



# Linking Land Tenure and Use for Shared Prosperity

ANNUAL WORLD BANK CONFERENCE ON LAND AND POVERTY  
WASHINGTON DC, MARCH 23-24, 2015



## Abstract Submission Guidelines for Individual Papers

Authors interested in presenting at the conference are requested to submit an initial 800 - 1,500 word abstract before **October 31st 2014**. The final paper should be between 6,000 and 12,000 words. The [ConfTool system](#) allows you to submit your abstract to be reviewed for the 2015 Land and Poverty Conference. Please follow the guidelines below to submit the abstract.

### Creating a User Account

1. Begin by create an account with [Conf tool](#) ensuring that you fill in all mandatory fields. Please note that registration as a Conf tool user and submission of an abstract is **NOT** equivalent to registering for the conference. Each contributing author has to register for the conference separately. More information on registration for the conference is available on the website under the tab **Register Now**.

Submit your basic information and continue with your submission, by clicking at the bottom.

The screenshot shows the 'New User Registration' page. At the top, it says 'Linking Land Tenure and Use for Shared Prosperity' and 'ANNUAL WORLD BANK CONFERENCE ON LAND AND POVERTY WASHINGTON DC, MARCH 23-24, 2015'. The page title is 'New User Registration'. Below the title, there is a note: 'This input form allows you to create a new user account. All fields marked with an asterisk (\*) are mandatory and must be filled in. Please note that the conference name badge and author name entry in the program (if relevant) will appear exactly as in the form below. Acquiring a user account is not equivalent to registering for the conference, which is a separate process that will require further information.'

The form is divided into several sections:

- Personal Information:** Includes fields for Organization / Company, Department, Gender (Female/Male), Title (Mr./Ms./Dr./Prof./Post-Dr.), Full Academic Title / Professional Position, First Name, Last Name / Surname, Work Address Line 1, Address Line 2, Postal Code / ZIP Code, City, State / Territory / Province (dropdown), Country of Residence (dropdown), and a question 'Do you need a visa letter to enter the US?' with Yes/No options. It also has fields for Profession, Nationality, Other Nationality, Phone, E-mail, and Secondary E-mail (optional).
- Funding, Registration Fee, and Expenses:** Includes a question 'Do you need a visa letter to enter the US?' (repeated), a question 'Do you need a visa letter to enter the US?' (repeated), a question 'Do you need a visa letter to enter the US?' (repeated), and a question 'Do you need a visa letter to enter the US?' (repeated).
- Data Privacy Agreement:** Includes a 'Data Privacy Agreement' section with text about data storage and use, and a 'Right to Information' section.
- Account Information:** Includes a 'User Comments' field, a 'Send a registration confirmation e-mail (without your password)' checkbox, a 'Generate user name and/or password' checkbox, and fields for 'User name' and 'Password'.

At the bottom right, there is a red button labeled 'Submit and Begin With Submission of Contribution'.

2. If you prefer, you may choose to only create a user account by entering your basic information, and then login in at a later date to submit a contribution (**before Oct 31<sup>st</sup> 2014**).

Upon request, the organizers of this event will provide you with your personal data that they store about you in writing. You can inquire where the data were collected, to whom they are disclosed and the purposes for which they have been stored.	
<input type="checkbox"/> I accept the data privacy agreement.	
User Comments	<input type="text"/>
<b>Account Information</b>	
Options	<input checked="" type="radio"/> Send a registration confirmation e-mail (without your password). <input type="radio"/> Generate user name and/or password. Leave the corresponding field(s) empty. An e-mail with the account details and the password will be sent.
* User name	<input type="text"/> Your user name must be at least two (2) characters long. It is case sensitive.
* Password	<input type="text"/> Passwords must have at least five (5) characters. They must include at least one letter (a–z) and one number (0–9). Passwords are case sensitive.
* Confirm password	<input type="text"/> Please repeat your password for verification.
<a href="#">Submit and Begin With Submission of Contribution</a>	
<a href="#">Create User Account Only, Submit Contribution Later</a>	

3. After creating a user account, you will be automatically directed to the 'Your Submissions' page from the main 'Overview' screen in ConfTool, or you can click on this link directly from the home page. You can now select the type of contribution you want to submit: **an individual paper**.

**Linking Land Tenure and Use for Shared Prosperity**  
ANNUAL WORLD BANK CONFERENCE ON LAND AND POVERTY  
WASHINGTON DC, MARCH 23-26, 2015

Overview 3:14:50 pm EDT Sample User Logout  
Overview > Your Submissions

**Registration Information**  
Congratulations! Your user account has been established. Next time you visit the conference system, please use your user name and password to log in.

**Your Submissions**  
Here you can submit new contributions and manage your submitted contributions.

**Submit Contribution**  
Please select the type of submission below that you would like to complete.

**Individual Papers**  
Authors interested in presenting at the conference are requested to submit an initial 800 to 1,500 word abstract before October 30th 2014. If accepted, the final paper should be between 6,000 and 12,000 words.  
Please note that the mandatory fields include a short 200 words abstract that will be published on the conference book should the paper be accepted for presentation.  
Complete all fields marked with an asterisk (\*) and upload your 800 to 1500 word abstract for review on the second page. As the review will be blind, the file should contain ONLY the text of the abstract with no names or other identifying details. You have the option of uploading revised versions of your abstract to the server at any time before the abstract submission deadline.  
Your submission will be completed only when the file with the 800 to 1500 word abstract will be uploaded on the second page of the submission form.  
An auto-generated email from ConfTool indicating the abstract has been received will confirm a successful submission  
Deadline: 31st Oct 2014, 11:59:59pm EDT, Time left: 70 days 9 hours

## Individual paper submission

4. Once you have clicked on 'Individual Papers', you will see the following fields:

### a. Step 1 – Contribution details

- Choose whether your paper will be present as an oral presentation, poster presentation or either of these formats.

- Your name will appear as the first author. Please enter the names, email addresses and organizations of all contributing authors. Please enter each organization only once, **i.e. do not repeat organizations**. The organization fields have index numbers to the left of them. Assign these index numbers to the corresponding authors. If an author is affiliated to more than one organization, enter the organizations in separate fields and enter all corresponding index numbers behind the author, separated by commas. Choose one author as the presenter of the paper at the conference (see below).



Overview 3:52:11 pm EDT Sample User Logout

Overview > Your Submissions > New submission created

### Submission of a Contribution - Step 1

\*Please complete the form below to submit your contribution by filling out all fields marked with an asterisk (\*).

\*An auto-generated email from ConfTool indicating the abstract has been received will confirm a successful submission.

#### Information on This Contribution

Submitting Author: Dr. Sample User (User ID: 3766)

Conference Track / Individual Papers

Type of Submission

\* Do you wish your paper to be considered for

Please select the format(s) of your submission.

Oral Presentation

Poster Presentation

Either of these formats

#### Information on Author(s)

	* Author(s)	First & Middle Name/s	Last Name	E-mail	Org. Index	Pre-senting Author
1	Sample	User	sampleuser@hotm	1,2	<input checked="" type="radio"/>	
2	Abc	xyz	abcxyz@hotmail.co	2	<input type="radio"/>	
3	Def	uvw	defuvw@yahoo.com	1	<input type="radio"/>	
4					<input type="radio"/>	

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.

#### \* Organization(s)

1	Non-profit organization, United States of America
2	Government organization, United States of America
3	
4	

Add Rows for More Organizations

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

#### Submission Details

\* Title of Contribution: xxxxx

Title of Contribution

\* Abstract: Please enter your 200 word abstract for publication in the Conference Program Book. This abstract will not be reviewed.

xxxxxxxxxxxxxx

- Please enter the title of the contribution **as you would like it to appear** in the conference program book.

- Please enter a 200 word abstract. Please note that this 200 word abstract will not be reviewed. You must upload your 800 to 1500 word abstract for review on the next page.

- Please select the thematic area that best corresponds to the subject of your paper.

- Under 'keywords' please enter up to 5 keywords for your contribution.

- Choose a regional classification that is the most suited for your submission

- Please enter a short biography of 150 words of the presenting author for the conference book.

- You will have to peer review up to 4 other papers if you submit a contribution. Please confirm this, select the topics that you are interested to review, submit any remarks and proceed to the next page.

## b. Step 2 – Uploading a file with your contribution.

- You can now upload a file containing your contribution to the server. Review your details at the top, select the file and click “Upload file and complete submission.” After your submission, you have the chance to revise it until the submission deadline.
- If you would like to submit a document at a later time, please click on "Save Submission, Upload File(s) Later". Please note that your file must successfully be uploaded to the server prior to the submission deadline of **October 31st 2014**.

### Contribution Details

Conference Track / Type of Submission: **Individual Papers**  
Format: **Oral Presentation**

**101**

**Axxxx**

User, Sample (1,2); xyz, Abc (2); uvw, Def (1)  
Organization(s): 1: Non-profit organization, United States of America; 2: Government organization, United States of America  
Submitted by: **Dr. Sample User (Non-profit organization, US)**, ID: 3766  
Presenting Author: User, Sample [sampleuser@hotmail.com](mailto:sampleuser@hotmail.com)

Topics: Securing and protecting land rights from a gender perspective, Sustainable cities and urban expansion, Global partnerships and regional collaboration in support of country level performance  
Keywords: xxxx

✓ The registration fee can be waived in certain cases for government officials, academics, civil society professionals or students who are unable to afford the registration fee. Would you like to request a waiver? If yes, please provide an explanation in the Remarks at the end of the form

Regional Classification: **Africa**

#### Submitted File(s)

1st file Contribution101.pptx

#### Upload file(s) to server

Deadline for file uploads	31st Oct 2014, 11:59:59pm EDT
Time left	14 days 12 hours

Conference Track / Type of Submission	Individual Papers
Details	<p>Authors interested in presenting at the conference are requested to submit an initial 800 to 1,500 word abstract before October 30th 2014. If accepted, the final paper should be between 6,000 and 12,000 words.</p> <p>Please note that the mandatory fields include a short 200 words abstract that will be published on the conference book should the paper be accepted for presentation.</p> <p>Complete all fields marked with an asterisk (*) and upload your 800 to 1500 word abstract for review on the second page. As the review will be blind, the file should contain ONLY the text of the abstract with no names or other identifying details. You have the option of uploading revised versions of your abstract to the server at any time before the abstract submission deadline.</p> <p>Your submission will be completed only when the file with the 800 to 1500 word abstract will be uploaded on the second page of the submission form.</p> <p>An auto-generated email from ConfTool indicating the abstract has been received will confirm a successful submission</p> <p>The maximum file size allowed is 30 megabytes.</p>

1st file: doc, docx, pdf, ppt, pptx

File Types	The following file extensions are allowed: doc, docx, pdf, ppt, pptx
Select filename	<input type="text"/> <input type="button" value="Browse..."/>
Current version	Upload Contribution Presentation.pptx 7th Oct 2014, 07:22:06pm EDT

The outcome of the selection process will be communicated to you via email by **December 1st, 2014**.