

Guidelines for a symposium submission

I am in charge of a symposium

1. I log on to the online submission platform
2. I create my profile by filling in my personal details
3. I confirm -> *an automatic email will be sent to you*
4. I can click on the following button to start my submission
5. I click on the **submit a symposium icon**
6. I select the different fields related to the symposium
7. I add the affiliations of each speakers who will participate in my symposium
8. As the person in charge of my symposium, **I select myself as the convenor**
9. I add the contact details of the speakers in my symposium (4 maximum)
10. I enter the title of my symposium
11. I enter the text presenting the symposium
12. I can download additional documents related to the abstract of my symposium
(Attention: no abstract of speakers in the symposium)
13. I enter keywords
14. I confirm
15. I preview the submission before confirmation
16. *An email confirmation of submission will be automatically sent*
17. *An automatic email will also be sent to the symposium speakers with a code to be entered for their submissions.*

I am a designated speaker in a symposium

1. I receive an automatic email announcing the submission of a symposium for which I have been nominated as a speaker. A code appears in this email.
2. I click on the login link
3. I log on to the online submission platform
4. I create my profile by filling in my personal data
5. I validate -> *an automatic email will be sent*
6. I can click on the following button to start my submission
7. I click on **submit a resume of a symposium icon**
8. I add the affiliations of my co-authors (if necessary)
9. **I select myself as a speaker**
10. I add the contact details of my co-authors (if needed)
11. I enter the title of my presentation
12. I enter the text of my presentation
13. I can download additional documents related to my presentation
14. I enter the keywords
15. I validate
16. I preview the submission before confirmation
17. *A submission confirmation email is automatically sent*