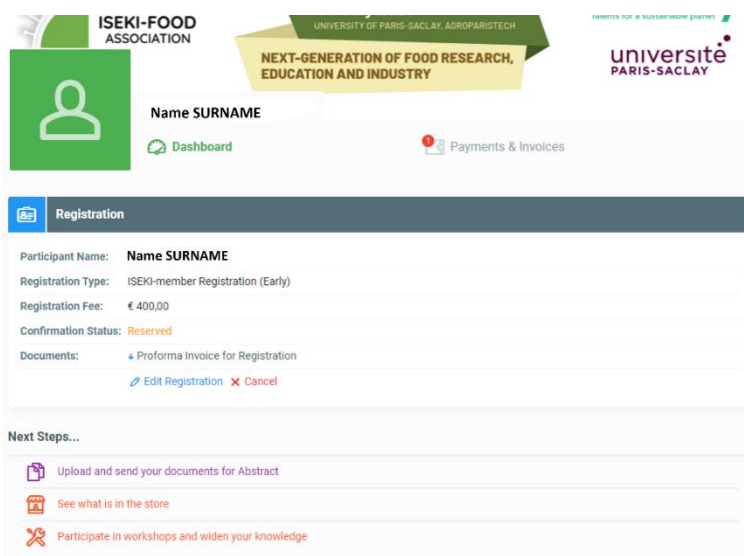## Guidelines for
ABSTRACT SUBMISSION

IMPORTANT: Before you submit an abstract, you have to register for the conference. If your abstract is rejected, you can cancel your registration without any cancellation fee. Please note that abstract submission is limited to 2 abstracts per participant.
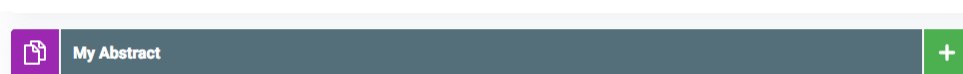
Click the following link to start the registration procedure:
https://isekifoodconf2023.meetinghand.net/en/account/register

You can either continue with the abstract submission just after the online registration, or follow the URL and login details from the automatic email you received, to go to your Conference Account at a later stage. The following page will appear:

- click on "*Upload and send your documents for Abstract*"
- you see the remaining abstract upload limit. If you have already submitted one abstract, please click the green "**+**" next to "My Abstract"

- fill in the required fields (Scientific topic, Presentation Type, Title, Authors). **Please note that all authors appear in the book of abstracts exactly the way you have inserted them here**. You also

have to choose the presenting author and the corresponding author. Name, institution and e-mail of all co-authors are mandatory to fill in. You can change the order of the authors by dragging and dropping the author fields.

- copy and paste the text of your abstract into the abstract field (<u>only the text, not the title</u>). *Character limit: 1999 characters (no spaces)*
- **Keywords are mandatory to fill in: it is important to <u>hit the Enter key</u> on your keyboard after each keyword, otherwise the system does not accept them and your abstract cannot be accepted.** Max. 5 keywords allowed.
- Acknowledgements can be optionally added. *Character limit: 99 characters (no spaces)*
- At the end, click "save" to submit your abstract and agree to the terms of use.
- **Wait for the confirmation before closing the window!** After successful submission of your abstract you will see the title and the status of your abstract in your Conference Account.

Should you have any problems with your abstract submission, please contact conference@iseki-food.net.