



## Step-by-step Abstract Submission Guidelines

Dear colleagues,

Please read these guidelines to submit your abstract successfully to the IASCL 2024 Congress. If you have any problems or questions, please do not hesitate to contact IASCL 2024 Secretariat office at [secretariat@iascl2024.com](mailto:secretariat@iascl2024.com). We are ready to help you with any queries.

Please note:

- The abstracts will be accepted in English only.
- The abstracts will be accepted only via online IASCL 2024 Submission form on <https://abstracts.iascl2024.com>
- The submitter will be considered as the first author of the presentation or the convenor of a symposium. If other arrangement is required, please let us know at the email [secretariat@iascl2024.com](mailto:secretariat@iascl2024.com).
- Abstracts will be made available to the participants in an electronic format of Book of Abstracts. The author is solely responsible for the ethical and scientific content of the submission as well as for its proper grammatical and stylistic form. If the authors have limited experience with scientific communications in English, we recommend they have the abstract proofread and edited by someone familiar with the field.
- Only individual presentation and symposia proposals are accepted. The button "Panel discussion" is reserved for special purposes and should not be used.

If you are entering IASCL Abstract submission system for the first time, please go to the website <https://abstracts.iascl2024.com>

You will be asked to create a new account. Please click on the button „Create a new account“. If you have already created an account, click on the button „LOGIN“ in the top right corner.



First time visitors, please, create an account by clicking the button "Create new account"

Create a new account

To create a new account, please fill in the form. Please take into account that the content of the fields First name, Last name and Institution will be used on your IASCL Congress badge.

Create a new account.

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<b>First name*</b>	<input type="text" value="First name"/>
Middle name	<input type="text" value="Middle name"/>
<b>Last name*</b>	<input type="text" value="Last name"/>
Highest degree	<input type="text" value="Highest degree"/>
Phone	<input type="text" value="Phone"/>
<b>Country*</b>	<input type="text" value="Select country"/>
City	<input type="text" value="City"/>
<b>Address line 1*</b>	<input type="text" value="Address line 1"/>

Once the form is filled in, click on „Sign up“.



Address line 3

ZIP

**Institution (as it should appear on your name badge)\***

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**Password\***

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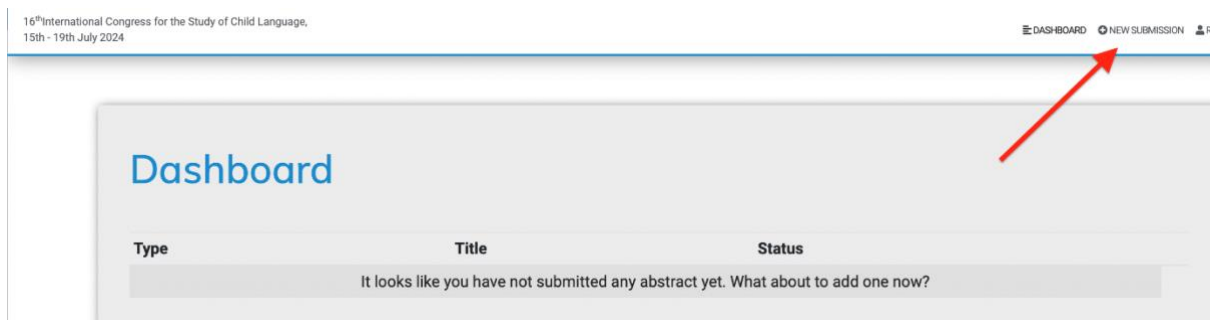
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To submit your abstract, please click on the button NEW SUBMISSION in the top right corner and choose "NEW ABSTRACT" for talk or poster submissions or "NEW SYMPOSIUM" for symposia.





## Submission Form NEW SUBMISSION – oral or poster submission

1. Your personal information is automatically filled in. The submitter is also considered as the First Author and presenter.
2. Choose one of the Thematic Areas. These broad areas will be used to group presentations together into sessions or poster sections.
3. Choose the preferred type of presentation: oral or poster. If you choose poster, the presentation will be scheduled as a poster if accepted. If you choose oral presentation, it will be scheduled as oral or poster, with the best-ranked abstracts chosen for oral presentation.

**Abstract**

**Thematic Area\***  **Preferred mode of presentation\***

**Title\***  
Title  
Title length uses a maximum of 100 characters, including spaces.

**Detailed Topic\***  **Detailed Topic 2**  **Detailed Topic 3**  **Keywords\***   
List maximum of 3 keywords, separated by commas.

**Text\***  
Text

Limited to 300 words. Do not list the title of presentation, names and affiliations of authors again.

4. Fill in your presentation title (100 characters)



5. Choose up to 3 detailed topics (one is mandatory). These topics will be used for assigning the reviewers.
- 6.

**Abstract**


**Thematic Area\***  **Preferred mode of presentation\***

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Title length uses a maximum of 100 characters, including spaces.

**Detailed Topic\***  **Detailed Topic 2**  **Detailed Topic 3**  **Keywords\***   
List maximum of 3 keywords, separated by commas.

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7. Fill in your Abstract text (300 words, text only) **Please do not list the title of presentation, references, names or affiliations of authors.**
8. Fill in the Co-authors of the abstract, if any. Note that the submitting author is automatically considered the first author and presenter. If other arrangements are required, please email to [secretariat@iascl2024.com](mailto:secretariat@iascl2024.com). We kindly ask you to try to accommodate to the standard setup.



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## Dashboard

You can preview the submission by clicking its ID in the table

Type	Title	Status	
Oral presentation	#18 test	In process	



## **Submission Form NEW SYMPOSIUM – symposium submission**

### **Please note:**

- The complete abstract is submitted by the Convenor of the Symposium including the abstracts for each participant's presentations.
  - All symposia participants have to create their IASCL 2024 account before the symposium submission.
  - Do not submit the symposium unless you have all abstracts from your symposium participants, and unless all participants have an IASCL 2024 account.
1. Click on the NEW SUBMISSION on top right corner and choose NEW SYMPOSIUM.
  2. Your personal information in the form is automatically filled in. The submitter is also considered as the Convenor of the symposium and will have the submission in their account.
  3. Choose one of the Thematic Areas. These areas will be used to schedule the presentations and avoid overlaps.
  4. Choose from the Detailed Topics, which are used for the reviewing process.
  5. Fill in your Title (max 100 characters, including spaces)
  6. Fill in your Brief Content Description of max 250 characters, including spaces (to appear in the online and app version of the IASCL 2024 Programme)
  7. Fill in General statement of max 300 words (this will be used for the Book of Abstracts and as a summary description for the reviewers)



## Symposium Proposal

**Thematic Area\*** **Preferred mode of presentation\*** **Detailed Topic\***

----- Symposium -----

**Title\***

Title

Title length uses a maximum of 100 characters, including spaces.

**Brief Content Description (to appear in online and mobile version of the IASCL 2024 Programme)\***

Brief Content Description (to appear in online and mobile version of the IASCL 2024 Programme)

The brief content description length uses a maximum of 250 characters, including spaces.

**General statement (text only)\***

General statement (text only)

paste the text of the statement only – maximum 300 words

8. Fill in each symposium participants with their abstract.

## Participants

Please list in order. Maximum 5 participants.

### Participant #1

**First name\*** **Middle name** **Last name\*** **Highest degree**

First name Middle name Last name Highest degree

**Email\*** **Country\*** **Institution (as it should appear on your name badge)\*** **Institution country\***

Email (select country) Institution (as it should appear) Select country

**Institution city\***

Institution city

**Title of the presentation\***

Title of the presentation

Title length uses a maximum of 100 characters, including spaces.

**Abstract of Individual Presentation (text only)\***

Abstract of Individual Presentation (text only)






9. List your discussant, if you have one (note you should only have 4 participants if discussant is also planned).


**Discussants**

Please list maximum 1 discussant.



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- that the submitted material is an original work and does not infringe third party's rights;
- that the author(s) has all necessary permissions to use any third party materials incorporated into the submitted material;
- I have the authority to make these representations and guarantees and grant the rights herein.

By clicking "Submit", I agree to and understand the terms and conditions above.

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**Please do not hesitate to contact us any time you will be facing any problems, or any questions that might arise. We are here to help you to have your abstract/s successfully submitted.**