

## 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](mailto: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.

● Please update the contact information for your ePoster 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"/>

**Next**

- 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

<b>Title*</b>	<input type="text" value="A/Professor"/>
<b>First name*</b>	<input type="text" value="Author"/>
<b>Last name*</b>	<input type="text" value="1"/>
<b>Email address*</b>	<input type="text" value="example@example.com.au"/>
<b>Verify email address*</b>	<input type="text" value="example@example.com.au"/>
<b>Additional email address</b> 	<input type="text" value="admin@dementia.com.au"/>
<b>Organisation*</b>	<input type="text" value="HammondCare"/>
<b>Position*</b>	<input type="text" value="Example"/>
<b>Professional qualifications</b>	<input type="text" value="Official Tester"/>
<b>Mobile phone*</b>	<input type="text" value="1234567890"/>

### Work address

<b>Address*</b>	<input type="text" value="123 Example Street"/>
<b>City*</b>	<input type="text" value="Example City"/>
<b>Country*</b>	<input type="text" value="Australia"/>
<b>State*</b>	<input type="text" value="NSW"/>
<b>Postcode*</b>	<input type="text" value="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	<a href="#">Edit/View</a>
Author 2	To Be Completed	<a href="#">Register</a>
Author 3	To Be Completed	<a href="#">Register</a>
<a href="#">Edit Group</a>		

[Next](#)

## Step 2: Click submit new ePoster(s)

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

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

### ePoster title

Title can not be longer than the specified number of words

Title

This is my title

Word limit 100

Word count 4

[Save as draft](#)
[Continue](#)

## Step 3: Theme

Select your Theme using the drop-down list.

✓ Title  
**Themes**  
✕ Authors and affiliations  
ePoster content  
Additional information  
Review  
Submit

### Themes

Choose a theme for your ePoster from the list below. Detailed descriptions of Themes can be found on the [Conference homepage](#).

Theme

[Save as draft](#)
[Continue](#)

## 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.

- ✓ Title
- ✓ Themes
- ✕ Authors and affiliations**
- ePoster content
- Additional information
- Review
- Submit

### Author affiliation(s)

Draft

1. Enter the name of the author's organisation or institution.

You will be required to enter the number of this affiliation (e.g. 1) in the corresponding Affiliations field in the **ePoster authors** section below. If an author has multiple affiliations, enter multiple numbers separated by commas only (e.g. 1,2,3,4).

*Note: **At least one (1) affiliation** is required per author. Please enter "Self" or "Other" under Affiliation if you are not affiliated with an organisation or institution.*

1

**Affiliation**

**City/Suburb/Town**

**State**

**Country**

2

**Affiliation**

**City/Suburb/Town**

**State**

**Country**

➤ Add affiliation

### 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.

4

## 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?***

### ePoster author(s)

**If there is more than one person who is an author of this ePoster, 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

☒

Organisation

HammondCare

Position

Example

Primary email

example@dementia.com.au

Affiliations

1,2

2

↑

×

Title

Dr

First name

Author

Last name

2

Presenter

☐

Organisation

HammondCare

Position

Example

Primary email

example@example.com.au

Affiliations

1

➕ Add author

## 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**

Biographies: Example

Name of **first** author \_\_\_\_\_

Biography of **first** author \_\_\_\_\_

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

**Author 1**

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

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

**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.

The screenshot shows a sidebar on the left with a list of steps: Title, Themes, Authors and affiliations, ePoster content, **Additional information** (highlighted), Review, and Submit. The main content area is titled 'Additional information' and has a red 'Draft' button in the top right corner. It contains two sections, each with a dropdown menu set to 'Yes':

- Permission to release presentation**: A dropdown menu with 'Yes' selected.
- Permission for media approach**: A dropdown menu with 'Yes' selected.

At the bottom right of the main content area are two buttons: 'Save as draft' and '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, no further changes can be made except by the Conference Team. Please get in touch at [conference@dementia.com.au](mailto:conference@dementia.com.au).

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

The screenshot shows the 'Review submission' step. The sidebar on the left highlights 'Review' and shows 'Additional information' as completed. The main content area is titled 'Review submission' and has a red 'Draft' button in the top right corner. It contains a summary of the submission:

- Title**: This is my title
- ePoster content**: This is my ePoster
- Authors and affiliations**: 1 A<sup>1,2</sup>, 2 A<sup>1</sup>
  - <sup>1</sup> HammondCare, Example City NSW, Australia
  - <sup>2</sup> Dementia Support Australia, Example City NSW, Australia

Below the summary is a green bar that says 'Ready to submit'. At the bottom right are two buttons: 'Save as draft' and 'Continue'. A callout box with an arrow points to the affiliations section.

### Affiliations: Example

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