

Top Ten Things You Need to Know About ConfTool 2024

1. **Useful Links:** ConfTool 2024: <https://www.conftool.com/esa2024/> ESA website: A website: <https://www.europeansociology.org/>
Direct link to the ESA 2024 conference website:
<https://www.europeansociology.org/conference/2024>
2. **Important dates:** Abstract submission opens in November. The deadline will be January 15th, 2024. Participant registration will open in March/April when you will also receive notification about your abstract.
3. Create an account in ConfTool 2024 in order to **submit an abstract** and **register for participation** in the 16th ESA Conference in Porto, 27-30 August 2024. Registrations from previous ConfTools have not been transferred – you need a new account.
4. **Validate your e-mail address** in ConfTool 2024. Once you create a user account, you will receive an automatic confirmation message with a link – please click. This will ensure that you receive important information about your abstract and the conference. We also recommend to ensure that esa2024[at]conftool.pro is on your whitelist.
5. You can always **'Edit User Account Details'** in ConfTool. There is a direct link for this in the 'Overview' of your ConfTool 2024 account. You can change your address, affiliation, information for the visa invitation letter offered through ConfTool, and much more.
6. If you and your co-authors change your mind about who will / can present the paper at the Porto conference, send us an e-mail. We can change this until the deadline for participant registration for paper presenters (until March/April).
7. During participant registration, when you choose the category for ESA members (who benefit from reduced conference fees), please make the effort to **double-check the status of your ESA membership** in the ESA members area ('My Dashboard'). If your membership has expired, you can renew it directly in ConfTool (by choosing the category which adds the ESA membership to your conference registration).
8. You can **visit and use your ConfTool 2024 account regularly**. Find out about the status of your abstract, your registration and payment details, print out your invoice, download invitation and confirmation letters, and browse the conference agenda once it is ready.
9. ConfTool 2024 is managed by real people. At the ESA, we will always try to help:
esa2024[at]europeansociology.org
10. There is also more support in ConfTool's Helpful Hints for User Registration and Log-In.