



## INTERNATIONAL ASTRONAUTICAL FEDERATION

### IAC 2014

#### Abstract Submission FAQs

1. When can I submit an abstracts submission for IAC2014?  
Abstracts may be submitted from 11 November 2013 to 25 February 2014 at 18:00. No abstracts will be accepted beyond this time.
2. When is the submission deadline for abstracts?  
The final deadline to submit the abstract is 25 February 2014, 18:00. No abstracts will be accepted beyond this time.
3. What is the required structure for an abstract?  
An abstract consists of a title, author list and the abstract text.
4. What is the maximum number of words/characters my abstract can contain?  
The abstract text is limited to 2800 characters (~400 words). This limit includes the title and author information. If your abstract exceeds this limit, you will be prompted to correct it before being allowed to continue.
5. Can I include a table, graph or image in my abstract?  
It is not possible to include tables or graphs/images in the abstract.
6. Where can I read more about the IAC programme?  
Detailed descriptions about the scope and objectives of each scientific track, as defined by the International Programme Committee, can be found here:  
<http://www.iafastro.net/iac/list/IAC-14/>
7. What are my options with regard to presentation preference?  
Your options are as follows:

  - Oral: Abstract will ONLY be considered for a talk. If your abstract is not selected for a talk, it will be rejected.
  - Poster: Abstracts will ONLY be considered for a poster. If your abstract is not selected for a poster, it will be rejected.
  - Oral or poster: Abstract will be considered for a talk or a poster presentation. This option allows participation in both categories. If not selected for a talk, it will be AUTOMATICALLY for a poster presentation.

8. How do I submit an abstract?

Before submitting an abstract, you are asked to create a profile at [www.iafastro.net](http://www.iafastro.net). One or several abstract can be submitted from your Congress Profile.

To submit abstracts, please login into your Congress Profile and click on “submit abstract” field in the Overview-tab. You will then see a link to enter into the abstract submission system.

In the abstract submission system, please follow the steps 1-4 to create and submit your abstract:

- a) Select the Symposium and Technical Session.
- b) Enter your abstract title and text
- c) Select presentation format (oral, poster, oral or poster)
- d) Submit your abstract

After an abstract has been created, modifications can be made until the submission deadline. After making your modifications, you need to submit your abstract again. No modifications will be accepted after the submission deadline.

9. My project is still ongoing and there are no results yet, should I still submit an abstract?

Abstracts are intended to present scientific studies, research, programmes, policies, etc. highlighting both the methods or description and results or recommendations. If you are describing a study that is still in the planning stage, it would not be suitable for an abstract submission, unless the method that you will use is, for instance, of particular scientific interest. However, if you are currently doing investigation and you only have initial data but it seems relevant or significant, please submit the abstract.

10. Who selects the abstracts and decides how they will be presented?

All submitted abstracts will go through a blind peer-review process carried out by the International Programme Committee. The IPC makes the final selection of abstracts to be included in the congress programme.

Abstracts can be selected for oral presentation in Oral Abstract Sessions or to be presented as a poster. A small number of highest-scoring posters are selected for presentation in Oral Poster Discussion Session, whereas majority of posters will be displayed in the Poster Exhibition.

11. I am not sure which technical session my abstract should be submitted under?

Please select the technical session that most closely aligns to your work. We recognize that many abstracts will fall into two more technical sessions. The Session Chairs will have the authority to reassign abstracts to the most appropriate category.

12. How many authors can I include in the author’s list?

The number of co-authors per abstract is unlimited. A person can be listed as a co-author if he/she has made a substantive intellectual contribution to the submission.

13. I have submitted my abstract but now I realize that it contained a mistake and I need to revise it. Should I submit the abstract again online?

You can make changes to your abstract prior to the submission deadline by logging into the submissions site and selecting “edit abstract” option from the author menu.

14. May I submit more than one application?

Yes, you may. Please complete one for each abstract you submit.

15. How do I know if it is complete?

The abstract submission process does not include an automated email response confirming your entry. Once successfully submitted, the uploading status of your abstract should change into “submitted”.

16. Will I be able to submit my abstract in a language other than English?

No, only abstracts composed in English will be accepted for review.

17. I am unable to attend the congress. Can I still submit an abstract for publication in the IAC proceedings?

If you know for definite that it will be impossible for your material to be presented at the congress by yourself or a co-author/colleague, please do not make a submission. We do not allow abstracts to be published in the congress proceedings without an attending author.

## Selection Process

18. My abstract has been accepted for oral presentation, can it move session?

No, the session stated in the confirmation email is final.

19. When will I know if my abstract has been accepted?

Correspondence informing you of the outcome of review will be sent to you by email on the 16, 17 or 18 April 2014. This correspondence will inform you of the details of your presentation format as well as instructions for the submission of your presentation slides or poster.

20. Do I receive feedback about my submission even if it is not accepted?

In case of non-acceptance, a notification will be sent by email to the lead author.

21. When will I know the day and time of my presentation?

A notification email with full details regarding the session that you have been assigned to will be released between 16 and 18 April 2014.

22. I need a certificate that my abstract was accepted for the congress. Who do I contact?

To obtain a certificate on abstracts accepted to the congress, please contact [support@iafastro.org](mailto:support@iafastro.org)