ are empty before you select this option.

6. After having filled out all necessary data, you may choose between two options:
 - If you would like to create your user account and continue with the submission of a contribution, please choose “Submit and begin with the submission of a contribution”.
 - If you would like to only create your user account, please choose “Create user account only”; you can submit your contribution later.

An e-mail with your account information will be sent to you by the system – **please do not forget to validate your e-mail address** (see the link in the e-mail).