

# 2025 WITS SCHOOL OF CLINICAL MEDICINE BIENNIAL RESEARCH DAY ●

## ABSTRACT SUBMISSION ● STEP-BY-STEP GUIDELINES

Welcome to the 2025 SOCM Abstract Submission Portal | [Sign in Page](#)

Thank you for your interest in submitting an abstract for the upcoming **2025 Wits School of Clinical Medicine - Biennial Research Day**

The contribution of presenters is critical and we value your input

- If you have **not** yet submitted an abstract 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** below
- If you have any questions regarding your submission please contact [kristy@confpartner.co.za](mailto:kristy@confpartner.co.za)

**Forgot your password?** [CLICK HERE](#) to reset your password

*(please check spam mail if the email to change your password does not go to your inbox in a few minutes | contact [kristy@confpartner.co.za](mailto:kristy@confpartner.co.za) for further assistance)*

Sign in

Email Address

Password

Sign in

Sign in for future logins

New Account

Create new account

Create new account  
– First time submitters

### Create new account for submission

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

Email Address

Reenter Email Address

Password

Confirm Password

Create new account

Back To Sign in

Complete and create  
your own password

Click on "Contact Information"

Home

Contact Information

Abstract Submission

My Abstracts

Sign out

### Welcome to the Abstract Submission Portal

- 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 upload and submit your abstract.

**Please Note:** Before submitting your abstract for review, please ensure you have read through the Abstract Submission Guidelines.

- [CLICK HERE](#) to view the Abstract Submission Guidelines .

Home

Contact Information

Abstract Submission

My Abstracts

Sign out

### Update Contact Information

- Below is the current information associated with the **Presenting Author**.
- To update this information click the **Create Contact | Update Contact Details** button towards the bottom of the screen.

**First Name** Kristy  
**Last Name** Muller

Update Contact Details

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

### ABSTRACT SUBMITTER DETAILS

\*TITLE

Ms

\*First Name

\*Last Name

\*Cellphone Number

\*Email Address

Additional Email (to CC if Applicable)

\*Organisation | Affiliation

\*Position within your Organisation | Affiliation

City

\*STATE | PROVINCE

Eastern Cape

\*COUNTRY

South Africa

Complete all the profile information REQUIRED and SUBMIT

Click on  
"Abstract Submission"

Home

Contact Information

Abstract Submission

My Abstracts

Sign out

## 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 need 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.

### Title and Presentation Type

✓ Authors

Abstract Upload

Permissions

Review

Submit

### Abstract Title

Draft

» Title can not be longer than the specified number of words. **Limit:** 15 words.

Title

Word Limit 15

Word Count 0

### Presentation Type

» Choose your preferred presentation type from the drop down list below:

Preferred presentation type

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

Save As Draft

Continue

### Title and Presentation Type

✓ Authors

Abstract Upload

Permissions

Review

Submit

### Author Affiliation | Institution

Draft

» Enter the Author Affiliation/s | Institutions.

» Click on the "Add Affiliation" button below to add more affiliations (Institutions/companies that you are affiliated to as well as your co-presenters)

1

✕

Affiliation

Conference Partner

City

State | Province

Eastern Cape

Country

South Africa

+ Add Affiliation

## Abstract Authors

- » Enter the details for each author below.
- » **NOTE:** Please designate only **ONE** presenting author.

Position Refers to Position within the Department | Entity

1 ✕

Title	Ms
First Name	Kristy
Last Name	Muller
Presenter	<input checked="" type="checkbox"/>
Organisation   Affiliation	Conference Partner
Position	Speakers and Programme Administrator
Affiliations	1

Multiple authors can be added  
**NOTE: ONLY ONE PRESENTING AUTHOR**

➕ Add Author

Title and Presentation Type
✓ Authors
Abstract Upload
Permissions
Review
Submit

## Abstract Upload

Draft

- » Please input your abstract into the text block below.
- » **DO NOT** include the abstract title or author information in this block.
- » Please check that no text has been cut off.

### LAYOUT:

Introduction | Objectives | Methods | Results | Conclusions

- ! You will not be able to add additional words once the 300 word limit has been reached.
- ! Check that special characters have copied correctly.
- ! Check that the full abstract has been successfully and accurately uploaded by logging out and logging in to your profile again.

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

Content Special Character Keyboard

Word Limit 300 Word Count 0

- Title and Presentation Type
- ✓ Authors
- Abstract Upload
- Permissions
- Review
- Submit

### Permissions Draft

Do you give permission for your presentation to be shared as a PDF document – on request only?

\*

Complete required information

Save As Draft

Continue

- Title and Presentation Type
- ✓ Authors
- Abstract Upload
- Permissions
- 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.

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

Title Required  
 Presentation Type Required  
 Content Required  
 Required

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

Save As Draft

Continue

- Title and Presentation Type
- ✓ Authors
- Abstract Upload
- Permissions
- 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 abstract submission as a draft until completed.  
 » You must indicate below that you have read and understood the Abstract submission Guidelines and Criteria below before you can proceed.

**I have read and understood the Abstract Submission Guidelines.**

I confirm and acknowledge the above

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

Save As Draft

## My Abstract

Your uploaded abstracts are listed below along with their status.

Submitted Abstracts are not editable and can only be viewed. Only draft Abstracts can be edited or deleted.

Title	Status	Document	
2025 SOCM Test Submission	Abstract Submitted	<input checked="" type="checkbox"/> Abstract Upload	<a href="#">View</a>
2025 SOCM Test Submission	Draft		<a href="#">Edit</a> <a href="#">Delete</a>
Untitled	Draft		<a href="#">Edit</a> <a href="#">Delete</a>

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