

ICAT 2026: How to Submit Your Full Paper

Congratulations on the acceptance of your abstract! We look forward to reviewing your full paper.

Because we are managing the conference workflow through a unified system, **you must submit your full paper as a "Revision" to your original abstract**. Please do not create a new submission.

Follow this step-by-step guide to upload your paper correctly.

Important Note on System Terminology

When you log in, you will see your submission status listed as "**Revisions Required**".

- **Do not worry.** This does not mean your abstract was rejected or needs correction.
- In our system, "Revisions Required" is the technical status that opens the portal for you to upload your **Full Paper**.

Step-by-Step Instructions

1. Log in to the Conference System

- Go to: <https://conference-submissions.appropriatetech.net/icat/>
- Log in with the same username and password you used to submit your abstract.

2. Access Your Dashboard

- Once logged in, click on "**My Submissions as Author □ Active Submissions**" in the left-hand menu.
- Locate your accepted abstract. You should see the stage **Review (Round 2)** or possibly a later round.
- Click on "**View**" to open the workflow. You will land on the review workflow page.

3. Locate the "Revisions" Panel

- Scroll down past the "Round 2 Status" and "Notifications" sections.
- Look for the panel specifically labeled **Revisions Uploaded**.
- *Note: If you see comments from reviewers in Review Round 1 regarding your abstract, please take them into account when writing your full paper.*

4. Upload Your Full Paper

- Click the button labeled **Upload** located inside the Revisions Uploaded panel.

- A window will pop up.
 - **Article Component:** Select "**Article Text**".
 - **Upload:** Drag and drop your Full Paper file into the box. Please be sure to follow the format specified in the [author guidelines](#).
- Click **Continue** and then **Complete** to finish the upload.

6. Verify

- You should now see your new file listed in the "Revisions Uploaded" panel.
- The system will automatically notify the editors that your full paper has been uploaded. You do not need to send a separate email.

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Troubleshooting

"I don't see an 'Upload File' button."

- Ensure you are looking in the **Review** tab, not the Submission tab.
- If the status of your paper is not "Revisions Required," the system may not have unlocked the upload capability yet. Please check your email to ensure you have received the official decision notification.

"Should I start a 'New Submission' instead?"

- **No.** Please do not click the blue "New Submission" button. Creating a new submission disconnects your paper from your abstract and will delay the review process.

"Can I update the title or metadata?"

- Yes. If your paper title has evolved slightly from your abstract, you can update the metadata by clicking the "Metadata" button (often found near the top right of the submission record) and saving your changes.