SCG Schweizerische Chemische Gesellschaft | SSC Société Suisse de Chimie | SCS Swiss Chemical Society

# SCS Conference Tool – Quick Guide

## Introduction/Tool Functions

The SCS Conference Tool is an online application with the following functions:

- Announcement and call for contributions of SCS conferences
- Registration for SCS Events
- Self-nomination for poster- or oral contributions
- Submission of abstracts
- Review and approval of contributions
- Conference program and online schedule
- Online conference booklet with access to all approved abstracts

## Access to the tool

URL: http://chemistrycongresses.ch/ (or via the Fall Meeting website)
There are two possibilities to login and to see the content:

- SCS Members can access the tool with their SCS login (same as on www.scg.ch)
- Registration as conference participant for non members

## Forgotten your login information

If you forgot your login information you can generate a new login name and/or password.

- For SCS members on: http://scg.ch/login/
- For non-members on: http://chemistrycongresses.ch/

## Registration to a conference without a contribution (no abstract submission)

After the login go to “Events” and select “Register without abstract”.
By registering you confirm the ‘Terms & Conditions’.

## Registration to a conference with a contribution (incl. abstract submission)

After the login go to “Events” and select “Register & submit abstract”.
Fill in the abstract form (details see below) and check the layout with the preview option. Go back if you like to change your input. During the call for contribution period and as long as the abstract is not reviewed and confirmed you can edit/change it. Click on the menu item “My abstract” and open the editing mask.

## Conference Schedule and book of abstract

After the review process the conference schedule and all presented abstracts are available electronically. You can also download a pdf file with all abstracts per session. Single abstracts can be sent to your inbox as pdf files.

## Support

If you have any questions or technical problems please contact the conference secretariat:
Swiss Chemical Society (SCS)
Schwarztorstrasse 9
3007 Bern
info@scg.ch
+41 31 310 40 90

## Abstract form: instruction to authors

1. Select the Topic/Session of your abstract
2. Enter the title of you abstract. The title will be formatted automatically in bold letters. Sub- and Superscript as well as italic formatting are possible.
3. Search the name of the main author by typing his/her name. All tool users (incl. all members of the SCS) are available as predefined authors.
4. Search the name(s) of the co-authors. If the name is not available you can add a new author by selecting “Add New” and entering *First Name, Name* and the *University/Company*. Do not enter the Department/Business Unit. Add the City only if it is not clear where the institution is located. Add as much co-authors as you like by selecting *Add more co-authors*.
5. Enter the research head of your abstract.
6. Enter the content of your abstract. Only the text block 1 is mandatory.
7. You can add up to two graphics and another text block.
8. Enter the references in the last text box.
   Sub- and Superscript, bold and italic formatting are possible. Use the format:
   [3] Peter Smith, Frank Bold, *Chemical Journal*, **2011**, 48, 289-292.
9. Check your abstract with the preview function and edit it if necessary. Reduce abstract content if it does not fit the given space (preview area).
10. Select submit to close the abstract formatting and to register to the conference.
11. You can edit your abstract as long as it is not reviewed and confirmed by the session committee. Click on the menu item “My abstract” and open the editing mask.