Submitting a panel proposal for IIEMCA19 with ConfTool

1. If you have just created your ConfTool-account and have chosen the option to "Submit and begin with the submission of a contribution" you will immediately be directed to the submission menu. In case you have created your ConfTool-account earlier, please log in to your ConfTool-IIEMCA19 account with your login data and click on "**Your Submissions**".

2. Select "**Panel proposal submission**".

3. Provide the **names** of the **panel organizer(s)**, their **e-mail addresses** and **affiliation** (=**organization**).

    i. If you are the **sole organizer** of the panel or if you an your co-organizer(s) all work in the **same organization** you can leave the organization **index empty** and just type in your organization in line 1 of the rows for organizations.

    ii. If the contribution has **several panel organizers** from **different organizations**, please put an index number of the panel organizers' organizations in the right column. The index numbers have to match the line numbers of the organizations below.

Several organizations per panel organizer may be separated by commas.

4. Please provide the **abstract** of your panel proposal, including a list of the prospective contributors and discussants (if applicable) for your panel. Include yourself in the list if you are contributing to the panel with a paper. Please also indicate for each prospective contributor whether they are **'confirmed'** or **'requested'**.

   Panels should consist of **at least 3** papers and **at most 12** papers (including discussants).

   You do not need to provide titles of the prospective papers in your panel.

5. Select the **topics** that characterize your panel. At least one topic has to be selected.

6. Click on "**Proceed**". In the next step you can **preview** and

   a. **save your submission** (button **"Submit contribution"**) or
   b. go back to step 1 and **edit** it.

Do not forget to click on the **"Submit contribution"** button to save your contribution.

7. As soon as you have set up a contribution you can revise it in the "**Your Submissions**"-menu until the submission deadline (June 14, 2018).