

# IHDEA-2020 Registration User Guide

## Registration

- On the left menu, select 'Registration', enter the form that appears.
- Don't forget to allow the 'Video Recording Consent' and 'Personal Data Consent', which will allow to record the discussions we'll had during the meeting, and publish the list of participants.
- You can also register to the IHDEA-newsletter.
- Then, click over 'Register'. You'll receive an email confirming your registration.

## Abstract submission

- Once you're registered, you can submit abstracts. First login to the web site (you can there check your personal data and correct them if needed).
- You can change the language if it's not the convenient one either on a specific item on the upper right side of the page, or by clicking on your name and choose what you want in the 'My language' item.
- Next step is to select 'Call for Abstracts' on the left menu. Then you can access 'Submit new abstract' button.
- Fill in the form, with the title and content of the abstract.
- If the author(s) is/are registered, click on the Search button and you can directly select your name, on by entering the name in the first field and clic on 'Search' button select, then select the name before using the 'Add' button.
- Click on the 'Speaker' button near the name of the person who will possibly answer questions concerning the talk.

## Uploading material

- You first have to wait for the validation of your abstract (you'll receive an email for that).
- Then, on the left menu, choose 'Contribution list' and your title and abstract will appear.
- Click on the title and a new page will come to you, with, at the bottom an item 'Presentation Materials'.
- On the popup window, choose 'Upload files' and drag and drop your presentation. You can use .ppt, .pdf, .mp4 format, as convenient for you.
- Pre-recorded video file (.mp4) is preferred, but should be limited to 10 minutes, as it improves the impact of your presentation.

You can anytime modify and fix the various entries you made.