

## Submission for Abstract Application Procedures

### Guideline

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To Submit an abstract, please log in from "Log-in" button at the right-bottom corner.

Those who wish to submit a paper are required to submit the Abstract by 23:59 June 19, 2023, Japan Standard Time (GMT+9).

Please follow the instructions below for the submission of Abstracts.

Download and use the file "Sample abstract. docx", complete your abstract in English and save it as your "Lastname\_Initial.docx"

For further information, please contact us at [icha2023.hiroshima2@gmail.com](mailto:icha2023.hiroshima2@gmail.com).

To download the sample, click "Sample abstract. docx" on the right. "[Sample abstract. docx](#)  
(/NOZData/Img/FileUp/Honban/Upload/13786/Sampleabstract\_230207final.docx)"

### Deadline of Submission for Abstract

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**23:59 of June 19, 2023, Japan Standard Time (GMT+9)**

Please note that after 23:59 of June 19, 2023, acceptance of abstracts through the server will automatically be closed and submissions will no longer be accepted.

The Internet line is prospected to be busy just before the deadline, so we recommend that you submit your abstracts early.

### About Presentation

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#### Select contribution:

- Onsite Oral
- Onsite Poster with ignite talk
- Onsite Poster

### Categories

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Please see below for the categories.

\*Up to 3 keywords can be registered.

- 1 Ecology
- 2 Biology and Biogeography
- 3 Community/Species Interactions
- 4 Taxonomy
- 5 Microbiomes and Omics
- 6 Prediction and Modeling
- 7 Monitoring and Mitigation
- 8 Ciguatera and Benthic HABs
- 9 Ichthyotoxic HABs
- 10 Cyanobacterial HABs
- 11 Toxins, Biosynthesis and Detection Methods
- 12 Toxicology
- 13 Surveillance and Management
- 14 HABs in a Changing World
- 15 Socio-economic Impacts
- 16 Emerging Issues

## Abstract Preparation Details

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When submitting an abstract, please note the following :

Formatting details:

□ Font: **Times New Roman, size 12**

□ Title: **Bold**, centered, no more than two lines

Example:

Taxonomy and phylogeny of unarmored dinoflagellates in the Kareniaceae found from Asian Pacific

□ Authors names: Leave one line below the title. Underline the presenter's Full Name. Order: First name and Last name. Separate co-authors' full names with a comma. The last two co-authors' names are separated with the preposition ', and'. Put numbers of corresponding affiliations after the last name (<sup>superscript</sup>).

Example:

Mitsunori Iwataki<sup>1</sup>, Garry Benico<sup>1,2</sup>, Kazuya Takahashi<sup>1</sup>, and Wai Mun Lum<sup>1</sup>

□ Author affiliations: Leave one line below the author names. Order: <sup>Affiliation number</sup> Organisation name, or PO Box or House number and Street name, Postcode, City, Country. Provide the e-mail address of the presenter.

Example:

<sup>1</sup> Graduate School of Agricultural and Life Sciences, University of Tokyo, 1-1-1 Yayoi, Bunkyo, Tokyo 113-8657, Japan.

E-mail: iwataki@g.ecc.u-tokyo.ac.jp

<sup>2</sup> College of Science, Central Luzon State University, Science City of Muñoz, Nueva Ecija, Philippines.

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□ Body text of abstract: Leave one line below the author affiliations. **No more than 250 words**. The text should be typed single-spaced. Paragraph alignment should be justified. Basically, only one paragraph. Use italics and capital letters where appropriate.

□ No pictures, no figures, no tables, no references

□ **The total length of your submission, including title, author names, affiliations, and body text, must be within 1 page**

□ Save the abstract form as "Lastname\_Initial.docx"

\*Only files with an extension of \*.doc,\*.docx, will be accepted.

\*No files larger than 10.0 MB can be uploaded.

## Submission of Abstract

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Caution:

Use the right browser. With some browsers you cannot submit lecture topics.

Note: We recommend using the browser suggested at the top page.

**Please use the same log-in ID for Registration, Submission of Abstract and Reservation.**

The Secretariat bears no responsibility for any problems in the process of Submission of Abstracts due to the computer environment of the user. Please refer to the **System Requirements** on the Top Page for the PC setting instructions.

## Instructions on Preparation of Submission of ABSTRACT

1. We recommend you to save your submission file in **Microsoft Word(\*.doc,\*.docx.) format** on your desktop and have it ready to upload.

2. After entering all the required information of the authors and the Submission of abstract itself, please click the "File Upload" and a window for your choice of files will open.

Please choose your earlier saved file from the list and click the "Upload" button.

3. Please turn to the Next page, and confirm your submitted information.

If you need to correct the information, please click the "Back" button at the bottom of the page to correct it.

If your submitted information is fine, please click the "Submit" button at the bottom of the page to complete your submission.

Please do not close your browser until your submission is complete, otherwise it will become invalid.

**Please note the Secretariat cannot be responsible for mistakenly input contents of your submission, so please check for mistakes before sending your submission of abstract.**

**\*All papers submitted will not be returned to the senders.**

Please read the Consent Form, and if you agree to it, please check the box for Agree.

Once you click on the Next button you will see the content registered.

If there are no mistakes in the content registered, please click on the Register button.

Once you have reached the Registration Complete form, the registration is complete.

## How to confirm, revise and cancel submissions

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You can revise, confirm, or delete your submission as many times as you wish up until 23:59 of June 19th, 2023.

### 1. To confirm your submitted abstract

1)Enter your log-in ID and password to log-in to your "My Page"

2)Click the "Abstract: Add/Confirm (Edit/Cancel)" button (the green button) in the middle of the My Page field.

3)Click the "Confirmation" button to confirm the details.

### 2. To revise your submitted abstract

1)Enter your log-in ID and password to log-in to your "My Page"

2)Click the "Abstract: Add/Confirm (Edit/Cancel)" button (the green button) in the middle of the "My Page" field, and click the "Edit" button to revise your submitted information/abstract.

3)Click the "Next" button to proceed the confirmation page.

4)After you check your revised information/abstract, click the "Submit" button to complete the procedure.

### 3. To delete your submitted abstract

1)Enter your log-in ID and password to log-in to your "My Page"

2)Click the "Abstract: Add/Confirm (Edit/Cancel)" button (the green button) in the middle of the "My Page" field, and click the "Cancel" button to delete your submitted abstract.

3)After you confirm the details displayed on the confirmation page, click the "Cancel" button to delete your abstract.

\* Once you complete the procedure, you cannot recover the canceled data.

#### Note:

Please update yourself with abstract information through the home page regularly.

## Inquiries about System Use of Submission for Abstract

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### JTB Business Transformation Corp.

\*Consignment sale

Tokai Bldg.5F, 1-16-30 Meieki-Minami, Nakamura-ku,

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Office Hours: 10:00am - 5:00pm (GMT+9, weekdays only)

Certified Travel Service Supervisor:

Harutaka HIKITA

\*A certified travel service supervisor is responsible for supervising all transaction conducted at the sales office where your travel arrangements are made. If you have any questions concerning your travel contract, please feel free to ask the supervisor.

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