



How to submit an abstract for CAAR 2011

A. Abstract list

To create and edit your abstracts go to “**Abstracts**” in the main menu. You will get to the “**Abstract list**”.

As soon as you have created abstracts they will be listed in this overview.

After you have clicked on “**Create new abstract**” the Wizard, a help utility, will lead you step by step through the main parts of the process. Saving the entries of each step brings you to the following step.

Button: Create new abstract

At first, the only displayed option on the Abstract list is “Create a new abstract”. Use this to create a

1. **Oral presentation**
2. **Panel**

B. Oral presentation

Submit an oral presentation if you wish to present your discussion on CAAR 2011. After submitting it the local organizing team will approve it and if applicable assign it to an appropriate panel.

What to do while creating an oral presentation with the Wizard

- Attributes: Here you define that you want to submit an oral presentation
- Authors: Enter here the list of involved persons and their institutes. Through the microphone icon you mark the person who presents the oral presentation on site.
- Topics: Please choose the option “General CAAR Contribution” and proceed.
- Content: Enter here the title, content and keywords.
- Preview: The preview gives you all essential data of your oral presentation.
- Submission: You have to submit your oral presentation actively.

C. Panel

1st Step: Create a Panel

If you want to create a panel you submit in the 1st step the panel (title and description) and in the 2nd step a panel abstract. **Note:** For each panel abstract you need to click the button: “Create a new abstract” in the “Abstract list”.

What to do while creating a panel with the Wizard

- Attributes: Here you define that you want to submit a panel
- Authors: Enter here the **person in charge** of the panel. If you mark the microphone icon you highlight that this person is also the presenter of the panel.
- Topics: Please choose the option “General CAAR Contribution” and proceed.
- Content: Enter here the title, content and keywords. A panel identifier will be created automatically.

Panel identifier: When a new panel is entered, a secret identifier is created. Every member to the same panel needs to know this identifier in order to submit a panel abstract. You need to inform all other members of the identifier, so they can also contribute to the same panel.

- Preview: The preview gives you all essential data of the panel including the panel identifier.
- Submission: You have to submit your panel actively.



2st Step: Create a Panel abstract

In order to submit a panel abstract, a panel must have been created prior to the abstract and with it a panel identifier. The person in charge of the panel should submit the panel and provide for each panel member the panel identifier. With this identifier you can assign your panel abstract to the already submitted panel in the system. **Note:** For each panel abstract you need to click the button: "Create a new abstract" in the "Abstract list".

What to do while creating a panel abstract with the Wizard

- Attributes: Here you define that you want to submit a panel abstract
- Authors: Enter here **all involved persons** respectively members of the panel abstract to the author list (just like you would list them as authors for a scientific paper).
- Topics: Please choose the option "General CAAR Contribution" and proceed.
- Content: Enter here the title, panel identifier, content and keywords.

Panel identifier: When a new panel is entered, a secret identifier is created. Every member to the same panel needs to know this identifier in order to submit a panel abstract. You need to ask the person in charge about this identifier of the already submitted panel.

Panel talk position: If the order of your panel presentations is organized, please enter here the panel talk position.

- Preview The preview gives you all essential data of the panel abstract.
- Submission You have to submit your panel abstract actively.

Thank you very much for your submission! If you have any more questions, don't hesitate to contact us any time!

Phone: +49. 421. 64 91 07 – 90

E-mail: support@smart-abstract.de

Link to abstract submission: <http://conference.smart-abstract.de/caar2011>