

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'

The screenshot shows a web browser window with the URL <https://www.conftool.com/sefi2018/index.php?page=index>. The page header includes the SEFI logo, the text 'ANNUAL CONFERENCE 17-21 SEPTEMBER 2018', the conference theme 'CONFERENCE THEME: "Creativity, Innovation and Entrepreneurship for Engineering Education Excellence"', and the DTU logo. The user is logged in as 'S' at 9:18:28 am CEST. A 'Logout' button is visible in the top right. The main content area displays a 'Welcome' message and a list of options under the heading 'You can select from the following options:'. The 'Your Submissions' option is highlighted with a red rectangular box. Below it, other options include 'Register as Participant', 'Browse Conference Agenda', 'Show User Account Details', 'Edit User Account Details', 'Logout', and 'Logout and Return to the Main Website'.

- 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)

The screenshot shows the 'Show User Details' page in the SEFI 2018 ConfTool. The user's ID is 1188. Under 'User Status / Role and Registration Data', the user is listed as an 'Author' who has submitted 2 contributions. The 'Submitted Contributions' table lists two items:

Submission ID	Submission Type / Conference Track
338	... Paper - Abstract
1338	... Full Paper

Annotations on the screenshot include:

- A red box around the ID '338' with an arrow pointing to a text box: '3 digit-ID = abstract'.
- A blue box around the ID '1338' with an arrow pointing to a text box: '4 digit-ID = full paper'.

At the bottom of the page, there is a footer with contact information: 'Contact and Legal Notice - Contact Address: sefi2018@dtu.dk' and 'Conference: SEFI 2018'.

- 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).

← Overview English 7:33:47 pm CET 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:

122	<p>Conference Track / Type of Submission: Single Paper</p> <p>Organization(s): ConfTool.net, Germany</p> <p>1st file: [file icon] [filename].pdf (5th May 2015, 09:37:41am CET)</p>	<ul style="list-style-type: none"> ▸ Contribution Details ▸ Edit Contribution Details ▸ Upload Contribution
130	<p>Conference Track / Type of Submission: Poster</p> <p>Organization(s): 1: ConfTool.net, Germany; 2: [organization], France</p> <p>1st file: No upload yet.</p>	<ul style="list-style-type: none"> ▸ Show Abstract ▸ Contribution Details ▸ Edit Contribution Details ▸ Upload Contribution ▸ Withdraw Contribution

- 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...'
- 1st file:** Full paper in a blinded version (which means remove all authors, affiliations, etc. which could indicate who has written that paper).
- 2nd file:** The purpose of the 2nd 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 2nd 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.

- 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'

← Overview English 7:33:47 pm CET 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:

<p>122</p>	<p>Conference Track / Type of Submission: Single Paper</p> <p>Organization(s): ConfTool.net, Germany</p> <p>1st file Contribution Submission.pdf (5th May 2015, 09:37:41am CET)</p>	<ul style="list-style-type: none"> ▶ Contribution Details ▶ Edit Contribution Details ▶ Upload Contribution
<p>130</p>	<p>Conference Track / Type of Submission: Poster</p> <p>Organization(s): 1: ConfTool.net, Germany; 2: DTU, France</p> <p>1st file No upload yet.</p>	<ul style="list-style-type: none"> ▶ Show Abstract ▶ Contribution Details ▶ Edit Contribution Details ▶ Upload Contribution ▶ Withdraw Contribution

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

The screenshot shows a web browser window with the URL https://www.conftool.com/sefi2018/index.php?page=editPaper&form_id=1381. The page contains the following elements:

- A search bar at the top right.
- A list of topics with checkboxes:
 - Gender and Diversity
 - How Learning Spaces support innovative Teaching & Learning
 - Innovation as the context for Engineering Education
 - Innovative Teaching and Learning Methods
 - Open and Online Engineering Education
 - Philosophy & Purpose of Engineering Education
 - Quality Assurance and Accreditation
 - Recruitment & Retention of students
 - Sustainable Development Goals in Engineering Education
 - Teaching Creativity & Innovation
 - The teacher as a supervisor
 - University-Business cooperation
 - another topic relevant to the conference but not listed above
- A "Keywords" field containing "test test1 test2" with a note: "Please enter up to five keywords for your contribution here, separated by commas."
- A "Student Contribution" checkbox: This contribution was solely written by students and/or doctoral candidates.
- A "Please Select" section with a question: "Did you check that you have uploaded a blinded version of your full paper (without author names and/or affiliations)?" and radio buttons for "Yes" (selected) and "No".
- Text input fields for "Remark/Message from the Authors to the Program Committee and Chairs", "Message from the Chairs to the Authors" (with a note: "This text will be shown to the authors with the review results."), and "Internal Remark only for Chairs" (with "Source: Contribution ID 110").
- A "Save Data" button highlighted with a red box at the bottom right.
- Footer information: "Overview > Your Submissions > Edit Contribution Details", "Contact and Legal Notice - Contact Address: sefi2018@dtu.dk", "Conference: SEFI 2018", "Print View", and "Conference Software - ConfTool Pro 2.6.116+TC © 2001 - 2018 by H. Weinreich, Hamburg, Germany".

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