

Guidelines for registration and abstract submission

Registration and abstract submission are performed through an online system hosted by the Lausanne Tourist Board, which you can reach from the ESEB 2015 website through either the **Registration** tab, or the **Abstract submission (Scientific program)** tab). There you will be able to perform both tasks in any order, once you have entered your profile. **Please note that Abstract submission and Registration are two independent processes. If you first submit an abstract, do not forget to also register!**

Profile

When first entering either the **Registration** or **Abstract submission** tabs on the online system, you will be asked to introduce your profile. Once this is done, you will be assigned a Login (your e-mail) and a password, sent to your e-mail address. Use these login and password whenever you want to come back to your profile, registration or submission. This will also give you access to the **Networking tool** tab. Your profile, registration and abstract can be modified anytime before the specified deadlines.

Registration

As a first step in your registration, you will have to indicate whether you are i) a student, ii) member of ESEB. Note that a valid student card is required if you register as student but are not ESEB member (scanned copy to be sent to castro@lausanne-tourisme.ch or faxed to 004121 616 86 47), and that your ESEB membership must be active when finalizing your registration (<http://www.eseb.org> to join or renew your membership). You will also be able to select social events, including the Welcome reception, Wednesday afternoon excursion, and Conference dinner. Note that the Welcome reception is included in the registration fees, but please tell us on the registration form whether you will participate or not. This helps us to avoid wasting good food.

As a 2nd step you will be able to register any accompanying person for the same items. Accompanying persons will have access to the Welcome reception and Conference bar, and will be able to register for Wednesday excursions and Conference dinner, but will not be granted access to the scientific sessions, breaks and lunches.

As a third step you will be proposed a choice of hotels. The list of pre-booked hotels with short descriptions and prices is also directly accessible from the home page of the online system.

Note that you will have to enter a valid credit card number to pay for the fees and confirm your registration. Hotel bills will only be charged upon arrival.

Abstract submission

Please note that your abstract should have a **maximum of 200 words** and that the system only allows a **single abstract per participant**.

After entering the title of your proposal, you will have to choose a first and a second choice among the list of 35 symposia (including the last, open symposium), then tick whether you prefer a talk or a poster. If your abstract is accepted as a talk, we will try our best to include it in your first choice of symposium, but this cannot be

guaranteed. You will also be asked whether, in the event we cannot accommodate a talk, you would agree to present a poster instead. We will make sure to have enough panels to accommodate all posters selected by symposium organizers. After the deadline for abstract submission (Saturday January 10), symposium organizers will review all submissions to their symposium, and, based on this, send their recommendations to the Scientific Committee. We expect the list of accepted talks and posters to be finalized by early March (the deadline for early-bird registration being March 31).

Networking tools

Once registered, you will have access to a **Networking tool** tab on the LT platform home page, where you'll have the opportunity to introduce more info on yourself and your work, and contact other participants doing the same.

Satellite workshops

As part of our sustainability initiatives, we strongly encourage participants involved in international networks to take the opportunity of ESEB 2015 to organize their own satellite workshops, in order to reduce traveling costs and improve carbon balance. We will pre-book rooms to this effect. If interested, drop an e-mail to eseb2015@unil.ch with subject "meeting room", specifying at what time you need a room, for how many people, and which equipment is required.

Childcare

Free childcare will be provided on the campus for children 0 - 60 months old, over the whole conference (10-14 of August, 8 am to 6 pm). If you need childcare, please drop an e-mail to eseb2015@unil.ch with subject "childcare", specifying the number and age of children, plus any special requirement.