

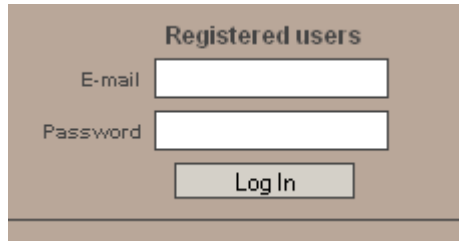
I. ABSTRACT SUBMISSION INSTRUCTION IN COFFEE SYSTEM

Before abstract submission one has to be registered in the Coffee system first.

To add an abstract please follow the instruction below:

1. Log in to the system

In order to log in, please type in the same e-mail address and the password you gave during the registration process and then press **Log in** button.

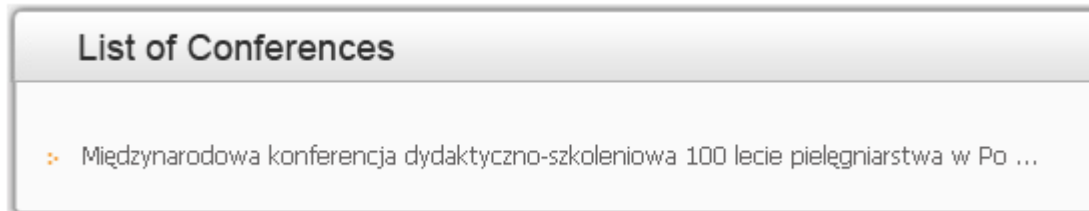


Registered users

E-mail

Password

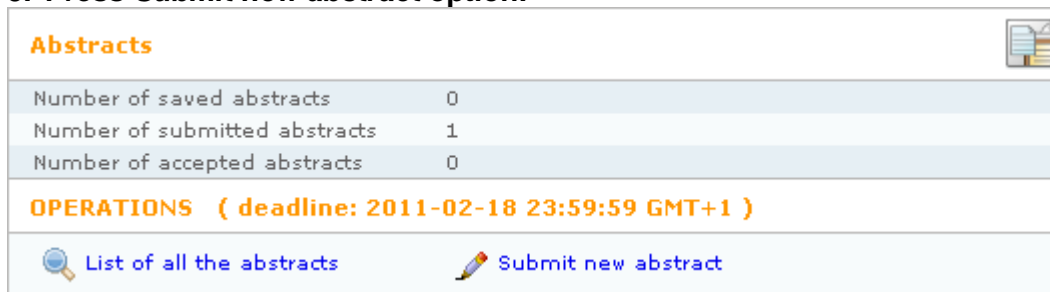
2. Choose the name of the conference:




List of Conferences

✦ Międzynarodowa konferencja dydaktyczno-szkoleniowa 100 lecie pielęgniarstwa w Po ...



3. Press *Submit new abstract* option:



Abstracts 

Number of saved abstracts	0
Number of submitted abstracts	1
Number of accepted abstracts	0

OPERATIONS (deadline: 2011-02-18 23:59:59 GMT+1)

 [List of all the abstracts](#)  [Submit new abstract](#)

or in MENU on the left side of the screen click

and then choose

Abstracts

, then

Submit abstract

Send abstracts

tab

4. Abstract submission

a) Go to **Authors and institutions** tab and fill in all the required fields:

Authors and institutions	
Abstract number	0087
Degree	dr med. ▾
First name	John
Last name	Smith
Presenting author	<input checked="" type="checkbox"/> Yes
Institution / Company	<input type="radio"/> Select from the list <input checked="" type="radio"/> Add a new institution
Add a new institution	
Institution / Company	Jagiellonian University
Department	Faculty of Health Sciences
Country	Poland ▾
<input type="button" value="- Add author -"/> <input type="button" value="- Add myself as an author -"/>	

Then press - **Add author** - button.

If the author will not be a presenter of the abstract, the *Presenting author* option should not be marked.

When adding the first author the name of the institution should be typed in.

If the next author represents the same institution, the name of the institution can be chosen from the list.

After all the authors have been added, press button.

b) Please choose the key word, in accordance with the theme of your abstract (one key word only) and then press

Keywords		
Abstract number	0010	
Keywords	Please select from 1 to 1 keywords most appropriate subject abstract.	
<input type="checkbox"/> Działalność Samorządu i Pielęgniarskich Towarzystw Naukowych. / Activities of Local Autonomies and Nursing Scientific Societies.	<input type="checkbox"/> Edukacja w pielęgniarstwie. / Education in nursing.	<input type="checkbox"/> Historia kształcenia i rozwoju zawodowego pielęgniarstwa w Polsce. / History of education and professional development of nursing in Poland.
<input type="checkbox"/> Humanistyczny i społeczny wymiar opieki pielęgniarstwiej. / Humanistic and social aspects of nursing care.	<input type="checkbox"/> Międzykulturowy wymiar pielęgniarstwa. / Intercultural dimension of nursing.	<input type="checkbox"/> Opieka położniczo-ginekologiczna. / Obstetric and gynaecological care.
<input type="checkbox"/> Pielęgniarstwo w podstawowej opiece zdrowotnej. / Nursing in primary health care.	<input type="checkbox"/> Problemy bioetyczne w pielęgniarstwie. / Bioethical problems in nursing.	<input type="checkbox"/> Problemy pielęgniarstwa klinicznego. / Problems of clinical nursing.
<input type="checkbox"/> Wykorzystanie osiągnięć biologii medycznej w pielęgniarstwie. / The use of the achievements of medical biology in nursing care.	<input type="checkbox"/> Zarządzanie w pielęgniarstwie. / Management in nursing.	
<input type="button" value="Preview abstract"/> <input type="button" value="Continue"/>		

c) Type in the title and the text (please remember about the sign/word limits), according to the scheme below:

Abstract title and text

Abstract number: 0011

Abstract title (max 200 characters):

Character counter: 0 characters

Abstract text (max 250 words):

Word counter: 17 words

Abstract text (Accepted files: *.doc, *.rtf)

then press button

NOTE!!

Please do not add the abstracts as a file.

The whole papers should be added as a file, after the abstract verification and acceptance.

d) Please mark the type of presentation.





Additional options and the transmission of the presentation

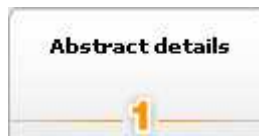
Abstract number	0087	<input type="radio"/> Prezentacja ustna / Oral presentation
Sposób prezentacji / The type of presentation		<input type="radio"/> Plakat / Poster
		<input type="radio"/> Niech Komitet Naukowy zdecyduje / Let the Scientific Committee decide
Save the abstract for future edition	Save abstract	
Submit abstract and send it to the review	Save & Submit abstract	
		Preview abstract Continue

When all the information is added, please press **Save abstract** button or **Save & Submit abstract** button if it is a final version of the abstract.

You will be moved to **List of abstracts** tab with the list of all your abstracts.

List of all the abstracts

Abstract number	Author / Title	Creation Date	Delete
[-] Abstracts saved but not submitted (2)			
 0009	Testowy Jan TUTAJ WPISUJEMY TEMAT STRESZCZENIA	1 December 2010	 remove abstract
 0011	Testowy Jan HERE, PLEASE TYPE IN THE ABSTRACT TITLE	3 December 2010	 remove abstract
[-] Submitted abstracts (0)			



Click the abstract title. You will be moved to

tab with the abstract details displayed.

Abstract details	
Abstract number	0087
Abstract title	Here type in the abstract title
Keywords	Działalność Samorządu i Pielęgniarskich Towarzystw Naukowych. / Activities of Local Autonomies and Nursing Scientific Societies.
Authors	Smith J
Institutions	Faulty of Health Sciences, Jagiellonian University, Polska
Abstract text	Not completed
Last modified	11 February 2011
Submission date	--
Status	Saved

If all the fields of the abstract have been filled in (do not relate to *Abstract text*) and no corrections will be done, the abstract can be finalized.

To do so go to



tab and press

Submit abstract

button

NOTE!

The abstract can be edited until **Submit abstract** button is pressed and the abstract is finalized.

To add an abstract in the other language please start again from the point No 4.

In case of any questions or problems, please contact the Jagiellonian University Events Office:

- by phone 0048 12 663 38 58

- or by e-mail to: cbin@adm.uj.edu.pl