
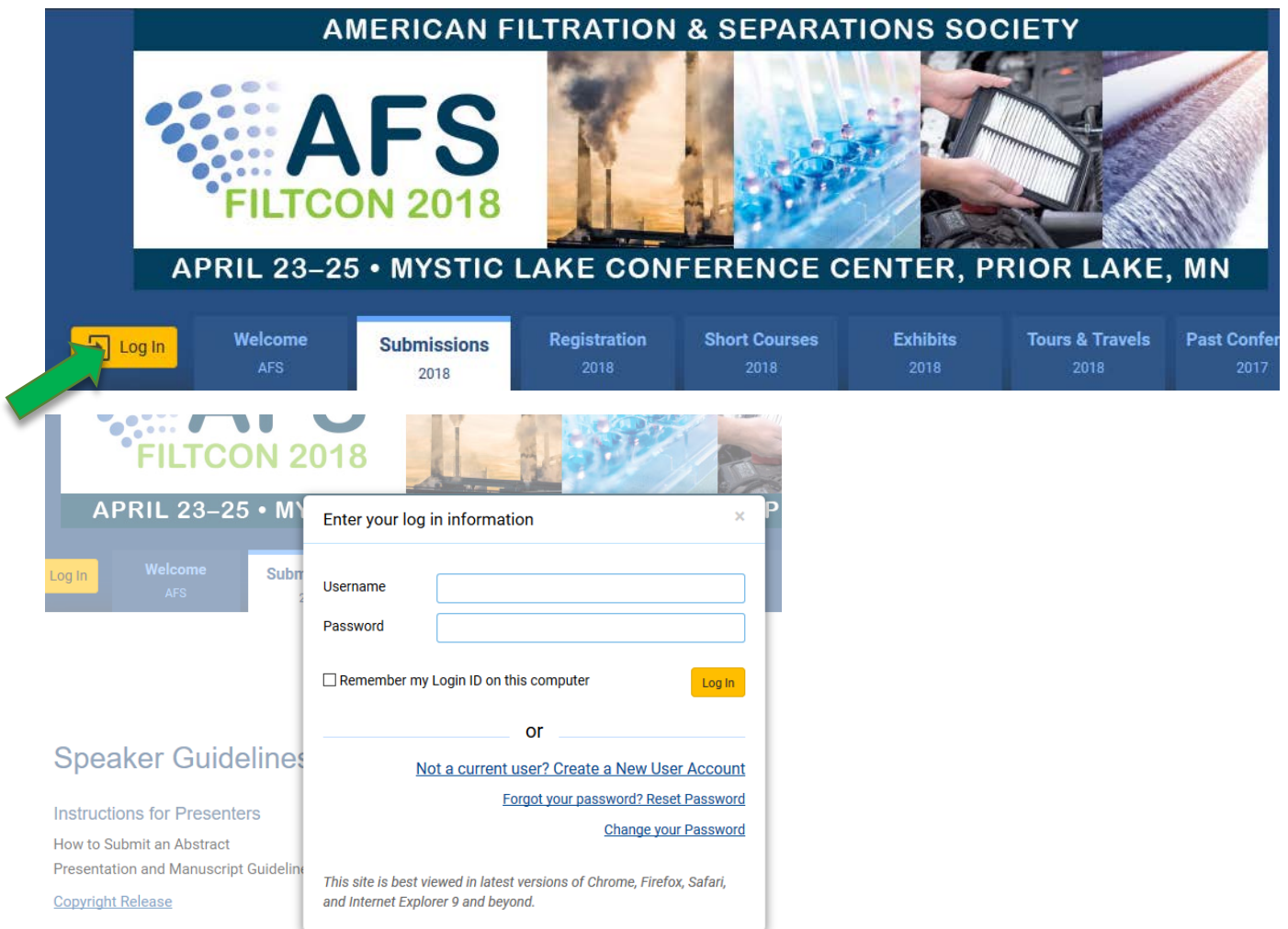


# 'How To' Guide: Submit an Abstract

## Logging In

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



AMERICAN FILTRATION & SEPARATIONS SOCIETY

**AFS**  
FILTCON 2018

APRIL 23-25 • MYSTIC LAKE CONFERENCE CENTER, PRIOR LAKE, MN

 Log In

Welcome  
AFS

**Submissions**  
2018

Registration  
2018

Short Courses  
2018

Exhibits  
2018


Tours & Travels  
2018

Past Confer  
2017

Enter your log in information

Username

Password

Remember my Login ID on this computer 

or

[Not a current user? Create a New User Account](#)

[Forgot your password? Reset Password](#)

[Change your Password](#)

This site is best viewed in latest versions of Chrome, Firefox, Safari, and Internet Explorer 9 and beyond.

Speaker Guidelines

Instructions for Presenters

How to Submit an Abstract

Presentation and Manuscript Guidelines

[Copyright Release](#)

- ✓ 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.



Access My Dashboard

- 2.) Click on  button.
- 3.) You will see the dashboard screen as shown below.



Start a New Submission



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

Start a New Submission



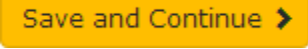
5.) Select the submission type from the 'Submission Type' drop-down. (Step 1)

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


7.) Click  to continue to Step 2.

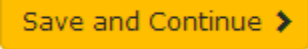
8.) Enter Participants. (Step 2)

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

9.) Click  to continue to Step 3.

10.) Enter Submission details. (Step 3)

Order	Presenter	First Name *	Last Name *	Affiliation *
1		Deahna	Cring	AFS

11.) Click  to continue to Step 4.

12.) Enter Disclosures. (Step 4)

Return to Dashboard Submit Technical Session

General  Participants  Submission  Disclosures

Previous Save Submit Abstract

#### Disclosures

Name (Hereinafter referred to as "The Presenting Author), on behalf of all other co-author(s), is submitted for publication in the American Filtration and separations Society (AFS). I/We agree that the presentation listed above to be presented at the AFS conference listed above, shall be of high scientific, technical, and/or marketing quality, shall be specific to the filtration and separation industry, unless agreed otherwise between the AFS and the Author(s).

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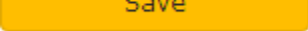
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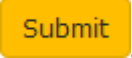
The Presenting Author(s) hereby acknowledge(s) that this grant and release is supported by good and valuable consideration, including, but not limited to, the opportunity presented by the AFS for the Author(s) or his/her designate to have the presentation presented at the Conference.

1

#### Presenting Author Signature \*

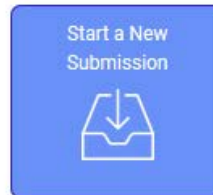
Enter your signature 'Deahna Cring' in the field above.

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.







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

Status	My Submissions	Type	Role	
 Submitted	Title	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>