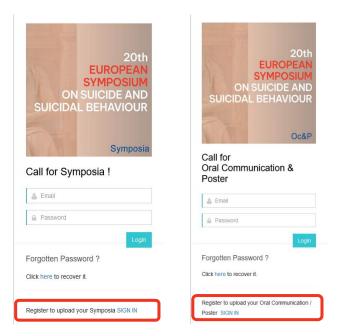
SUBMISSION SYSTEM INFORMATION

1. Create a user account

The submitter is required to create a user account.

Even if there are two different portals, the same account can be used to submit proposals for symposia and special symposia as well as for oral communications and posters.



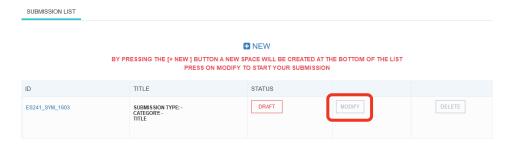
2. Create a new proposal

To create a new proposal, click on the "NEW" button.



3. Filling in the proposal

Once a proposal has been created, fill it in by clicking on the "MODIFY" button.



4. Symposia and special symposia

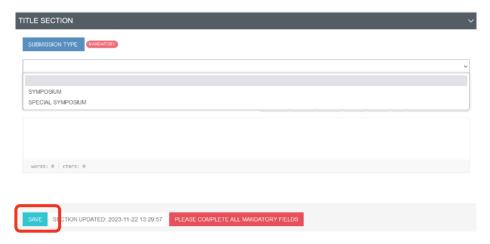
The different sections of the proposal can be filled in by using the buttons in the top bar.

Mandatory fields are highlighted in red. Always click on the "Save" button before moving to another section or closing a window.



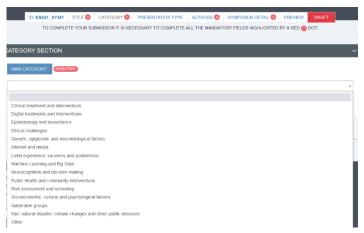
Title

Select the type of submission (i.e., symposium or special symposium) and insert the title of the symposium. Then click on "Save".



Category

Select one of the topics in the list. Then click on "Save".



Presentation type

Select "Symposia", then click on "Save".



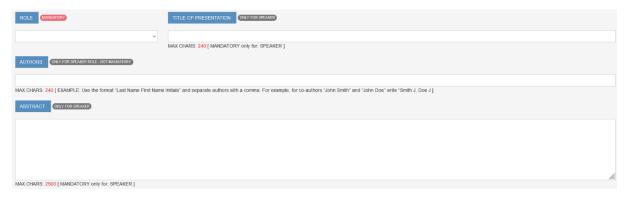
Authors

In this section, information about moderators (i.e., Chair and Co-Chair), speakers and single presentations are collected. The final list should include at least a Chair and four speakers.

Click on "New moderator/speaker" to add a new item to the list. Then click on "Modify" to fill in the information regarding the selected moderator or speaker.



Select a "role" (i.e., Chair, Co-Chair, Speaker) for the author. <u>If the author is a speaker, input the title of the presentation and the abstract.</u> It is also possible to add a list of co-authors.



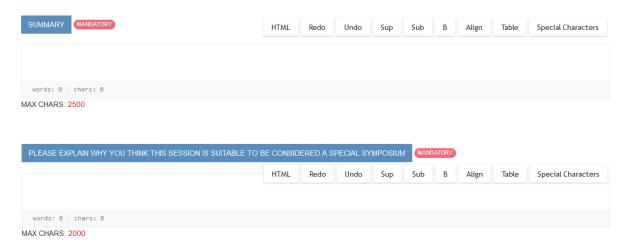
Name, contact details, affiliation and disclosure of conflict of interest are also collected. <u>Click on the "Save" button before closing the window</u>.



Symposium details

A brief description (max 2500 characters) of the symposium should be uploaded in the "Summary" field. This description will be used only for evaluation purposes.

Only for Special Symposia, a brief explanation of why the session should be considered a special symposium is required.



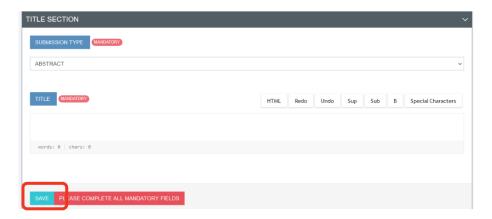
5. Oral communications and posters

The different sections of the proposal can be filled in by using the buttons in the top bar. Mandatory fields are highlighted in red. Always click on the "Save" button before moving to another section or closing a window.



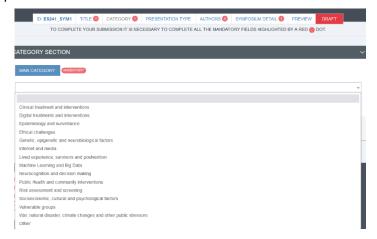
• Title

Select "Abstract" under "Submission Type". Insert the title of the proposal. Then click on "Save".



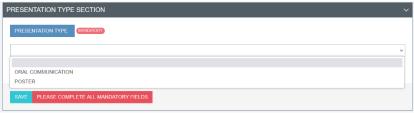
Category

Select one of the topics in the list. Then click on "Save".



Presentation type

Select the type of presentation between "Oral communication" and "Poster". Then click on "Save".



Authors

Click on "New author" to add a new item to the list. Then click on "Modify" to fill in the information regarding the selected author. It is possible to add different authors in the list, but at list one should be selected as "Presenter".

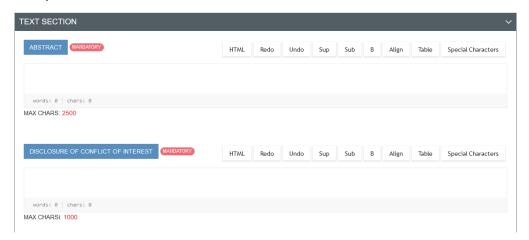


Name, contact details and affiliation are also collected. <u>Flag the field "Presenter"</u>, <u>if appropriate. Click on the "Save" button before closing the window.</u>



Text

In this section, the abstract and the disclosure of conflict of interest should be inserted.



6. Modifying and completing the submission

Proposals are saved in the "Draft" status until all the mandatory fields are filled in. When all the mandatory fields are filled in, the proposal automatically turns in "Completed" status and it is considered submitted.

<u>Proposals in the "Draft" or "Completed" status can be re-edited and finalised until the submission deadline by clicking the "Modify" button.</u>

Only proposals in "Completed" status will be regarded as successfully submitted and considered for evaluation.