

# IAS2017

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9TH IAS CONFERENCE ON HIV SCIENCE  
PARIS, FRANCE | 23-26 JULY 2017



#IAS2017 | @IAS\_conference



**IAS***2017*

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PARIS, FRANCE | 23-26 JULY 2017

# HOW TO SUBMIT AN ABSTRACT TO IAS 2017

## TUTORIAL

# Introduction

Welcome to the tutorial on how to submit an abstract to IAS 2017.

The aim of this document is to guide you step-by-step through the process of submitting an abstract for the 9th IAS Conference on HIV Science (IAS 2017).

# Step 1: Login to your conference profile

Go to [www.ias2017.org](http://www.ias2017.org) and click on “Log into your profile”.



# Step 1: Login to your conference profile

Create a new profile account or sign in to your existing account.





**CONFERENCE PROFILE**

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**You already have a Profile Account**

Do you have a profile from a previous IAS/International AIDS conference? Are you an IAS member? Log in below with your existing credentials

You can enter either your profile email or your IAS membership number

**I have read and agree to the Data protection and sharing of contact details terms without any restrictions.**

**SIGN IN** [Forgot your password?](#)

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**You don't have a Profile Account**

Through the conference profile you can you can register for IAS 2017, apply for a scholarship, submit an abstract to the Abstract Mentor Programme, submit an abstract to IAS 2017, submit an Affiliated Independent Event application, book your accommodation.

**Create a new profile**

Enter a valid email address to create a profile

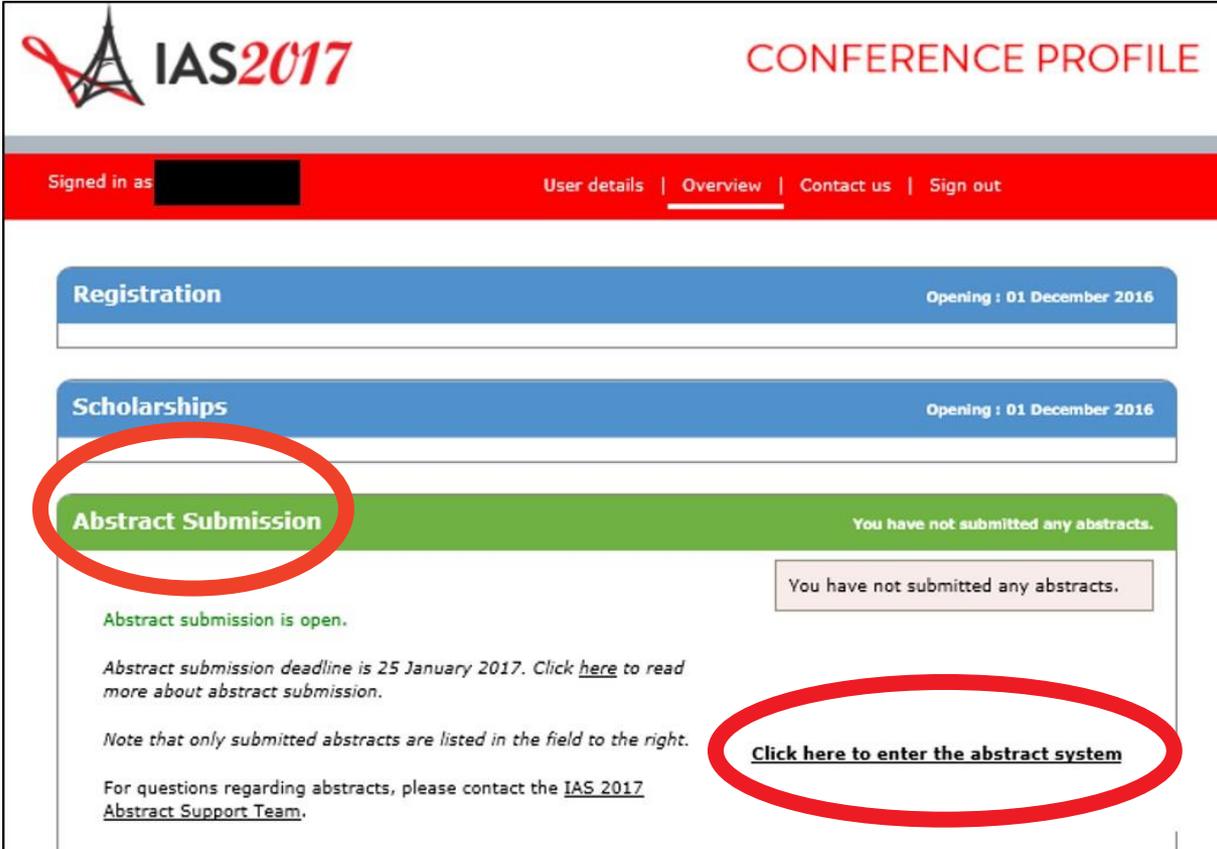
**I have read and agree to the Data protection and sharing of contact details terms without any restrictions.**

**SUBMIT**

# Step 2: Enter the Abstract Submission System

On the **Overview** page, click on **Abstract Submission**.

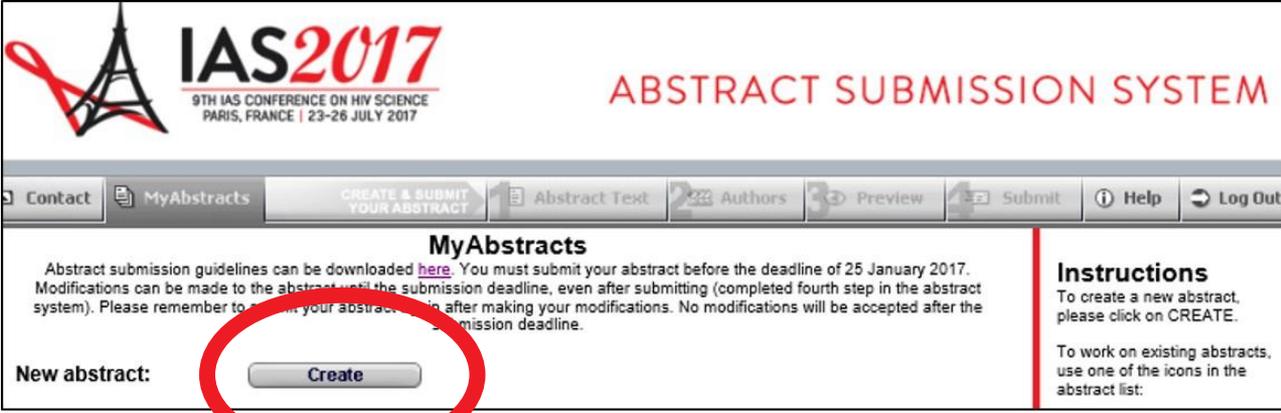
Click on the link on the right hand side to enter the Abstract Submission System.



The screenshot shows the 'CONFERENCE PROFILE' page for IAS2017. The page has a red header with the IAS2017 logo and navigation links: 'Signed in as [redacted]', 'User details', 'Overview' (underlined), 'Contact us', and 'Sign out'. Below the header are three main sections: 'Registration' (Opening: 01 December 2016), 'Scholarships' (Opening: 01 December 2016), and 'Abstract Submission' (highlighted with a red circle). The 'Abstract Submission' section contains the text: 'You have not submitted any abstracts.', 'Abstract submission is open.', 'Abstract submission deadline is 25 January 2017. Click [here](#) to read more about abstract submission.', 'Note that only submitted abstracts are listed in the field to the right.', and 'For questions regarding abstracts, please contact the [IAS 2017 Abstract Support Team](#).' A red circle highlights the link 'Click here to enter the abstract system' on the right side of the page.

# Step 3: Create an abstract

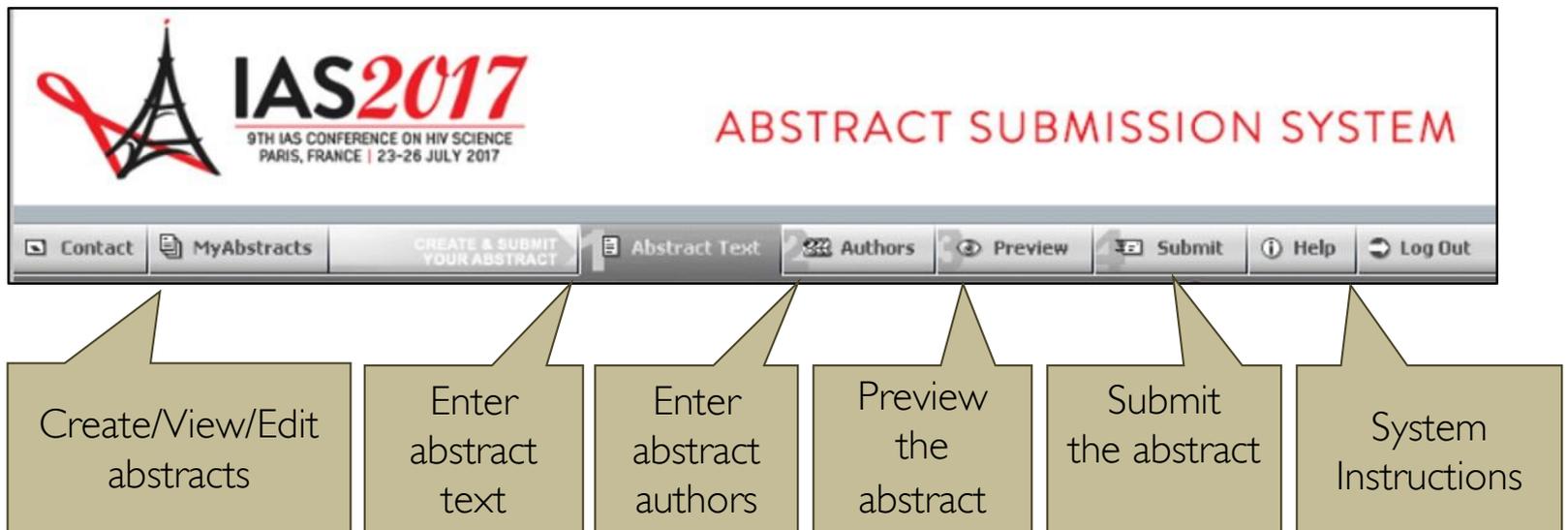
On the MyAbstracts page, click on **Create** to create a new abstract.



The screenshot shows the IAS 2017 Abstract Submission System interface. At the top left is the IAS 2017 logo. To the right, it says "ABSTRACT SUBMISSION SYSTEM". Below the logo is a navigation bar with buttons for "Contact", "MyAbstracts", "CREATE & SUBMIT YOUR ABSTRACT", "Abstract Text", "Authors", "Preview", "Submit", "Help", and "Log Out". The main content area is titled "MyAbstracts" and contains the following text: "Abstract submission guidelines can be downloaded [here](#). You must submit your abstract before the deadline of 25 January 2017. 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." Below this text is a "New abstract:" label and a "Create" button, which is circled in red. To the right of the main content area is an "Instructions" section with the text: "To create a new abstract, please click on CREATE. To work on existing abstracts, use one of the icons in the abstract list:"

# Navigating the system

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



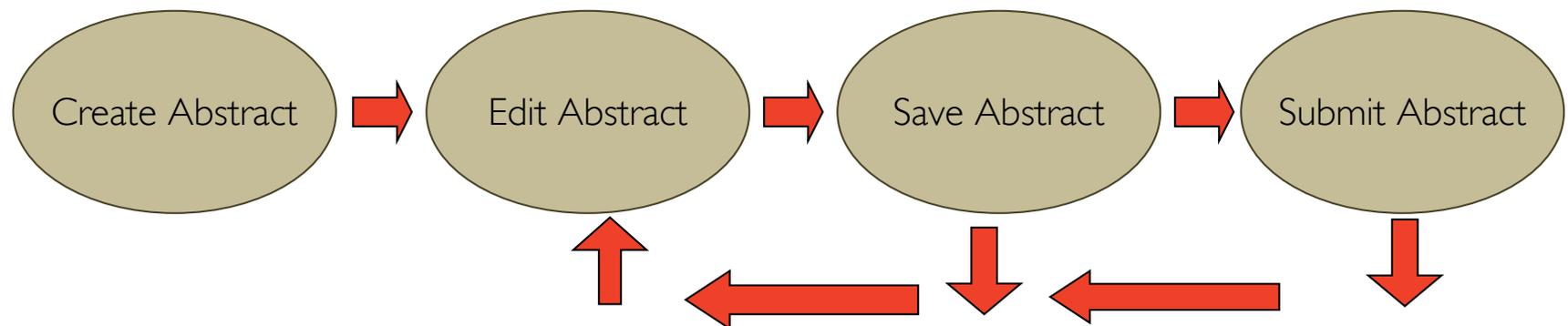
The screenshot shows the top navigation bar of the IAS2017 Abstract Submission System. The bar includes the IAS2017 logo and the text "ABSTRACT SUBMISSION SYSTEM". Below the logo, there are several tabs: "Contact", "MyAbstracts", "CREATE & SUBMIT YOUR ABSTRACT", "Abstract Text", "Authors", "Preview", "Submit", "Help", and "Log Out". Callouts point to the "Abstract Text", "Authors", "Preview", "Submit", and "Help" tabs, explaining their functions.

Tab	Function
MyAbstracts	Create/View/Edit abstracts
Abstract Text	Enter abstract text
Authors	Enter abstract authors
Preview	Preview the abstract
Submit	Submit the abstract
Help	System Instructions

# 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: **25 January 2017**.

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 2017 Track Scope and Objectives](#), and the complete list of the [IAS 2017 Track Categories](#) on the conference website.



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**ABSTRACT SUBMISSION**

Contact MyAbstracts CREATE & SUBMIT YOUR ABSTRACT Abstract Text Authors Preview Sub

**Abstract Text - Step 1/4**  
Abstract submission guidelines can be downloaded [here](#).  
You must submit your abstract before the deadline of 25 January 2017.

**Category: \***  
Mandatory Field

**Country of Research: \***  
Mandatory Field

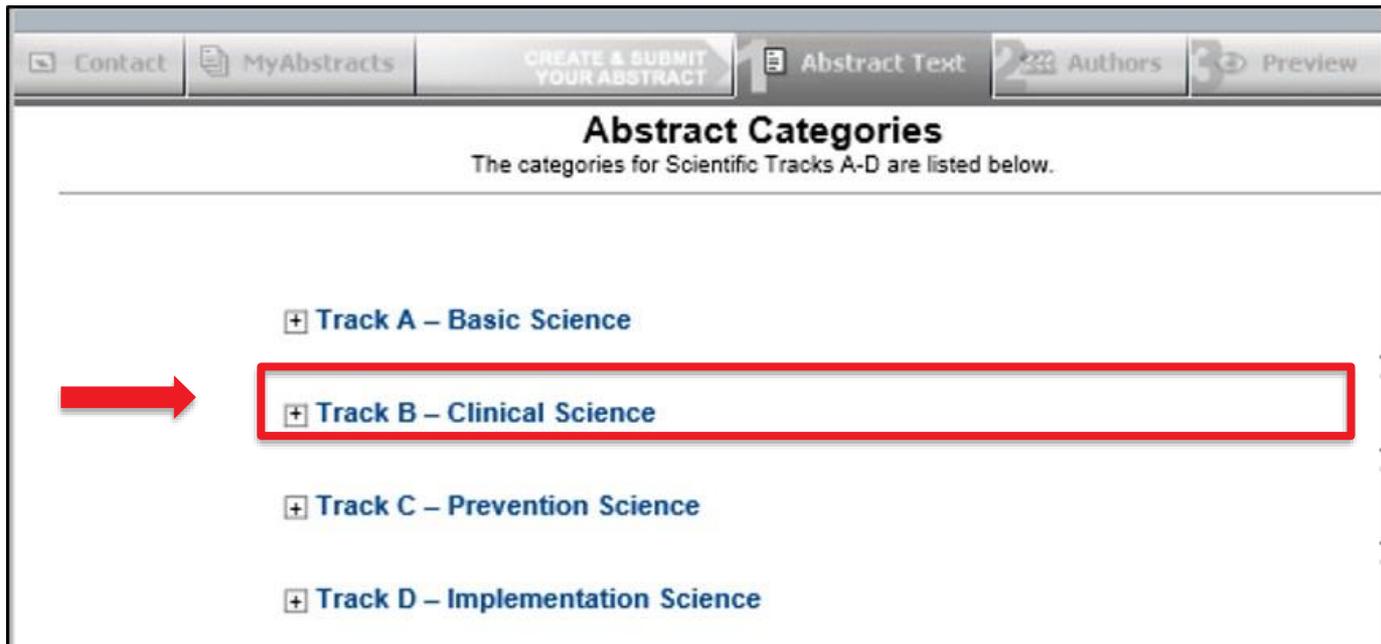
**Key Population: \*** Please indicate the main key population to which the abstract relates to:  
Mandatory Field

**Key Population:** Please indicate a second key population, if applicable:  
Optional Field

**Key Population:** Please indicate a third key population, if applicable:  
Optional Field

# Step 4: Select a category

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



Contact MyAbstracts CREATE & SUBMIT YOUR ABSTRACT Abstract Text Authors Preview

## Abstract Categories

The categories for Scientific Tracks A-D are listed below.

- + Track A – Basic Science
- + Track B – Clinical Science
- + Track C – Prevention Science
- + Track D – Implementation Science

| st

# Step 4: Select a category

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

2<sup>nd</sup>



- Track A – Basic Science**
  
- Track B – Clinical Science**
  - Course of HIV Disease**
  - Diagnostic and Monitoring Tools**
  - Co-Infections (Including Opportunistic Infections)**
  - Comorbidities and Complications (Including those Related to ART)**
  - Antiretroviral Therapies in Adults (Clinical Trials and Observational Cohort Studies)**
  - Other Strategies and Therapies (non-ART)**
  - Clinical Issues Specific to Women**
  - Clinical Issues Specific to Paediatric and Adolescent HIV**
  - Clinical Issues Specific to Key Populations**
  
- Track C – Prevention Science**
  
- Track D – Implementation Science**

# Step 4: Select a category

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

3<sup>rd</sup>



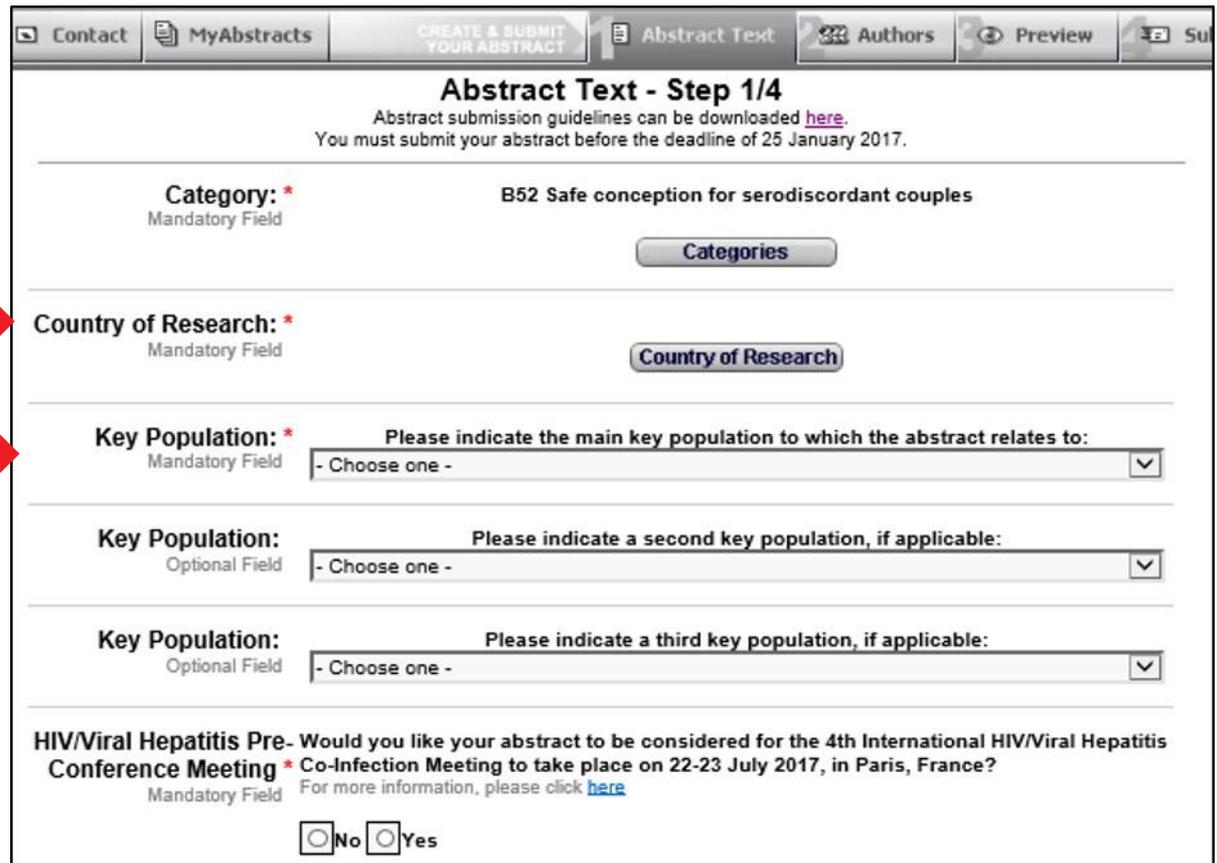
- Track B – Clinical Science**
- Course of HIV Disease**
- Diagnostic and Monitoring Tools**
- Co-Infections (Including Opportunistic Infections)**
- Comorbidities and Complications (Including those Related to ART)**
- Antiretroviral Therapies in Adults (Clinical Trials and Observational Cohort Studies)**
- Other Strategies and Therapies (non-ART)**
- Clinical Issues Specific to Women**
  - B51 Clinical management issues and pharmacokinetics during and after pregnancy
  - B52 Safe conception for serodiscordant couples
  - B53 Menopause and HIV
  - B54 Contraception and HIV
  - B55 Gender specific issues of ART efficacy, adverse reactions and complications
- Clinical Issues Specific to Paediatric and Adolescent HIV**
- Clinical Issues Specific to Key Populations**

# Step 4: Enter abstract information

Indicate the country (ies) and main key population(s) to which the abstract relates, if applicable.



Mark any additional tick-boxes, if applicable.



**Abstract Text - Step 1/4**  
Abstract submission guidelines can be downloaded [here](#).  
You must submit your abstract before the deadline of 25 January 2017.

**Category: \*** B52 Safe conception for serodiscordant couples  
Mandatory Field [Categories](#)

**Country of Research: \***  
Mandatory Field [Country of Research](#)

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

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

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

**HIV/Viral Hepatitis Pre-Conference Meeting \*** Would you like your abstract to be considered for the 4th International HIV/Viral Hepatitis Co-Infection Meeting to take place on 22-23 July 2017, in Paris, France?  
Mandatory Field For more information, please click [here](#)

No  Yes

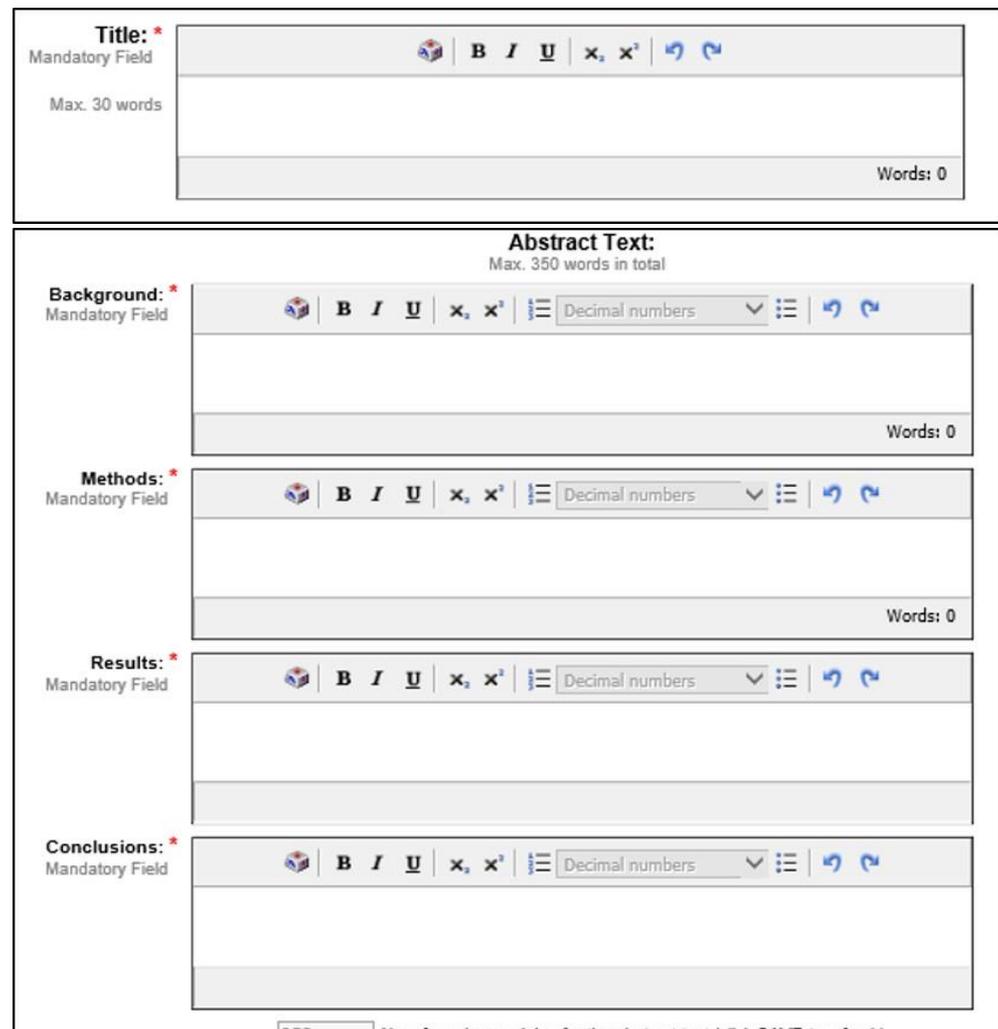
# Step 4: Enter abstract text

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 abstract submission. It consists of four main sections, each with a text input field and a word count indicator:

- Title:** A mandatory field with a maximum of 30 words. The input area includes a rich text editor toolbar with icons for bold, italic, underline, strikethrough, and link.
- Abstract Text:** A mandatory field with a maximum of 350 words in total. This section is divided into four sub-sections:
  - Background:** A mandatory field with a maximum of 350 words in total.
  - Methods:** A mandatory field with a maximum of 350 words in total.
  - Results:** A mandatory field with a maximum of 350 words in total.
  - Conclusions:** A mandatory field with a maximum of 350 words in total.Each sub-section has its own rich text editor toolbar, including a dropdown menu for "Decimal numbers".

# Step 4: 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 Text - Step 1/4**  
Abstract submission guidelines can be downloaded [here](#).  
You must submit your abstract before the deadline of 25 January 2017.

**Category:** \* Mandatory Field  
B52 Safe conception for serodiscordant couples  
[Categories](#)

**Country of Research:** \* Mandatory Field  
[Country of Research](#)

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

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

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

**HIV/Viral Hepatitis Pre-Conference Meeting:** \* Mandatory Field  
Would you like your abstract to be considered for the 4th International HIV/Viral Hepatitis Co-infection Meeting to take place on 22-23 July 2017, in Paris, France?  
For more information, please click [here](#).  
 No  Yes

**Title:** \* Mandatory Field  
Max: 30 words  
Words: 0

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**Abstract Text**  
Max: 350 words in total

**Background:** \* Mandatory Field  
Words: 0

**Methods:** \* Mandatory Field  
Words: 0

**Results:** \* Mandatory Field  
Words: 0

**Conclusions:** \* Mandatory Field  
Words: 0

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

**Ethical Research Declaration:** \* Mandatory Field  
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. 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

[Back](#) [Save](#) [Next Step >>>](#)

**Instructions**  
Enter all fields on this page and click SAVE to save your abstract. Mandatory fields are marked with an asterisk.

**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 populations:** The data on key 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 will be automatically converted into bold font, so please enter only the plain text in sentence case.

**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 function or replace if necessary. Do not use the text in your abstract programme into a standard font before pasting. This will prevent such problems.

[How to insert a table?](#)

## Step 4: Enter abstract text

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. 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

Back

Save

Next Step >>>

# Step 5: 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).

**Abstract 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 25 January 2017.

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**New Author:**

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**Study Group:**

# Step 6: 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 has not yet been submitted.**

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Abstract category: B52 Safe conception for serodiscordant couples  
Title: **Test submission**  
Authors: F. Marques  
Institution(s): *International AIDS Society, Geneva, Switzerland*  
Text: **Background:** Indicate the purpose and objective of the research, the hypothesis that was tested or a description of the problem being analysed or evaluated.  
**Methods:** Describe the study period / setting / location, study design, study population, data collection and methods of analysis used.  
**Results:** Present as clearly and as much in detail as possible the findings / outcome of the study. Please summarize any specific results.  
**Conclusions:** Explain the significance of your findings / outcomes of the study for HIV prevention, treatment, care and/or support, and future implications of the results.

Country of research: Zimbabwe  
Key Population: Women  
Submitted to HIV/Viral Hepatitis: Yes  
Pre-Conference: This abstract is related to Hep C.  
Ethical research declaration: Yes

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Conference: 9th IAS Conference on HIV Science - Reference No: A-854-0126-00094 - Status: Draft

[Print](#) [Next Step >>>](#)

# Step 7: 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**.

### Abstract 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 25 January 2017. 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 2017, 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 2017 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 conference profile, by completing a scholarship application form by 1 February 2017.  
  
If you have already submitted a scholarship application and you are the presenting author, please go back to your scholarship application and add this abstract submission number A-854-0126-00094 (deadline: 1 February 2017) to your application.  
  
Please note: Scholarship applications linked to abstracts are judged based on the quality of the abstract, and the scholarship is connected to the abstract, not an individual. If the presenting author changes, the scholarship will be cancelled unless a request is made to transfer the grant(s) to the new presenter. Please note that if the new presenting author has already incurred costs for travel, accommodation or registration, these will not be reimbursed by the scholarship. Deadline for scholarship transfer requests is 29 May 2017.

# Step 8: 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 the  
9th IAS Conference on HIV Science (IAS 2017)**

A confirmation e-mail with important information concerning your abstract submission has been sent to you using this/these e-mail address(es):

**filipa.marques@iasociety.org**

Please note that the e-mail transmission may take some minutes, depending on your mail server configuration.  
**If you do not receive a confirmation e-mail within a reasonable time, please make sure:**

- the e-mail address(es) listed above are correct and valid.
- in order to successfully receive the confirmation email, we recommend to use at least one free mail address, such as Yahoo or Hotmail.

You may correct e-mail addresses in the IAS 2017 conference profile only.

If you have questions please contact [abstracts@ias2017.org](mailto:abstracts@ias2017.org).

Thank you.

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**Continue**

# Questions?

For any questions about abstract submissions,  
please contact [abstracts@ias2017.org](mailto:abstracts@ias2017.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 2017. The programme is open from 21 November 2015 to 10 January 2017. Find out more by visiting the [AMP webpage](#).