

## Instructions for changing/editing your abstract (editing available until 12 May 2022):

Go to the site:

<https://portal.contio.fi/ice2022helsinki/>

This takes you to the log-in site.

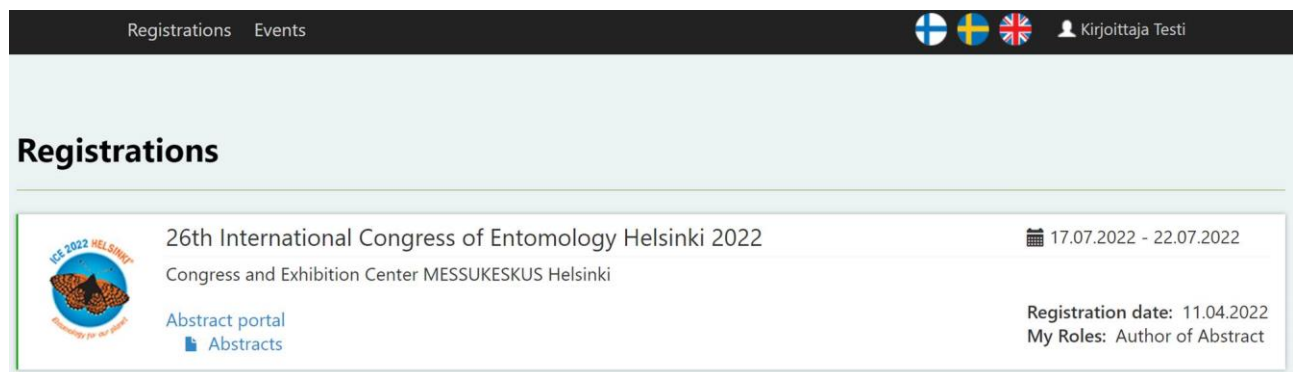
Choose at the upper right-hand corner the language you wish to use (for most participants English)

Your username = your email address which was used for registration to ICE2022

Enter your password. If you forgot your password, you can ask for a new one by clicking at “Forgot your password?”

### Editing your submitted abstract:

At your personal site, you now have a button with the text “Abstracts”.



The screenshot shows the top navigation bar with 'Registrations' and 'Events' links, and flags for Finland, Sweden, and the UK. A user profile 'Kirjoittaja Testi' is visible. Below the navigation is a 'Registrations' section with a card for the '26th International Congress of Entomology Helsinki 2022'. The card includes the ICE 2022 Helsinki logo, the event title, location (Congress and Exhibition Center MESSUKESKUS Helsinki), dates (17.07.2022 - 22.07.2022), and a link to the 'Abstract portal' with an 'Abstracts' button. The user's registration date is 11.04.2022 and their role is 'Author of Abstract'.

Clicking on “Abstracts” takes you to the list of all abstracts in which you have been indicated as an author.

Clicking on the title of the abstract takes you to the information and editing site.

The lead author can edit all information concerning the abstract, other authors only their own information (title, organization).

If a person is added as an author, s/he will get an automatic email notifying about the authorship.

Do not forget to SAVE the page after editing.