

# 2025 SARIMA CONFERENCE | ABSTRACT SUBMISSION STEP-BY-STEP GUIDELINES



## 2025 SARIMA CONFERENCE

2 - 5 September 2025

Protea Hotel by Marriott Stellenbosch  
& Conference Centre



Welcome to the 2025 SARIMA Abstract Submission Portal | Sign In Page

Thank you for your interest in presenting at the upcoming **2025 SARIMA Conference**. The contribution of presenters is critical and we value your input.

- If you have not yet submitted a presentation for 2025, please create a new account below first.
- If you have already submitted for 2025 - Please sign into the Abstract Portal with your account email address and password.

If you have any questions regarding your submission, please contact [kristy@confpartner.co.za](mailto:kristy@confpartner.co.za) or visit [www.sarimaconf.co.za](http://www.sarimaconf.co.za)

Sign in

Email Address

Password

Sign in

New Account

Create New Account

Create Account:

- You must create a primary contact before you can submit an Abstract.
- Please click on the **Create New Account** button below to create a new primary contact.

Complete and create  
your own password

Email Address

Re-enter Email Address

Password

Confirm Password

Create New Account

Back To Sign In

- To begin the submission process you must first create a contact which is done on the **Contact Information** tab.
- After creating a contact, additional tabs will appear that will enable you to submit your abstract.

Click on  
"Contact Information"

Contact Information:

- Below is the current information associated with your primary contact.
- To update this information click the **Create Contact** or **Edit Contact Details** button.

Create Contact

Create new contact OR edit current contact details to complete your profile

## 2025 SARIMA | Abstract Submitter Details

<input type="text" value="Title"/>	<input type="text" value="First Name"/>
<input type="text" value="Surname"/>	
<input type="text" value="Cellphone Number"/>	<input type="text" value="Email Address"/>
<input type="text" value="Organisation   Institution"/>	<input type="text" value="Position within Organisation   Institution"/>
<input type="text" value="Department"/>	
<input type="text" value="Physical Address"/>	<input type="text" value="City   Town"/>
<input type="text" value="State   Province"/>	<input type="text" value="Country"/>

Complete all the profile information REQUIRED and 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.

Click on  
"Abstract Submission"

Title   Presentation Type	<b>Abstract Title:</b>	<b>Draft</b>
Themes	<ul style="list-style-type: none"><li>• Title can not be longer than the specified number of words (15)</li></ul>	
✕ Authors   Affiliations   Biography	<p><b>Title</b></p> <input type="text"/>	<p><b>Word Limit 15</b>      <b>Word Count 0</b></p>
Abstract Upload	<b>Presentation Type:</b>	
Additional Information	<ul style="list-style-type: none"><li>• Choose your presentation type from the drop down list below</li></ul>	
AV Requirements	<p><b>Presentation Type</b></p> <input type="text"/>	
Review		<p><b>Save As Draft</b>      <b>Continue</b></p>
Submit		

Add your abstract title | select a presentation type from the dropdown list

Title   Presentation Type	<b>Themes:</b>	<b>Draft</b>
Themes	<ul style="list-style-type: none"><li>• Choose a theme for your abstract from the list below</li></ul>	
✕ Authors   Affiliations   Biography	<ul style="list-style-type: none"><li>• <b>RM</b> - Research Management   <b>I&amp;TT</b> - Innovation &amp; Technology Transfer   <b>Combined</b> - Both RM and I&amp;TT</li></ul>	
Abstract Upload	<p><b>Theme</b></p> <input type="text"/>	
Additional Information		<p><b>Save As Draft</b>      <b>Continue</b></p>
AV Requirements		
Review		
Submit		

Select from the dropdown list

- Title | Presentation Type
- Themes
- ✕ Authors | Affiliations | Biography**
- Abstract Upload
- Additional Information
- AV Requirements
- Review
- Submit

**Author Affiliation:**

Draft

- Enter the author affiliation/s
- Click on the 'Add Affiliation' button below to add more affiliations (Institutions/Companies/Organisations that you are affiliated to)

1 ✕

**Affiliation**

**City/Suburb/Town**

**State**

**Country**

[+ Add Affiliation](#)

Multiple author affiliations can be created

**Abstract Authors:**

- Enter the details for each author below
  - Multiple Affiliations can be added to an Author
  - Only numbers and commas allowed in the affiliation text block - **no letters or spaces**
- Example: Correct** 1,2,3 | **Incorrect** Private Offices
- View the submission screenshots on the Guidelines page if you are unsure

1 ✕

**Title**

**First Name**

**Last Name**

**Presenter**

**Organization**

**Position**

**Affiliations**

[+ Add Submitter as Author](#)

[+ Add Author](#)

Multiple author affiliations can be added.

Reference the relevant number only, separated by a comma.

NO TEXT!

**PRESENTING Author Biography:**

- Enter the bio for the presenting author.
- Limited to the number of words specified. (100)

**Biography**

**Word Limit** 100 **Word Count** 0

[Save As Draft](#)

[Continue](#)

The chairperson will introduce you using this biography



- Title | Presentation Type
- Themes
- ✕ Authors | Affiliations | Biography
- Abstract Upload**
- Additional Information
- AV Requirements
- Review
- Submit

### Abstract Upload

Draft

- Please input your Abstract into the text box below
- **Do not** include the Abstract title or Author information in this block
- Please check that no text has been cut off
- You will not be able to add additional words once the **300 word limit** has been reached, please check your Abstract once submitted
- Ensure that special characters have copied correctly
- Ensure that the full Abstract has been successfully uploaded by logging out and logging in to your profile again
- **Your Abstract should state clearly what your presentation will cover, how it will contribute to the particular session and be of benefit to the audience**

Content
Special Character Keyboard

Word Limit 300
Word Count 0

Check your abstract has been copied and pasted correctly and text has not been cut off!

- Title | Presentation Type
- Themes
- ✕ Authors | Affiliations | Biography
- Abstract Upload
- Additional Information**
- AV Requirements
- Review
- Submit

### Additional Information

Draft

Are you a MEMBER of SARIMA? \*

Is this the first time you are submitting an abstract for a SARIMA Conference? \*

What career level is your presentation aimed at: \*

Is your presentation: \*

Complete all additional information required

- Title | Presentation Type
- Themes
- ✖ Authors | Affiliations | Biography
- Abstract Upload
- Additional Information
- AV Requirements**
- Review
- Submit

### AV Requirements

Draft

- The following Audio Visual equipment will be set up in the venues:  
Screen | Data Projector | Microphone (on a stand) | Lectern to stand behind | Table next to the lectern for extra notes
- An Audio Visual Technican will be in each venue for the duration of the congress to assist, and support presenters throughout.

Indicate any Audio Visual requirements for your abstract presentation

AV Requirements -

- Microsoft (MS) PowerPoint Presentation
- Own Mac
- Video Presentation
- Video within Microsoft (MS) PowerPoint Presentation

Select your AV requirements for your abstract.

Save As Draft

Continue

- Title | Presentation Type
- Themes
- ✖ Authors | Affiliations | Biography
- Abstract Upload
- Additional Information
- AV Requirements
- Review**
- Submit

### Review Submission:

Draft

- Below is a summary of your completed submission.
- Any sections that are still required to be completed for submission are noted in red.

1

Title Required  
 Presentation Type Required  
 Theme Required  
 Affiliation Required for Affiliation 1  
 Last Name Required for Author 1  
 Biography Required  
 Content Required  
 Required  
 Required  
 Required  
 Required  
 Required  
 Required  
 Required  
 Required  
 Required  
 Required  
 Required

Save As Draft

Continue

Review your abstract details. Save as Draft if you need to edit again.  
 Red highlights required fields details missing / incorrect

Title   Presentation Type
Themes
✕ Authors   Affiliations   Biography
Abstract 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 that you understand the Abstract submission Guidelines and Criteria below before you can proceed.

I have read and understood the Abstract Guidelines, instructions and terms associated with the Abstract submission and agree with this submission, should i be accepted to be part of the 2025 SARIMA Conference programme - I will present in-person at the conference venue as well as follow the registration payment terms and conditions.

I agree to the above Terms and Conditions

Save As Draft

Tick "agree" before submitting.  
Once submitted your abstract will not be editable!

**My Abstracts**

- Your uploaded abstract/s are listed below along with their status.
- Submitted Abstracts are not editable and can only be viewed. Only Abstracts saved as a draft can be edited or deleted.
- Should you wish to edit your already submitted Abstract - please contact - [kristy@confpartner.co.za](mailto:kristy@confpartner.co.za)

Title	Status	Document
Untitled	Draft	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

Submitted abstracts can be viewed in "My Abstracts" but not edited.  
Saved draft abstracts can be edited or deleted