7th Corpora & Discourse International Conference
#CADS2024

17-19 July 2024 | Universität Innsbruck, Austria
cads2024@uibk.ac.at

Instructions for Submitting Authors

The ConfTool System https://webapp.uibk.ac.at/cads2024 should be used for **research paper and poster abstract submissions, the reviewer process,** and **participant registration** for the **7th Corpora & Discourse International Conference (CADS 2024).**

Step 1: Create a ConfTool User Account

In order to use any facilities of the system you will need to first create a **user account**. To create a user account, go to the ConfTool login page (use the link above) and click the link "Create account and submit a contribution**".** After you fill in the required fields of the form (marked with an asterisk *), a confirmation email with your account details will be sent to your email address.

Please provide a valid full name, postal address, and email address; these details will be used for sending you all the relevant information about your submission and the conference. We will not disclose any of your personal information to third parties.

Note: You do **not** need to create a new user account for **each** paper submission. The **same user account can be used for multiple submissions and for participant registration**. If you are already a registered user (e.g. a reviewer), please also use your account for your own submissions.

Step 2: Login to the ConfTool System

After having created a user account, you can log in with your username and password under "Registered Users". If you have forgotten your password, a new one can be obtained through the link "Forgotten your password?" For all further operations, you will require a user account and will have to log in first.

Depending on the phase of the submission, review, and registration process, you will see different options after logging in. If you have already submitted your papers, you will be able to access a list of your submissions, as well as their current status.

Step 3: Submit a New Contribution

Select "Submit Contribution" and select the type of contribution you wish to submit: either a research paper or a poster.

Please enter all required details for your contribution into the submission form (these fields are marked with an asterisk *). Please include **a title** and up to **five keywords,** then **upload the abstract** and click "proceed". A paper number will be assigned to your submission, please use this number for further reference. You will also have the opportunity to update your submission and upload newer versions until the **submission deadline (15 January 2024)**. You will receive a confirmation email upon submission.

Step 4: Viewing the Review Results

Once the review process has finished, you will receive an email from the conference organisers. The review results will be made available to the authors via the ConfTool system. Please log in and go to "Your Submissions" and select "Review Results" for your paper. There you will find the final outcome of the review process and the reviewers' comments (if available).

Step 5: Upload Final Version

If your contribution has been accepted, you will be able to submit a final version of your contribution via the ConfTool system. Please incorporate the reviewers' feedback into your abstract and submit the final version of your paper. Please use the conference style sheet and follow the submission guidelines.

Step 6: Register for Conference Participation

For each accepted paper at least one presenting author is required to register for conference participation, otherwise the contribution will not be considered in the conference proceedings.

Participant registration will be also available via the ConfTool system. If you already have a user account, click on "Register as Participant" in the main menu to start the registration process. This option will be available as soon as the list of accepted papers is ready. You will receive an email with further information from the CADS 2024 organisers.