

How to submit your Abstract

Submitting an abstract is a 2-stage process: first you create an abstract-account (which is independent of your registration for the conference) and then you submit the abstract and enter all coauthors.

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First Name Sarah

Last Name Baker


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Title

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Enter all affiliations of all authors first. If you have only one affiliation, please fill in the fields below. If you have more than one affiliation please use the blue button "+Add Affiliation" below. You will need the number of your affiliation(s) when going on with entering the details for each abstract author.

1

Affiliation

City/Suburb/Town Munich

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Enter the details for each author below including his / him / their affiliation(s). Please fill in the number of the correct affiliation entered above. The number can be found in the upper left corner of the affiliation section above.

1

Title

First Name Sarah

Last Name Baker

Presenter ☒

Organization

Position

Affiliations 1

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After that you need to add all authors and allocate them to the correct affiliation number (e.g. Author 1 = Affiliation 1; Author 2 = Affiliation 1; Author 3 = Affiliation 2 etc.)

All affiliations and all authors must be sorted in ascending order and must be separated by „comma“.

Now you can type in your **Abstract text** (please see screenshot below as an example). Please be aware that there is a word limit of 400.

If you use special characters in your text you can use the **Special Character Keyboard** to see them.

The screenshot shows the abstract submission page for the 47th Meeting of the European Paediatric Ophthalmological Society. The page has a dark blue header with the meeting name and a welcome message to Sarah Baker. A navigation bar contains links for Home, Contact Information, Abstract Submission, Edit Submission Details, and Sign out. The main section is titled 'Abstract Submission' and includes instructions on the submission process. A sidebar on the left lists the steps: Title and preferred Presentation Type, Authors And Affiliations, Abstract Upload (selected), Review, and Submit. The main content area is titled 'Abstract Upload' and includes a red arrow pointing to a 'Draft' button. Below this, there is a 'Special Character Keyboard' button and a text input area with labels for 'Abstract Title', 'Abstract Authors', and 'Text'. At the bottom of the input area, there are buttons for 'Word Limit 400' and 'Word Count 5'. The page footer includes the INTERPLAN logo, the company name and address, and a security seal.

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- Review
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Abstract Upload

Please type in the text of your abstract below.

Please prepare your text in the order of the following outline: introduction, methods, results, conclusion, references

Content

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Also, there is a Button on the right hand side which shows you the actual status. As long as the abstract is not submitted yet, the button will be red coloured and named „DRAFT“.

As soon as the abstract is submitted, the button will be green coloured and named „SUBMITTED“.

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Your abstract is only complete, when the green note "Ready to submit" occurs below. Please note that it is not possible to edit your abstract when submitted. So please make sure to have everything correct BEFORE clicking the submit button OR save as draft if you would like to edit your abstract at a later time.

Abstract Titel

Abstract Title

Abstract Authors

Text

Baker S¹

¹ Interplan AG, Munich, Germany

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Please **agree to the Terms and Conditions** which are mentioned.

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I have read and understood the terms and conditions associated with abstract submission.


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