

### Important Notes and Instructions

Authors are invited to submit their abstract either to a Research Network (RN), a Research Stream (RS) and/or a Semi-Plenary (SP). You can submit a maximum of two abstracts to the ESA 2017 conference, but only one submission per RN or RS is allowed. At the entire conference, each participant can only present one paper as first author (in case that two abstracts are accepted, s/he will have to decide which one to cancel). After abstract evaluation, coordinators will have the chance to transfer papers between sessions where applicable. Abstracts should not exceed 250 words (for semi-plenaries: 500 words). Most paper sessions will have the duration of 1.5 hours. Normally sessions will include 4 papers (15 minutes presentation time per paper) and discussion.

Abstracts must be submitted online to *the submission platform*, see below. Abstracts sent by email cannot be accepted. Abstracts will be peer-reviewed and selected for presentation by the RN or RS coordinators. The notification of acceptance will be sent by the conference software system in early April 2017. Abstract submission deadline: 1st February 2017

Conference website: [www.esa13thconference.eu](http://www.esa13thconference.eu)

**Abstract Submission** Just as at the previous conference in Prague, ESA's 13th conference in Athens 2017 will also be managed via the online conference software tool called "ConfTool". Here, you will be able to submit your abstract, and Research Network/Stream coordinators and reviewers will be able to evaluate these abstracts and select them for presentation at the conference. Through the same online platform, all of you will be able to register to the conference as participants (from March/April 2017 onward).

STEP 1) In order to do so, you will have to create a user account in ConfTool. You will find the link to ConfTool at the conference website [www.esa13thconference.eu](http://www.esa13thconference.eu).

- ConfTool will be activated in December 2016. When registering to ConfTool, please provide a valid name and email address, since these will be used later for sending you relevant information about your submission and the conference! 13

- Please also note that the user name and the password are both case sensitive! This means that for example "peter" and "Peter" are two different user names and/or passwords. Furthermore consider that some letters and numbers look quite similar, for example the capital letter "O" and the number zero "0" look alike but are different symbols.

STEP 2) After you will have created a user account in ConfTool, you will be able to submit your abstract online to a specific RN, RS, or SP.

**Timeline:** 2017 1st February Abstract submission deadline

(for RN/RS coordinators: 15 March – peer-review end date in ConfTool)

1st April Notification of acceptance (sent to abstract submitters via ConfTool in early April)

1st May Early-bird registration deadline

1st June Paper givers registration deadline

1st August Printing of the programme

29 Aug. to 1 Sep. 13th ESA conference in Athens

**Further rules** • Please note, for abstract submitters (and conference participants in general) it is not required to be an ESA member while members of the Executive Committee, RN coordinators and RN board members, RS coordinators and RN/RS/SP session chairs must be registered ESA members.\*

- At the conference, session chairs cannot present in the session she or he is chairing. Chairs have an important role; they will guarantee that each speaker receives feedback and they will engage the audience in debate, too. \* Please note that ESA membership is valid for two years; membership includes a substantial reduction of the conference fee (roughly, 'membership fee' + 'membership conference fee' = 'standard conference fee')!