
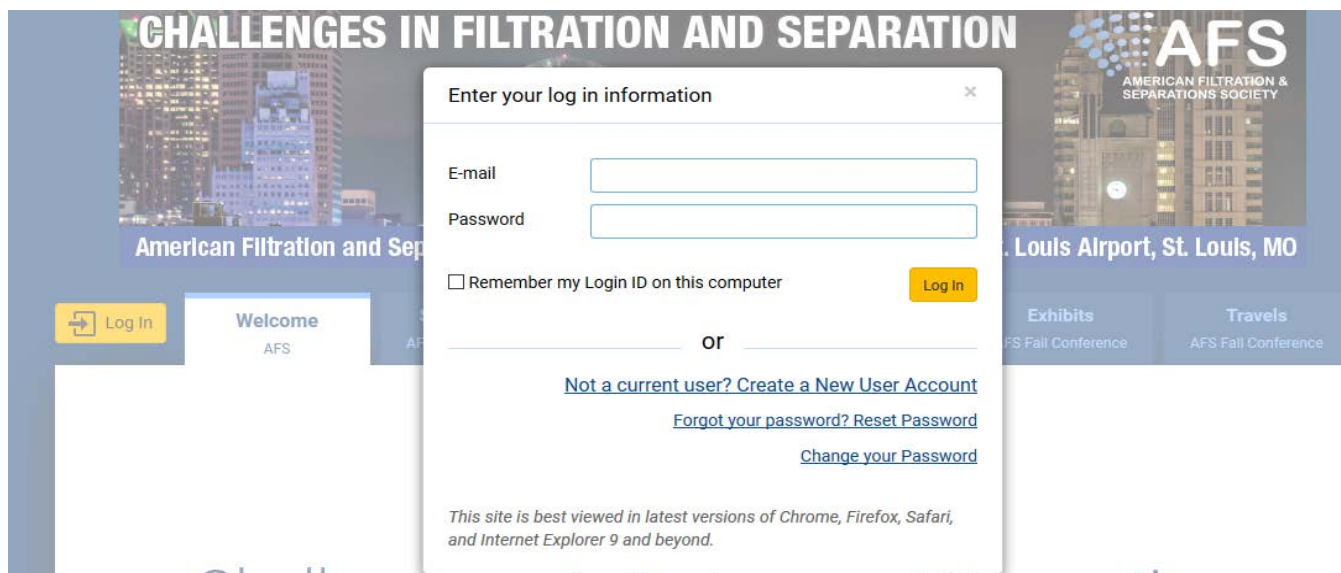


# 'How To' Guide: Submit an Abstract

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

## Logging In

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




- ✓ 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.) 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 Fall , Challenges in Filtration & Separation Conference. Only invited plenary speakers 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

Presenting Author must log in and complete Speaker's Agreement during the submission process.

**1 Abstract Content \***

Sample Content

498 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.

Q

Search for co-author

Order	Presenter	First Name *	Last Name *	Affiliation *

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.

Start a New  
Submission







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

Status	My Submissions	Type	Role
 Submitted	<a href="#">Sample Abstract Submission</a>	Technical Session	Presenter <a href="#">withdraw</a>

## 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	
	<a href="#">Sample Poster #2</a>	Poster	Presenter	<a href="#">delete</a>
	<a href="#">Sample Workshop</a>	Workshop	Lead Organizer	<a href="#">delete</a>
	<a href="#">Sample Full Oral Presentation</a>	Full Oral Presentation	Presenter	<a href="#">withdraw</a>
	<a href="#">Sample Poster #1</a>	Poster	Presenter	<a href="#">restore</a>