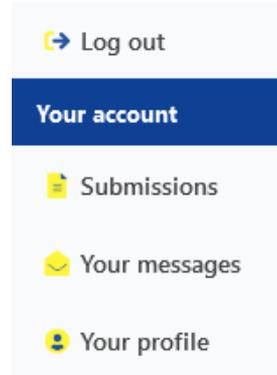
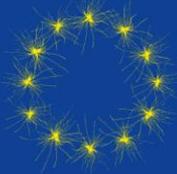


Manual Submission Platform for GLIA 2025 (Symposia, Technical Workshops, Special Trainee Symposium)

- Enter the URL <https://www.eventclass.it/glia2025/welcome/index> to submit your symposium, special trainee symposium and/ or technical workshop
- Click on [Create a new account](#) in [Recovery Tool](#) on the bottom left
- Once logged into the submission platform you can navigate on the left site between [Submissions](#), [Your messages](#) and [Your Profile](#)
- In the tab [Submissions](#) you can submit your symposium, special trainee symposium and/ or technical workshop by clicking on [Submit a new contribution](#) – now click on the type of submission on [start submission](#), check the boxes and [Proceed](#) and [Save](#)
- It is allowed to submit ONE proposal for each category per person.





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Chairperson(s)/Speaker(s)
Affiliation(s)
Permissions & Rights / Assignment of Affiliations
Collaborations

Drag and drop an author by moving the row at the # column.

#	Salutation	Title	First name	Middle name	Last name	E-Mail	2nd E-Mail	Phone Number
1	declined	no title	<input type="text"/>					

[+ new author](#)

- In the tab [Chairperson\(s\)/Speaker\(s\)](#) you enter the personal data of ALL chairpersons and speakers
- In the tab [Affiliations](#) add all the institutes and departments the chairpersons and speakers work
- In the tab [Permissions & Rights / Assignment of Affiliations](#) you must tick the boxes that correspond to the role of each person in your contribution and select the right affiliation(s) (Doctoral hat = Chair, Speech bubble = Speaker, Letter = who will receive messages from the platform, Pen = who can edit your contribution, Eye = who can view your contribution)

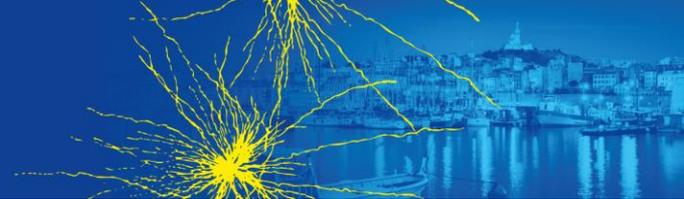
Affiliation 1

Affiliation 2

- In the last tab [Collaborations](#) you can enter if your contribution has been made on behalf of an organisation or collaboration
- Click [Save](#)



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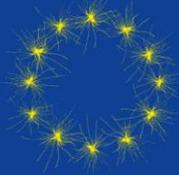


- To enter all the talks of all chairs and speakers you need to [Add related lecture](#) (the maximum possible number of talks is indicated in brackets):

Related Lectures

Add related lecture (0 of 4 used)

- **Symposia:** 4 speakers; chaired by 1 or 2 persons; each chairperson must give a talk in her/ his symposium, i. e. is also among the four speakers.
 - **Special Trainee Symposia:** 4 - 8 speakers; chaired by 1 or 2 persons; each chairperson must give a talk in her/ his symposium, i.e. is also among the speakers.
 - **Technical workshops:** approx. 4 - 6 speakers for a 2 - 3 hours workshop; chaired by 1 or 2 persons; it is recommended that no more than 1 chairperson be among the speakers
- You must now enter all the information about the speaker, the abstract of the possible presentation and the key publications in the pop-up window
 - Proceed with the remaining presentations by the other speakers
 - Once you have entered the information for your contribution, click on [Apply changes and check your contribution](#) at the bottom of the page; you can still [edit your contribution](#) if you need to



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- Please note, that you need to click [save submission](#) at the bottom of the page to hand in your contribution successfully. Otherwise, your submission will not be considered in the review process and/or programme preparation.
- You can view your contribution in the tab [Submission](#); here you can also see if you have successfully submitted it by checking the status Status : finalized
- You can submit one Symposium, one Special Trainee Symposium as well as one Technical workshop

Thank you for your submission in line with Glia 2025!

If you need further information regarding the Call for Symposia, Special Trainee Symposia and Technical Workshops, please do not hesitate to contact us by phone: +49 351 65573-131 or mail: info@glia2025.eu