



WGC 2018 Final Paper Submission Guidelines

The online portal used for the submission of your abstract is also where you will be able to submit your final paper. To access the portal please follow the instructions below.

1. Click on the **“Presenting Authors”** tab of the WGC 2018 website. On this page, scroll down to the **“Final Papers”** section and click on the **“Submit Final Paper”** button which will direct you to the Presentation portal where you would have previously submitted your abstract.
2. Please use the secure username and password you set when submitting your abstract(s) to log in to the portal. If you have forgotten your password, please click the forgotten password link on the homepage of the Portal to reset it.

Once you have logged back in successfully, please navigate to the **“Submit Final Paper”** tab in the blue navigation bar towards the top of the screen.

3. If your abstract has been accepted, you should see the following options:

Status	Document	
Accepted	<input checked="" type="checkbox"/> Upload my Abstract	View
	<input type="checkbox"/> Final Paper	Edit
	<input type="checkbox"/> Speaker Photo	Edit

Click on the **“Edit”** tab to the right of the Final Paper heading.

4. You will need to browse for the file, the title of which should be formatted as follows:
“ID Number_Last name_First name.doc” e.g., “100_Smith_John.doc”.

N.B. Your ID number can be found in your speaker confirmation email.

5. Once you have selected the correct file, please click the **“Update”** button.
6. Your file should now begin uploading. Please note, this could take several minutes, depending on your internet connection. Please do not click the back button or exit the page during this time.



7. Once your paper has uploaded successfully, the page will refresh and you should see a green check mark next to the Final Paper heading, as follows:

Status	Document	
Accepted	<input checked="" type="checkbox"/> Upload my Abstract	<input type="button" value="View"/>
	<input checked="" type="checkbox"/> Final Paper	<input type="button" value="Edit"/>
	<input type="checkbox"/> Speaker Photo	<input type="button" value="Edit"/>

You will be able to edit this document until the final deadline of March 9, 2018. Any changes made after this point will not be recorded.

Speaker Photo

Underneath the Final Paper heading, there is an option to upload a Speaker Photo to the portal. This photo will be used on the website and in conference documentation. If you have already uploaded a photo during the abstract submission process, there is no need to re-upload another one.

If you did not upload a photo during your abstract submission, please ensure you provide one now.

Lost Password

If you have forgotten your password please click the link on the sign in page to reset it.

You will need to enter your email address and click **"Reset Password"**. Following this, you will receive an email to your inbox to with instructions on how to reset this.

Contact Us

Any questions can be directed to Zeinab El-Sayed, Speaker Manager, WGC 2018 on cfa@wgc2018.com.