

User guide abstract submission



Dear sir/madam,

You are about to submit an abstract. In this user guide you will find a detailed overview of all steps to follow in order to submit an abstract.

Step 1a: Login procedure when you do not have an account on the Excel website yet.

Please click on the following link; <https://excelcs.nl/my-excel/create-profile/> and create an account on our website. Fill in all boxes and press save.

You should now have gotten an email in your inbox with your username (email) and password. Click on the link in the email and log in using the log in information of the email.

Go to 'my profile' in the top on the right. Click change my password in orde to change it if preferred.

If you already have an account on our website, please start following the steps hereunder.

Step 1b: Login procedure when you already have an account on the Excel website.

Please click on the following link; <https://excelcs.nl/my-excel/> and log in with your account.

If you do not remember your log in details, please send an e-mail to info@excelcs.nl and we will share your log in details with you.

Step 2: How to submit an abstract

Navigate to the congress and event calendar on the website. Click on the congress you would like to submit an abstract for.

Navigate to abstracts and press 'submit abstract'.

Step 3: Submitting the abstract

You have now entered the abstract submission page. Make sure you fill in all boxes marked with *.

Step 4: Final check

You should now have filled out all the boxes. Please check once more whether you filled in all boxes and if you did not forget to share something.

Step 5: Submit abstract

Finally, press the button 'submit abstract'. Your abstract has now been submitted.

Thank you very much for your abstract submission! If you have any questions or remarks, please do not hesitate to contact us.

Kind regards,
Excel