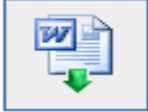


# Assistance for the abstract submission

## 1. Treatment of the template

- 1.1. Please download first the MCN abstract template. This is made by link „MCN abstract template“. (see illustration 1)



To process the abstract automatically, using the [MCN abstract template](#) is required. The MCN abstract template is a Microsoft Word document that helps you composing an abstract, which can then be submitted online.

**Note:** In order to download the abstract template, right-click on the link and select "Save target as..."

illustration 1

- 1.2. Please open now the template on your computer (by WORD: from version 97)!
- 1.3. Read first the regulation for writing on abstract.
- 1.4. Fill in now title and associated text into the appropriate gaps of the template. (see illustration 2 for abstract title and see illustration 3 for abstract text)

Please be advised to further consider the „Tips for composing abstracts" on page 3 of this document.

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Please enter the abstract title between the following two lines:

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|

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illustration 2

Please enter the abstract text underneath the following line. Be advised that the abstract text must not exceed this page!

---

illustration 3

- 1.5. If you settled all inputs you can now store and close the document.

## 2. Submission of abstract

- 2.1. You can submit now the abstract (short scientific paper, poster, film) over the following point! (see illustration 4)

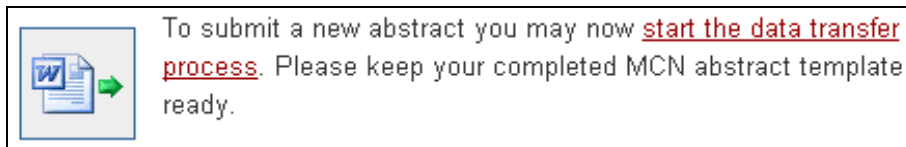


illustration 4

- 2.2. Please click now on „Browse“ in order to indicate your abstract template which you downloaded and worked on before. (see illustration 5)

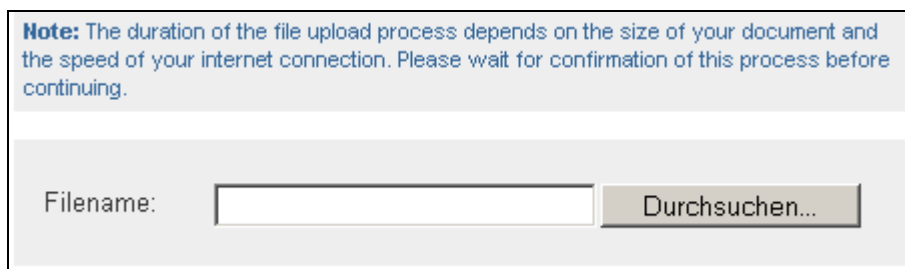


illustration 5

- 2.3. Click now on „Continue...“!
- 2.4. Your template was dispatched now to MCN and occurs there to a check which examines the validity of the templates. If it is valid, you will receive an appropriate confirmation on the following page. (see illustration 6)

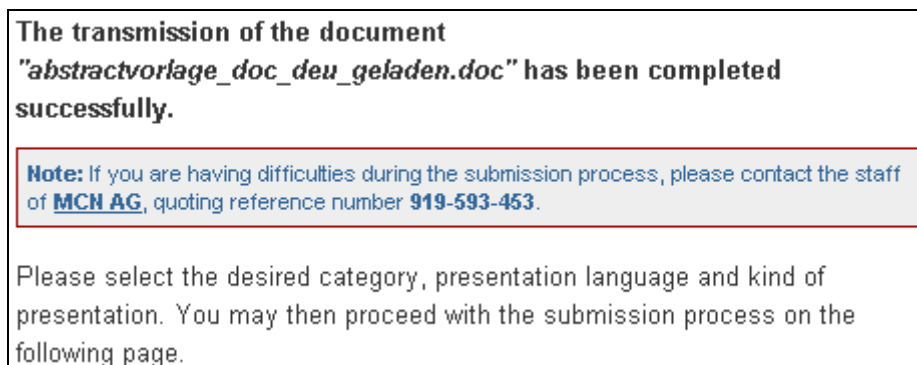


illustration 6

If you don't receive a positive feedback, this can be because of the following error criteria:

- ⇒ **You are not using our template or you use an older version!**
- ⇒ **You have done a mistake with your data (title and text) within the template, e. g. by breach of guidelines!**

Check again your input data!

- 2.5. After a positive feedback you can indicate now category, presentation language and kind of lecture. (see illustration 7)

Category:

Language:

Presentation:

illustration 7

- 2.6. Click now on „Continue...“!
  - 2.7. Your title of abstract was extracted from the template.
  - 2.8. Click now on „Continue...“!
  - 2.9. Fill in your authors! Click on link “Add author”.
- Please note that you have to name at least one person as main author.  
(see illustration 8)

**Author information:** ✕

Title:

First name\*:

Last name\*:

Main author:

Clinic name\*:

[Add new clinic](#)

illustration 8

Allocate the associated clinic over link „Add new clinic“.  
(see illustration 9).

**Clinic information:** ✕

Clinic name\*:

Department:

Street:

ZIP-code:

City\*:

Country:

illustration 9

Please note with „Save data...“ that you have to select the clinic in the “DropDown – menu“. Allocate every author to a clinic! (see illustration 10)

**Author information:**

Title:

First name\*:

Last name\*:

Main author:

Clinic name\*:

illustration 10

2.10. If you have entered all data correct the following screen appears:

**Note:** If you are having difficulties during the submission process, please contact the staff of **MCH AG**, quoting reference number **919-593-453**.

✗ [Prof. Dr. Martin Musterman](#), [Klinik Nbg. Süd, Nürnberg](#) (Main author)

✗ [Dr. James Smith](#), [Klinik Nbg. Nord, Nürnberg](#)

[Add new author](#)

2.11. Click now on „Continue...“.

2.12. Please register now! (see illustration 11)

Please login now using your personal registration data. If you have [lost your password](#), please contact us.

If you have not yet received any login information, please [register](#) now. The abstract submission process will automatically continue after you registered successfully.

**Note:** If you are having difficulties during the submission process, please contact the staff of **MCH AG**, quoting reference number **881-649-196**.

Last name:

First name:

Day of birth:

Password:

illustration 11

If you have formerly used the online service for this event and/or have received access information for this service, you may now fill in the input fields “First name, Lastname, password”! If you haven’t any access information, please click on ”Register”! (see illustration 11)

<a href="#">Personal information</a>   <a href="#">Address information</a>	
Salutation*:	<input type="text" value="Mr."/>
Title:	<input type="text" value="Prof. Dr."/>
First name*:	<input type="text" value="Martin"/>
Last name*:	<input type="text" value="Musterman"/>
Date of birth*:	<input type="text" value="01.01.1950"/>
Password*:	<input type="text" value="testing"/>
Confirm Password*:	<input type="text" value="testing"/>
<input type="button" value="Next ..."/>	

<a href="#">Personal information</a>   <a href="#">Address information</a>	
Address*:	<input type="text" value="Clinic"/>
Address-Ext. 1:	<input type="text"/>
Address-Ext. 2:	<input type="text"/>
Address-Ext. 3:	<input type="text"/>
Street*:	<input type="text" value="Teststr. 20"/>
ZIP-code*:	<input type="text" value="99999"/>
City*:	<input type="text" value="Nürnberg"/>
Country*:	<input type="text" value="Deutschland"/>
Phone number:	<input type="text"/>
Fax number:	<input type="text"/>
E-mail*:	<input type="text" value="martin.mustermann@klinikumsued-nbg.de"/>
<input type="button" value="Register ..."/>	

If you have done all inputs, please click on „Register...“.

**2.13.** In the last step you see a summary of your input data!

**2.14.** If correct, please store!

**2.15.** It should be indicated now: Your abstract was successfully submitted!

**2.16.** On the starting side you can see now your abstract and possibly accomplish changes (presupposed you are still logged in).  
(see illustration 12)


	<p>If you have formerly used the online service for this event and/or have received access information for this service, you may now <a href="#">log in</a> right away. You will then get an overview of already submitted and still missing abstracts and can change information for these abstracts.</p>
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illustration 12