

→ THE EVER GROWING USE OF COPERNICUS ACROSS EUROPE'S REGIONS

INSTRUCTIONS FOR CONFTOOL

Attention: Please find below general instructions on how to use the ConfTool system to upload the Copernicus user story. Please consider these together with the instructions provided by the Publication Manager as well as those published on the project's webpage www.nereus-regions.eu/Copernicus4Regions.

General

The ConfTool system should be used by the Authors for submitting written contributions for “The ever growing use of Copernicus across Europe’s regions”, the joint initiative by the European Commission, the European Space Agency and the Network of European Regions Using Space Technologies (NEREUS).

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 your event 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, e.g. as PC member or reviewer, 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.

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Submit a New Contribution

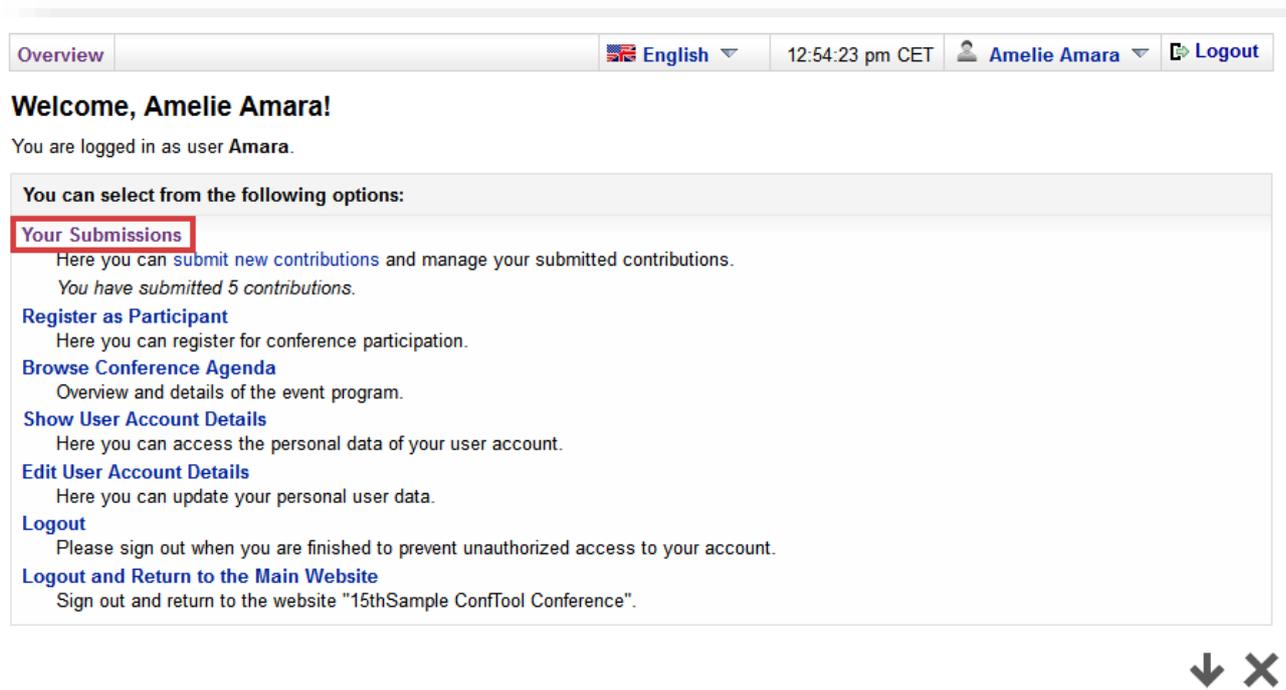
Go to "Your Submissions" (see image 1) and **select the type of contribution you want to submit.**

Please enter all required details for your contribution into the submission form (marked by asterisk) and proceed.

If one or more uploads are required for your submission, you have the option to upload these files now. You may also choose to upload the manuscript later. You will also have the possibility to update your submission and upload newer versions until the submission deadline.

A paper number will be assigned to your submission, please use this number for further reference.

Image 1 – Submit a new contribution



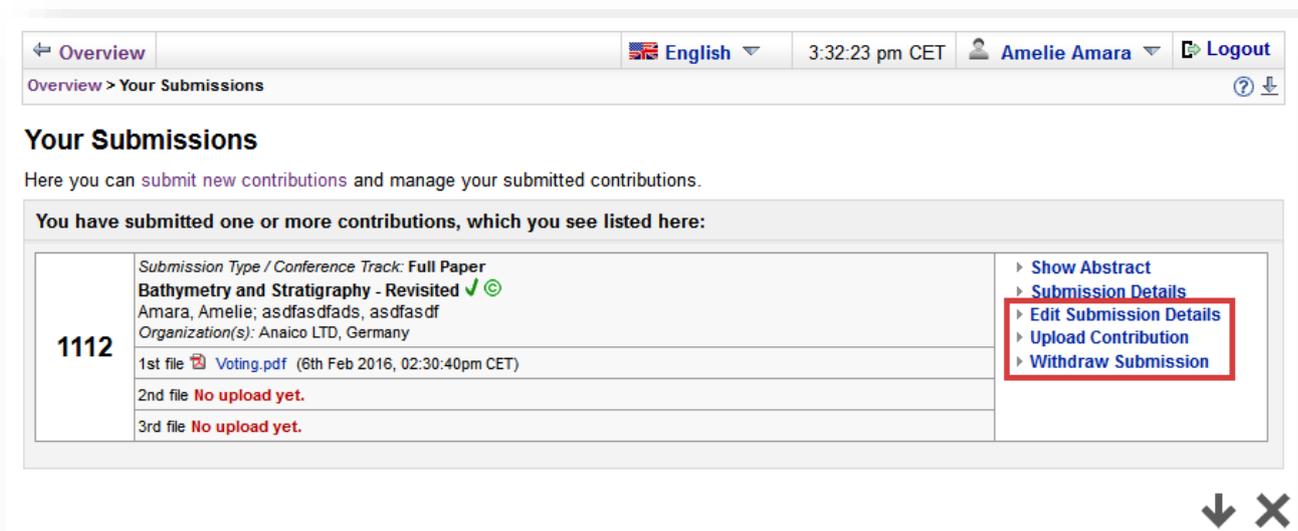
The screenshot shows a user interface for a conference submission system. At the top, there is a navigation bar with 'Overview', a language dropdown set to 'English', the time '12:54:23 pm CET', and a user profile for 'Amelie Amara' with a 'Logout' button. Below the navigation bar, a welcome message reads 'Welcome, Amelie Amara!' followed by 'You are logged in as user Amara.' A section titled 'You can select from the following options:' contains a list of menu items. The 'Your Submissions' item is highlighted with a red box and includes the text: 'Here you can submit new contributions and manage your submitted contributions. You have submitted 5 contributions.' Other menu items include 'Register as Participant', 'Browse Conference Agenda', 'Show User Account Details', 'Edit User Account Details', 'Logout', and 'Logout and Return to the Main Website'. A download arrow and a close 'X' button are visible in the bottom right corner of the content area.

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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 2).

Image 2 – Update submission



The screenshot shows a web interface for managing submissions. At the top, there is a navigation bar with 'Overview', 'English', '3:32:23 pm CET', 'Amelie Amara', and 'Logout'. Below this is a breadcrumb 'Overview > Your Submissions'. The main heading is 'Your Submissions', followed by a brief instruction: 'Here you can submit new contributions and manage your submitted contributions.' A message states: 'You have submitted one or more contributions, which you see listed here:'. A table lists a submission with ID '1112'. The submission details include: 'Submission Type / Conference Track: Full Paper', 'Bathymetry and Stratigraphy - Revisited' (with a green checkmark and a copyright symbol), author 'Amara, Amelie; asdfasdfads, asdfasdf', and organization 'Anaico LTD, Germany'. The file upload status is shown as: '1st file Voting.pdf (6th Feb 2016, 02:30:40pm CET)', '2nd file No upload yet.', and '3rd file No upload yet.'. To the right of the submission details is a menu with four options: 'Show Abstract', 'Submission Details', 'Edit Submission Details' (highlighted with a red box), 'Upload Contribution', and 'Withdraw Submission' (also highlighted with a red box). At the bottom right of the table area, there are icons for a download arrow and a close 'X' button.

Viewing the Review Results

After the review process has finished you will receive a message from the Publication Manager by e-mail. The review results will be made viewable to the authors via the ConfTool system. Please log in and **go to "Your Submissions"** and **select "Review Results"** for your paper (see image 3). There, you will see the final outcome of the review and the scores as well as the reviewers' comments (if available).

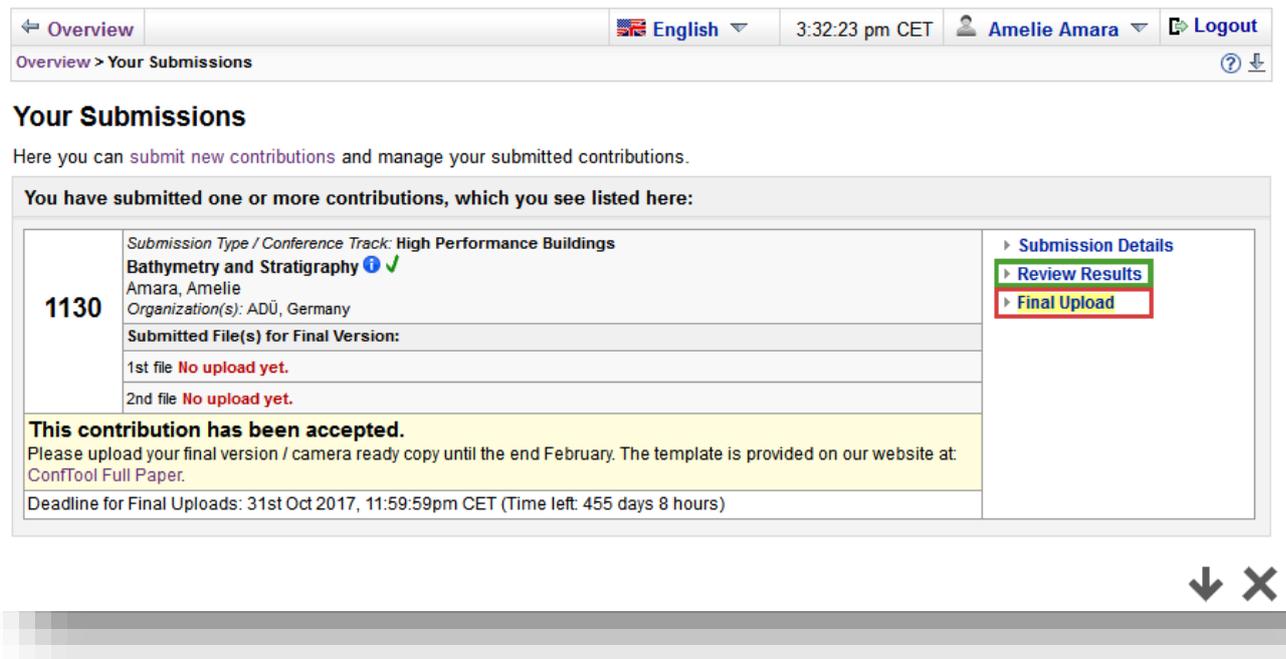
Upload Camera-Ready Manuscript / Final Version

If your contribution was accepted, you usually get the option to submit a final version of your contribution. Please consider the review results from the experts for that version (see image 3). The final version has to be "camera ready", i.e. it **must** use the conference **template and follow the submission guidelines** otherwise it will not be published in the proceedings.

You will also use the ConfTool system to upload the final version of your contribution. Further details will be provided by the conference chairs.

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Image 3 – Access review results & upload final version



← Overview English 3:32:23 pm CET Amelie Amara Logout

Overview > Your Submissions

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:

| | | |
|-------------|--|--|
| 1130 | <i>Submission Type / Conference Track:</i> High Performance Buildings Bathymetry and Stratigraphy   | Submission Details Review Results Final Upload |
| | Amara, Amelie | |
| | <i>Organization(s):</i> ADÜ, Germany | |
| | Submitted File(s) for Final Version: | |
| | 1st file No upload yet. | |
| | 2nd file No upload yet. | |

This contribution has been accepted.
Please upload your final version / camera ready copy until the end February. The template is provided on our website at [ConfTool Full Paper](#).

Deadline for Final Uploads: 31st Oct 2017, 11:59:59pm CET (Time left: 455 days 8 hours)

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