



## How to submit an abstract

### Step 1

If you are not already registered, please [create an DESY Indico Account](#).

### Step 2

Go to Abstract submission: <https://indico.desy.de/event/27991/abstracts/>

### Step 3

Fill out the form to submit your abstract.

#### Author | Speaker | Collaboration

There needs to be one natural person as author and presenter.

- To indicate a presenter, click on the "Speaker" button beside the author.
- To indicate a collaboration as an additional author, please use "Enter manually" and fill the family name with "for the XYZ Collaboration". In the final proceedings, an URL can be given to the collaboration authors list at your collaboration webpage.

#### Classify your abstract

by choosing the most suitable track and subcategory. It can be modified later, e.g. by the ISPC or the LOC.

### Step 4

You can check on the status of your abstracts by scrolling down to the "My Abstracts" section.