IOP EventsAir Abstract submission portal

**Background**
The IOP conferences team is launching a new Events online system which will update the look and feel of our conferences websites, as well as the functionalities for abstract submission and registration to our conferences. If you are interested in a particular conference and want to submit an abstract to it, you can find the link to submit your abstract via the conference website, under “Abstracts”.

**Abstract Submission**

Abstract submission for is now open. We are accepting oral and poster submissions until . In the following topics:

- 
- 
- 

You can find instructions on how to submit your abstract with this [useful guide](#).

When you are ready, please click the link below to create your account/sign in and submit your abstract.

**SUBMIT ABSTRACT**
Creating an account

To access the abstract submission portal, you will be asked to login or to create an account. This step is mandatory.

Abstract submission

Welcome to the abstract submission portal for [[EVENTNAME]].

Contributions for oral and poster presentations are invited. Abstracts of a maximum of xxx words/one A4 page (including figures and references) should be submitted online by [[DATE]].

To begin the submission process, please create an account or sign in below.

Sign in

Email Address

Password

The Password field is required.

Sign in

New Account

Create New Account

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Note: When creating an account, please make sure that you make a note of the email address and password you used. If you already have an account, please login in. You can click on “Forgotten your password?” if you need to reset it.

Update your contact details

You will then be asked to update your contact details before proceeding. This step is essential if this is your first time logging in to our new portal.

Welcome

Home  Update Contact Information

Update Contact Information

If this is your first time logging in or want to change/add something to your contact details, please use the button below.

Create Contact

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You will need to fill in your details as per below. Please note that name, surname, gender and early career researcher fields are mandatory.
Once you finish, you can submit your details.

Submitting your abstract

Once your details are up to date, you can click on the portal homepage which will give you quick instructions on how to navigate the portal:

1. Update/change your contact details on the Contact Details tab
2. Submit your abstract on the Abstract submission tab
3. Edit your abstract(s) after submitting.
1. **Update/change your contact details on the Contact Details tab**

This tab will show the details you have filled in when creating your account. If something has changed or you need to add anything, please use the Edit Contact Details.

2. **Submit your abstract on the Abstract submission tab**

   Following the navigation on the left of the page, please add the following abstract details to your submission:

   - **Abstract title and presentation type** (indicate if you wish to apply for an oral or poster presentation, or if you are an invited or plenary speaker)
- Chose the **topic** of your submission from the ones available

- Review your contact details as author, add the **co-authors** of your work (if any) and specify who the presenting author is
Note: any mandatory fields that have not been filled in will show as a red alert on this page, as well as an alert icon on the navigation. You won’t be able to submit your work until these are filled in.

Accept the terms and conditions and submit your work.
Note: that as soon as you submit your abstract, you will receive an automated email with the details of the submission from conferences@iop.org. Please check your spam folder or contact the team if you do not receive it.

Dear William Smith,

Thank you for submitting an abstract to the event.

**Abstract details**

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<th>Marketing to Seniors living in Assisted Living Facilities</th>
</tr>
</thead>
<tbody>
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<td>1 p</td>
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<tr>
<td>Paper Status</td>
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<td>Workshop</td>
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<tr>
<td>Presenting Author</td>
<td>Mrs. Amelia Jones</td>
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<tr>
<td>Affiliations</td>
<td>NYC University of Tourism</td>
</tr>
<tr>
<td>Co-Authors</td>
<td>Mr. Brad Anderson</td>
</tr>
<tr>
<td>Affiliations</td>
<td>University of Texas</td>
</tr>
<tr>
<td>Biography</td>
<td>Mrs. Jones is a talented researcher in lifestyle trends of our senior citizens.</td>
</tr>
</tbody>
</table>

**Next steps**

We will get in touch regarding the outcome shortly after the submission deadline.

If you would like to review or edit your submission, please use the following link:

Abstract submission

If you have any questions, please contact conferences@iop.org.

Best wishes,

The conferences team

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3. Edit your abstract(s) after submitting

In the Edit your Abstract tab, you will be able to check the status of your submission, as well as editing your work (until the abstract submission deadline).

**Welcome Test Test**

**Edit Abstract**

Your uploaded abstracts are listed below along with their status. To edit your abstract click on the **Edit** button.

<table>
<thead>
<tr>
<th>Title</th>
<th>Status</th>
<th>Document</th>
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<tbody>
<tr>
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</tr>
<tr>
<td>Untitled</td>
<td>Draft</td>
<td></td>
</tr>
</tbody>
</table>

**Note:** You can access this page via the link you received on your Confirmation of Abstract submission email above. The outcome of your submission will be available on the portal and emailed to you once available.

We hope this guide has been useful. If you have any further questions, please email conferences@iop.org.