ASM SATELLITE WORKSHOP 2021
COPENHAGEN

HOW TO SUBMIT AND PUBLISH YOUR ABSTRACT

General abstract conditions
1. Abstract is limited to 600 words (including title, captions, references).
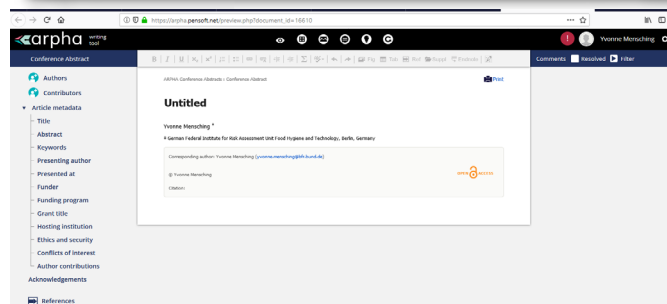2. The abstract must be in English.

General information
In order to apply for a presentation, the multiple steps need to be done (see Section "*Application procedure*" at the end of this document). In this document, we provide details about Step 1 "*Abstract submission*" and Step 6 "*Abstract publication*".
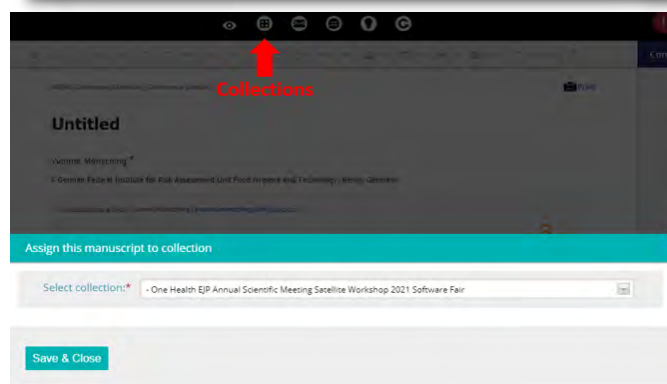
How to submit your abstract
- You will be using Pensoft's ARPHA online publishing platform and submit your abstract to the journal ARPHA Conference Abstracts (ACA)
- Log in or register at https://aca.pensoft.net/
- Go to the ASM Satellite Workshop Online Software Fair abstract collection https://aca.pensoft.net/collection/292/
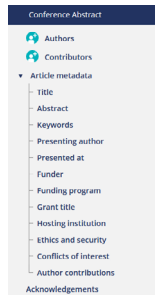

- Click the "Start new Abstract" button

- You will be led to the ARPHA Writing Tool and a new **Untitled** Abstract opens

- Important: Click "Collections" in the top navigation bar of your manuscript and select **One Health EJP Annual Scientific Meeting Satellite Workshop 2021 Software Fair**, click "Save & Close". This step is very important, as your abstract has to be directed to the correct editors (the ASM Satellite Workshop committee).
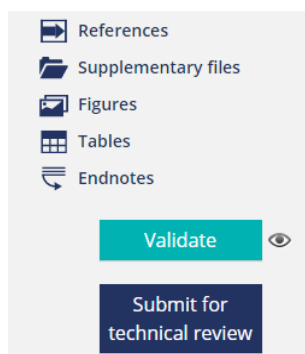
Creating a sustainable European One Health framework by integration and alignment of medical, veterinary & food institutes through joint programming of research agendas matching the needs of European and national policy makers and stakeholders.

Project coordinators: ANSES 14 rue Pierre et Marie Curie 94701 Maisons-Alfort Cedex FRANCE)

- Now, you can start to fill in your abstract's metadata from the sidebar at the left by hovering over a category, and clicking on the pencil icon. Mandatory metadata fields are "Title", "Author", "Abstract", "Keywords", "Presenting Author" and "Presented At".

- For details see, https://arpha.pensoft.net/tips/
  - o For details how to embed links (URLs), see https://arpha.pensoft.net/tips/Insert-Hyperlinks
  - o For details how to include references: start by creating the reference list. You can later link it to your text, see https://arpha.pensoft.net/tips/References and https://arpha.pensoft.net/tips/Cite-references
  - o For details how to add images (JPEG, GIF & PNG, allowed image size is 15 MB) or tables (which should be cited in the abstract) by clicking on the appropriate icons, see https://arpha.pensoft.net/tips/Figures
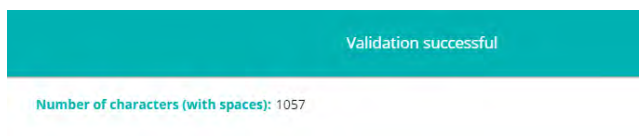
- When you are ready to submit your abstract, click **"Validate"** to ensure that mandatory fields are filled in. Note that issues (like missing metadata) might come up and you need time to address these issues. A successful validation will only show the number of characters in your abstract.
- When you are ready to submit your abstract click **"Submit for Technical Review"**

You successfully submitted your abstract!
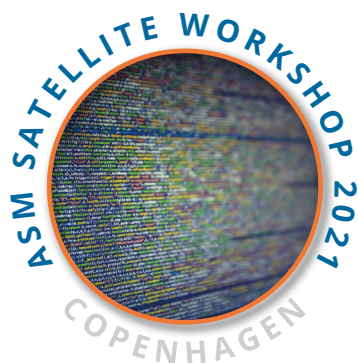
How to publish your abstract

- The ASM Satellite Workshop editors may accept, reject, or request changes on your submitted abstract.
- Please use track changes to support the editors to see where you have made changes to the abstract, see https://arpha.pensoft.net/tips/Track-Changes
- If your abstract is approved, you will be able to see the **"Submit to the journal"** button in your manuscript submission.
- Before clicking on it, double check that the name of the person making the presentation at the conference is correct and use the **"Validate"** button to make sure there are no lingering issues to resolve, see https://arpha.pensoft.net/tips/Finalise-a-Manuscript.

A successful validation will only show the number of characters in your abstract.

- Click the "Submit" button. When you are ready to submit your abstract for publication, click the "Submit to the journal" button, then go through the checklist of submission steps.

Do you have any questions? You can contact the ASM Satellite Workshop Organising Team via email: ohejp-asm-workshop@bfr.bund.de

HOW TO APPLY FOR A PRESENTATION ON THE ASM SATELLITE WORKSHOP ONLINE SOFTWARE FAIR

Application procedure

Every developer is invited to apply to present his/her tool on the ASM Satellite Workshop Online Software Fair on 7th June 2021. In order to apply for a presentation, the following steps need to be done:

1. Submit your abstract until **25th April 2021** here https://aca.pensoft.net/collection/292/ (for details see Section *"How to submit your abstract"* of this document)

2. Fill the registration form (mandatory for contact details, accepting conditions of participation) by **31st May 2021** https://akademie.bfr.berlin/841593?lang=en

3. Based on the submitted abstract the ASM Satellite Workshop committee will choose presenters until **30th April 2021**

4. Chosen presenters will be informed and receive access to a dedicated course section on the e-learning platform (https://bfr-elearning.de/), which holds information about the ASM Satellite Workshop Online Software Fair and on-site Developer Meetup on 8th June 2021

5. Chosen presenters have to fill a tool-related questionnaire in the e-learning platform by **31st May 2021**

6. The abstract needs to be **published** in the abstract book (https://aca.pensoft.net/collection/292/) until **31st May 2021** (publication can only be done by the abstract's author; for details see Section *"How to publish your abstract"* in this document).
   Please note that one can only present on the ASM Satellite Workshop Online Software Fair if the listed steps were done, i.e., an abstract that is submitted but not published is excluded from the presentation on the fair.

Any questions? Please write an email to the ASM Abstract Submission Organising Team: ohejp-asm-workshop@bfr.bund.de