HOW TO SUBMIT AN ABSTRACT TO AIDS 2016

TUTORIAL
Introduction

Welcome to the tutorial on how to submit an abstract to AIDS 2016.

The aim of this document is to guide you step-by-step through the process of submitting an abstract for the 21st International AIDS Conference (AIDS 2016).
Step 1: Login to your Conference Profile

Go to www.aids2016.org and click on “Log into your profile”.

![Login to Conference Profile](image_url)
Step 1: Login to your Conference Profile

Create a new profile account or sign in to your existing account.
Step 2: Enter the Abstract Submission System

On the Overview page, click on Abstract Submission.

Click on the link on the right hand side to enter the Abstract Submission System.
Step 3: Create an Abstract

On the **MyAbstracts** page, click on **Create** to create a new abstract.
Step 4: Select the Abstract Option

The conference offers **two options** for abstract submission. Please choose the one that best fits your work.

**Option 1**
Suited for research conducted in all disciplines. Check a sample abstract for this option [here](#). Abstracts submitted under the first option should contain concise statements of:

- **Background:** indicate the purpose and objective of the research, the hypothesis that was tested or a description of the problem being analyzed or evaluated.
- **Methods:** describe the study period / setting / location, study design, study population, data collection and methods of analysis used.
- **Results:** present as clearly and in as much detail as possible the findings / outcomes of the study. Please summarize any specific results.
- **Conclusions:** explain the significance of your findings / outcomes of the study for HIV prevention, treatment, care and / or support, and future implications of the results.

**Option 2**
Suited for lessons learned through programme, project or policy implementation or management. Check a sample abstract for this option [here](#). Abstracts submitted under the second option should contain concise statements of:

- **Background:** summarize the purpose, scope and objectives, of the programme, project or policy.
- **Description:** describe the programme, project or policy period / setting / location, the structure, key population (if applicable), activities and interventions undertaken in support of the programme, project or policy.
- **Lessons learned:** present as clearly and in as much detail as possible the methods / findings / outcomes of the programme, project or policy; include analytic approaches, evaluation of lessons learned and best practices with a succinct description of the methods used. In addition, please summarize any specific results that specifically support your conclusions of lessons learned and best practices.
- **Conclusions/Next steps:** explain the significance of the methods used and findings / outcomes of the programme, project or policy for HIV prevention, treatment, care and / or support, and future implications of the results.
Step 4: Select the Abstract Option

Check the links to see sample abstracts for each submission option.

You may also review examples of abstracts from past conferences here.
Step 4: Select the Abstract Option

Option 1: Better suited for research conducted in all disciplines.

Examples of abstracts submitted under Option 1:
- PMTCT outcomes among HIV-exposed infants
- Getting more HIV-positive infants on lifesaving treatment
- The media’s role in sexual and reproductive health education
- The complex relationship between democracy, health disparity, social capital and HIV medication adherence
- PrEP, HIV testing and treatment access among MSM: social and structural barriers and facilitators
**Step 4: Select the Abstract Option**

**Option 2:** Better suited for *lessons learned* through programme, project, or policy implementation or management.

**Examples of abstracts submitted under Option 2:**
- Key findings from evaluation studies
- Lessons learned while implementing HIV programmes
- Involvement of people living with HIV through linkages between network groups and health facilities
- Innovative cultural approaches in reducing vulnerabilities for people affected by HIV
- Mobilization of most vulnerable communities to end stigma, discrimination, violence and advocacy for universal access to treatment
- Adapting HIV/AIDS education projects and the impact of local context
- Development of user-friendly HIV prevention services
Important

Unfortunately, it is not possible to change abstract submission forms in the middle of the application process.

If you would like to change forms, you will need to withdraw your abstract and submit a new one using the alternate form.
Navigating the System

You can now navigate the system by clicking on the different tabs in the upper menu bar.
Navigating the System

You may, at any time, save the abstract as a draft and log out of the system, completing and submitting the abstract at a later date.

You may modify submitted abstracts up to the submission deadline. You must remember to submit your abstract again after making your changes.

Submission deadline: 4 February 2016.

Only submitted abstracts will be considered.
Regardless of whether you choose option 1 or 2, your next step is to select the track and category that best suits your work.

To help you in your selection, please check the AIDS 2016 Track Scope and Objectives, on the conference website.
Step 5: Select a Category

First, click on a track to see all category headings for that track.
Step 5: Select a Category

Second, select one of the headings listed underneath the track title.

- Track A - Basic and Translational Research
- Track B - Clinical Research
- Track C - Epidemiology and Prevention Research
- Track D - Social and Political Research, Law, Policy and Human Rights
- Track E - Implementation Research, Economics, Systems and Synergies with other Health and Development Sectors

2nd

- Sex Work: Behavioural, Social and Cultural Issues and Contexts
Step 5: Select a Category

Third, select a category by clicking on the (underlined) category name.
HIV Cure Symposium

Abstracts pertinent to HIV cure research, submitted under specific categories, can be considered for the Towards an HIV Cure Symposium in addition to AIDS 2016.

More information about the 2016 HIV Cure Symposium is available here.
How to Choose a Category

If you are uncertain which category to select, you may need to review and list all categories that pertain to your abstract. Example: if you are submitting an abstract to track D and it pertains to sex work, you might need to review categories in the three headings below:

- Key Populations (Track D, categories 29-37)
- Sex Work: Behavioural, Social and Cultural Issues and Contexts (Track D, categories 45-49)
- Stigma, Discrimination and Legal Contexts (Track D, categories 54-62)
How to Choose a Category

If the choice is obvious, select the category where the abstract fits best

OR

If the choice is not obvious, proceed by elimination to narrow the choice down to one.

Example: D58 was selected as the example abstract focused on sex work and stigma.

- Stigma, Discrimination and Legal Contexts
  - D54 Experiences and impacts of HIV-related stigma
  - D55 Intersecting stigmas and marginalized identities
  - D56 Racism and other forms of ethnicity-based social exclusion
  - D57 Experiences and impacts of homophobia and transphobia
  - D58 Stigma and discrimination regarding people who use/inject drugs, sex workers, sexual minorities and other social groups affected by HIV
  - D59 Stigma and discrimination in specific settings, including family, community, workplace, education and healthcare settings
  - D60 Representations of stigma: social attitudes, media and public debate
  - D61 Punitive laws and enforcement practices regarding HIV transmission, drug use, sex work, sex between men, sodomy and/or sex outside of marriage
  - D62 Legal protection of people living with HIV and key populations
**Important**

All completed abstracts will be reviewed.

If the track or category selected is not the one most suited for your abstract, the reviewing process may be delayed, but all abstracts submitted to incorrect tracks or categories will be reassigned and reviewed.
Step 6: Enter Abstract Information

Indicate the main key population(s) to which the abstract relates, if applicable.

Mark the tick-boxes, if applicable.
Step 6: Enter Abstract Text

Enter the title of your abstract (up to 30 words).

Enter your abstract text in the predefined field (up to 350 words).

Abstracts should respect the structure of the option chosen:
**Option 1:**
Background
Methods
Results
Conclusions

**Option 2:**
Background
Description
Lessons learned
Conclusions/next steps
Step 6: Enter Abstract Text

To add tables or graphs/images to your abstract, please click on Tables or Graphs/Images on the top of the page and follow the instructions.

A video is also available, at the bottom of the page for further information on inserting tables.
Step 6: Enter Abstract Text

Respond to the question at the end of the page. Please SAVE your information. Click on NEXT STEP.

Ethical Research Declaration: * Mandatory Field

I, the presenting author, confirm that the research presented in this abstract has been conducted in accordance with the protocol approved by the institutional or local committee on ethics in human investigation. Where no such committee exists, I attest that the research has been conducted in accordance with the principles of the Declaration of Helsinki of World Medical Association. The Scientific Programme Committee may contact me to enquire further into ethical aspects when evaluating this abstract.

- Yes
- No
- Not applicable - the study does not include human subjects

Back  Save  Next Step >>>
Step 7: Enter Abstract Authors

Click on the tab **Authors**.

Enter the presenting author and co-authors of your abstract. You can also enter a Study Group (if applicable).
Step 8: Preview Abstract

Click on the tab Preview.

View your abstract to ensure that all information has been saved correctly.

You can also print your abstract by clicking on Print.
Step 9: Submit Abstract

Click on the tab **Submit**.

Read carefully and answer all questions on the page before clicking on **Continue**.

Note: You will be asked to preview your abstract one more time before clicking on **Submit**.
Step 10: Confirmation

A confirmation of your abstract submission will be displayed on the screen.

You will also receive a confirmation via email.

This email contains your abstract number. Please save it for future reference.
Questions?

For any questions about abstract submissions, please contact abstracts@aids2016.org

Need some more help?

The **Abstract Mentor Programme** offers free, expert feedback to young or less-experienced researchers interested in submitting an abstract for AIDS 2016. The programme is open from 16 November 2015 to 18 January 2016. Find out more by visiting the [AMP webpage](https://aids2016.org/amp).