Welcome to the ePoster 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) ePosters.
    - Start a new one in the **ePoster submission portal** using the tab called **Submit new ePoster(s)**.
    - Edit existing ones using the tab **Edit draft ePoster(s)**.
- View your completed submissions using the tab **Edit draft ePoster(s)**. You can make changes until 5pm AEST Thursday, 30 April 2026.
- Make sure to press the button **Save as draft** to save your progress before leaving the page.
- After the Presentation Portal closes on 30 April 2026, no further changes can be made except by the Conference Team.

If you experience any difficulties or would like support with the ePoster 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.
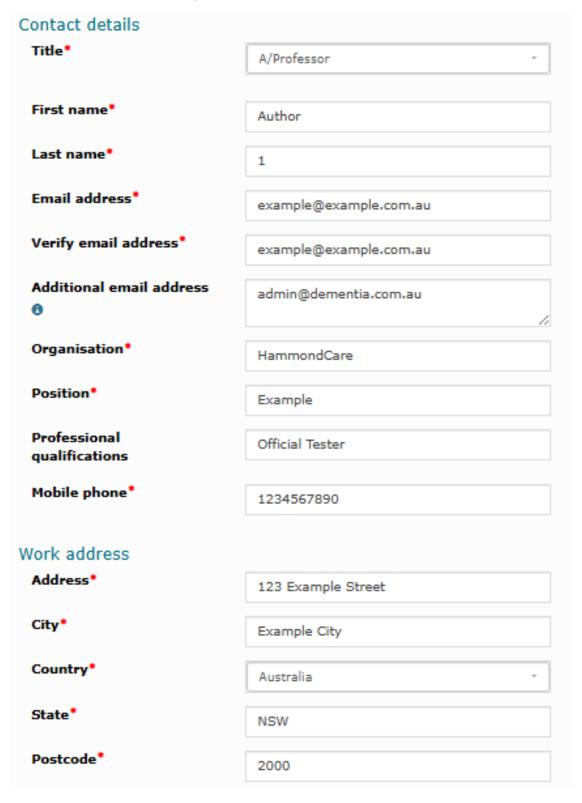
a. Elect the number of ePoster Authors. If you have more than five (5) ePoster Authors, please contact the Conference Team. Once you are done, click the **Next** button.
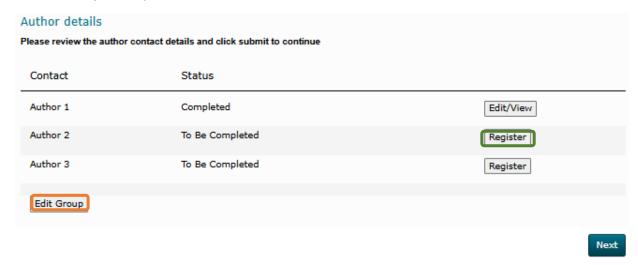
b. Next, fill in the information regarding your first ePoster Author – your Group Contact. You may choose to nominate an additional Email Address to receive your communications e.g. administrative staff. Once you are done, click the **Next** button.

Contact details

Title*	A/Professor
First name*	Author
Last name*	1
Email address*	example@example.com.au
Verify email address*	example@example.com.au
Additional email address ℹ	admin@dementia.com.au
Organisation*	HammondCare
Position*	Example
Professional qualifications	Official Tester
Mobile phone*	1234567890

Work address

Address*	123 Example Street
City*	Example City
Country*	Australia
State*	NSW
Postcode*	2000

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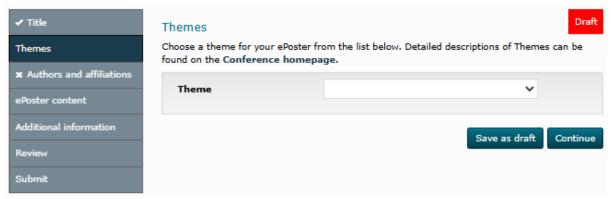
Author details

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 ePoster(s)

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

Draft

Title	ePoster title
Themes	Title can not be longer than the specified number of words
✖ Authors and affiliations	**Title** This is my title
ePoster content	Word limit 100 Word count 4
Additional information	
Review	Save as draft Continue
Submit	

Step 3: Theme

Select your Theme using the drop-down list.

Draft

✔ Title	Themes
Themes	Choose a theme for your ePoster from the list below. Detailed descriptions of Themes can be found on the **Conference homepage**.
✖ Authors and affiliations	**Theme**
ePoster content	
Additional information	Save as draft Continue
Review	
Submit	

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 ePoster Author(s) section below to connect the authors to the correct affiliations.
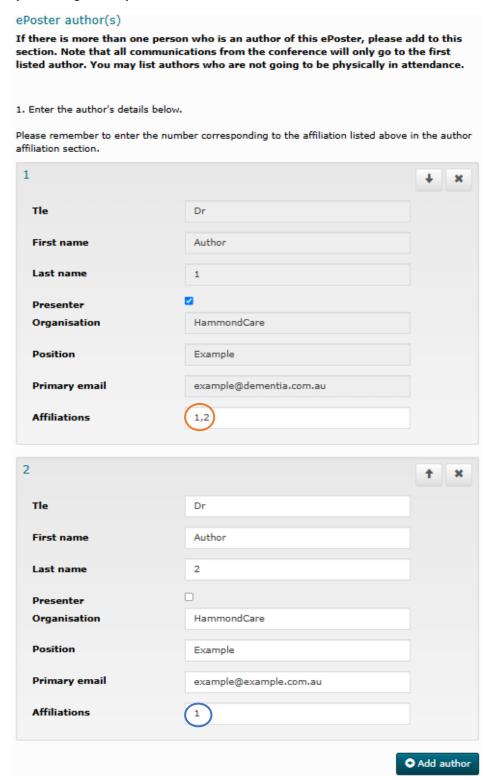

Affiliations: Example

I want to show that A/Professor Author 1 is an Author. He is affiliated with two organisations: Hammond Care & Dementia Support Australia.

A/Professor Author 2 is also an author, but he is only affiliated with HammondCare.

Step 5: ePoster authors

You may enter details for as many authors as necessary. Please add the correct affiliation numbers from the field in Step 4. As no presenters are required for ePosters, please deselect the tick box: *Is this Author presenting this Paper?*
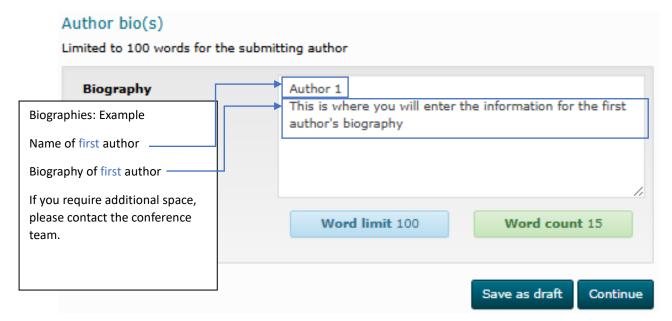
Step 6: ePoster bios

Please write your author bios under author's name, up to 100 words.

Author bio(s)
Limited to 100 words for the submitting author

Biography

Author 1

This is where you will enter the information for the first author's biography

Biographies: Example

Name of first author

Biography of first author

If you require additional space, please contact the conference team.

Word limit 100   Word count 15

Save as draft   Continue

Step 7: ePoster content

Enter up to 200 words in the ePoster Content field.

✔ Title
✔ Themes
✔ Authors and affiliations
ePoster content
Additional information
Review
Submit

Draft

ePoster content

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

Content   Special character keyboard

This is my ePoster

Word limit 200   Word count 4

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.

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, no further changes can be made except by the Conference Team. Please get in touch at *conference@dementia.com.au*.

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

Affiliations: Example

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