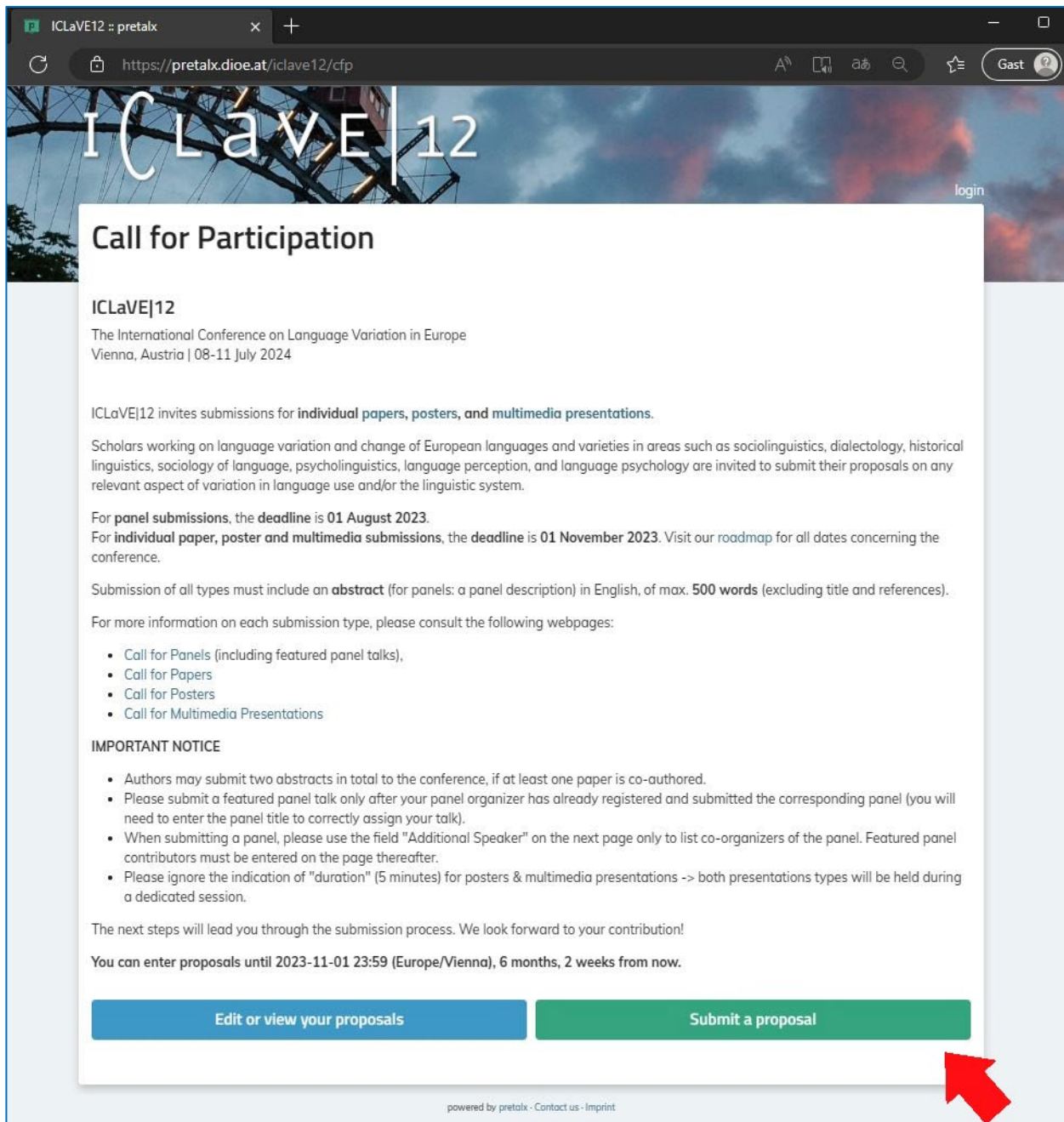


Pretalx: Tutorial for ICLaVE|12 submissions

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.



The screenshot shows a web browser window with the URL <https://pretalx.dioe.at/iclave12/cfp>. The page title is "ICLaVE|12" and the main heading is "Call for Participation". The text on the page includes:

ICLaVE|12
The International Conference on Language Variation in Europe
Vienna, Austria | 08-11 July 2024

ICLaVE|12 invites submissions 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.

For **panel submissions**, the **deadline is 01 August 2023**.
For **individual paper, poster and multimedia submissions**, the **deadline is 01 November 2023**. 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.

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

You can enter proposals until 2023-11-01 23:59 (Europe/Vienna), 6 months, 2 weeks from now.

At the bottom of the page, there are two buttons: "Edit or view your proposals" (blue) and "Submit a proposal" (green). A red arrow points to the "Submit a proposal" button.

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- 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 a web form for submitting a proposal to ICLaVE|12. At the top, there is a progress bar with five steps: General (active), Questions, Account, Profile, and Done! (with a checkmark). The main heading is "Hey, nice to meet you!". Below this, a message states: "We're glad that you want to contribute to ICLaVE|12 with your proposal. Let's get started, this won't take long. First, please indicate the title and type (paper, panel, panel contribution, poster or multimedia presentation) of your submission." The form fields are: "Proposal title" (text input with "Tutorial Panel" and a note "This content will be shown publicly."), "Session type" (dropdown menu with "Panel (3.5 hours)" selected and a note about duration flexibility), "Notes" (optional, with "Text" and "Preview" tabs and a text area containing "Notes", and a note "These notes are meant for the organiser and won't be made public."), "Additional Speaker" (optional, with a text input field and a note "If you have a co-speaker, please add their email address here, and we will invite them to create an account. If you have more than one co-speaker, you can add more speakers after finishing the proposal process."). There is a checkbox for "Don't record this session." and a green "Continue »" button at the bottom right. The footer of the form says "powered by pretalx - Contact us - Imprint".

- Enter the title of your Panel, Panel Talk, Paper, Poster or Multimedia Presentation.
- Choose submission type.
- If you have any further remarks, please enter them in the “Notes”. These remarks will only be accessible to the Conference Organizers.
- 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 iclave12.dioe.at and consult the section/tab on our different ‘Calls’.
- Please submit a Panel Contribution 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!

Please indicate panel affiliation (if applicable), and submit your abstract and references.

... about your proposal:

Panel Description

This is a Tutorial Panel, which will teach everyone how to make a submission!

Please enter your panel description here.

This content will be shown publicly. Please write at most 550 words.

- 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://iclave12.dioe.at/calls/panels/>
- (Again, for a Panel Contribution, make sure your Panel Organizer has already submitted the panel and sent you the panel's title, before proceeding)

Step 4a: For Panel Contributions 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

Tutorial Panel

Please indicate, which panel this talk is part of. Your panel organizer should have already submitted the panel description.

Step 4b: 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://iclave12.dioe.at/calls/panels/>)

Panel contributors and order of presentation

* Mustermann, Max (University of Vienna): A Title of a Talk
 * Musterfrau, Maria (Austrian Academy of Sciences): Another Title of a Talk

Please indicate the contributors of the panel in their order of presentation in the following format: Lastname, Firstname (Affiliation): Title of Talk

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

Step 5: Enter the references that go with your abstract / panel description

References
Optional

* [Doe, John \(2021\): A very important paper.](#)
* [Doe, Jane \(2022\): Essential reading.](#)

Please enter your references here. We suggest following the unified style sheet for linguistics, which can be found [here](#)

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

Step 6: 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 7: 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:

Interests
Optional

Please enter a few words about your research interests

This content will be shown publicly.

Affiliation
Optional

Please enter your institutional affiliation

Step 8: Create an account or login on the next page (if you aren't already logged in)

The screenshot shows the 'Account' step of a registration process. At the top, a progress bar indicates five steps: General, Questions, Account (current), Profile, and Done! The 'Account' step is highlighted with a blue circle. Below the progress bar, the text reads: "That's it about your proposal! We now just need a way to contact you." followed by a sub-header "I already have an account" and "I need a new account". Under "I already have an account", there are input fields for "Email address" and "Password", and a "Reset password" link. Under "I need a new account", there are input fields for "Name" (filled with "Maria Musterfrau"), "Email" (filled with "maria.musterfrau@univie.ac.at"), "Password" (masked with dots), and "Password (again)". A note below the password field states "This password would take centuries to crack." At the bottom, there are two buttons: a blue "« Back" button and a green "Continue »" button.

Step 9: Optional – Here, you can provide us with still some further information about yourself.

The screenshot shows the 'Profile' step of the registration process. The progress bar at the top shows five steps: General, Questions, Account, Profile (current), and Done! The 'Profile' step is highlighted with a blue circle. Below the progress bar, the text reads: "Tell us something about yourself!" followed by a sub-header "Profile picture" and a checkbox "Retrieve profile picture via gravatar". Below this, there is a text input field for "Name" (filled with "Maria Musterfrau") and a "Biography" section with a "Text" tab selected and a "Preview" tab. The biography text area is empty. At the bottom, there is a note: "This content will be shown publicly."

- This is optional!
- The information provided will be published on the ‘speaker information’ site in the onlineconference schedule

Step 10: Optional – Indicate your preferred time slots for your submission

Availability		Europe/Vienna			
Optional	Mon 7/8	Tue 7/9	Wed 7/10	Thu 7/11	
all-day					
9:00		9:00 - 17:30	9:00 - 17:30	9:00 - 12:30	
10:00					
11:00					
12:00					
13:00					
14:00	14:00 - 17:30				
15:00					
16:00					
17:00					
18:00					

Please click and drag to mark your availability during the conference with green blocks. We will try to schedule your slot during these times. You can click a block twice to remove it. Please note that all times are in the event timezone, Europe/Vienna.

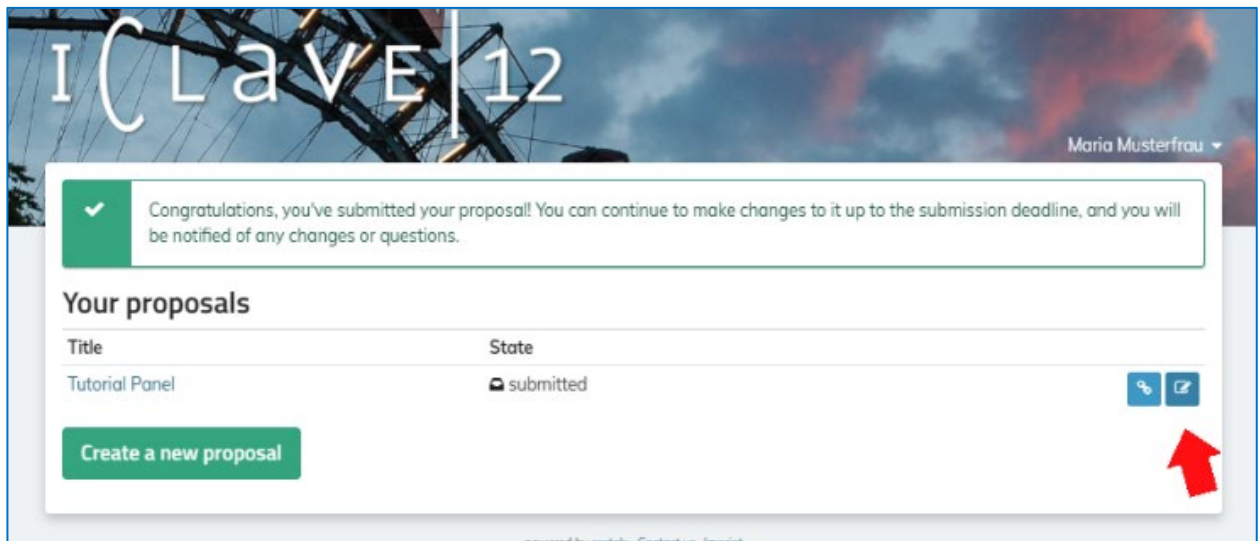
- We will **try** to schedule your slot during these times.
- Please note that posters and multimedia presentations have a fixed time slot.

Step 11: Click SUBMIT! – You’re done!

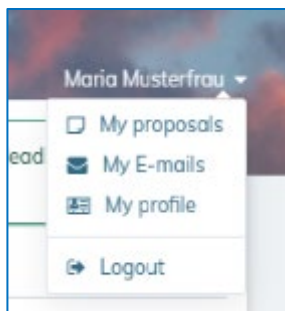
Shortly after clicking on “Submit”, you will receive an e-mail confirming you submission. Please check your spam folder and wait at least 2 hours for this to work. If you still haven’t received any e-mail after this wait, please contact the Conference Organizers via iclave12@dioe.at.

Step 13: Editing your submission:

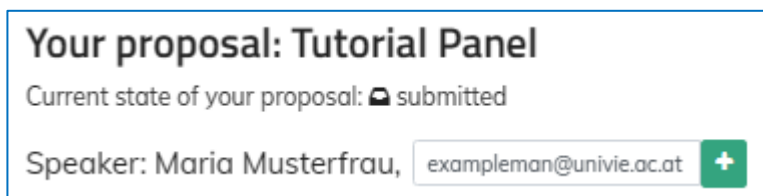
On the next page (or whenever you log in on the start page at a later time), you can edit your submissions if you like.



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




Step 14: 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 proposal: Tutorial Panel

Current state of your proposal:  submitted



Invite another speaker to your proposal 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/iclave12/invitation/HVNZGG/3TYWWVLTDVYMJ8GEAASB93E9Q3SPHUSU>

Speaker E-Mail

Subject

Text

Ahoy-Hoy!

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

"Tutorial Panel"

at ICLaVE12. Please follow this link to join:

<https://pretalx.dioe.at/iclave12/invitation/HVNZGG/3TYWWVLTDVYMJ8GEAASB93E9Q3SPHUSU>

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!