How to submit an abstract to IAS 2019

TUTORIAL
Introduction

Welcome to the tutorial on how to submit an abstract to IAS 2019.

The aim of this document is to guide you step-by-step through the process of submitting an abstract for the 10th IAS Conference on HIV Science (IAS 2019).
Step 1: Log in to your profile platform

Go to www.ias2019.org and click on “Register now” or visit http://profile.ias2019.org
Step 1: Log in to your profile platform

Create a new profile account.
Step 2: Enter the abstract submission system

On the Profile overview page, click on Abstract submission.

Click on the button “Submit your abstract” to enter the abstract submission system.
Step 3: Create an abstract

On the **MyAbstracts** page, click on **Create** to create a new abstract.
Step 3: Create an abstract

Read the Data Security Agreement and click the tick box and press Apply.
Navigating the system

You can now navigate the system by clicking on the different tabs in the upper menu menu bar.

- Create/View/Edit abstracts
- Enter abstract text
- Enter abstract authors
- Preview the abstract
- Submit the abstract
- System Instructions

IAS 2019 | @IAS_CONFERENCE | WWW.IAS2019.ORG
Navigating the system

You may, at any time, save the abstract as a draft and log out of the system, completing and submitting the abstract at a later date.

You may modify submitted abstracts up to the submission deadline. You must remember to submit your abstract again after making your changes.

Submission deadline: 22 January 2019. Only submitted abstracts will be considered.
Step 4: Select a category

Your next step is to select the track and category that best suits your work.

To help you in your selection, please check the IAS 2019 Track Scope and Objectives, and the complete list of the IAS 2019 Track Categories on the conference website.
Step 4: Select a category

First, click on a track to see all category headings for that track.
Step 4: Select a category

Second, select one of the headings listed underneath the track title.

- Track A – Basic science
- Track B – Clinical science
- Track C – Prevention science
  - Epidemiology of HIV
  - HIV surveillance
  - Tools for HIV prevention
    - Sexual and reproductive health and HIV prevention
    - Population-specific interventions and HIV prevention strategies
    - Structural interventions for HIV prevention
- Track D – Social, behavioural and implementation science
Step 4: Select a category

Third, select a category by clicking on the (underlined) category name.
Step 5: Enter abstract information

Indicate the country (ies) and main key and vulnerable population(s) to which the abstract relates, if applicable.

Mark any additional tick-boxes, if applicable.
Step 6: Enter abstract text

Enter the title of your abstract (up to 30 words).

Enter your abstract text in the predefined field (up to 350 words).

All abstracts should respect the following structure:
- Background
- Methods
- Results
- Conclusions
Step 6: Enter abstract text

To add tables or graphs/images to your abstract, please click on Tables or Graphs/Images on the top of the page and follow the instructions.

A video is also available, at the bottom of the page for further information on inserting tables.
Step 7: Ethical research declaration

Respond to the question at the end of the page. Please SAVE your information. Click on NEXT STEP.

Ethical Research Declaration: Mandatory Field

I, the presenting author, confirm that the research presented in this abstract has been conducted in accordance with the protocol approved by the institutional or local committee on ethics in human investigation. Or where no such committee exists, I attest that the research has been conducted in accordance with the principles of the Declaration of Helsinki of World Medical Association. The Scientific Programme Committee may contact me to enquire further into ethical aspects when evaluating this abstract.

- Yes  - No  - Not applicable - the study does not include human subjects
Step: 8 Enter abstract authors

Click on the tab **Authors**.
Enter the presenting author and co-authors of your abstract. You can also enter a Study Group (if applicable).
Step 9: Preview abstract

Click on the tab Preview.

View your abstract to ensure that all information has been saved correctly.

You can also print your abstract by clicking on Print.
Step 10: Submit abstract

Click on the tab **Submit**.

Read carefully and answer all questions on the page before clicking on **Continue**.

Note: You will be asked to preview your abstract one more time before clicking on **Submit**.
Step 11: Confirmation

A confirmation of your abstract submission will be displayed on the screen.

You will also receive a confirmation via email.

This email contains your abstract number. Please save it for future reference.
Questions

For any questions about abstract submissions, please contact abstracts@ias2019.org

Need some more help?

The **Abstract Mentor Programme** offers free, expert feedback to young or less-experienced researchers interested in submitting an abstract for IAS 2019. The programme is open from **7 January 2019**. Find out more by visiting the [AMP webpage](http://www.ias2019.org).