Guidelines for Registration and Abstract Submission

Deadline: Friday, November 10, 2017

A. General Guidelines

1. Each contribution will be selected for one of the following: either a talk, or a poster presentation—some of which will additionally be singled out for the «Poster Flash»—, or the optional «GCB Slam».
   You will be notified in December 2017 about the allocation of talks, posters including «Poster Flash», and «GCB Slam» slots.
2. **Talks**: 10-min. presentation, with 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. **GCB Slam**: 4-min. presentation, without discussion. The GCB Slam is conducted as a competition, members of the audience judging the presentations. The focus lies on concise and easily understandable science communication, presenting the research project in a scientifically sound, but also entertaining way, addressing an audience of non-expert peers from other research fields.
   By permission of the slammers, the «GCB Slam» will be recorded on video, for later publication of the three winning presentations on the GCB website.
   View the three best slams of the GCB Symposium 2017 [here](http://example.com) (scroll down).
6. **Mobile App**: GCB Symposium key information including an agenda, a list of participants, and full abstract texts will be made available on a free, *publicly accessible Mobile App* (for iOS/Android/Windows devices—smartphones and tablets), without password protection. *Please bear this in mind when writing your abstract.*

B. Registration (ConfTool)

1. Registration and Abstract Submission is online, via the [ConfTool Conference Administration](http://example.com), 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](http://example.com). Information that is not applicable to the GCB Symposium 2018 can be ignored.
C. Instructions for Electronic Abstract Submission (ConfTool)

1. **Deadline for abstract submission:** *Friday, November 10, 2017.* 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 via the GCB Symposium 2018 Mobile App.

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 **Research Area** (i.e. your GCB Expert Committee).

11. If you are interested in participating in the **GCB Slam**, you are requested to indicate this in the box **Remarks on This Contribution**. Herewith, you are giving your *agreement to be recorded on video*, for possible later publication on the GCB website.

12. In order to submit your contribution, click on «Abstract Submission» at the bottom of the ConfTool website.

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

14. 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 10, 2017, 11:59:29 pm CET.

**Schedule**

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