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”.

#AIDS2018 | @AIDS_conference | www.aids2018.org
Step 1: Login to your conference profile

Create a new profile account or sign into your existing account.
On the Overview page, click on Abstract Submission.

Click on the link on the right hand side to enter the Abstract Submission System.
Step 3: Create an abstract

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

You can now navigate the system by clicking on the different tabs in the upper menu menu bar.
The conference offers two options for abstract submission. Please choose the one that best fits your work.

Step 4: Select the Abstract Option

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](#).
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.
Step 4: Select a category

First, click on a track to see all category headings for that track.
Step 4: Select a category

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

- Track A - Basic and Translational Research
- 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
- 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
Step 4: Select a category

Third, select a category by clicking on the (underlined) category name.
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.
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
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.
Step 4: Enter abstract text

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

For any questions about abstract submissions, please contact abstracts@aids2018.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.