

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”*.



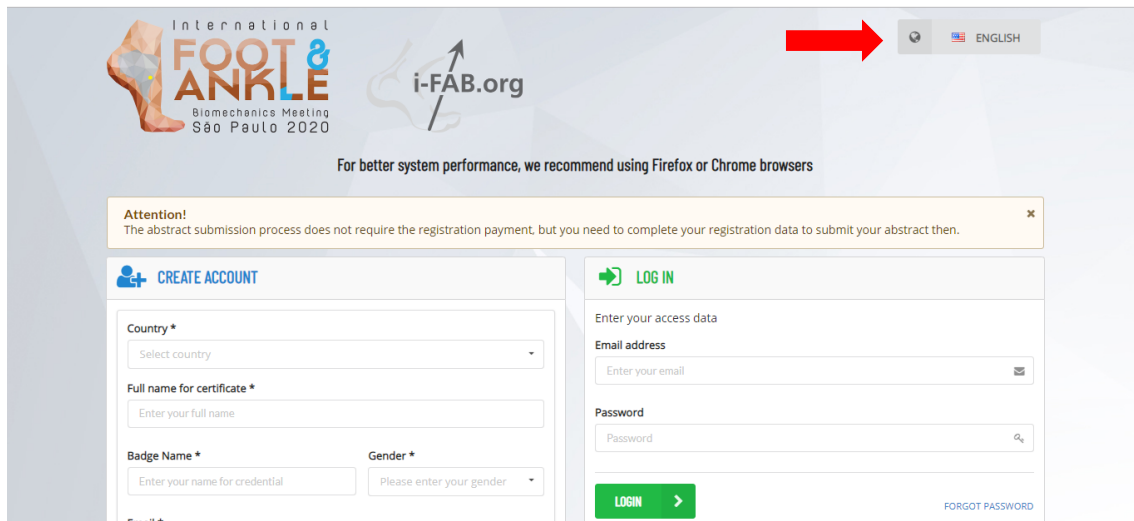
[Click Here to Submit Your Paper](#)

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

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](#)

ENGLISH

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

The screenshot shows the registration form with the following fields and options:

- SIGN UP** (indicated by a red arrow)
- Country * (dropdown menu)
- Full name for certificate * (text input)
- Badge Name * (text input) and Gender * (dropdown menu)
- Email * (text input)
- Category * (dropdown menu)
- Please, insert your voucher code in the field below and wait for validation (text input)
- I agree with General Data Protection Regulation (selected)
- 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 for Secretariat executive (MCI Brasil) and links for Email and Phone.

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

This screenshot shows the registration form with the following details:

- Email * (filled with janalva.gulmaraes@mci-group.com)
- Passport * (filled with 123456)
- Category * (filled with Full Registration NON MEMBER)
- Please, insert your voucher code in the field below and wait for validation (text input)
- I agree with General Data Protection Regulation (circled in red)
- I disagree with General Data Protection Regulation
- 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.
- [Read our Policy](#) | [Read more](#)
- Required fields section with a **SIGN UP >** button (indicated by a red arrow)

The right side of the form is identical to the previous screenshot, showing the **SIGN IN** and **FAQ** sections.

This screenshot shows the registration form with the following details:

- The visa letter will be provided only for participants registered at the congress. Requests must be forwarded to registrationbrasil@mci-group.com.
- 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 participants 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 2286-2848.
- I AGREE THAT I HAVE READ AND ACCEPT THE TERMS OF REGISTRATION INTERNATIONAL FOOT AND ANKLE BIOMECHANICS MEETING (indicated by a red arrow)

The left side of the form shows a sidebar with navigation options like COMPLETE, Inscrições, and PERSONAL DATA.

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 dd/mm/aaaa

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

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

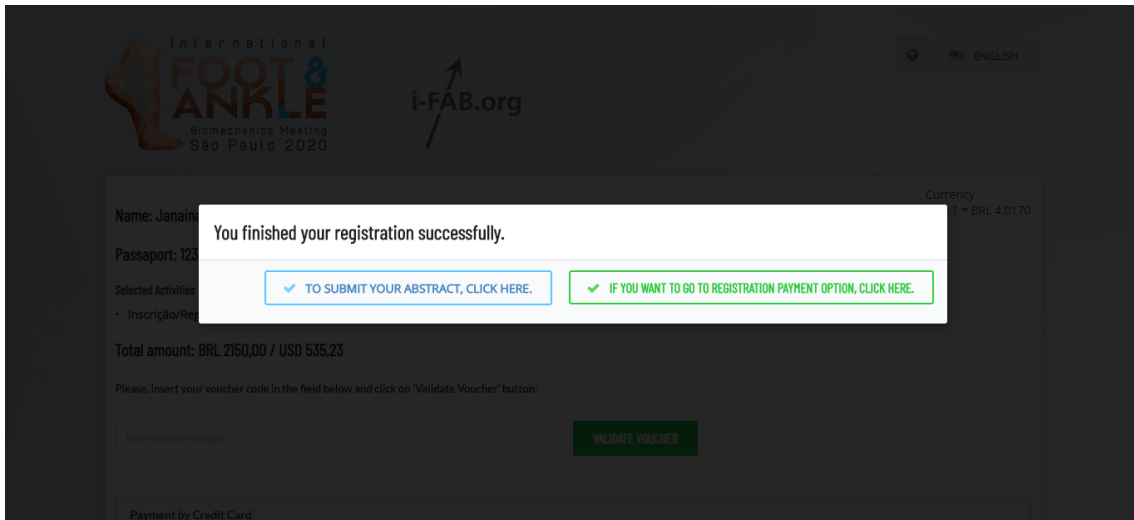
PAYMENT METHODS

Boleto bancário Select this payment method

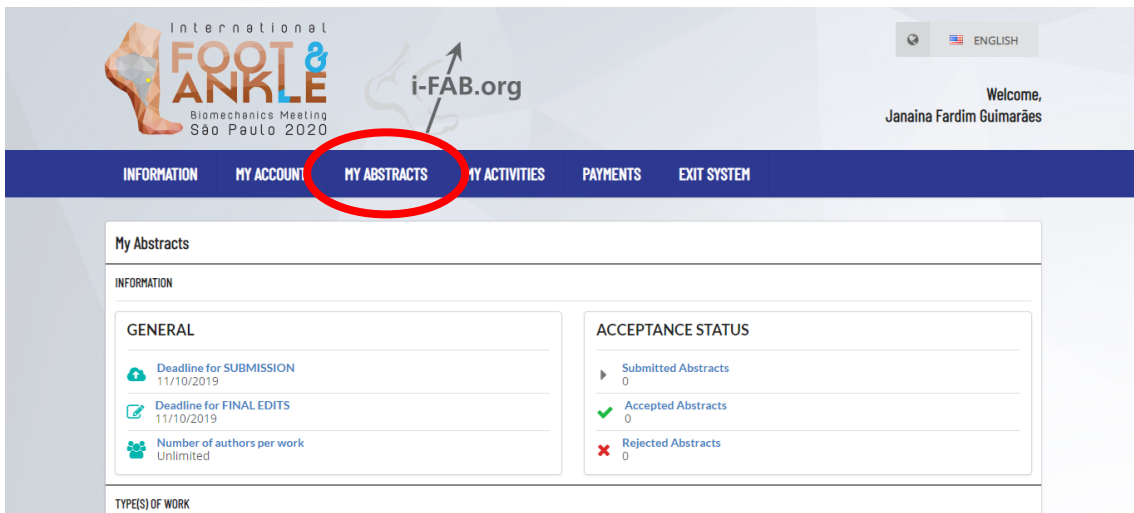
Cielo Select this payment method

* required fields

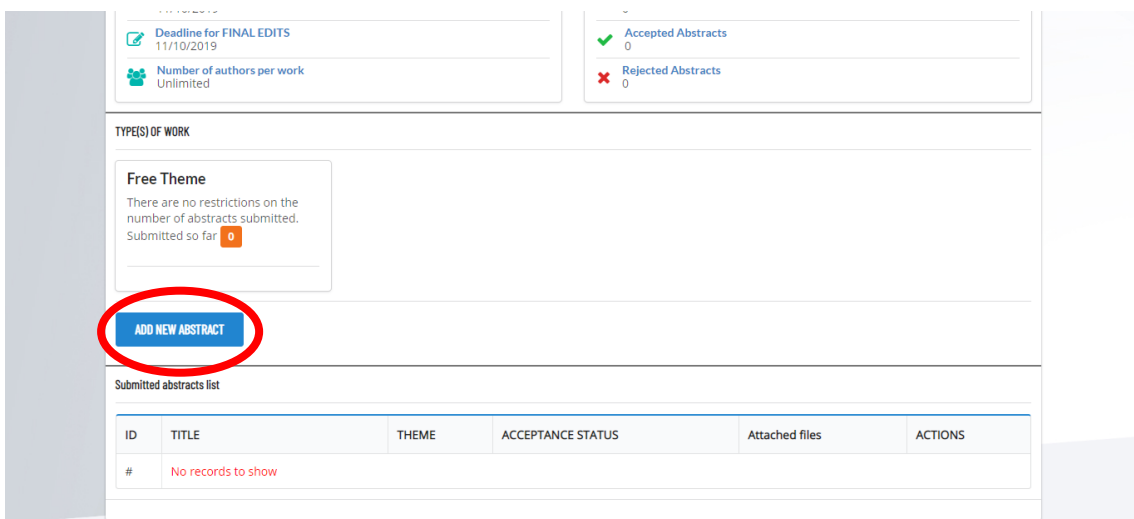
7- Done! You're now ready to submit your abstract.



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 area with the text 'Escolher arquivo' and 'Nenhum arquivo selecionado'. Below this, '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. The 'SAVE ABSTRACT' button is circled in red.

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

The screenshot shows a dashboard with several sections. At the top, there are two summary boxes: 'Number of authors per work' (Unlimited) and 'Rejected Papers' (0). Below is the 'TYPES OF WORK' section, featuring a 'Free Theme' box with the text 'There are no restrictions on the number of abstracts submitted. Submitted so far 1' and a 'SUBMIT' button. The main section is 'Submitted papers list', which contains a table with the following data:

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

A red arrow points to the 'Edit' button in the 'Ver autores' column of the table. At the bottom left, there is a URL: <https://fab2020.etage.com.br/en/usuario/admin/trabalhos/resumo/MJE/en/edit>.

Should you have any doubts or need more information, please email us at abstractbrasil@mci-group.com or call to +55 21 3174-4609.