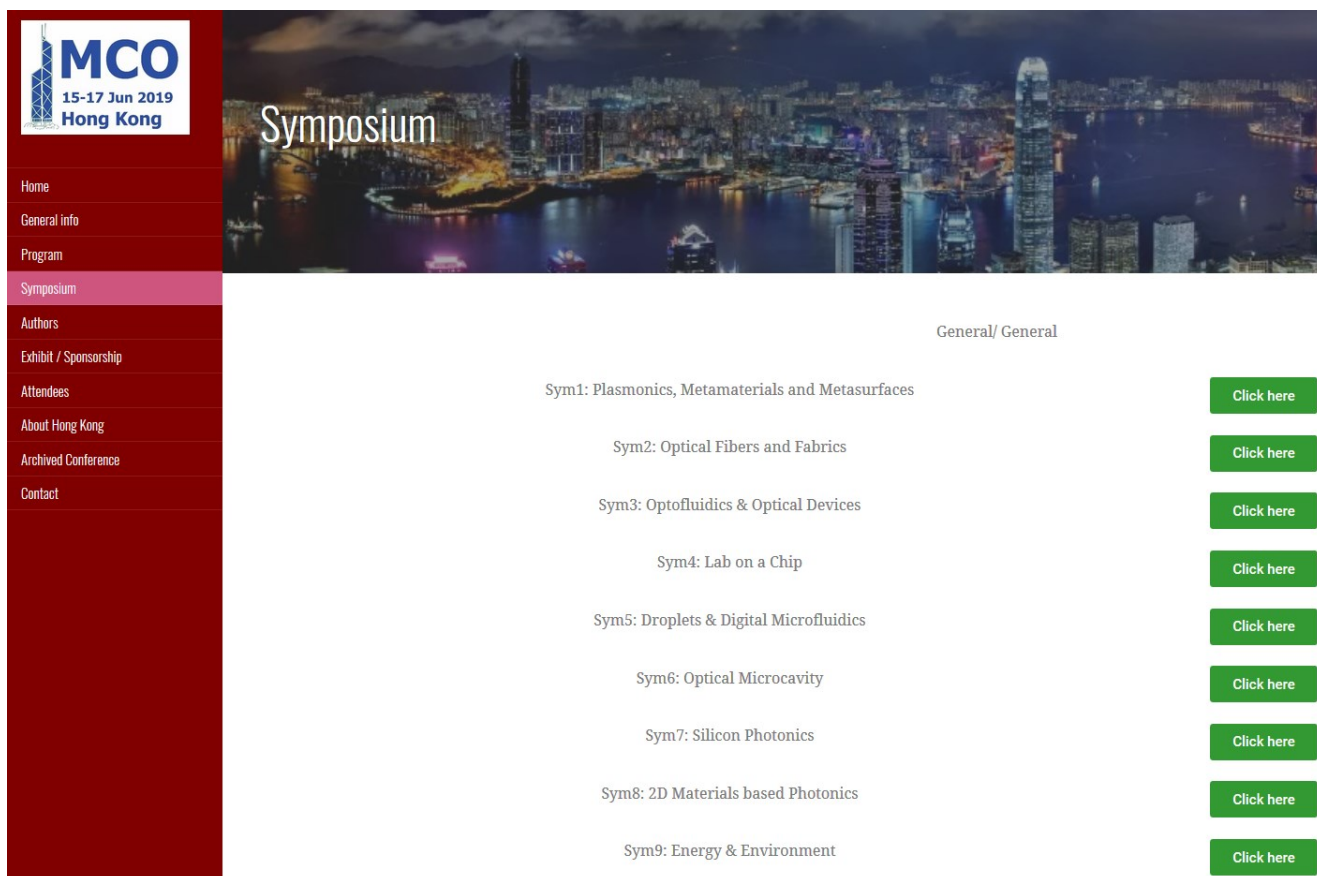


Guide to Abstract Submission

Plenary, Keynote and Invited Talks

1. Please enter <http://imco2019.org/symposium/> and select one of symposia.

首先，请您进入网页 <http://imco2019.org/symposium/>，然后选择其中一个分组会议。



2. Take “Sym 1” as an example, you can find a button for “Abstract Template Page” at the bottom of the symposium which you have choose. **Make sure to use our template, any other format is not accepted.**

在您所选的分组会议页面的下方，您可以找到下载提交摘要文章的模板按钮。下图是以 Sym1 的页面的截图。**请务必使用我们提供的模板，其他格式恕不接受。**

- Plasmonics nano-systems and nano-devices
- Plasmon-mediated energy harvesting and conversion
- Plasmonics hot-carrier science and technology
- Plasmon-enhanced imaging and spectroscopies



3. After entering the abstract template page, you can find two types of template. **Please choose the right one: “Plenary, Keynote and Invited speaker”** and download the template.

进入摘要文章模板下载页面后，**请选择右方的“Plenary, Keynote and Invited speakers”按钮**，下载模板。



Authors / Abstract Template

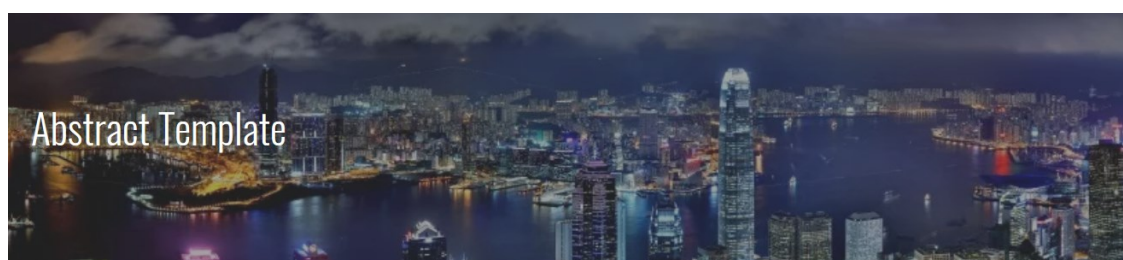
Click on the button below to download the abstract template:



4. After you finish the abstract, you can click the button below to enter “Abstract Submission”, Then you will open a new window and will be redirected to a third-party website which is our abstract submission system. You can also directly go to <https://sciforum.net/conference/IMCO2019>

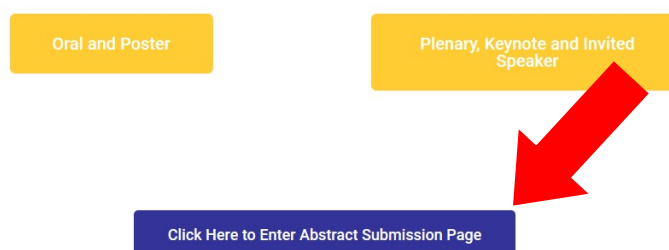
当您完成撰写摘要文章后，您可以点击下方蓝色按钮进入“Abstract Submission”，按下后，会跳转到一个第三方的网页，那里我们的摘要提交系统。也可以直接进入网址

<https://sciforum.net/conference/IMCO2019>



Authors / Abstract Template

Click on the button below to download the abstract template:



5. Here you can find a button called “Submit Abstract” below the conference banner.
您可以在下方找到“Submit Abstract”按钮。

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The 9th International Multidiscipline Conference on Optofluidics (IMCO2019)

15th – 17th June 2019
Crowne Plaza Hotel, Kowloon East, Hong Kong, P.R. China

The 9th International Multidisciplinary Conference on Optofluidics 2019

15/06/2019 - 17/06/2019, Hong Kong, China

Conference Registration **Submit Abstract** Contact Us Subscribe

Abstract Submission: 28/02/2019 Acceptance Notification: 28/03/2019

6. After you press the button, you will enter the login page. If you already have an account, please log in. Otherwise, please create a new account using the button below.
按下“Submit Abstract”按钮后，会转到登录页面。如果在这个系统里您已有一个账号，您可以直接登录。如果没有账号，请按下方按钮注册一个新账号。

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or

7. After logging into the system, please select which session (symposium) you would like to join, and click the button “Continue to add title/abstract”.

登入后，请选择您所选的分组会议，然后按页面下方的“Continue to add title/abstract”按钮

The screenshot shows the 'New Submission' page for 'The 9th International Multidisciplinary Conference on Optofluidics 2019'. Under the 'Select a session' heading, there is a list of nine sessions, each with a radio button. The first session, 'Sym1: Plasmonics, Metamaterials and Metasurfaces', is circled in red. A large red arrow points from the right towards the 'Continue to add title/abstract' button at the bottom right of the form.

New Submission

Conference
The 9th International Multidisciplinary Conference on Optofluidics 2019

Select a session

- Sym1: Plasmonics, Metamaterials and Metasurfaces
- Sym2: Optical Fibers and Fabrics
- Sym3: Optofluidics
- Sym4: Lab on a Chip
- Sym5: Digital Microfluidics
- Sym6: Optical Microcavity
- Sym7: Silicon Photonics
- Sym8: 2D Materials based Photonics
- Sym9: Energy & Environment

Cancel Continue to add title/abstract

8. Then, you will enter another page. There are a few questions to answer. In the first question “Poster Contribution”, choose NO. In the second question “Oral Contribution”, choose “Talk (invited speaker)”. 进入到另一个页面，有一些问题需要回答。在第一条问题（Poster Contribution），请选择 NO，在第二条问题（Oral Contribution），选择“Talk (invited speaker)”。

The screenshot shows the 'New Submission' page for 'The 9th International Multidisciplinary Conference on Optofluidics 2019'. The session is 'Sym4: Lab on a Chip'. The 'Poster Contribution' section has two radio buttons: 'Yes' and 'No', with 'No' selected. The 'Oral Contribution' section has three radio buttons: 'Talk (invited speaker)', 'Yes (consider me for short talk)', and 'No', with 'Talk (invited speaker)' selected. The entire contribution selection area is enclosed in a red box. Below this is a 'Title' field with a rich text editor toolbar.

New Submission

Conference
The 9th International Multidisciplinary Conference on Optofluidics 2019

Session
Sym4: Lab on a Chip

Poster Contribution

- Yes
- No

Oral Contribution

- Talk (invited speaker)
- Yes (consider me for short talk)
- No

Title

Rich text editor toolbar: Undo, Redo, Bold, Italic, Underline, Link, Unlink

9. Attention, please submit your abstract in both WORD and PDF formats[&]. After that, you can find a button called “Continue to add authors” at the bottom of page.

[&] The PDF file is for review (to avoid some format change due to the difference of WORD versions) and the WORD file is for preparing the conference proceedings.

请注意，摘要的 WORD 格式和 PDF 格式都需要提交[&]。然后您可以按页面底部的“Continue to add authors”按钮。

[&] PDF 格式将用于评审（以免版本不同导致排版错乱），WORD 格式用于编辑会议论文集

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10. In the next page, you can add co-authors. After you finish the form, press the button “Preview submission”.
在下一个页面，您可以增加共同作者。填完表格后，请按下页面底部的“Preview submission”按钮。

Authors

Add new author

Order	Author Name	Affiliations	Corresponding Author	Presenter		
1		The Hong Kong Polytechnic University	yes	no		

Cancel Save and finish later Preview submission

11. This page is for you to preview all the information you have entered. If correct, press the button “Send to editors”. After the submission, you will receive an email to confirm the abstract submission.

在这一页，您可以审阅所有输入信息。如果正确，请按页面底部的“Send to editors”按钮，以提交摘要。系统会发给您一个确认电子邮件。