

## SEVEN STEPS composing process of abstract submission

The process of abstract submission starts after you have, being in the webpage Abstract Submission, press the button “**SUBMIT ABSTRACT ...**”.

The process of abstract submission consists of seven steps. Clicking on the button “**SUBMIT ABSTRACT...**” brings you to step 1 (LOGIN PAGE):

STEP 1... LOGIN PAGE where, unless you already have an account, you have to create an account, based on your email and a password. Pressing LOGIN brings you to step 2;

STEP 2... ACCOUNT PAGE where you can choose between SUBMIT AN ABSTRACT and REGISTER FOR CONFERENCE. Clicking SUBMIT AN ABSTRACT brings you to step 3;

STEP 3... Tab START to provide data regarding you as abstract submitter. Clicking NEXT brings you to step 4;

STEP 4... Tab AUTHOR(S) to add affiliation for submitting author, and, if needed, to add abstract co-author(s), including their affiliation. Clicking NEXT brings you to step 5;

STEP 5... Tab ABSTRACT to include the themes relevant to the abstract, the abstract title, the abstract core text, and the presentation preference (type of presentation). Clicking NEXT brings you to step 6;

STEP 6... Tab OVERVIEW which shows you on the screen the preview of your abstract. **We strongly recommend that you make use of the option PRINT OVERVIEW.**

Once inside the **PRINT OVERVIEW**, you can generate a PDF file with the preview data of your abstract. You can specify the filename of the PDF file.

**Clicking SUBMIT stores the abstract in the abstract database** and brings you to step 7;

STEP 7... Tab CONFIRMATION, with the following text on the screen:

“Abstract submission complete. A confirmation e-mail has been sent from [helpdesk@klinkhamergroup.com](mailto:helpdesk@klinkhamergroup.com) to email address of the corresponding author: *email of abstract submitter*. This may take a few minutes. In case you do not receive the e-mail please check if you provided the correct email address. If you received the e-mail in your spam folder, please make sure to white list [helpdesk@klinkhamergroup.com](mailto:helpdesk@klinkhamergroup.com)”.

To close the abstract submission process from Tab CONFIRMATION, click RETURN to ACCOUNT PAGE. You can also return to LOGIN PAGE by clicking ‘**log out**’ in the top-right corner of the Tab CONFIRMATION.