

## INSTRUCTION FOR ABSTRACT SUBMISSION

### **PORTAL**

If you are a NEW USER: please create an account. You will receive a confirmation email when done. If not, please contact [francisca.etccherry@mci-group.com](mailto:francisca.etccherry@mci-group.com)

If you already have an account: please enter your username and password

Attention: For security reasons you are disconnected after 30 minutes of inactivity. Please be aware that the system is only active when pressing on "next" or "save". Typing is not considered as being active

### **PROFILE PAGE**

On this page you provide your abstract submission contact information which is needed to manage your abstract submission. By date, the submitter will be informed whether the abstract has been accepted for the Congress. The notification will be sent to the contact information email address. Please ensure that the notification can reach you by adapting your spam filter accordingly and by putting our address on your white list. Once you have completed the information on this page, click on the "Next" button to proceed to the next section. You will receive an email confirming your account creation. Please contact the Scientific Secretariat if you do not receive it.

Browser Requirements:

Internet Explorer 8.0 or higher, Mozilla Firefox 5.0 or higher, Chrome 16 or higher are required. In order to use your profile you need to enable JavaScripts and cookies in your browser.

Fields with a \* are mandatory.

### **TERMS & CONDITIONS PAGE**

To continue with the submission, you need to accept the terms & conditions. Abstracts should not be submitted to this conference if you do not agree with them.

### **ABSTRACT CLASSIFICATION PAGE**

In this page you will need to:

1. Introduce the title of your abstract (min. characters: 20 – maximum characters: 150). The title of your abstract should be precise and explicit. Avoid putting too much information in the title line.
2. Select the topic related to the abstract in the congress that you would like to participate.

### **AUTHORS PAGE**

Click on "Add an author" for entering the author's information Please enter full author details and affiliations for each author. Note that the first entry in the following tables is pre-filled with the submitter details. Authors must have at least one affiliation and maximum 2.

To edit an author details you must click on the pencil (field after the author's last name). To change the order of the authors you can use the arrows.

Title	Last Name	First Name	
	Torres	Esteban	   

If you have an error message, you will need to click on Indicate/Modify affiliations to complete or modify the information. Validate to continue.

Submitting Author, Presenting Author  
Affiliations:   
-  
> [Indicate/modify affiliations](#)  
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## ABSTRACT CONTENT

In this page you can copy and paste your abstract.

The abstract should not exceed the number of allowed characters. Minimum 1800 – Maximum: 650 (Spaces & punctuation included)

Only include your abstract body text, the title and authors line will automatically be pulled in the text from the information provided.

The live character count will provide you with real time information on the number of characters used

The content must be topic related and should not refer to personal problems.

If you need to enter Greek letters or use bold, italics or superscript/subscript then you may use the text formatting toolbar at the top of each input box

If you want to copy/paste your abstract from Word, please use the option "Paste from Word", located in the upper right corner of the input box, to ensure that special characters are converted correctly.

Click on NEXT to continue with the submission.

## PREVIEW PAGE

A preview of the abstract will show how your abstract looks at that moment.

The abstract can be saved and finalized at a later stage (until the submission deadline)

The system will check for any errors and it will not be possible to submit the abstract until these have been corrected. If errors are listed, please amend your abstract accordingly.

If your abstract does not fulfil the submission rules you can save your abstract and finalize it at a later stage. In this case, please use the "Save draft" button on the bottom of the page

If your abstract fulfils the submission rules use the "Confirm/save submission" button on the bottom of the page to confirm your submission. You still have the possibility to modify the abstract until the submission deadline.

You have the possibility to download your abstract in WORD (version 2003 or higher required) or PDF  
You can download OpenOffice to view the file if you work with an older WORD version.

**ABSTRACTS IN DRAFT STATUS WILL NOT BE CONSIDERED FOR REVIEW**

## CONFIRMATION PAGE

You will receive a confirmation of the submission with the identifier number. Your abstract will be reviewed as submitted unless further modifications are made. Information on how to modify your abstract is included in the confirmation email.

- If you don't receive a confirmation please contact: [francisca.etccherry@mci-group.com](mailto:francisca.etccherry@mci-group.com)

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