Guidelines for Abstract Submission

Deadline: Thursday, November 12, 2019, 11:59:59pm CET

A. General Guidelines

1. Each contribution will be selected (please refer to information regarding past participation) for either a talk, or a poster presentation and possibly a Poster Flash. You will be notified in December 2020 regarding the presentation format (poster, talk, and/or poster flash) chosen for your contribution.

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 highlight 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. Instructions for Electronic Abstract Submission (ConfTool)

1. **Deadline for submission**: Submit abstracts no later than: **Thursday, November 12, 2020**. 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. Maximum three affiliations per author are possible.

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

4. **Title of abstract**: Use maximum 35 words, refrain from using UPPER CASE CHARACTERS. Longer titles will be truncated.

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

6. Do not include any tables, graphs, or figures in your abstract submission

7. Use the ConfTool fonts. Should you find it necessary to use symbols, signs, and special formatting, e.g., **bold**, *italic*, superscript, subscript, Greek characters, mathematical signs and formulas etc., use the formats and symbols provided above the abstract text box in the ConfTool program. 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. Remember **your full abstract text will be publicly accessible** without restrictions on the ConfTool Platform. Take care with sensitive data:

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

10. Indicate your **GCB Research Area** (i.e. GCB Expert Committee of your mentor).
11. Select «Abstract Submission» at the bottom of the page when you are ready to upload/submit your contribution.
13. Log-out. You can log-in at any time to prior to the submission deadline to check and edit registration details and your abstract using your ConfTool log-in and password.

Schedule:

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<td><strong>October 2020:</strong></td>
<td>Call for Abstract Submission</td>
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<tr>
<td><strong>Thursday, November 12, 2020:</strong></td>
<td>Deadline for Abstract Submission</td>
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<tr>
<td><strong>December 2020:</strong></td>
<td>Allocation of Presentations (Talks and Posters, including Poster Flash) &amp; Preliminary Program</td>
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<td><strong>Mid-January 2021:</strong></td>
<td>Definitive Program on the <a href="http://www.gcb.unibe.ch/gcbsymp/">GCB Symposium Website</a></td>
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<td><strong>Thursday, January 28, 2021:</strong></td>
<td>GCB Symposium 2021</td>
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Contact:
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Web: [http://www.gcb.unibe.ch/gcbsymp/](http://www.gcb.unibe.ch/gcbsymp/)

Link to registration and abstract submission: [ConfTool Conference Administration](http://www.gcb.unibe.ch/gcbsymp/)