
HOW TO SUBMIT YOUR ABSTRACT ONLINE

— STEP.BY.STEP GUIDE

— SIGN IN PAGE

If you have not yet submitted an abstract for this particular event -

- Create a new account.

If you have already submitted an abstract for this particular event -

- Sign in with the email and password already created

FIRST TIME
SUBMITTERS

Sign in

Email Address

Password

Sign in

New Account

Create New Account

ACCOUNT ALREADY CREATED – SIGN IN

— CREATING | UPDATING ACCOUNT

To begin the submission process you must first create a contact in the **Contact Information** tab.

CREATE NEW ACCOUNT

You must create a primary contact before you can submit an abstract.

Please click on the **CREATE NEW ACCOUNT** button to create a new primary contact.

EDIT ACCOUNT

To update account information click the **EDIT CONTACT DETAILS** button.

ACCOUNT DETAILS

To be completed by the **PRESENTING AUTHOR**

REQUIRED information fields to be completed – once completed **SUBMIT**

AFTER CREATING A CONTACT, ADDITIONAL TABS WILL APPEAR THAT WILL
ENABLE YOU TO UPLOAD AND SUBMIT YOUR ABSTRACT.

— ABSTRACT SUBMISSION

- Each of the tabs on the left hand side of the page will bring up a step in the submission process that need 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** tab.

Title Presentation Type
Themess
✕ Authors Affiliations Biography
Abstract Upload
Additional Information
AV Requirements
Review
Submit

— ABSTRACT SUBMISSION | TABS

Clear instructions are indicated on each tab to assist with processing the correct information.

ABSTRACT TITLE | PRESENTATION TYPE

- Add your abstract title and select a presentation type from the dropdown list provided

THEMES

- Select a theme from the dropdown list provided

Themes:

Draft

- Choose a theme for your abstract from the list below

Theme

Save As Draft

Continue

Abstract Title:

Draft

- Title can not be longer than the specified number of words (30)

Title

Word Limit 30

Word Count 0

Presentation Type:

- Choose your presentation type from the drop down list below

Presentation Type

ABSTRACT AUTHORS

- Enter the details for each author - Multiple Affiliations can be added to an Author
- Only numbers and commas allowed in the affiliation text block - **NO LETTERS OR SPACES**

AUTHOR AFFILIATIONS

- Enter the author affiliation details
- Click on 'Add Affiliation' button to add affiliations

1 ✕

Affiliation

City/Suburb/Town

State

Country

+ Add Affiliation

1 ✕

Title

First Name

Last Name

Presenter

Organization

Position

Affiliations

+ Add Author

ABSTRACT UPLOAD

- Ensure that the full Abstract has been successfully uploaded by logging out and logging in to your profile again

PRESENTING AUTHOR BIOGRAPHY

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



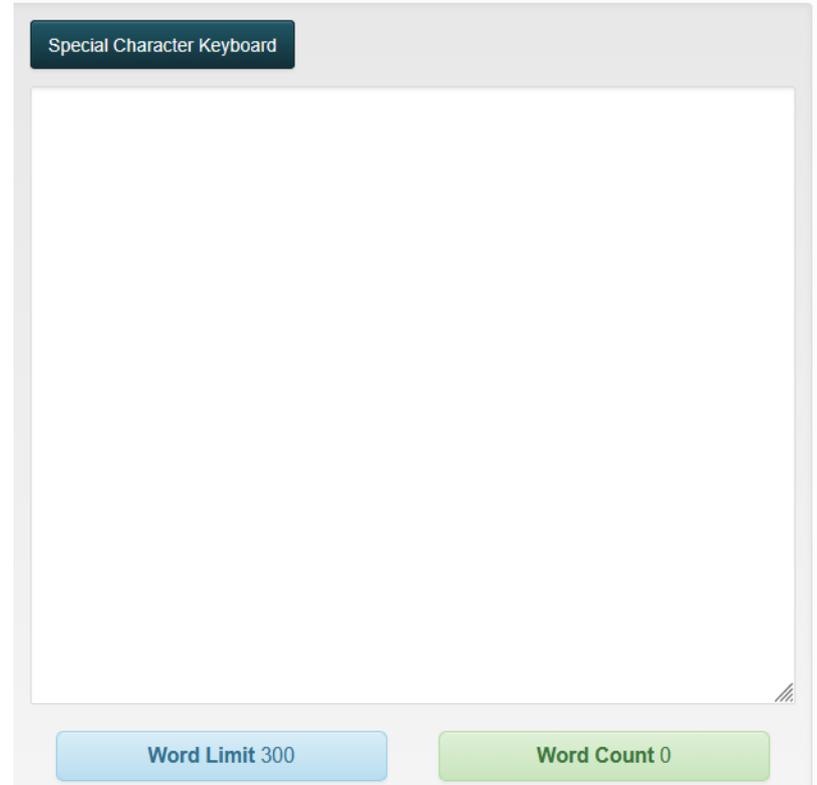
Biography

Word Limit 150

Word Count 0

Save As Draft Continue

This screenshot shows a form for entering a biography. It features a large text input area with a light gray background. Below the input area, there are two buttons: a blue button labeled "Word Limit 150" and a green button labeled "Word Count 0". At the bottom of the form, there are two dark blue buttons: "Save As Draft" and "Continue".



Special Character Keyboard

Word Limit 300

Word Count 0

This screenshot shows a form for entering a special character keyboard. It features a large text input area with a light gray background. Below the input area, there are two buttons: a blue button labeled "Word Limit 300" and a green button labeled "Word Count 0".

ADDITIONAL INFORMATION

- Complete all additional information required
- Examples shown in image

AV REQUIREMENTS

- Select your AV requirements

Capture AV Requirements

Microsoft (MS) PowerPoint Presentation

Own Mac

Video Presentation

Video within Microsoft (MS) PowerPoint Presentation

Indicate your profession:

If Other | Please Indicate:

Oral Presentation Submitters: If not accepted as an oral - Are you happy to be considered as a poster?

Do you give us permission to publish a PDF version of your presentation onto the Congress website - Post Congress?

REVIEW SUBMISSION

- Review your abstract details. **SAVE AS DRAFT** if you need to edit again.
- If there is a highlighted red block – this will indicate incomplete required fields | input format incorrectly added

Presentation Type Required
Theme Required
Affiliation Required for Affiliation 1
Biography Required

SUBMIT

- If all required fields are completed and terms and conditions ticked the option to submit will be available
- Once submitted your abstract will **NOT** be editable!