

Full Details of the Procedure for the Submission of Abstracts to the SSI-21 Conference

1) Selection of the Symposium where the Abstract will be submitted

Each Abstract is submitted to one of the Symposia of the SSI-21 Conference. The Symposia are grouped into Macro-Areas. The description of the Macro-Areas is found in this link: http://www.chimica.unipd.it/ssi21/Symposium_Topics.html

To submit your Abstract to the SSI-21 Conference, you must follow this procedure:

- **STEP 1:** Select the Macro-Area. This selection is carried out on the webpage that can be reached in this link: http://www.chimica.unipd.it/ssi21/Abstracts_info.html
- **STEP 2:** Select the Symposium within the Macro-Area where you want to submit your Abstract. By clicking on the title of the Symposium where you want to submit your Abstract, you are re-directed to an online **abstract submission form**.

2) Submission of the Abstract using the online abstract submission form

- Please read carefully the instructions in the frame “**ABSTRACT INFORMATION**”. You must draft your Abstract following the templates that you can download in this page. The abstract submission form will accept only the following file formats: (i) **.odt** (these files can be prepared with Open Office or other similar freeware word-processing software); (ii) **.doc/.docx** (these files are usually prepared with Microsoft Office). You must also **upload your Abstract as a single .pdf file** in the online abstract submission form to complete the submission procedure. This .pdf file is crucial for the Organizing Committee to avoid any mistake in the contents of your Abstract during the editing/formatting of the **Book of Abstracts** of the SSI-21 Conference. Once you have read and understood the instructions in the frame “**ABSTRACT INFORMATION**”, and you are ready to submit your Abstract, please click the button “*Next*”.

Insert: (i) Submission type; (ii) data of the Corresponding Author; (iii) data of the Co-Authors

- In the following page of the online abstract submission form you have to indicate clearly in the field “**Submission Type**” whether your contribution is meant for an Oral, a Poster or an Invited presentation. You must also enter the data of the **Corresponding author** of the Abstract. Once you have completed the insertion of the data, please click the button “*Next*”.
- In the following page, you can edit the data of the **Corresponding author** of the Abstract, and insert the data of the **Co-Authors**. Once the information of the authors is inserted correctly, please click the button “*Next*”.

Insert the Title of your Abstract

- In the following page, please enter the title of your Abstract. **The maximum number of characters included in the title of your Abstract is 500**. Once the title is inserted correctly, please click the button “*Next*”.

Insert the contents of your Abstract

- In the following page, ***you are offered two options to submit your Abstract***: (A) Type the Abstract; (B) Upload the Abstract as a single .odt, .doc, or .docx file. You can choose ***only one of these two options***. The Abstract must be drafted ***in accordance with the templates*** that can be downloaded following the links reported in the online abstract submission form and on the SSI-21 website.
- If you want to submit your Abstract following option ***“(A) Type the Abstract”***, please click the button ***“Edit”***.
- If you want to submit your Abstract following option ***“(B) Upload the Abstract as a single .odt, .doc or .docx file”***, please click the button ***“Select a .odt, .doc, or .docx file”***.

Option ***“(A) Type the Abstract”***

- If you have chosen option ***“(A) Type the Abstract”***, you are prompted to write your Abstract in the editable field appearing in this page. Your Abstract will appear in the Book of Abstracts of the SSI-21 Conference ***EXACTLY*** as you insert it in this page. When you insert your Abstract you should follow the guidelines of the sample text embedded in the editable field and also provided in the templates. The following information ***must*** be included: (i) ***Abstract Title***; (ii) ***List of the Authors*** (the corresponding author must be marked clearly; the final order of the authors is the one provided here); (iii) ***Affiliation(s) of each Author***; (iv) ***Abstract text***; (v) ***Acknowledgements*** [Optional]; (vi) ***References*** [Optional]. The maximum number of characters included in your Abstract is 3000. Once you have inserted your Abstract, please click the button ***“Next”***.
- In the following page you can review your Abstract. If you are satisfied with your Abstract, please click the button ***“Next”***. If you want to modify your Abstract, please click the button ***“Edit”***. If you chose to submit your Abstract following option ***“(A) Type the Abstract”***, but you have changed your mind and you want to follow option ***“(B) Upload the Abstract as a single .odt, .doc, or .docx file”***, please: (i) click the button ***“Edit”***; (ii) clear the contents of the editable field; and (iii) click the button ***“Next”***. This will lead you to the page where you are offered the two options to submit your Abstract. There, you can make your new choice and proceed in the online Abstract submission procedure.

Option ***“(B) Upload the Abstract as a single .odt, .doc, or .docx file”***

- If you have chosen option ***“(B) Upload the Abstract as a single .odt, .doc, or .docx file”*** by clicking the button ***“Select a .odt, .doc, or .docx file”***, please choose the Abstract file to be uploaded and then click the button ***“Upload”***.
- In this page you can check the Abstract file that you have uploaded. The file is renamed using an ***“Abstract identifier”***. This code will identify unequivocally your Abstract; please use it in all the correspondence between you and the Conference Organizers referring to your Abstract. You can download your Abstract by clicking on the link ***“Uploaded file Abstract Identifier”***.
- If you are satisfied with your Abstract, please click the button ***“Next”***. If you want to change the file of your Abstract, please click the button ***“Upload a new file”***. This will lead you to the page where you are offered the two options to submit your Abstract. There, you can make your new choice and proceed in the online Abstract submission procedure.

Upload of the Abstract as a .pdf file.

- In this page, you must **upload your Abstract as a single .pdf file**. This .pdf file is crucial for the Organizing Committee to avoid any mistake in the contents of your Abstract during the editing/formatting of the **Book of Abstracts** of the SSI-21 Conference. Please, click on the button “*Select a .pdf file*”, choose the Abstract file to be uploaded and then click the button “*Upload*”.
- In this page, you can check the Abstract file in .pdf format that you have uploaded. The file has been renamed using an “**Abstract Identifier**”. This code will identify unequivocally your Abstract; please use it in all the correspondence between you and the Conference Organizers referring to your Abstract. You can download your Abstract by clicking on the link “*Uploaded file Abstract Identifier*”.
- If you are satisfied with your Abstract, please click the button “*Next*”. If you want to change the file of your Abstract, please click the button “*Upload a new file*”. This will lead you to the page where you are prompted to upload the .pdf file of your Abstract.

Review of Abstract Information

- In this page you can review all the information associated with your Abstract, including the data of the Corresponding Author and of Co-authors, the Abstract title and the contents of your Abstract. You can also download the files associated to your Abstract (*i.e.*, the .odt/.doc/.docx file, if present, and the .pdf file).
- If the data are correct, you can finalize the submission of your Abstract by clicking the button “*I checked all data, final submission*”. If you want to edit the information associated to your Abstract, please click the button “*Reload all*”. This will lead you to the page where you are prompted to insert the information of the Corresponding Author and of the Co-authors of your Abstract. There, you can insert the new information and proceed in the online Abstract submission procedure.

Summary of Abstract Information

- This page summarizes the most relevant information of your Abstract, including the Symposium you have submitted your abstract to, the Abstract Identifier, and the E-mail address of the Corresponding Author.
- The system generates a confirmation E-mail, that includes all the information pertaining to your Abstract. The confirmation E-mail is sent to the E-mail address of the Corresponding Author and to the Conference Organizers. If you don't receive this confirmation E-mail, please contact the Conference Organizers at ssi21@dii.unipd.it to ensure that we have received your Abstract.

IMPORTANT NOTES

- Once you have chosen the Symposium where you want to submit your Abstract and you have entered the online abstract submission form, the system will not allow you to change your choice of Symposium. If you want to submit your Abstract to another Symposium, you must abort the submission procedure, exit the online abstract submission form and start anew.

- There can be only one Corresponding Author per Abstract, that is responsible of all the communications with the organizers of SSI-21 conference referring to the Abstract.
- The fields where you type the title of your Abstract and (optional) your whole Abstract support simple formatting. You can copy-paste the Title and your whole Abstract from standard word-processing software (e.g., Open Office or Microsoft Office).