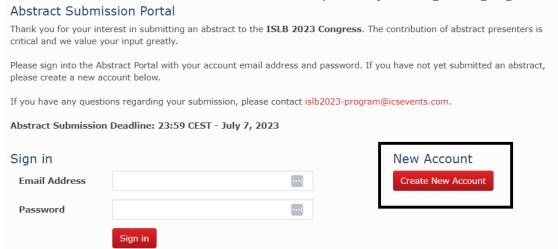


Below is a STEP by STEP Guide on how to submit your abstract. Should you require any additional assistance, please email <u>islb2023-program@icsevents.com</u>.

STEP 1: First time users need to create a contact profile by clicking the highlighted tab below:



STEP 2: Complete the contact form and select submit.

STEP 3: Once you have completed STEP 2 above, the system will automatically populate additional tabs. Click on "Abstract Submission" to continue your submission.



STEP 4: A menu bar will appear on the left side of the form, defaulting to "Title and Presentation Type".



Home Update Contact Information Abstract Submission Edit Submission Sign out

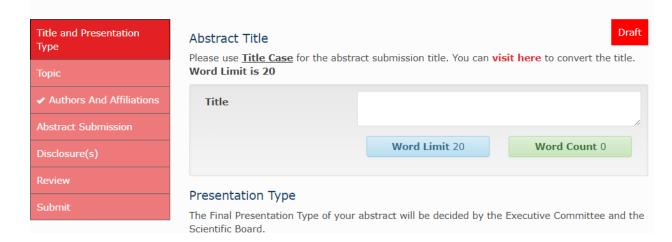
Abstract Submission

This page will take you through the process of submitting your abstract. Each of the tabs on the left hand side of the page will bring up a step in the submission process that needs to be completed. At any time in the process you can click the **Save As Draft** button to save your incomplete submission and return to it at a later time. The Review section will give you an overview of the sections that are still required to be completed before you can submit your abstract. Once all required sections have been completed, you can submit your abstract in the **Submit** section of this page.

IMPORTANT: Abstract Submission Deadline: 23:59 CEST - July 7, 2023

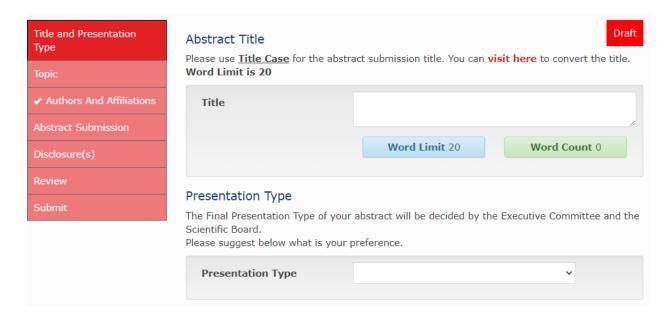
Please make sure to submit your abstract by this date. After successful submission an email confirmation will be sent.

If you have any questions regarding your submitted abstract or the submission process, please contact islb2023-program@icsevents.com.

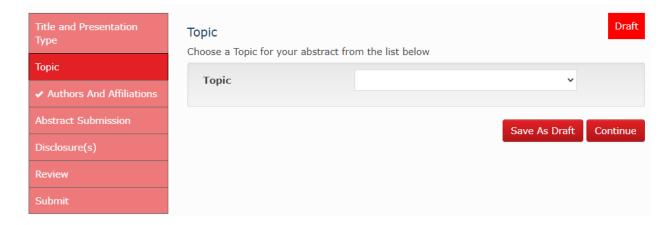




STEP 5: Enter the "Abstract Title" (maximum 20 words) and your preferred Presentation Type and select continue.

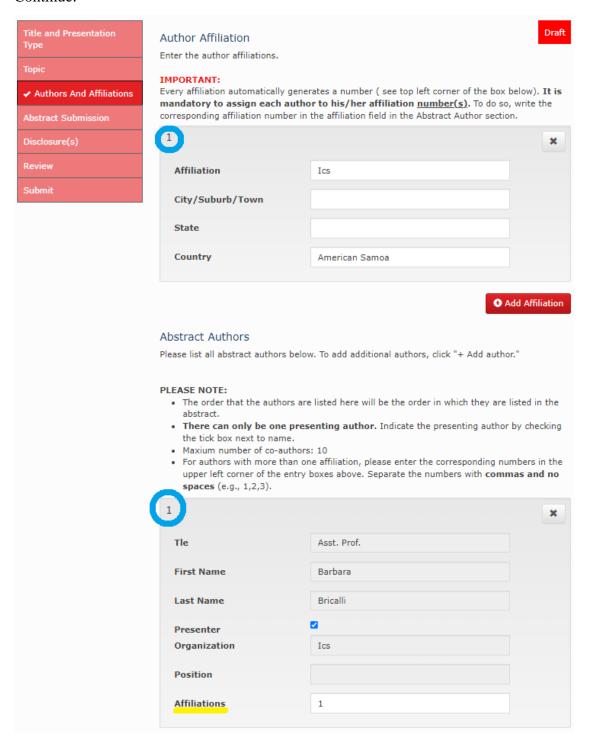


STEP 6: Select "Topic" from the dropdown menu on the left. Select the Topic that best reflects your abstract. Select continue.





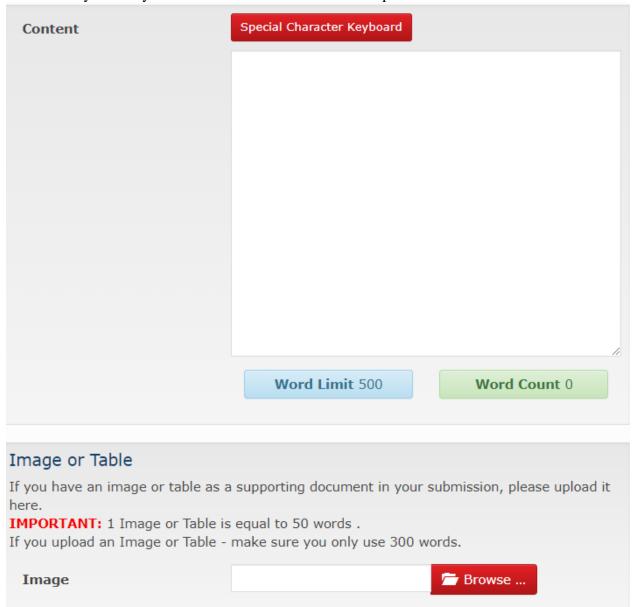
STEP 7: Enter the Author Affiliation and Abstract Authors. Start by entering all affiliations and authors associated with the abstract. When entering authors affiliations (yellow in the picture below), please ensure that you use/type the number in the left-hand upper corner of the affiliations box (circle in Blue). Authors are permitted to have multiple affiliations. Click Continue.





STEP 8: Navigate to the "Abstract Submission" tab and input your abstract. Please note, the word limit is 350 words. You may also add 1 image/table as a supporting document if required as seen below in the highlighted area.

*** Please note that 1 image/table equals to 50 words – therefore, if you add an image/table your abstract body can only have 300 words. Select continue to proceed.





STEP 9: Navigate to the "Disclosure" tab and enter in your disclosure information if relevant. Select continue.

Title and Presentation Type	Disclosure(s) Disclosure Information.	Draft
Topic	Note: Grants and any commercial or institutional support should be disclosed	
✓ Authors And Affiliations	Do you have any	
Abstract Submission	relevant disclosure information to declare?	
Disclosure(s)	*	
Review		
Submit	Please enter your relevant disclosure	
	information	
	Save As Draft Con	ntinue

STEP 10: On the review tab, any sections that are still required to be completed for submission are noted in red as in the example below. If any error message appears, you will be required to complete the section before you can submit your abstract.





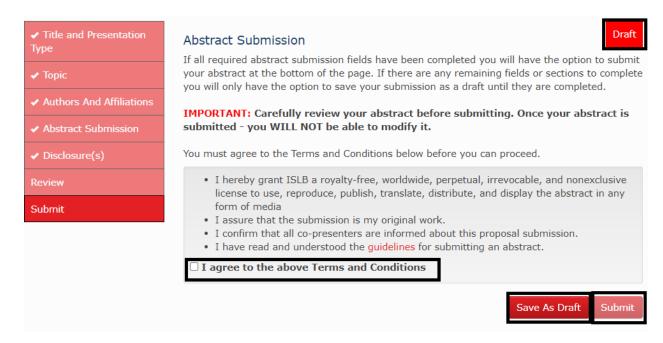
STEP 11: If all sections have been completed successfully, a green "Ready to submit" message will appear as in the example below. Click Continue



STEP 12: As you can see from the red button in the image below – your abstract is NOT yet submitted. If all information is accurate, to enable the Submit button you have to agree to the Terms and Conditions as highlighted in the example below. You can then click the submit button. A confirmation email will then be sent to you.

PLEASE NOTE THAT ONCE THE ABSTRACT HAS BEEN SUBMITTED, YOU WILL NOT BE ABLE TO MAKE ANY CHANGES

We therefore encourage you to save the submission as Draft and return to it at a later stage if you think that further edits and updates will be required.





STEP 13: Once the status of your abstract is "Submitted" you will only be able to view your submission and you will not be allowed to make any edits. Abstracts in "Draft" status can be edited or deleted up to the submission deadline.

