



STEP-BY-STEP GUIDELINE: HOW TO SUBMIT AN ABSTRACT FOR ICAHS4

Before starting the submission process

Prepare your abstract of maximum 3000 words (excl. title) (for oral presentations) or max. 250 words (for posters or cases). Find the guidelines for preparing your abstract [here](#)

Submitting an abstract

1. Login to the system using the provided link. You will be asked to enter your e-mail, name, affiliations and contact details to create a profile.
2. After completing your profile, click the button saying “Abstracts”
3. Choose “Submit an abstract” if you wish to submit a new abstract, or “View my abstracts” if you wish to see your already submitted abstracts. Please note that no changes can be made online to already submitted abstracts
4. Upload your abstract. The system checks the number of words used.
Click “Next”.
5. Enter the abstract title.
6. Choose the presentation type you wish to submit for: “poster presentation”, “oral presentation” or “Either oral or poster presentation”.
Click “Next”
7. Add the authors of the abstract.
You can choose yourself by clicking “I am an author” and add more authors by typing the e-mail addresses of the authors.
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8. Presenting author / speaker: Add the presenting author by choosing “I will be the speaker” or choose a speaker from the list of authors by clicking “Choose a speaker”.
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9. Category: Please choose a category (only one category can be chosen).
10. Conditions: Please answer question regarding publication of your abstract by answering “Accept” or “Reject”.
Click “Next”
11. Upload: Here you can upload your abstract.
12. Summary: A summary of your choices and a preview of your abstract will be visible. If you wish to change anything, click the “Back” button below the summary.
If you agree with the summary, click “Submit” at the bottom of the page. A pop-up window will open asking if you are sure that you wish to submit, Click “Submit” again. Please note that your abstract is not submitted until you have clicked “Submit” in the pop-up window and you are directed to www.icahs4.org.



After submission

13. Confirmation: An automatically generated confirmation e-mail will be sent to you within a few minutes after submission (please check your spam folder if you have not received the e-mail).
14. Notification of accept/reject will be sent by e-mail to the submitting person by January 2020.