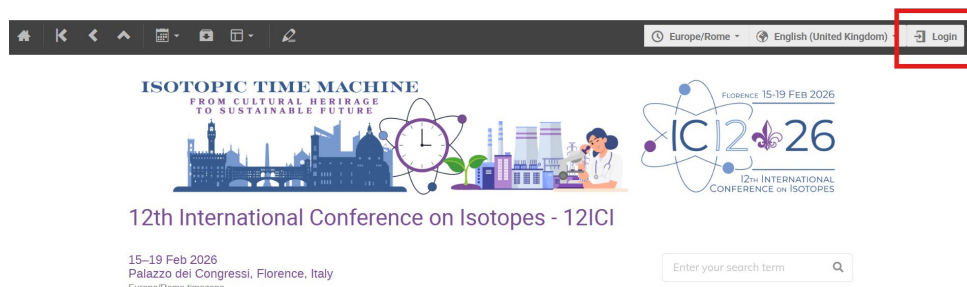# How to Submit an Abstract for the 12ICI
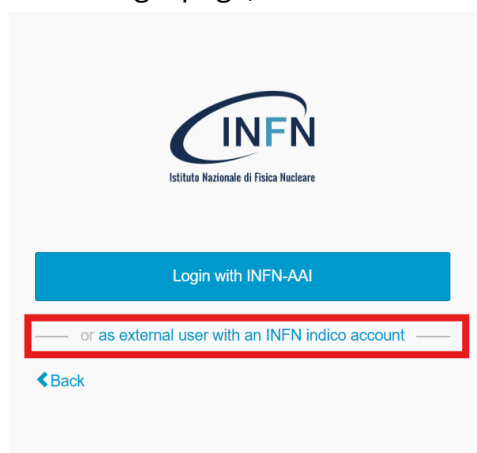
Step 1: Create an Indico Account

⚠️ Please note: **this account is only required for abstract submission.**
Conference registration is a separate procedure: Conference registration information.

1. Go to the 12ICI Indico page: https://agenda.infn.it/event/41820/
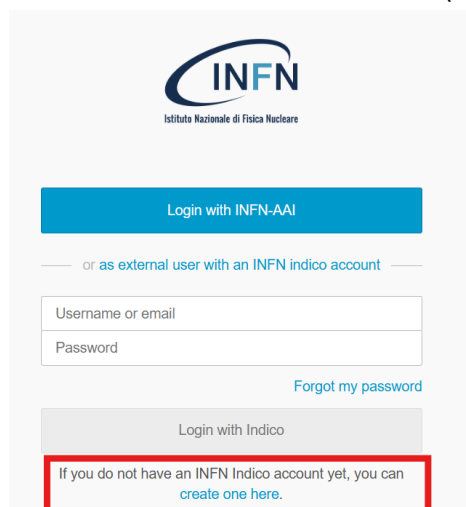
2. Click **Login** (top right corner).

3. On the login page, select **"external user with an INFN Indico account."**

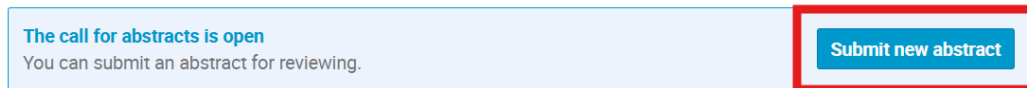4. Click **"create a new one here"** (to create your account).

5. Complete the registration form:

   o Fill in all fields marked with a red asterisk (*).

- o Please include your **affiliation** (mandatory for the organizers).

- o Scroll down and click **"Create my Indico profile."**

Step 2: Submit Your Abstract

1. Once your account is created, go to the submission page:
   https://agenda.infn.it/event/41820/abstracts/ and click **"Submit a new abstract."**

The call for abstracts is open
You can submit an abstract for reviewing.   **Submit new abstract**

2. If you are not logged in yet, select again **"external user with an INFN Indico account"** and enter the credentials you just created.

3. Fill in all the required fields in the submission form.

Submit new abstract   ✕

⚠ Please don't forget to read the submission instructions before submitting an abstract.

Title *   [   ]

Authors *   There are no authors

                 ⇅   👤+ Add myself   🔍 Add from search   ⌨ Enter manually

Contribution type *   No type selected   ▾

Comments   [   ]

Attachments   Drag file here
                 - or -
                 Choose from your computer

Track *   [▾]

Summary *   [   ]

                 Submit   Cancel

4. Upload your abstract file in **.doc or .docx format**.

- o Please use the official template and follow the formatting instructions: Abstract Template 12ICI.

Need Help?

If you encounter any problems during the submission process, please contact us at: **12ici@mi.infn.it**