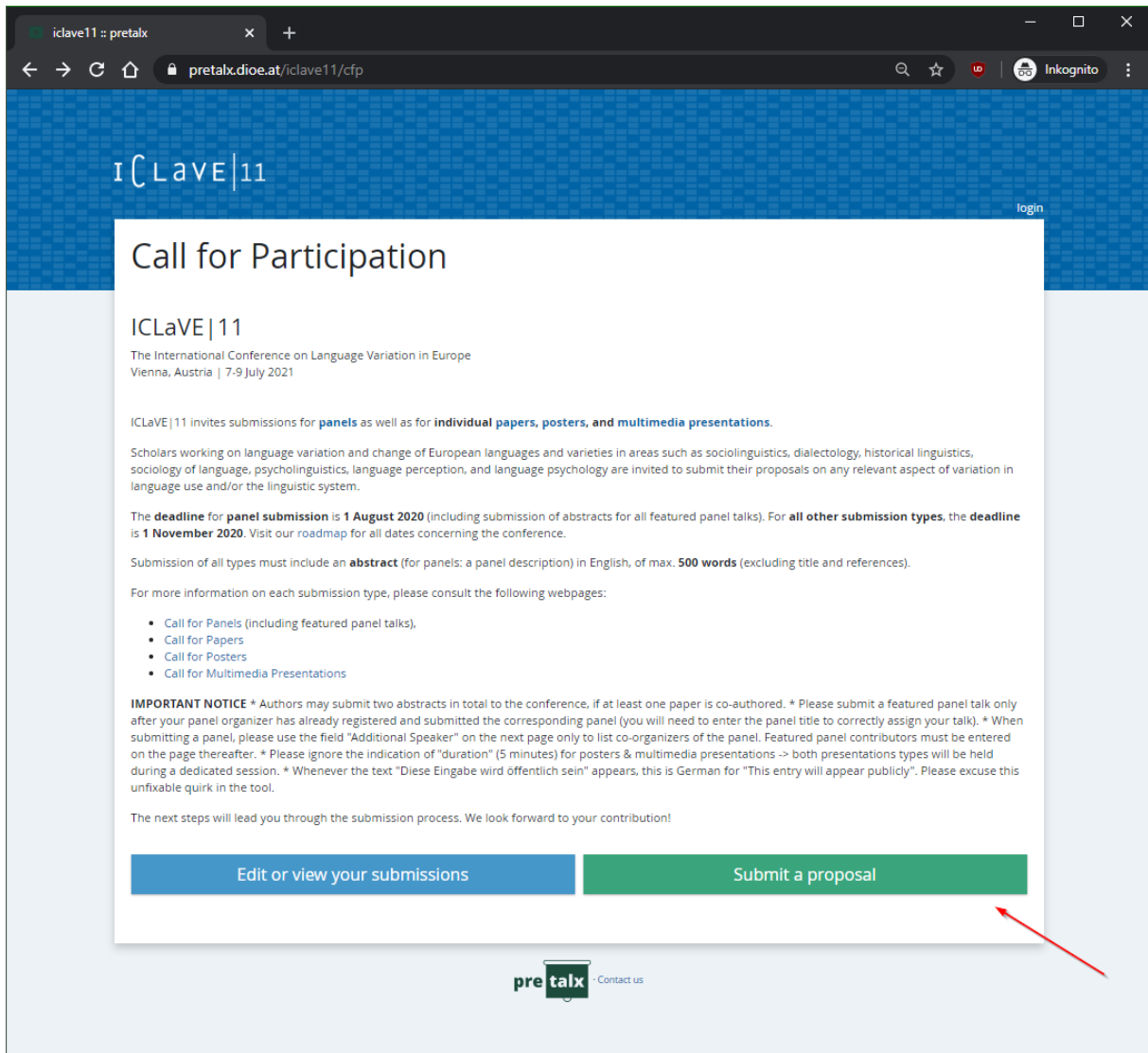


Pretalx: Tutorial for ICLaVE|11 submissions

Step 1: Start the submission process

To start with submitting an abstract or panel description, please read the information provided on the first page. Then click on 'Submit a proposal' as indicated below.



ICLaVE|11

Call for Participation

ICLaVE|11

The International Conference on Language Variation in Europe
Vienna, Austria | 7-9 July 2021

ICLaVE|11 invites submissions for **panels** as well as for **individual papers, posters, and multimedia presentations**.

Scholars working on language variation and change of European languages and varieties in areas such as sociolinguistics, dialectology, historical linguistics, sociology of language, psycholinguistics, language perception, and language psychology are invited to submit their proposals on any relevant aspect of variation in language use and/or the linguistic system.

The **deadline for panel submission** is **1 August 2020** (including submission of abstracts for all featured panel talks). For **all other submission types**, the **deadline** is **1 November 2020**. Visit our [roadmap](#) for all dates concerning the conference.

Submission of all types must include an **abstract** (for panels: a panel description) in English, of max. **500 words** (excluding title and references).

For more information on each submission type, please consult the following webpages:

- Call for Panels (including featured panel talks)
- Call for Papers
- Call for Posters
- Call for Multimedia Presentations

IMPORTANT NOTICE * Authors may submit two abstracts in total to the conference, if at least one paper is co-authored. * Please submit a featured panel talk only after your panel organizer has already registered and submitted the corresponding panel (you will need to enter the panel title to correctly assign your talk). * When submitting a panel, please use the field "Additional Speaker" on the next page only to list co-organizers of the panel. Featured panel contributors must be entered on the page thereafter. * Please ignore the indication of "duration" (5 minutes) for posters & multimedia presentations -> both presentations types will be held during a dedicated session. * Whenever the text "Diese Eingabe wird öffentlich sein" appears, this is German for "This entry will appear publicly". Please excuse this unfixable quirk in the tool.

The next steps will lead you through the submission process. We look forward to your contribution!

[Edit or view your submissions](#) [Submit a proposal](#)

pre talx Contact us

- If you already have an account in our conference tool, please **log in** first (by clicking 'login' in the upper right corner) **before** clicking on the 'Submit' button.

Step 2: Enter basic information

The screenshot shows the ICLAVE11 submission interface. At the top, the logo 'I CLAVE | 11' is on the left and a 'login' link is on the right. A progress bar below the logo has five steps: 'General' (active, green), 'Questions', 'Account', 'Profile', and 'Done!'. The main heading is 'Hey, nice to meet you!' followed by the text: 'We're glad that you want to contribute to our event with your submission. Let's get started, this won't take long.' The form contains three fields: 'Submission title' with the value 'A Panel for Testing' and a note 'This content will be shown publicly.'; 'Submission type' with a dropdown menu showing 'Panel (3.5 hours)'; and 'Additional Speaker' with the value 'Additional Speaker' and a note 'Optional'. A green 'Continue »' button is at the bottom right.

- Enter the title of your Panel, Panel Talk, Paper, Poster or Multimedia Presentation.
- Choose submission type.
- At this stage of the process, the system will only allow you to enter **one additional speaker**. If your contribution has more than two speakers (including yourself), you will be able to provide this information only **after** you have submitted your contribution, when editing your submission (see Step 13 for information on how to “Edit or view your submission”).

Important Notices:

- Please make sure to choose the correct submission type! – If you are unsure which one applies, please visit iclave11.dioe.at and consult the section/tab on our different ‘Calls’.
- Please submit a featured Panel Talk only **after** your Panel Organizer has already registered and submitted the corresponding panel and sent you the panel title. (You will need to enter the panel’s title during submission of your Panel Talk.)
- Please ignore the indication of "duration" (5 minutes) for posters & multimedia presentations (this is a quirk of the tool).

Step 3: Enter an abstract or panel description (500 words)

Tell us more!

Before we can save your submission, we have some more questions for you. But rest assured, you reached step 2 of 4 already, we are nearly there!

... about your submission:

Abstract (individual contribution or panel talk); or: Panel Description

This is a very brief description of a panel, which only wants to test things. For example, we're testing a website for panel submissions.

Please enter your abstract text here (for an individual contribution or featured panel talk). To first submit a Panel, please enter the Panel Description here.

- Enter an abstract for the submission of an individual Paper, Poster or Multimedia Presentation
- For the submission of a Panel by a Panel Organizer, enter its overall description here, following the guidelines provided at <https://iclave11.dioe.at/calls/panels/>
- (Again, for a featured Panel Talk, make sure your Panel Organizer has already submitted the panel and sent you the panel's title, before proceeding)

Step 4: Enter the references that go with your abstract / panel description

References
Optional

* Testlastname, Testfirstname (2020): The Life of Crash-Test-Dummies. Testpublisher: Vienna.
* Mustermann, Max (2019): The perks of being on every credit card. ...

Enter the sources referenced in your abstract or panel description here (using the [Unified Style Sheet for Linguistics](#)).

- Use * for each entry to create a list with bullet points.

Step 5: Provide us with max. 5 key words for your submission

Key words
Optional

Testing, Experiments, Dummy, Lorem Ipsum

Please enter a few key words that best describe your contribution.

Step 6a: For featured Panel Talks only:

Enter the title of the panel in which you will present your talk (AFTER the Panel Organizer has submitted the panel and sent you this information).

Panel affiliation
Optional

A Panel for Testing

Only for featured panel talks: Please enter the title of the panel in which you will present your talk.

Step 6b: For Panel submissions by Panel Organizers only:

Enter the names of all Panel Contributors, together with their institutional affiliation, in the order of their presentations. (See <https://iclave11.dioe.at/calls/panels/>)

| | |
|--|---|
| Panel contributors and order of presentations Optional | <ul style="list-style-type: none">* Mustermann, Max (University of Vienna): A Title of a Talk* Musterfrau, Maria (Austrian Academy of Sciences): Another Title of a Talk |
|--|---|

Only for Panel Submissions: Enter the list of your contributors (name, e-mail, affiliation, title of talk), in the order in which the talks will be held.

- **Format:** Last name, first name (Affiliation): title of talk
- Use * for each entry to create a list with bullet points.

Step 7: If you have any further remarks, please enter them in this field. These remarks will only be accessible to the Conference Organizers.

| | |
|------------------------------------|--|
| Further Remarks Optional | |
|------------------------------------|--|

Do you have any remarks for conference organizers or abstract reviewers? Is there anything we should especially consider regarding your talk? Feel free to give us further information here.

Step 8: Please provide us with some further information about yourself. This information will be displayed on the 'speaker information' site in the online conference schedule.

... about yourself:

| | |
|--------------------------------|---|
| Affiliation Optional | <input type="text" value="University of Vienna"/> Please enter your institutional affiliation. This content will be shown publicly. |
| Interests Optional | <input type="text" value="Testing"/> Please enter a few words describing your linguistic research interests. This content will be shown publicly. |
| | <input checked="" type="checkbox"/> May we publish pictures you are on? We are planning to take pictures during the conference. Please check here if we are allowed to publish pictures that show you. |

Step 9: Create an account or login on the next page (if you aren't already logged in)

I C LAVE | 11 login

General Questions **Account** Profile Done!

That's it about your submission! We now just need a way to contact you.

To create your submission, you need an account on this page. This not only gives us a way to contact you, it also gives you the possibility to edit your submission or to view its current state.

I already have an account

I need a new account

This password would take centuries to crack.

« BackContinue »

Step 10: Optional – Here, you can provide us with still some further information about yourself.

The screenshot shows the 'Profile' step of a registration process for ICLAVE11. At the top, a progress bar indicates four steps: 'General' (checked), 'Questions' (checked), 'Profile' (active), and 'Done!' (unchecked). The main heading is 'Tell us something about yourself!' with a sub-note: 'This information will be publicly displayed next to your talk - you can always edit for as long as submissions are still open.' The form includes a 'Profile picture' section with a 'Your avatar' placeholder, a checkbox for 'Retrieve profile picture via gravatar' (unchecked), and a 'Datei auswählen' button (disabled, showing 'Keine ausgewählt'). Below is a 'Name' field containing 'Mag. Max Mustermann' and a note: 'Please enter the name you wish to be displayed publicly. This name will be used for all events you are participating in on this server.' The 'Biography' section is labeled 'Optional' and has 'Text' and 'Preview' tabs. The 'Text' tab is active, showing a large text area with the placeholder 'Biography'. A note at the bottom of the text area says: 'You can use [Markdown](#) here. This content will be shown publicly.' At the bottom of the form are two buttons: a blue '« Back' button and a green 'Submit »' button.

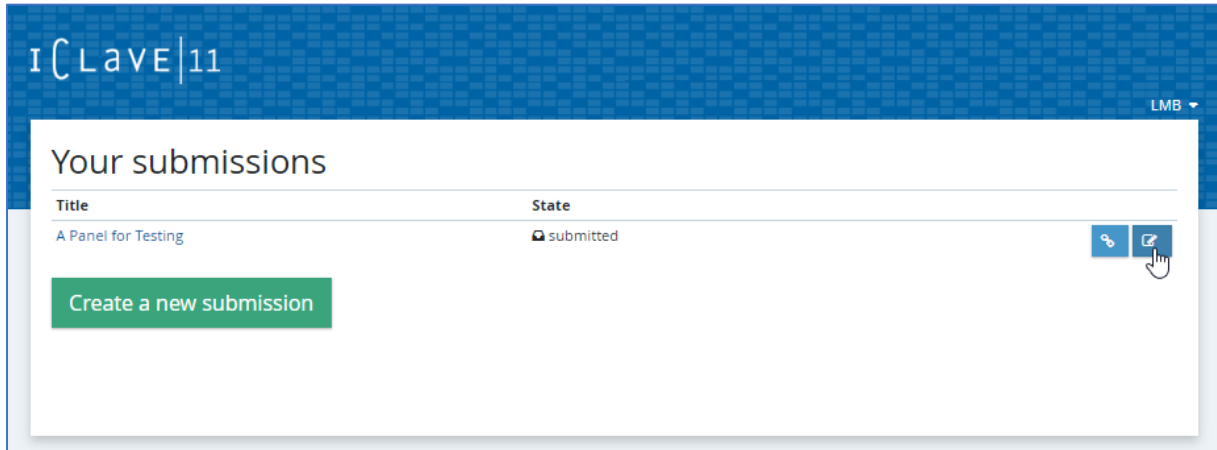
- **This is optional!**
- The information provided will be published on the 'speaker information' site in the online conference schedule

Step 11: Click SUBMIT! – You're done!

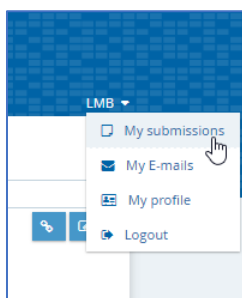
Shortly after clicking on "Submit", you will receive an e-mail confirming your submission. Please check your spam folder and wait at least 2 hours for this to work. If you still haven't received any e-mail after this wait, please contact the Conference Organizers via iclave11@dioe.at.

Step 12: Editing your submission:

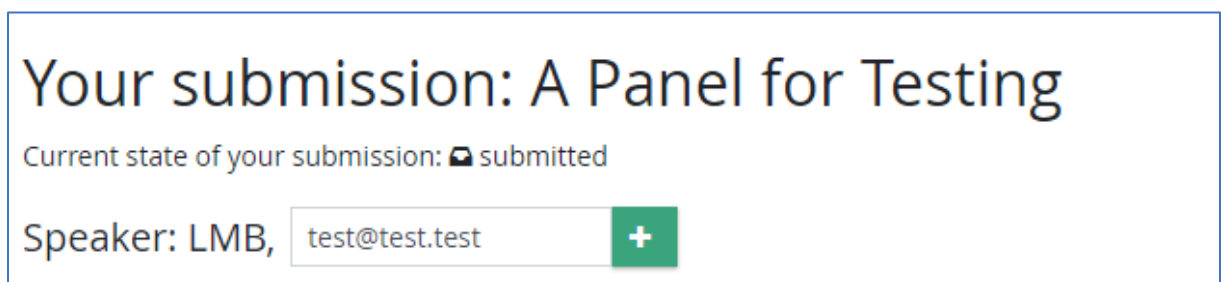
On the next page (or whenever you log in on the start page at a later time), you can edit your submissions if you like.



- If you log in and don't find your submission, click on your user name in the upper right corner, as shown below.




Step 13: Here, you can also (finally!) add multiple additional speakers:



- Enter the mail address of any additional speaker(s) and click the 'plus' symbol.
- You will reach another interface, where you can enter an 'invitation' text for the speaker to add.
- Click on 'Send' to send the 'invitation', or simply copy the 'invitation' link and send it via your medium of choice.

Your submission: A Panel for Testing

Current state of your submission:  submitted



Invite another speaker to your submission here. Instead of letting us send an email, (which might get caught by spam filters) you can also give them this link:

<https://pretalx.dioe.at/iclave11/invitation/Y3GJWH/FVM9C7VJQ9X3VKKMQTKB7SENLZ3KZMGU>

Speaker E-Mail

test@test.test

Subject

[iclave11] LMB invites you to join their talk!

Text

Hi!

I'd like to invite you to be a speaker in the talk

"A Panel for Testing"

at iclave11. Please follow this link to join:

<https://pretalx.dioe.at/iclave11/invitation/Y3GJWH/FVM9C7VJQ9X3VKKMQTKB7SENLZ3KZMGU>

Cancel

Send

- Repeat this step for each additional speaker you would like to 'invite'.
- The 'invited' additional speakers will appear on your additional speaker list only AFTER they have accepted the invitation and created their own account in the tool!