

# Instructions for authors submitting an abstract

## If Not Registered yet:

- In the ICS website <https://www.speleo2017.com>, go to the 'Register' page and click on the 'REGISTER NOW!' red button <https://www.speleo2017.com/Register.html>



- You will be redirected to the conference registration & payments management website, 'ACCOUNT' set up page. Complete your conference account Profile. This also creates your 'Log In' for later use.
- Note:** If you intend to submit an abstract or paper, **make sure you select the 'Author' check box at the bottom of your profile** while completing your conference 'ACCOUNT', then click 'Create' (to Save).

A screenshot of the 'ACCOUNT' setup page. The page includes fields for Country (Australia), Time Zone, and Reviewing interests. Below these is a 'Bio statement' field. At the bottom, there is a 'Profile Image' section with a 'Choose File' button and an 'Upload' button. The 'Roles' section has three checkboxes: 'Reader' (checked), 'Author' (checked), and 'Reviewer' (unchecked). A red arrow points to the 'Author' checkbox. At the bottom left, there are 'Save' and 'Cancel' buttons, and a note: '\* Denotes required field'.

- Once you have completed the 'Account' set up you will be directed to the 'USER HOME' page. (Congress registration and payment can be completed now or at a later date)

- To start the abstract submission process, from the 'USER HOME' page, click on [**New Submission**] and follow the instructions. (**Note: you need to be Logged In**). **Type your abstract online in the text box provided or simply copy and paste the abstract text into the text box from your computer**. You cannot attach a file copy of your **abstract**. You will be able to see and track your Abstract Submission during the review and acceptance process.

Speleo 2017  
17th International Congress of Speleology, Sydney 2017  
Caves in an Ancient Land

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USER HOME

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17TH INTERNATIONAL CONGRESS OF SPELEOLOGY  
» Author 0 Active [New Submission]

MY ACCOUNT  
» Edit My Profile  
» Change My Password  
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If you experience any problems please email: [papers@speleo2017.com](mailto:papers@speleo2017.com)

***If You Have Already Created a Conference Account:***

If you have already created your conference Account, you can log back into your account at any time to edit the details, submit an abstract or paper or complete your 'Registration'. Go to <https://conference.speleo2017.com> and 'Log In'

17th International Congress of Speleology - Google Chrome  
https://conference.speleo2017.com/index.php/uis/speleo2017

Speleo 2017 Sydney 2017 Caves in an Ancient Land

HOME ABOUT LOG IN ACCOUNT ANNOUNCEMENTS REGISTRATION

17TH INTERNATIONAL CONGRESS OF SPELEOLOGY  
SYDNEY, AUSTRALIA  
23 JULY, 2017 - 29 JULY, 2017

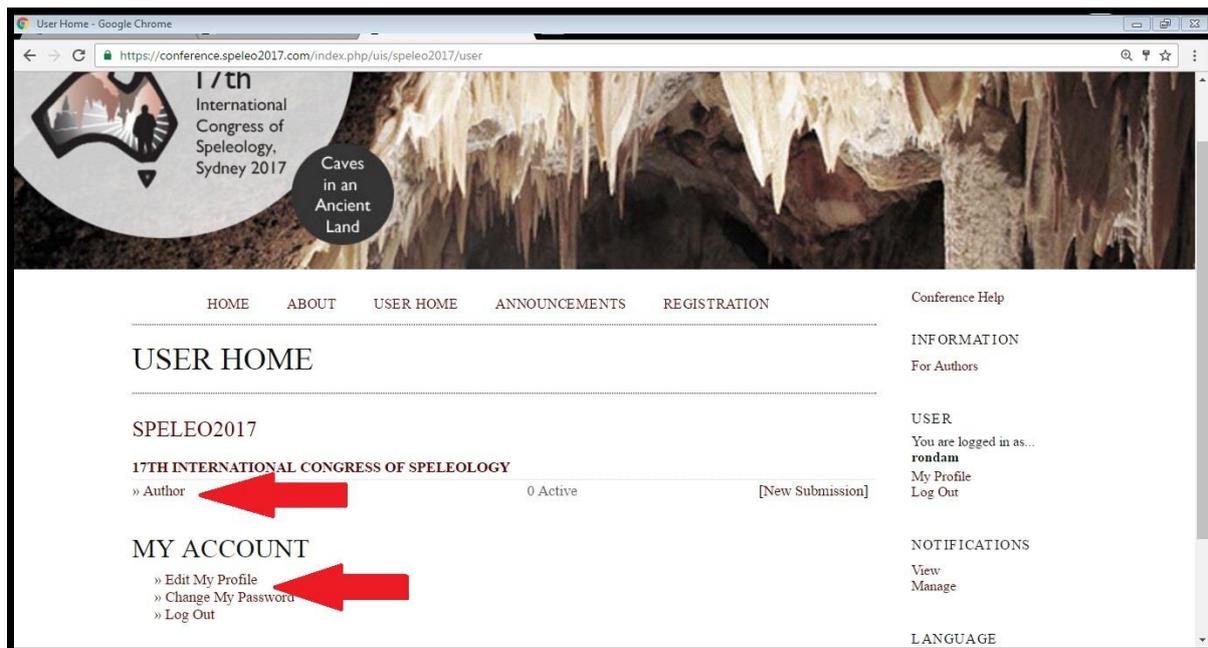
It is indeed an honour on behalf of the International Union of Speleology (UIS), the Australian Speleological Federation (ASF) and the 17th ICS Organising Commission, to extend this invitation to people from around the world with the common interest in exploration and study of subterranean caves and karst environments to visit Sydney, Australia, in 2017 for the world's premier speleological event. Please visit Speleo2017 for the the most up-to-date information on this congress.

CONFERENCE INFORMATION  
» Registration  
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- The 'Account Login' window will open.

- Once you Login you will be directed to your “User Home” page



- Remember, if you intend submitting an abstract or paper, you must ensure the ‘Author’ check box was selected when you created your conference ‘Account Profile’. **To check, look to see you are logged in as an ‘Author’ in the ‘USER HOME’ page.**
- If you are not logged in as an ‘Author’ in your ‘User Home’ page, you need to select ‘Edit My Profile’, scroll to the bottom of your conference ‘Account Profile’ and tick the ‘Author’ check box then click ‘Create’ (to Save).
- You should now be able to see and track your Abstract Submissions. Click on ‘New Submission’ to start the abstract submission process.



Remember, if you experience any problems please email: [papers@speleo2017.com](mailto:papers@speleo2017.com)