

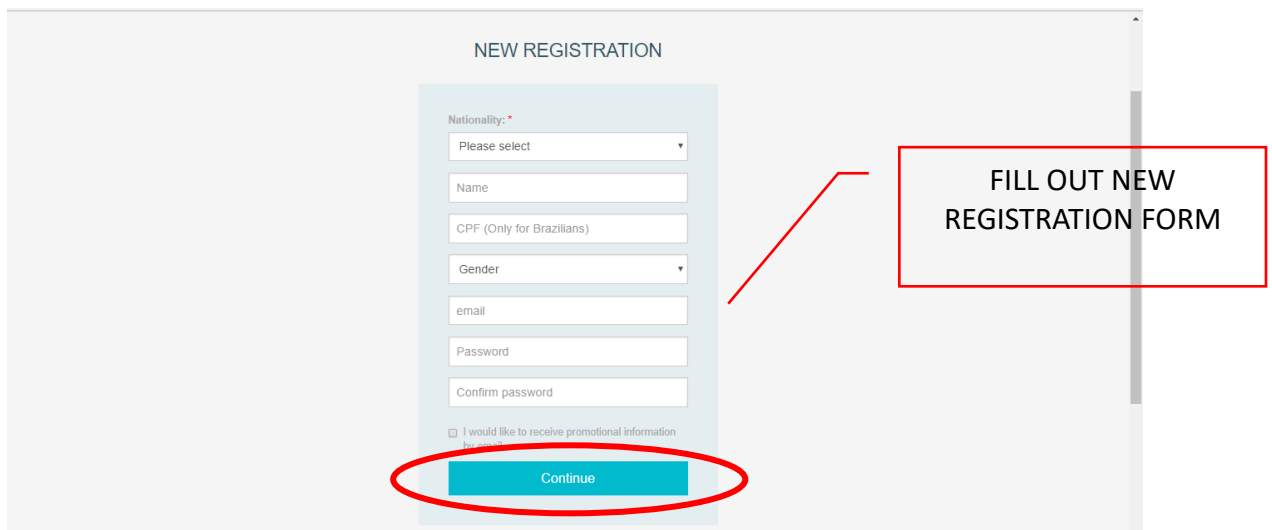
1. On the login page in the submission system select the option “I am not registered yet”

Figure 1: Login submission system



2. Fill in the new registration form and select the option “Continue”.

Figure 2: New registration form



3. On the homepage of your restricted area, select the option “Abstract”

Figura 3: Restricted area homepage



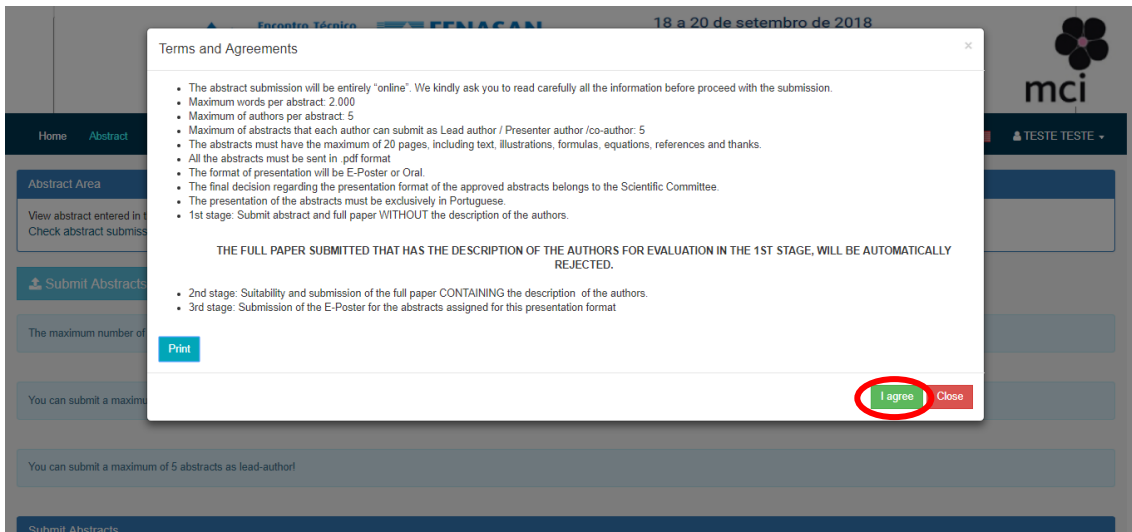
4. Select the option “Submit Abstracts”

Figure 4: Abstract submission system



5. We kindly ask you to read carefully all the information provided before sending your abstract. Select “I agree”.

Figure 5: Abstract submission rules



6. The first information to fill out is those of: author presenter, lead author and co-authors. All items signed with * are mandatory. After complete the submission form, Select the option “Save”.

Figure 6: Abstract submission form


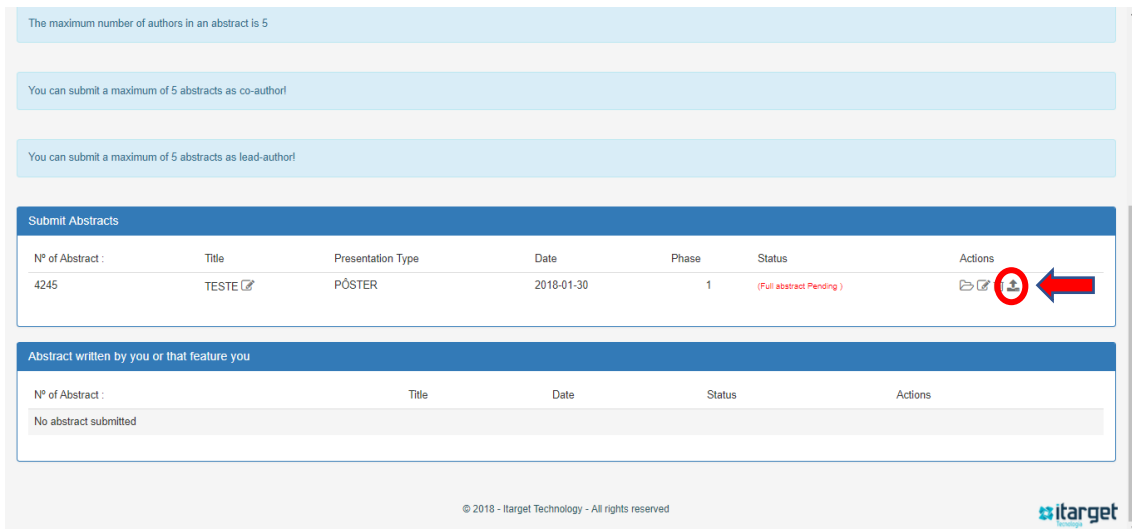
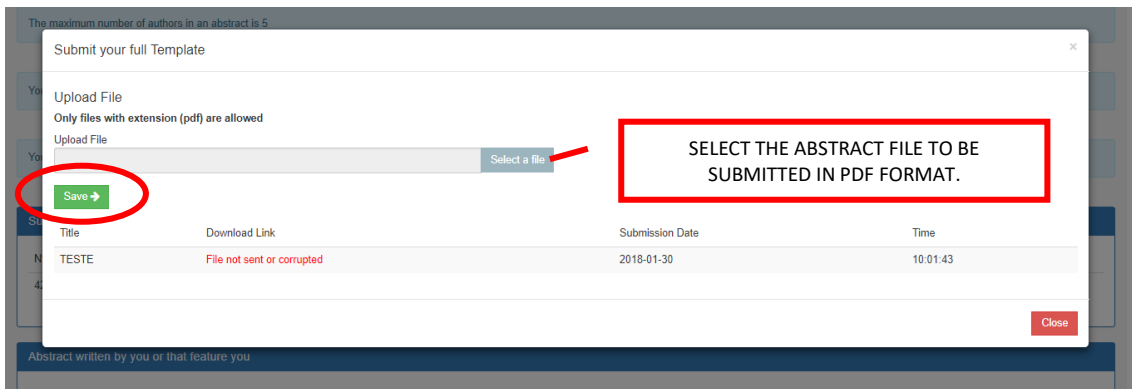
7. After the authors' registration and information pertinent to the abstract, you will need to send the abstract file to the system by selecting the option  as described below.

Figure 7: Abstract file submission



8. Select the option "Select a file" to submit the abstract file for evaluation. DO NOT FORGET THE FORMAT ACCEPTED IS PDF! After choosing the file, select "Save".

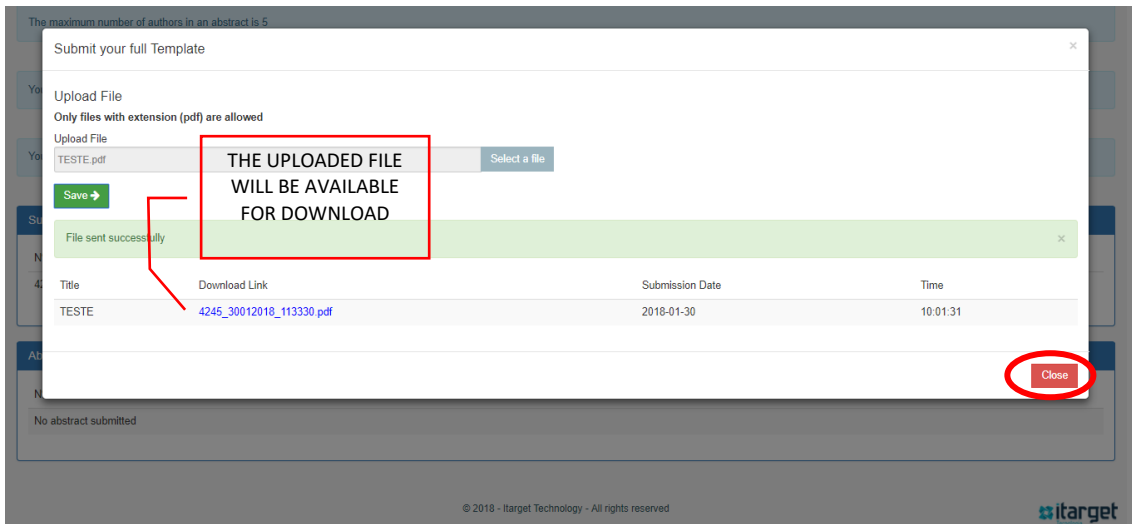
Figure 8: Abstract file submission PDF



IMPORTANT: DO NOT FORGET TO EXCLUDE THE NAME OF THE AUTHORS FROM THE FILE BEFORE UPLOADING. THE SUBMITTED ABSTRACTS THAT HAS THE DESCRIPTION OF THE AUTHORS FOR EVALUATION IN THE 1ST STAGE, WILL BE AUTOMATICALLY REJECTED.

9. In case of acceptance of the uploaded file, a download link will be available as below. Select "Close".

Figure 9: Acceptance of the uploaded file



10. The abstract has been successfully submitted and is awaiting evaluation. Any necessary changes can be made through the "Actions" field.

Figure 10: Confirmation abstract submission

