

Submitting an individual paper proposal for IEMCA19 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-IEMCA19](#) account with your login data and click on “**Your Submissions**”.
2. You can submit your paper either
 - i. as a **single paper** by selecting “Individual paper proposal submission (w/o panel allocation)” or
 - ii. as a **paper for one of the accepted panels** by selecting one of the panels from the list.
3. Provide the **names** of the **author(s)**, their **e-mail addresses** and **affiliations (=organizations)**.
 - i. If you are the **sole author** of the paper or if you and your co-author(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.

Information on Author(s)

* Author(s)	First & Middle Name/s	Last Name	E-Mail	Org. Index
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4. Please provide an **abstract** of your individual paper proposal with **min. 250 and up to 500 words** (including references or data examples).
5. Select the **topics** that characterize your paper. At least one topic has to be selected.
6. Click on **“Proceed”**. In the next step you can **preview** and
 - i. **save your submission** (button **“Submit contribution”**) or
 - ii. 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 (September 27, 2018).