

How to submit an abstract

- 1 Step one** - The first step in uploading your abstract is to record your personal details on your own **log in**. If you have already completed it for your registration or another ASN Event, you will not have to repeat this, just login to your **log in** as a returning delegate.
- 2 Step two** - To upload your abstract, click **submit new** under the Abstract section of your event profile. The system will then take you through the steps to complete your abstract. Once you are happy with your abstract and would like to submit it for consideration in the program, click **Finalise submission and return to dashboard**.

Yes - you can make changes after you have submitted.

You can use your email and password to access your abstract submission at any time and make any changes you wish until the abstract submission deadline. The edit option will no longer appear once scoring has commenced.

The presenting author must be the person submitting the abstract and they must do this from their own 'dashboard'.

You can cut and paste your abstract in several simple steps. The benefits of this system are many but include:

Benefits

- Allowing you to **preview your abstract** and make modifications to your satisfaction.
- Ensuring you know your lodgement is completed as you will receive an **immediate** email confirmation.
- Ensuring **accurate indexing** of all authors in the abstract book.
- Ensuring **consistent presentation** of all abstracts in the proceedings (*overarching formatting is imposed*).

If you have any queries with your abstract submission.

Please contact **Emily Gangell** at ASN Events

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