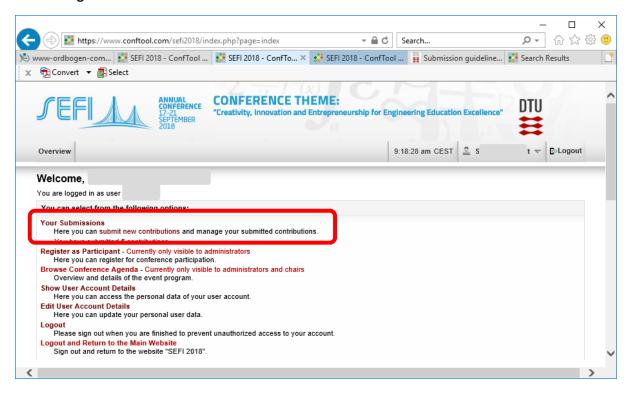




## Guide to 'How to submit your full paper contribution to SEFI 2018'

Please note, that it is NOT required to submit a new contribution. We rather ask you to manage your existing contributions. To do so, follow the steps described below.

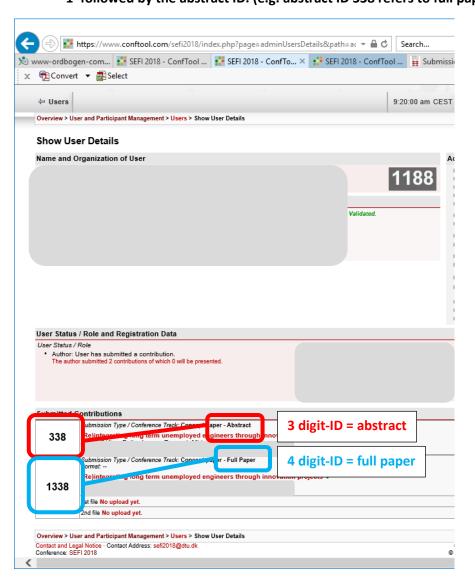
1. Log on to ConfTool and access 'Your submissions'







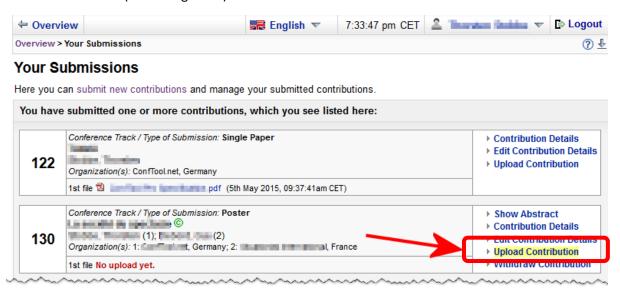
Identify your Full paper submission(s) where you need to upload files.
Your already accepted abstract has an ID with three digits (e.g. 338).
The corresponding full paper has an corresponding ID with four digits. It consists of the digit '1' followed by the abstract ID. (e.g. abstract ID 338 refers to full paper ID 1338)







There are different options for uploading your files. The easiest is to use the link 'Upload Contribution' right next to your submission overview. Please work only on your Full paper submission (with 4-digit-ID's).

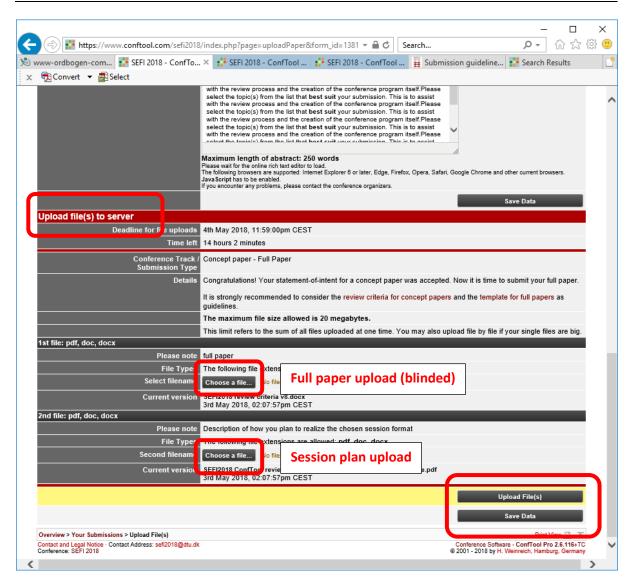


- 4. In the new window scroll down to the section 'Upload file(s) to server'. Choose the files you want to upload by using the button 'Choose a file...'
  - **1**<sup>st</sup> **file:** Full paper in a blinded version (which means remove all authors, affiliations, etc. which could indicate who has written that paper).
  - **2<sup>nd</sup> file**: The purpose of the 2<sup>nd</sup> file is to evaluate whether your intentions for that session format are aligned with the requirements. If you would like to get more details on those, please visit the following website: session formats. For the 2<sup>nd</sup> file we ask you for a brief description of how the author(s) plan to realize the chosen session format. There is no template for your session plan. A brief outline of your ideas are sufficient. If you have chosen the traditional format of 'oral presentation' it is OK if you write that you are using a PowerPoint presentation. If you choose a new, more interactive session format, please describe shortly your intentions/ideas how you are planning to engage with the session participants. Please note, that you DO NOT need to upload preliminary presentations etc.

Please remember to click both buttons 'Upload file(s)' AND 'Save Data' in the bottom right corner.











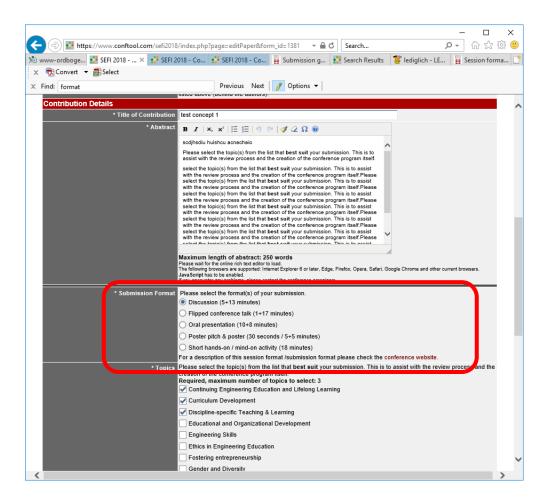
- 5. If you have not done so yet, please make sure that you select a session format (in ConfTool called submission format).
  - You can change that by going again to the overview site 'Your submissions'. Please follow the link 'Edit Contribution Details'







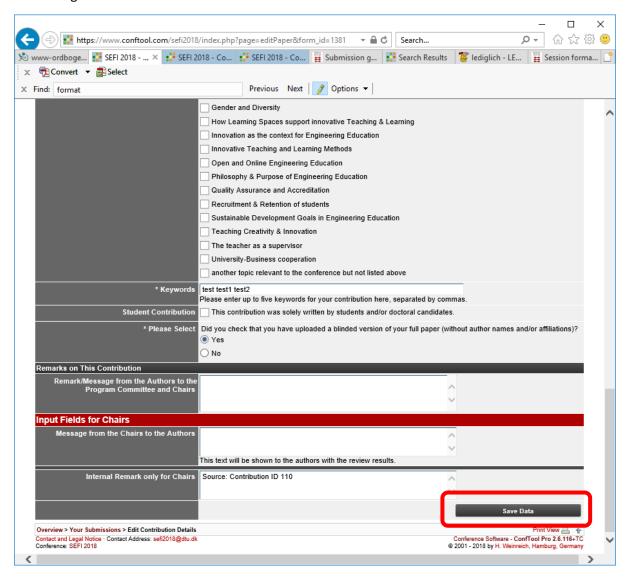
6. Scroll down to the section Contribution Details and select the submission format you prefer to present your work.







7. Make sure that you save your changes by clicking on the button 'Save Data' in the bottom right corner of the same site.



We are hoping that this guide helps you to finalize your full paper submission. If you still encounter problems, please let us know under

sefi2018@dtu.dk