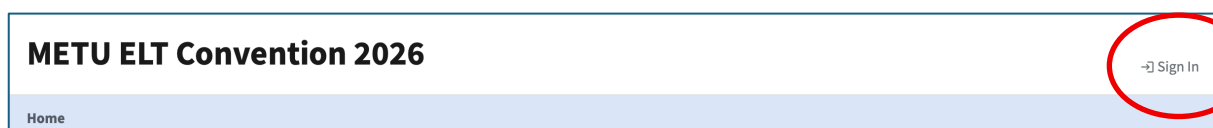## Creating an Account

1. Go to https://www.openconf.org/eltconv2026/openconf.php and click the **Sign In** link atop right of the website:

   If you are using a mobile device, this and other header links may be found by pressing the *Menu* button.

2. Click the **Create an account** link immediately below the Sign In header:

3. Fill in your Email Address, and then click the **Verify Email Address** button. You will be asked to confirm the address entered; click the **Confirm** button if correct or cancel to modify the address.

4. Check your email inbox (and spam folder) for a message with a link to verify your email address. Click the link in the message to complete creating your account.

5. Fill in the account profile form, then click the **Create an account** button.

Signing In

When sign in is open, you may click on the *Sign In* link to access your account. Enter your email address and either click the *Email sign in link* button (if available), or enter your password and click the *Sign In* button. If you opt to receive an email with a sign in link, check your inbox (and spam folder) for a message with a one-time use link to grant you direct access to your account; this link expires after 15 minutes. With either option, if you check the *Stay signed in* box, you will remain signed in for 2 weeks (as long you do not sign out); otherwise, you will remain signed in until closing the browser for up to one week.

Having trouble signing in? If you are copy/pasting your email address or password, try typing them in — copying can sometimes include unseen space or control characters. If you forgot your password, use the *Email sign in link* option instead (if available); reference the Updating Profile section below for how to change your password.

Updating Profile

Click the *My Account* link atop right of the website, or under the *Menu* button on mobile devices, for access to your account details. If enabled, the following buttons will be available

immediately below the *My Account* page header: *Edit Profile, Change Email Address, Change Password*.

Click the *Edit Profile* button to update your account profile.

Changing your email address will require that you verify the new email address prior to the change taking place. After submitting your change request, look for an email with a link to verify the new address.

If you have forgotten your password and would like to set a new one, click the link in the *Current Password* field description to have a one-time code emailed to you, and enter the code in the field. The code will remain valid for 15 minutes.

Making a Submission

Select the **Make Submission** menu, on the main page when you sign in your account.

Look over the submission form to make sure you have all requested information, then fill it out and click the *Make Submission* button.

Once you make the submission, check if any errors are displayed. If it was successful, you will see a confirmation in the browser with a submission ID and should receive an email with the submission form field contents.

Managing Submissions

Click the *Submissions: My Submissions* menu for a listing of your submissions. When corresponding with the Admin about a submission, provide the ID shown on this page. Click the submission title to view the detailed submission contents and access submission-specific features. Shortcuts may also be available for immediate access to some features; hover the pointer over a shortcut for its description. This page may also display the acceptance decision regarding your submissions.

METU ELT Convention 2026

👤 My Account | Sign Out ⤷

Home | **Submissions** ⌃

My Submissions
Make Submission

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Once you submit your proposal, the following features will be present atop the detailed submission page:

- **Edit Submission** – allows you to modify submission fields
- **Withdraw Submission** – allows you to withdraw the submission; **use this feature with caution as it may not be possible to recover your full submission once withdrawn**

Signing Out

After signing in, a *Sign Out* link is displayed atop right of the website in the same location where you clicked to Sign In. It is a good idea to sign out if you will not be using the system again for a while, especially if you are on a shared device.