

How to submit your communication

Please submit all communications through the conference website, using the simple process explained below:

- 1) Click on the tab “**Envío de Comunicaciones**”, in the “**Comunicaciones**” section of the website. Click on “**Alta de Comunicante**” and complete the online form to register and submit an abstract. Please register using an email that you consult regularly. You will shortly receive an email with your user name and password. If you forget your password at any time during the process of communication submission and assessment, you can request a new one by sending an email to the following address: t.caceres@emiral.es
- 2) Now enter the **Área Privada** section using the access codes you have received by email. In this area, you can upload communications, download templates, consult the assessment status of your communication and download certificates in due course.
- 3) Once in the **Área Privada**, click on **Comunicaciones**, then on **Anadir** and select the option Abstract as Type of communication. Please provide all the required details.
- 4) Abstracts must be 250 words maximum (not including spaces). You can write directly in the text editor or use the Paste option.
- 5) When you have finished, click on **Guardar** to submit your abstract.
- 6) Once you have submitted your abstract, you will receive a notification of correct presentation at the email address you gave when registering.
- 7) While the submission period is open, you can edit your submissions in the Private area, by clicking on **Comunicaciones** and the icon **Modificar**. Click on **Guardar** when you have finished. If you wish to remove a submission, send an email to the following address: t.caceres@emiral.es stating the ID of your communication, the title and working group it was sent to.
- 8) Once the deadline for abstract submission is closed (31 December 2018), you will see the notification Under evaluation alongside your communication/s. When all proposals have been evaluated, the notification will show Accepted or Rejected. The contact author will also receive an email informing of the decision. Abstracts will be published on the webpage within the corresponding working group.
- 9) If your abstract has been accepted and passes to the short text or poster stage, you will be required to add new content (short text or poster) between 28 January 2019 and 15 March 2019. To do that, access your communication and click on **Editar**. Then select the option to complete your communication either in short text or poster format. Depending on your selection, you must then upload a PDF (for short texts) or a JPEG (for posters) by clicking on **Seleccionar Archivo**. Remember to use the conference template to create your short text or poster. You can download it from the **Plantillas** section in your private area.
- 10) When you have finished, click on **Guardar**.
- 11) While the submission period for short texts/posters is open, you can edit your submissions in the Private area, by clicking on **Comunicaciones** and on the icon **Modificar**. Click on **Guardar** when you have finished. If you wish to remove a submission, send an email to t.caceres@emiral.es stating the ID of your communication, the title and working group it was sent to.
- 12) Once you have submitted your short text or poster, you will receive a notification of correct presentation at the email address you gave when registering.
- 13) If you have any queries, please contact the technical secretary at the following email address: t.caceres@emiral.es or contact 0034 957080733 from Monday to Friday, from 9 am to 2 pm.