

## Abstract Submission guidance

This guidance describes the procedure to be followed and explains the information that needs to be provided for submitting your abstract.

- Push the 'new submission' link

### Author information

- Prior to submitting an abstract, you are requested to complete your personal details. After submitting an abstract the conference secretariat will acknowledge your submission upon receipt by email. If you do not receive such acknowledgement after one week of submission, please contact us, via the website contact form, to ensure that your submitted abstract is not lost.
- Co-authors: after providing your personal information you need to indicate any co-authors. This section needs to be completed before you can submit the abstract. Please refer to the guidance provided on the 'List of Co-authors' page for further information how to include co-authors. Note that you, as registered user, will be indicated as first author in case of the abstract submission. Please contact the conference secretariat by replying to the received confirmation e-mail in case changes to that are required.

### Abstract

- The abstract should include the following information (as requested through the internet form; Note that the lay-out of the abstract form may not be optimal in every type of browser):
- Abstract title: provide the title for your abstract.
- Abstract text (max 500 words): You are requested to give a brief INTRODUCTION of the background of the study and describe the key issues studied. In the METHODS section, you should describe the key methodologies used for your study. The main results, interpretation and analyses are given in the RESULTS and DISCUSSION section. This is to be followed by a CONCLUSIONS section where you summarize your major research findings.
- Keywords (2-4 words): please indicate at minimum two and at maximum four keywords.
- Press the submit button

### Next Step

After review of the abstracts, we will notify you of the acceptance/revision/rejection of your abstract by 2 weeks. The deadline for *full paper submission is set at December 2015*. Papers will undergo a review process as well.

### Submission constraints

- In addition to the deadlines set and the abstract and paper submission requirements communicated on the website, please note that each participant is allowed to present maximum two papers at the conference, either as first or co-author. In case there are too many abstracts/papers the conference organization may decide to reduce this number to one paper.
- The presenting author must be registered in order for the paper to be included in the final Proceedings. The deadline for conference registration by the presenting author will be communicated well in advance.
- Abstract acceptance does not indicate paper acceptance. Conference papers will undergo a separate review process.