



## Account Setup

To begin using the platform, you need to set up your account. Please follow these steps to get started:

- **Email Authentication:** First, you'll need to authenticate your email address on the documediaS portal. When you access the submission site, the system will present you with two options: log in or create an account. If you've used the system before, simply log in with your existing credentials.
- **Creating a New Account:** If you're a first-time user, click on the "Create an Account" option. You can choose to use your email address or one of your social media accounts, such as Meta (formerly known as Facebook), Google, LinkedIn, X (formerly known as Twitter), or Apple.
- **Verification Email:** After providing your email address, a verification email will be automatically sent to you. This email will contain a unique verification code. This code ensures a secure login process.
- **Verification Process:** Enter the verification code you received into the system to confirm your account. It's essential to keep your account information, including your email and password, secure.
- **Check Spam Folder:** Typically, you should receive your verification email within seconds. However, if you don't see it in your inbox, please check your spam folder.

## General Submission Guidelines:

As a presenting author, please be aware of the following guidelines:

- **Rule of Two - Abstract Submission Policy:** Authors may submit multiple abstracts, but each presenter can be listed as the presenting author on a maximum of two abstracts.
- **Abstract Word Limit:** Each abstract must not exceed 45 words.
- **Paper Preparation & Format:** Papers must be prepared using the mandatory ECOC 2025 paper template. The template can be downloaded from the top right of the system, next to the instructions link. Papers must be in PDF format and submitted electronically through the submission system. The maximum length is three pages, with one additional page allowed for acknowledgments (optional) and references.
- **Mandatory Fields:** Within the submission site, some fields are mandatory and marked with a red asterisk (\*), meaning they must be completed.
- **GDPR and Submission Policy:** By submitting your abstract, you agree that your abstract and contact details may be shared with the ECOC 2025 Scientific Committee, reviewers (including those outside the EU), and the conference organizing company for conference preparation. You also consent to all terms regarding presentation recording, citation, and other submission policy terms if your paper is accepted. For full paper submission policy details, please refer to the submission policy details [here](#)

## Abstract Submission in 4 steps

After successfully logging in, you're prepared to begin the abstract submission process.

**My Submission Page:** Upon entering the system, you'll find an overview of your abstracts, each accompanied by its status. Quick links are provided for viewing, editing, submitting, or deleting your abstracts. To create a new abstract, click the "New Submission" button. The system will guide you through the required steps in the online form.

**Process Navigation:** Upon clicking "New Submission," you'll see a four-step progress bar at the top of the page. The system will guide you through the submission process, upon completion of each step simply click "Save and Next" button.



## Step 1: Abstract Body. This page is divide in 3 sections

### ■ **Type selection section**

Please select your preferred presentation type (poster or oral). Please note that you may submit as many abstracts as you like but each presenter can be listed as the presenting author on a maximum of two abstracts. Kindly note that that the ECOC technical programme committee is free to choose and allocate your submission to any presentation type independent of your choice.

### ■ **General data section**

- *Subcommittee*: Please select the sub-committee (SC) that best describe the technical scope and content of your paper from the dropdown list.
- *Student paper competition*: Indicate if you wish to participate in the Best Student Paper Award (oral or poster). Only presenting authors who are students are eligible and must upload a valid student ID.

### ■ **Abstract data section**

- *Title*: Please insert the title of your abstract either directly or by copy and pasting from MS Word or Pages. The maximum word limit is 25 words.
- *Abstract body*: Please enter your abstract content here.
  - ◆ *Text Entry*: For text entry just copy and paste content directly from a MS Word document or Pages. For formatting please use the editor toolbar, the specific functions can be viewed by hovering your cursor over each toolbar icon. The maximum word limit is 45 words.
  - ◆ Tables and images are not allowed.
- *Upload your full paper*: After preparing your full paper using the mandatory ECOC 2025 Word template, convert the Word document to PDF. Ensure the file does not exceed 3 pages, plus one additional page for acknowledgments (optional), and remains under 5MB in size. Once ready, save the PDF to your computer and upload it by clicking the "Browse Files" button. Please note that if your file does not meet these requirements, the system will block the upload and display an alert. To upload a different document please click on the "Reset upload" and choose a different document.

Once completed, please click on the "Save and Next" button to advance to step 2.

**System Alerts:** The system will notify you of any incomplete mandatory fields or specification violations before allowing you to proceed. To continue without entering the required information, click "Proceed."

## Step 2 Authors

- **Adding an Author:** To include an author, either input the necessary information manually or utilize the convenient "Copy from Login" function, which populates the data from the login contact information you provided during account creation. Once done, click "Save and Add Institute."
- **Institutions:** For previously entered institutions, the system offers a time-saving pre-fill function on the right side, eliminating the need to re-enter information repeatedly.
- **Changing the Presenting Author:** If you need to change the presenting author, simply check the box labeled "Presenter" and provide the required information.
- **Author Order:** To adjust the order in which authors should appear in the abstract, please drag and drop their names into your preferred order.

Once the author-related information is completed, please proceed to the next step by clicking the "Next" button.



### Step 3 Affirmation

Please carefully review and confirm each statement on this page by either clicking or sliding the button located underneath each statement.

After confirming these statements, click the "Save and Next" button to proceed to Step 4.


### Step 4 Submit

In this step, carefully review your abstract content. If you wish to make any changes, navigate to the respective sections using the links provided on the left side of the page.

Once you are satisfied with your submission, please proceed by clicking the "Submit" button.

For your convenience, you will have the option to download a PDF of your submission for your records.

Additionally, please be aware that an automatic confirmation email will be sent to you upon successful submission.

Please note that you can modify your submission until the deadline of **22nd April, 2025**. To edit your submission, please log in to the submission system using the link below and click on the "edit" icon  :

<https://ecoc2025.abstractserver.com/submission>

If you require any assistance, please don't hesitate to contact the ECOC 2025 abstract support team at [ecoc.abstracts@abstractserver.com](mailto:ecoc.abstracts@abstractserver.com) for assistance.