

# I-FAB 2020

## Instructions for Abstract Submission

- 1- Access <https://www.i-fab2020.com/call-for-papers/> to read the rules for paper submission and download an abstract sample. Then, click on *“Click Here to Submit Your Paper”*.



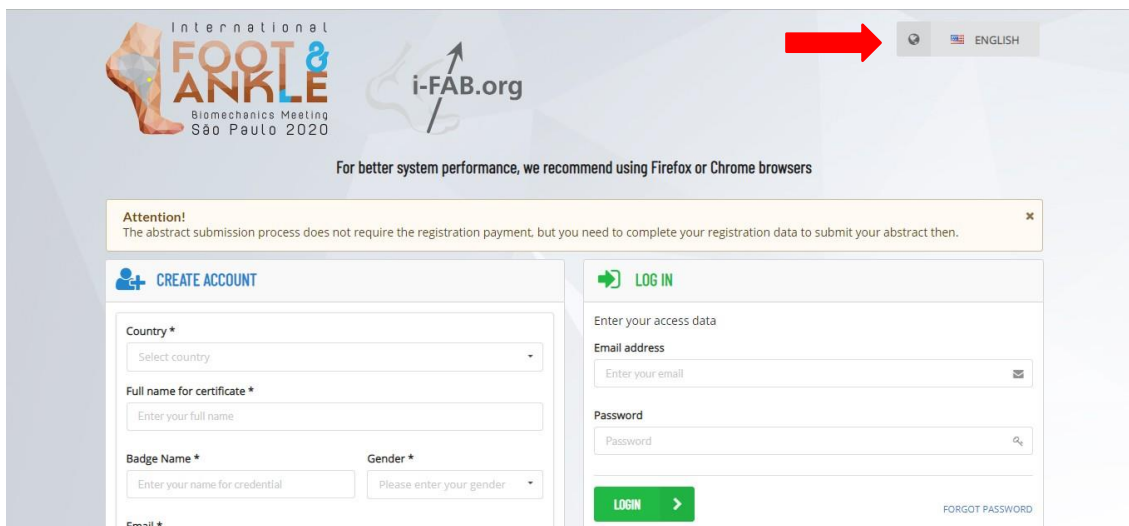
[Click Here to Submit Your Paper](#)

**IMPORTANT:** Papers will be submitted solely through the SYSTEM until November 10. Papers sent by email will NOT be accepted. The abstract must be attached to the system and linked with the author's registration

### Summary information

- Deadline for submission of papers: 10/11/2019
- Number of characters in the abstract: 400 words (1 page)
- Number of papers as lead author: unlimited
- Number of papers a co-author: unlimited
- Presentation formats: oral and poster

- 2- You'll be redirected to the online system submission. Click on the icon on the right top of the page to select your preferred language.



International  
**FOOT & ANKLE**  
Biomechanics Meeting  
São Paulo 2020

i-FAB.org

ENGLISH

For better system performance, we recommend using Firefox or Chrome browsers

**Attention!**  
The abstract submission process does not require the registration payment, but you need to complete your registration data to submit your abstract then.

**CREATE ACCOUNT**

Country \*  
Select country

Full name for certificate \*  
Enter your full name

Badge Name \*  
Enter your name for credential

Gender \*  
Please enter your gender

Email \*

**LOG IN**

Enter your access data

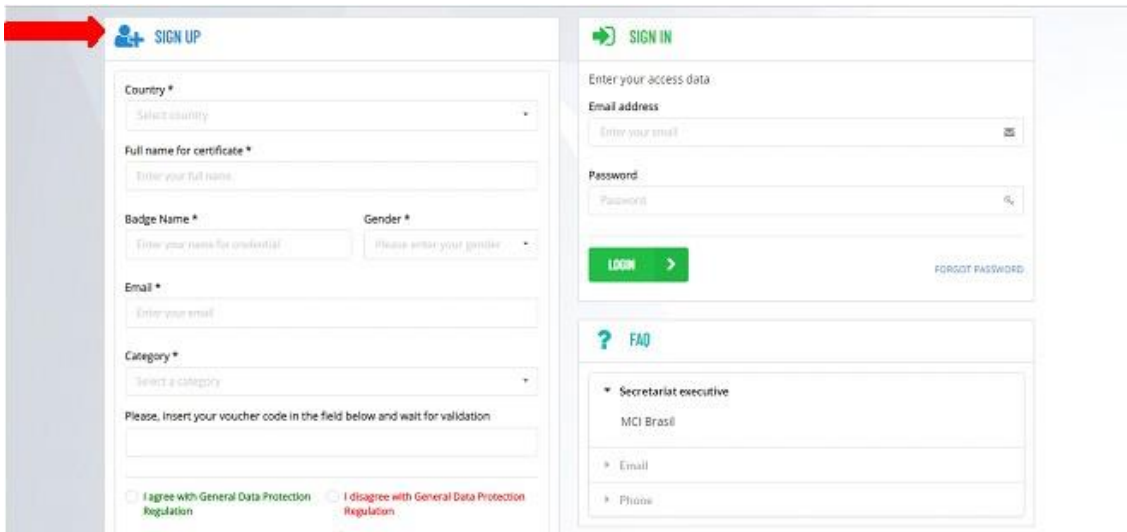
Email address  
Enter your email

Password  
Password

LOGIN

FORGOT PASSWORD

### 3- Sign up by filling in the required fields on the form

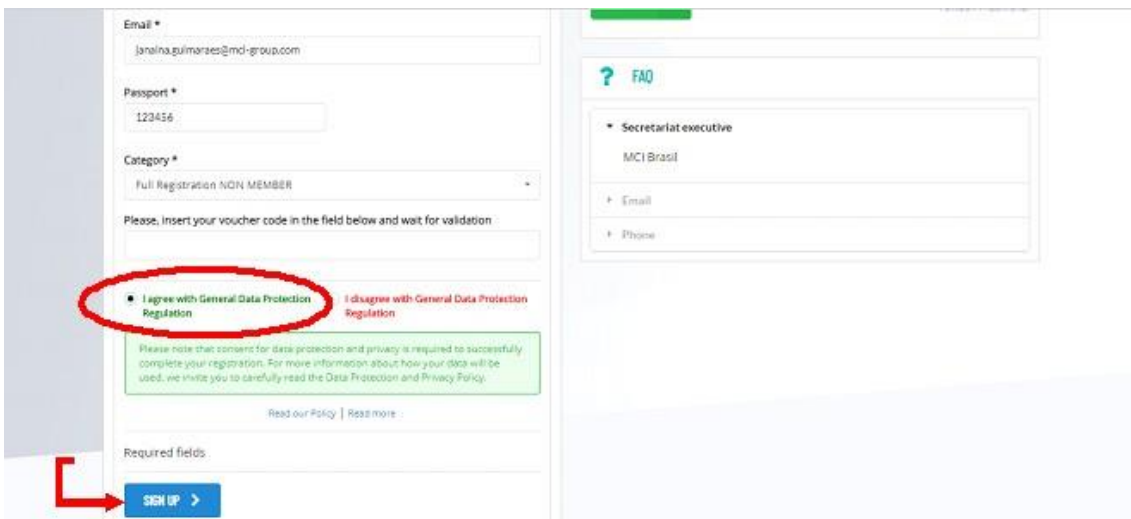


The screenshot shows a registration form with the following fields:

- Country \***: Select country
- Full name for certificate \***: Enter your full name
- Badge Name \***: Enter your name for credential
- Gender \***: Please enter your gender
- Email \***: Enter your email
- Category \***: Select a category
- Please, insert your voucher code in the field below and wait for validation**: [Empty field]
- I agree with General Data Protection Regulation
- I disagree with General Data Protection Regulation

On the right side, there is a 'SIGN IN' section with fields for 'Email address' and 'Password', a 'LOGIN' button, and a 'FORGOT PASSWORD' link. Below that is an 'FAQ' section with a dropdown menu for 'Secretariat executive' showing 'MCI Brasil', 'Email', and 'Phone'.

### 4- You must agree with General Data Protection and Terms of Registration before proceeding

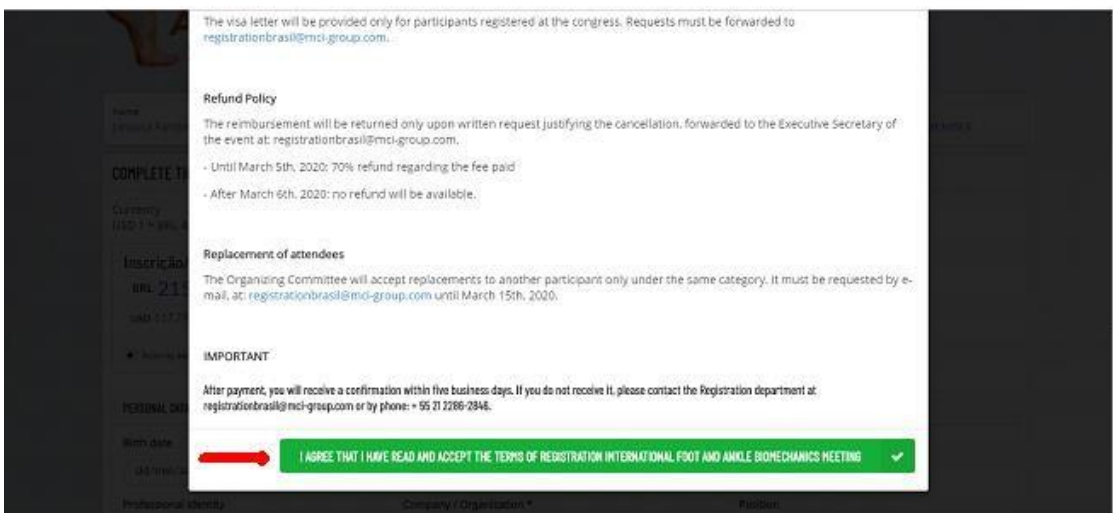


The screenshot shows the registration form with the following fields:

- Email \***: janaina.pulmarozes@mci-group.com
- Passport \***: 123456
- Category \***: Full Registration NON MEMBER
- Please, insert your voucher code in the field below and wait for validation**: [Empty field]
- I agree with General Data Protection Regulation
- I disagree with General Data Protection Regulation

A green box contains the following text: "Please note that consent for data protection and privacy is required to successfully complete your registration. For more information about how your data will be used, we invite you to carefully read the Data Protection and Privacy Policy." Below this is a link: "Read our Policy | Read more".

At the bottom, there is a 'Required fields' section and a blue 'SIGN UP >' button. A red arrow points to the 'SIGN UP' button.



The screenshot shows the registration form with the following sections:

- Refund Policy**: The reimbursement will be returned only upon written request justifying the cancellation, forwarded to the Executive Secretary of the event at: registrationbrasil@mci-group.com.
  - Until March 5th, 2020: 70% refund regarding the fee paid
  - After March 6th, 2020: no refund will be available.
- Replacement of attendees**: The Organizing Committee will accept replacements to another participant only under the same category. It must be requested by e-mail, at: registrationbrasil@mci-group.com until March 15th, 2020.
- IMPORTANT**: After payment, you will receive a confirmation within five business days. If you do not receive it, please contact the Registration department at: registrationbrasil@mci-group.com or by phone: + 55 21 2266-2846.

At the bottom, there is a green checkbox with the text: "I agree that I have read and accept the terms of registration INTERNATIONAL FOOT AND ANKLE BIOMECHANICS MEETING". A red arrow points to this checkbox.

## 5- Complete the form to finish your registration

Name Janaina Fardim Guimarães 🇺🇸	Email trabalhocientificobrasil@mci-group.com	Passport Number 23071981	Category Full Registration NON MEMBER
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**COMPLETE THE ONLINE FORM TO FINISH YOUR REGISTRATION**

Currency  
USD 1 = BRL 3,9870

**Inscrição/Registration**  
BRL 2150,00  
USD 539,25

Activity selected

**PERSONAL DATA**

Birth date:  Nationality:

Professional identity:  Company / Organization \*:  Position:

**ADDRESS**

Endereço:

City:  State:

Country Code:  Area Code + Phone:  Country Code:  Area Code + Cell Phone \*:

**CONFERENCE SURVEY**

How did you hear about us? \*

Do you have any mobility impairment or disability that requires special care?

Dietary restrictions \*

**Emergency Contact Information**

**6- Create a password and choose a payment method (It's not necessary to pay the registration fee to submit an abstract, but you have at least to choose a payment method). Click on "Next" to complete your registration.**

**Emergency Contact Information**

Name:  Phone number:  Relationship:

**CREATE A PASSWORD**

Confirm password:

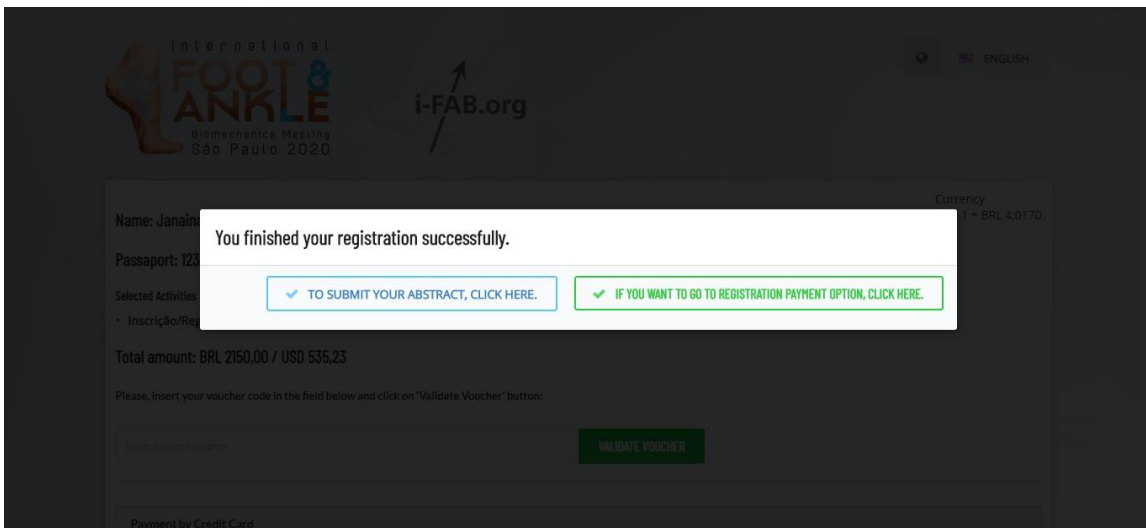
Must be at least 6 characters and maximum of 12 characters Repeat password

**PAYMENT METHODS**

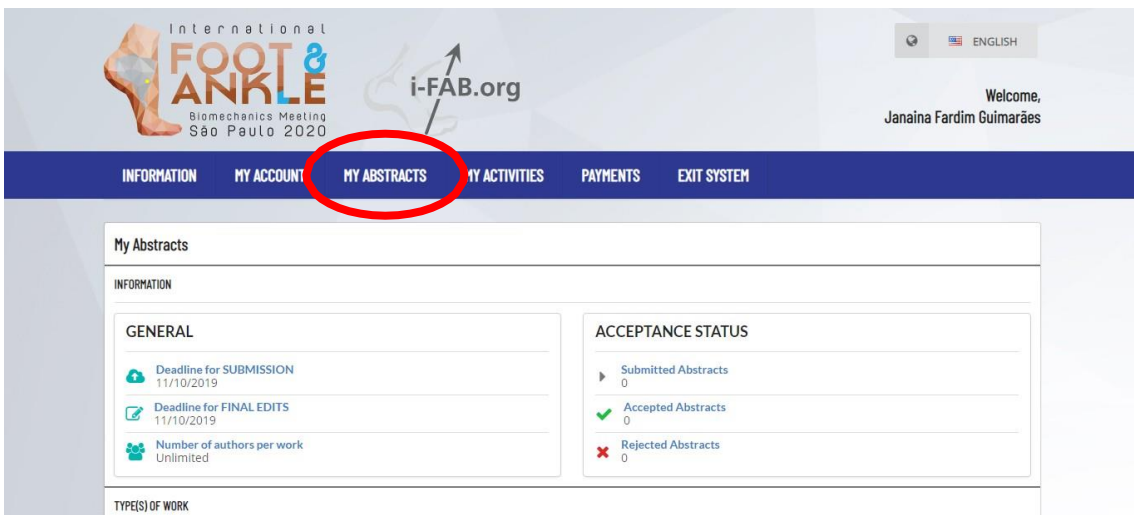
**Boleto bancário**  **Cielo**

\* required fields

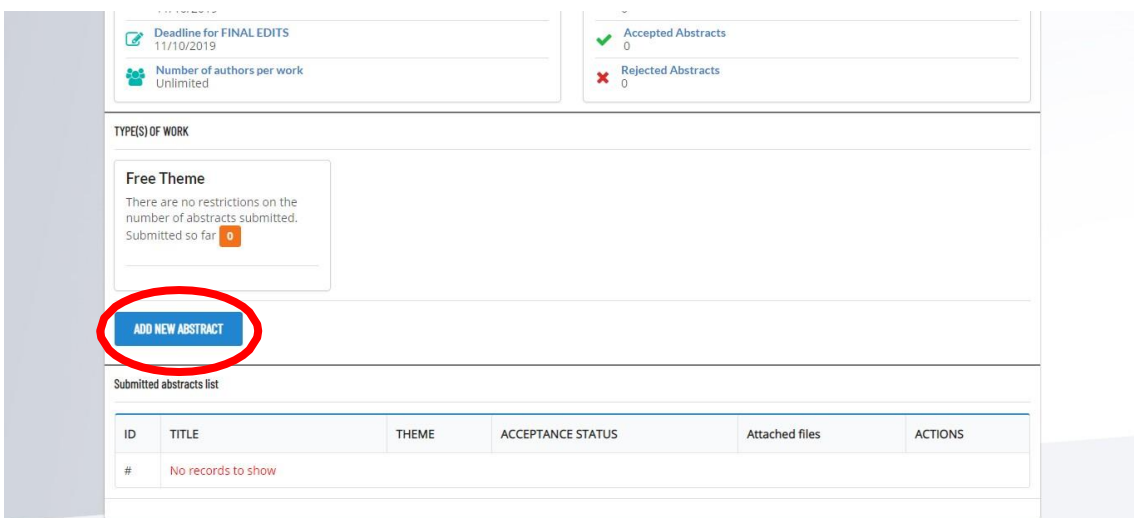
**7- Done! You're now ready to submit your abstract.**



**8- In your restricted area, go to "My Abstracts"**



**9- Then click on "Add new Abstract" button**



**10- Fill out the fields with the required information. Attach your abstract (only Word files are accepted). At the end, do not forget to save your paper. You should receive an email confirming the submission.**

The screenshot shows a web form for submitting an abstract. At the top, there are input fields for 'First Author \*', 'Country \*' (with a dropdown menu), 'CPF \*', 'Email \*', 'Institution name \*', and 'Presenter \*'. Below these is a blue 'ADD CO-AUTHOR' button. The 'Title \*' field is empty. Under 'Attach your paper here \*', there is a file selection button 'Escolher arquivo' and the text 'Nenhum arquivo selecionado'. Below that, 'Allowed formats:' are listed as 'doc', 'docx', and 'odt'. The 'Keywords' section requires a minimum of 3 and a maximum of 5 keywords, with three 'Required Keyword' input fields. At the bottom, there are 'CANCEL' and 'SAVE ABSTRACT' buttons, with the latter circled in red.

**11- You can make editions on you abstract or even delete it until the submission deadline on November 10<sup>th</sup>.**

The screenshot shows a dashboard with a 'Submitted papers list' table. At the top, there are two summary boxes: 'Number of authors per work: Unlimited' and 'Rejected Papers: 0'. Below is a 'TYPES OF WORK' section with a 'Free Theme' card indicating 1 submission. The 'Submitted papers list' table has columns for ID, TITLE, AREA, SITUATION, and Attached files. The first row shows ID 21, TITLE 'PAPER SUBMISSION', AREA 'Clinical Biomechanics \*', SITUATION 'Not evaluated', and Attached files 'Resumo'. A dropdown menu for actions is open, showing 'Ver autores', 'Edit', 'Delete', and 'Options'. A red arrow points to the 'Edit' option.

ID	TITLE	AREA	SITUATION	Attached files	Actions
21	PAPER SUBMISSION	Clinical Biomechanics * Subarea: - Type: Free Theme	Not evaluated	Resumo	Ver autores Edit Delete Options

Should you have any doubts or need more information, please email us at [abstractbrasil@mci-group.com](mailto:abstractbrasil@mci-group.com) or call to +55 11 3515-8672.