

## WGC 2021 - HOW TO SUBMIT AN ABSTRACT

All abstracts must be submitted via the online Call for Papers portal available from 29 May 2020. It allows you to submit your abstract in a step by step process. To access the portal after this date, please follow the details below.

1. Click on the **“Call for Papers”** tab of the WGC 2021 website. On this page, click on the **“Submit”** button which will direct you to the Call for Papers portal.
2. Click on **“Create New Account”**. You will be asked to enter your email address and create a password. Once completed click **“Create New Account”**.

Once you have entered your email address and password you will need to add the contact information for your primary contact. The primary contact will be the main point of contact for all correspondence following the submission of your abstract. Add your primary contact by clicking the **“Edit Contact Information”** tab.

3. Click on the **“Submit my Abstract”** tab.

You will need to complete the following fields:

### a. TITLE & AWARDS

- Enter the title of the abstract in CAPITAL LETTERS.
- Use the drop down box to indicate if you wish to apply for the IGU Global Gas Award 2021 or the WGC 2021 Innovation Awards. If you do not wish to apply for an award, please select **“No Award”**.

### b. TOPIC SELECTION

- Select from the dropdown list the topic that you wish to submit your abstract to. [Click here](#) to see the full list of topics and their descriptions.

### c. AUTHOR INFORMATION

- Enter the company information for all authors.
- Enter the author information of all authors. **Please tick the box next to the author or authors you are nominating to present.**
- Add the biography of the selected presenting author(s) into the box at the end of the page. Ensure the name of the author is clearly stated at the start of the biography. Biographies should be approx. 100 words.



#### d. UPLOAD MY ABSTRACT

- To upload an abstract as a Microsoft Word Document click “Browse”. Choose the relevant Microsoft Word file from your computer. For instructions on formatting your abstract please refer to the guide [How to Format an Abstract](#).
- To **submit a video file**, you will first need to upload a Microsoft Word Document with the text "Video file abstract submission" in it. Once this is completed, please email your video file as an attachment or in a web link to [papers@wgc2021.org](mailto:papers@wgc2021.org) with the email heading "**WGC 2021 Video File Submission [Your Name]**". Once this has been completed, please return to the online portal, select “Continue” and complete the submission process.

#### e. WGC 2021 INNOVATION AWARDS

- This page should only be completed if you wish to be considered for the WGC 2021 Innovation Awards.
- If you are applying for an award, select which category you would like to apply for using the drop down menu
- Answer the questions in the text boxes provided

#### f. AUDIO-VISUAL REQUIREMENTS

- If you have any additional requirements not listed please add as much detail as possible on what these are

#### g. REVIEW MY ABSTRACT

- In the review section you will see an overview of the abstract information you have completed
- Any sections which are missing from your application will be highlighted in red

#### h. SUBMIT MY ABSTRACT

- You will need to agree to the Terms & Conditions before submitting your abstract
- You will receive an email confirming that your abstract has been received once all the steps in the submission process have been completed. If you do not receive this email, please contact us at [papers@wgc2021.org](mailto:papers@wgc2021.org).
- Following submission of an abstract, should you wish to view or edit the abstract, you can log back into the Call for Papers portal through the “Submit” button on the conference website (see step 1).

#### 4. Reviewing your Abstract

Once an abstract has been submitted you will be able to view it in the “**Review my Abstract**” tab.

## 5. Editing your Abstract

If at any point you wish to edit the abstract you have submitted you can do so by clicking the **“Review my Abstract”** tab and clicking **“Edit”**. You may edit your abstract until the closing date of **19 October 2020**.

To delete a submitted Abstract, please contact us at [papers@wgc2021.org](mailto:papers@wgc2021.org).

## 6. Limit to Abstracts

There is no limit to the number of abstracts you can submit, however you may only submit per topic, you may not submit it to multiple topics/sessions.

Abstracts will need to be submitted each time by selecting the **“Submit”** link once you have logged into your account.

## 7. Author Notification

You will be notified via the email address provided as part of the submission process on **8 February 2021** to let you know your abstract has been accepted, waitlisted or not accepted.

## 8. Lost Password

If you have forgotten your password please click the link on the sign in page to reset it.

You will need to enter your email address and click **“Reset Password”**. Following this, you will receive an email to your inbox with instructions on how to reset this.

## 9. Contact Us

For any questions relating to the Call for Papers process please contact the WGC 2021 Conference Team based in London:

E: [papers@wgc2021.org](mailto:papers@wgc2021.org)

T: +44 (0) 20 7978 0019



#WGC2021