

IOP EventsAir Abstract submission portal

Background

The IOP conferences team is launching a new Events online system which will update the look and feel of our conferences websites, as well as the functionalities for abstract submission and registration to our conferences. If you are interested in a particular conference and want to submit an abstract to it, you can find the link to submit your abstract via the conference website, under “Abstracts”.

[About](#) [Registration](#) [Abstracts](#) [Programme](#) [Plenary Speakers](#) [Location](#) [Commercial](#) [Joining instructions](#) [Contacts](#)

Abstract Submission

Abstract submission for _____ is now open. We are accepting oral and poster submissions until _____, in the following topics:

-
-
-
-

You can find instructions on how to submit your abstract with this [useful guide](#).

When you are ready, please click the link below to create your account/sign in and submit your abstract.

SUBMIT ABSTRACT

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Creating an account

To access the abstract submission portal, you will be asked to login or to create an account. This step is mandatory.

Abstract submission

Welcome to the abstract submission portal for [[EVENTNAME]].

Contributions for oral and poster presentations are invited. Abstracts of a maximum of xxx words/one A4 page (including figures and references) should be submitted online by [[DATE]].

To begin the submission process, please create an account or sign in below.

Sign in

Email Address

Password

The Password field is required.

Sign in

New Account

Create New Account

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Note: When creating an account, please make sure that you make a note of the email address and password you used. If you already have an account, please login in. You can click on "Forgotten your password?" if you need to reset it.

Update your contact details

You will then be asked to update your contact details before proceeding. This step is essential if this is your first time logging in to our new portal.

Welcome

[Home](#)

[Update Contact Information](#)

[Sign out](#)

Update Contact Information

If this is your first time logging in or want to change/add something to your contact details, please use the button below.

Create Contact

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You will need to fill in your details as per below. Please note that name, surname, gender and early career researcher fields are mandatory.

33%

Contact Details

Photo 	Pronoun(s)
Salutation	*FIRST NAME Ana
*LAST NAME Falcão	Affiliation
Phone Number	*ARE YOU AN EARLY CAREER RESEARCHER? Yes
*WHICH OPTION BEST DESCRIBES YOUR GENDER? Prefer not to say	If self-described, please specify

Biography (optional)

Biography

Primary Address

Address (Line 1)	Address (Line 2)
Town/City	Postcode
*COUNTRY Portugal	

 anafalcãosantos@gmail.com [Account](#) [Sign out](#)

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Once you finish, you can submit your details.

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Submitting your abstract

100%

Thank You for creating an account.

Please click here to submit your abstract.

Once your details are up to date, you can click on the portal homepage which will give you quick instructions on how to navigate the portal:

1. Update/change your contact details on the Contact Details tab
2. Submit your abstract on the Abstract submission tab
3. Edit you abstract(s) after submitting.

Welcome Ana Santos

Home Update Contact Information Abstract Submission Edit Abstracts Sign out

Welcome to the abstract submission portal

This portal will take you through the process of submitting your abstract. If this is your first time logging in, please click on the "Update contact information" tab. Once you have added your details, you will then have access to the "Abstract submission" tab.

On the left hand side of the Abstract submission tab you will see the steps of the submission process that need to be completed. At any time in the process you can click the Save As Draft button to save your incomplete submission and return to it at a later time.

Once all required sections have been completed, you can review and submit your abstract in the "Submit" section of the portal.

Please refer to the guide on the website to see examples of the process.

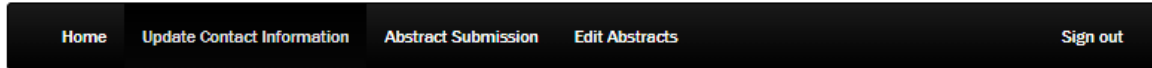
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1. Update/change your contact details on the Contact Details tab

This tab will show the details you have filled in when creating your account. If something has changed or you need to add anything, please use the Edit Contact Details.

Welcome Ana Santos



Update Contact Information

If this is your first time logging in or want to change/add something to your contact details, please use the button below.

First Name Ana
Last Name Santos

Edit Contact Details

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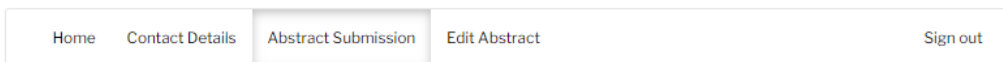
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2. Submit your abstract on the Abstract submission tab

Following the navigation on the left of the page, please add the following abstract details to your submission:

- **Abstract title and presentation type** (indicate if you wish to apply for an oral or poster presentation, or if you are an invited or plenary speaker)

Welcome Test Test



Abstract Submission

For questions regarding your submission, please email conferences@iop.org or telephone +44 (0)20 7470 4800.

Title and Presentation Type	Abstract Title Draft
Topic	Title can not be longer than the specified number of words
✓ Authors And Affiliations	<input type="text"/>
Abstract	<input type="button" value="Word Limit 200"/> <input type="button" value="Word Count 0"/>
Review	Preferred Presentation Type
Submit	Choose your presentation type from the drop down list below
	<input type="text" value="Presentation Type"/> <input type="button" value="Continue"/>
	<ul style="list-style-type: none">PosterOralInvitedPlenary

- Chose the **topic** of your submission from the ones available

Welcome Test Test

Home Contact Details Abstract Submission Edit Abstract Sign out

Abstract Submission

For questions regarding your submission, please email conferences@iop.org or telephone +44 (0)20 7470 4800.

Title and Presentation Type	Topic Draft
Topic	Choose a topic for your abstract from the list below:
✓ Authors And Affiliations	Topic <input type="text" value="General submission"/>
Abstract	Save As Draft Continue
Review	
Submit	

- Review your contact details as author, add the **co-authors** of your work (if any) and specify who the presenting author is

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Home Contact Details Abstract Submission Edit Abstract Sign out

Abstract Submission

For questions regarding your submission, please email conferences@iop.org or telephone +44 (0)20 7470 4800.

Title and Presentation Type	Abstract Authors Draft
Topic	Enter the details for each author below
✓ Authors And Affiliations	1 ✕
Abstract	Salutation <input type="text"/>
Review	First Name <input type="text" value="Test"/>
Submit	Last Name <input type="text" value="Test"/>
	Presenter <input checked="" type="checkbox"/>
	Affiliation <input type="text"/>
	Job title <input type="text"/>
	Add Author
	Save As Draft Continue

- Paste your abstract in plain text, as well as add any supporting images you might have

Welcome Test Test

Home	Contact Details	Abstract Submission	Edit Abstract	Sign out
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Abstract Submission

For questions regarding your submission, please email conferences@iop.org or telephone +44 (0)20 7470 4800.

Title and Presentation Type	Abstract	Draft
Topic	Please paste your abstract below in text.	
✓ Authors And Affiliations	Content	Special Character Keyboard
Abstract	<div style="border: 1px solid #ccc; min-height: 150px;"></div>	Word Count 0
Review	Supporting document	If you would like to add any images to support your submission you can upload it below.
Submit	Image	<input type="text"/> <input type="button" value="Browse ..."/>
		<input type="button" value="Save As Draft"/> <input type="button" value="Continue"/>

- Review your submission

Welcome Test Test

Home	Contact Details	Abstract Submission	Edit Abstract	Sign out
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Abstract Submission

For questions regarding your submission, please email conferences@iop.org or telephone +44 (0)20 7470 4800.

✓ Title and Presentation Type	Review Submission	Draft
✓ Topic	Below is a summary of your completed submission. Any sections that are still required to be completed for submission are noted in red.	
✓ Authors And Affiliations	Test	
✓ Abstract	Test T	
Review	<div style="border: 1px solid #ccc; background-color: #e0f0e0; padding: 5px;">Ready to submit</div>	
Submit		<input type="button" value="Save As Draft"/> <input type="button" value="Continue"/>

Note: any mandatory fields that have not been filled in will show as a red alert on this page, as well as an alert icon on the navigation. You won't be able to submit your work until these are filled in.

Welcome Test Test

Home	Contact Details	Abstract Submission	Edit Abstract	Sign out
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Abstract Submission

For questions regarding your submission, please email conferences@iop.org or telephone +44 (0)20 7470 4800.

✔ Title and Presentation Type	Review Submission	Draft
✔ Topic	Below is a summary of your completed submission. Any sections that are still required to be completed for submission are noted in red.	
✔ Authors And Affiliations	Test	
Abstract	Test T	
Review	Content Required	
Submit		Save As Draft Continue

- Accept the terms and conditions and submit your work.

Welcome Test Test

Home	Contact Details	Abstract Submission	Edit Abstract	Sign out
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Abstract Submission

For questions regarding your submission, please email conferences@iop.org or telephone +44 (0)20 7470 4800.

✔ Title and Presentation Type	Abstract Submission	Draft
✔ Topic	If all required abstract submission fields have been completed you can now submit your abstract by clicking the button below. If there are any remaining fields or sections to complete you will only have the option to save your submission as a draft until they are completed. You must agree to the Terms and Conditions below before you can proceed.	
✔ Authors And Affiliations	The submitting author will receive an email confirming the submission. If you do not receive an email, your abstract may not have been received and you are advised to contact the conferences team by email to conferences@iop.org or by telephone to +44 (0)20 7470 4800.	
✔ Abstract	I have read and understood the terms and conditions associated with abstract submission. Full terms and conditions can be found on the event website.	
Review	<input checked="" type="checkbox"/> I agree to the above Terms and Conditions	
Submit		Save As Draft Submit

Note: that as soon as you submit your abstract, you will receive an automated email with the details of the submission from conferences@iop.org. Please check your spam folder or contact the team if you do not receive it.

Dear Willam Smith,

Thank you for submitting an abstract to the _____ event.

Abstract details

Title	Marketing to Seniors living in Assisted Living Facilities
Paper Reference	l p
Paper Status	Accepted
Presentation Type	Workshop
Theme	Tourism
PDF	paper1.pdf
UPLOADED DOCUMENT	finalpaper.docx
Presenting Author	Mrs Amelia Jones Affiliations: NYC University of Tourism
Co-Author	Mr Brad Andersen Affiliations: University of Texas
Biography	Mrs. Jones is a talented researcher in lifestyle trends of our senior citizens.

Next steps

We will get in touch regarding the outcome shortly after the submission deadline.

If you would like to review or edit your submission, please use the following link:

[Abstract submission](#)

If you have any questions, please contact conferences@iop.org.

Best wishes,

The conferences team _____

3. Edit you abstract(s) after submitting

In the Edit your Abstract tab, you will be able to check the status of your submission, as well as editing your work (until the abstract submission deadline).

Welcome Test Test

Home	Contact Details	Abstract Submission	Edit Abstract	Sign out
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Edit Abstract

Your uploaded abstracts are listed below along with their status. To edit your abstract click on the Edit button.

Title	Status	Document	
Test	To be reviewed	<input checked="" type="checkbox"/> Abstract	View
Untitled	Draft		Edit Delete

Note: You can access this page via the link you received on your Confirmation of Abstract submission email above. The outcome of your submission will be available on the portal and emailed to you once available.

We hope this guide has been useful. If you have any further questions, please email conferences@iop.org.