

# 2025 CHAPTER SUBMISSION | STEP-BY-STEP GUIDELINES



## — 29th Wits Biennial Surgical Symposium | [Submission Portal](#)

Thank you for accepting the invitation to present at the upcoming 29th WITS Biennial Surgical Symposium - The contribution of presenters is critical and we value your input greatly.

### NEW ACCOUNT:

If you have not yet created a profile for the 2025 chapter submissions, please click on **Create New Account** below.

### EXISTING ACCOUNT:

Please sign 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)

Sign in

Email Address

Password

[Sign in](#)

New Account [Create New Account](#)

**Create new account  
– First time submitters**

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### — Welcome to the Chapter Submission Portal

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

**Click on "Contact Information"**

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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	Kristy
Last Name	Muller

[Edit Contact Details](#)

**Edit | Create new contact to complete your profile**

Presenter Contact Details:

<input type="text" value="•TITLE"/> Ms	<input type="text" value="•First Name"/>
<input type="text" value="•SURNAME"/> Muller	<input type="text" value="•Organisation / Company"/>
<input type="text" value="Department (If Applicable)"/>	<input type="text" value="Faculty / School (If Applicable)"/>
<input type="text" value="•Position / Occupation"/>	<input type="text" value="Speciality (If Applicable)"/>
<input type="text" value="HPCSA Number (for CPD)"/>	<input type="text" value="•Email Address"/>
<input type="text" value="Additional Email (If Applicable)"/>	<input type="text" value="•Cellphone Number"/>
<input type="text" value="•City/Town"/>	<input type="text" value="•STATE / PROVINCE"/> Gauteng
<input type="text" value="•COUNTRY"/> South Africa	

Complete all the profile information | Submit

Click on  
"Chapter Submission"

Home	Contact Information	Chapter Submission	My Submissions	Guidelines	Sign out
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Chapter Submission:

- This page will take you through the process of submitting your chapter.
- 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 chapter.
- Once all required sections have been completed, you can submit your chapter in the **Submit** section of this page.

Title
✖ Authors and Affiliations
Chapter Upload
Copyright
Review
Submit

Chapter Title:

- Title can not be longer than 50 words.

Add your chapter title

Title	<input type="text"/>
<input type="button" value="Word Limit 50"/>	<input type="button" value="Word Count 0"/>

- Title
- ✕ Authors and Affiliations**
- Chapter Upload
- Copyright
- Review
- Submit

Draft

Author Affiliation:

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

1 ✕

**Affiliation**

**City/Town**

**State / Province**

**Country**

**Multiple author affiliations can be created**

**+** Add Affiliation

Chapter 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. I.e. (1,2,3)
- View the submission screenshots on the Guidelines page if you are unsure.

1 ✕

**Title**

**First Name**

**Last Name**

**Presenter**

**Organization**

**Position**

**Affiliations**

**Add author details and insert affiliation that was created above**

**Position Refers to Position within the Affiliation**

**Multiple author affiliations can be added. Reference the relevant number only, separated by a comma (no text!)**

**+** Add Author

Presenting Author Biography:

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

**Biography**

**Word Limit 200** **Word Count 0**

Save As Draft Continue

Title	Chapter Upload <span style="float: right;">Draft</span>
✕ Authors and Affiliations	
<b>Chapter Upload</b>	
Copyright	
Review	
Submit	

• Please upload your abstract as a MS Word document | **PDF format is NOT permitted**

Content  Browse ...

Tables | Figures  Browse ...

**Upload your chapter here. (Microsoft Word Document)**

Save As Draft Continue

✓ Title	Review Submission <span style="float: right;">Draft</span>
✓ Authors and Affiliations	
✓ Chapter Upload	
✓ Copyright	
<b>Review</b>	
Submit	

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

### 2025 WITS Biennial

**Muller K** <sup>1</sup>  
<sup>1</sup> Conference Partner, Gqeberha Eastern Cape, South Africa

Ready to submit

**Review your submission details.  
Save as Draft if you need to edit again.**

Save As Draft Continue

✓ Title	Chapter Submission <span style="float: right;">Draft</span>
✓ Authors and Affiliations	
✓ Chapter Upload	
✓ Copyright	
Review	
<b>Submit</b>	

• If all required submission fields have been completed you will have the option to submit 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 below before you can proceed.

I have read and understood the guidelines associated with the chapter submission.  
 I agree to the above Terms and Conditions

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

Save As Draft Submit