

Tips and hints to help you with your abstract submission

My account option

Should you need to navigate between different abstracts you have submitted for an event or even just to get back to your abstracts home screen you can use the 'my account' option on the website.

This section is located in the top right hand side of the website where it also indicates who is currently logged into the system.

You are currently logged in as Judy Kingston [Logout](#) [My Account](#)

From within the 'my account' area you are able to manage your personal profile, modify registration (once active) and manage your abstract submissions.

Account

Your account is the entry point to all conference-related services. You will only need to indicate your personal details once. Your personal details will be re-used for registrations, hotel reservations and / or abstract submissions to all congresses managed through B-Com.

The following services are available from your profile:

- [Manage your personal profile](#)
- [Modify Registration](#): Add/Modify/Cancel reservations, Manage accompanying persons, Download invoices and files
- [Abstract Submission](#): Add/modify your abstract(s), check the status of your abstract(s)

Profile

> [Change Contact Information](#)

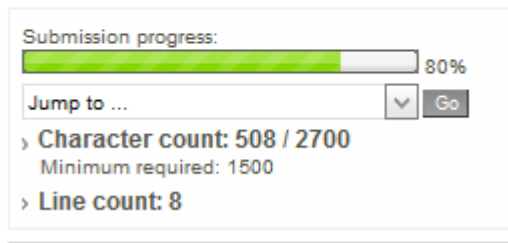
> [Change Password](#)

Abstract modifications

While completing your abstract you are able to save your current work in draft status and return up until the submission deadline to edit and confirm your work. You can also navigate around the abstract submission website by using the modification tool bar located on the right hand side of the page.

Modification

Please choose the section to modify and click on "Go".



Submission progress: 80%

Jump to ...

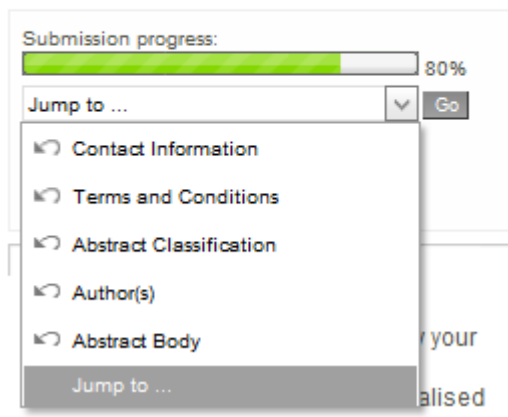
> **Character count: 508 / 2700**
Minimum required: 1500

> **Line count: 8**

Not only does this modification tool bar allow you to move around the website it also keeps a tally of your current character count and shows how far through the submission process you are.

Modification

Please choose the section to modify and click on "Go".



Submission progress: 80%

Jump to ...

- Contact Information
- Terms and Conditions
- Abstract Classification
- Author(s)
- Abstract Body
- Jump to ...

From this modification toolbar you can 'jump to' different sections within your abstract submission as indicated above.

Author information and affiliations

Completing the relevant author information and affiliations is an important part of your abstract submission.

Below are some hints to help you complete this section with ease.

- Always complete the affiliations for the lead author before doing anything else

Title	Last Name	First Name	
Ms	Kingston	Judy	   
Submitting Author, Presenting Author			
Affiliations: 		Conflicts of Interest:	
-		None declared	
Indicate/modify affiliations		Declare Conflicts of Interest	
Add an author			

When adding affiliations, the system will give you two options

Affiliations: 

Institution	City	Country	
Institution *	<input type="text"/>	<input type="text"/>	
City *	<input type="text"/>	<input type="text"/>	
Country *	<input type="text"/>	<input type="text"/>	
			Validate Cancel
Add Affiliation			

[Validate](#)

The following rules apply to the authors' affiliations:

- The author(s) must have at least 1 affiliation(s) defined for the abstract submission to be valid.

You will either be able to select from the drop down lists as indicated by the blue box above to select information previously provided on the demographics page. Alternatively you can type new information into the free text fields as indicated by the red box above.

Once you have finished entering your information be sure to select 'validate' twice to save your information

- Once you have completed this first affiliation you will be able to:

Add new authors

Title	Last Name	First Name	
Ms	Kingston	Judy	   
Submitting Author, Presenting Author Affiliations:  Conflicts of Interest: - None declared Indicate/modify affiliations Declare Conflicts of Interest			
Add an author			

Declare conflicts of interest (if applicable)

Title	Last Name	First Name	
Ms	Kingston	Judy	   
Submitting Author, Presenting Author Affiliations: Conflicts of Interest: > MCI Australia, Bowen Hills, Australia None declared Indicate/modify affiliations Declare Conflicts of Interest			
Add an author			

Edit existing author information

Title	Last Name	First Name	
Ms	Kingston	Judy	   
Submitting Author, Presenting Author Affiliations: Conflicts of Interest: > MCI Australia, Bowen Hills, Australia None declared Indicate/modify affiliations Declare Conflicts of Interest			
Add an author			

Abstract body content

When including your abstract body content in your submission, you can do this in several ways.

Direct content entering

You can type directly into the body fields as indicated below and use the formatting options included in the top toolbar.

Abstract body *

B *I* U | ABC | | | x x^2 | Ω |

This is a test submission for Convention 2014 to be held in Melbourne at the Melbourne Convention and Exhibition Centre.

20 Words, 120 Characters (with spaces).

References

B *I* U | ABC | | | x x^2 | Ω |

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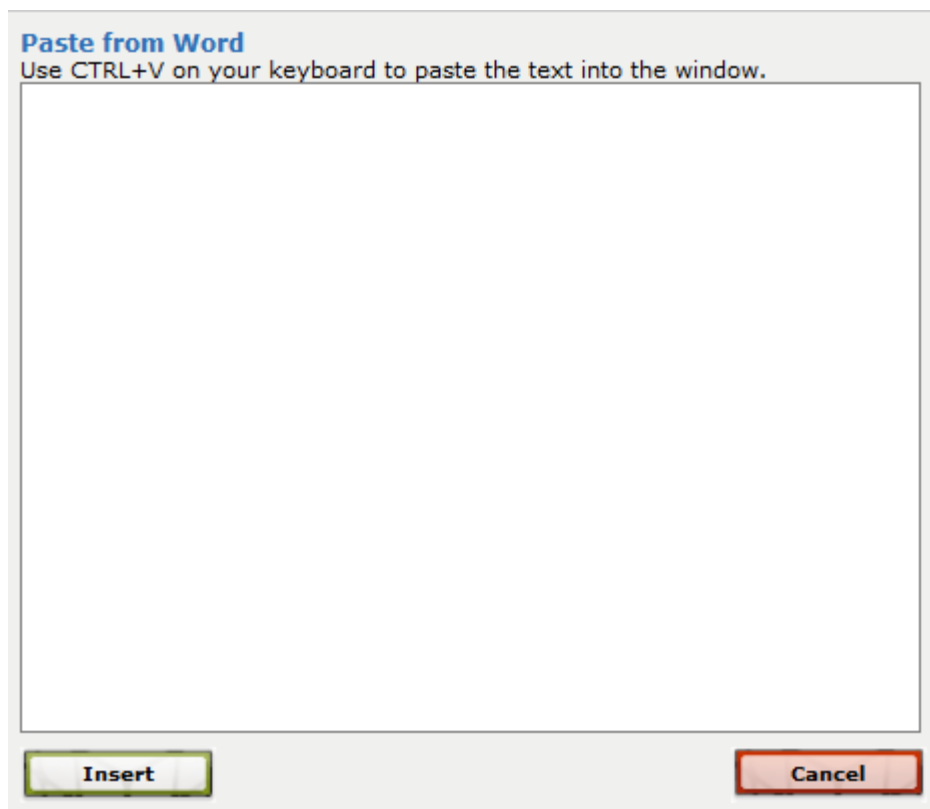
Copy and paste text from Word

You can copy and paste text directly from Word to ensure that your previous formatting and symbols etc are correctly copied across.

Abstract body *

B *I* U | ABC | | | x x^2 | Ω |

0 Words, 0 Characters (with spaces).



Copy and paste as plain text

You can copy and paste plain text into the abstract submission to ensure that it is free from all formatting.



Paste as Plain Text

☒ Keep linebreaks

Use CTRL+V on your keyboard to paste the text into the window.

A large, empty rectangular text area with a thin black border and a vertical scrollbar on the right side, intended for pasting text.

Insert

Cancel