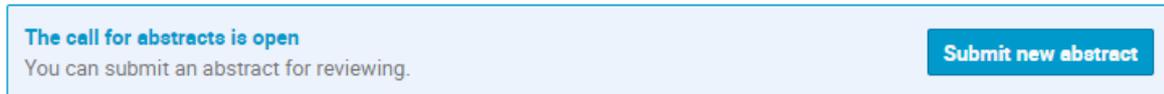


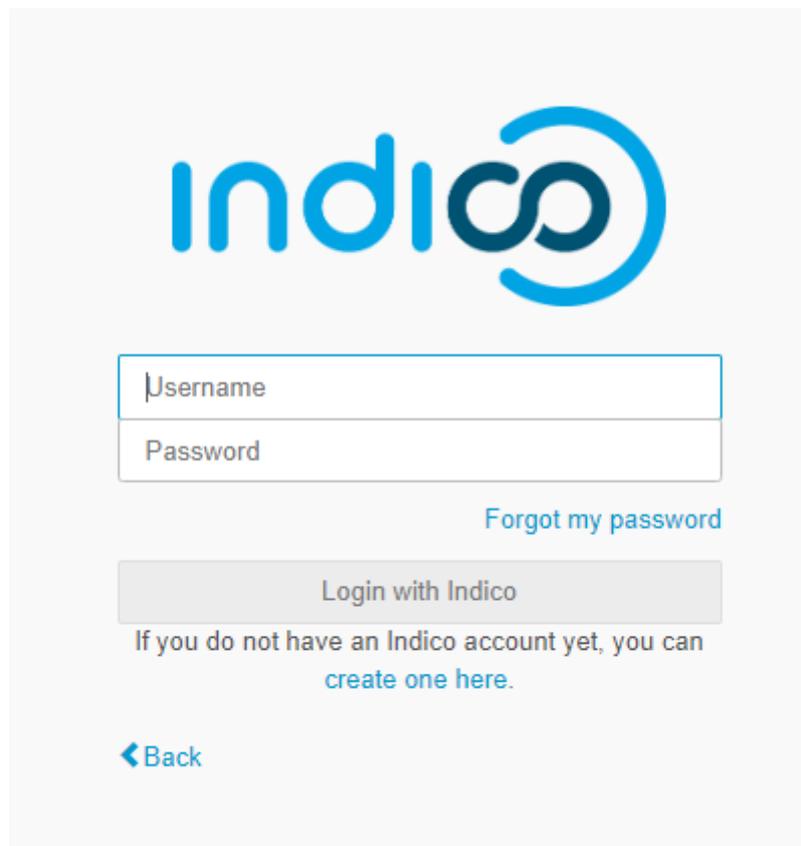
Instructions for the abstract submission

Abstracts should be submitted via the EMSA 2024 conference website which has an online submission tool designed for that. Please do not send us your abstracts by email!

1 | To initiate the abstract submission procedure click on the **Submit new abstract** button (see figure below).



2 | You will be directed to the INDICO login screen. In case you do not have an INDICO account yet, you should create one by clicking on the **create one here** (see figure below). Please follow instructions and provide your email, personal data and working address.



3| After successful login you should get an abstract submission form as shown in the figure below.

The screenshot shows a web form titled "Submit new abstract" with a close button in the top right corner. Below the title is a yellow warning banner with a triangle icon and the text: "Please don't forget to read the [submission instructions](#) before submitting an abstract." The form contains several sections, each with a red lettered label and a red asterisk indicating a mandatory field:

- A) Title ***: A text input field.
- B) Content**: A rich text editor with a toolbar containing icons for bold (B), italic (I), link, unlink, code, image, list, ordered list, text color, background color, undo, and redo. Below the editor is a note: "You can use [Markdown](#) and [LaTeX](#) math formulae."
- C) Authors ***: A section with the text "There are no authors" and a toolbar with a dropdown arrow, "Add myself" button, "Search" button, and "Enter manually" button.
- D) Contribution type ***: A dropdown menu with "No type selected" and a downward arrow.
- E) Comments**: A text area.
- F) Attachments**: A dashed blue box containing the text "Drag file here - or -" and a "Choose from your computer" button.
- G) Track ***: A dropdown menu.

At the bottom of the form are two buttons: "Submit" and "Cancel".

Explanation of the respective fields is explained below. Fields marked with a red star are mandatory and must be filled. Otherwise, abstract submission form cannot be submitted.

- A) Title** – provide the title of your abstract. Do not use capital letters and do not indent. The title should reflect the contents and should not exceed 150 characters (15 words).
- B) Content** – inside that box you can paste a main text of your abstract. If you intend to use some special formatting such as subscript/superscript and/or math, feel free to apply a LaTeX way of expressing it. This field will be updated at a later stage of designing the conference Book of Abstract when we upload there the abstract you

attach to this form (word and pdf format). *The field is not mandatory and can be left blank.*

- C) Authors** – add authors to the abstract. When clicking on **Add myself** it will include you as an author based on information you provided when creating the access to the INDICO system. You can add as many authors needed by clicking on Enter manually. Activate the **Author** flag (right) for the author who will be presenting the contribution. Remaining co-authors should have the **Co-Author** flag activated (see example below).

Authors *

Authors

 **Albert Einstein**
 albert.einstein@ethz.ch (ETH Zurich, Department of Theoretical Physics)

 Author
 Co-author
 


Co-authors

 **Marcel Grossmann**
 marcel.grossmann@ethz.ch (ETH Zurich, Department of Theoretical Physics)

 Author
 Co-author
 


 Add myself
 Search
 Enter manually

When adding or editing (clicking on the pencil) an author on the list of authors a form with all relevant personal data pops up (see example below).

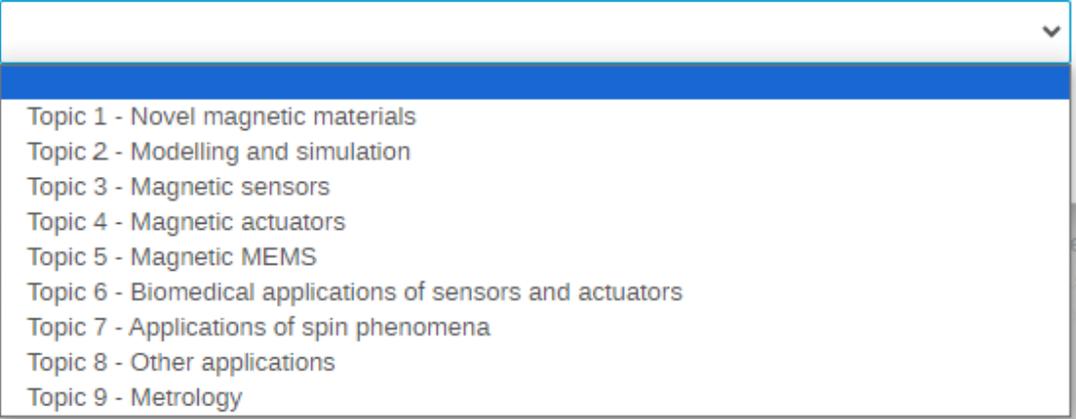
Title <input type="text" value="Prof"/>	Affiliation <input type="text" value="ETH Zurich, Department of Theoret"/>
First Name <input type="text" value="Albert"/>	Family Name <input type="text" value="Einstein"/>
Email <input type="text" value="albert.einstein@ethz.ch"/>	
Address <input style="height: 40px;" type="text" value="Otto-Stern-Weg 1, 8093 Zurich, Switzerland"/>	Telephone <input type="text" value="0041 44 633 2590"/>

- D) Contribution type** – please indicate type of presentation you prefer (ORAL or POSTER). Abstracts submitted for ORAL, or POSTER presentation will be evaluated by the Scientific Committee. Once an abstract is accepted, the Committee will decide

whether it is to be presented as an oral or as a poster. Only invited speakers are allowed to choose INVITED ORAL.

- E) Comments** – use this text field to provide some additional information if needed. *The field is not mandatory and can be left blank.*
- F) Attachments** – here you can upload you abstract in the word and pdf format. Do not forget to include both files. They should be prepared according to the ABSTRACT TEMPLATE available at the conference website. The file size should not exceed 2 MB.
- G) Track** – here you must select the topic of the session in which your abstract will be presented (see the list of topics below).

Track *



- Topic 1 - Novel magnetic materials
- Topic 2 - Modelling and simulation
- Topic 3 - Magnetic sensors
- Topic 4 - Magnetic actuators
- Topic 5 - Magnetic MEMS
- Topic 6 - Biomedical applications of sensors and actuators
- Topic 7 - Applications of spin phenomena
- Topic 8 - Other applications
- Topic 9 - Metrology

After checking that all fields were properly filled you can proceed with submitting your abstract by clicking on the button **SUBMIT**, located at the bottom of the form.