

SpaceOps 2021

Abstract Submission FAQs



1. When can I submit an abstract for SpaceOps 2021?

Abstracts may be submitted online at spaceops.iafastro.directory until **28 December, 2020** (23:59 CET).

2. What is the required structure for an abstract?

An abstract consists of a title, author list and the abstract text.

3. What is the maximum number of words/characters my abstract can contain?

The abstract text is limited to 1200 words. The information of the author will appear automatically and should not be inserted. If your abstract exceeds this limit, you will be prompted to correct it before being allowed to continue.

4. Can I include a table, graph or image in my abstract?

It is not possible to include tables or graphs/images in the abstract.

5. Where can I read more about the SpaceOps programme?

Descriptions regarding the scope and objectives of each Topic, as defined by the SpaceOps Technical Programme Committee, can be found on the [SpaceOps2021 Call for Paper](#).

6. What are my options with regard to presentation preference?

Due to the virtual nature of the Conference, **Electronic Oral Presentations** will be the only option available to present a paper during the SpaceOps 2021 – Virtual Edition.

The Electronic Oral Presentations consists in 15-minutes pre-recorded

video lectures created by the Authors presenting their paper using a slideshow format (ie powerpoint) with inserted video.

Instructions for the creation of the video lectures will be uploaded to the SpaceOps2021.org website and shared with the selected Authors.

7. How do I submit an abstract?

Before submitting an abstract, you are asked to create a profile at [SpaceOps Directory](#). To submit abstracts, please login into your Congress Profile and click on “*Conference Browser (Lite)*” field in the Overview-tab. You will then see a red button with the “*Submit Abstract*” link to enter into the submission system.

SUBMISSION SYSTEM

- [Online Abstract, Manuscript/Presentation Submission](#)
- [Instructions](#)
- [Conference Browser \(Lite\)](#)
- [My Papers Archive](#)
- [Surveys and proposals](#)

CONFERENCE BROWSER			
Year	Short	Title	Location
2020	SpaceOps-2020	The 16th International Conference on Space Operations	Cape Town, South Africa
Submit Abstract			

In the abstract submission system, please follow the steps to create and submit your abstract:

1. **Select the Topic** from the SpaceOps 2021 Topic List;

2. Once you have picked your Topic - subtopics will help you to identify the correct one - click on the red button “*Submit a Paper into this Topic*”. A new tab will open up to include the abstract details while the previous tab will remain open in case you will need to consult the list of Subtopics;
3. Enter your **abstract title and text**
4. No selection concerning the presentation format will be taken in consideration for SpaceOps 2021 – The Virtual Edition.
5. Select your preferred Subtopic
 - You can *refer to the main page to check the correct numbering* of the Subtopics
6. Submit your Abstract

After an abstract has been created, **modifications can be made until the submission deadline** (28 December, 2020 - 23:59 CET).

8. My project is still ongoing and there are no results yet, should I still submit an abstract?

Abstracts are intended to present operations and ground systems studies, research, programmes, policies, etc. highlighting both the methods or description and results or recommendations. If you are describing a study that is still in the planning stage, it would not be suitable for an abstract submission, unless the method that you will use is, for instance, of particular scientific interest.

However, if you are currently doing investigation and you only have initial data but it seems relevant or significant, please submit the abstract.

9. Who selects the abstracts and decides how they will be presented?

All submitted abstracts will go through a peer-review process carried out by the Technical Programme Committee (TPC). The TPC makes the final selection of abstracts to be included in the conference programme.

Preference will be given to the authors' selected Topic/Sub-Topics but might be changed by the TPC to accommodate the restrictions of the programme.

10. I am not sure which topic my abstract should be submitted under?

Please select the topic that most closely aligns to your work. We recognize that many abstracts will fall into two more topics. The TPC Chairs and Topic Chairs will have the authority to reassign abstracts to the most appropriate Topic.

11. How many authors can I include in the author's list?

The number of co-authors per abstract is unlimited. A person can be listed as a co-author if he/she has made a substantive intellectual contribution to the submission.

12. I have submitted my abstract but now I realize that it contained a mistake and I need to revise it. Should I submit the abstract again online?

You can **make changes to your abstract** prior to the submission deadline by logging into the submissions site and selecting "**Edit Abstract**" option from the author menu.

If you transfer your abstract to another topic, you will need to reenter the

preferred subtopic on the submission page.

By clicking on "**Online Abstracts, Manuscripts/Presentations Submission**" you will have access to all your submitted papers to edit them, include co-authors, include the manuscript/presentation once needed.

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13. May I submit more than one abstract?

Yes, you may. If you are submitting more than one abstract you can use the same account for each abstract.

Please note that no duplicate abstracts are allowed, and that all duplicate abstract are subject to rejection.

14. How do I know if it is complete?

The abstract submission process includes an automated email response confirming your entry. Once successfully submitted, the uploading status of your abstracts should change into **abstract successfully uploaded**.

15. Will I be able to submit my abstract in language other than English?

No, only abstracts composed in English will be accepted for review.

16. I am unable to prepared the pre-recorder video lecture for the Conference. Can I still submit an abstract for publication in the SpaceOps Conference proceedings?

If you know that it will be impossible for you or a co-author to prepare the required video lecture before the Conference (PPT presentation with video of the author presenting) please do not make a submission.

Accepted papers that will not be presented during the virtual conference will not be included in the proceedings.

17. My abstract has been accepted; can I move it to a different Topic?

Only the TPC will be in a position to change the topic or session (with consultation).

18. When will I know if my abstract has been accepted?

Correspondence informing you of the outcome of review will be sent to you by email by the end of January 2020.

The Notification Letter will inform you of the details for the recording of the Electronic Oral Presentation as well as instructions for the submission of your manuscript.

Please be aware that sometimes our e-mails might be filtered by spam protection. You will anyway be able to see the acceptance of your abstract in the restricted area and you can get in contact with the SpaceOps Secretariat (spaceops@iafastro.org) to request us to re-send you the Notification Letter and Instructions.

19. Will I receive feedback about my submission even if it is not accepted?

In case of non-acceptance, a notification will be sent by email to the lead author.

20. When will I know the day and time of my presentation?

An information email with full details regarding the session that you have been assigned to will be released in January 2021.

Should you have any further question, please, feel free to address them to:

- **SpaceOps Secretariat:** spaceops@iafastro.org
- **SpaceOps 2021 – Technical Support** (Abstracts, Papers & Technical Aspects): pvinagre@tourvestdm.com
- **SpaceOps 2021 – Delegate Liaison** (Registration, Sponsorship): info@spaceops2021.org; igilliland@tourvestdm.com,