Account Setup

To begin using the platform, you need to set up your account. Please follow these steps to get started:

- **Email Authentication:** First, you'll need to authenticate your email address on the documediaS portal. When you access the submission site, the system will present you with two options: log in or create an account. If you've used the system before, simply log in with your existing credentials.
- **Creating a New Account:** If you're a first-time user, click on the "Create an Account" option. You can choose to use your email address or one of your social media accounts, such as Meta (formerly known as Facebook), Google, LinkedIn, X (formerly known as Twitter), or Apple.
- **Verification Email:** After providing your email address, a verification email will be automatically sent to you. This email will contain a unique verification code. This code ensures a secure login process.
- **Verification Process:** Enter the verification code you received into the system to confirm your account.
  It's essential to keep your account information, including your email and password, secure.
- **Check Spam Folder:** Typically, you should receive your verification email within seconds. However, if you don't see it in your inbox, please check your spam folder.

General Submission Guidelines:

As a presenting author, please be aware of the following guidelines:

- **Abstract Limit:** Each presenting author can only be listed in a many abstracts.
- **Word Limit:** Please ensure that each abstract description you submit does not exceed a word limit of 330 words.
- **Mandatory Fields:** Within the submission site, some fields are mandatory and marked with a red asterisk (*), meaning they must be completed.

Abstract Submission in 4 steps

After successfully logging in, you're prepared to begin the abstract submission process.

My Submission Page: Upon entering the system, you'll find an overview of your abstracts, each accompanied by its status. Quick links are provided for viewing, editing, submitting, or deleting your abstracts. To create a new abstract, click the "New Submission" button. The system will guide you through the required steps in the online form.

Process Navigation: Upon clicking "New Submission," you'll see a four-step progress bar at the top of the page. The system will guide you through the submission process, upon completion of each step simply click “Save and Next” button.

Step 1: Abstract Body. This page is divide in 4 sections

General data section

- ***Topic*:** Please select the appropriate topic for your abstract from the dropdown list.
- ***Title*:** Please insert the title of your abstract either directly or by copy and pasting from MS Word or Pages

- ***Text Entry:*** For text entry just copy and paste content directly from a MS Word document or Pages according to the different sections.
  For formatting please use the toolbar, the specific functions can be viewed by hovering your cursor over each toolbar icon.

Conflict of Interest Declaration section

In the event that any of the authors have a conflict of interest to declare, kindly provide this information in the designated text field. If there are no conflicts to disclose, please confirm this and proceed by clicking the "Save and Next" button to advance to step 2.

System Alerts: Note that the system will prompt you regarding incomplete mandatory fields before advancing to the next step. To proceed without entering mandatory information, simply click "Proceed."

Step 2 Authors

- **Adding an Author:** To include an author, either input the necessary information manually or utilize the convenient "Copy from Login" function, which populates the data from the login contact information you provided during account creation. Once done, click "Save and Add Institute."
- **Adding a Study Group:** Please refrain from entering any author names in this section. This section is designated for study group names only.
- **Institutions:** For previously entered institutions, the system offers a time-saving prefill function on the right side, eliminating the need to re-enter information repeatedly.
- **Changing the Presenting Author:** If you need to change the presenting author, simply check the box labeled "Presenter" and provide the required information.
- **Author Order:** To adjust the order in which authors should appear in the abstract, please drag and drop their names into your preferred order.

Once the author-related information is completed, please proceed to the next step by clicking the "Next" button.

Step 3 Affirmation

Please carefully review and confirm each statement on this page by either clicking or sliding the button located underneath each statement.
After confirming these statements, click the "Save and Next" button to proceed to Step 4.

Step 4 Submit

In this step, carefully review your abstract content. If you wish to make any changes, navigate to the respective sections using the links provided on the left side of the page.

Once you are satisfied with your submission, please proceed by clicking the "Submit" button.

For your convenience, you will have the option to download a PDF of your submission for your records. Additionally, please be aware that an automatic confirmation email will be sent to you upon successful submission.

If you encounter any issues, please don't hesitate to contact the EuroELSO 2027 abstract support team at euroelso.abstracts@abstractserver.com for assistance.