

USER GUIDE

FOR ICARE2022 ABSTRACT SUBMISSION SYSTEM



Internet Browser

Please check your browser version **BEFORE** submitting your abstract.

The on-line submission system is compatible with most internet browsers. Please ensure you are using any of the following browsers when submitting an abstract.

WINDOWS minimum:

Internet Explorer 9.0

Mozilla Firefox 4.0

Google Chrome 13.0

Opera 11.0

MAC OSX minimum:

Safari 5.0

Mozilla Firefox 4.0

Google Chrome 13.0

Opera 11.0

If you have older versions, you can download the correct browser on the abstract login page.

FAQ: How to check my browser?

Open your browser. Click on help menu (Windows) or Application Preferences (MAC OSX) and click on "About..."

OPEN THE SUBMISSION PAGE:

<https://icare2021-abstract.congressline.hu/congressline/abstract/frontend>

Log In

FIRST LOGIN: When first opening the abstract submission page, a **short registration** is necessary and can be done by clicking "Create your new account and password". By doing so, you become the corresponding author.

- Please give the user-name and password you would like to use in the future for logging into the abstract submission page. Take care to provide your e-mail address correctly, using only lower case/small letters (no capital letters). If you are a Hotmail user, please check the spam folder regularly or use an alternative e-mail address for this purpose. Hotmail has a very strong spam filter and sometimes considers system as spam messages.
- Enter your personal information (first name, last name, institution and mobile phone number) as requested.
- To create the account, click "Save". You will receive a reminder e-mail with your username and password to your given e-mail address.
- Subsequently, you will be able to log in at your convenience. Once logged in, you can submit your abstract by clicking "Create new abstract" (top right).

REGULAR LOGIN: Click on the link above or in the reminder e-mail, type in your username and password, then click "Login".

Presentation Types and Abstract Topics

Select one presentation type:

- Scientific Presentation (12 min + 3 min discussion)
- Scientific Poster
- Master-class (120 min)
- Practical Lab (2 or 4 hrs)
- Basic Day Lecture (30 or 60 min)

Select one stream:

- Avian
- Herpetology
- Small Mammal
- Zoo & Wildlife

Select one topic that best describes the abstract you wish to submit:

- Advanced Imaging
- Anaesthesia and Analgesia
- Antimicrobial Agents and Metabolism
- Clinical Parasitology and Microbiology
- Cranial Surgery
- Dermatology
- One Health and Zoonosis
- Surgery and Rehabilitation

Aside from the selected topics, talks are also welcome in various other subjects in the "Miscellaneous" category.

Alternative Poster

Please fill carefully these fields in case of submitting a 12-min Scientific Presentation.

For the 12-minute Scientific Presentation submissions, the submitter can ask for their presentation to be assessed for suitability as a poster presentation if it is rejected as an oral presentation. If they tick "I agree..." option and the paper is not accepted as a presentation, but is accepted as a poster, they will be expected to deliver one. If the paper is rejected, it may still be rejected as a poster as well. If a submitter selects "I do not agree..." option, and the original paper is rejected, there is no option to re-submit it as a poster at that point.

Student Status and Prize

Undergraduate students, students within 3 years of graduation, and residents are eligible for student prizes if they are giving their first presentation, of their own work, at an international conference. They must indicate with their submission that the presenting author fulfils the above mentioned criteria and if they wish to be considered for a student prize.

Authors' details (Affiliates)

Please enter all authors in the order they should appear in the heading of the abstract. If there is more than one author, please add all of them by clicking "Add affiliate". Presenting author should be chosen and marked. If you wish to add more than 10 affiliates or any of them has more than one workplace to indicate, please type into the "Notice" field or contact the Conference Office via glob@congressline.hu.

Abstract content fields

The abstract should be written in British English. Figures, tables and other illustrations should not be included in abstracts (once your paper is accepted, these can be included in the final manuscript). Font type and size are not specified. The text should be in single-column format, do not use the word processor's options to justify text or to hyphenate words. However, bold face, italics, subscripts, superscripts etc. may be used. If you copy and paste text from a Word document, special characters or formatting may not transfer. In this case please replace special characters and/or insert formatting tags using the character palette in the abstract submission system.

Abstract title:

The title should be in line with the content contribution and have a maximum length of up to 150 characters including spaces.

Abstract body:

Content of the abstract should be typed in this tab. The length must be maximum 250 words. The methodological structure of the abstract should be: introduction/hypothesis, methods, results, discussion and conclusion; without using subheadings.

Notification:

Add here any comments or extra information if necessary.

Keywords:

Please specify 3 to 6 key words that precisely define the content of your contribution and do not appear in the title. Key words should be simple expressions (words, phrases) written in the normative singular tense.

Buttons:

To finish please click "Save and preview", and check your abstract preview for any mistakes. Once you are satisfied, click the "Save" button to submit. If you wish to make any modifications, click "Edit".

FAQ: I clicked the "Save and preview" button and nothing happened

Please check all submitted data, look for error messages and please correct or fill missing fields. Examples for frequent error messages:

- Please select presenting author!
- Please check the length of your abstract title and body!

Abstract Notifications and Deadlines

Upon receiving your submission, the system will automatically send an e-mail confirmation (with the abstract's ID and title) to the corresponding author. Check your spam/junk folder since some mail servers might consider the system's messages as spams. *Note: if you do not receive this confirmation e-mail, your submission was not successful. Please try again.*

You may modify/delete/change your abstract at any time during the abstract submission period (from June 2nd 2020 to 23:59 CET, July 30th, 2021).

The Scientific Committee reserves the right to review and evaluate the abstracts, send them back to the author for revisions or changes in its format (type).

Notification regarding abstract acceptance or rejection will be sent to the corresponding author by September 30th, 2021.

Author of accepted abstract will be asked to send their final manuscripts by January 31st 2022.

FAQ: I have not received any e-mails regarding my abstract

If you do not receive the automatic e-mail message, your submission was FAILED! Please check your browser, mailbox (spam folder as well) or the submitted data.

Technical Support

If you have any difficulty with the submission process that you are unable to resolve on your own, please e-mail us at support@congressline.hu.