

Welcome to the abstract submission portal

To begin the submission process, first fill in the fields in the **Contact information** tab. After that, additional tabs will appear that will enable you to progress.

Before you get started...

Please note:

- You may submit a total of four (4) abstracts.
 - Start a new one in the **Abstract submission portal** using the tab called **Start new abstract(s)**.
 - Edit existing ones using the tab **Edit draft abstract(s)**.
 - View your completed submissions using the tab **Edit draft abstract(s)**. You can make changes until 5pm AEDT Wednesday, 22 October 2025.
- Make sure to press the button **Save as draft** to save your progress before leaving the page.
- After the Presentation Portal closes on 22 October 2025, no further changes can be made except by the Conference Team.

If you experience any difficulties or would like support with the abstract submission process, please email conference@dementia.com.au

Step 1: Update Contact Information

You must update your contact information and set a **Group Contact** (*who will be receiving communication on behalf of the group*) before you can submit a presentation. Please click on the **Create Contact** button below to begin.

- a. Elect the number of Abstract Authors. If you have more than five (5) Abstract Authors, please contact the Conference Team. Once you are done, click the **Next** button.

● Please update the contact information for your Abstract Authors ⓘ

Abstract Author(s)
Number of Author(s)

	First Name	Last Name
(Group Contact) 1. *	<input type="text" value="Author"/>	<input type="text" value="1"/>
2. *	<input type="text" value="Author"/>	<input type="text" value="2"/>
3. *	<input type="text" value="Author"/>	<input type="text" value="3"/>

- b. Next, fill in the information regarding your first Abstract Author – your Group Contact. You will also be required to upload a photo (max. 1MB) of your first Abstract Author. You may choose to nominate an additional Email Address to receive your communications e.g. administrative staff. Once you are done, click the **Next** button.

Contact Details

Title*	<input type="text" value="Dr"/>
First Name*	<input type="text" value="Author"/>
Last Name*	<input type="text" value="1"/>
Email Address*	<input type="text" value="example@dementia.com.au"/>
Verify Email Address*	<input type="text" value="example@dementia.com.au"/>
Additional Email Address*	<input type="text" value="admin@dementia.com.au"/>
Organisation*	<input type="text" value="HammondCare"/>
Position*	<input type="text" value="Example"/>
Professional Qualifications	<input type="text" value="Official Tester"/>
Mobile Phone*	<input type="text" value="1234567890"/>
Author photo*	<div style="text-align: center;"> <input type="button" value="Add/Replace Photo"/> <input type="button" value="Remove Photo"/></div>

Work Address

Address*	<input type="text" value="123 Example Street"/>
City*	<input type="text" value="Example City"/>
Country*	<input type="text" value="Australia"/>
State*	<input type="text" value="NSW"/>
Postcode*	<input type="text" value="2000"/>

- c. If you have only one Abstract Author, click the **Submit** button. If you have more than one Abstract Author, repeat the previous step for each of the Abstract Authors by clicking the **Register** button. If you wish to edit the number or names of your Abstract Authors, click **Edit Group**. Once you are done, click the **Submit** button.

Author details

Please review the author contact details and click submit to continue

Contact	Status	
Author 1	Completed	Edit/View
Author 2	To Be Completed	Register
Author 3	To Be Completed	Register
Edit Group		

[Next](#)

Step 2: Click Submit New Abstract(s)

Start by entering your Title (max. 100 words).

- ✓ Title
- Themes
- ✖ Authors and affiliations
- Abstract content
- Additional information
- Review
- Submit

Abstract title
Draft

Title can not be longer than the specified number of words

Title

Word limit 100
Word count 4

Save as draft
Continue

Step 3: Theme

Select your Theme using the drop-down list.

Step 4: Author Affiliation

Add more affiliation fields if you are connected with more than one organisation. The number corresponding to each field will be used in the Abstract Author(s) section below to connect the authors to the correct affiliations.

Affiliations: example

I want to show that Author 1 is an author and is going to be presenting this paper. She is affiliated with two organisations: HammondCare & Dementia Support Australia

Author 2 is also an author but is not going to be presenting. He is only affiliated with HammondCare.

- Up to three (3) presenting authors may be elected using the tick box: *Is this Author presenting this Paper?*

Step 5: Abstract Authors

You may enter details for as many authors as necessary. Please add the correct affiliation numbers from the field in Step 4.

Abstract author(s)

If there is more than one person who is an author of this abstract, please add to this section. Note that all communications from the conference will only go to the first listed author. You may list authors who are not going to be physically in attendance.

1. Enter the author's details below.

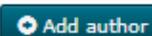
Please remember to enter the number corresponding to the affiliation listed above in the author affiliation section.

1 ↓ ×

Title	Dr
First name	Author
Last name	1
Presenter	<input checked="" type="checkbox"/>
Organisation	HammondCare
Position	Example
Primary email	example@dementia.com.au
Affiliations	1,2

2 ↑ ×

Title	Dr
First name	Author
Last name	2
Presenter	<input type="checkbox"/>
Organisation	HammondCare
Position	Example
Primary email	example@dementia.com.au
Affiliations	1

 Add author

Step 6: Abstract bio(s)

Please write your author bios under each author’s name (up to five (5) authors), up to 100 words. If you require additional space, please contact the Conference Team on conference@dementia.com.au

Author bio(s)

Enter the bios for **all presenting** authors. Limited to 100 words per presenting author. If you require additional space, please contact the Conference Team. For multiple presenting authors, please name and list bios accordingly within the space below.

Biography

Author 1 - Name of first speaker
Biography of the first speaker

Author 2 - Name of second speaker
Biography of the second speaker

Word limit 200 Word count 24

Save as draft Continue

Biographies: example

Name of **first** speaker
Biography of **first** speaker

Name of **second** speaker
Biography of **second** speaker,
etc...

Up to five (5) authors may include their biographies here at a maximum of 100 words. If you require additional space, please contact the Conference Team.

Step 7: Abstract Content

Enter up to 200 words in the Abstract Content field, and upload a two-minute video that provides a brief introduction to the author(s) and the abstract. We prefer you to upload your video to YouTube and provide us with a shareable link. We will provide instructions on how to do this in due course.

Abstract content Draft

Please enter your abstract content in the space provided below. Abstracts are limited to 200 words in length.

Content Special character keyboard

This is my abstract

Word limit 200 Word count 4

Video link

A two-minute video clip is required as a part of your submission, which includes a brief introduction to the presenter/s and the abstract. Ideally you will host your video on YouTube or Vimeo and provide an embeddable link. Make sure you have selected 'allow embedding' under video details. When you click on share video, you will have the option to embed. Copy the embed code and share with us. We will accept video files sent by other means. Make sure the shareable link stays live until Thursday, 20 November 2025 and has not expired. Contact us if you have questions.

Insert a shareable link to your video below:

Video Link*
 Maximum 200 characters

Save as draft Continue

Step 8: Additional Information

Please indicate your permission to release the presentation and allow media approaches via the drop-down menu.

Additional information Draft

Permission to release presentation

Permission to release presentation
 *

Permission for media approach

Permission for media approach
 *

Save as draft Continue

Step 9: Review

Below is the final layout of your submission. From here you may **Save as draft** and come back to it later, or press **Continue** to view Terms & Conditions before completing your submission.

Once you have completed your submission, you can make changes until 5pm AEDT Wednesday, 22 October 2025. No further changes can be made after 22 October 2025 except by the Conference Team. Please get in touch at conference@dementia.com.au.

You may submit a total of four (4) abstracts.

The screenshot shows a 'Review submission' page. On the left is a navigation menu with options: Title, Themes, Authors and affiliations, Abstract content, Additional information, Review (selected), and Submit. The main content area displays a summary of the submission with the title 'This is my title' and abstract 'This is my abstract'. Below the abstract, authors are listed as '1 A^{1,2}, 2 A¹' in bold, with their affiliations listed below: '1 HammondCare, Example City NSW, Australia' and '2 Dementia Support Australia, Example City NSW, Australia'. A green 'Ready to submit' bar is present, along with 'Save as draft' and 'Continue' buttons. A red 'Draft' label is in the top right corner.

Authors: example

The names of authors who are presenting the paper are in **bold**. Authors who are *not* presenting are also listed here in regular font.

Affiliations: example

Here is where your authors' affiliations will be listed, with reference numbers. You may have multiple affiliations per author.