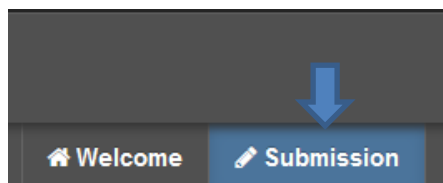# IIT 2022 Abstract Submission Instructions

Go to the [IIT website](#) to create or update and submit your abstract.

Log in using your User ID and password. If you have forgotten your password, enter your User ID and click on Forgot Password link to create a new one.

Once logged in, Click on the 'Submission' tab at the top of the page.



## To Update and Submit a Previous Submission:

➢ Return the abstract to draft.

➢ Make any edits you wish to the title, abstract body or authors.

➢ Answer the confirmation question on the Properties page.

➢ Check to be sure that all information is complete.

➢ Submit the abstract.

## To Withdraw a Previous Submission:

➢ Return the abstract to draft.

➢ Answer the confirmation question on the Properties page.

➢ Check to be sure that all information is complete.

➢ Submit the abstract.

## To Submit a New Submission:

### Step 1: Title/Body

➢ **Title**

- Enter the abstract title into the appropriate box. Enter the title in mixed case. Please do not use all capital letters, bold type, underlining or other formatting.

  **Example of Mixed Case**: Some Defect Types in Intermetallics and Their Consequences

- Special characters can sometimes paste incorrectly. Use the 'Insert Special Character' button to replace them.
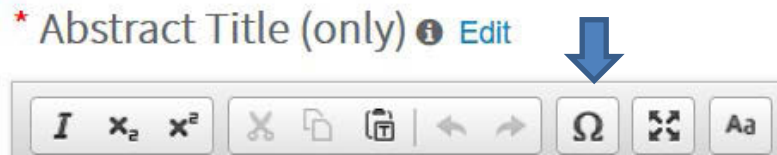
> ➤ **Extended Abstract**

- To upload your completed pdf file, click on the 'Select File' button to choose your file. Then click the 'Upload Selected File' button.
- Once the file uploads, a thumbnail picture will appear. Click on the word 'Original' under the image to see the file. If you have any issues, contact meetings@mrs.org for assistance.



- Select 'save and continue'.

## Step 2: Properties

> ➤ **Presentation Type**
- Select the 'presentation type' button to choose your preferred option.
- Only presenters who have been specifically invited by the symposium organizer should select invited or keynote speaker.
- This is your preferred method of presentation only. The organizers have the final decision as to which abstracts are scheduled for an oral or poster presentation.

> ➤ **Symposia**
- Choose the proper symposium from the drop down menu.
- Do not submit the same abstract to more than one symposium.
- The organizers may move your abstract to a different symposium if they feel it would be a better fit elsewhere.

> ➤ **Keywords**
- Select up to three keywords from the dropdown.

> ➤ **IIT 2022 Abstract Confirmation Needed:**
- If you previously submitted an abstract, please choose to confirm or withdraw so that we are sure of your intentions. If this is a new submission, please choose confirm.

  Once you have completed these items, click the 'Save and Continue' button to proceed.

## Step 3: Authors

> **Entering Authors**

- The person submitting the abstract is considered the contact author but is also loaded as the presenting author and the first author. Their affiliation information is automatically loaded as well. All of this information can be edited using the appropriate buttons.

- To edit an affiliation, select the 'edit' button and enter the information as you would like it to appear

| AUTHOR ORDER | PRESENTER | AUTHORS | REMOVE AUTHOR |
|---|---|---|---|
| 1 ▾ | ◉ | Sandy Thompson - More Info | 🗑 Remove |
| | | ✚ Show Affiliations | |
| | | *Affiliation #1 ❶ Edit | |
| | | Materials Research Society ▾ | |
| | | ✎ Edit 🗑 Remove | |

- If you wish to add additional authors, select the 'Add Author' button. ✚👤 Add Author

- The following will appear:

**Search for Author to Add**

| First/Given Name | Last/Family Name | Author's E-mail |
|---|---|---|
| | | Email@Example.com |

- For best results, search for the author by e-mail address first. If the e-mail doesn't bring up the author for whom you are searching, clear the e-mail info and search next by name.

- If the author is in the system already, their name will show in the 'add author' list.

✚ Add

| ADD | NAME | DEPARTMENT | INSTITUTION | EMAIL |
|---|---|---|---|---|
| ✚ Add | Boots, Marla K. More Info | | Materials Research Society | boots@mrs.org |

- If the author is not found in your search, select the 'Create An Author' button and enter the required information.

**Person Search Results (0 Records Found)**

| ADD | NAME | DEPARTMENT | INSTITUTION | EMAIL |
|-----|------|------------|-------------|-------|

Cancel    Create An Author

- Be sure to enter the co-author's name in the proper case. Names should <u>not</u> be in all caps or all lower case.  If you make a mistake while entering a name, continue with your submission and then notify meetings@mrs.org that you need a name correction.  You cannot edit names from the submission site.

- When all of the information is entered, click the 'Submit Created Author' button.   The author will  now be added to the author list.  NOTE: Clicking 'Save' will NOT save the co-author you just entered. If you click 'Save' before clicking 'Submit Created Author', the entry will be lost.

Ω Add Special Characters

\* First/Given Name          Middle          \* Last/Family Name

Smith

\* Email

Cancel    Submit Created Author

❮ Previous Step          Save    Save & Continue ❯

➢ **Adding an Affiliation**

- If the newly added author shares an affiliation with an existing author, do not add a new affiliation; choose the affiliation by clicking on the appropriate affiliation in the dropdown menu.

| AUTHOR ORDER | PRESENTER | AUTHORS | REMOVE AUTHOR |
|--------------|-----------|---------|---------------|
| 1 ▾ | ⦿ | Sandy Thompson - More Info | 🗑 Remove |

+ Show Affiliations

\*Affiliation #1 ❶ Edit

Materials Research Society ▾

None selected
Create New Affiliation
-----------
Materials Research Society
None selected ▾

- If the author has an affiliation that is NOT listed in the dropdown menu, select 'Create New Affiliation' from the dropdown menu. The following box will appear:



- Enter the affiliation in the 'Institution' field, then click 'Submit Created Institution'. Fields with a red asterisk are required.

  -All affiliations should be in mixed case, not all caps or all lowercase.

  -Remember that how you enter the affiliation is how it will be displayed in the program.

    Correct: The Pennsylvania State University

    Incorrect: psu, penn state, PENN STATE UNIVERSITY

  -Check the beginning and end of the 'Department' and 'Institution' fields to ensure that there are no commas or extra spaces.

  -Do not include addresses or postal codes in any of the fields.

- The affiliation will now be added for that author and is available in the dropdown menu for other authors.
- If an author has more than one affiliation, use the Affiliation #2 and Affiliation #3 boxes to input this information.

➢ **Changing Affiliation Order**

- To change the order in which the affiliations are numbered, click the 'Reorder Affiliations' button which is located at the bottom of the page.

  

- Using the dropdown numbers, select the preferred order (note that you cannot see the department in this view).
- When you are finished re-numbering, click the 'Update Affiliation Order' button.

➢ **Changing Author Order**

- To change the order in which the authors are listed, use the drop down numbers ( [ 1 ▾ ] ) next to each author's name. Be sure that each author has a unique number. When the renumbering is complete, scroll to the bottom and select the 'Update Author Order' button.

  [ ↻ Update Author Order ]
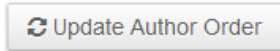
  NOTE: If you do not click 'Update Author Order' the order will not be changed and any changes made to the numbering will be lost.

➢ **Changing the Presenter**

- To change the presenter, click the radio button to the left of the author's name. Only one presenter can be selected.

- Once all authors and affiliations are entered and in the correct order, select the ' Save & Continue' button.

  [ Save & Continue > ]

## Step 4: Review & Submit

➢ **Review Submission Input**
- Pay close attention to any warnings that appear at the top of the 'Review and Submit' page. Should any warnings appear, go back to the steps listed and correct the information. You will not be able to complete your submission unless the information is corrected.

➢ **View Proof**
- Before submitting, click the 'View Proof' button at the bottom of the page.

  View Proof ⧉

  This will open a new window that will show your abstract as it will appear online and in the program. Correct any errors found in the proof by closing the window and returning to the appropriate step number to correct the error.

- If you are satisfied with the way your proof looks, select the 'Submit' button at the bottom of the page.

  **Submit**

- <span style="color:red">If you cannot see the submit button, there is an error in your submission that you need to correct.</span>
- If you end your session without selecting the 'submit' button, <span style="color:red">your abstract will remain in draft form.</span>
- Once submitted, abstracts can be edited until the submission deadline date.
- Abstracts saved in draft form can also be edited and then submitted until the abstract deadline date.
- <span style="color:red">Abstracts left in draft form after the submission deadline will not be reviewed by the organizers.</span>
- Please contact meetings@mrs.org with any questions.