www.eafs2022.eu
eafs2022@polisen.se

# How to submit an abstract

## *Good to know before accessing the abstract submission portal*

Character limits of submitted abstracts:
- Title: 120 characters
- Text: 1700 characters

Please be aware that although it is possible to enter more characters, affiliations published in the Abstract books will have a limit of 180 characters. Also note that only the firstly entered author (the presenting author) and their affiliation(s) will be published in the books.

All abstracts must be written in English and can only be submitted through the online submission portal found on the EAFS 2022 website.

When submitting an abstract you will be required to confirm that you agree to the sharing of your abstract and the contact details of all authors in accordance with our data management clause, as well as confirm that you have the consent to include all co-authors.

Before accessing the submission portal, please familiarize yourself with the Tracks, Sub-tracks and Themes on the EAFS 2022 website.

**Organizers**

**European Network of Forensic Science Institutes – ENFSI**
www.enfsi.eu

**Swedish Police Autority**
**National Forensic Centre**
www.nfc.se/en

## *Accessing the submission portal*

1. Press the "New submitter"-button or (if already registered) sign in using your username or e-mail and password.

   Please save your login credentials for future use.

2. On page one you find the Abstract rules, Themes and Tracks, these will also be available during your registration by pressing the "Help"-button in the upper right corner, and as an extended version on the EAFS 2022 website.

3. Scroll down to find "Your abstracts" and the "Add new abstract"-button.
   You can view all of your added abstracts here, but it is only possible to edit the ones that are not yet submitted.

   To submit an abstract, press the "Add new abstract"-button and follow the steps below.

## *Steps to submitting an abstract*

1. Start by choosing the appropriate Track and, if applicable, Sub-track. If you are unsure of which Track is best suited for your abstract please read the extended version of the available Tracks on the EAFS 2022 website.

2. Choose your preferred type of presentation; the choices are "Oral" or "Poster".

3. Fill in the title of the abstract with a maximum of 120 characters.

4. Before entering the authors name(s), please add affiliation(s) for all authors. The affiliations will then be listed below the entered authors and available as option for respective author.

   Only the firstly entered author (the presenting author) and their affiliation(s) will be published in the Abstract books. Furthermore, co-authors will be published digitally in the order you enter them.

5. Complete the textbox with the abstract text you wish to submit. The number of characters is limited to 1700.

6. We encourage you to choose one or several Theme(s) for your abstract. However, this is not mandatory.

7. Please give your approval to our data management clause and then choose either the "Save"-, "Preview"- or "Submit"-button.

   Please be aware that:
   - Once you submit your abstract you will no longer be able to make any changes.
   - If you do not press the "Submit"-button your abstract will not be sent in for evaluation and is therefore not included in the review process for conference contributions.

Once your abstract is submitted you will receive a confirmation through e-mail.

If you need any help regarding submission, please send an email to abstracts.eafs2022@appinconf.com.