



# INSTRUCTIONS FOR SUBMITTING AUTHORS

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## 1. CREATE AN USER ACCOUNT

You have to create a **user account** in order to submit a contribution. To **create a user account**, go to the *Contributions* page

<https://www.conftool.pro/oceansfromspacevenice2020/>

and follow the “**Create account and submit contribution**” 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. (See Figure 1).

conftool.pro/oceansfromspacevenice2020/

# OCEANS FROM SPACE

## Venice 2020

Scuola Grande di San Marco  
12 - 16 October 2020

Register New Conference Time: 05/Apr/2020 8:35:56 am CEST

### Conference Contributions

Log in to your account to **submit a contribution**, access your submitted contributions and view the results of the reviewing process. As a reviewer you may enter and edit **reviews**.

If you have not yet created a user account, please do so now.

#### Account Login

First time here?

[Create account and submit contribution](#)

#### Registered users

User name:  · [Forgotten your user name?](#)

Password:  · [Forgotten your password?](#)

Contact and Legal Notice · Contact Address: [info@oceansfromspacevenice2020.org](mailto:info@oceansfromspacevenice2020.org)  
Privacy Statement · Conference: OCEANS FROM SPACE Venice 2020

Mobile View

Conference Software - ConfTool Pro 2.6.131  
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Figure 1 - Contributions page

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**. If you are already a registered user, e.g. as PC member or reviewer, please use that account for your submissions, to



## 2. LOGIN TO THE 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.

## 3. SUBMIT A NEW CONTRIBUTION

Select “Submit Contribution” or go to “**Your Submissions**” (see *Figure 2*) and **select the type of contribution you want to submit: Oral or Poster Presentation**.

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

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.

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Overview 8:38:22 am CEST Mario Rossi Logout

Welcome, Mario Rossi  
You are logged in as user test

You can select from the following options:

- Your Submissions  
Here you can submit new contributions and manage your submitted contributions.  
You have submitted 2 contributions.
- Show User Account Details  
Here you can access the personal data of your user account.
- Edit User Account Details  
Here you can update your personal user data.
- Logout  
Please sign out when you are finished to prevent unauthorized access to your account.
- Logout and Return to the Main Website  
Sign out and return to the website "OCEANS FROM SPACE Venice 2020".

Figure 2 - Submit a new contribution



## 4. UPDATE CONTRIBUTION DETAILS

Until the submission deadline, you can **update** your contribution details, or **upload new versions** of the manuscript. The last uploaded version at the time of submission deadline will be considered for review, unless the contribution is withdrawn (see Figure 3).

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← Overview 8:57:11 am CEST Mario Rossi 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:

100	Submission Type / Conference Track: Poster Presentation	▶ Contribution Details ▶ Edit Contribution Details ▶ Upload Contribution
	<b>Test</b> Rossi, Mario Organization(s): Test, Italy	
1st file <a href="#">Website Venice 2010.docx</a> (9th Mar 2020, 04:50:41pm CEST)		

Figure 3 - Update submission

## 5. VIEWING THE REVIEW RESULTS

After the review process has finished you will receive a message from the chairs by e-mail. The review results will be made viewable to the authors via the 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).



## 6. 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 system to upload the final version of your contribution. Further details will be provided by the conference chairs.

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 the text '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 '1130', titled 'Bathymetry and Stratigraphy', by 'Amara, Amelie' from 'ADÜ, Germany'. It indicates 'Submitted File(s) for Final Version:' with '1st file No upload yet.' and '2nd file No upload yet.'. A yellow banner states 'This contribution has been accepted.' and provides instructions to upload the final version by the end of February. A 'Deadline for Final Uploads' is set for '31st Oct 2017, 11:59:59pm CET (Time left: 455 days 8 hours)'. On the right side of the submission entry, there are three links: 'Submission Details', 'Review Results', and 'Final Upload', with the last two highlighted by red boxes.

Figure 4 - Access review results & upload final version