

# SpaceOps 2023

## Abstract Submission FAQs

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### 1. When can I submit an abstract for SpaceOps 2023?

Abstracts may be submitted online at [star.spaceops.org](https://star.spaceops.org) **until 29 June, 2022** (23:59 CET).

### 2. What is the required structure for an abstract?

Abstract should be short but impactful, so make sure every word counts. Each sentence should clearly communicate one main point. Avoid unnecessary filler words, and avoid obscure jargon—the abstract should be easily understandable.

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

The abstract text is limited to **1200 words**. You are requested to keep text within this limit. Also make sure to keep the PDF file size less than 2MB.

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

It is not necessary or required 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 [SpaceOps2023 Call for Paper](#).

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

Your options are as follows:

- *Oral Presentation*
- *Electronic Presentation*

## 7. How do I submit an abstract?

Before submitting an abstract, you are asked to create a profile at [star.spaceops.org](http://star.spaceops.org). To submit abstracts, please login into your Spaceops Profile and click on **“New Abstract”**[1] field in the Top Menu. You will then see list of **main topics** [2] to select. From there you can click on any main topic, which will expand and show the list of **Subtopics** [3] then Click Submit Abstract

After submitting the above form, the system will ask you to add Co-authors. Please note that you can add as many co-authors to your paper.

Once an abstract has been submitted, **modifications can be made until the submission deadline** (29 June 2022 - 23:59 GMT).

## 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 **Author => "Submissions" -> Choose Abstract -> Edit** option.

Also by clicking on **Author => "Submissions"** you will have access to all your submitted papers to edit them, include co-authors, include the manuscript/presentation once needed.

### 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. And you will be able to see the Submissions from Author Menu.

### 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 attend the Conference. Can I still submit an abstract for publication in the SpaceOps Conference proceedings?

If you know that it will be impossible for your material to be presented at the conference by yourself or a co-author/colleague, please do not make a



submission. We do not allow abstracts to be published in the conference proceedings without an attending author.

### 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 on 31 October 2022.

This correspondence will inform you of the details of your presentation format 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 STAR system and you can get in contact with the SpaceOps Secretariat ([secretariat@spaceops.org](mailto:secretariat@spaceops.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 December 2022.

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

- [SpaceOps Secretariat: secretariat@spaceops.org](mailto:secretariat@spaceops.org)
- [SpaceOps 2023 – Technical Support](mailto:support@spaceops.org) (Abstracts, Papers & Technical Aspects): [support@spaceops.org](mailto:support@spaceops.org)
- [SpaceOps 2023 – Delegate Liaison](mailto:info@spaceops.org) (Registration, Sponsorship): [info@spaceops.org](mailto:info@spaceops.org); [SponsorExh@mbrsc.ae](mailto:SponsorExh@mbrsc.ae)