STEP-BY-STEP GUIDE
FOR
ABSTRACT SUBMITTERS

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What can you do with the abstract system?

The 2021 ICFP utilizes a software that allows the family planning community to:

1. Create accounts
2. Submit abstracts
   - Submit individual abstracts
   - Submit preformed panels
3. Edit or withdraw abstracts
4. Access more information about the conference and sessions
1. Create an account

- Link to access the portal
  https://icfp2021.dryfta.com/abstract-submission/abstract/detail
- As a new user you start with creating an account.
- If you already have an account, you may sign in using your email and password.
- If you have an account but have forgotten your password, you may recover the password using the “Forgot your password?” icon.
- If you prefer using the platform in French, you may also change the language in the top right corner.
- You may click continue, to go to the abstract submission page.
2. Accessing abstracts portal

- This page allows you to visualize the list of all abstracts associated with your name in the ICFP system.

- “My dashboard” icon allows you to update your profile and access other system functionality such as registration when it opens.

- You may click “submit abstract” to submit a new abstract.
2. Accessing abstracts portal

- This page allows you to select which type of abstract you would like to submit.

- By selecting the type of abstract to submit, you will be prompted to:
  
  - **Individual abstract** submission form
  
  Or

  - **Preformed panel** submission form
3. Submitting individual abstract

- By selecting the individual abstract submission icon you will be prompted to the individual abstract submission form.

- The individual abstract submission form starts with the submission guidelines that can also be downloaded as a pdf.
Filling the abstract submission form.

- The abstract submission form allows you to select one track and one sub track if applicable. You can also select a second track if your abstract may fit in more than one track.

- However, we recommend to choose the track that fits best your abstract as the first track choice.

Submit your abstract

Track (First choice)*
Select the track that your abstract primarily focuses on.

Your topic most closely relates to:
Select only one (if applicable)

Track (Second choice) - Optional
Select a value

Abstract Title*
Maximum characters: 255
3. Submitting individual abstract

- Specific fields are provided for research abstracts.
- These fields correspond to the table provided in the abstract submission guidelines.
3. Submitting individual abstract

- Specific fields are provided for *programs abstracts*.
- These fields correspond to the table provided in the abstract submission guidelines.
3. Submitting individual abstract

- Specific fields are provided for *advocacy and accountability abstracts*.
- These fields correspond to the table provided in the abstract submission guidelines.
3. Submitting individual abstract

- The form also asks questions about age of the presenter which will be used for the junior researchers’ travel award call for applications for accepted best scoring abstracts.

- The form allows to submit on behalf of the author(s).

- The form allows to add up to 8 co-authors and you can reorder the sequence of co-authors.

- The form can be saved at any stage of completion to be submitted later.

- After you have clicked submit to submit your abstract, the primary author can edit the abstract until June 2, 2020 at 11:59 PM EST.
4. Submitting a preformed panel

- By selecting the preformed panel submission icon you will be prompted to the preformed panel submission form.

- The preformed panel submission form starts with the submission guidelines that can also be downloaded as a pdf.
4. Submitting a preformed panel

Filling the panel introduction form.

- The panel introduction form allows you to select only one track and one sub track if applicable.

- A preformed panel can also be submitted in both English and French, but it can only be presented in one language.
4. Submitting a preformed panel

**Filling the panel introduction form.**

- The panel introduction form allows you to provide the panel title and a panel overview.
- When entering the panel chair information, please make sure the email is correct.
- To prevent errors, the form requires to enter the panel chair email twice with one field as a confirmation.
4. Submitting a preformed panel

Filling the panel introduction form.

- The panel introduction form allows you to add up to four preformed panel co-submitters.

- When the co-submitters are added, an automatic email is sent them with sign in details and a link allowing them to submit their respective abstracts.

- The main preformed panel submitter can also submit all four abstracts of the panel.

- The blue “Add abstract” icon allows to submit an abstract within a panel.
4. Submitting a preformed panel

Filling the abstract page of the preformed panel.

- The abstract page form allows you to add the abstract title and a summary of 400 words maximum.

- The abstract submitter can also add up to eight abstract co-authors.

- Only the primary authors of the abstract can edit their respective abstracts within a panel.

- Edits can only be made up until June 2, 2020 – 11.59 pm EST.
By clicking on “My abstract” one can see all abstracts associated with his/her account.

To edit abstract, one can use the green “edit abstract” icon.

To withdraw the abstract, one can use the red “withdraw” abstract.
6. General information about the conference

• By clicking on “Home” one can see the general information about the ICFP.

• The 2021 ICFP website can be visited from here.


The International Conference on Family Planning serves as a strategic inflection point for the family planning and reproductive health community worldwide. It provides an opportunity to disseminate knowledge, celebrate successes, and identify next steps toward reaching the goal of enabling an additional 120 million women to access voluntary, quality contraception by 2020 – and beyond.

February 1-4, 2021
Phuket City, Thailand
ICFP2021.org
Questions?

Any questions about abstract submissions can be directed to Jean Christophe Rusatira at abstracts@icfp2021.org