



IAS 2019



10TH IAS CONFERENCE ON HIV SCIENCE

Mexico City, Mexico  21-24 July 2019



IAS 2019

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Mexico City, Mexico  21-24 July 2019

How to submit an abstract to IAS 2019

TUTORIAL



#IAS2019 | @IAS_CONFERENCE | WWW.IAS2019.ORG

Introduction

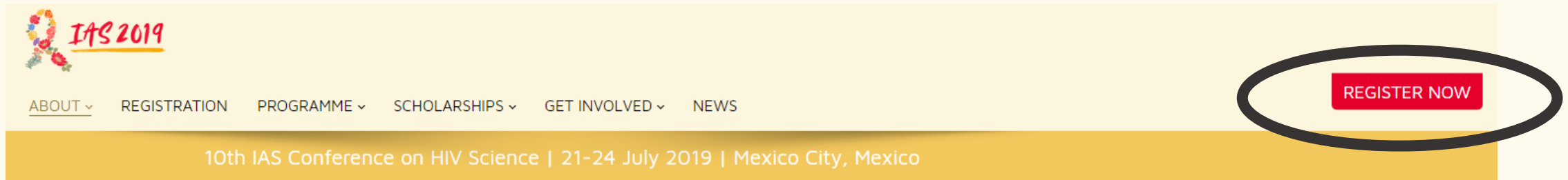
Welcome to the tutorial on how to submit an abstract to IAS 2019.

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).



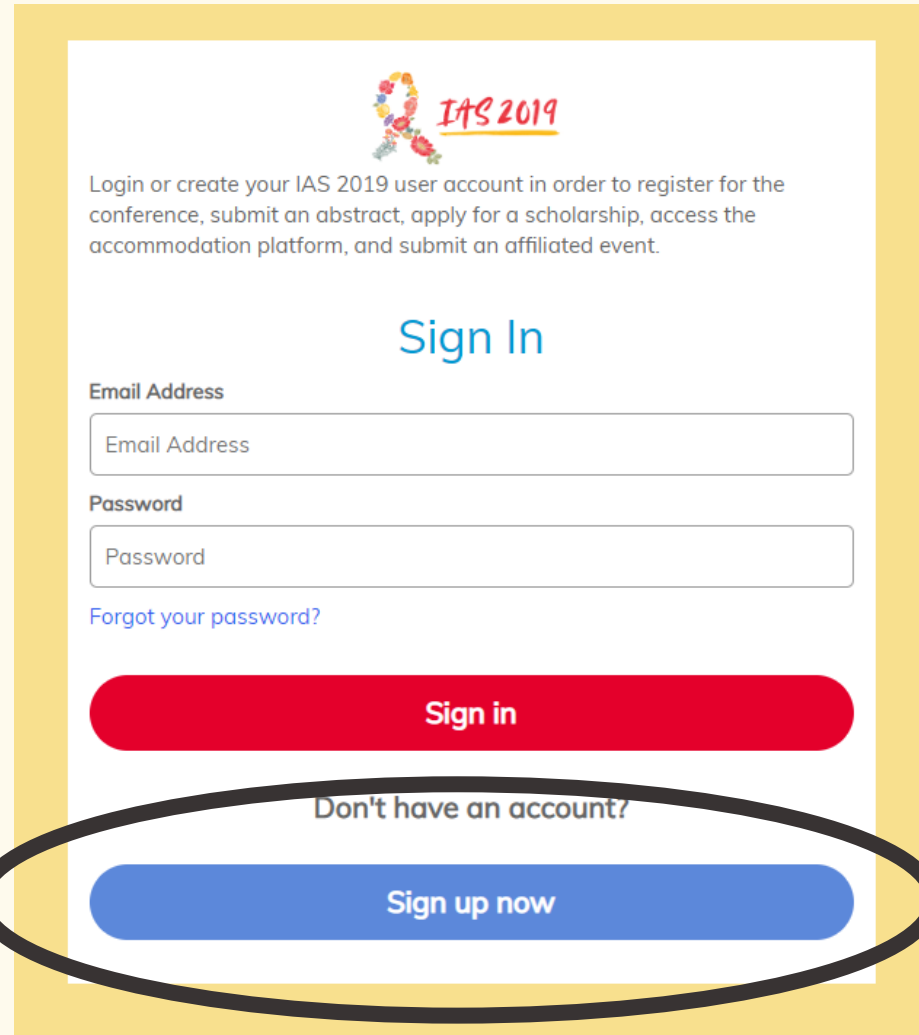
Step 1: Log in to your profile platform


Go to www.ias2019.org and click on “Register now” or visit <http://profile.ias2019.org>



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Step 1: Log in to your profile platform



 IAS 2019

Login or create your IAS 2019 user account in order to register for the conference, submit an abstract, apply for a scholarship, access the accommodation platform, and submit an affiliated event.

[Sign In](#)

Email Address

Password

[Forgot your password?](#)

[Sign in](#)

[Don't have an account?](#)

[Sign up now](#)

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.

Registration
No registration

Scholarship
No scholarship

Abstract submission
List of abstracts submitted

Affiliated Independent Event
No event application

Accommodation Booking
No accommodation booked

Abstract submissions

The 10th IAS Conference on HIV Science (IAS 2019) welcomes the submission of abstracts in the following scientific tracks:

- Track A: Basic Science
- Track B: Clinical Science
- Track C: Prevention Science
- Track D: Social, behavioural and implementation science

Abstract submission closes on **22 January 2019**, 23:59 Central European Time.

Any submitted abstracts will appear below. To view your submitted abstracts, click on “Submit an abstract” and click on the “eye” icon. Only abstracts that you yourself have submitted will appear here.

For any questions, please visit our [FAQs](#) page.

Number ↑	Status	Name	Presenter	Submitter
There are no records to display.				

Submit your abstract



Step 3: Create an abstract

On the MyAbstracts page, click on **Create** to create a new abstract.

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ABSTRACT SUBMISSION SYSTEM

Contact **MyAbstract** Abstract Text Authors Preview Submit Help Back to Profile

MyAbstracts
Abstract submission guidelines can be downloaded [here](#). You must submit your abstract before the deadline of **22 January 2019 (23:59 Central European Time)**. Modifications can be made to the abstract until the submission deadline, even after submitting (completed fourth step in the abstract system). Please remember to submit your abstract again after making your modifications. No modifications will be accepted after the submission deadline.

New Abstract: [+ Create](#)

Instructions
To create a new abstract, please click on CREATE.

[How to create an abstract?](#) [How to manage abstracts?](#)



Step 3: Create an abstract

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



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ABSTRACT SUBMISSION SYSTEM

Contact MyAbstract Abstract Text Authors Preview Submit Help Back to Profile

Please accept our Data Security Agreement

[Click here to see the complete Data Security Agreement.](#)

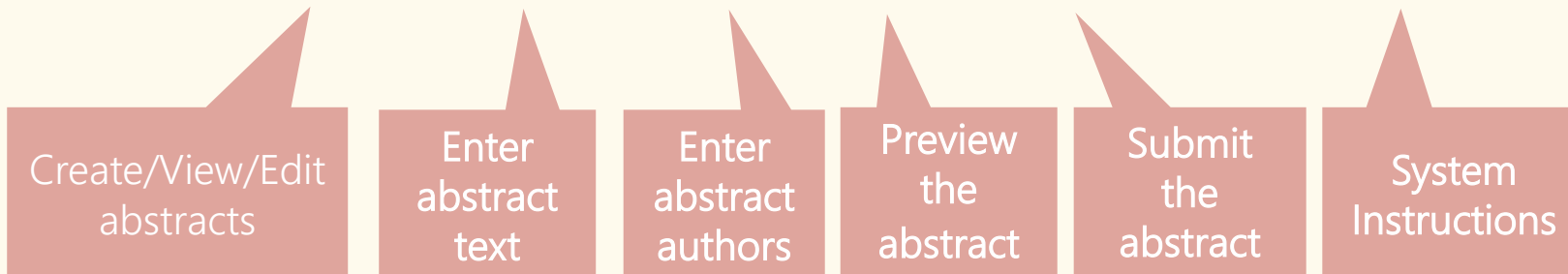
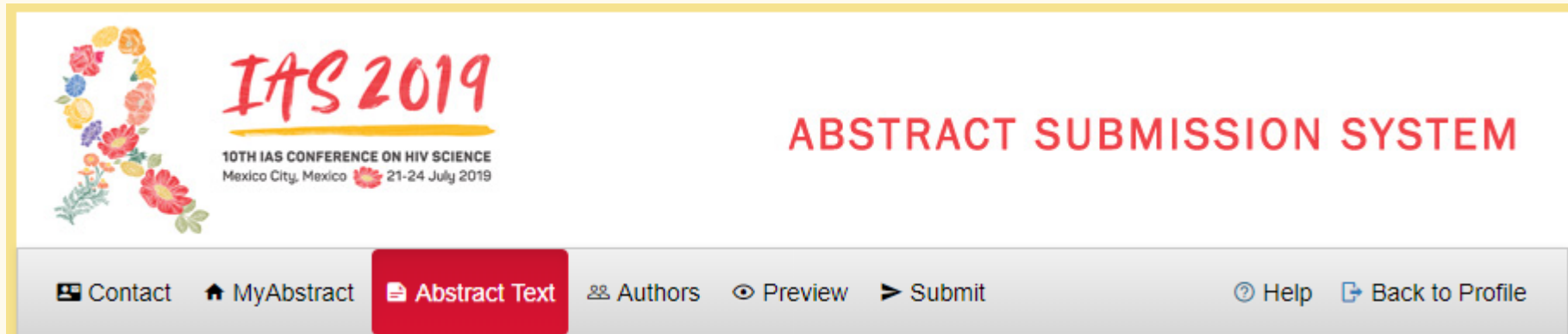
I accept the Data Security Agreement

Apply Cancel



Navigating the system

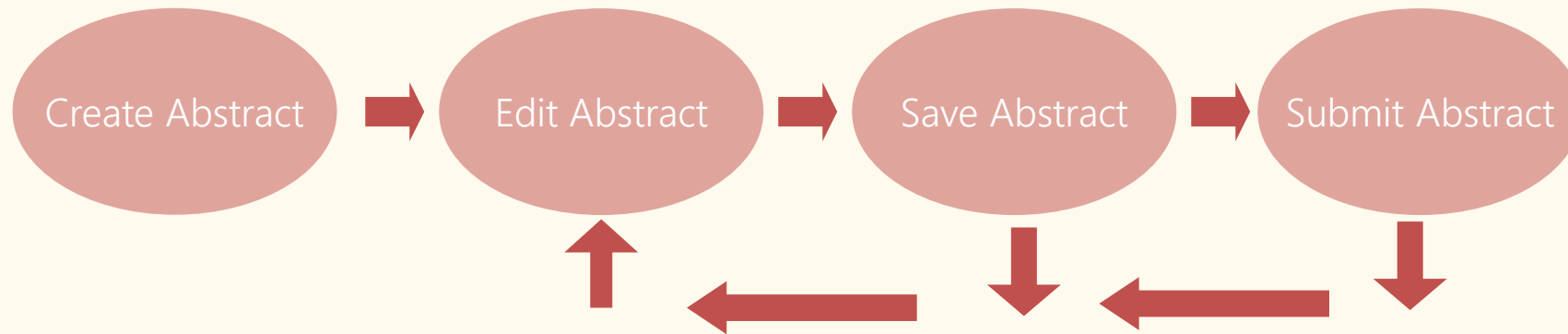
You can now navigate the system by clicking on the different tabs in the upper menu bar.



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.

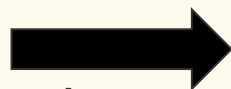
Only submitted abstracts will be considered.



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](#).



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ABSTRACT SUBMISSION

Contact MyAbstract **Abstract Text** Authors Preview Submit

Abstract Body - Step 1/4
Abstract submission guidelines can be downloaded [here](#).
You must submit your abstract before the deadline of **22 January 2019 (23:59 Central European Time)**.

Category: *
Mandatory Field
Category

Country of Research: *
Mandatory Field
Country of Research

Key affected population: *
Mandatory Field
Please indicate the main key affected population to which the abstract relates to:
- Choose one -

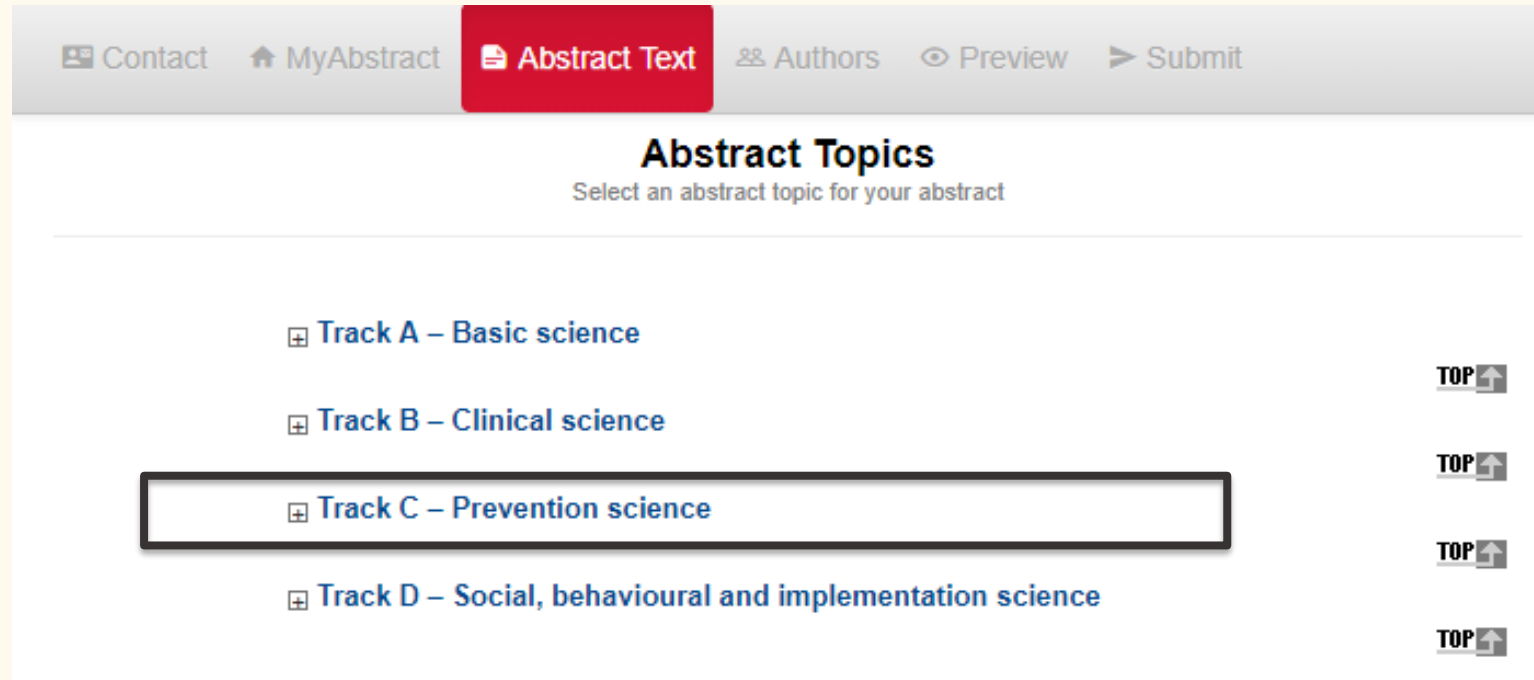
Key affected population:
Optional Field
Please indicate a second key affected population, if applicable:
- Choose one -

Key affected population:
Optional Field
Please indicate a third key affected population, if applicable:
- Choose one -



Step 4: Select a category

First, click on a track to see all category headings for that track.



Contact MyAbstract **Abstract Text** Authors Preview Submit

Abstract Topics

Select an abstract topic for your abstract

- Track A – Basic science **TOP** ↑
- Track B – Clinical science **TOP** ↑
- Track C – Prevention science** **TOP** ↑
- Track D – Social, behavioural and implementation science **TOP** ↑

1



Step 4: Select a category

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

2 →

- ⊕ Track A – Basic science TOP ↑
- ⊕ Track B – Clinical science TOP ↑
- ⊕ 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 preventionTOP ↑
- ⊕ Track D – Social, behavioural and implementation science TOP ↑



Step 4: Select a category

Third, select a category by clicking on the (underlined) category name.

3



- Track C – Prevention science
 - Epidemiology of HIV
 - HIV surveillance
 - Tools for HIV prevention
 - C24 Male and female condoms and other physical barriers
 - C25 Male circumcision
 - C26 PEP
 - C27 PrEP
 - C28 Microbicides (including vaginal and rectal microbicides)**
 - C29 Treatment as prevention
 - C30 Vaccines
 - C31 Broadly neutralizing antibodies
 - C32 Novel delivery systems (e.g., rings, implants, transdermal systems)
 - C33 HIV self-testing
 - C34 Prevention for co-morbidities (e.g., TB, viral hepatitis)



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.



Abstract Body - Step 1/4

Abstract submission guidelines can be downloaded [here](#).
You must submit your abstract before the deadline of **22 January 2019 (23:59 Central European Time)**.

Category: *
Mandatory Field

Category

Country of Research: *
Mandatory Field

Country of Research

Key and vulnerable populations: *
Mandatory Field

Please indicate the main key and vulnerable populations to which the abstract relates to:

- Choose one -

Key and vulnerable populations:
Optional Field

Please indicate a second key and vulnerable populations, if applicable:

- Choose one -

Key and vulnerable populations:
Optional Field

Please indicate a third key and vulnerable populations, if applicable:

- Choose one -



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

The screenshot shows a web form for entering abstract text. It consists of five main sections, each with a title, a 'Mandatory Field' label, and a rich text editor toolbar. The toolbars include icons for image insertion, bold (B), italic (I), underline (U), subscript (x₂), superscript (x²), and undo/redo buttons. The 'Abstract Text:' section includes a note: 'To add Tables and/or Graphs/Images click on the yellow buttons on the right and follow the instructions.' Below the text areas, there is a word count field showing '350' and a label 'No. of words remaining for the abstract text (click SAVE to refresh)'.

Title: *
Mandatory Field
Max. 30 words

Abstract Text:
Max. 350 words.
To add Tables and/or Graphs/Images click on the yellow buttons on the right and follow the instructions.

Background: *
Mandatory Field

Methods: *
Mandatory Field

Results: *
Mandatory Field

Conclusions: *
Mandatory Field

350 No. of words remaining for the abstract text (click SAVE to refresh)



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.

Abstract Body - Step 1/4
Abstract submission guidelines can be downloaded [here](#).
You must submit your abstract before the deadline of
22 January 2019 (23:59 Central European Time).

Category: *
Mandatory Field

Country of Research: *
Mandatory Field

Key and vulnerable populations: *
Mandatory Field

Key and vulnerable populations:
Optional Field

Key and vulnerable populations:
Optional Field

Title: *
Mandatory Field
Max. 30 words

Abstract Text:
Max. 350 words.

Background: *
Mandatory Field

Methods: *
Mandatory Field

Results: *
Mandatory Field

TABLES

GRAPHS / IMAGES

Instructions

Enter all fields on this page and click SAVE. All fields marked with a red asterisk are mandatory fields.

Category: Click on CATEGORIES to select a category for your abstract. You can also view the list of categories [here](#).

Country of research: Indicate the country (countries) where your research focused.

Key and vulnerable populations: The data on key and vulnerable populations is being collected only for statistical reasons. Therefore, it will not affect the reviewing or have any impact on the selection of abstracts.

Abstract title: The title should be entered in sentence case. Please capitalise only the first word and any proper nouns. Example: "Strategic partnerships for HIV prevention research".

Abstract text: Please enter/copy parts of your text editing program and paste these into the relevant abstract section. The abstract text will NOT be saved if the total word count exceeds 350 in the four fields. Please check the word counter below the form. Please do NOT include literature references. For more information on the different fields of the abstract text, please see [here](#).

PLEASE NOTE: Special characters and formatting may be lost during the copying process. Please check text content using the PREVIEW button and edit or replace if necessary. Please format the text in your editing programme into a standard font like "Arial" before submitting. This helps to prevent such problems.

How to insert a table?



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).

Authors - Step 2/4
Enter the presenting author and co-authors below.
Abstract submission guidelines can be downloaded [here](#).
You must submit your abstract before the deadline of
22 January 2019 (23:59 Central European Time).

Author:

Study Group:



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.**

Abstract Preview - Step 3/4
This abstract is not yet submitted!

Abstract category: C28 Microbicides (including vaginal and rectal microbicides)

Title: **Test submission**

Author(s): N. Bushhousen

Institute(s): *International AIDS Society, Geneva, Switzerland*

Text: **Background:** Indicate the purpose and objective of the research, the hypothesis that was tested or/and a description of the problem being analysed or evaluated.
Methods: Describe the study period, setting and location, study design, study population, data collection and methods of analysis used.
Results: Present as clearly and in as much detail as possible the findings and/or outcomes of the study. Please summarize any specific results.
Conclusions: Explain the significance of your findings and/or outcomes of the study for HIV prevention, treatment, care and/or support, and future implications of the results.

Country of research: Antigua and Barbuda

Key Affected Population: People living with co-morbidities

Ethical research declaration: Yes

Working on TB? No

Working on HBV and/or HCV? No

Working on HIV and/or HBV cure? No

Conference: 10th IAS Conference on HIV Science (IAS 2019) - Abstract: A-1077-0195-00003 - **Status: Draft**



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**.



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Final Submission - Step 4/4
Abstract submission guidelines can be downloaded [here](#).
Modifications can be made until the submission deadline, even after submitting (completed fourth step in the abstract system).
No modifications are accepted after the deadline of 22 January 2019 (23:59 Central European Time). Only abstracts submitted by this deadline will be considered.

* 1. I confirm that I submit this abstract on behalf of all authors. I confirm that I have permission from the authors to submit this abstract on their behalf and that all authors have read and approved the final version of this abstract. I also confirm that the authors listed are the original authors of this abstract. I accept that the content of this abstract cannot be modified or corrected after the submission deadline. I am aware that it will be published exactly as submitted if accepted.

* 2. I agree to the Resubmission Policy
An abstract which has been previously published or presented at a national, regional or international meeting can only be submitted provided that there are new methods, findings, updated information or other valid reasons for submitting, that can be provided by the author.
If the author neglects to provide these required details and justification, or if evidence of previous publication or presentation is found, the abstract will be rejected. This information will be considered by the Scientific Programme Committee when making final decisions.
Has any preliminary or partial data in your abstract been previously published or presented?
If yes, please indicate the details of that conference, meeting or journal and the reasons for submitting the abstract to this conference. Additionally please upload a MS Word or PDF copy of the previously presented abstract.
 Yes No

* 3. I agree to the Conference Embargo Policy
In the case of IAS 2019, as well as most scientific/medical conferences, all conference abstracts are released to delegates and media under a strict embargo policy. A detailed breakdown of the embargo variations for different types of abstracts can be found [here](#).

* 4. Submission of your abstract constitutes your consent to publication.
If the abstract is accepted, the authors agree that their abstracts are published under the [Creative Commons Attribution 3.0 Unported \(CC BY 3.0\)](#) license. The license allows third parties to share the published work (copy, distribute, transmit) and to adapt it for any purposes, under the condition that IAS 2019 and authors are given credit, and that in the event of reuse or distribution, the terms of this license are made clear. Authors retain the copyright of their abstracts, with first publication rights granted to the IAS.

* 5. I understand that all scholarship requests must be made by the presenting author through the scholarship section of the IAS profile by completing a scholarship application form by 24 January 2019.
If you have already submitted a scholarship application, please make sure that your abstract submission (number A-1077-0195-00003) is linked to your scholarship application. This information is available in the scholarship section of your IAS profile.
Please note:

- Scholarships for abstract presenters are evaluated based on the quality of the submission.
- If you are awarded a scholarship in relation to your role as a presenting author of an abstract, then the scholarship is attached to that role. Consequently, if you are no longer the presenting author of the abstract, the scholarship will be cancelled unless it is transferred to the new presenting author for this abstract.
- If the new presenting author has already incurred costs for travel, accommodation or registration, these will not be reimbursed by the scholarship programme.
- Scholarships can be transferred from one abstract presenter to another until 1 July 2019.

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.

**Thank you for submitting your abstract to:
10th IAS Conference on HIV Science (IAS 2019)**

A confirmation e-mail with important information concerning your abstract submission has been sent to you now using the following e-mail address(es):

natalie.bushhausen@iasociety.org

If you do not receive a confirmation e-mail within a reasonable amount of time, please make sure:

- the e-mail address(es) listed above are correct and valid.
- in order to successfully receive the confirmation e-mail, we recommend to use at least one free mail address, such as Yahoo or Hotmail.
- check your junk mail or spam folder to make sure it did not end up there by accident.

You may correct e-mail addresses in the [CONTACT section](#) of the abstract system. Please note that the e-mail transmission may take some minutes, depending on your mail server configuration.

If you have questions please contact abstracts@ias2019-abstracts.org.

Thank you.



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](#).

