





EasyChair Guidelines for Authors

The submission and review of the Abstract for the 38th EFI conference will be managed through an online conference management system called **EasyChair**. This system gives the authors complete control over their submissions. You can upload your paper via the system and check on its current status in the review process. For any difficulties in using the system, please do not hesitate to contact <u>Prof. Antonij Slavcev</u> at tosl@ikem.cz

To access the EasyChair platform you will need to set up an account (username and password) as an author. Go to https://easychair.org/account/signup.

A. SET UP AN EASYCHAIR ACCOUNT.

- 1. Check the "I am not a robot" box and continue.
- 2. Follow the provided instructions: name, surname, and email. Continue with the process.

Note: Bear in mind that the e-mail address entered in this step will be the one to which your registration confirmation will be sent, and subsequently all the information related to your abstract or poster.



Create an EasyChair Account: Step 1

To create an EasyChair account you should have a valid email address and do the following.

- 1. pass a captcha to prove that you are not a robot;
- 2. fill out a simple form with your personal information;
- 3. follow the link we send to your email address to complete the account creation.

Please note that the use of EasyChair is subject to our terms of service.





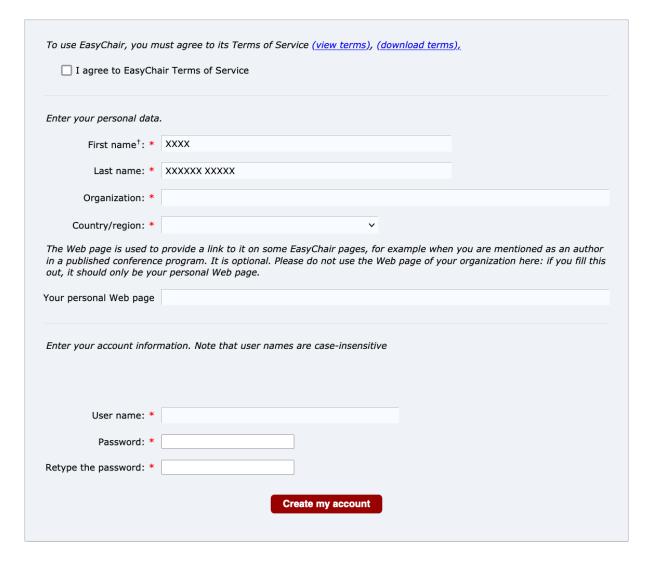
Create an EasyChair Account: Step 2 Please fill out the following form. The required fields are marked by *. Note that the most common reason for failing to create an account is an incorrect email address so please type your email address correctly.



[†] Note: leave first name blank if you do not have one. If you are not sure how to divide your name into the first and last name, read the Help article about names.

You may also be interested about our policy for using personal information.

3. If the information requested above has been filled out correctly, you will receive a confirmation email (be sure to check your 'junk' or 'spam' folder if you do not receive this email within a few minutes). Use the link to continue the account registration process. Fill out all the required information and click the "Create my account" button to finalize the account registration process.



4. Once you have created your account you will be able to access the EFI2025 simply by clicking on the following link: https://easychair.org/conferences/?conf=efi2025. If you already have an account, enter your username and password, and follow the steps in **section B**

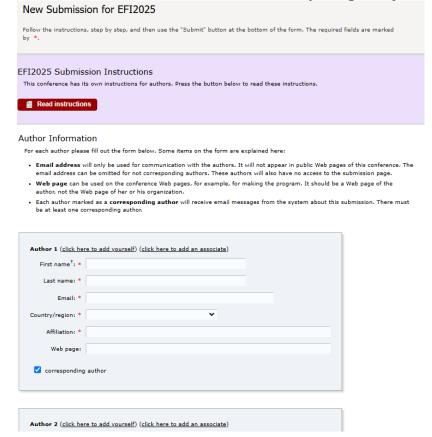
B: SUBMIT YOUR ABSTRACT.

- Log in to EasyChair website for EFI2025
- https://easychair.org/conferences/?conf=efi2025
- Select « make a new submission



Fill out the information about each of the authors

You have to use the same email address that you signed up with when creating the Easychair account.



Each author market as a corresponding author will receive a message from the system about this submission. There must be at least one corresponding author

Note: Bear in mind that each author marked as a **corresponding author** will receive e-mail messages from the system about this submission. There must be at least one corresponding author.

• Fill out the title (150-200 characters), text abstract (2000 characters including spaces), and keywords.

[†] Note: leave first name blank if there is no first name. If you are not sure how to divide a name into the first and last name, <u>read</u> the Help article about names.

Title and Abstract

The title and the abstract should be entered as plain text, they should not contain HTML elements.



Keywords

Type a list of keywords (also known as key phrases or key terms), **one per line** to characterize your submission. You should specify at least three keywords.



• Select **the topics** relevant to your submission. Then upload your abstract file via the paper option.

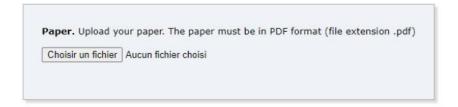
Note: Please select only one topic, this would help us to find the best reviewers for your abstract.

Topics

Please select topics relevant to your submission from the following list. Topics are typically used for assigning submissions to reviewers and for conference analytics.

Haematopoietic Stem Cell Transplantation	Solid Organ Transplantation
\square HLA antigen processing and presentation	☐ Immunotherapy & Gene Therapy
☐ Immunological Tolerance	Cancer Immunogenetics
☐ Immunogenetics and Infections	MHC Evolution, Anthropology & Population Genetics
NK cells and KIR	Bioinformatics, Artificial Intelligence
Reproductive Immunity	New Technologies, Various
Other	

Files



Finally, Send your abstract proposal. Once you have made a submission, you will see a confirmation message, which will also be sent to your email.

Ready? If you filled out the form, press the 'Submit' button below. Do not press the button twice: uploading may take time! Submit

- All the information on the form can be modified/updated after completing a submission.
- Use the links at the top-right corner (update information, update authors, withdraw) This feature will be available for authors marked as "corresponding author" until the deadline for abstracts.

All questions regarding submissions modalities should be emailed to:

Prof. Antonij Slavcev and Prof. Gottfried Fischer (Prague, Czech Republic and Vienna, Austria)