



66th INTERNATIONAL ASTRONAUTICAL CONGRESS JERUSALEM, 12 – 16 OCTOBER 2015

INSTRUCTIONS TO AUTHORS

The following guide provides a step-by-step guide to upload an abstract for the International Astronautical Congress which will be held in Jerusalem, Israel, 12 – 16 October 2015.

IMPORTANT DATES

Action/Task	Date
Call for Abstracts Deadline	23 February 2015
Manuscript & Presentation upload opening	4 May 2015
Presentation confirmation deadline	15 June 2015
Manuscript submission deadline	24 September 2015 (14:00 CET)
Presentation submission deadline	2 October 2015 (14:00 CET)
Congress	12-16 October 2015

USEFUL CONTACTS

Technical Programme

(Manuscript-handling system)

IAF Secretariat

Email: support@iafastro.org

Telephone: +33 (0)1 45 67 42 60

Website: www.iafastro.org

Registration, Accommodation & Tour

(Congress & social events, Hotel and tour booking)

IAC-2015 Website: www.iac2015.org

GENERAL CONSIDERATIONS

- Submitted papers have not been published, nor are they currently under consideration for publication elsewhere
- Abstracts should be limited to 400 words
- It is mandatory for authors to **prepare a manuscript** when selected to make an oral presentation in one of the Congress technical sessions.
- The **official language** of the Conference is English, meaning that all submitted materials must be prepared in English only.
- Abstracts should be submitted through the IAF website (see procedure hereafter)



HOW TO SUBMIT AN ABSTRACT

The abstract submission system is available by clicking on the “Upload your Abstract” button at www.iafastro.net

First time users will have to create an account using the provided registration form.

Users that have already participated in an IAF Conference/Congress may use their existing login details to access their author’s restricted area.

In case you have forgotten your password, please use the “Password request” function or ask for assistance by sending an email to support@iafastro.org.

UPLOAD YOUR ABSTRACT

SIGN IN

Username

Password

[Recovery password](#)

Once you are connected to your restricted area, go to “**Submit an abstract/Manuscript/Presentation**” and then click on “**Add new abstract**”. Click then on “**66th International Astronautical Congress**” - You will be redirected to the **abstract submission page**.

RESTRICTED AREA

PAPER SUBMISSION SYSTEM

- [Submit an Abstract/Manuscript/Presentation](#)
- [Instructions](#)
- [Congress Browser \(Lite\)](#)
- [My Papers Archive](#)

PAPERS OF THE CURRENT CONGRESS OR CONFERENCE

MY PAPERS

No papers

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CHOOSE CONGRESS FOR YOUR PAPER

Year	Short Title	Location	Call for paper till
2015	IAC-15 66th International Astronautical Congress	Jerusalem, Israel	2015-02-23 07:00 GMT

Once you are on the abstract submission page, select first a Symposium and choose the session to which (where?) your abstract should be submitted to.

Submit Paper Into This Session

Type your abstract title and content (max. 400 words) in the provided text boxes (a copy/paste from Word works).

Paper title
Please do not insert any LATEX commands here and **do not** write in capital letters.
Please **do not** insert any additional information like your address, company or co-authors here.

Abstract content
(maximum 400 words)
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Words in the abstract: 1

Desired type of presentation

- Oral or poster Do an oral presentation Prepare a poster (to be hanged in the session room or poster session area)

Occupation

- I am a student

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The operation can not be undone.

To add your co-authors, please click on “Add co-authors” on the left-hand side menu which is available in your paper information webpage.

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PAPER INFORMATION

Paper code (Automatic Code)

Title

Date

Time

Order

Room

Session

Symposium

Congress



Start typing your co-author name in the provided text box. If his/her name does not appear in the list, please fill-in the registration form.

ADD CO-AUTHOR

order	author	email	company	country	function
1					main

Start typing an email, first or last name (don't use title) of a co-author in any order and the program will provide you with the names containing typed characters combinations. Select a required name in the pop-up list then click "Add" button.

Or, [register new](#) not listed co-author.