



## How to use the online abstract submission system

### Important information

- There is no limit to how many submissions you make. Please note that if you are submitting more than one abstract you must use the same login for each abstract. All your submissions will be listed on the front page.
- You can alter your abstracts at any time up to the deadline.
- Do not include author names in the title or body of your abstract – you will be asked to enter the names and affiliations separately during the submission process.
- If you have incomplete submissions – in addition to the completed one(s), the administrator will remove them after submission is closed.

### 1. The submission process

- Register with the system choosing user code (your email address) and the pass word of your choice. You can also log in using LinkedIn or Google. You will be taken to a screen where you will first give all your contact information.
- After this you will be taken to a screen where you will make your submission. Please read the instructions on this screen carefully.
- Some of the questions are marked “required” and you will not be able to complete your submission until these questions have been answered.
- If you have to stop part way through the process your submission will be held in temporary storage until you return later and complete all the questions. When you log in again you can click on your incomplete abstract and resume submission.
- You will get an email confirming your submission.
- If you want to submit several abstracts, just click “new submission” after finishing the first one.

### 2. Amending a submission

You may wish to change your submission. You can do this at any time up to the deadline.

- Log in to the abstract submission system
- You will see a list of the abstracts that you have submitted. Click on the abstract that you wish to change.
- Amending an abstract is just the same as the original submission process except that the online form will be automatically filled in with the answers that you gave previously. You don't have to change an answer if you don't want to.
- When you reach the final step and press “Submit” you will be sent an email confirming that your abstract has been amended.

### 3. Submission questions

- *Full title of the abstract:* paste in the text box, max 50 words
- *Abstract text:* paste in the text box, max 250 words – use text only, no pictures, tables or graphics. Do not include keywords or references.
- *Affiliations and authors:*
  - list the organizations or institutions with which the authors are affiliated (you can use dual affiliation)
  - *Authors:* enter the names of all authors - including yourself if you are the author - in the order in which you wish them to appear in the printed text. Mark also their affiliations
  - remember to mark who is the presenting author.
- *Permission to publish:* give your permission to publish your submission on electronic media and in hardcopy if it is accepted for presentation
- *Author approval:* confirm that all listed authors have approved the submission
- *Author will attend:* confirm that at least one author will register in full to attend and present the paper at the conference.
- *Presentation type:* choose your preferred means of presentation (oral, poster, either)
- *Choice of category:* choose the subject category which best describes your submission.

### 4. Queries

If you have any queries about the submission process or you want to withdraw an abstract please contact the conference office ([congress@ulapland.fi](mailto:congress@ulapland.fi)).