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
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   Click “Next”.
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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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    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.