

# Tutorial Abstract Submission

Skyros Congressos

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Abstracts must be submitted exclusively through the Abstract Submission Form, otherwise they will not be considered.

**Each congress has its own form and guidelines.**

Before entering the information into the form, please **consult the guidelines:**

#### Guidelines for Abstracts Submission

Consult the guidelines [here](#).

Clicking on 'here' will direct you to the page on the congress website with **information about the submission guidelines**.

In this section you will enter and select the **relevant details about your abstract:**

This is just an example of a form



The form contains the following fields:

- Title\*
- Themes\*  
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- Format\*  
Short Presentation
- Type of Presentation\*  
Short Presentation

\* Required

To select the option that best fits your abstract, click here and see all the **available options**.

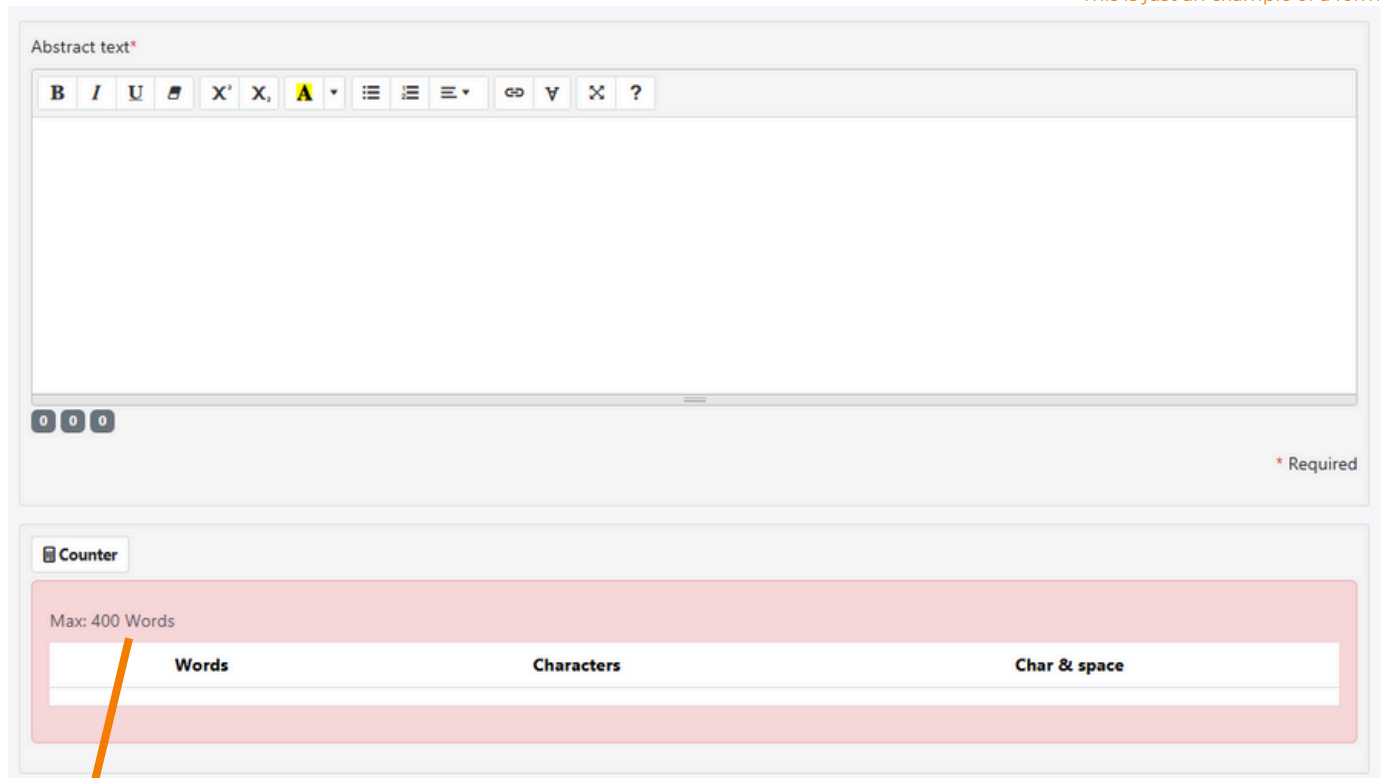
Here you may have to enter and select information such as:

- Title
- Theme/subtheme or topic of the abstract
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In this part, you will have to submit the text of your abstract, which you can copy and paste from the document where you have the text or write directly.

**This structure and the minimum and maximum number of words/characters can change from form to form.**

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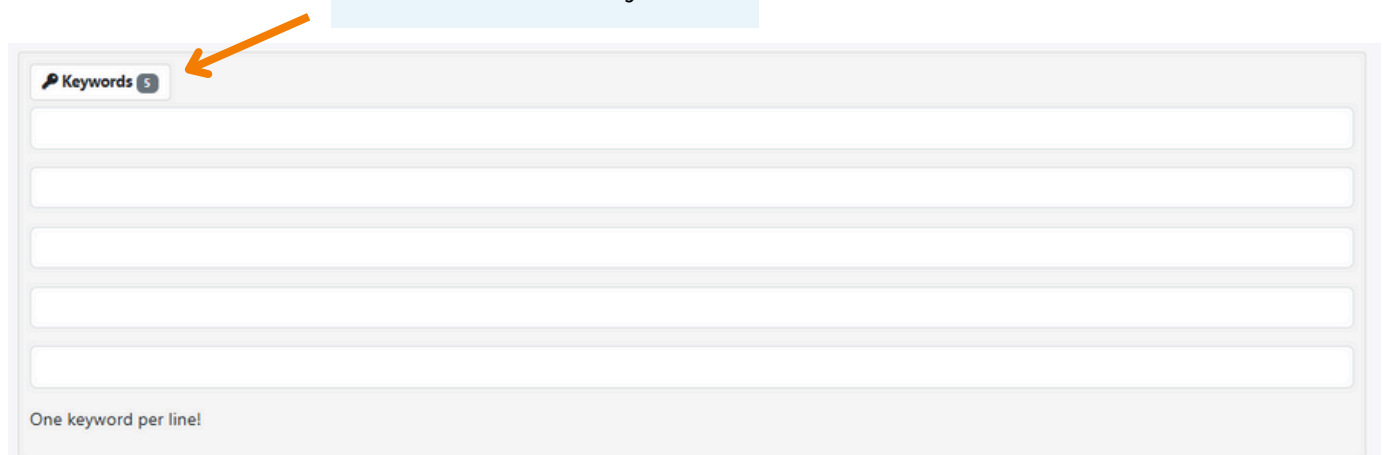


words/characters

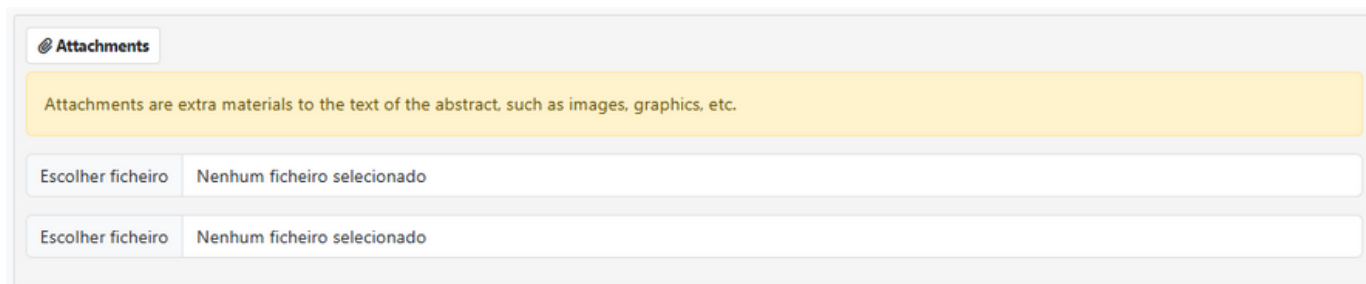
If you intend to add keywords, you should do so in the box below.

**The keywords must be added one by one per line and the limit varies from form to form.**

Limit number of keywords



Any type of **attachment** (image, graphic, etc.) should be included in this section.



**Attachments**

Attachments are extra materials to the text of the abstract, such as images, graphics, etc.

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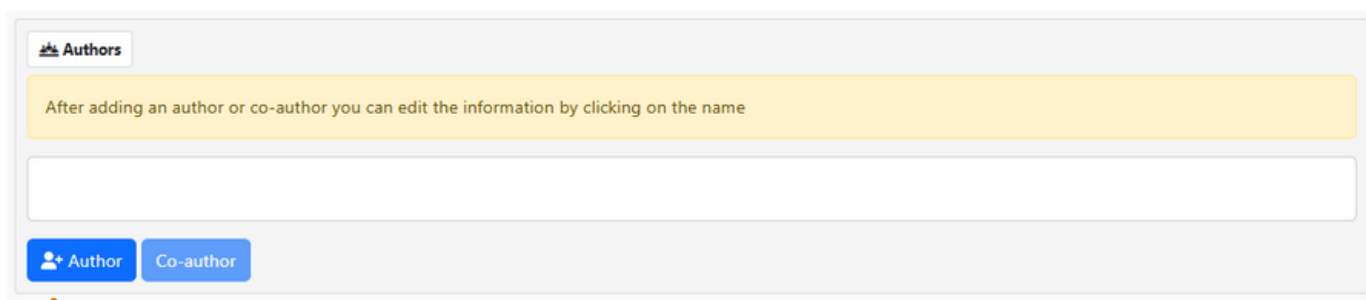
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The list of authors is one of the most important parts of an abstract.

In this section you should indicate:

- the **1st author**
- the list of **co-authors**
- the **presenting author**

The **1st author** will always be the **contact author**, i.e. the author who will receive all the communications.



**Authors**

After adding an author or co-author you can edit the information by clicking on the name

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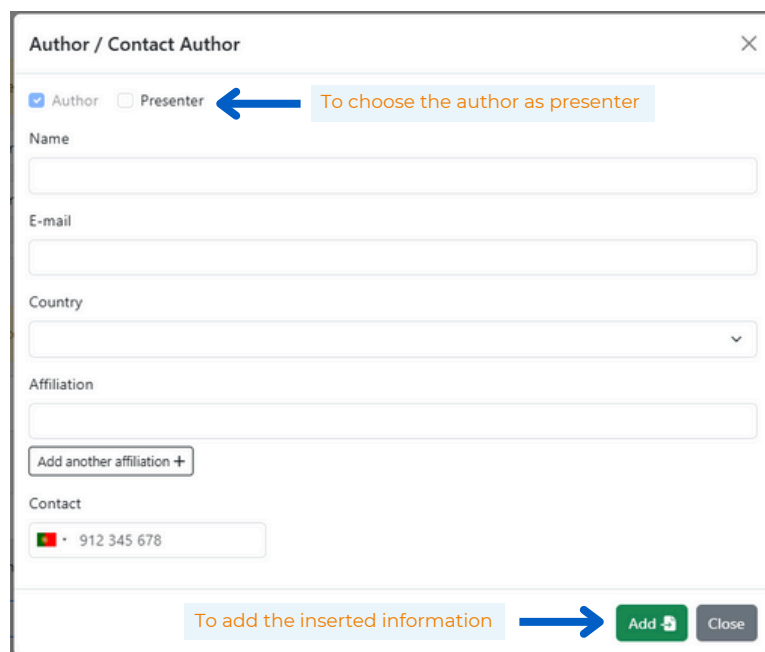
To add the author's information click here and this page will open



Opening this page you will need to add the author's **name, email address, country, affiliation** (you can add more than one) **and telephone number**

To choose the author as presenter, select the '**Presenter**' option

After entering all the information, click on '**Add**'



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☒ Author ☐ Presenter ← To choose the author as presenter

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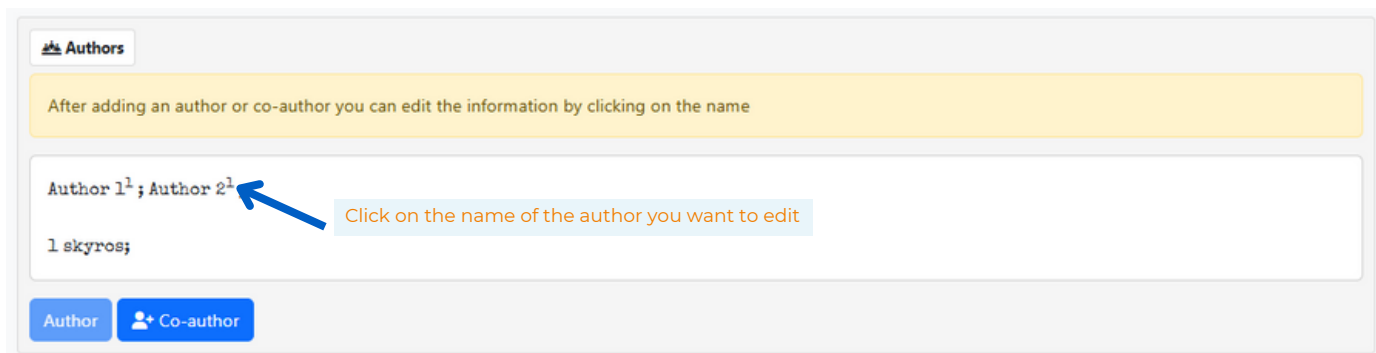
Add another affiliation +

Contact

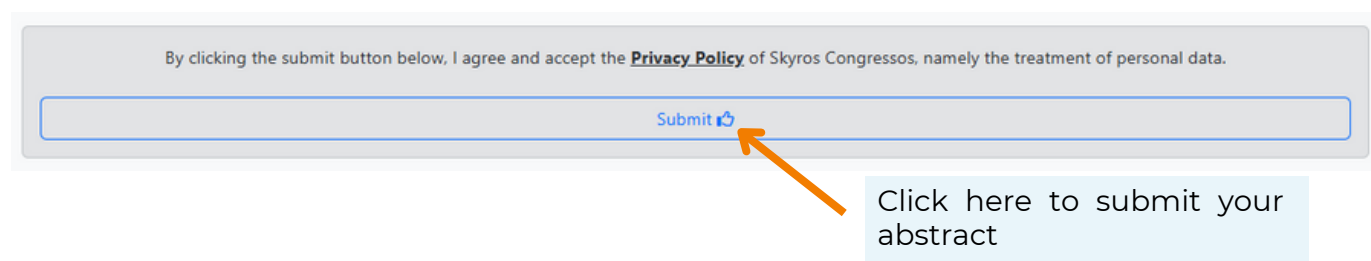
912 345 678

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#### Notes:

- All fields with a red \* are mandatory
- If you don't fill in any of the mandatory fields, you won't be able to submit your abstract.
- There are forms that contain other types of questions that have to do with the authors (this will depend on the conference).

# Thank you for submitting your abstract

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