
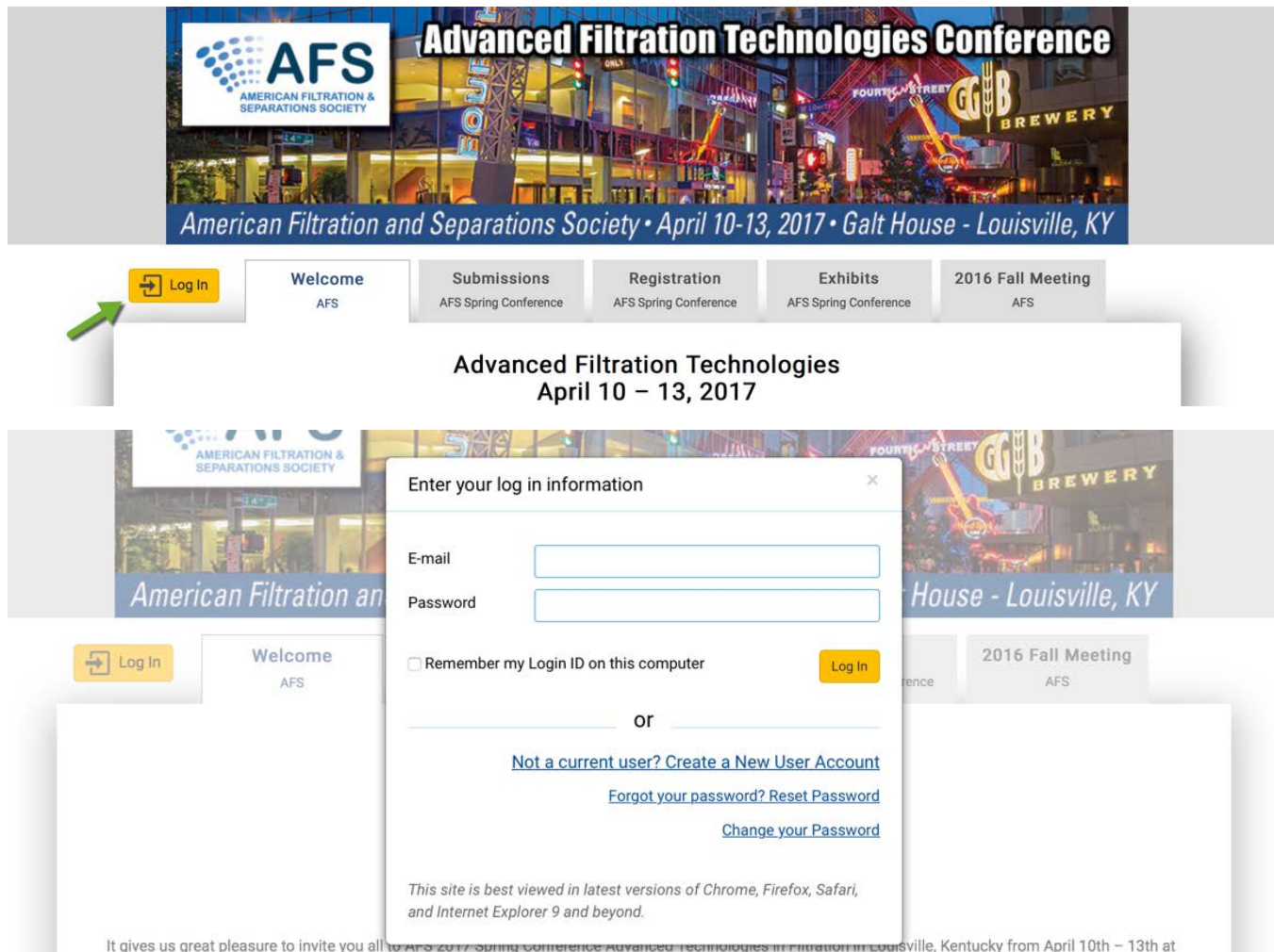


'How To' Guide: Submit an Abstract

- ❖ If you have any technical issues in using the system, please send an e-mail to support@societyconference.com.

Logging In

- 1.) Existing users,
 - a. Enter your E-mail address.
 - b. Enter your password.
 - c. Click on  to log in.



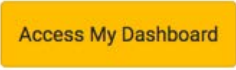
The screenshot shows the AFS website interface. At the top, there is a banner for the 'Advanced Filtration Technologies Conference' held by the American Filtration and Separations Society from April 10-13, 2017, in Louisville, KY. Below the banner is a navigation menu with several options: 'Log In' (highlighted with a green arrow), 'Welcome AFS', 'Submissions AFS Spring Conference', 'Registration AFS Spring Conference', 'Exhibits AFS Spring Conference', and '2016 Fall Meeting AFS'. The main content area displays 'Advanced Filtration Technologies April 10 - 13, 2017'. A modal window titled 'Enter your log in information' is open, showing fields for 'E-mail' and 'Password', a 'Remember my Login ID on this computer' checkbox, and a 'Log In' button. Below the modal are links for 'Create a New User Account', 'Reset Password', and 'Change your Password'. At the bottom of the modal, there is a note: 'This site is best viewed in latest versions of Chrome, Firefox, Safari, and Internet Explorer 9 and beyond.'

- ✓ Click on the 'Forgot your password? Reset Password' link, if you have forgotten your password.
- 2.) New Users,
 - a. Click on 'Not a current user? Create a New User Account' to register for an account.
 - b. Complete the form for 'Non-Members' to create an account to submit an abstract.
- ❖ **If you are existing member of AFS Society and logging in for the first time, please follow instructions to reset your password. Your e-mail address is your user name.**
- ❖ **If you are logging in for the first time, you will be prompted to update the profile before accessing the submission dashboard.**

How to Submit an Abstract

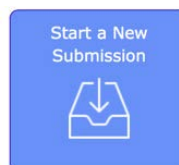
- 1.) After logging in, move to Submissions TAB to read about the submission instructions.



- 2.) Scroll down to the middle of the page and click on  button.
- 3.) You will see the dashboard screen as shown below.



- 4.) Click on the 'Submit Abstract' button. (User Dashboard)



5.) Select the submission type from the 'Submission Type' drop-down. (Step 1)



Thank you for submitting an abstract for the AFS 2017 Spring Conference, Advanced Filtration Technologies. Invited plenary speakers only should submit for this submission type. Technical presentations are 25 minutes in length. Students may submit for either poster only or oral technical/poster presentation.

Submission Type

6.) Enter General information required fields. (Step 1)

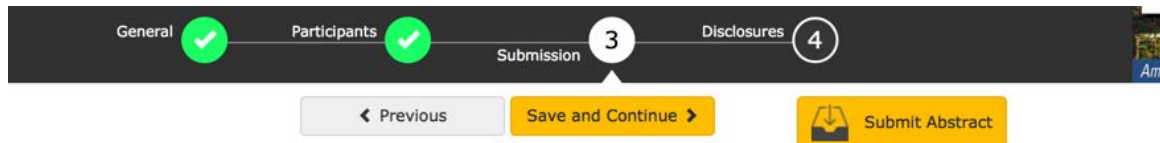
7.) Click **Add Participants >** to continue to Step 2.

8.) Enter Participants. (Step 2)

❖ The 'Abstract Admin' checkbox represents you as the key contact of the abstract submission.

9.) Click **Save and Continue >** to continue to Step 3.

10.) Enter Submission details. (Step 3)



Submission Details

1 Abstract Content *

500 of 500 words remaining


2 Co-Authors

Search for co-authors to be added. If co-author is not found, then enter directly in the table below.

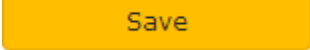
Search for co-author

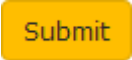
Order	Presenter	First Name *	Last Name *	Affiliation *
1	<input checked="" type="checkbox"/>	Thanigs	Muthu	XMI

* You must populate all fields to complete the row.

11.) Click  to continue to Step 4.

12.) Enter Disclosures. (Step 4)

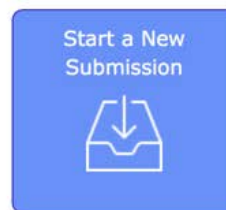
13.) Save Disclosure information by clicking the 'Save' button . (Step 4)

❖ If the abstract details are entered to the satisfaction, user can submit the abstract by clicking the 'Submit' button .

❖ If the user prefers to continue editing, then save and return to dashboard. Please ensure abstract is submitted before the deadline.

14.) The abstract will now appear on the User Dashboard.

American Filtration and Separations Society • April 10-13, 2017 • Galt House - Louisville, KY







Click on abstract title below to update and submit individual and supporting abstracts.

Status	My Submissions	Type	Role
 Submitted	Sample Abstract Submission	Technical Session	Presenter withdraw


Features of the User Dashboard





1.) The following statuses are available:

- a.  Not Started
- b.  In Progress
- c.  Submitted
- d.  Withdrawn

2.) The following actions are available:

- a. Delete: This link deletes the overall submission and any supporting submissions from the system.
- b. Withdraw: This link removes a submitted abstract from consideration.
- c. Restore: This link places a withdrawn abstract back to 'In Progress' status. The user may then delete or re-submit the abstract. Any supporting submissions will be placed back to a 'Submitted' status.



Status	My Abstracts	Type	Role	
	Sample Poster #2	Poster	Presenter	delete
	Sample Workshop	Workshop	Lead Organizer	delete
	Sample Full Oral Presentation	Full Oral Presentation	Presenter	withdraw
	Sample Poster #1	Poster	Presenter	restore