Abstract Submission System Instructions

This document contains step by step instructions on how to use the abstract submission system.

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Content

System Information and Requirements

The abstract submission system is designed to run on a number of internet browsers, but we recommend you use the latest versions of Google Chrome, Microsoft Internet Explorer, Mozilla Firefox or Apple Safari.

Important: We strongly recommend to enable JavaScript in your browser to maximise user friendliness. If you are using the Microsoft Edge browser, JavaScript is enabled by default. Please refer to the last section *"How to enable JavaScript"* for instructions how to enable Javascript in another browser.

The abstract submission system uses an automatic forwarding browser feature to navigate through the system pages. In case your browser should not support this, just click on the following message that will appear:

> *Your browser does not support automatic forwarding, please click here.*

System messages informing the user of errors or other topics, are displayed under the upper menu bar and adhere to the following format:

Error messages:
Confirmation messages:

Abstract A-426-0001-00269 is not complete
Your data has been saved

How to use the Abstract Submission System

Please follow the steps described below to successfully submit an abstract. You may create and edit abstracts in the *MyAbstracts* menu, please see the chapters below for further information.

You may use the upper menu bar to navigate between the different steps to complete your abstract. Alternatively, the *Next Step* >>> button will take you through the four steps to create and submit an abstract.

Important: To navigate between the different steps in the submission system, please use the options of the upper menu bar and/or the command buttons (not the BACK and FORWARD buttons of your internet browser).

You may at any time (until the submission deadline) save the current abstract as a draft and log off the system, in order to return later to complete and submit the abstract. Nevertheless, please remember to click the SAVE button regularly in order to store all changes on your abstract.

You are asked to use the *Preview* function regularly to check the layout of your abstract, particularly before submitting

the abstract. Please make sure that all abstract information has been saved and that special characters, formats, tables and graphs/images (if applicable) are shown correctly. Use the *Print* function for a printer friendly version of your abstract.

Important: Please remember to submit your abstract when you have finalized it. You will still be able to modify your submitted abstract until the submission deadline. Please remember to submit your abstract again after making your modifications. No modifications will be accepted after the submission deadline.

Login and Contact Details

In order to submit abstracts, you are asked to log into the system using your personal profile login. As the corresponding author, you may be an author of the abstract or a person responsible for the abstract maintenance. You are asked to provide complete and correct contact information (name, e-mail address, institution etc.). Also, the sytem automatically generates a password after the first login. This can be changed by the user himself.
You may view your contact details by clicking the *Contact* button of the upper menu bar.

The corresponding author is the only person to access the abstract and will be notified about the status of the abstract. The corresponding author is responsible for informing all authors about the status of the abstract.

Important: Please make sure to provide a valid e-mail address as this is used for all communications concerning e-mail or password changes, abstract submission and outcome notification. If your e-mail address changes during the submission period, please remember to update this in your personal profile.

Important: We strongly recommend that you provide two different e-mail addresses, in case one of them cannot be accessed due to spam regulations or other reasons.

Important: Please write down your password as this is crucial to enter the system and to access your abstracts.

MyAbstracts - The Abstract Repository

The *MyAbstracts* page is the central repository of your abstract(s), where you may create, modify and submit abstracts. To create new abstracts, click on CREATE. Existing abstracts are listed and may be previewed, edited, deleted and submitted from this central repository by clicking on the corresponding icons.

While an abstract is still under construction, its status is DRAFT. When the user submits the abstract the status changes to SUBMITTED.
When an abstract is submitted, an e-mail notification is sent to the corresponding author, containing the reference number of the submitted abstract.

Important: Please save your abstract reference number (abstract ID) as it is the unique identifier of your abstract and should be used in all correspondence concerning your abstract.

Important: Only submitted abstracts will be considered. Please do not forget to submit your abstract before the submission deadline.

Important: A submitted abstract can be edited until the submission deadline, but it must be submitted again to be considered.

Four Steps to Complete and Submit an Abstract
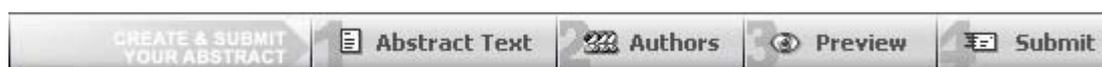
Step 1/4: Create a New Abstract

After choosing CREATE on the MyAbstract page, an empty abstract form is displayed. The following fields have to be provided:

Category: To select the category, click on the CATEGORIES button. A new page appears and you may select a category by clicking on the text.

Abstract title: The abstract title is a mandatory field. Please enter the title including special characters (if applicable) in plain text and sentence case format (only first letter of the sentence and proper nouns capitalized, all the rest in lower case. The title will be automatically converted into bold font.

Abstract text: You can copy and paste text from your word processor into the abstract text field, but please remember to check text formatting and special characters by using the PREVIEW function in order to make sure that the text was copied correctly and completely. Please do not include literature references.

Please check the abstract page or the abstract guidelines for a possible character or word limit for the abstract title and abstract text.

How to Format Text and how to Insert Special Characters

The abstract submission system offers an advanced editor that allows you to format text easily using buttons. The advanced editor is loaded automatically if your browser has JavaScript enabled. In this case you will see the following icons above the abstract title and text fields:

Follow these steps to insert a special character **using the advanced editor**

- Place the cursor (in the title or text) where you want to place the special character
- Click on the INSERT SPECIAL CHARACTER button in the menu bar of the text field and then choose either GREEK, MATH, VOWELS or VARIOUS from within the pop-up box that appears
- Click on the character you want to include in your text (e.g. beta)
- A beta character will be placed in your abstract at your last cursor position
- Click on SAVE and PREVIEW to check if the character has been placed correctly

How to apply formats **using the advanced editor**

- Mark the word you want to format (for example, to make it bold)
- Click on the bold icon (a capital, bold B) in the menu bar, to make your text bold
- Click on SAVE and PREVIEW to check if the formatting has been applied correctly

Managing Tables and Graphs/Images (optional)

You may include tables and graphs/images into your abstract. Please note that the maximum file size of an image may be limited according to congress requirements. This may refer to the file size (usually 500 kilobytes) and/or the maximum pixel size of the image (usually 600 x 800 pixel). Only graphs adhering to these sizes may be uploaded and used in you're abstract! If your file size or pixel size is too large, you have to resize your graph accordingly. Should you encounter problems, please contact the abstract team!

Including a graph/image or a table counts against the word limit for your abstract, please check this in the online help when creating a table or uploading a graph/image.

Tables

To include a table you are asked to:
- create a table, using the integrated table editor
- The table is automatically added at the end of the abstract text. Please check this in the abstract preview or move the tag (i.e. [tab_01]) to the preferred position in the abstract text
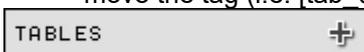
To create a table, choose the TABLES option on the right side of the abstract form page and click on *create/edit...*. Describe the table by defining the amount of columns and rows, and provide a name for your table. After clicking the *Generate table* button, the system will display the empty table. You now have three distinct forms to work on your table.

- On the *Edit Table* page you can enter or paste data into each cell of your table. You may use special characters and formats, as described below. Always click *Save* to store your changes before navigating back to the

previous page (ABSTRACT TEXT - STEP 1/4).

- On the *Format & Preview* page, currently only users who have JavaScript activated may use the menu options on the right side of the form for merging, splitting and formatting cells as well as adding or removing columns or rows. The corresponding menu options expand when the user clicks on the appropriate section. Please note that cells might be merged horizontally only.
- The page *MyTables* is the central repository of all created tables.

Please check the correct placement of the table in the abstract preview. The table is only submitted as part of the abstract if it appears in the abstract preview.

Tables formatting and Special Characters

Follow these steps to insert a special character within your table

- Open your table that you want to edit by clicking on the *Tables* bar on the right side and *Edit.*
- Click on SPECIAL CHARACTERS bar on the right side and e.g. on GREEK.
- Select the text of the character you want to include into your text (e.g. elta δ) and copy the selected tag
- Place the cursor where you want to place the tag into the special character and use the right button menu PASTE to insert the tag.
- Click on SAVE and PREVIEW to check if the tags have been placed correctly.
- Do not overwrite this tag.

How to apply formats within your table:

- Click on the SPECIAL CHARACTERS bar on the right side (see above) and on FORMAT.
- Select the text of the format type you want to include into your text (e.g. for BOLD ON) and copy the selected tag.
- Paste the copied tag where the bold text should start.
- Repeat this copy and paste process with the BOLD OFF tag at the end of the text to be made bold. A bold marked text passage should then encrypted like this: BOLD TEXT PASSAGE.
- Repeat the process with desired other formats.
- Click on SAVE and PREVIEW to check if the tags have been placed correctly.
- Do not overwrite these tags.

Graphs/Images

The abstract submission system supports inclusion of internet compatible graphic files (GIF, JPEG and PNG) in the abstract. To include a graph or an image into the abstract:
- Upload a graph/image from your computer/network
- The graph/image is automatically added at the end of the abstract text. Please check this in the abstract preview or move the tag (i.e. [pic_01]) to the preferred position in the abstract text
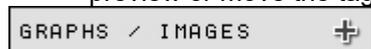
To upload a graph/image, choose the GRAPH/IMAGES option on the right side of the *Abstract Text* page and click on *Create/edit...*. Click on BROWSE to select a graph and give it a name. The graph will be listed and you may preview or remove the graph,/image if required.

How to change the position of tables and graphs in the abstract

The tables and graphs are automatically added at the end of the abstract text. You must cut and paste the tags (i.e. [pic_01] or [tab_01]) to where you wish to move the table or graph in the abstract text.
Please check the position of the table or graph in the abstract preview. They are only part of the submitted abstract if they appear in the abstract preview.

Step 2/4: Enter the Presenting Author and all Co-Authors

To proceed from the *Abstract Text* page to the *Author* page, click on the *Author* menu or on the *Next Step* >>> button. Here, you may enter details about the author(s) of the abstract. The author management page is divided into the following sections:

- The New Author section - to add new authors to the abstract
- The Author listing - to display and sort the list of authors
- The Author Preview section - to preview the author information

Add a new author

All authors of an abstract must be added on this page by clicking on the NEW AUTHOR button. Provide the necessary data for the author and click SAVE. To add another author, click on NEW AUTHOR again and repeat the process as described above.

The abstract submission system supports three special functions to help you to enter authors faster and easier:

- Click on the CONTACT button if the corresponding author and presenting author are the same persons. The system will fill the complete form with the CONTACT author data.
- Click on INSTITUTIONS to copy previously entered institution data into the current form, such as institution, department, city and country. The only fields that have to be entered manually are the first name and last name of the author.
- Click on AUTHORS to copy a previously entered author into this abstract.

Author Listing

After creating one or several authors, you are asked to mark one of the authors as the presenting author. The following actions are available on the list of authors:

- To select or change the presenting author, click on the appropriate option (left of the author name) and then on SAVE.
- To change the position of an author on the list, click on the MOVE UP or MOVE DOWN buttons within the row). However, the corresponding author should always be the first author listed.
- To modify author data, click on the appropriate EDIT button to perform the changes; click SAVE to store changes or CANCEL to abort.
- To remove an author, click on the DELETE button and confirm the removal.

Author preview section

In this section, you will always see your list of authors and institutions in print format, as it will be displayed in the final abstract. As all changes are reflected immediately, the author preview may be used to instantly check if any changes made the authors have been correctly saved.

Step 3/4: Preview Your Abstract

You are asked to regularly save and preview your abstract to check if formats and/or special characters etc. are correctly placed and shown in your abstract. The *Preview* is a print-ready version of your abstract, showing the complete abstract including all special characters. We strongly recommend that you preview and check your abstract in detail before submitting it.

Step 4/4: Submit Your Abstract

Once you have finished working on your abstract, you are asked to SUBMIT it in order to be considered for the conference. The deadline to submit your abstract is noted on the login page of the abstract submission system and in the abstract submission guidelines.

Important: You must submit your abstract before the submission deadline if you want your abstract to be reviewed and considered for presentation.

To submit your abstract, all mandatory sections of the abstract need to be filled in (category, title, abstract text, authors and institutions). If any required data of the abstract is missing, you will see these highlighted in red colour. Please see an example below:

Abstract A-452-0003-00024 is not complete

Abstract Category:	✔	A1 HIV diversity and epidemiology
Title:	✔	A late study on the ABC
Author(s):	❗	Author data missing
Institute(s):	❗	Institute Data missing
Text:	❗	Abstract text missing
Country of Research:	✔	Austria, Belize, Costa Rica
Ethical Research Declaration:	✔	Not applicable

On the *Submit* page, a final PREVIEW of the abstract will be shown, before it may be finally submitted by clicking the SUBMIT button.

Please note that you may still change your abstract before the deadline, even after it has been submitted. If you would like to modify your abstract, please click the EDIT button in the *MyAbstracts* menu. However, after applying the changes, you must submit your abstract again if you want it to be reviewed and considered for presentation.

After final submission the system generates an e-mail notification, sent to the corresponding author, containing your abstract reference number. Please save this message for future reference.

How to enable JavaScript

Google Chrome

- On the web browser menu click on the "Customize and control Google Chrome" and select "Settings".
- In the "Settings" section click on the "Show advanced settings...".
- Under the the "Privacy" click on the "Content settings...".
- When the dialog window opens, look for the "JavaScript" section and select "Allow all sites to run JavaScript (recommended)".
- Click on the "OK" button to close it.
- Close the "Settings" tab.
- Click on the "Reload this page" button of the web browser to refresh the page.

Internet Explorer

- On web browser menu click "Tools" icon and select "Internet Options".
- In the "Internet Options" window select the "Security" tab.
- On the "Security" tab click on the "Custom level..." button.
- When the "Security Settings - Internet Zone" dialog window opens, look for the "Scripting" section.
- In the "Active Scripting" item select "Enable".
- When the "Warning!" window pops out asking "Are you sure you want to change the settings for this zone?" select "Yes".
- In the "Internet Options" window click on the "OK" button to close it.
- Click on the "Refresh" button of the web browser to refresh the page.

Mozilla Firefox

- In the address bar, type about:config and press Enter.
- Click "I'll be careful, I promise" if a warning message appears.
- In the search box, search for javascript.enabled.
- Toggle the "javascript.enabled" preference (right-click and select "Toggle" or double-click the preference) to change the value from "false" to "true".
- Click on the "Reload current page" button of the web browser to refresh the page.

Apple Safari

- Select "Safari" from the Apple/System bar at the top of the screen.
- From the drop-down menu, select "Preferences..."
- Select the "Security" tab at the top of the window.
- In the section "Web content", mark the "Enable JavaScript" checkbox.
- Refresh your Browser.