



The World Congress of the International Association for the
Scientific Study of Intellectual and Developmental Disabilities

6 - 9 August 2019

SEC, Glasgow, Scotland, UK

Welcome to IASSIDD 2019 Abstract Submission!

The IASSIDD 2019 Organising Committee is delighted that you are participating in The World Congress of the International Association for the Scientific Study of Intellectual and Developmental Disabilities by submitting an Abstract or a Symposium.

We hope you find the below guidelines helpful – should you require any further assistance please do not hesitate to contact us directly via iassidd2019@in-conference.org.uk

For information on **Abstract** Submission, see page **2**.

For information on **Symposium** Submission, see page **7**.



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Submission Guidelines – How to submit an Abstract


Step 1. Log in


You can log in to the system if you have a Google or LinkedIn account, alternatively, you can sign up for a new account by clicking sign up below.

To sign up for a new account, enter your email address (this will be the email address which all information relating to your submission will be sent to).


Enter a password of your choosing and then hit the orange log in button.

Log In

Please log in using the form below. If you need help then click on the  icon above.





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Log In

[Log In](#) [Sign Up](#)

 LOG IN WITH GOOGLE

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or

[Don't remember your password?](#)

[LOG IN >](#)

Step 2. Terms & Conditions

Once you have logged in a page titled 'Terms and Conditions' will appear. To continue to your submission, please read the terms and conditions and click in the empty box and hit the green 'Accept & Continue' button.

You should receive a "Welcome to Firebird" confirmation email – please check your Spam inbox if this has been redirected here.



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Step 3. Submission Dashboard and Abstract Submission

After accepting the terms and conditions you will be directed to your personal submission dashboard.

To add an abstract, click on 'add abstract submission' on the bottom right side.



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Welcome to IASSIDD 2019

3 months

Until submission deadline

i

Submission Information

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We are all very excited about IASSIDD 2019 and are looking forward to welcoming you in Glasgow.

Start by submitting your Abstract or Symposium below:

Submit an individual Abstract: If you would like to submit an abstract that is not linked to a Symposium, click on "Add Abstract Submission" and follow the instructions on that page.

Submit a Symposium: If you would like to propose a new symposium of your own, please click on the "Add symposium" button to propose a new symposium. Then, to add your abstracts to the symposium, please return to the abstract submission page and click on "Add Abstract Submission" and follow the instructions on that page.

If you require any assistance, please click on the **Help Me** button or email us via iassidd2019@in-conference.org.uk

We look forward to receiving your submissions!

IASSIDD 2019 Congress Secretariat

+
Add Symposium Proposal

+
Add Abstract Submission

Step 4. Abstract Submission

On the next page, select in this area if you want to submit and oral or poster. If you don't mind which presentation format, select 'Oral or Poster'. After you have selected your preferred option of presentation, click 'Next'.



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Questions

If you have any questions during the submission process, please contact the organizers. Your questions will be answered automatically, so you can start the process.

Format:

- Oral
- Poster
- Oral or Poster
- Symposia**
-

Step 5. Abstract Detail

You are now asked to enter the content of your abstract.

Please enter the title of your abstract at the top and its body in the boxes below. Each abstract should be made up of the following structure:

- Introduction
- Methods
- Results
- Implications

The total word count should not exceed 200 words for all four sections combined. The word count can be viewed at the bottom of the screen.

If you need to exceed the 200 words slightly, the system will allow 220 words. If your abstract is above 220 words, you will not be able to move on to the next step in your submission.

Click 'next' to move on.

Step 6. Authors and Affiliations

To add the authors of your abstract, please click 'Add Author'



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There are no authors for this Submission

+
Add Author

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Help

Previous Next Preview Close

In the Add Author section, add the email address, the first name, surname and phone number of each author.

1 John Smith

+ Add Affiliation

Presenting Author No

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Add Author

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Help

Presenting Authors

To indicate the presenting author, click the box to say 'yes' against presenting author. It is not possible to select more than one presenting author. If you would like to request that two presenting authors are on your abstract, please contact iassidd2019@in-conference.org.uk

Deleting Authors

If you want to delete an author or you have made an error in the name and want to restart the process, click the 'x' at the top right corner of the box to remove the author.

Affiliation

You must include one affiliation of each author. To do so, click on the 'add affiliation' box for each author. It is not possible to select more than one affiliation per author.

Author Order

The authors will appear on the abstract in numerical order eg. 1, 2, 3

If you wish to amend the order in which the authors appear click on the 3 lines under the number of the author in the left blue box and drag the author into the position you need.



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Please note that all information you provide on authors will be printed as you submitted. Please ensure author names and affiliations are spelled correctly, that you selected the correct presenting author and ordered all authors in the correct order before you proceed.

Click Next to move on to submission details.



Step 7. Submission Details

In the last step, we ask you for some additional information regarding your abstract.

Submission Track

Please select the track that best fits your submission. Please note this is a required field and if you feel your submission does not fit in any of the tracks, there is an option for 'other'.

If you select other, please provide a category that explains your submission theme.

Keywords

Please include 5 keywords that best describe your submission.

Permissions

We require your permission on the below to accept your submission.

- Please ensure that each author on your submission has provided their permission to have this abstract submitted.
- Please let us know that you are happy to have your abstract featured in the IASSIDD 2019 book of abstracts and in the IASSIDD 2019 mobile app.
- Please provide your permission to correct small grammatical errors and/or spelling mistakes before publishing your abstract in the book of abstracts.

Click Next to see a summary of your submission.

Step 8. Congratulations

The final page is a summary of the abstract information you have submitted.

If there are any errors to your submission, please click on the previous box at the bottom left of the screen and return to the page where you would like to make your amendments.

Click next on each page and submit to finalise your submission. You will receive a confirmation email – please check your Spam folder should this be redirected here.

After hitting submit, you will be taken back to the Submission Dashboard and if you wish, you can add another submission.

If you experience any issues or have any questions you can call us on +44 (0) 131 336 4203 or email iassidd2019@in-conference.org.uk



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Submission Guidelines – How to submit a Symposium


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IASSIDD 2019 Congress Secretariat

+ Add Symposium Proposal

+ Add Abstract Submission

Step 4. Symposium Submission

On the next page, enter the title of your proposed symposium in the title box. In the box below this, please enter a brief description of what your symposium will cover.

Symposium Proposal

Please enter the title and a short description of your Symposium below.

Once your proposal is complete, you will be taken back to the dashboard. To add a maximum of 4 abstracts to

Please enter the title of your proposed Symposium (required):

Please enter a brief description of the symposium (required):

< Previous Next > Close

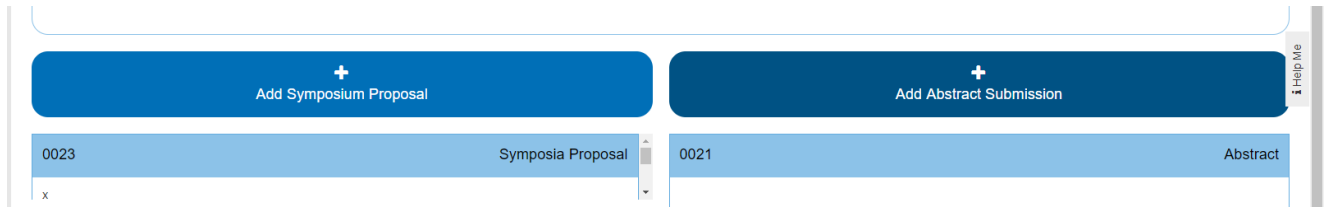
After you have entered this information, click 'Next'. You will be redirected to your Submission Dashboard. You will see that your symposia proposal is listed at the bottom left side of the screen.

You will receive a confirmation email – please check your Spam folder should this be redirected here.



Step 5. Linking your Abstracts

It is now necessary to add each of your 4 abstracts to your symposium. To do this click 'Add Abstract Submission' on the bottom right of your Dashboard



Step 6. Abstract Submission

On the next page, click on the dropdown box and select your Symposium. After you have selected your Symposium, click 'Next'.

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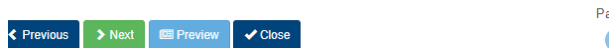
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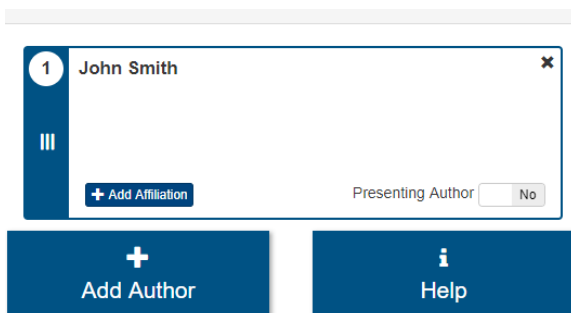
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To add the authors of your abstract, please click 'Add Author'

There are no authors for this Submission



In the Add Author section, add the email address, the first name, surname and phone number of each author.



Presenting Authors

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After hitting submit, you will be taken back to the Submission Dashboard.

You will receive a confirmation email – please check your Spam folder should this be redirected here.

Step 11. Add further Abstracts

Each Symposium should include a total of 4 abstracts. After submitting your first abstracts as per the instructions above, repeat the process until you submitted all 4 abstracts.

If you experience any issues or have any questions you can call us on +44 (0) 131 336 4203 or email iassidd2019@in-conference.org.uk