

GUIDE for abstract submission

Sign In

What is your e-mail address?

E-Mail Address:

Do you have an account with us?

No, I have not registered on your site before.

Yes, my password is

Edit account after logon

Remember me on this computer

Forget your password? [Send password to my e-mail](#)

[Click here if your e-mail address has changed since your last visit to our site.](#)

FIRST STEP:

- Please insert your E-Mail Address
- Check: No, I have not registered on your site before.
- Click SIGN IN TO ACCOUNT

Create Account Page

Existing User

If you already have an account, click the button below.

Already Registered?

New User

To set up your account fill in the form below

NOTE: Your e-mail address serves as your login id.

Fields indicated by a red asterisk are required and must be completed in order to proceed.

E-Mail Address:*

Enter Password:*

Confirm Password:*

First Name:*

Last Name:*

Organization Name:*

Address (Line 1):

City:*

Postal Code:*

Country:*

I Am Also: Author Co-Author Neither

SECOND STEP:

- Please fill in the fields (password, first name, last name, etc.)
- Click on [AUTHOR](#) and after that on [CREATE ACCOUNT](#)

Now your account is created.

THIRD STEP:

- if you are the only author please click [Add As Author/Co-Author](#)
- if you want to modify your account please go on [Edit](#)

Abstract Authors
Please enter the desired author and co-authors for your abstract. Click the Continue button when you are finished entering the author and co-authors.

Event Information
Event: SOIHS 2016
Event Dates: Wednesday, 14/09/16 09:00 - Friday, 16/09/16 17:00

Submitter Account - [Edit](#) | [Add As Author/Co-Author](#)
Lambacher, Katrin
Franz-Innerhofer-Platz 8
Bolzano, BZ
39100

Author/Co-Authors - [Add Author](#) | [Add Co-Author](#)
There are no authors in your author list.

- if you want to add a second/third co-author please click [Add Co-Author](#)

in this case a new page will open. Please fill in the fields (first name, second name, etc.) and click [CREATE ACCOUNT](#)

Create Account Page

New Co-Author

To set up your account fill in the form below

NOTE: Your e-mail address serves as your login id.

Fields indicated by a red asterisk are required and must be completed in order to proceed.

First Name:*

Last Name:*

Organization Name:*

Address (Line 1):

City:*

Postal Code:*

Country:*

FOURT STEP:

Abstract Authors
Please enter the desired author and co-authors for your abstract. Click the Continue button when you are finished entering the author and co-authors.

Event Information
Event: ERCD 2016
Event Dates: Thursday, 17/11/16 14:00 - Saturday, 19/11/16 14:00

Submitter Account - [Edit](#)

Author/Co-Authors - [Add Author](#) | [Add Co-Author](#)

Order	Name	Title	Company	Type	Presenter	
1				Author	<input checked="" type="checkbox"/>	Edit Remove

[Update Order](#)

[Continue](#)

- In case you wish so, you can change again if you are author or co-author
- You can choose who will be the presenting author.
- Then click [CONTINUE](#)

FIFT STEP:

Event Information
Event: ERCD 2016
Event Dates: Thursday, 17/11/16 14:00 - Saturday, 19/11/16 14:00

Title: *

Abstract Word Count: 0/600

Abstract Text: *

Keywords: Please enter the keywords for this abstract separated by commas. (Maximum of 5 keywords)

Other Information
Please enter additional information and submit form to save the information.

Discipline:*

[Continue](#)

- Insert the title of your abstract
- Insert the extended abstract (no more than 600 words) or the research panel (no more than 1500 words)
- Insert keywords, no more than 5 are allowed. Please separate them with a comma
- Please insert the discipline
- click [CONTINUE](#)

SIXT STEP:

The screenshot shows a web interface for abstract submission. At the top, it displays 'Event Information' for 'ERCD 2016' with dates from Thursday, 17/11/16 14:00 to Saturday, 19/11/16 14:00. Below this is the 'Submitter Account' section with an 'Edit' link. The 'Author/Co-Authors' section contains a table with columns for Order, Name, Title, Company, Type, and Presenter. The 'Abstract' section includes a 'Title' field, an 'Abstract Text' field with a rich text editor toolbar (containing icons for bold, italic, underline, link, unlink, bulleted list, numbered list, indent, outdent, undo, redo, and source), and a 'Keywords' field. At the bottom, there is an 'Other Information' section with a 'Discipline' field. 'Cancel' and 'Save Changes' buttons are located at the bottom center of the form.

- If you want to change your account click [Submitter Account – Edit](#).
- If you want to change author/co-author click [Co-Autore Edit](#)
- If you want to change your abstract click [Abstract – Edit](#)
- If you want to leave the page click [CANCEL](#)
- If you want continue with the inserted modification click [SAVE CHANGES](#)

Once saved changes the abstract was submitted and you received a confirmation e-mail. At the same time a new page opened where you can see your submitted abstracts. In case you want submit a second abstract click [Add](#).

- To reread or modify the abstract click [REVIEW](#) and a new page will open.



Submitter's Abstract List
Here is a list of the abstracts that you have submitted. Please select one to edit, or add a new abstract.

Event Information
Event: SOIHS 2016
Event Dates: Wednesday, 14/09/16 09:00 - Friday, 16/09/16 17:00

Submitter Account

Abstract List - [Add](#)

Sequence	Title	
3175		<input type="button" value="Review"/>

- In order to modify the abstract click [Abstract - Edit](#). Once modified click [SAVE CHANGES](#) or [CANCEL](#) in case you want save your changes.

In case you have any problems, please contact [Katrin Lambacher +39 0471 011511](#) during the office hours (9.00-12.00 and 14.30-16.30).