

Guideline for submitting contributions

To submit a contribution for the BOBCATSSS 2013 in Ankara,

1. You must first create a user account at <https://www.conftool.pro/bobcatsss2013/>
2. On the <https://www.conftool.pro/bobcatsss2013/> choose "Register New" in the top left corner. This will lead you to this screen:

Register New

On this page you can create a new user account for the ConfTool conference management system. All fields marked with an asterisk (*) must be filled in.

Personal Information	
* Organization / Company	Testing Corp.
* Title	<input type="radio"/> Ms. <input type="radio"/> Mr. <input checked="" type="radio"/> Dr. <input type="radio"/> Prof.
Full Academic Title / Professional Position	Dr. Ist.
* First & Middle Name	Testing
* Last Name / Family Name	Test
* Address Line 1	Testerstreet 123
Address Line 2	
(*) Postcode / ZIP Code	12354
* City	Testertown
(*) State / Territory / Province	Tennessee
* Country	United States of America
* E-mail	testing12345@testingcorp.com
Secondary E-mail (optional)	
Account Information	
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	testing <small>Your user name must be at least two (2) characters long. It is case sensitive.</small>
* Password	***** <small>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.</small>
* Confirm password	***** <small>Please repeat your password for verification.</small>
<input type="button" value="Submit and Begin With Participant Registration"/>	
<input type="button" value="Submit and Begin With Submission of a Contribution"/>	
<input type="button" value="Create User Account Only"/>	

3. Fill in the fields appropriately. Then choose "Submit and Begin With Submission of a Contribution".
4. You will be led to the screen "Your Submissions". Click on headline for the type of contribution you wish to submit (e.g. "Extended Abstract (Paper)"):

BOBCATSSS ANKARA 2013

← Overview 8:18:18 pm EET Logout

Overview > Your Submissions

Your Submissions

Here you can submit contributions and manage your submitted contributions.

Submit Contribution

You may now submit a contribution for BOBCATSSS Ankara 2013. Please select a type of contribution or a track. Remember to click the "Complete Submission" button on the second screen!

- Extended Abstract (Paper)**
An extended abstract is required. Detailed information can be provided from the template. The abstract has to be in Word format (i.e. doc or docx). There should be an author description (first name, surname, department, degree, university, city, country, e-mail), a title and a subtitle, three to six keywords. It should only contain plain text (no figures and no tables), and the extended abstract should be between 500-700 words in Times New Roman, font size 12. Please also include your references and your citations using APA style.
Chair contact: bobcatsss@iva.dk
- Extended Abstract (Workshop)**
The objectives of the workshop should be summarized in 100-150 words. The Programme Committee will decide on the basis of summary and other supplementary information included in this proposal as to which workshop(s) will be selected for the Symposium. Use 10 point Times New Roman font in italic face.
Chair contact: bobcatsss@iva.dk
- Extended Abstract Template (Poster / Pecha-Kucha)**
An abstract of minimum 100- maximum 250 words should appear in the first page. It should briefly state the objectives and scope of the paper along with research questions, findings and results. Use 10 point Times New Roman font in italic face.
Chair contact: bobcatsss@iva.dk

Overview > Your Submissions

Contact and Legal Notice Contact Address: bobcatsss@iva.dk Conference Software - ConfTool Pro 2.6.43
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5. You will now be led to the page "Submission of a Contribution - Step 1". On this page you can add the general data for your submission. Please remember to add at least **3 keywords**. After entering the data press "Proceed"

6. On step 2 of the submission procedure you can review the entered information from step 1 and choose to go back and edit. When you are satisfied with the entered information you can choose to save the contribution without uploading a file or upload a file in the required format (doc, docx).

7. If you choose to upload a file press "Choose archive" and select the file you wish to upload. Then press "**Upload File(s) and Complete Submission**"
8. After upload and confirmation of the entered data, you will be returned to the page "Your Submissions", where all proposals already submitted can be viewed and additional submissions can be made.