**7ISEBE Guideline tutorial for Abstract Preparation and Submission**

All the process of abstract submission has to be done online according to the following procedure:

**Step 1**

In your browser write and click the link [https://7isebe.sciencesconf.org/](https://7isebe.sciencesconf.org/) to access the 7ISEBE website platform

**Step 2**

In the menu, below the banner, go to “Abstract submission” and click on “Registration for submission” as shown below

You will be directed to the following page

If you already have an account on Sciencesconf.org or HAL (mostly for French people) you can login directly by clicking on “Login” on the Left side. If you do not have such an account you will have to create one by clicking on “I do not have an account” on the right side.
Step 3
After clicking on “I do not have an account”, you will be directed to the page below. Fill in the required data in the boxes. All the data with * must be completed. For the dates, you may give the starting and ending dates of the symposium. The students who want to apply for a free registration grant must select “yes” in the correspond menu at the bottom of the form. Idem for the technical visits. Once you have finished, click on “Overview”.

![Form Image]
Step 4
The next page is a summary of your registration data. Click on “Submit”

The message below will appear

After clicking on Ok, you will be redirected towards the Home page of the website.

Step 5. The 7ISEBE platform system will send to your e-mail address an automatic message as the one shown below with an activation link to confirm the creation of your account. Click on the provided link.
Dear Hervé Macaire,

You have created a new account on Sciencesconf.org platform (https://7isebe.sciencesconf.org/).

In order to activate this new account and logging to the system, please click [https://7isebe.sciencesconf.org/user/activate?token/0aad92572767d953=4327317993/04abeec13/dd/registration/true](https://7isebe.sciencesconf.org/user/activate?token/0aad92572767d953=4327317993/04abeec13/dd/registration/true)

Best Regards,
TEAM Sciencesconf.org

You will be redirected to the following page. Click on Login

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**FINALIZE YOUR REGISTRATION**

Your account is activated.

Please log yourself to finish your registration

[Login]

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**Step 6. You will now be directed to this other page.**
After filling the Login and password that you have created on step 3 and clicking on the “login” button, you will have access to the new page below and be able to start the submission process. Click on the box “my submission”

Step 7.
On the window that will open click on “Submit an abstract” at the bottom-center of the page.

Step 8
The abstract submission really starts at this moment and counts of 4 pages. The 1st page is shown below.
Fill in the boxes as indicated. In the large box of the 1st page, copy or write the text of your abstract which cannot exceeds 400 words and must be written in English, which is the only official language of the symposium. If your text exceeds 400 words, you will not be able to proceed further. Please clearly state the objectives and relevance of your work. Specify succinctly the methodology (particularly the scale of your work, lab, pilot, full scale). Clearly state the results (preferably with numbers, if relevant) and the conclusions. Avoid generalities and vague statements of future results. Avoid the "narrative" type of Abstract. Abstracts with a strong commercial slant or bias will be rejected. Click on next step to proceed to the other pages.

**Step 9.** On page 2 indicate the name and affiliation of all authors. Click on “Add an author” for that and fill appropriately the boxes on the window that will open. To valid one addition click on “OK”. You will also have to fill the affiliation of the authors. For this you have to click on “Add an affiliation” which is written in blue below the author name and again fill appropriately the boxes on the new window that will open and click on “OK” to validate it.

Once all authors and affiliations have been added click on next step.

Before that, do not forgot to precise which of the authors will be the speaker by ticking the appropriate box on the left side of the names.

All these steps are shown by screen captures below. Again click on “Next step” to access to the 3rd page.
**NEW SUBMISSION**

You must add all authors individually. To add an author, first click on "Add an author" and fill in the form, secondly click on "Add an affiliation" and enter the details of the author's institution(s).

<table>
<thead>
<tr>
<th>Author(s)</th>
<th>Add an author (+)</th>
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**SPEAKER**

- **Harvé Macari** (harve.macari@univ-amu.fr)
  - Institut méditerranéen de biodiversité et d'écologie marine et continentale
  - Add an affiliation...

**Author(s)**

- **Harvé Macari**
  - Add an affiliation...

**NEW SUBMISSION**

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**Author(s)**

- **Harvé Macari**
  - Add an affiliation...

- **Antonio Sanderas**
  - Add an affiliation...

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  - Add an affiliation...

**Author(s)**

- **Harvé Macari**
  - Add an affiliation...

- **Antonio Sanderas**
  - Add an affiliation...
Step 10. On page 3, you will be able to upload a file. For the students who are candidates to a free grant registration, it is here that you can upload your motivation letter and proof of valid student status. Click on "Next Step" to go to page 4.
Step 11. On page 4 of the submission procedure, you will be able to check the summary of your data. If you want to see your abstract in the final formatted style you can click on the logo of the pdf version (see below). In case you have uploaded a file on page 3, it is possible that this will not work. Do not worry since you will be able to see it later.
On the previous screen capture, on the top right side, the number in blue after “Sciencesconf.org:7ISEBE” is the reference of your abstract.

**Example of abstract submission**

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**Abstract**

Write here the text of your abstract which cannot exceeds 400 words and must be written in English, which is the only official language of the symposium. If your text exceeds 400 words, you will not be able to proceed further. Please clearly state the objectives and relevance of your work. Specify succinctly the methodology (particularly the scale of your work, lab, pilot, full scale). Clearly state the results (preferably with numbers, if relevant) and the conclusions. Avoid generalities and vague statements of future results. Avoid the “narrative” type of Abstract. Abstracts with a strong commercial slant or bias will be rejected.

**Keywords:** Example, abstract submission, 7ISEBE, Marseille, France

On this page, in case you need to review some data before submission, you can return to the previous pages (underlined labels “Metadata”, “Authors”, “Files”) by clicking on the name of the page.

Once everything is OK, click on the gray box “Submit” at the bottom-center in order to submit your abstract.

**Step 12.** The following window will open, click on OK.

**Step 13.** This will bring you to the page below where by clicking on the eye on the right side (arrow 1), you will be able to see your submission. It is here that you will have access again to the pdf of your formatted abstract if it did not work previously.
On the same page, by clicking on the pen (arrow 2), you will be able to restart the submission process eventually in order to make corrections.

**Step 14.** At this stage, the submission process is over and you can logout from the 7isebe.sciencesconf.org platform by passing with the mouse over your name on the right side below the banner and clicking on “Logout” as shown on the screen capture below.
Re-loging to 7ISEBE.sciencesconf.or platform

Once you have created your account in the 7ISEBE web site, in case you want to logging again to revise or modify your submission, click directly on the “Login” Button on the right side just under the banner as shown in the following screen capture.

This will bring you back to the login screen shown on step 6 (page 4 of the tutorial) and then the page below. On this page, you may also access to your submission and registration details by passing the mouse over the “MY SPACE” on the right side.

Deadline for Abstract Submission: the abstracts should be sent NO LATER THAN January 2, 2023. We remember you that you can submit up to 2 abstracts (1 oral and 1 poster, or 2 posters). Corrections to your abstracts and personal details will be possible until this date.
**Review:** Abstracts received by January 2, 2023 deadline will be reviewed for technical merit and relevance. When assigning accepted abstracts to program slots, the Evaluation Committee will consider the authors’ suggestions as to the Topic session and presentation preference (oral or poster), but the final decision on placement will be based on best overall design of the Symposium program.

**Notification of Acceptance/Placement:** By February 15, 2023, a letter stating the Committee’s decision on each abstract will be e-mailed to the Corresponding Author. If the Abstract was accepted, this letter will state the oral or poster session to which the abstract has been assigned, and will provide information on preparing the presentation.

**Information**

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IRD, Marseille France
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Webpage: https://7isebe.sciencesconf.org/