BBVIV-7
Extended Abstracts

Submission Procedure

Although the procedure is straightforward, a few errors and inconsistencies exist on the submission website. Please read the following instructions and comments, and then use your common sense when submitting.

• Log into https://bbviv7.sciencesconf.org. If you do not have a sciencesconf account, create one by following the corresponding link on the login page.

• Choose ‘MY SPACE / Submissions’ in the left menu. Under ‘New submission’, click on ‘Submit an abstract’.

• **Step 1**: Enter the title and choose the submission type: ‘Oral’ for a 20-minute presentation, or ‘Poster’ for a poster and a 3-minute presentation. Do not choose ‘Keynote lecture’ unless you are an Invited Speaker. You may enter an optional message in the box ‘Comment’.

• **Step 2**: Enter authors and affiliations. The first author (presumably you) is already listed, but without a name; you have to enter it by clicking on the ‘Edit’ action tool. Add more authors as needed, use the ‘Reference Author’s Tool’ if possible. Add at least one affiliation for each author (if an author works in France, the affiliation has to be entered a second time). In the field ‘addresse’, enter only the city (and state). Make sure the order of authors is correct (use the ‘Move’ tool on the left to rearrange them) and that the presenting author (‘Speaker’, only 1), is identified.

• **Step 3**: Upload the abstract. The ‘template’ provided is not a template for the abstract (there is none), but a copy of the format requirements – make sure your abstract complies with them. Although the section ‘Supplementary data’ exists, you must not enter any information here, this will result in an error. No supplementary data is allowed for the submission.

• **Step 4**: Overview and submit.

• You will receive an automated e-mail confirming the submission.

• You are able to change your contribution, even after submission, up until the closing date (22 January 2018).

• You can submit more than one abstract.