

## ConfTool - Instructions for Submitting Authors

Below you find some general hints on how to use the ConfTool system for different phases, such as submission or registration process.

### General

- The ConfTool System can be used for handling paper submission, 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 of [ISCHE 46](#) 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 the participant registration (at a later date). If you are already a registered user, e.g. as member of the programme committee or reviewer, please use that account for your submissions, too.
- Please note that user accounts from previous conferences are no longer valid.

### 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

- Log in to your conftool account and go to "Your submissions".
- To start, select one of the thematic conference strands (A-Strands) or one of the Standing Working Groups (B-Strands) that most fits your contribution.
- Please enter all required details for your contribution into the submission form (marked by asterisk) and proceed.

- Please don't forget to press "Save Submission" to confirm and save your contribution.
- You will also have the possibility to update/edit your submission until the submission deadline.
- 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 as many times as you want to or withdraw the contribution. The last uploaded version at the time of submission deadline will be considered for review, unless the contribution is withdrawn.

### **Viewing the Review Results**

- After the review process has finished, you will receive a message from the Local Organising Committee (LOC) about the final outcome of the review.

### **Final Version**

- If your contribution was accepted and you choose to present it during ISCHE 46 Online, you will be asked to upload a presentation/video of your contribution. Further details will be provided by the LOC at a later date.

### **Register for Conference Participation**

- **For each accepted paper at least one presenting author has to register for conference participation, otherwise the contribution will not be considered in the conference proceedings.**
- The ISCHE 46 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. This option will be available once the reviewing process is finished and authors have been informed about the acceptance of their contribution(s). You will receive a corresponding message from LOC when the registration process begins.