



AIDS 22ND INTERNATIONAL AIDS CONFERENCE
2018 AMSTERDAM, NETHERLANDS
23-27 JULY 2018

BREAKING BARRIERS • BUILDING BRIDGES

 #AIDS2018 | @AIDS_conference | www.aids2018.org



AIDS 22ND INTERNATIONAL AIDS CONFERENCE
2018 AMSTERDAM, NETHERLANDS
23-27 JULY 2018

BREAKING BARRIERS • BUILDING BRIDGES

HOW TO SUBMIT AN ABSTRACT TO AIDS 2018

TUTORIAL

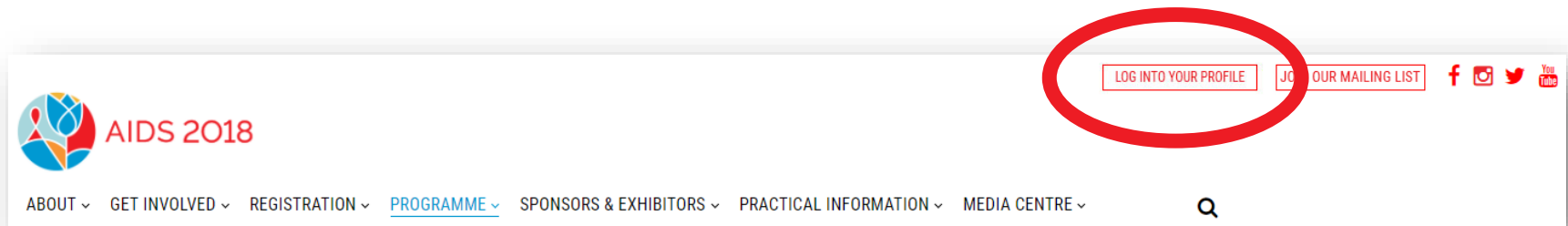
Introduction

Welcome to the tutorial on how to submit an abstract to AIDS 2018.

The aim of this document is to guide you step-by-step through the process of submitting an abstract for the 22nd International AIDS Conference (AIDS 2018).

Step 1: Login to your conference profile


Go to www.aids2018.org/ and click on “Log into your profile”.



Step 1: Login to your conference profile

Create a new profile account or sign into your existing account.



**AIDS 2018**CONFERENCE PROFILE

You already have a Profile Account

Do you have a profile from a previous IAS/International AIDS conference? Are you an IAS member? Log in below with your existing credentials

You can enter either your profile email or your IAS membership number

I have read and agree to the Data protection and sharing of contact details [terms without any restrictions.](#)

SIGN IN [Forgot your password?](#)

You don't have a Profile Account

Through the conference profile you can you can register for AIDS 2016, register for pre-conferences (from February 2016), apply for a scholarship, submit an abstract to the Abstract Mentor Programme, submit an abstract to AIDS 2016, submit a workshop proposal, submit an Affiliated Independent Event application, book your accommodation and tours.

Create a new profile

Enter a valid email address to create a profile

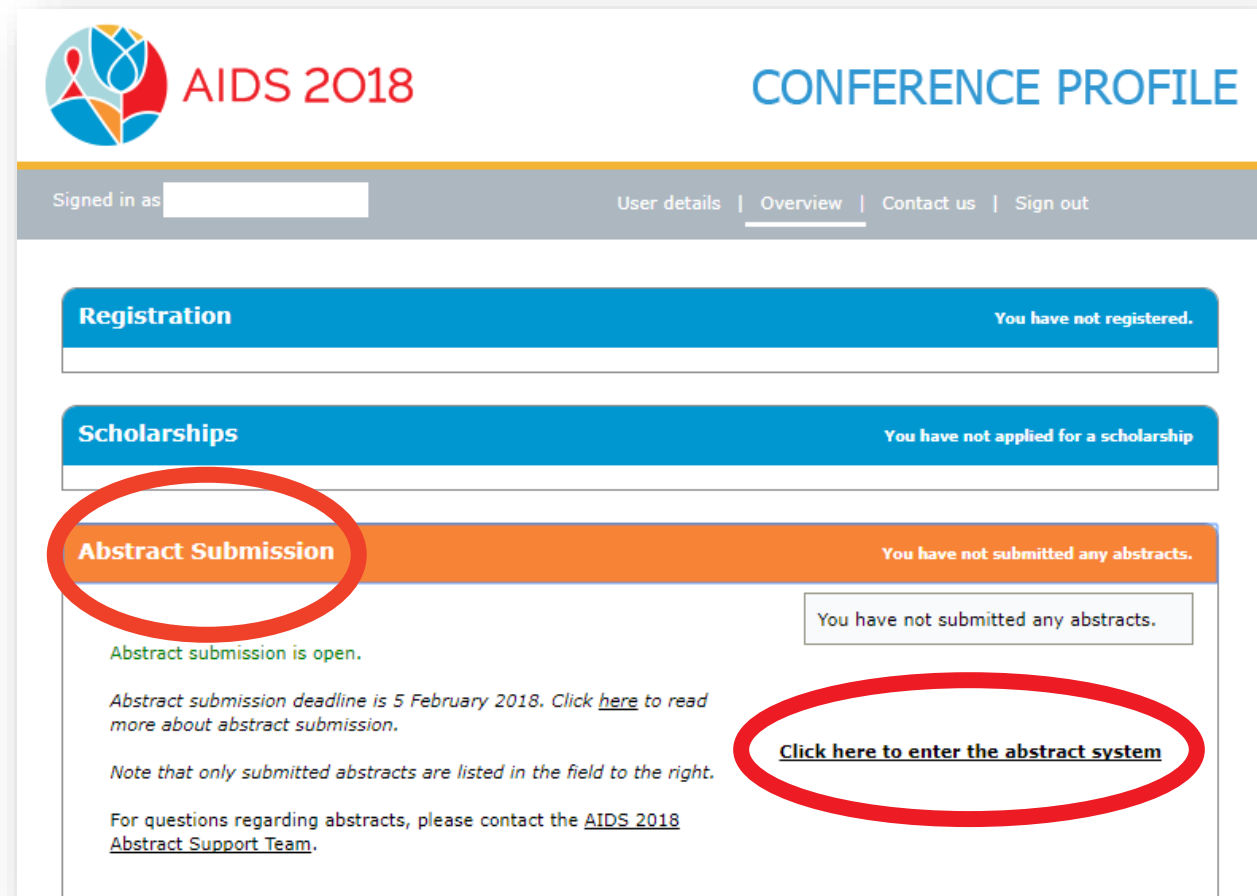
I have read and agree to the Data protection and sharing of contact details [terms without any restrictions.](#)

SUBMIT

Step 2: Enter the Abstract Submission System

On the **Overview** page, click on **Abstract Submission**.

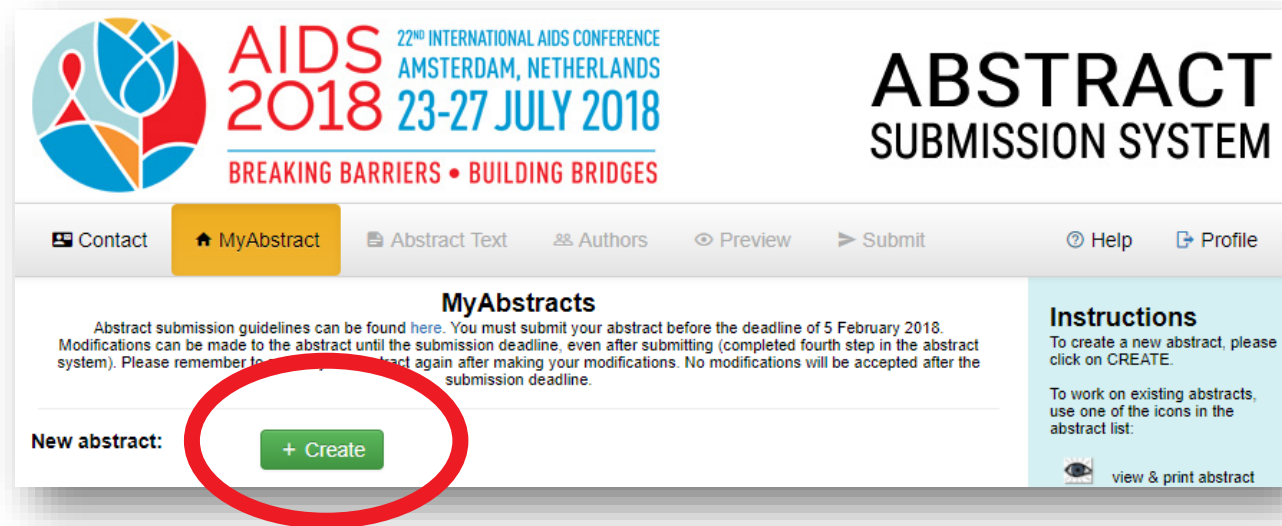
Click on the link on the right hand side to enter the Abstract Submission System.



The screenshot shows the AIDS 2018 Conference Profile page. The header includes the AIDS 2018 logo and the text "AIDS 2018" and "CONFERENCE PROFILE". Below the header is a navigation bar with "Signed in as" followed by a blank box, and links for "User details", "Overview", "Contact us", and "Sign out". The main content area has three sections: "Registration" (blue bar) with the text "You have not registered.", "Scholarships" (blue bar) with the text "You have not applied for a scholarship", and "Abstract Submission" (orange bar) with the text "You have not submitted any abstracts.". The "Abstract Submission" section is circled in red. Below this section, there is a text box with the text "You have not submitted any abstracts." and a link "Click here to enter the abstract system" which is also circled in red. The text in the "Abstract Submission" section includes: "Abstract submission is open.", "Abstract submission deadline is 5 February 2018. Click [here](#) to read more about abstract submission.", "Note that only submitted abstracts are listed in the field to the right.", and "For questions regarding abstracts, please contact the [AIDS 2018 Abstract Support Team](#)."

Step 3: Create an abstract

On the **MyAbstracts** page, click on **Create** to create a new abstract.



The screenshot shows the 'MyAbstracts' page of the AIDS 2018 submission system. At the top left is the AIDS 2018 logo with the text 'AIDS 2018 22ND INTERNATIONAL AIDS CONFERENCE AMSTERDAM, NETHERLANDS 23-27 JULY 2018' and the slogan 'BREAKING BARRIERS • BUILDING BRIDGES'. To the right, it says 'ABSTRACT SUBMISSION SYSTEM'. A navigation bar includes 'Contact', 'MyAbstract' (highlighted in yellow), 'Abstract Text', 'Authors', 'Preview', 'Submit', 'Help', and 'Profile'. The main content area has a heading 'MyAbstracts' followed by submission guidelines. Below this, there is a 'New abstract:' label and a green '+ Create' button, which is circled in red. On the right side, there is an 'Instructions' box with text about creating and working on abstracts, and a 'view & print abstract' link at the bottom.

Navigating the system

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



The image shows the header of the AIDS 2018 Abstract Submission System. The header includes the AIDS 2018 logo, the text "AIDS 2018 22ND INTERNATIONAL AIDS CONFERENCE AMSTERDAM, NETHERLANDS 23-27 JULY 2018", the slogan "BREAKING BARRIERS • BUILDING BRIDGES", and the title "ABSTRACT SUBMISSION SYSTEM". Below the header is a navigation menu with the following items: Contact, MyAbstract, Abstract Text (highlighted in yellow), Authors, Preview, Submit, Help, and Profile. Below the menu, six callout boxes provide descriptions for the main navigation items:

- Contact**: Create/View/Edit abstracts
- MyAbstract**: Enter abstract text
- Abstract Text**: Enter abstract authors
- Authors**: Preview the abstract
- Preview**: Submit the abstract
- Submit**: System Instructions

Step 4: Select the Abstract Option

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

The Conference offers two options for abstract submission:

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.

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.

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](#).

The Conference offers two options for abstract submission:

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.

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.

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

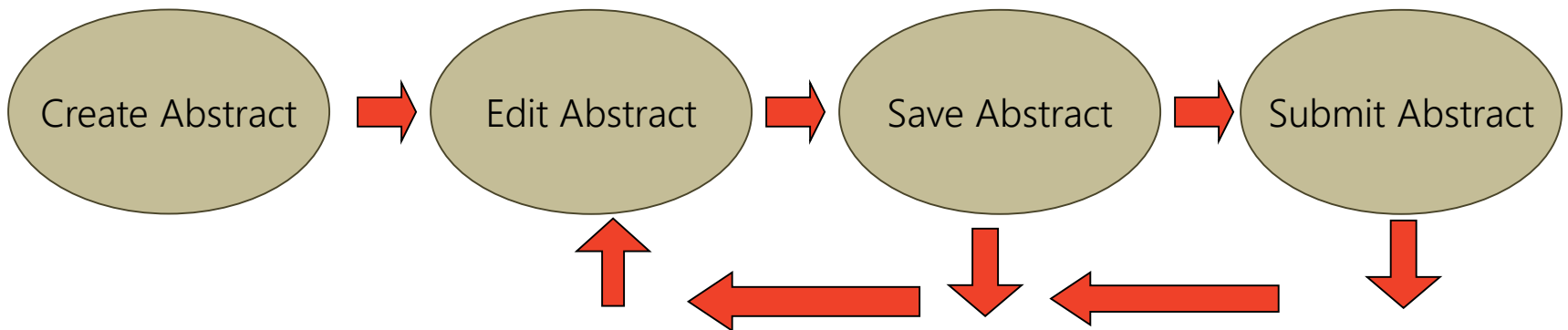
Important

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 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 submit your abstract again after making your changes.



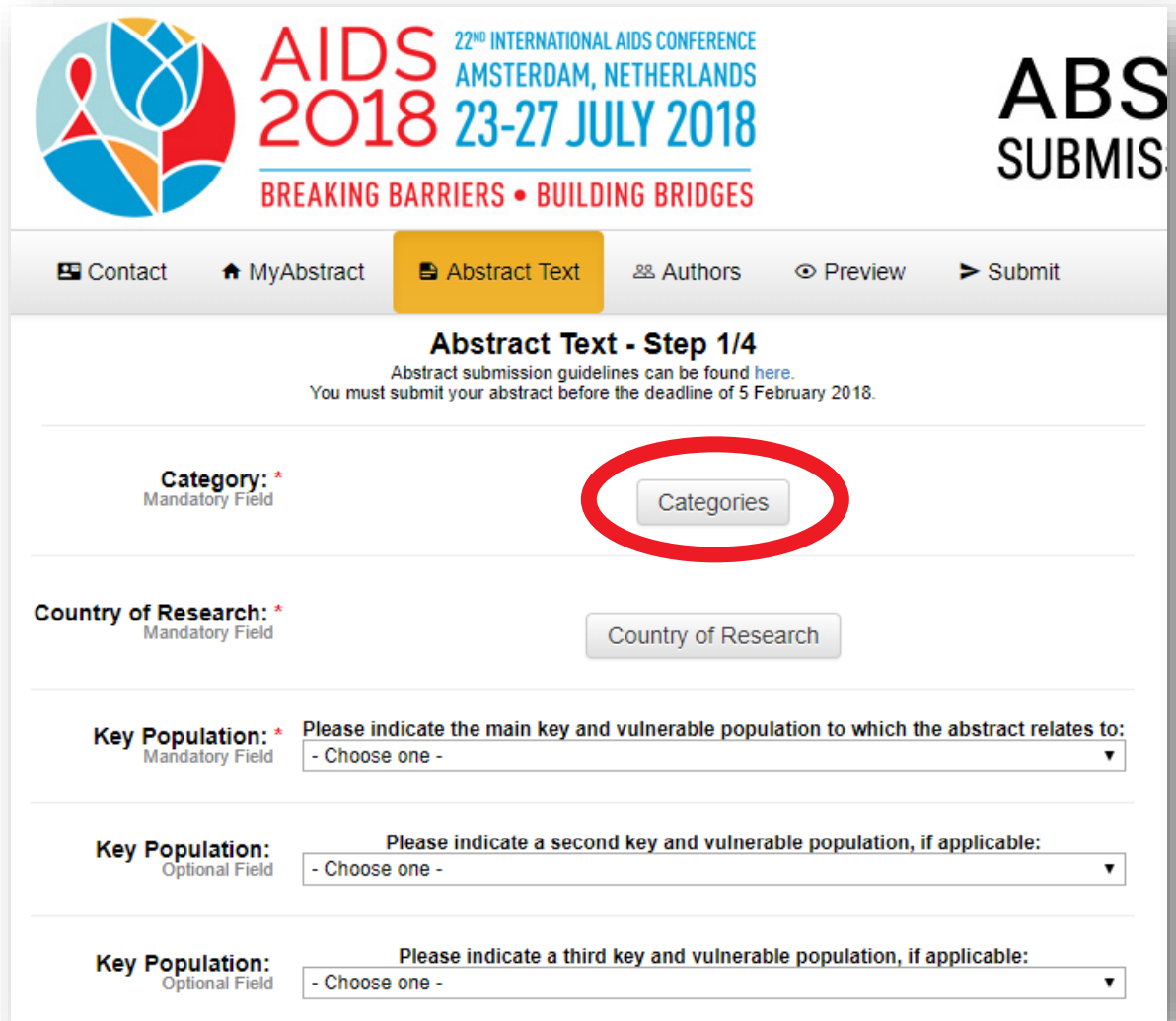
Submission deadline: 5 February 2018.

Only submitted abstracts will be considered.

Step 4: Select a category

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 [2018 Track Scope and Objectives](#), and the complete list of the AIDS [2018 Track Categories](#) on the conference website.



The screenshot shows the 'Abstract Text - Step 1/4' form on the AIDS 2018 ABS SUBMIS website. The form includes a navigation bar with 'Contact', 'MyAbstract', 'Abstract Text', 'Authors', 'Preview', and 'Submit'. Below the navigation bar, the form title is 'Abstract Text - Step 1/4' with a note: 'Abstract submission guidelines can be found [here](#). You must submit your abstract before the deadline of 5 February 2018.' The form contains several fields: 'Category: * Mandatory Field' with a 'Categories' button circled in red; 'Country of Research: * Mandatory Field' with a 'Country of Research' button; and three 'Key Population: * Mandatory Field' and 'Optional Field' sections, each with a dropdown menu and instructions to indicate the main key and vulnerable population to which the abstract relates to.

Step 4: Select a category

First, click on a track to see all category headings for that track.

1st →

Contact MyAbstract **Abstract Text** Authors Preview Submit

Abstract Categories

The categories for Scientific Tracks A-E are listed below.

- + Track A - Basic and Translational Research TOP ↑
- + Track B - Clinical Research
- + Track C - Epidemiology and Prevention Research TOP ↑**
- + Track D - Social and Political Research, Law, Policy, and Human Rights
- + Track E - Implementation Research, Economics, Systems and Synergies with other Health and Development Sectors TOP ↑

Step 4: Select a category

Second, select one of the headings listed underneath the track title.

2nd →

- ⊞ Track A - Basic and Translational Research TOP ↑
- ⊞ Track B - Clinical Research
- ⊞ Track C - Epidemiology and Prevention Research
 - ⊞ Epidemiology of HIV
 - ⊞ Surveillance: measuring the HIV epidemic
 - ⊞ Modelling and understanding the HIV epidemic
 - ⊞ **Tools for HIV prevention**
 - ⊞ Approaches for HIV prevention
 - ⊞ Methodology TOP ↑
- ⊞ Track D - Social and Political Research, Law, Policy, and Human Rights TOP ↑
- ⊞ Track E - Implementation Research, Economics, Systems and Synergies with other Health and Development Sectors TOP ↑

Step 4: Select a category

Third, select a category by clicking on the (underlined) category name.

- ☐ **Track C - Epidemiology and Prevention Research**
- ☒ Epidemiology of HIV
- ☒ Surveillance: measuring the HIV epidemic
- ☒ Modelling and understanding the HIV epidemic
- ☐ **Tools for HIV prevention**
 - C34 New PrEP products (e.g. TAF and other antiretrovirals, long acting oral and injectable drugs, topical PrEP/microbicides)
 - C35 PrEP delivery systems (e.g. vaginal rings, implants)
 - C36 Broadly neutralizing antibodies
 - C37 Vaccines
 - C38 Other new prevention tools
- ☒ Approaches for HIV prevention
- ☒ Methodology

3rd



Step 4: Enter abstract information

Indicate the country (ies) and main key population(s) to which the abstract relates, if applicable.



Mark any additional tick-boxes, if applicable.

Abstract Text - Step 1/4

Abstract submission guidelines can be found [here](#).
You must submit your abstract before the deadline of 5 February 2018.

Category: *
Mandatory Field

C37 Vaccines

Categories

Country of Research: *
Mandatory Field

Country of Research

Key Population: *
Mandatory Field

Please indicate the main key and vulnerable population to which the abstract relates to:

- Choose one -

Key Population:
Optional Field

Please indicate a second key and vulnerable population, if applicable:

- Choose one -

Key Population:
Optional Field

Please indicate a third key and vulnerable population, if applicable:

- Choose one -

Please click here if your abstract is specifically related to infants and children affected by HIV.

Step 4: 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

The screenshot shows a web form for entering abstract text. It consists of five main sections, each with a text input field and a rich text editor toolbar. The sections are:

- Title:** Mandatory Field, Max. 30 words.
- Abstract Text:** Max. 350 words in total. This section includes a sub-field for **Background:** Mandatory Field.
- Methods:** Mandatory Field.
- Results:** Mandatory Field.
- Conclusions:** Mandatory Field.

Each text input field has a toolbar with icons for bold (B), italic (I), underline (U), strikethrough (x), subscript (x₂), and superscript (x²), as well as undo and redo buttons. The 'Abstract Text' section also includes a dropdown menu for 'Decimal numbers' and a 'Word count' indicator.

At the bottom of the form, there is a word count field showing '350' and the text 'No. of words remaining for the abstract text (click SAVE to refresh)'.

Step 4: Enter abstract text

To add tables or graphs/images to your abstract, please click on **Tables or Graphs/Images** on the top of the page and follow the instructions.

A video is also available, at the bottom of the page for further information on inserting tables.

Abstract Text - Step 1/4
Abstract submission guidelines can be found [here](#).
You must submit your abstract before the deadline of 5 February 2018.

Category: * Mandatory Field
C37 Vaccines
[Categories](#)

Country of Research: * Mandatory Field
[Country of Research](#)

Key Population: * Mandatory Field
Please indicate the main key and vulnerable population to which the abstract relates to.
- Choose one -

Key Population: Optional Field
Please indicate a second key and vulnerable population, if applicable:
- Choose one -

Key Population: Optional Field
Please indicate a third key and vulnerable population, if applicable:
- Choose one -

Please click here if your abstract is specifically related to infants and children affected by HIV.

Title: * Mandatory Field
Max. 30 words

Abstract Text: Max. 350 words in total

Background: * Mandatory Field

Methods: * Mandatory Field

Results: * Mandatory Field

Instruction
Please fill in all fields on this page and click on the fields marked with a red asterisk are mandatory fields.

Category: Click on CATEGORIES to select a category for your abstract. You can also view the list of categories [here](#).

Country of research: Indicate the country (countries) where your research focused.

Key populations: The data on key and vulnerable populations is being collected only for statistical reasons. Therefore, it will not affect the reviewing or have any impact on the selection of abstracts.

Abstracts related to infants/children: Ticking or not ticking these boxes will not influence the abstract selection, but may make you eligible for *IAS/CCAB4 Prize for Excellence in HIV Research Related to Children*.

Abstract title: The title will be automatically converted into bold font, so please enter only the plain text in sentence case.

Abstract text: Please enter/copy parts of your text editing program and paste these into the relevant abstract section. The abstract text will NOT be saved if the total word count exceeds 350 in the four fields. Please check the word counter below the form. Please do NOT include literature references. For more information on the different fields of the abstract text, please see [here](#).

PLEASE NOTE: Special characters and formatting may be lost during the copying process. Please check text content using the PREVIEW button and edit or replace if necessary. Please format the text in your editing programme before pasting. Font like 'Arial' helps to prevent such problems.

[How to insert a table?](#)

Step 4: Enter abstract text

Respond to the question at the end of the page. Please SAVE your information. Click on NEXT STEP.

**Ethical Research
Declaration:** *
Mandatory Field

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. 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. 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 5: Enter abstract authors

Click on the tab **Authors**.

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

Abstract Authors - Step 2/4
Enter the presenting author and co-authors below.
Abstract submission guidelines can be found [here](#).
You must submit your abstract before the deadline of 5 February 2018.

New Author:

Study Group:

Step 6: Preview abstract

Click on the tab **Preview**.

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

You can also print your abstract by clicking on **Print**.

Abstract Preview - Step 3/4

This abstract has not yet been submitted.

Abstract category: C37 Vaccines
Title: Test submission
Authors: [N. Bushhousen](#)
Institution(s): International AIDS Society, Geneva, Switzerland

Background: Indicate the purpose and objective of the research, the hypothesis that was tested or a description of the problem being analysed or evaluated.
Methods: Describe the study period / setting / location, study design, study population, data collection and methods of analysis used.
Text: **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.

Country of research: Gambia
Key Population: Women
Related to children: No
Ethical research declaration: Not applicable
TB 2018: No
STI 2018: No

Conference: 22nd International AIDS Conference - Reference No: A-899-0224-00114 - **Status: Draft**

Step 7: Submit abstract

Click on the tab **Submit**.

Read carefully and answer all questions on the page before clicking on **Continue**.

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

Abstract Submission - Step 4/4
Abstract submission guidelines can be found here.
Modifications can be made until the submission deadline, even after submitting (completed fourth step in the abstract system). No modifications are accepted after the deadline of 5 February 2018. Only abstracts submitted by this deadline will be considered.

* 1. I confirm that I submit this abstract on behalf of all authors. I confirm that I have permission from the authors to submit this abstract on their behalf and that all authors have read and approved the final version of this abstract. I also confirm that the authors listed are the original authors of this abstract. I accept that the content of this abstract cannot be modified or corrected after the submission deadline. I am aware that it will be published exactly as submitted if accepted.

* 2. I agree to the Resubmission Policy
An abstract which has been previously published or presented at a national, regional or international meeting can only be submitted provided that there are new methods, new findings, substantially updated information or other valid reasons for submitting that can be provided by the author.
This information will be considered by the Scientific Programme Committee when making final decisions. If the author neglects to indicate the details of when and where the preliminary or partial data has been published or presented and the reasons for resubmitting (new methods, new findings, substantially updated information or other valid reasons), and if evidence of previous publication or presentation is found, the abstract will be rejected.
Has any preliminary or partial data in your abstract been previously published or presented?
If yes, please indicate the details of that conference, meeting or journal and the reasons for submitting the abstract to this conference.
 Yes No

* 3. I agree to the Conference Embargo Policy
In the case of AIDS 2018, as well as most scientific/medical conferences, all conference abstracts are released to delegates and media under a strict embargo policy. A detailed breakdown of the embargo variations for different types of abstracts can be found here.

* 4. Submission of your abstract constitutes your consent to publication.
If the abstract is accepted, the authors agree that their abstracts are published under the Creative Commons Attribution 3.0 Unported (CC BY 3.0) license. The license allows third parties to share the published work (copy, distribute, transmit) and to adapt it for any purposes, under the condition that IAS 2017 and authors are given credit, and that in the event of reuse or distribution, the terms of this license are made clear. Authors retain the copyright of their abstracts, with first publication rights granted to the IAS.

* 5. I understand that all scholarship requests must be made by the presenting author through the scholarship section of the conference profile, by completing a scholarship application form by 1 February 2018.
If you have already submitted a scholarship application and you are the presenting author, please go back to your scholarship application and add this abstract submission number A-899-0224-00129 (deadline: 1 February 2018) to your application.
Please note: Scholarship applications linked to abstracts are judged based on the quality of the abstract, and the scholarship is connected to the abstract, not an individual. If the presenting author changes, the scholarship will be cancelled unless a request is made to transfer the grant(s) to the new presenter. Please note that if the new presenting author has already incurred costs for travel, accommodation or registration, these will not be reimbursed by the scholarship. Deadline for scholarship transfer requests is 1 June 2018.

Step 8: 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.

**Thank you for submitting your abstract to the
22nd International AIDS Conference (AIDS 2018)**

A confirmation e-mail with important information concerning your abstract submission has been sent to you using this/these e-mail address(es):

natalie.bushhousen@iasociety.org

Please note that the e-mail transmission may take some minutes, depending on your mail server configuration.
If you do not receive a confirmation e-mail within a reasonable time, please make sure:

- the e-mail address(es) listed above are correct and valid.
- in order to successfully receive the confirmation email, we recommend to use at least one free mail address, such as Yahoo or Hotmail.

You may correct e-mail addresses in the AIDS 2018 conference profile only.

If you have questions please contact abstracts@aid2018.org.

Thank you.

Questions?

For any questions about abstract submissions, please contact abstracts@aid2018.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 2018. The programme is open from 20 November 2017 to 15 January 2018. Find out more by visiting the [AMP webpage](#).