ICAP2026 SYMPOSIUM SUBMISSION PROCESS

A symposium is **a format** for delivering a series of spoken presentations that focus on a common topic.
Each symposium must be organized and submitted by a designated person, referred to as the Symposium Chair.

The Symposium Chair may serve in one of the following roles or role combinations:
(1) Chair only;
(2) Chair and Presenter;
(3) Chair and Discussant.
Co-Chair and 1 Discussant can also be added for each Symposium.
Each symposium must include at least 5 presenters and Chair/discussant from at least 3 different countries.
Submissions for symposia must include an abstract for each presenter.
A total of 90 minutes will be allocated for each symposium

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Each symposium submission **must include** a general abstract detailing:
- a brief title (maximum 20 words) that clearly conveys the content of the symposium;
- a brief description of the symposium topic;
- a statement explaining why the topic is novel, relevant or appropriate for the Congress;
- a clear outline of how each presenter contributes a unique approach/perspective to the topic.

The Symposium Chair is responsible for submitting the complete abstract, including individual abstracts for each presenter.
During the submission process, Symposium Chairs **can choose** between INVITED SYMPOSIA (only for those formally invited by the organizers/Presidents of Divisions to serve as Chair of an Invited Symposium) and REGULAR SYMPOSIA (for those spontaneously submitting a symposium proposal as Chair)
All participants **must have** an ICAP 2026 account created to be included in the submission.

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1. **Browse** the ICAP2026 Call for Abstract page at **: https://www.icap2026.org/call-for-abstract/**

2. **Click on** <u>SUBMIT YOUR SYMPOSIUM</u> link and **Login** using your username and password **or Register** to obtain the username and password

3. Then you need first **to choose** between REGULAR and INVITED Symposia

You have 20 minutes to save your progress and exit. If you do not submit your entire Symposium on time, you can log in again as many times as needed to continue.

Each symposium must be organized and submitted by a designated person, referred to as the Symposium Chair.
First of all please choose between INVITED and REGULAR Symposia to submit your proposal.
You can then add all the Abstracts related clicking on ✚
For each asbtract the autorhor's order and details wil be published as submitted.
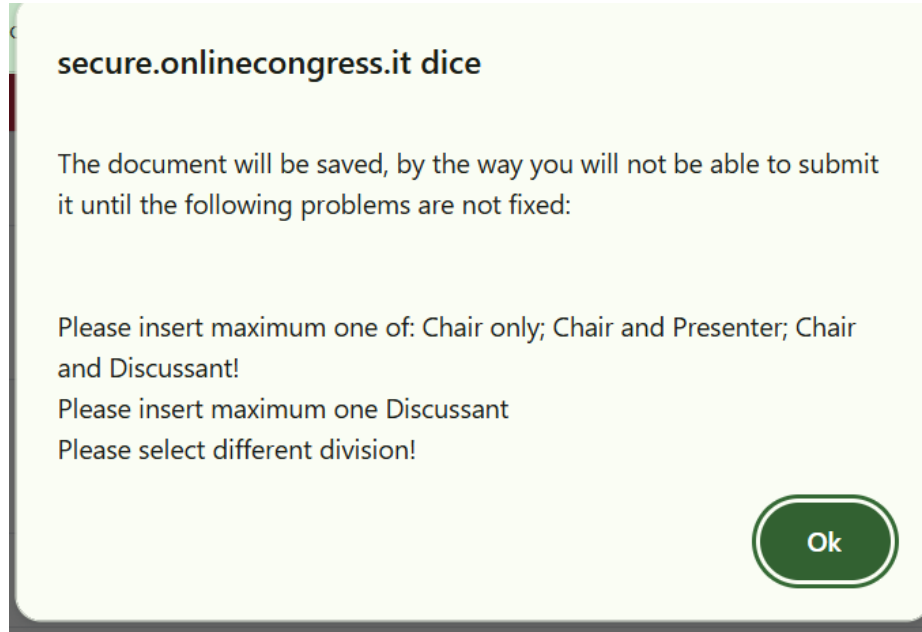Please remember to choose a Presenting Author for each abstract.

If the word "To be completed" appears at the end of the Symposium entry, it means there are errors.
Please read the instructions carefully to identify and correct any incorrect information

<div style="display:flex; gap:2rem;">

Add Invited Simposia

Add Regular Simposia

</div>

4. **Always save your data. Remember to follow the Symposium guidelines** otherwise the System will allow you to Save the Symposium data but not to sent it.
A pop up alert will always advice you. Example:

secure.onlinecongress.it dice

The document will be saved, by the way you will not be able to submit it until the following problems are not fixed:

Please insert maximum one of: Chair only; Chair and Presenter; Chair and Discussant!
Please insert maximum one Discussant
Please select different division!

Ok

5. **Add** the Title of your Symposium. Then you are requested **to select:**

- the primary Division to which to submit your contribution
- two additional Divisions
- maximum 3 SGDS
- the Symposium Rationale
- the Keywords (3 minimum)

6. **Then you can proceed** with the Proposer's details. Please remember that:
    The Symposium Chair may serve in one of the following roles or role combinations:
- Chair only;
- Chair and Presenter;
- Chair and Discussant.

Co-chair and 1 Discussant can also be added for each symposium.
Please remember that a Discussant can be added only if you don't choose "Chair and Discussant" role.

7. Once the Symposium Rationale and Proposer details are correctly saved, you can **start to add** all the abstracts related. **In Action click on +**

Action	Document
👁 ✏ ➕	LOREM IPSUM

8. and start to add each abstract

Author for each abstract.

New Abstract

Title *

[   ]

Create   Close

9. For each abstract the title and the Full Text (maximum 300 words) are required.

10. You are also requested **to enter all the Abstract authors' details.**

List of author

Please enter the paper author's name in order to be published on the online program.

Author	Affiliation	Presenting

Add Author ✚

Please remember that **each abstract needs a Presenting Author**. Click on the apposite space to assign this role to an author

☐ Presenting author

11 Once all the data has been correctly entered, the platform will allowed the Symposium to be sent. Please **click on** SEND SYMPOSIUM to proceed.

Action	Document		Status
👁 ✏ ➕	LOREM IPSUM	✔ Send symposium	Ready to send
👁 🗑 ✏	DOLOR SIT abstract of: LOREM IPSUM		Ready to send

Thank you! Your Submission is successfully completed