ABSTRACT SUBMISSION INSTRUCTION IN *COFFEE SYSTEM*

Before abstract submission one has to be registered in the Coffee system first.

To add an abstract please follow the instruction below:

1. Log in to the system

In order to log in, please type in the same e-mail address and the password you gave during the registration process and then press Log in button.

2. Choose the name of the conference:

List of Conferences

:- The 5th European Symposium on Aerobiology

3. Press Submit new abstract option:

Abstracts

Number of saved abstracts	0
Number of submitted abstracts	0
Number of accepted abstracts	0

OPERATIONS (deadline: 2012-02-28 23:59:59 GMT+1)

List of all the abstracts   Submit new abstract

4. Abstract submission

a) Go **to tab and fill in all the required fields:**

Then press - **Add author** - button.

If the author will not be a presenter of the abstract, the Presenting author option should not be marked.

When adding the first author the name of the institution should be typed in.

If the next author represents the same institution, the name of the institution can be chosen from the list.

After all the authors have been added, press **Continue** button.

b) Please choose the key word, in accordance with the theme of your abstract and then press Continue

c) Type in the title and the text (please remember about the sign/word limits), according to the scheme below:

Abstract title and text

Abstract number	0005

IMPORTANT!

Abstracts must be written **in English**.
Use **maximum 500 words** for your abstract (the number of words can be checked by the word counter- below)
Up to three abstracts can be submitted by one participant.

The abstract should be structured as follow:
- title in capitals (max 150 signs),
In order to make the abstract as informative as possible, please separate INTRODUCTION, METHODS, RESULTS, CONCLUSIONS.

The text should be typed in or copied (using CTRL+V = paste) from the notepad.
Please do not copy the text form the MSWord.

It is the author's responsibility to submit a correct abstract. Any errors in spelling, grammar or scientific facts will be published as typed by the author. Please note that abstracts will not be accepted if they contain no data.

Abstract title (max 150 characters)
Character counter: 0

Abstract text (max 500 words)
Word counter: 0 words   [Count]

Objectives

Methods

Results

Conclusions

[Preview abstract]   [Continue]

then press [Continue] button

d) Please mark the type of presentation.

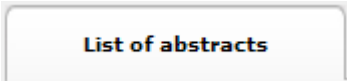| Additional options and the transmission of the presentation	
Abstract number	0005
Type of presentation	⦿ oral presentation ○ poster *
Save the abstract for future edition	Save abstract
Submit abstract and send it to the review	Save & Submit abstract
	Preview abstract Continue

When all the information is added, please press **Save abstract** button or **Save & Submit abstract** button if it is a final version of the abstract.
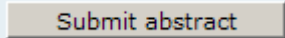
You will be moved to **List of abstracts** tab with the list of all your abstracts.

List of all the abstracts
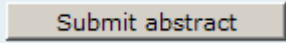
Abstract number ▼	Author / Title	Creation Date	Delete
⊟ Abstracts saved but not submitted (1)			
0005	Kowalska Anna No title	30 December 2011	❌ remove abstract
⊟ Submitted abstracts (0)			

Click the abstract title. You will be moved to **Abstract details 1** tab with the abstract details displayed.

If all the fields of the abstract have been filled in (do not relate to Abstract text) and no corrections will be done, the abstract can be finalized.

To do so go to **Options 5** tab and press **Submit abstract** button

NOTE!

The abstract can be edited until [Submit abstract] **button is pressed and the abstract is finalized.**

To add an abstract in the other language please start again from the point No 4.

In case of any questions or problems, please contact the Jagiellonian University Events Office:

- by phone 0048 12 663 38 58

- or by e-mail to: cbin@adm.uj.edu.pl