



## Instructions for Abstract Submission Cities on Volcanoes 12

The abstract submission instructions and the online submission form are available in English and Spanish. Contributions for all sessions may be uploaded and presented in either language. Please note that the corresponding author (the person uploading the abstract) need not be the presenting author; however, the presenting author will need to be listed as a coauthor on the abstract.

We recommend that you prepare the text of your abstract and collect information about your coauthors prior to starting the form, as in-progress work cannot be saved.

A presenting author may submit a maximum of one abstract as an oral presentation (traditional oral or lightning talk) and one abstract as an additional poster presentation. Participants that have already been invited as keynote speakers are encouraged to contact the program organising committee ([cov12program@gmail.com](mailto:cov12program@gmail.com)) if they wish to submit a second abstract for oral presentation. Traditional oral presentations will be 12 minutes long (+3 minutes of questions), while the lightning talks will be 5 minutes long.

Questions related to the conference program should be directed to [cov12program@gmail.com](mailto:cov12program@gmail.com). Specific questions relating to sessions should be directed to session conveners, while those on technical aspects of submission should be directed to [info@on-line-form.eu](mailto:info@on-line-form.eu).

**Step 1:** Before submitting an abstract, note the session name and number and check the type of submission that is being invited (there are several non-traditional formats at this conference).

**Step 2:** Prepare the following:

- A title (less than 20 words recommended)
- Abstract text (200-250 words) ensuring that it aligns with the themes of the session
- Co-authors' information including their full names and affiliations; note that it is the responsibility of the contributing author to verify all co-authors approve the submission
- Contact information for presenting author, if different than the corresponding author

**Step 3:** Submit the abstract using the online form. Total time of abstract upload is estimated to be about 15 minutes. Make sure you verify the abstract text and press the submit button after verification. You will receive confirmation of your contribution by email. Note that it is possible it may be found in your spam folder.

**What comes next?** Abstract submission closes October 8th and we hope to have notifications completed by the end of October, timed to coincide with the opening of early-bird conference registration. We recommend that you plan accordingly.

**When do I have to pay for abstract submission?** Abstracts submission does not require payment at this point, but if your abstract is accepted you will be asked to pay during the registration process. Abstract cost, as well as registration costs, will be tiered according to demonstrated need. Abstract fees will range from \$15 to \$55, with proceeds used to fund IAVCEI-sponsored travel grants for the conference. The tiered structure for registration fee pricing will be published on the conference website prior to abstract notification in late October.

IAVCEI membership will be required for all presenting authors from the broad volcanology community and fee waivers are available for those with demonstrated need. Cost of IAVCEI membership is published at <https://www.iavceivolcano.org/membership/membership-fees-for-2023/>.

IAVCEI membership *is not required* for presenters from other backgrounds (e.g., local administration, local authorities, school teachers, community participants, civil protection authorities, artists, journalists), or for non-presenting participants.