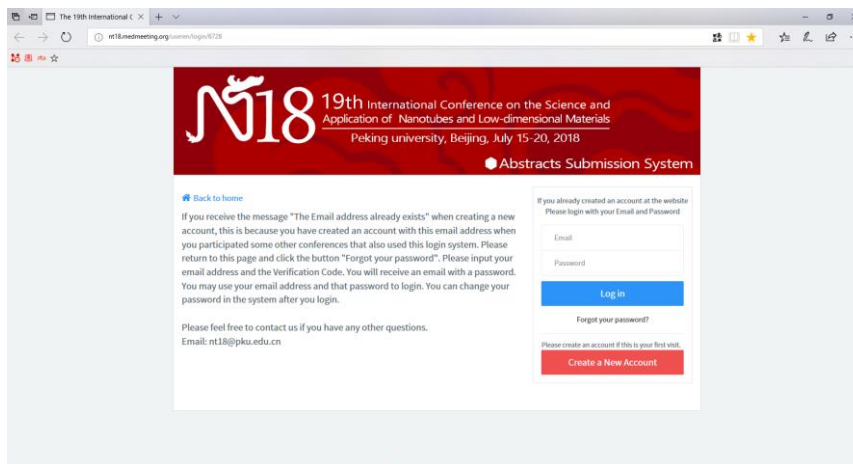


Guide of NT18 Abstracts Submission System

1. Create an account and login.

You will meet this page if it is the first time you visit the submission page. Click the red button "Create a New Account" with your email address.



Input your email address, password and other information. Click "Confirm and Register" to finish register. Click Confirm and you will login the system automatically. You may use the email address and password to login when change computer or after logout.

*Family Name	<input type="text"/>
*Department	<input type="text"/>
*Affiliation	<input type="text"/>
*Address	<input type="text"/>
ZIP/Postal Code	<input type="text"/>
*City	<input type="text"/>
*Country or Region	<input type="text" value="Please select"/>
*Tel	<input type="text" value="(e.g.) +86-10-12345678"/>
Birthday	<input type="text"/>

If you receive the message "The Email address already exists" when creating a new account, this is because you have created an account with this email address when you participated some other conferences that also used this login system. Please return to the first page and click the button "Forgot your password". Please input your email address and the Verification Code. You will receive an email with a password. You may use your email address and that password to login. You can change your password in the system after you login.

2. Submit your abstract.

After login, click Abstract Submission and Next>>Authors' information.

The screenshot shows the 'Abstract Submission' page. On the left is a navigation menu with 'Abstract Submission' highlighted. The main content area features a five-step process flow: Step 1 (Submission Guidelines), Step 2 (Authors' information), Step 3 (Abstract Content), Step 4 (Abstract Preview), and Step 5 (Abstract Submitted Successfully). A red arrow points to Step 2. Below the flow, there is a list of topics for selection, including 'Synthesis, Processing, and Functionalization' and 'Properties and Characterizations'. A 'Next>> Authors' information' button is located at the bottom right, with a red arrow pointing to it.

Just tick the "I am a presenting author" and the blanks will be filled by the information you give when register. After Check the information, click "Save and Next" to go next step.

The screenshot shows the 'Presenting Author's Information' form. The 'I am a presenting author.' checkbox is checked. The form contains several input fields: Email, Given name, Family name, Country/Region (dropdown), Department, Institution, Address, and Cell Phone. A red arrow points to the 'Save and Next' button at the bottom right.

1. Presenting Author's Information	
<input checked="" type="checkbox"/>	I am a presenting author.
* Email	<input type="text"/>
* Given name	<input type="text"/>
* Family name	<input type="text"/>
* Country/Region	<input type="text"/>
* Department	<input type="text"/>
* Institution	<input type="text"/>
* Address	<input type="text"/>
Cell Phone	+ <input type="text"/>

Add co-authors and Affiliation of co-author. Please Add Affiliations first before Add Author. Choose the affiliations for each author, you can choose one or both. Then click "Save and Next".

2. Co-Author's Information

Affiliation of co-author

No.	Affiliation	Del
1	<input type="text" value="Red Snake"/>	
2	<input type="text" value="Blue Moon"/>	<input type="button" value="Del"/>

Authors

Please enter all co-author's information on this screen.

- The number of co-authors is limited to 11.

- Authors will be printed in the order of input.

No.	Presenter	Corresponding Author	Given Name	Family Name	Affiliation	Del
1	Yes	<input checked="" type="radio"/>	<input type="text" value="Specter"/>	<input type="text" value="Lee"/>	1. <input type="text" value="Red Snake"/> 2. <input type="text" value="Please Select"/>	-
2		<input type="radio"/>	<input type="text" value="Tom"/>	<input type="text" value="White"/>	1. <input type="text" value="Red Snake"/> 2. <input type="text" value="Blue Moon"/>	<input type="button" value="Del"/>
3		<input type="radio"/>	<input type="text" value="Aoko"/>	<input type="text" value="Aozaki"/>	1. <input type="text" value="Blue Moon"/> 2. <input type="text" value="Please Select"/>	<input type="button" value="Del"/>

Choose your presentation type, Topic and Sub-topic. Input the title and content. You had better to update your abstract file by click “Select file”.

All abstracts should be written in English. The abstract should fit on **ONE A4 page** without any page number, within top and bottom margins of 30 mm and side margins of 25 mm. The abstract should be submitted in **PDF** format with the file size **less than 5 MB**. You may download the template of the abstracts([dot](#)) to get more information about the abstract.

Click “Save and Next” you will get a preview of your abstracts, if you are satisfied with it, click Next to finish this submission.

3. Abstract Content

*Preferred Type of Presentation	<input type="radio"/> Oral <input type="radio"/> Poster
*Topic	Select a topic... ▼
*Title	<input type="text"/>
*Content	<div style="border: 1px solid #ccc; padding: 5px;"><p>0 / Maximum of 3000 words</p><div style="border: 1px solid #ccc; padding: 5px;"><p>B <i>I</i> </p></div><div style="text-align: right; font-size: small;">Characters: 0, Words: 0</div></div>
Original Abstract ifload	<input type="button" value="Select file"/> <small>You must upload your original abstract file in doc docx rar zip pdf ppt pptx format</small>

You may View, Modify, and Delete your abstracts by Click “Abstracts Status” after submit.

Please feel free to contact us if you have any other questions.

Specter Lee

2018-1-8

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