

How To Submit Your NYCWiC 2024 Proposal

NYCWiC's call for proposals is now open! Here's how to submit your great ideas into our system so they can be reviewed by our program committee.

Step 1: Access our conference system here: <https://www.conftool.org/nycwic2024/>. Click on the link to *Create account and submit contribution*.



ConfTool Conference Administration

Log in to your account to **submit a contribution**, access your submitted contributions and view the results of the reviewing process. As a reviewer you may enter and edit **reviews**.

If you have not yet created a user account, please do so now.

Please note that the **user accounts of the preceding NYCWiC '23 were not transferred**. All users will have to **create a new account** for this event.

Account Login

First time here?
Create an account to submit a
proposal or register to attend!

[Create account and submit contribution. No registration code required.](#)

Step 2: Enter your information to create a new account.



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	ACME Computing Co.
Department	
* Title	<input type="radio"/> None/Other <input type="radio"/> Ms. <input type="radio"/> Mr. <input type="radio"/> Dr. <input type="radio"/> Prof.
* First Name	Jessica
* Last Name / Family Name	Doe
* Address Line 1	1234 Main St.
Address Line 2	
(*) Postcode / ZIP Code	00000
* City	Mainville
(*) State / Territory / Province	New York
* Country	United States of America
Phone	
* E-Mail	jessica.doe@gmail.com
Secondary E-Mail (Optional)	

Step 3: Choose a user name and password. You will use these to access the system going forward. Then press the *Submit and Begin With the Submission of a Contribution* button.

Account Information	
* User Name	jdoe <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 the Submission of a Contribution"/>	
<input type="button" value="Create User Account Only, Submit Contribution Later"/>	

Step 4: Choose the type of contribution you wish to propose.

Please start by selecting a type of contribution. Remember to click the "Complete Submission" button on the second screen after you have uploaded your pdf document!

▶ **Talk**

Talks at NYCWiC provide an opportunity for presenters to highlight details of their work, including key research findings. Presentations are typically 20-minutes in length and allow presenters time to interact with their audience during a Q&A session.

Deadline: 8th Dec 2023, 11:59:59pm EDT, *Time left:* 92 days 11 hours

▶ **Panel**

Panels at NYCWiC provide an opportunity for a group discussion on a topic or set of experiences. Panels are typically 60-minutes in length and allow panelists time to interact with their audience during a Q&A session.

Deadline: 8th Dec 2023, 11:59:59pm EDT, *Time left:* 92 days 11 hours

▶ **Poster**

Posters are displays that illustrate the details of presenters' research and findings, or any topics relevant to the conference's mission, e.g., student organization efforts, community outreach, career development, etc. Posters that focus on completed research or works-in-progress are welcome, as are posters that focus on student class projects. Student presenters are eligible for prizes awarded for the best student research posters or best student demos.

Information about the poster session:

- Posters and demos will be linked in our virtual conference environment
- Final posters should be a PDF files and must be uploaded in advance of the conference
- Final demos should be accessible via hyperlink
- You must be present on our virtual platform during the poster session
- Some great tips for poster presentations can be found here:

<https://guides.nyu.edu/posters>

Deadline: 8th Dec 2023, 11:59:59pm EDT, *Time left:* 92 days 11 hours

▶ **Miscellaneous**

We encourage students and first-time presenters to use the defined categories, but if you have an idea for a submission that doesn't quite fit feel free to use this. Please be sure to include a proposed length of time with your description.

Deadline: 8th Dec 2023, 11:59:59pm EDT, *Time left:* 92 days 11 hours

Step 5: Fill out some basic information about your proposal and click the *Proceed* button.

Information on This Contribution				
Submitting Author	Jessica Doe (User ID: 1013)			
Submission Type / Conference Track	Talk			
Information on Author(s)				
* Author(s)	First & Middle Name/s	Last Name	E-Mail	Org. Index
1	Jessica	Doe	jessica.doe@gmail.com	
2				
3				
4				
Add Rows for More Authors				
<p>Please list one author per line. If the contribution has several authors from different organizations, please put an index number of the authors' organizations in the right column. The index numbers have to match the line numbers of the organizations below. Several organizations per author may be separated by commas. Please make sure that your co-authors agree to the storage and processing of the submission and their personal data in accordance with the Data Privacy Agreement before you proceed with the submission.</p>				
* Organization(s)	ACME Computing Co., United States of America			
2				
3				
4				
Add Rows for More Organizations				
<p>Please list every organization only once. The line number of the organization has to match the index number listed above (behind the authors).</p>				
Preview List of Authors	Jessica Doe ACME Computing Co., United States of America			
Contribution Details				
* Title of Contribution	My Talk is Awesome!			
Please Select	<input type="checkbox"/> Check this box, if the main authors of this contribution are students. (Please, provide further details in the document you upload.)			
Remarks on This Contribution				
Remark/Message from the Authors to the Program Committee and Chairs				
Proceed ==>				

Step 6: Complete your submission by attaching your abstract and clicking on the *Upload File(s) and Complete Submission* button.

Submission of a Contribution - Step 2

You now have the option of uploading a file containing your contribution to the server.

If you wish to submit a document at a later time, please select "Save Submission, Upload File(s) Later".

Please note that your file must successfully be uploaded to the server prior to the submission deadline!

Please check your entries before submitting your contribution.

Once saved, you can return to and update this abstract at any time before the abstract submission deadline (8th Dec 2023, 11:59:59pm EDT).

Contribution Details

Submission Type / Conference Track: Talk

My Talk is Awesome!

Jessica Doe 

Organization(s): ACME Computing Co., United States of America

Submitted by: Jessica Doe (ACME Computing Co., US), ID: 1013

Upload File(s) Later

[Return to Step 1](#)

[Save Submission, Upload File\(s\) Later](#)

If you wish to upload your file now, please use the form below. You can update your contribution until the submission deadline.

Upload File(s) to Server

Deadline for file uploads 8th Dec 2023, 11:59:59pm EDT

Time left 92 days 11 hours

Submission Type / Conference Track Talk

Details Talks at NYCWiC provide an opportunity for presenters to highlight details of their work, including key research findings. Presentations are typically 20-minutes in length and allow presenters time to interact with their audience during a Q&A session.

The maximum file size allowed is 10 megabytes.

1st file: doc, docx, odt, pdf

File Types The following file extensions are allowed: **doc, docx, odt, pdf**

Select File [Choose a file...](#) No file selected.

No upload yet.

[Upload File\(s\) and Save Submission](#)