Guidelines for Registration and Abstract Submission

Deadline: Friday, November 8, 2019, 11:59:59pm CET

A. General Guidelines

1. Each contribution will be selected for either a talk, or a poster presentation—some of which will additionally be singled out for the «Poster Flash». You will be notified in December 2019 about the allocation of talks and posters, including «Poster Flash» slots.
2. Talks: 10-min. presentation and 5-min. discussion.
3. Posters: Format DIN A0, i.e. 119cm height x 84cm width (= portrait orientation).
4. Poster Flash: 1-min. flash presentation of the poster content, with one slide only, and no discussion. The goal is to focus attention on the main topic of your research, and to stimulate the audience to view your poster during the regular poster sessions.
5. Online access: GCB Symposium key information including an agenda, a list of participants, and full abstract texts will be made available on the publicly accessible ConfTool Platform. Please bear this in mind when writing your abstract.

B. Registration (ConfTool)

1. Registration and Abstract Submission is online, via the ConfTool Conference Administration, where you will be guided through step-by-step instructions.
2. In order to submit an abstract, you need first to register on the «ConfTool» Platform.
3. Registration and abstract submission may be done in two separate steps, using the same log-in for both steps (user name & password).
4. On the registration form, indicate your first name, last name, affiliation, and further details exactly as they should appear on your abstract.
5. Create your own ConfTool account (user name and password) for log-in, which will also allow the submission of your abstract.
6. Even if you have participated in previous GCB Symposia, you need to create a new ConfTool account.
7. If required, further technical guidance is available on the ConfTool website under User Documentation. Information that is not applicable to the GCB Symposium 2020 can be ignored.
C. Instructions for Electronic Abstract Submission (ConfTool)

1. **Deadline for abstract submission:** Friday, November 8, 2019. Abstract submission will be closed after that date.

2. **Authors and affiliations:** Enter all authors and all corresponding affiliations (i.e., at least one Institute/Department and University for each author), using digits to assign the correct affiliation to each author. You must at least enter yourself as first author and your supervisor as co-author. Several authors can be assigned to the same affiliation. Max. three affiliations per author are possible.

3. **Presenting author:** Select yourself as presenting author (= first author, i.e. yourself).

4. **Title of abstract:** max. 35 words, not all UPPER CASE CHARACTERS. Longer titles will be truncated.

5. **Text body:** Limited to 2000 characters, including spaces. Longer texts will be truncated.

6. Abstracts must not contain any tables, graphs, or figures.

7. For special fonts, symbols and signs, i.e., for bold, italic, superscript, subscript, Greek characters, mathematical signs and formulas etc., please use the formats and symbols provided above the abstract text box on the ConfTool website. Other symbols, the use of «copy/paste» text or of any other document mark-up language (incl. LaTeX) will not work and will result in an incorrect reproduction of the intended symbol/character/formula.

8. **Sensitive data:** Remember that your full abstract text will be publicly accessible without restrictions on the ConfTool Platform.

9. Please proof-read carefully before submitting. Abstracts will not be edited by the organizers and will be published exactly as submitted.

10. Select your GCB Research Area (i.e. GCB Expert Committee of your mentor).

11. In order to submit your contribution, click on «Abstract Submission» at the bottom of the page.

12. After submission, click on «Proceed», and make sure to click on «Complete Submission» on the second screen.

13. After log-out, you can check and still correct or modify your registration details and your abstract with your ConfTool log-in and password, until the deadline of November 8, 2019, 11:59:59pm CET.

**Schedule:**

- **October 2019:** Call for Abstract Submission
- **Friday, November 8, 2019:** Deadline for Abstract Submission
- **December 2019:** Allocation of Presentations (Talks and Posters, incl. Poster Flash) & Preliminary Program
- **Mid-January 2020:** Definitive Program on the [GCB Symposium Website](#)
- **Thursday, January 30, 2020:** GCB Symposium 2020

**Link to registration and abstract submission:** [ConfTool Conference Administration](#)