How to submit an abstract

TUTORIAL

SAN FRANCISCO & OAKLAND
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Welcome to the tutorial on how to submit an abstract to AIDS 2020.

The aim of this document is to guide you step-by-step through the process of submitting an abstract for the 23rd International AIDS Conference (AIDS 2020).
Step 1: Login to your conference profile

Go to www.aids2020.org/ and click on “Profile Login” or visit https://profile.aids2020.org/
Log in to your Conference Account. If you do not already have one, create a new Conference account.
On the **Profile overview** page, click on **Abstract submission**.

Click on the button “Submit your abstract” to enter the abstract submission system.
Step 3: Create an abstract

On the Abstract submissions page, click on New submission to create a new abstract.
Step 3: Create an abstract

Read the Data Security Agreement and click Confirm.
Step 4: Select the abstract option

The conference offers two options for abstract submission. Please choose the one that best fits your work.

Abstract Options:
Please select the option which is best suited to your submission.
Click here to view the abstract guidelines

Please note that you may not change the option later in the abstract submission process.
If you would like to use a different option, you will have to create a new abstract.

Option 1
Suited for research conducted in all disciplines. Check a sample abstract for this option here.
Abstracts submitted under the first option should contain concise statements of:
- **Background**: indicate the purpose and objective of the research, the hypothesis that was tested or a description of the problem being analyzed or evaluated.
- **Methods**: describe the study period / setting / location, study design, study population, data collection and methods of analysis used.
- **Results**: present as clearly and in as much detail as possible the findings / outcomes of the study. Please summarize any specific results.
- **Conclusions**: explain the significance of your findings / outcomes of the study for HIV prevention, treatment, care and / or support, and future implications of the results.

Select

Option 2
Suited for lessons learned through programme, project or policy implementation or management.
Check a sample abstract for this option here.
Abstracts submitted under the second option should contain concise statements of:
- **Background**: summarize the purpose, scope and objectives, of the programme, project or policy.
- **Description**: describe the programme, project or policy period / setting / location, the structure, key population (if applicable), activities and interventions undertaken in support of the programme, project or policy.
- **Lessons learned**: present as clearly and in as much detail as possible the methods / findings / outcomes of the programme, project or policy. Include an analysis or evaluation of lessons learned and best practices. Please summarize any specific results that support your lessons learned and best practices.
- **Conclusions/Next steps**: explain the significance of the methods used and findings / outcomes of the programme, project or policy for HIV prevention, treatment, care and / or support, and future implications of the results.

Select
Step 4: Select the abstract option

Check the links to see sample abstracts for each submission option.

You may also review examples of abstracts from past conferences [here](#).
Step 4: Select the abstract option

Option 1: Better suited for research conducted in all disciplines.

Examples of abstracts submitted under Option 1:
• PMTCT outcomes among HIV-exposed infants
• Getting more HIV-positive infants on lifesaving treatment
• The media’s role in sexual and reproductive health education
• The complex relationship between democracy, health disparity, social capital and HIV medication adherence
• PrEP, HIV testing and treatment access among MSM: social and structural barriers and facilitators
Step 4: Select the abstract option

Option 2: Better suited for lessons learned through programme, project, or policy implementation or management.

Examples of abstracts submitted under Option 2:
• Key findings from evaluation studies
• Lessons learned while implementing HIV programmes
• Involvement of people living with HIV through linkages between network groups and health facilities
• Innovative cultural approaches in reducing vulnerabilities for people affected by HIV
• Mobilization of most vulnerable communities to end stigma, discrimination, violence and advocacy for universal access to treatment
• Adapting HIV/AIDS education projects and the impact of local context
• Development of user-friendly HIV prevention services
IMPORTANT

Unfortunately, it is not possible to change abstract submission option in the middle of the application process.

If you would like to change the submission option, you will need to withdraw your abstract and submit a new one using the alternate option.
Navigating the system

You can navigate the system by clicking on the different tabs in the upper menu bar.
Navigating the system

You may, at any time, **save** the abstract **as a draft** and log out of the system, completing and **submitting** the abstract at a later date.

You may modify submitted abstracts up to the submission deadline. You must remember to click save for the changes to be saved.

**Submission deadline:** 14 January 2020.

Only submitted abstracts will be considered.
Your next step is to select the track and category that best suits your work.

To help you in your selection, please check the AIDS 2020 Track Scope and Objectives, and the complete list of the AIDS 2020 Track Categories on the conference website.

Either type the name of track category in the text field or select from the drop down menu.
Step 5: Enter abstract information

Indicate the country (ies) and three main key and vulnerable population(s) to which the abstract relates, if applicable.
Step 6: Enter abstract text

Enter the title of your abstract (up to 30 words).
Enter your abstract text in the predefined field (up to 350 words).

All abstracts should respect the following structure:
Background, Methods, Results, Conclusions
OR
Background, Description, Lessons learned, Conclusions/Next steps
Step 6: Enter abstract text

To add tables or graphs/images to your abstract, please click on Tables or Graphs/Images icons above any of the four text fields.

A maximum of two tables and/or graphs in total can be included. A graph/image (in JPG, GIF or PNG, ideally at least 600dpi) counts as 50 words and a table counts as five words per row (50 words maximum).
Step 7: Ethical research declaration

Respond to the question at the end of the page. Please SAVE your information. Click on *Save and next*.

*Ethical research declaration*

I, the presenting author, confirm that the research presented in this abstract has been conducted in accordance with the protocol approved by the institutional or local committee on ethics in human investigation. Or where no such committee exists, I attest that the research has been conducted in accordance with the principles of the [Declaration of Helsinki of World Medical Association](https://www.wma.net/policies-post/declaration-of-helsinki/). The Scientific Programme Committee may contact me to enquire further into ethical aspects when evaluating this abstract.

- Yes
- No
- Not applicable - the study does not include human subjects
Step: 8 Enter abstract authors

Enter the presenting author and co-authors of your abstract. You can also enter a Study Group (if applicable).
Step: 8 Enter abstract authors

The author with the green tick box next to their name is the presenting author. Change the presenting author by ticking the “Presenter” box of the new presenting author.
Read carefully and answer all questions on the page before clicking on **Save and next**.

Note: You will be asked to preview your abstract one more time before clicking on **Submit**.
Step 10: Preview abstract

View your abstract to ensure that all information has been saved correctly.

Click on the tab Submit.
Step 11: Confirmation

A confirmation of your abstract submission will be displayed on the screen.

You will also receive a confirmation via email.

This email contains your abstract number. Please save it for future reference.
Questions?

For any questions about abstract submissions, please contact abstracts@aids2020.org

Need some more help?

The Abstract Mentor Programme offers free, expert feedback to young or less-experienced researchers interested in submitting an abstract for AIDS 2020. The programme is open until 19 December 2020. Find out more by visiting the AMP webpage.