**TEMPLATE to prepare list of abstract input data, to use to submit ABSTRACT**

Instructions to use this TEMPLATE file: replace the below DUMMY input items by items relevant for your abstract, i.e. by changing the number of co-authors (authors 2, 3 , etc.), the number of affiliations for each of these co-authors, abstract title and abstract core text. You can then later, throughout abstract submission process, copy-paste the abstract data from the TEMPLATE file into the abstract submission system.

**LOGIN PAGE**

**Please log in below or create a new account**

*Please note that the person who logs in with his/her email and password will be referred to as the* ***corresponding author (abstract submitter)****.*

*The account for Abstract Submission and Registration is registered solely on the basis of email address, meaning that email address must be unique.*

1. *If you already have an account, enter email and password and click* **LOGIN** *to proceed to* **ACCOUNT PAGE***.*
2. *If you* ***do not have account****, create one by clicking* **CREATE NEW ACCOUNT***. The process of account creation involves three steps (three TABS on the screen), namely: Personal data, Overview and Confirmation, the latter to confirm that* ***you have successfully created your account****. To leave the Confirmation step, you have two possibilities:*

* *B1: either you click* **LOGIN***, which brings you directly to the* **ACCOUNT PAGE** *(see below);*
* *B2: or return to the* **LOGIN PAGE***, by clicking “log out” in the top-right corner of the page. Once you are in the* **LOGIN PAGE***, enter email and password and click* **LOGIN** *to proceed to* **ACCOUNT PAGE***. The click* **LOGIN** *is functionally identical to step “A)” above.*

**ACCOUNT PAGE**

Personal dashboard

*Here you can see the abstracts you have submitted earlier. You can choose between SUBMIT AN ABSTRACT and REGISTER FOR CONFERENCE (disabled until opening of Registration webpage).*

*Click* **SUBMIT AN ABSTRACT**

*… which brings you to …*

**Tab START**

*Corresponding author (abstract submitter)*

Mr [*Title,* **free text**,examples: Ms, Mrs, Mr, Professor, Prof., Dr., Ass.-Prof., Dipl.-Ing., Ing, etc.]

D.Z. [*All* i*nitials.* ***Important****-- also include initial of your first name*] **No spaces between initials!**

**ONLY FIRST NAME INITIALS**, **--NOT—the INITIAL OF YOUR SURNAME!**

Dieter [*First name*]

Keltner [*Surname*] **Please do NOT write the title here**, e.g. **~~Prof.~~**Keltner !

RIVM [*Organisation / Company*]

Bostakkenstraat 45 [*Mailing address 1*]

*no text written* [*Mailing address 2*] *not used in this example*

Loofbergen [Town / *City*]

5623 GT [*Postal / ZIP code*]

Netherlands [*Country, to be selected by submitter from offered country list*]

+3168765400123 [*Telephone*]

kamil.keltner@rivm.nl [*E-email address*]

kamil.keltner@rivm.nl [*Verify e-email address*]

*Click* **NEXT***… which brings you to …*

**Tab AUTHOR(S)**

*Before inputting data for the Corresponding author, first a few words about “Affiliation”:*

*NOTE 1*

***Affiliation can include any text, also street address, phone, email etc****.*

*NOTE 2*

***If identical affiliation text is used for all authors from the same institution****, then in the abstract appears ONE AFFILIATION TEXT ONLY, for example:*

*RIVM National Institute for Public Health and the Environment, the Netherlands, kamil.keltner@rivm.nl*

*NOTE 3*

***If for authors from the same institution, for each (or some) author a different affiliation text is used****, then in the abstract ALL UNIQUE AFFILIATION TEXTS will appear, for example:*

*RIVM National Institute for Public Health and the Environment, Bilthoven, the Netherlands*

*RIVM National Institute for Public Health and the Environment, the Netherlands, kamil.keltner@rivm.nl*

*RIVM National Institute for Public Health and the Envoronmant, the Netherlands* **Note the typo**

***For you as submitting author this means that you should scrutinise the affiliation texts very carefully before submitting abstract, thus avoiding that unintended textual differences (misspellings, typos, etc.) lead to too many affiliations in your abstract.***

*Corresponding author (abstract submitter)*

D.Z. [*All* i*nitials.* ***Important****-- also include initial of your first name*] **No spaces in text!**

**ONLY FIRST NAME INITIALS**, **--NOT—the INITIAL OF YOUR SURNAME!**

Dieter [*First name*]

Keltner [Surname]

[X] ***Tick the box if the Corresponding author (abstract submitter) is to be the ‘Presenting author’, which will mostly be the case***

*In this example, one affiliation is given:*

RIVM National Institute for Public Health and the Environment, Centre for Environmental Quality, Bilthoven, the Netherlands

*Add author 2*

J.T. [*All* i*nitials.* ***Important****-- also include initial of your first name*] **No spaces in text!**

**ONLY FIRST NAME INITIALS**, **--NOT—the INITIAL OF YOUR SURNAME!**

Jānis [*First name*]

Bonkše [Surname]

[X] ***Tick the box if Author 2 is to be ‘Presenting author’***

*In this example, three affiliations are given:*

BRGM, Bureau de Recherches Géologiques et Minières (French geological survey), France

Johann Heinrich von Thünen Institute, Federal Research Institute for Rural Areas, Forestry and Fisheries, Braunschweig, Germany

Ministerium für Energiewende, Landwirtschaft, Umwelt, Natur und Digitalisierung des Landes Schleswig-Holstein, Kiel, Germany

*Add author 3*

P. [*All* i*nitials.* ***Important****-- also include initial of your first name*] **No spaces in text!**

**ONLY FIRST NAME INITIALS**, **--NOT—the INITIAL OF YOUR SURNAME!**

Pavel

Cudlín

[X] ***Tick the box if Author 3 is to be ‘Presenting author’***

*In this example, one affiliation is given:*

Geological Survey of Denmark and Greenland (GEUS), Hojbjerg, Denmark, Vejlsøvej 25, 8600 Silkeborg, Denmark

*Add author 4*

P.J.J.M. [*All* i*nitials.* ***Important****-- also include initial of your first name*] **No spaces in text!**

**ONLY FIRST NAME INITIALS**, **--NOT—the INITIAL OF YOUR SURNAME!**

Pieter

van der Velde

[X] ***Tick the box if Author 4 is to be ‘Presenting author’***

*In this example, four affiliations are given:*

Ministerium für Energiewende, Landwirtschaft, Umwelt, Natur und Digitalisierung des Landes

Schleswig-Holstein, Kiel, Germany

Johann Heinrich von Thünen Institute, Federal Research Institute for Rural Areas, Forestry and Fisheries, Braunschweig, Germany

BRGM, Bureau de Recherches Géologiques et Minières (French geological survey), France

Geological Survey of Denmark and Greenland (GEUS), Hojbjerg, Denmark, Vejlsøvej 25, 8600 Silkeborg, Denmark

*Click* **NEXT***… which brings you to …*

**Tab ABSTRACT**

*Select, in any order (not necessarily alphabetical), to be picked from the offered list, for example:*

S2

B

D

*Abstract title: [use plain text only, do not use Tabs, subscripts and superscripts]*

The effectiveness of on-farm measures: Integrating farm surveys, monitoring and modelling at landscape scale

*Abstract core text: [use plain text only, do not use Tabs, subscripts and superscripts]*

Sed ut perspiciatis unde omnis iste natus error sit voluptatem accusantium doloremque laudantium, totam rem aperiam eaque ipsa, quae ab illo inventore veritatis et quasi architecto beatae vitae dicta sunt, explicabo. Nemo enim ipsam voluptatem, quia voluptas sit, aspernatur aut odit aut fugit, sed quia consequuntur magni dolores eos, qui ratione voluptatem sequi nesciunt, neque porro quisquam est, qui dolorem ipsum, quia dolor sit, amet, consectetur, adipisci velit, sed quia non numquam eius modi tempora incidunt, ut labore et dolore magnam aliquam quaerat voluptatem.

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Etc. etc.

*Type of presentation, one to be picked from the offered list of four options:*

oral presentation, poster possible

oral presentation only

poster presentation only

no preference

*Click* **NEXT***… which brings you to …*

**Tab OVERVIEW**

*Click* **PRINT OVERVIEW*****! ! ! ! you should definitely preview the abstract data***

*Once inside* **PRINT OVERVIEW**, you can save the preview as PDF file

***!******! ! ! we strongly advice to store the abstract data in PDF file***

*The PDF file could be named, for example:*

LUWQ2022, Preview abstract ‘The effectiveness of on-farm measures etc.’, submitted by Keltner et al. on 12 January 2022.PDF

**SUBMIT** *stores abstract in abstract database. Then the receipt of abstract in the database is confirmed by email to (a) abstract submitter and to (b) Dutch members of Organising Committee*

*Then click* **SUBMIT** *… which brings you to …*

**Tab CONFIRMATION**

*Either*

*Click* **RETURN TO ACCOUNT PAGE**

(to submit another abstract, or register for attending conference)

*Or*

Click ‘**log out**’ in the top-right corner of the page, to proceed to the **LOGIN PAGE**