

General Instructions (*Instructions for Using Conference Maker Follow*)

- If you have previously created an account (User ID and Password) in Conference Maker, use the same account this year rather than creating a new one. **Please do NOT create multiple accounts.**
- Conference Maker will require that you enter an abstract. If you choose, you may also upload your full paper.
- If you will be applying for a Travel Grant, IAFFE requires that you enter an abstract AND upload a full paper. Travel Grant information will be available November 1, 2011.
- Capitalize only the first letters of words in the title of your paper.
- Put only author(s) and university/institution affiliation in the "author" box.
- An author can only PRESENT one paper at the conference.
- Therefore, only ONE paper/abstract can be submitted per person.
- A co-authored paper/abstract should be submitted by ONLY ONE author.
- A submitter can also "Create a New Session" to present papers with colleagues on a given topic.
- Only the individual submitting the paper will receive notification regarding accepted papers.
- IAFFE has a participation policy to avoid limiting the number of individuals involved.
 - In addition to presenting ONE paper, an individual can also be a participant in ONE roundtable. (See additional information below.)
 - Presenting one paper and serving on one roundtable, does not exclude a participant from chairing a session or roundtable.

Instructions for Using Conference Maker

1. Using Previous Account or Creating a New Account in Conference Maker:

(If you have previously created an account (User ID and Password) in Conference Maker, use the same account this year rather than creating a new one).

If you do not have your account information, go to the bottom of the Conference Maker login page (see link below) and follow the instructions to retrieve your account information. Create a User ID and Password at this website. Use an ID that is easily recognizable – perhaps your first initial and last name. Once you have created an account, you will be able to access the conference submission website. **Only create ONE account.** Once you log on, you can view and change your personal information by using the **Settings** command in the Personal Information section. Keep in mind that other users will be able to view this information. You can also change your password by clicking **Change Password**.

2. Submitting a Paper:

An author or co-author should only submit ONE paper. Once you are ready to submit your paper, click on **Submit a Paper** in the Main Menu on the left. Fill out all required items, listed in yellow, and any other information you want to provide. You can enter your abstract by cutting and pasting the text. If you want to upload a full copy of your paper, click on the **Browse** button, then click directly on the name of the file you want to upload from the hard disk of your computer. Once you enter all required information, click **Submit** (may take a minute to process). You will receive an email confirmation that your submission was successfully received.

3. A Note On 'Areas':

The software asks you to pick up to two broad topic areas in which to situate your paper. There is an area called 'Unassigned Submission' which you should use if you are not sure where your paper best fits, or you don't like any of the topic headings. We are not trying to force you into an area; rather, we hope this option will be helpful in sorting papers into sessions. All papers will be equally considered.

4. Submitting A Session:

Once you have identified colleagues who would like to participate in your proposed session, have each one submit a paper following the instructions outlined above. Each paper submitted is assigned an ID number, which you will need to submit for your session. You can use the **Search Database** function in the Papers section of the Main Menu to find the IDs for your colleagues' papers, or have them send you their paper IDs once they have completed their submissions. You can then propose the session by clicking on **Create New Session** under the Sessions heading of the Main Menu. You do not need to complete the session information in one sitting, as you can edit it later (add papers, chair, etc...). On the **Create New Session** page enter the relevant details for Session Title, Session Area (you can leave this blank) and Session Proposer. Scroll down to the field Session Chair and enter the chair's ID. Just below also enter the Paper IDs into the appropriate fields. NOTE: The IAFFE committee will be organizing the timetable therefore there are various fields which you do NOT need to complete. These are, Session Status, Session Type, Decision, Date, Start Time, End Time, Room, JEL, Expected Attendance and Discussants. Simply leave these fields as they are and click Submit when you are ready.

5. Submitting a Roundtable:

A roundtable is a discussion of a given topic and does NOT include any paper presentations. Because of time limitations and to encourage audience participation, a roundtable includes a "chair" and is limited to not more than 5 "discussants" for a maximum total of 6 participants per roundtable. Entering a roundtable in FileMaker does require that the chair and each discussant have an account so their ID can be used to indicate their participation in the roundtable.

If you intend on submitting a **Roundtable** then we ask that you please download and read the instructions located on the IAFFE website **prior to entering filemaker**.

6. Editing A Submitted Abstract/Paper:

You can edit your abstract at any time prior to the closing date for submissions by searching for your paper. Select either **List My Submissions** on the Main Menu or click on **Search Database** in the Main Menu and enter the author or title. When you see your paper in the list, click on the paper ID hyperlink. This will take you to a page displaying your full submission information. Clicking on the **Edit** button will take you to a form that will allow you to change or edit any item of your submission (except your paper ID number), and will even allow you to upload a new version of your paper in place of the previous version.

7. Editing A Submitted Session:

Click **Search Database** or **List My Sessions** to find the session you submitted that you wish to edit. In the list of sessions that are displayed, click on the white hyperlink on the session number or title to display the session information. Click **Edit Session** at the bottom of the screen. You will see a form displayed that allows you to change the session title, the

papers to be included in the session, the session chair, and so forth. You will need to specify the paper IDs for the papers to be included in the session and the user ID for the session chair.

8. Withdrawing A Paper Submission:

You can withdraw your paper at any time prior to the closing date for submissions. Click on **List My Submissions** or **Search Database** in the Main Menu to find your paper and access your submission information, as in 5 above. At the bottom is a 'Delete' button. If you delete your paper, there is no way to retrieve it. To resubmit, you must make a new submission as outlined in item 2 above.

9. Help Resources and Contact Information:

Should you have questions regarding the functions of the software and submitting process, please consult the Help section at the bottom of the Main Menu.

If you have further questions regarding the submission process, please write to conf2012@iaffe.org.