

## How to submit an abstract in ConfTool

Text & Foto ©ConfTool: <https://www.confTool.net/en/user-documentation/instructions-for-authors.html>

In order to submit an abstract for the conference, you need to have a ConfTool user account. Find out how to create a ConfTool user account in the document „How to set up a ConfTool account and register for conference participation“.


After completing the Web form, a confirmation e-mail will be sent to you with your account details. Please provide a valid name, address, and email address, since these will be used later for sending you relevant information about your submission.

You do not have to create a new user account for each paper you submit. The same user account can be used for multiple submissions, for participant registration and for booking the social activities.


Depending on the phase of the submission, review, and registration process, you will see different options after logging in. If you have already submitted papers, you can always access the list with your submissions and see their status.

## Submit a New Contribution

Go to "Your Submissions" and select the type of contribution you want to submit.



INTERNATIONAL SOCIETY OF  
ADDICTION MEDICINE






**Annual ISAM  
Global Congress 2025**

Addiction Medicine: Think globally, Act locally

Hamburg, Germany  
May 26–28 2025

GLOBAL EXCELLENCE IN ADDICTION MEDICINE

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Overview 2:26:08pm CEST  ISAM Congress Participant   Logout

### Welcome, ISAM Congress Participant


You are logged in as user **test**.

You are **not yet registered as participant**. You can register below.

You can select from the following options:

-  **Your Submissions**  
Here you can submit new contributions and manage your submitted contributions.
-  **Register as Participant**  
Here you can register for conference participation.
-  **Show User Account Details**  
Here you can access the personal data of your user account.
-  **Edit User Account Details**  
Here you can update your personal user data.
-  **Logout**  
Please sign out when you are finished to prevent unauthorized access to your account.
-  **Logout and Return to the Main Website**  
Sign out and return to the website "Annual ISAM Global Congress 2025".

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[Print View](#) 

Contact and Legal Notice · Contact Address: [info@isam-hamburg.com](mailto:info@isam-hamburg.com)  
Privacy Statement · Conference: ISAM 2025

Conference Software: **ConfTool Pro** 2.8.103  
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## Your Submissions

Here you can submit new contributions and manage your submitted contributions.

### Submit Contribution

You may now submit a contribution for the Annual ISAM Global Congress 2025 in Hamburg, Germany. Please select a submission type or a track.

Remember to press the "Save Submission" button on the second screen.

Please also note the general submission guidelines and review procedures:

#### General Submission Guidelines

- Lead author must be attending ISAM 2025.
- Abstracts must be written in English.
- The study presented in the abstract must be approved within the scope of ethics and animal experimentation rules.
- Abstracts must be original and must not have been published or presented at another meeting.
- Abstracts must be submitted under one of these formats: Symposium, Workshop, Oral Presentation, and Poster Presentation
- Two learning objectives must be indicated for each presentation, workshop and symposium.

#### Submission and Review procedure

- Submitted abstracts can be saved as drafts and edited up to the submission deadline. After submission it is not possible to change the abstract.
- Abstracts that are still in draft status after the deadline will not be evaluated and will not be included in the congress program.
- The Scientific Committee will review and evaluate all submitted abstracts according to the purpose and rationale of the study, appropriateness of the method, discussion of the results and the significance of contribution of the study.
- The Scientific Committee may accept submitted abstracts in an alternative format or presentation type.

#### Symposium

- Each symposium is scheduled to be 90 minutes in length and is composed of three speakers and one chair (one of the symposium organizers must act as a chair in their proposed symposium).
- Each speaker is requested to submit a speech abstract (limited to 300 words including background and objective).

Deadline: 15th Nov 2024, 11:59:59pm CEST, Time left: 78 days 9 hours

#### Workshop

- Workshops are scheduled to be interactive, 90 minutes in length, can consist of data presentation and/or skills-building sessions.
- Workshops can have two to four speakers
- The team of speakers will be managed by a chair, a co-chair or moderator is optional.
- The abstract is limited to 300 words including background and objective of the workshop.

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#### Oral Presentation

- An oral presentation is a brief talk, typically 15 minutes (13 minutes talk + 2 minutes Q&A).
- Presenters will receive an email notification of acceptance with the date, time, and type (oral, or poster) of presentation.
- The abstract is limited to 500 words and 3-5 references. References are not included in the word count.
- All tables, figures, and reference citations must be referred to in the text of the abstract.
- The abstract should be structured into the following sections:
  1. Introduction/Objectives
  2. Methods
  3. Results
  4. Conclusions

- The Congress Committee is permitted to publish the accepted abstract in the ISAM 2025 program booklet.

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#### Poster Presentation

- Authors are requested to be present next to their poster boards during Poster Session.
- Posters will be placed electronically in kiosks and must be prepared in 1920 x 1080 (vertical) dimensions – jpeg format.
- The abstract is limited to 500 words and 3-5 references. References are not included in the word count.
- All tables, figures, and reference citations must be referred to in the text of the abstract.
- The abstract should be structured into the following sections:
  1. Introduction/Objectives
  2. Methods
  3. Results
  4. Conclusions

- The Congress Committee is permitted to publish the accepted abstract in the ISAM 2025 program booklet.

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Please follow the general and format specific submission guidelines and enter all required details for your contribution into the submission form (marked by asterisk) and proceed. You will also have the possibility to update your submission until the submission deadline.

A paper number will be assigned to your submission, please use this number for further reference.

## **Register for Conference Participation**

For each accepted presentation at least one presenting author has to register for conference participation, otherwise the contribution will not be considered in the conference proceedings. Find out how to register for the conference in the document: „How to set up a ConfTool account and register for conference participation“.

If you experience problems when creating a user account, registering for the conference or social activities or when submitting an abstract, please contact the conference organizers by e-mail ([info@isam-hamburg.com](mailto:info@isam-hamburg.com)) and include all required data. The conference organizers will be able to assist you.