How to Submit an Abstract
to the 2016 IPMHVC

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About

We have chosen to use the INDICO conference portal for much of the housekeeping activities related to the 2016 International Power Modulator and High Voltage Conference (IPMHVC-2016), as it offers a number of advantages from the standpoint of conference management. These advantages come at the cost of a different abstract submission experience for the user. Consequently, we have prepared this guide to assist you in your efforts to submit an abstract.

Basic Instructions

The following two-step sequence is required to successfully submit an abstract.

1. **Register** A CERN account must be established so that INDICO recognizes you when you attempt to submit an abstract. Please visit the following website to create an account: [CERN account management website](#).

2. **Submit** Once confirmation that your account has been sent to you via email, you may submit an abstract using the [IPMHVC-2016 portal](#) on INDICO.

Detailed Instructions

CERN Registration

For non-CERN members, you must register a ‘light-weight’ account, which provides you the ability to interact with the INDICO internet portal. Following the link provided above in Register, you will gain access to the instruction page for registering the light-weight account. Briefly, you will create an account, a confirmation email will be sent, and then you must follow the link within the email to set the account password. At that point, you have created a light-weight account.
Please note, there may be a time delay between when you create an account and when the CERN system actually recognizes the account on Indico. Also, if you do not receive an email, please check your spam folders (or other folders that receive “preformatted” emails).

Abstract Submission

Upon creation of the CERN account, users may now submit an abstract to the conference for technical consideration. Following the link above in Submit, you will be directed to the Indico portal for IPMHVC-2016. On the left panel, select the link to ‘Submit Abstract’.

We will not be accepting abstracts in Microsoft Word format this year. Rather, the user will be required to fill in the title and the abstract as text. Special symbols such as ‘$\alpha$’ or expressions such as ‘$10^3$’ will be formatted using in-line \LaTeX markup. Should you need to use special characters and are unfamiliar with the \LaTeX markup language, please send an email to Peter for a quick resolution.

Next, please indicate your preference for the type of submission.

- **Oral Preference** Select “Oral Presentation” in the drop-down list that immediately follows the abstract submission text to indicate your desire to provide an oral presentation. (Please note, a preference for oral presentation may not guarantee you are assigned an oral presentation.)

- **Poster Preference** Select “Poster Presentation” in the drop-down list to indicate you only wish to be considered for poster presentation.

- **No Preference** Select “No Preference” in the drop-down list to indicate your indifference to the type of presentation you are assigned to.

Next, indicate the primary author and any co-authors. Although not mandatory, the primary author and co-authors should each have a CERN light-weight account. If their accounts have been registered correctly, then their names will be searchable. Otherwise, use the ‘Define New’ option to include non-registered individuals.

Next, select a topic area – “track” in the parlance of Indico – that is most relevant to your submission.

If you have specific comments to the technical review team, you may include those for their consideration.

Finally, click on ‘Submit’.

Problems

If you encounter problems with this procedure, please contact Peter.