

Submitting contributions through the conference management system

1. Start by signing up on this website (sign-up button top right corner). After you have signed up, you will have to verify your e-mail address. A link will be sent to your e-mail which you need to click to verify your e-mail address.

2. When you will log in for the first time you will need to create your personal profile. Please note that you will have to give a name that will be visible to everyone. Additionally, please enter the languages you speak (Note: This is NOT the language of your presentation).

3. Click the button "**Submit a new talk**" where you can hand in your talk, poster, or workshop.

- **Title:** Obligatory.

- **Event type:** This is where you can choose whether you will give a talk, present or poster or organise a workshop. No other options are available.

- **Track:** Please sort your contribution to one of the possible linguistic subdisciplines given. Should your contribution not fit into any of the given categories, please chose "Other" and let us know what would suit better in the "Details about contribution" section.

- **Time Slots:** If this is not set to 30 minutes, please do so yourself! If you are submitting an abstract for a workshop, please chose a maximum time of 60 minutes. Please note that the last 10 minutes of each slot are scheduled for questions and discussions. Thus, your contribution will be either 20 minutes or 50 minutes.

- **Language:** Please choose the language of your contribution.

- **Abstract:** Please write a abstract of maximum 1200 characters about your contribution. Should you wish to.

- **Description:** Here, you may write anything that does not fit into your 1200 characters abstract. This section will be visible in our online conference-booklet, yet it will not be published in the printed version. (This section allows for HTML coding).

- **Submission Notes:** This section allows for any comments you have regarding the planning of your presentation for the organisational team. Please let us know at what level of studies you have conducted the research for your talk (BA, MA, PhD).

- **Upload file:** If you wish to share your presentation publicly (!) please upload your file here (Max. 25MB). The file will be available even after the conference has finished.

4. All information provided by you will be available for adjusting until the end of the conference. Should you, for example, wish to upload your file the evening before your presentation there is no technical restriction to do so. However, please remember that there may be participants that rely on previous access of your presentation (e.g. screen reader)

5. Please do not forget to sign-up for the conference itself. Your contribution will not be accepted unless you have signed-up for the StuTS and have paid the participation fee.

6. After you have successfully entered your contribution in our system, we will notify you via e-mail whether your talk has been accepted. Please note that this might happen only AFTER the deadline of the call for papers. Please ensure to click the link in the e-mail we sent you to confirm your participation once again.

7. Should you not be available throughout the whole conference please let us know when you would

like to present your contribution. You can do so by clicking on "**Edit availability**" under the following link: <https://talks.stuts.de/de/stuts65/cfp/person>