



## Abstract Submission Guidelines and Instructions

### SCAR/IASC Open Science Conference at POLAR2018

The SCAR/IASC Open Science Conference takes place from Tuesday, 19 June – Saturday, 23 June 2018 in Davos, Switzerland.

- Abstracts must be submitted electronically and in English, submission deadline is on 1 November 2017, 6pm CET (a [timeline](#) can be found here).
- The link for the abstract submission on the website will bring you to a login page, where you create your personal login. Make sure to keep your login information, as you can use it again later on for the conference registration.
- There is an abstract submission fee of 30 CHF per abstract. The fee is separate from the meeting registration fee and non-refundable. A limited number of abstract fee waivers, funded by the POLAR2018 host, will be available [here](#).
- You may submit as many abstracts as you like, but only two with a preference for an oral presentation.
- All material must be the work of the authors listed and appropriately referenced.
- Before entering your abstract, you will be asked to choose a session ([session program](#)). During review, session conveners can choose to shift an abstract into another session, after consulting with the new session conveners and the main author of the abstract.
- In a next step you will be asked to choose if your abstract is connected with one of three polar programs YOPP (Year of Polar Prediction), ACE (Antarctic Circumnavigation Expedition), MOSAiC (Multidisciplinary drifting Observatory for the Study of Arctic Climate) or none. These program names will act as keywords and will be searchable in the online program.
- The abstract title is limited to 80 characters (including spaces).
- The abstract text is limited to 1,500 characters (including spaces). If the text is too long, you cannot proceed to the next step and will be prompted to shorten the abstract.
- You can type your abstract directly in the submission form online or copy and paste it from another document. Special characters and formatting may be lost during the copying process. You may check your abstract with the preview button to see what it will look like.
- At any time during the submission, your entries are saved, and you can complete them at a later stage with your login.
- The description on the right side of the submission platform provides instructions and contact details should you encounter difficulties with the submission. The grey horizontal menu at the top of the page allows you to skip between the different steps of the submission process. Do not use the back button of your browser.
- You can edit or delete your abstract if necessary, add or remove authors and change the presenting author or the order of the authors after submission, but only until the submission deadline on 1 November 2017, 6pm CET.
- After the deadline all submitted abstracts will be reviewed, and accepted abstracts will be included in the conference program and published, once an author has registered. Should the authors wish to withdraw their abstract after the submission deadline, the authors should contact the [conference organization](#).