**Abstract Template**

***TITLE***

**How to Write and Submit an Abstract for the International Symposium on Communicating Nuclear and Radiological Emergencies to the Public 2018**

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**Abstract:** Concise abstracts on topics falling within the following areas may be submitted as contributions to the Symposium: Emergency preparedness and response; Stakeholder engagement; Public communication channels and tools in emergencies; Social media; Effective communication; Psychology of communication; Coordination of information; Communicating in different types of emergencies; “Am I safe?”; Lessons learned. Abstracts may be requested for an oral or poster presentation, and in a specific symposium topic. All papers submitted – other than invited keynote papers – must present original work and should not have been published elsewhere.

Where the number of oral requests exceeds slots available, the International Symposium Programme Committee will assign papers to an appropriate poster session. A Book of Abstracts of accepted contributions will be made available online about one week before the opening of the conference. It will also be available electronically and free of charge upon registration at the conference.

**1. Introduction**

Any participant wishing to present a paper during the conference must submit an abstract directly to the IAEA using the conference’s web browser-based file submission system INDICO. No other form of submission will be accepted.

The paper should be divided into 1. Introduction, 2. Method, 3. Results, and 4. Conclusions or an equivalent division.

**2. Method**

The first step in submission requires creation of a user account on the INDICO conference system, using the 'Login' tab in the top right corner of the page. If you are already a registered INDICO user, please log into the system.

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If you already have an INDICO account but have forgotten your password, please use the corresponding link provided under the "Login" tab to have your INDICO credentials sent to you by email.

Once users have logged in, they can submit an abstract via the "Submit a New Abstract" link on the left-hand navigation panel.

Authors must type or copy the title and summary from their abstract within the space provided, whilst abstracts themselves must be uploaded as an attachment in PDF format using the "attach a file" function also provided under the "Submit Abstract" link.

**3. Results**

The abstract must be submitted through this system no later than **30 March 2018**.

The electronically received abstract will be considered by the International Symposium Programme Committee. Authors will be notified via email by **26 June 2018** as to whether their contributions have been accepted for oral or poster presentation.

The results are tabulated in Table 1 as shown below:

All abstracts will be available in pdf format, with the author’s permissions, on the symposium webpage. Authors need to provide the release right on the Form B “Form for Submission of a Paper’.

**4. Conclusions**

All citations should be indicated with consecutive numbers in brackets within the main body of the text i.e. [1] and must follow the IAEA citation style as shown below.

The maximum length of an abstract is 4 pages including figures and tables. Maximum length is 1000 words.

**References**

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