

Abstracts Submission Guideline “Author’s Portal”

Access:

- Please access to <https://www.epc2024.com/>
- Select “Author’s Portal” from the main menu

Register or Login:

Corresponding authors are requested to create an account with a valid e-mail. The system will use this mail to communicate with the authors.

If it is your first access, please register your username (e-mail).

- 1) Click on the "Sign In" command.
- 2) All data are required.
- 3) Only the First Characters of the Name and the Family Name are in capital.
- 4) Provide a valid e-mail address and select the password you wish to use.
- 5) You are now in.
- 6) Check your mail: if the mail provided is correct, you will receive a mail with your credentials.

PS: if you don’t remember your password or if you wish to change it, click on **reset password**.

Corresponding author registration

Mr/Mrs: Ms. (dropdown)

Degree: PHD

Country: Aruba (dropdown)

Name: Joe

Surname: Smith

E-Mail Address: joe@smith.me

Password:

Confirm Password:

Register (Sign In)

Insert a New Abstract:

As a corresponding author, you are entitled to insert several abstracts.

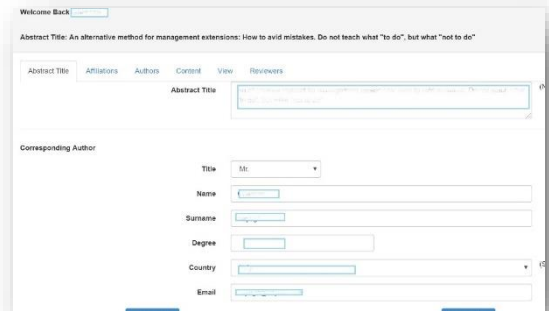
To Insert a new Abstract: Click on the icon “NEW ABSTRACT”  on the TOP COMMANDS BAR.

Step 1: Insert the title of your project and the corresponding author details.

- Title should have no capital inside (except for the proper names).
- No dot at the end of the title.
- No commercial names inside the title.

Notes:

- o Each abstract can have its own corresponding author independently from the registered user. By default, you will find the registered name, country, degree, and email address. Please feel free to change them.
- o It is mandatory to fill in all the fields.
- o Please confirm by clicking on [\[Save & continue editing\]](#) to proceed with abstracts details.



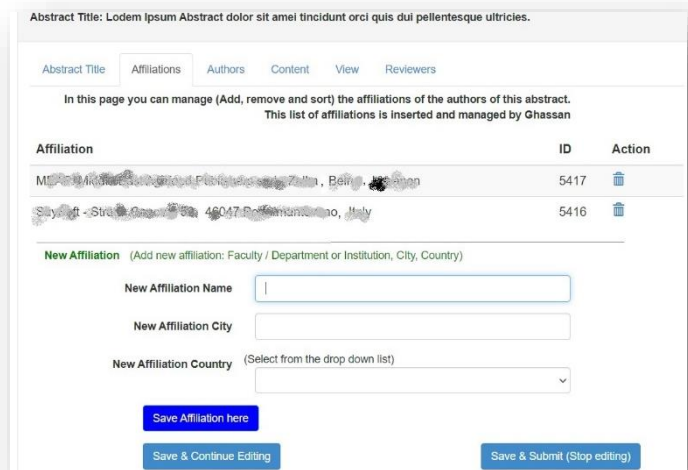
Step 2: Insert your affiliations.

Insert the affiliations before inserting the authors. It will help you assigning them to the authors.

- Enter Affiliation Name (Department, Faculty, University, Institution, or Company).
- Enter the city.
- Select the country.
- Click on Save [\[Add Affiliation here\]](#).
- **PS: all fields are required.**

The list of affiliations will be updated each saving.

In case of error while typing the affiliation, delete the line in the list of affiliations and re-type it: you can only delete unassigned affiliations.

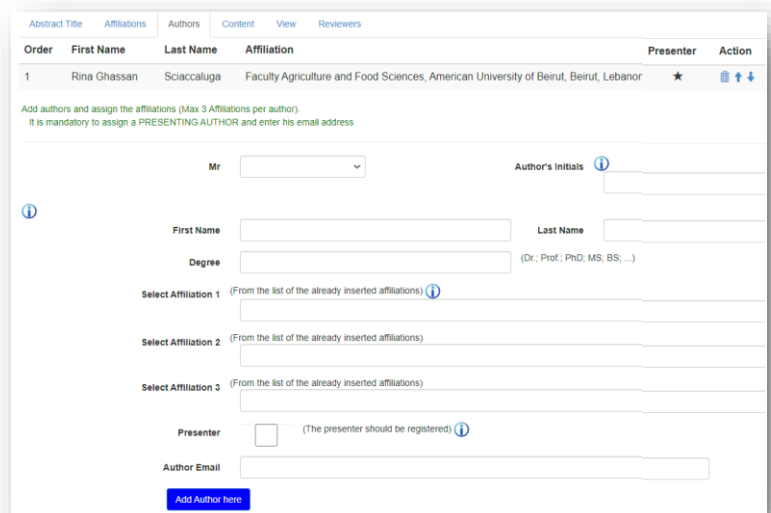


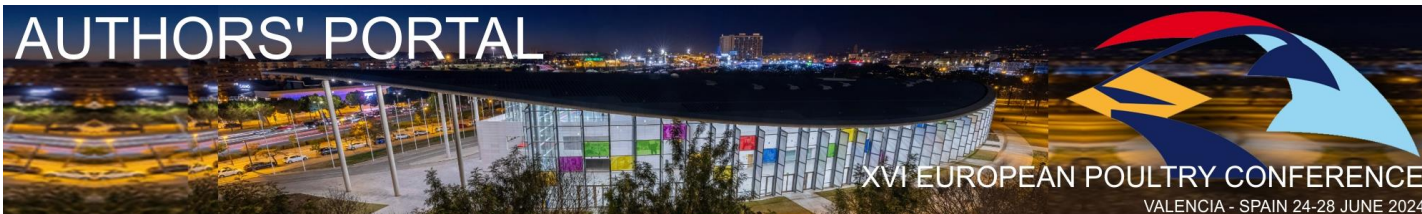
Step 3: Authors.

*Important note: when you create a new abstract, **authors list is empty. You must insert at least one author.***

Insert the details of the **First Author**:

- Gender, Degree, Name, Family Name, Degree
 - **(Only the First Characters of the Name and the Family Name are in capital.)**
 - Affiliation: you can select from the available affiliations list. (See step 2)
 - Check the author **presenting author**.
 - Enter the presenting author's email.
 - Click on [\[Add Author here\]](#).
 - **PS: all fields are required.**
- Repeat actions for each author.





List of authors

The list of authors will be displayed above the authors' input area.

- Move up and down the authors according to their order in presentation.
- You may also delete an author from the list.
- In case of errors in inserting the author, delete the line and re-enter a new line.
- Only one presenter can be selected.

Step 4: The abstract's content.

- Type or copy and paste the abstract's text.
- Please do not exceed 2500 characters (spaces included). The characters count will be updated after clicking on **[Save & Continue editing]**.
- Do not include any references in your Abstract. Make sure it serves both as a general introduction to the topic and as a brief, non-technical summary of the main results and their implications. Abstract should be unstructured: it should not contain paragraphs or sections. Large Language Models, such as ChatGPT, do not currently satisfy our authorship criteria.
- Insert the keywords.
- Select the most appropriate topic from the drop list.
- Select the desired presentation type (poster or oral presentation). The final presentation type will be decided by the moderators according to the final Symposium program.

- Once inserted all the details, please save your abstract:
- Click on **[Save & Continue editing]** for further editing.
- Or on **[Save & Submit (Stop editing)]** to submit your abstract for reviewing and send it for reviewing.

- PS: Once you submit your abstract, it will not be possible to edit and modify it any further. In case you wish to ask for further edits, please contact abstracts@epc2024.com

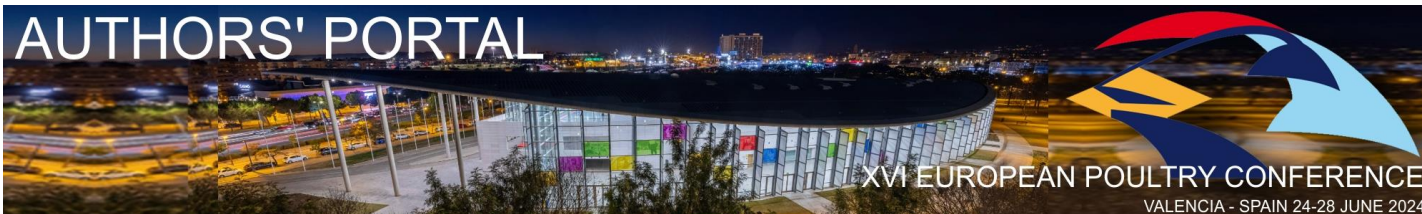
Step 5: View your abstract.

The viewing page gives you an idea how the abstract will be published in the abstract book. No actions are required here.

Step 6: Reviewing page.

Check the moderator's comments and suggestions.

To answer or contact your reviewers please send an email to: abstracts@epc2024.com



When you submit:

[Save & submit (Stop editing)]

The following steps will occur:

- A copy will be sent to the reviewers and the moderators.
- You will receive a **notification**: (see sample on the right).
- Your abstract will no more be editable (you can only display it any time you wish).

PS: The Reviewers will not receive your abstract before submitting.

Once the abstract is reviewed you can check the reviewing page: REVIEWER (showing the reviewing comments).

Abstract's editing (possible only if the abstract is not submitted):

To EDIT your abstract, select it from the list of your abstracts on the right-side bar and proceed as above.

It is not possible to edit a submitted abstract. To edit an already submitted abstract, please contact any of the following addresses:

- abstracts@epc2024.com

Your abstract will be inserted in the book of abstracts if not resubmitted.

Useful contacts:

Please do not hesitate to contact us for any information on the following mails:

- For instruction and assistance: abstracts@epc2024.com.
- For technical issues: info@saysoft.net.
- For scientific issues: moderator@epc2024.com.

Thank you once again for your scientific support. And we are looking forward to a wonderful European Poultry Conference,

Best regards

The EPC2024 Abstract Submission System.

Automatic Abstract submission notification. (EPC 2024 Abstracts Submission system)



AUTHORS' PORTAL
XVI EUROPEAN POULTRY CONFERENCE
ONLINE ABSTRACTS SUBMISSION SYSTEM

Dear **AUTHOR'S NAME**

Please find hereby the preliminary status of your abstract and the eventual comments of the reviewers.

On this occasion, we kindly remind you about the followings:

- The presenting author must register within the early bird deadline according to the [EPC2024](#) guidelines
- It is not possible to edit a submitted abstract. To release it for editing please contact abstracts@epc2024.com

Please do not answer this e-mail:
For abstract submission technical issues, contact: info@saysoft.net
For abstract submission instruction of use, contact: abstracts@epc2024.com
For scientific issues concerning your abstract, refer to: moderator@epc2024.com

REVIEWERS COMMENTS:

ABSTRACT STATUS **Not submitted**

Note: If your Status is set on:
Not Submitted: Your abstract has been released for editing. You are requested to review it and resubmit
Waiting for approval: Your abstract is in reviewing mode. It cannot be edited. if needed please contact above mentioned e-mails

Abstract ID: 130689 (your reference number)

- Corresponding Author : **name family name**
- Country : Italy
- Title : **orem ipsum dolor sit amet, consectetur adipiscing elit**
- Topic : 15 Topic
- e-mail : john@doe.xx

You may check your abstract Online through [the EPC2024 Authors' portal](#)

Best regards,



The EPC 2024 Abstracts Submission System.
Website home page: www.epc2024.com
Abstracts contact : abstracts@epc2024.com