

Ultimate CFP Submission Checklist 2026

callforpaper.org – Print & tape above your desk

Venue Fit (3 min)

- Scope overlap 85
- Last 3 years accepted papers match your work
- Correct track selected (use “Recommended Track”)
- Not predatory / impact tier matches goal

Content (4 min)

- Title: [Adj] [Method] for [Problem] in [Setting] ($\pm$ Result)
- Abstract: Problem $\rightarrow$ Gap $\rightarrow$ Method $\rightarrow$ Result $\rightarrow$ Impact
- Related-work table on page 2 (/)
- Figures/tables referenced + 300 DPI
- Reproducibility checklist 100

📄 Formatting (4 min)

- Exact conference template (no tweaks)
- Page limit respected (body only)
- Margins / font / spacing perfect
- Anonymity sweep: name, institution, “our previous work”
- PDF passed <https://callforpaper.org/features/formatting-checker>

🕒 Deadlines & Logistics (2 min)

- Deadline converted to UTC (AoE = +12h)
- Alerts set: 7 days / 24h / 2h before
- All co-authors signed off
- Backup PDF saved + submission ID noted

🟢 All green? $\rightarrow$ Submit now!

♥ Bonus: “Watch” the CFP on callforpaper.org $\rightarrow$ auto 30/7/1-day reminders

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