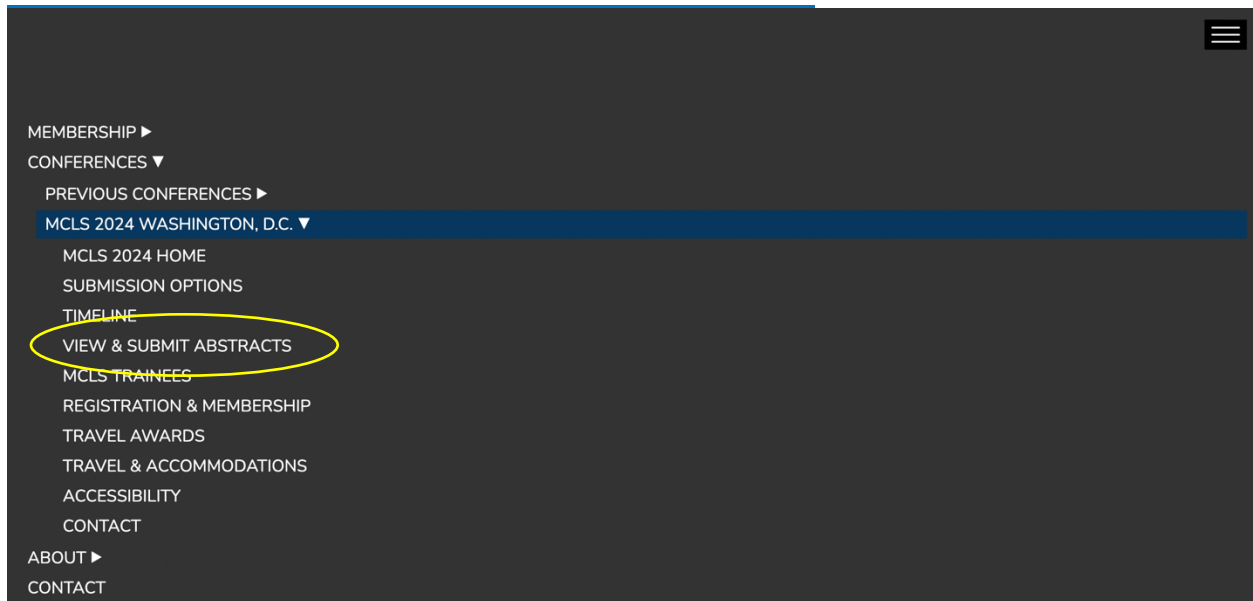


MCLS 2024 Submission Instructions

Conference website:

<https://www.the-mcls.org/conferences/mcls-2024-washington-dc>

The submission portal can be found here: <https://www.the-mcls.org/conferences/mcls-2024-washington-dc/view-submit-abstracts>



For each submission (symposium, poster, or preregistration poster), you need to go through four steps:

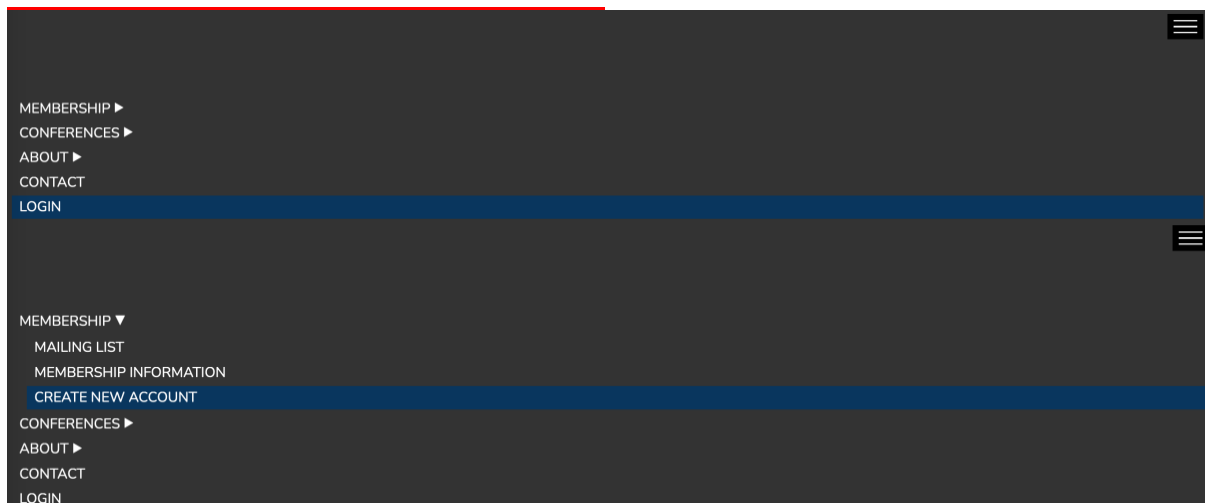
Step 1: Login (or create a new account)

Step 2: Create a new submission


Step 3: Add abstract(s)

Step 4: Submit for review

Step 1: Login (or create a new account)



Once you have logged in, the **submission portal** will be visible at the bottom of the View & Submit Abstracts page (<https://www.the-mcls.org/conferences/mcls-2024-washington-dc/view-submit-abstracts>).



VIEW & SUBMIT ABSTRACTS

Submission instructions

For each submission, you need to go through four steps:

1. **Login** (or create a new account)

Once you have logged in, the submission portal will be visible below.

2. **Create a new submission:** symposium, poster, or preregistration poster
 - For **symposia** you will also have to add the title and integrative statement of the symposium (i.e., the introduction to the topic & objectives of the symposium; max. 250 words) at this first step.
3. **Add abstract(s):**
 - **Early career researchers (trainees):** Early career researchers include graduate students and undergraduate students, postdocs, and other professionals. Please tick the box behind 'Early career researchers' for every contributor who falls into this category.
 - **Symposia:** Please add four abstracts for each symposium submission. In case your symposium consists of three presentations and a discussant, please also add the discussant using the 'add another abstract' option. Please fill in the title ('Discussant'), name, and affiliation of the discussant in the respective fields (there is no need to include an actual abstract for a discussant, you can leave this field blank).
 - **Posters/Preregistration posters:** Should you be interested in sharing your work in the form of a short presentation (instead of a poster/preregistration poster), you have the option to be considered for a lightning

Step 2: Create a new submission

Step 2 for Symposia

- Press “+ New Submission”
- Choose “Symposium” as submission type
- Add the title of the symposium
- Add the integrative statement of the symposium (i.e., the introduction to the topic & objectives of the symposium; max. 250 words)
- Add the email address of the symposium chair
- Press “Create”

Step 2 for Posters & Preregistration Posters

- Press “+ New Submission”
- Choose “Poster” or “Pre-registered poster” as submission type
- Add the primary contact email address
- Press “Create”

All Submissions + New Submission

NEW SUBMISSION

Event

Submission Type
 Symposium
 Poster
 Pre-registered Poster

Title

Integrative Statement

250 words max.

Symposium Chair /
Primary Contact E-mail



Step 3: Add abstract(s)

Step 3 for Symposia

- Go to the “Actions” drop-down menu of your new symposium submission and press “**Add another Abstract**”



- Add **four separate abstracts and corresponding author details**, (one for each symposium presentation)
- If your symposium consists of three presentations and a **discussant**, please also add the discussant using the ‘*add another abstract*’ option. Fill in the title (‘Discussant’), name, and affiliation of the discussant in the respective fields (there is no need to include an abstract for a discussant, you can leave the field blank).
- **Presenting author**: Please tick the box behind ‘*Presenting author*’ for the author who will present at the conference.
- **Early career researchers (trainees)**: Early career researchers include graduate and undergraduate students, postdocs, and other professionals. Please tick the box ‘*Early career researchers*’ for each contributor who falls into this category.

Step 3 for Posters & Preregistration posters

- Go to the “Actions” drop-down menu of your new poster submission and press “**Add another Abstract**”
- Add **the poster abstract and all author details**
- **Presenting author**: Please tick the box behind “*Presenting author*” for the author who will present at the conference.
- **Early career researchers (trainees)**: Early career researchers include graduate and undergraduate students, postdocs, and other professionals. Please tick the box “*Early career researchers*” for each contributor who falls into this category.
- Should presenters be interested in sharing their work in the form of a short presentation (instead of a poster/preregistration poster), they have the option to be considered for a lightning talk sessions. If the submitting author is interested, please tick the box behind “***Please consider this submission for a lightning talk***”.

Step 4: Submit for review

- Check that all the information is correct
- Symposium details (i.e., title, integrative statement, chair) can be viewed/changed by pressing “**Edit Group Details**”
- Abstract details can be viewed/changed by pressing the respective **edit symbol**


Title of the symposium
Submission Type: Symposium

Must Submit for Review

Abstracts
Title Abstract 1
Title Abstract 2
Title Abstract 3
Title Abstract 4 OR discussant

Actions ▾

- Edit Group Details
- Add another Abstract
- Submit for Review
- Delete

- **Submit your contribution for review**
- Submissions that are not submitted for review will not be considered.
- Once submitted, you can no longer edit your submission.

Title of the symposium
Submission Type: Symposium

Must Submit for Review

Abstracts
Title Abstract 1
Title Abstract 2
Title Abstract 3
Title Abstract 4 OR discussant

Actions ▾

- Edit Group Details
- Add another Abstract
- Submit for Review
- Delete

Submission Type: Poster

Must Submit for Review

Abstracts
This is the poster title

Actions ▾

- Edit Group Details
- Add another Abstract
- Submit for Review
- Delete

- Successful submissions no longer show the red “*Must submit for Review*” reminder. Instead, they show “**Submitted to Editor**”.