

Abstract Submission Guide

Logging in via Academic Cloud

Abstracts for this conference are submitted through Indico, which uses Academic Cloud for login. To submit, you need an AcademicID. If you don't have one yet, Part 1 shows you how to create it; this only takes a few minutes.

Already have an AcademicID?

Skip Part 1 and go straight to Part 2.

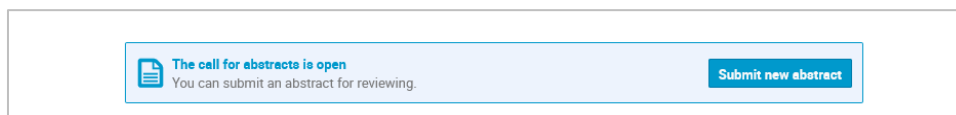
Many universities and research institutions are connected to Academic Cloud. On the login page, you can choose **Federated Login** and sign in with your institution's credentials instead of creating a new account.

PART 1

Create your AcademicID

1 Open the Call for Abstracts

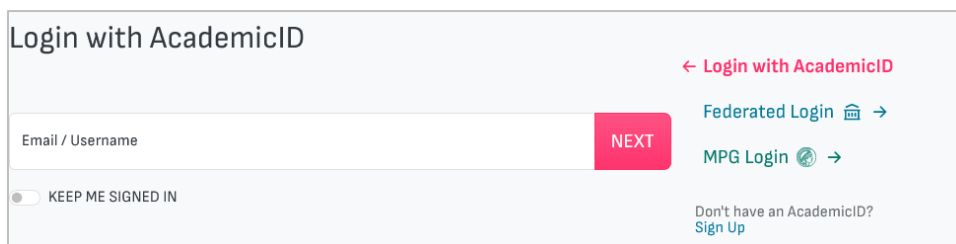
Go to the **Call for Abstracts** page of the conference and click **Submit new abstract**.



The screenshot shows a light blue banner with a document icon on the left. The text reads: "The call for abstracts is open" followed by "You can submit an abstract for reviewing." On the right side of the banner is a blue button with the text "Submit new abstract".

2 Go to sign-up

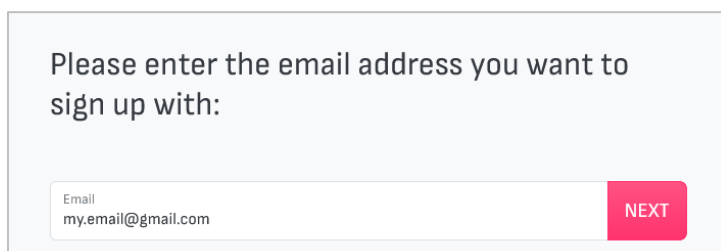
You will be taken to the Academic Cloud login page. Click **Don't have an AcademicID? Sign Up**.



The screenshot shows the "Login with AcademicID" page. It has a text input field labeled "Email / Username" and a red "NEXT" button. To the right of the input field are three links: "← Login with AcademicID" (red), "Federated Login" with a building icon and a right arrow, and "MPG Login" with a circular icon and a right arrow. Below the input field is a checkbox labeled "KEEP ME SIGNED IN". At the bottom right, there is a link: "Don't have an AcademicID? Sign Up".

3 Enter your e-mail address

Enter the e-mail address at which you want to receive all conference communication. This can be your institutional or a private e-mail address.

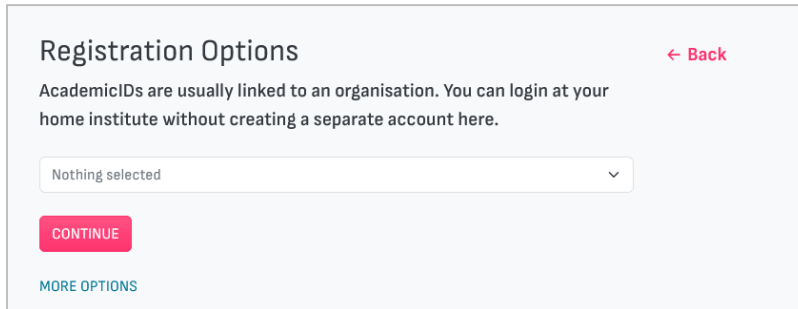


The screenshot shows a light gray box with the text "Please enter the email address you want to sign up with:". Below this text is a text input field containing the email "my.email@gmail.com" and a red "NEXT" button.

4 Choose a registration option

If you use your institutional e-mail address, you can select your institution on this page.

If you use a private e-mail address, or cannot find your institution in the list, click **More options** and then **Sign up with e-mail and password**.



The screenshot shows the 'Registration Options' page. At the top, there is a title 'Registration Options' and a red '← Back' link. Below the title, a message states: 'AcademicIDs are usually linked to an organisation. You can login at your home institute without creating a separate account here.' Underneath this message is a dropdown menu currently showing 'Nothing selected'. Below the dropdown are two buttons: a red 'CONTINUE' button and a blue 'MORE OPTIONS' link.

5 Create your account

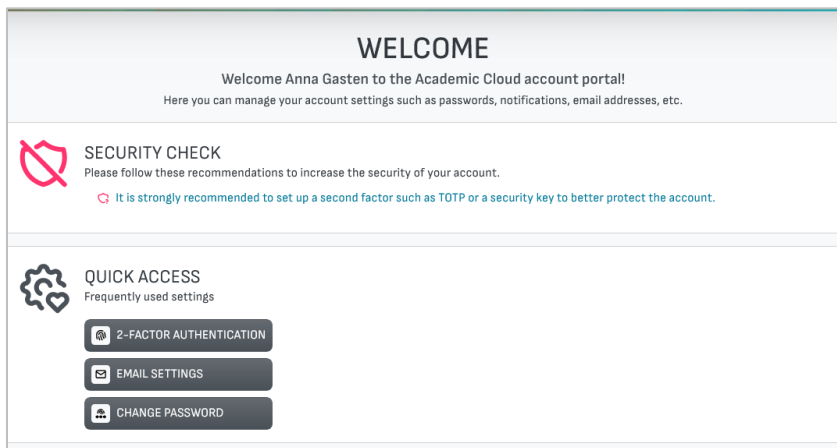
Fill in the registration details, tick the box confirming that you are human at the end of the page, and click **Create account**.



The screenshot shows the 'Account Registration' form. It contains several input fields: 'First Name', 'Last Name', 'Mail', 'Password', and 'Confirm Password'. Below these fields is a checkbox with a green checkmark and the text 'Sie sind ein Mensch' (You are a human), followed by a small 'CAPTCHA' label. At the bottom of the form is a red 'CREATE ACCOUNT' button.

6 Verify your e-mail address

You will receive an e-mail with a verification link. Click the link to confirm your address. You will then be taken to your Academic Cloud page.



The screenshot shows the 'Academic Cloud account portal'. At the top, it says 'WELCOME' and 'Welcome Anna Gasten to the Academic Cloud account portal!'. Below this, it states: 'Here you can manage your account settings such as passwords, notifications, email addresses, etc.' There are two main sections: 'SECURITY CHECK' with a red shield icon and a message: 'Please follow these recommendations to increase the security of your account. It is strongly recommended to set up a second factor such as TOTP or a security key to better protect the account.' and 'QUICK ACCESS' with a gear icon and the text 'Frequently used settings'. Under 'QUICK ACCESS' are three buttons: '2-FACTOR AUTHENTICATION', 'EMAIL SETTINGS', and 'CHANGE PASSWORD'.

Good to know

For the conference submission, you don't need to set up anything else in Academic Cloud. Two-factor authentication is not required.

PART 2

Submit your abstract

7 Return to the Call for Abstracts

Go back to the **Call for Abstracts** page and click **Submit new abstract** again (as in Step 1).

8 Log in

Enter the e-mail address you used for your AcademicID and your new password.

9 Submit your contribution

The submission form opens. Fill in the fields and submit your abstract. Fields marked with a red asterisk (*) and the upload of your paper/ extended abstract (as .pdf) are required.

The screenshot shows the 'Submit new abstract' form. At the top, there is a yellow warning box with a triangle icon and the text: 'Please don't forget to read the [submission instructions](#) before submitting an abstract.' Below this, the form has several sections: 'Title' with a red asterisk and a text input field; 'Content' with a red asterisk, a rich text editor toolbar (bold, italic, link, unlink, image, list, indent, outdent, text color, background color, undo, redo), a large text area, and a '300 words left' indicator; 'Authors' with a red asterisk, a dropdown menu showing 'There are no authors', and buttons for 'Add myself', 'Add from search', and 'Enter manually'; 'Contribution type' with a red asterisk and a dropdown menu showing 'No type selected'; 'Comments' with a text input field; and 'Attachments' with a dashed blue box containing the text 'Drag file here - or -' and a button 'Choose from your computer'.