



## WGC 2018 Abstract Submission Guidelines

The online portal allows you to submit your abstract in a step by step process. To access the portal please follow the details below.

1. Click on the “**Program**” tab of the WGC 2018 website and you will see the “Call for Abstracts” option in the drop down bar.

On the page that you are directed to, click on the “**Submit an Abstract**” button which will direct you to the Call for Abstracts portal.

2. Click on “**Create New Account**”. You will be asked to enter your email address and create a password. Once completed click “Create New Account”.

Once you have entered your email address and password you will need to add the contact information for your primary contact. The primary contact will be the main point of contact for all correspondence following the submission of your abstract. Add your primary contact by clicking the “**Edit Contact Information**” tab.

3. Click on the “**Submit My Abstract**” tab.

You will need to complete the following fields:

### a. Title & Awards

- Enter the title of the abstract in CAPITAL LETTERS.
- Use the drop down box to indicate if you wish to apply for the IGU Global Gas Award or the WGC 2018 Innovation Awards. If you do not wish to apply for an award, select “No Award”.

### b. Topic Selection

- Select from the dropdown list the session you wish to submit your abstract to.

### c. Author Information

- Enter the company information for all authors.
- Enter the author information of all authors. Please tick the box next to the author or authors you are nominating to present.
- Add the biography of the selected presenting author(s) into the box at the end of the page. Ensure the name of the author is clearly stated at the start of the biography. Biographies should be approx. 100 words.

### d. Upload my Abstract



- To upload a text abstract as a Microsoft Word Document click "Browse". Choose the relevant Microsoft Word file from your computer. For instructions on formatting your abstract please refer to the website [hyperlink].
- To submit a video file click, you will first need to upload a Microsoft Word Document. Please include the text "Video file abstract submission". Following this, please email your video file as an attachment or in a web link to [cfa@wgc2018.com](mailto:cfa@wgc2018.com) with the email heading "WGC 2018 Call for Abstracts Video File Submission [Your Name]". Once this has been completed, please return to the online portal, select "Continue" and complete the submission process.

#### **e. WGC 2018 Innovation Awards**

- This page should only be completed if you wish to be considered for the WGC 2018 Innovation Awards.
- If you are applying for an award, select which category you would like to apply for using the drop down menu
- Answer the questions in the text box provided
- If you have any supporting documents to add to your submission, please add these using the browse and upload function. Supporting documents must be uploaded in a Microsoft Word format.

#### **f. AV Requirements**

- Tick the box for any AV requirements you have
- If you have any requirements not listed please add as much detail as possible on what these are

#### **g. Review my Submission**

- In the review section you can see an overview of the abstract information you have completed
- Any sections which are missing from your application will be highlighted in red

#### **h. Submit my Abstract**

- You will need to agree to the Terms & Conditions before submitting your abstract

You will receive an email confirming that your abstract has been received once all the steps in the submission process have been completed. If you do not receive this email, please contact us at [cfa@wgc2018.com](mailto:cfa@wgc2018.com).



Following submission of an abstract, should you wish to view, edit or delete the abstract, you can log back into the call for abstracts portal through the "Submit an Abstract" button on the conference website (see step 1).

#### 4. Reviewing your Abstract

Once an abstract has been submitted you will be able to view the abstract in the "**Review my Abstract**" tab.

#### 5. Editing your Abstract

If at any point you wish to edit the abstract you have submitted you can do so by clicking the "**Review my Abstract**" tab and clicking "**Edit**". You may edit your abstract until the closing date of **1 September 2017**.

#### 6. Deleting your Abstract

Should you wish to delete your abstract, click "**Delete**". You may delete your abstract until the closing date of **1 September 2017**. Once an abstract submission has been deleted it cannot be recovered.

#### 7. Limit to Abstracts

There is no limit to the number of abstracts you can submit, however you may only submit an abstract to one topic, you may not submit it to multiple sessions.

Abstracts will need to be submitted each time by selecting the "**Submit my Abstract**" link once you have logged into your account.

#### 8. Author Notification

You will be notified on **27 November, 2017** to let you know your abstract has been accepted, wait listed or declined.

#### 9. Lost Password

If you have forgotten your password please click the link on the sign in page to reset it.

You will need to enter your email address and click "**Reset Password**". Following this, you will receive an email to your inbox to with instructions on how to reset this.

#### 10. Contact Us

Any questions about the Call for Abstracts can be directed to Sarah Sandison, Head Speaker and Program Manager, WGC 2018 on [cfa@wgc2018.com](mailto:cfa@wgc2018.com) or by calling +44 20 7978 0033.