



## 65<sup>th</sup> INTERNATIONAL ASTRONAUTICAL CONGRESS TORONTO, 29 SEPTEMBER – 3 OCTOBER 2014

### 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 Toronto, Canada, 29 September – 3 October 2014.

#### IMPORTANT DATES

Action/Task	Date
Call for Abstracts Deadline	25 February 2014
Manuscript & Presentation upload opening	2 May 2014
Presentation confirmation deadline	15 June 2014
Manuscript submission deadline	10 September 2014 (14:00 CET)
Presentation submission deadline	22 September 2014 (14:00 CET)
Congress	29 September - 3 October 2014

#### USEFUL CONTACTS

**Technical Programme**  
*(Manuscript-handling system)*

**IAF Secretariat**  
Email: [support@iafastro.org](mailto:support@iafastro.org)  
Telephone: +33 (0)1 45 67 42 60  
Website: [www.iafastro.org](http://www.iafastro.org)

**Registration, Accommodation & Tour**  
*(Congress & social events, Hotel and tour booking)*

IAC-2014 Website: [www.iac2014.org](http://www.iac2014.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

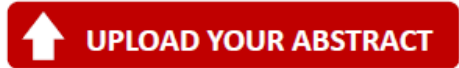
The abstract submission system is available by clicking on the “Upload your Abstract” button.

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](mailto:support@iafastro.org).

Once you are connected to your restricted area, go to “**Paper Submission System**” and then click on “**Submit an Abstract**”. You will be redirected to the **abstract submission page**.



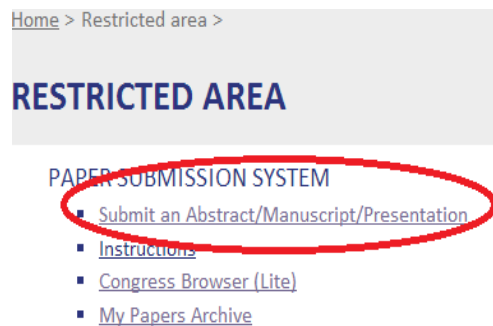
Username

Password

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- [Join us \(register\)](#)
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Once you are on the abstract submission page, click on “Select Symposium/Session” and choose the session to which (*where?*) your abstract should be submitted to and type your abstract title and content (max. 400 words) in the provided text boxes (*a copy/paste from Word works*).

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### COMPOSE YOUR ABSTRACT

Select symposium/session



SELECT A SESSION TO SUBMIT YOUR ABSTRACT

Congress:

Symposium:

Session:

TYPE YOUR ABSTRACT TITLE IN THE PROVIDED FIELD




#### 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 or co-authors here.

#### Abstract content (maximum 400 words)

Warning: use the tool bar for any special symbols (like %) or your text in the PDF file could be uncompleted!

Please **do not** insert any additional information like your address or co-authors here.



**WRITE OR COPY/PASTE THE  
CONTENT OF YOUR ABSTRACT IN  
THIS FIELD USING THE TOOLBOX ON  
THE RIGHT-HAND SIDE TO ADD  
SPECIAL CHARACTERS**

TOOLBOX						
B	U	/	^	^	≡	
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θ	ι	κ	λ	μ	ν	
ξ	ο	π	ω	ρ	ε	
σ	ς	τ	υ	φ	φ	
χ	ψ	ω	Γ	Δ	Θ	
Λ	Ξ	Π	Σ	Υ	Φ	
		Ψ	Ω			

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words in abstract: 1

I am a student.

#### Type of presentation

- Oral or poster;
- Oral;
- Poster.



Choose if you would prefer to do an oral or a poster presentation

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 / IAC 14 ,  
(+automatic code)

**PAPER INFORMATION**

**Congress Browser**

**View abstract (PDF)**

**Download abstract (PDF)**

**Edit abstract**

**Change symposium/session**

**Add co-authors**

**Upload/update manuscript**

**Upload/update presentation**

**Delete paper**

**Paper code**  
IAC 14 , (+automatic code)

**Title**  
**(Title of your paper)**

**Session**  
(Session of your choice)

**Symposium**  
(Symposium of your choice)

**Congress**  
IAC 14

**Selection result**  
**abstract successfully uploaded**

**Main author**  
**(You)**

**Co-authors**

**Uploading status**

Manuscript

Presentation

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.

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**(Title of your paper)**

**ADD CO-AUTHOR**

order	author	email	company	country	function
<input type="checkbox"/> 1	<input type="checkbox"/> (You)	(Your email)	(Your company)		main
<input type="checkbox"/>	<input type="checkbox"/>				
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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.

**Tape your co-author's last name and see if he/she appears in the list. If not, complete the registration form by clicking on « register new »**

**Register your co-authors**