HOW TO SUBMIT AN ABSTRACT AND PAPER ON ConfTool

General

The ConfTool System is used for handling paper submissions, 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

https://www.conftool.net/aanzca2024/ 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 a valid name, address, and email address, since these will be used later for sending you relevant information about your submission and the conference.

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, 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.

Submit a New Contribution

Select **"Your Submissions"** (see image 1) and then **please select the stream for which you wish your submission to be considered** (see image 2)

Image 1. Submit a new contribution.

Image 2. Select a stream.

Please enter all required details for your contribution into the submission form (marked by asterisk) (see image 3) and proceed.

Information on This Contribution

Submitting Author	Test 1 Test 1 (User ID: 1034)
Submission Type / Conference Track	Communication theory
* Submission Format	Please select the format(s) of your submission. ○ Abstract only ○ Full paper ○ Panel

Information on Author(s)

* Author(s)

	First & Middle Name/s	Last Name	E-Mail	Org. Index ⑦
1 ▲▼	Test 1	Test 1	test@test.com	
2 ▲▼				
3 ▲▼				
4 ▲▼				

Add Rows for More Authors

Please list one author per line.
If the contribution has several authors from different organizations, please put an **index number** of the authors' organizations in the right column. The index numbers have to match the line numbers of the organizations below.
Several organizations per author may be separated by commas.
Please make sure that **your co-authors agree to the storage and processing of the submission and their personal data** in accordance with the Data Privacy Agreement before you proceed with the submission.

* Organization(s)

1	RMIT, Australia
2	
3	
4	

Add Rows for More Organizations

Please **list every organization only once**. The line number of the organization has to **match the index number** listed above (behind the authors).

Preview List of Authors

Test 1 Test 1
RMIT, Australia

Contribution Details

* Title of Contribution

* Abstract

Plain text only, do not use HTML in this field.

* Keywords

Please enter up to five keywords for your contribution here, separated by commas.

Student Contribution ☐ This contribution was solely written by students and/or doctoral candidates.

* Short bio Please enter a short 100-word bio for each author.

Additional Comments

Comments for Conference Chairs

Image 3. Submission form.

If you are just submitting an abstract or your full paper is not ready, click 'Save submission, Upload your file(s)' (see red box). Alternatively, if your full paper is ready, you can upload your file(s).

To add a new file, just choose the newest file and click "Upload Files". Then press "upload files and complete submission (see green box).

The upload capability will remain open for uploads until the full paper deadline (11 October 2024). Your full paper must be in doc, docx, pdf format. The maximum file size allowed is 10 megabytes. If a file is already uploaded, you will see the corresponding date and time of this upload (Australian Eastern Standard Time- the time at the conference venue).
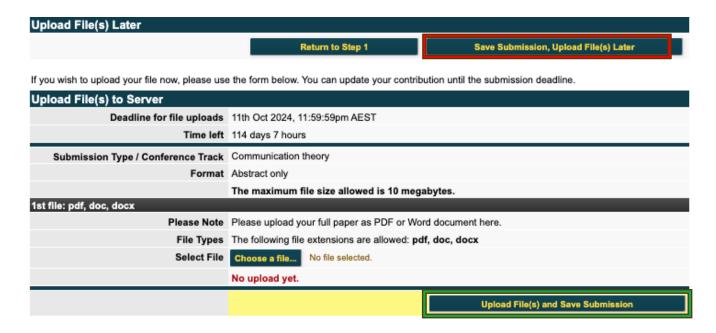

Image 4. Submission form Step 2.

Decisions about inclusion in the conference will only be made on the basis of abstracts, which means that all authors of full papers will also need to submit an abstract.

However, only full papers will be considered for publication in the special issues.

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

Update Contribution Details

Until the abstract submission deadline, you can **update** your contribution details, **change** your abstract, or **withdraw** the contribution. The last uploaded version at the time of submission deadline will be considered for review, unless the contribution is withdrawn.

Register for Conference Participation

For each accepted paper at least one presenting author must register for conference participation.

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.