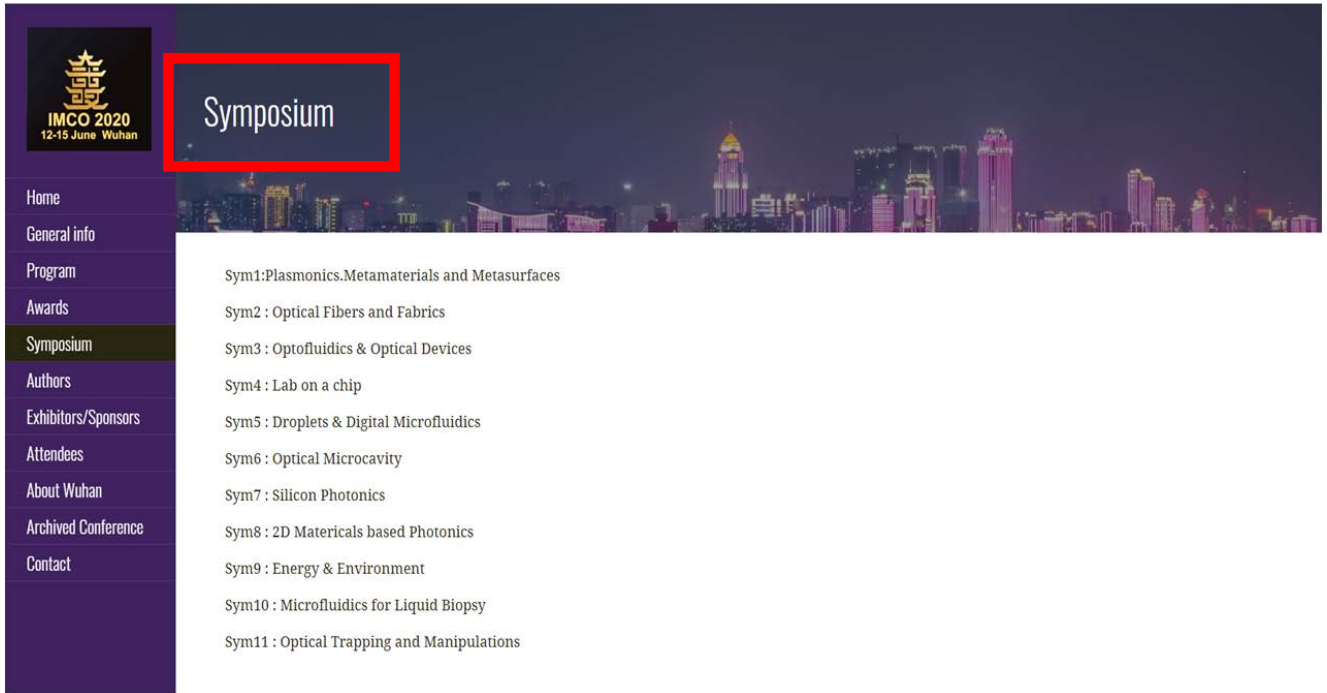


# Guide to Abstract Submission

## Oral and Poster Papers

1. Please enter <http://imco2020.cn/symposium/> and select one of symposia.

首先，请您进入网页 <http://imco2020.cn/symposium/>，然后选择其中一个分组会议。



2. Take “Sym 3” as an example, you can find a button for “Abstract Template” at the bottom of the symposium which you have chosen. **Make sure to use our template, any other format is not accepted.** 在您所选的分组会议页面的下方，您可以找到下载提交摘要文章的模板按钮。下图是以 Sym3 的页面的截图。**请务必使用我们提供的模板，其他格式恕不接受。**

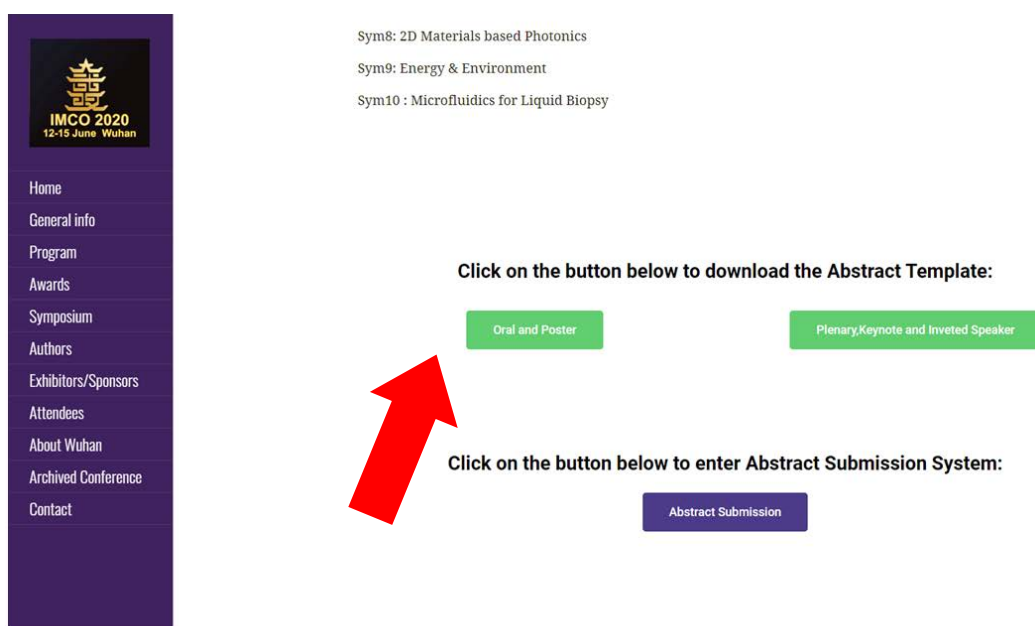
Qijie Wang / Nanyang Technological University, China

Leslie Yeo / Royal Melbourne Institute of Technology University, Australia



3. After entering the abstract template page, you can find two types of template. **Please choose the left one: “Oral and Poster”** and download the template.

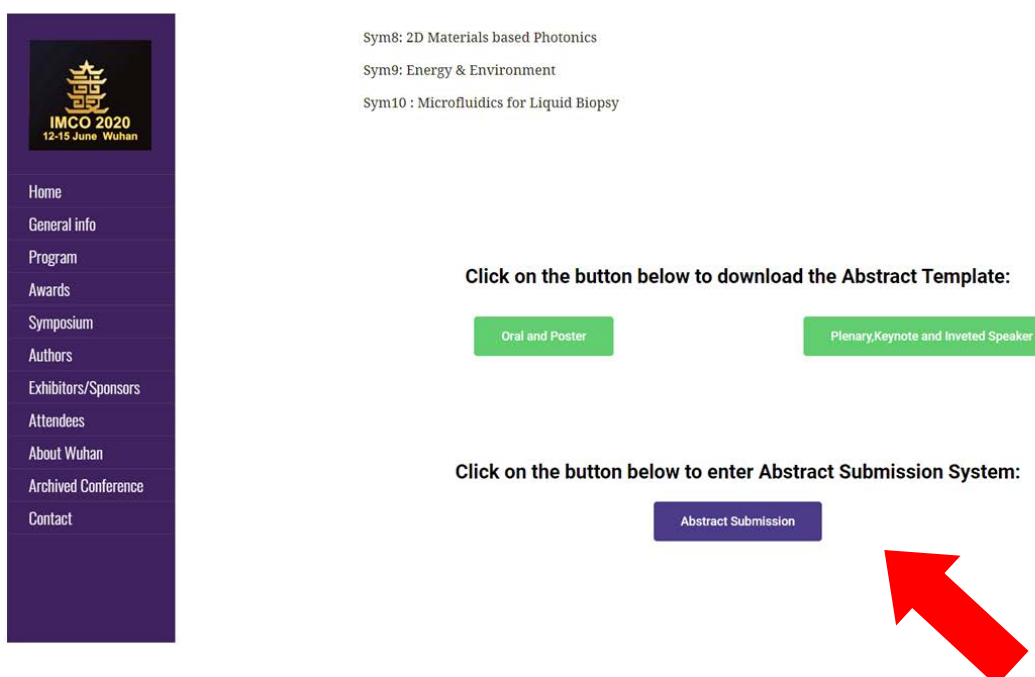
进入摘要文章模板下载页面后，**请选择左方的“Oral and Poster”按钮**，下载模板。



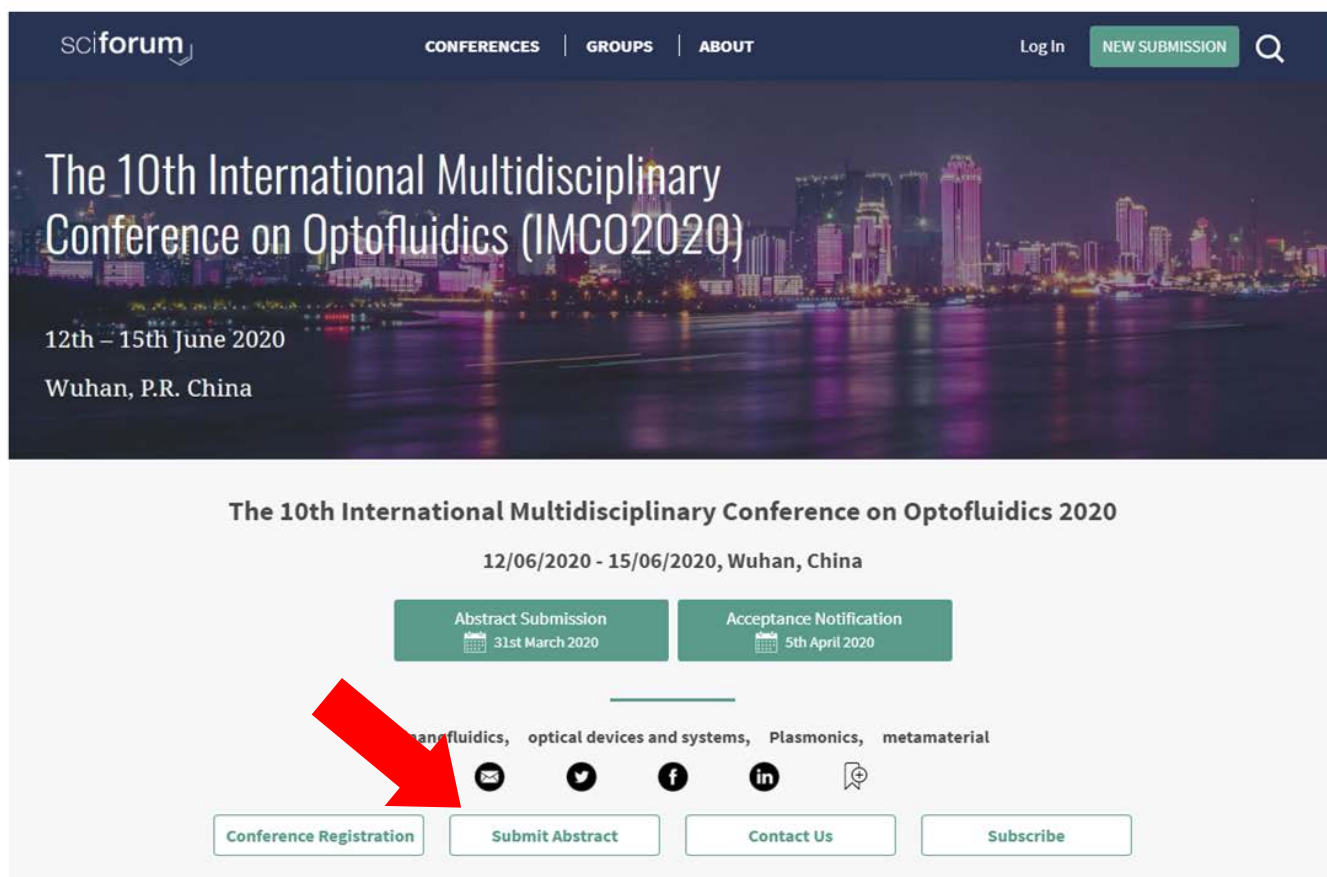
4. After you finish the abstract, you can click the button below to enter “Abstract Submission”, Then you will open a new window and will be redirected to a third-party website which is our abstract submission system.

You can also directly go to <https://sciforum.net/conference/IMCO2020>

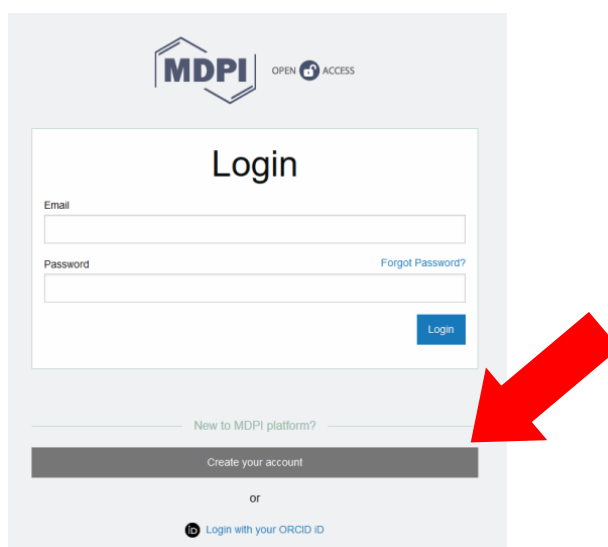
当您完成撰写摘要文章后，您可以点击下方的蓝色按钮进入“Abstract Submission”，按下后，会跳转到一个第三方的网页，那里是我们的摘要提交系统。也可以直接通过网址 <https://sciforum.net/conference/IMCO2020> 进入



5. Here you can find a button called “Submit Abstract” below the conference banner.  
您可以在下方找到“Submit Abstract”按钮。



6. After you press the button, you will enter the login page. If you already have an account, please log in. Otherwise, please create a new account using the button below.  
按下“Submit Abstract”按钮后，会转到登录页面。如果在这个系统里您已有一个账号，您可以直接登录。如果没有账号，请按下方按钮注册一个新账号。



7. After logging into the system, please select which session (symposium) you would like to join, and click the button "Continue to add title/abstract".

登入后, 请选择您所选的分组会议, 然后按页面下方的"Continue to add title/abstract"按钮

**New Submission**

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Conference  
The 10th International Multidisciplinary Conference on Optofluidics 2020

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Select a session

- Plasmonics, Metamaterials and Metasurfaces
- Optical Fibers and Sensors
- Optofluidics & Optical Devices
- Lab on a chip
- Droplets & Digital Microfluidics
- Optical Microcavity
- Silicon Photonics
- 2D Materials based Photonics
- Energy & Environment
- Microfluidics for Liquid Biopsy
- Optical Trapping and Manipulations

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8. Then, you will enter another page. There are a few questions to answer. **If you want to present by poster, in the first question "Poster Contribution", choose YES. In the second question "Oral Contribution", choose "No". If you want to present by oral, in the first question "Poster Contribution", choose NO. In the second question "Oral Contribution", choose "YES (consider me for short talk)". Due to the limited quota of oral presentation, your paper may be assigned to poster.**

进入到另一个页面, 有一些问题需要回答。如果你要作墙报报告, 在第一条问题 (Poster Contribution), 请选择 YES, 在第二条问题 (Oral Contribution), 选择"NO"。如果你希望作口述报告, 那么在第一条问题 (Poster Contribution), 请选择 NO, 在第二条问题 (Oral Contribution), 选择" YES (consider me for short talk)". 因为口述报告的名额有限, 您的文章有可能会被调整为墙报报告。

**New Submission**

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Conference  
The 10th International Multidisciplinary Conference on Optofluidics 2020

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Session  
Optofluidics & Optical Devices

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**Poster Contribution**

- Yes
- No

**Oral Contribution**

- Yes (consider me for short talk)
- No

9. Attention, please submit your abstract in both WORD and PDF formats<sup>&</sup>. After that, you can find a button called “Continue to add authors” at the bottom of page.

<sup>&</sup> The PDF file is for review (otherwise, there may be some format change) and the WORD file is for preparing the conference proceedings.

请注意，摘要的 WORD 格式和 PDF 格式都需要提交<sup>&</sup>。然后您可以按页面底部的“Continue to add authors”按钮。

<sup>&</sup> PDF 格式将用于评审，WORD 格式用于编辑会议论文集

#### Open access

I agree with the [open access policy](#) and confirm that my submission can be displayed publicly on the website.

Cancel Continue to add authors

10. In the next page, you can add co-authors. After you finish the form, press the button “Preview submission”.  
在下一个页面，您可以增加共同作者。填完表格后，按下在页面底部的“Preview submission”按钮。

#### Authors

Add new author

Order	Author Name	Affiliations	Corresponding Author	Presenter		
1		School of Physics & technology, Wuhan University, Wuhan 430072, China	yes	no		

Cancel Save and finish later Preview submission

11. This page is for you to preview all the information you have entered. If correct, press the button “Send to editors”. After the submission, you will receive an email to confirm the abstract submission.

在这一页，您可以审阅所有输入信息。如果正确，按下在页面底部的“Send to editors”按钮，提交摘要。系统会发给您一个确认电子邮件。