



# Linking Land Tenure and Use for Shared Prosperity

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



## Creating a User Account in Conftool for Land and Poverty Conference 2015

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 create a user account in Conftool.

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 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:

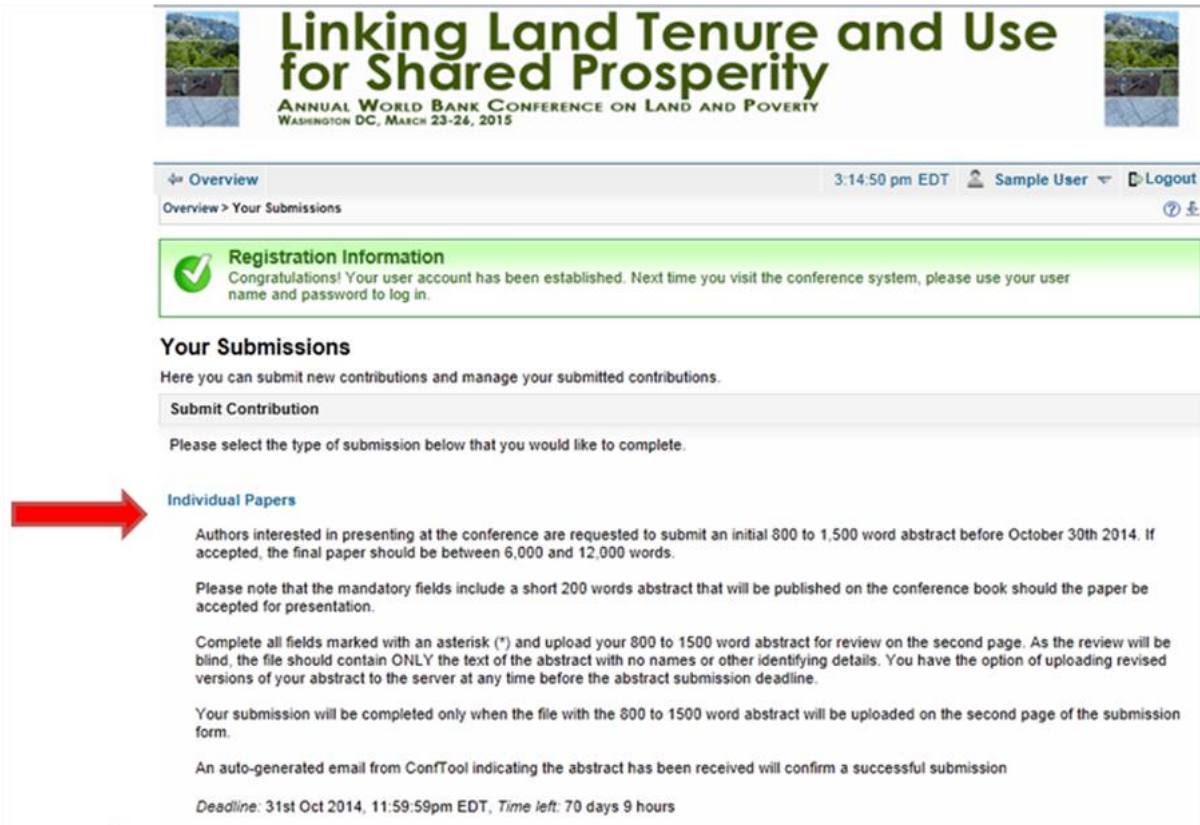
- Personal Information:** Includes fields for Organization / Company, Department, Gender (Female/Male), Title (Ms./Mr./Dr./Prof./Post-Dr.), Full Academic Title / Professional Position, First Name, Last Name / Surname, Work Address Line 1, Address Line 2, Postal Code / ZIP Code, City, State / Territory / 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 a 'Use and Disclosure of Personal Data' section and a 'Right to Information' section. There is a checkbox 'I accept the data privacy agreement.'
- Account Information:** Includes a 'Create your account' section with a 'Send a registration confirmation e-mail (without your password)' checkbox, a 'Generate user name and/or password. Leave the corresponding fields empty. An e-mail with the account details and the password will be sent.' checkbox, and fields for 'User name' and 'Password'. There is a note: 'Your user name must be at least two (2) characters long. It is case sensitive.' and '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.'

At the bottom, there is a 'Please repeat your password for verification' field and a 'Submit and Begin With Submission of Contribution' button.

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.
	<input type="button" value="Submit and Begin With Submission of Contribution"/>
	<input type="button" value="Create User Account Only, Submit Contribution Later"/>

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** or you can just register as a participant for the conference by clicking on **Register for the Conference** on your **Overview** page.



**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

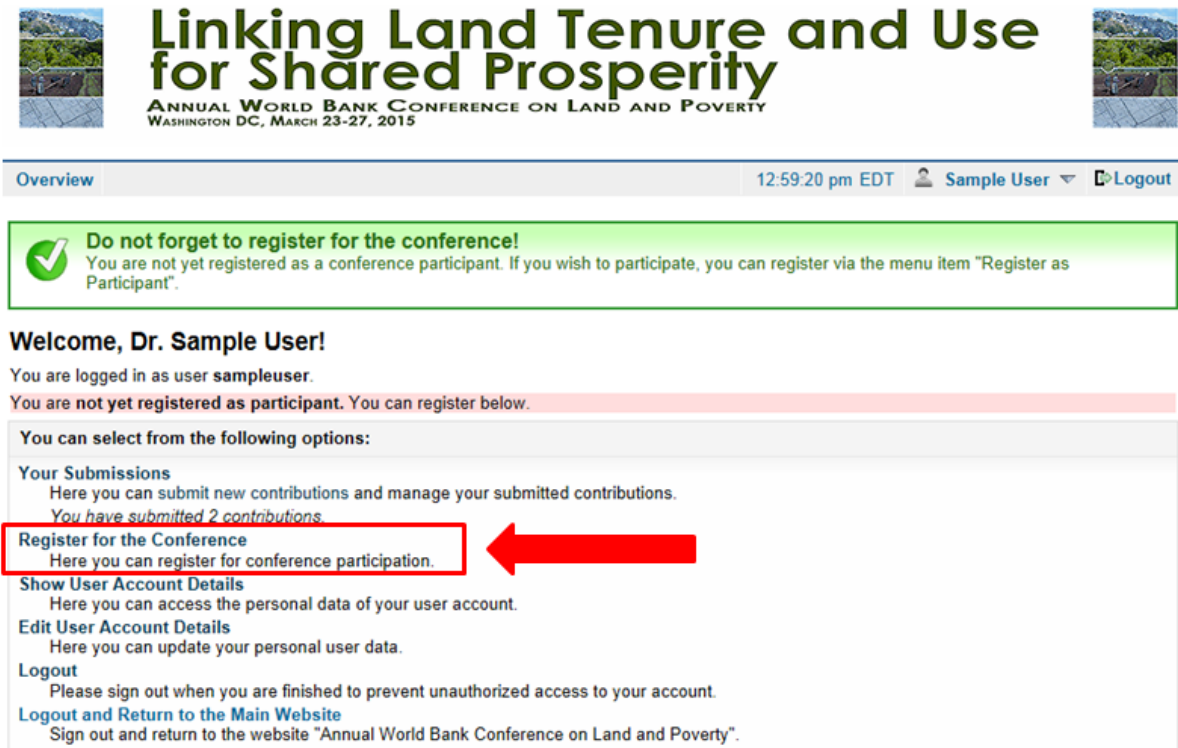
Overview > Your Submissions

**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



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Overview 12:59:20 pm EDT Sample User Logout

**Do not forget to register for the conference!**  
You are not yet registered as a conference participant. If you wish to participate, you can register via the menu item "Register as Participant".

**Welcome, Dr. Sample User!**  
You are logged in as user sampleuser.  
You are not yet registered as participant. You can register below.

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.*
- Register for the Conference**  
Here you can register for conference participation.
- 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 "Annual World Bank Conference on Land and Poverty".