

How to Submit an Abstract



Using the Abstract Portal

1. Create New Account in the **Abstract Portal App**

This link can be found on the Event Website

Presentation Portal Sign In

Thank you for your interest in presenting. The contribution of presenters is critical and we value your input greatly. Please sign into the Presentation Portal with your account email address and password. If you have not yet submitted a presentation, please create a new account below. If you have any questions regarding your submission, please refer to our website FAQ and contact information.

[Forgotten your password?](#)

Sign in

Email Address

Password

New Account

2. Click 'Update Contact Information' and fill out your details.

Home **Update Contact Information** Abstract Submission Edit Abstracts Speaker Registration Sign out

Update Contact Information

Below is the current information associated with your primary contact. To update this information click the Edit Contact Details button towards the bottom of the screen.

First Name Angela

Last Name Sy

3. After creating contact, the 'Abstract Submission' tab will appear.
4. Enter the title of your abstract in the 'Abstract Title' field no longer than 50 words.

Welcome Ms Angela Sy

Home Update Contact Information **Abstract Submission** Edit Abstracts Speaker Registration Sign out

Abstract Submission

This page will take you through the process of submitting your abstract. Each of the tabs on the left hand side of the page will bring up a step in the submission process that needs to be completed. At any time in the process you can click the Save As Draft button to save your incomplete submission and return to it at a later time. The Review section will give you an overview of the sections that are still required to be completed before you can submit your abstract. Once all required sections have been completed, you can submit your abstract in the Submit section of this page.

Title and Presentation Type
Themes
✕ Authors And Affiliations
Abstract, Biography and Photo Upload
Additional Information
AV Requirements
Review
Submit

Abstract Title Draft

Title can not be longer than the specified number of words

Title

Word Limit 50 **Word Count 0**

Presentation Type

Choose your presentation type from the drop down list below

Presentation Type

Save As Draft **Continue**

5. Your Abstract submission should be no longer than 250 words. Do not include the title or author(s) details in the body of your abstract. Complete all other fields, noting those labelled with a (*) symbol must be filled.
6. Authors and Affiliations should not be more than 3. Contact the conference organisers if you require more.
7. Tick the "I agree to the above Terms and Conditions' and click Submit.

Abstract Submission

This page will take you through the process of submitting your abstract. Each of the tabs on the left hand side of the page will bring up a step in the submission process that needs to be completed. At any time in the process you can click the Save As Draft button to save your incomplete submission and return to it at a later time. The Review section will give you an overview of the sections that are still required to be completed before you can submit your abstract. Once all required sections have been completed, you can submit your abstract in the Submit section of this page.

- ✓ Title and Presentation Type
- ✓ Themes
- ✓ Authors And Affiliations
- ✓ Abstract, Biography and Photo Upload
- ✓ Additional Information
- ✓ AV Requirements
- Review
- Submit**

Abstract Submission

Draft

If all required abstract submission fields have been completed you will have the option to submit your abstract at the bottom of the page. If there are any remaining fields or sections to complete you will only have the option to save your submission as a draft until they are completed. You must agree to the Terms and Conditions below before you can proceed.

I have read and understood the terms and conditions associated with abstract submission. Full terms and conditions can be found on the event website.
 I agree to the above Terms and Conditions

Save As Draft

Submit

