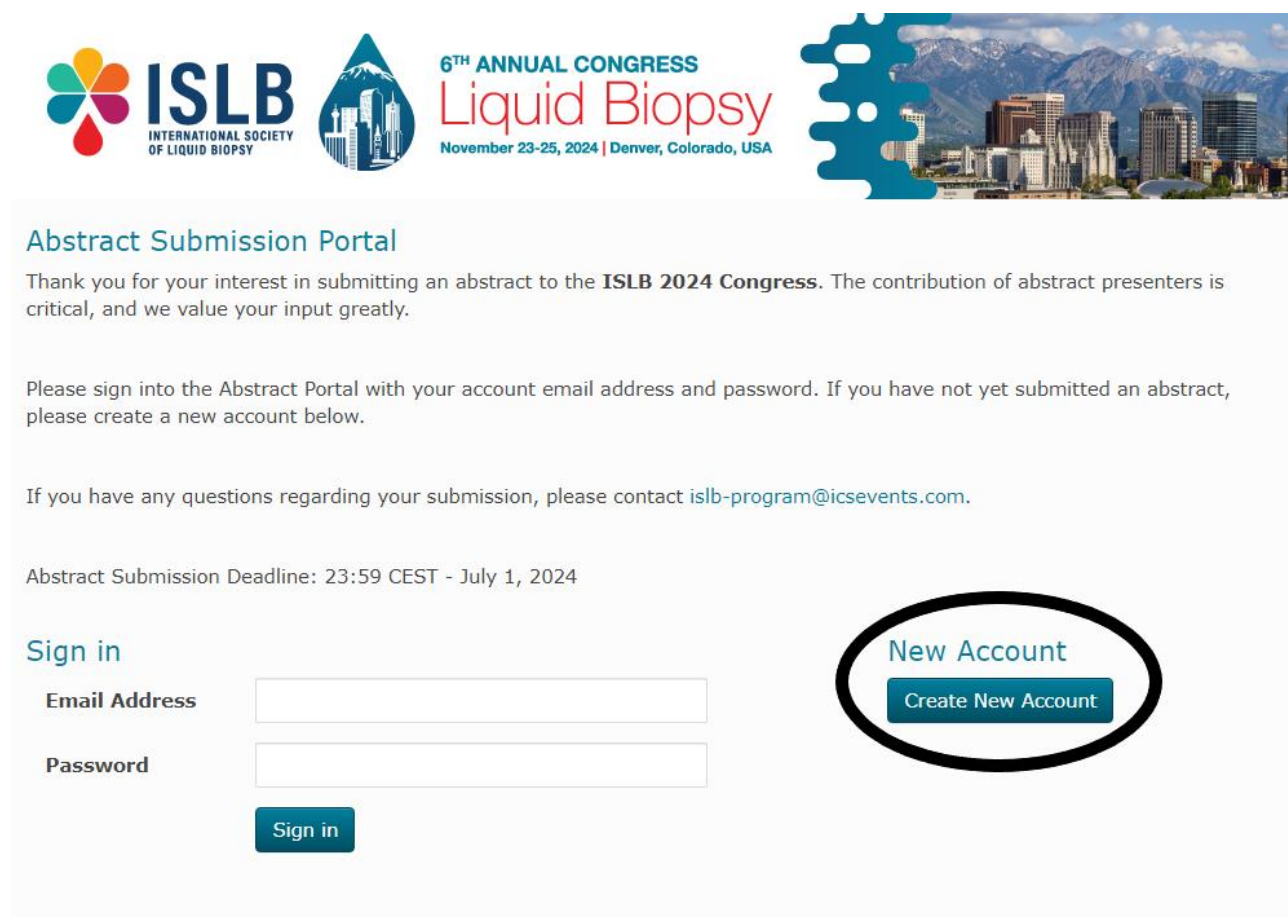


# Abstract Submission Step-by-Step Guide ISLB 2024

Below is a **Step-by-step** Guide on how to submit your abstract. Should you require any additional assistance, please email [islb-program@icsevents.com](mailto:islb-program@icsevents.com).

**STEP 1:** First time users need to create a contact profile by clicking the highlighted tab below:



**Abstract Submission Portal**

Thank you for your interest in submitting an abstract to the **ISLB 2024 Congress**. The contribution of abstract presenters is critical, and we value your input greatly.

Please sign into the Abstract Portal with your account email address and password. If you have not yet submitted an abstract, please create a new account below.

If you have any questions regarding your submission, please contact [islb-program@icsevents.com](mailto:islb-program@icsevents.com).

Abstract Submission Deadline: 23:59 CEST - July 1, 2024

**Sign in**

Email Address

Password

**Sign in**

**New Account**

**Create New Account**

**Sign out**

**STEP 2:** Complete the contact form and select submit.

**STEP 3:** Once you have completed STEP 2 above, the system will automatically populate additional tabs. Click on "Abstract Submission" to continue your submission.

**STEP 4:** A menu bar will appear on the left side of the form, defaulting to "Title and Presentation Type".

Home
Contact Information
Abstract Submission
My Submissions/Drafts
Abstract Submission Guidelines

[Sign out](#)

### Abstract Submission

This page will take you through the process of submitting your abstract. Each of the tabs on the left hand side of the page will bring up a step in the submission process that needs to be completed. At any time in the process you can click the Save As Draft button to save your incomplete submission and return to it at a later time. The Review section will give you an overview of the sections that are still required to be completed before you can submit your abstract. Once all required sections have been completed, you can submit your abstract in the Submit section of this page.

**IMPORTANT: Abstract Submission Deadline: 23:59 CEST - July 1, 2024**

Please make sure to submit your abstract by this date. After successful submission an email confirmation will be sent.

If you have any questions regarding your submitted abstract or the submission process, please contact [islb-program@icsevents.com](mailto:islb-program@icsevents.com).

Please see the **Abstract Submission Guidelines** tab for more information regarding your abstract submission.

Title and Presentation Type

Topic

✖ Authors And Affiliations

Abstract Submission

Financial Disclosure

Review

Submit

#### Abstract Title Draft

Please ensure that your title is inputted in [title case](#). For e.g., 'Major Regional Anesthesia for Patients with Cardiac Disease' and not 'Major regional anesthesia for patients with cardiac disease'. Do not enter the title in all capital or all lowercase letters. If you are unsure, please use this tool for [title casing](#).

Do not use abbreviations in the title.

Do not end the title with a period.

**Word Limit is 20**

Title

**STEP 5:** Enter the "Abstract Title" (maximum 20 words) and your preferred Presentation Type and select continue.

- Title and Presentation Type
- Topic
- ✖ Authors And Affiliations
- Abstract Submission
- Financial Disclosure
- Review
- Submit

### Abstract Title

Draft

Please ensure that your title is inputted in **title case**. For e.g., 'Major Regional Anesthesia for Patients with Cardiac Disease' and not 'Major regional anesthesia for patients with cardiac disease'. Do not enter the title in all capital or all lowercase letters. If you are unsure, please use this tool for [title casing](#).

Do not use abbreviations in the title.

Do not end the title with a period.

**Word Limit is 20**

**Title**

Word Limit 20
Word Count 0

### Presentation Type

The Final Presentation Type of your abstract will be decided by the Executive Committee and the Scientific Board.

Please suggest below what is your preference.

**Presentation Type**

Save As Draft
Continue

**STEP 6:** Select "Topic" from the dropdown menu on the left. Select the Topic that best reflects your abstract. Select continue.

- Title and Presentation Type
- Topic
- ✖ Authors And Affiliations
- Abstract Submission
- Financial Disclosure
- Review
- Submit

### Topic

Draft

Choose a Topic for your abstract from the list below

**Track**

Save As Draft
Continue

**STEP 7:** Enter the Author Affiliation and Abstract Authors. Start by entering all affiliations and authors associated with the abstract. When entering authors affiliations (yellow in the picture below), please ensure that you use/type the number in the left-hand upper corner of the affiliations box (circle in Blue). Authors are permitted to have multiple affiliations. Click Continue.

Title and Presentation Type
Topic
<b>* Authors And Affiliations</b>
Abstract Submission
Financial Disclosure
Review
Submit

## Author Affiliation

Draft

Enter the affiliations only once. The affiliations number is located on the top left of the box below for each affiliation entered. Associate the affiliation with the author by keying the number in the 'Affiliations' box under the Abstracts Authors section. If the author has multiple affiliations, separate the numbers with commas and no spaces (e.g. 1,2,3).

- Please enter all affiliations for all authors in your abstracts.
- The order that the authors are listed here will be the order in which they are listed in the abstract.
- Do not enter addresses or department names - they will be removed.
- Do not enter affiliations in all capital or all lowercase letters. Please do so in title case.
- Authors and affiliations will be published in this format. Joe Smith<sup>1</sup>, Jane Jones<sup>1,2</sup>, 1Stanford University, 2UCLA

### IMPORTANT:

Every affiliation automatically generates a number (see top left corner of the box below). It is mandatory to assign each author his/her affiliation number(s). To do so, write the corresponding affiliation number in the affiliation field in the Abstract Author section.

1
✕

<b>Affiliation</b>	<input type="text" value="Test University"/>
<b>City/Suburb/Town</b>	<input type="text" value="Seattle"/>
<b>State</b>	<input type="text" value="Washington"/>
<b>Country</b>	<input type="text" value="United States"/>

[+ Add Affiliation](#)

## Abstract Authors

Enter the details for each author below.

- The first author will be listed in the published programme as the presenter.
- There can only be one presenting author. Indicate the presenting author by checking the tick box next to name.
- Middle name or initials should be entered in the First Name field.
- Do not enter names in all capital or all lowercase letters.
- Please enter the number associated with the affiliation in the 'Affiliations' box. Do not enter the affiliation here.
- Maximum number of co-authors: 10
- The order the authors are listed here will be the order listed in the abstract.

If the abstract is accepted, the Presenting Author must acknowledge the abstract acceptance and register for the conference before the stipulated deadline, failing which the abstract will be withdrawn.

1

Tle

First Name

Last Name

Presenter

Organization

Position

Affiliations

+ Add Author

## Presenting Author Biography

Include a short biography (max.150 words) of the presenting author.

Biography

Word Count 0

Save As Draft Continue

**STEP 8:** Navigate to the "Abstract Submission" tab and input your abstract.

Please note, the word limit is 350 words.

You may also add 1 Image or Table as a supporting document if required as seen below in the highlighted area.

\*\*\* Please note that 1 image/table equals to 50 words – therefore, if you add an Image or Table your abstract body can only have 300 words.

Select continue to proceed.

Title and Presentation Type	<h3>Abstract Submission</h3> <p>Please input your abstract into the text box below. The word count for your abstract is 350 words (excluding spaces).</p> <p>Required sections for abstract submission:</p> <ul style="list-style-type: none"> <li>• Introduction</li> <li>• Methods</li> <li>• Results</li> <li>• Conclusion</li> </ul> <div style="border: 1px solid #ccc; padding: 10px;"> <p><b>Content</b></p> <div style="border: 1px solid #ccc; height: 150px; width: 100%;"></div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <span>Word Limit 350</span> <span>Word Count 0</span> </div> </div>	Draft
Topic		
* Authors And Affiliations		
Abstract Submission		
Financial Disclosure		
Review		
Submit		

### Image or Table

If you have an Image or Table as a supporting document in your submission, please upload it here.

**IMPORTANT:**

1 Image or Table is equal to 50 words .

If you upload an Image or Table- make sure you only use 300 words.

Image or Table

 Browse ...

Save As Draft

Continue

**STEP 9:** Navigate to the "Disclosure" tab and enter in your disclosure information if relevant. Select continue.

Title and Presentation Type	<b>Disclosure(s)</b> <span style="float: right; background-color: red; color: white; padding: 2px 5px;">Draft</span>
Topic	It is the intent of 6th Annual Congress of Liquid Biopsy (ISLB 2024) is to provide high quality sessions focused on educational content that is free from commercial influence or bias. Thus, the submitting author of an abstract is requested to declare any potential conflicts of interest for the presenting author during the abstract(s) submission.
✖ Authors And Affiliations	
Abstract Submission	
<b>Disclosure(s)</b>	<p><b>NOTE:</b> The inclusion of trade names/brand names is not allowed in the abstract. The mentioning of agents/molecules must follow the scientific standard for publications.</p> <p>Grants and any commercial or institutional support should be disclosed</p>
Review	
Submit	

**Do you have any relevant disclosure information to declare?**

\*

If you select 'Yes' above, please enter your relevant disclosure information in this format in the text box below.

'Nature of Relationship(s) - Name of Company'

E.g. 'Advisory Board - AstraZeneca, Bayer'

**Please enter your relevant disclosure information**

Save As Draft
Continue

**STEP 10:** On the review tab, any sections that are still required to be completed for submission are noted in red as in the example below. If any error message appears, you will be required to complete the section before you can submit your abstract.

Title and Presentation Type	<b>Review Submission</b> <span style="float: right; background-color: red; color: white; padding: 2px 5px;">Draft</span>
Topic	Below is a summary of your completed submission. Any sections that are still required to be completed for submission are noted in red.
✖ Authors And Affiliations	
Abstract Submission	
Disclosure(s)	
<b>Review</b>	<p><b>Test T</b> <sup>1</sup></p> <p><sup>1</sup> Test, TEST TEST, TEST</p> <div style="border: 1px solid #ccc; background-color: #f0e6e6; padding: 10px; margin-top: 10px;"> <p>Title Required</p> <p>Presentation Type Required</p> <p>Track Required</p> <p>Biography Required</p> <p>Content Required</p> <p>Required</p> </div>
Submit	

Save As Draft
Continue

**STEP 11:** If all sections have been completed successfully, a green "Ready to submit" message will appear as in the example below. Click Continue

✓ Title and Presentation Type
✓ Topic
✓ Authors And Affiliations
✓ Abstract Submission
✓ Disclosure(s)
<b>Review</b>
Submit

Draft

### Review Submission

Below is a summary of your completed submission. Any sections that are still required to be completed for submission are noted in red.

#### Abstract Title

Introduction  
My Introduction

Methods  
My Methods

Results  
My Results

Conclusion  
My Conclusion

**Test T <sup>1</sup>**  
<sup>1</sup> Test University, Seattle Washington, USA

Ready to submit

Save As Draft
Continue

**STEP 12:** As you can see from the red button in the image below – your abstract is **NOT** yet submitted.

✓ Title and Presentation Type
✓ Topic
✓ Authors And Affiliations
✓ Abstract Submission
✓ Disclosure(s)
Review
<b>Submit</b>

Draft

### Abstract Submission

If all required abstract submission fields have been completed you will have the option to submit your abstract at the bottom of the page. If there are any remaining fields or sections to complete you will only have the option to save your submission as a draft until they are completed. You must agree to the Terms and Conditions below before you can proceed.

I have read and understood the terms and conditions associated with abstract submission. Full terms and conditions can be found on the event website.

**I agree to the above Terms and Conditions**

Save As Draft
Submit

If all information is accurate, the Submit button will be enabled by selecting I agree to the above Terms and Conditions as highlighted in the example below.

✓ Title and Presentation Type
✓ Topic
✓ Authors And Affiliations
✓ Abstract Submission
✓ Disclosure(s)
Review
<b>Submit</b>

Draft

### Abstract Submission

If all required abstract submission fields have been completed you will have the option to submit your abstract at the bottom of the page. If there are any remaining fields or sections to complete you will only have the option to save your submission as a draft until they are completed. You must agree to the Terms and Conditions below before you can proceed.

I have read and understood the terms and conditions associated with abstract submission. Full terms and conditions can be found on the event website.

**I agree to the above Terms and Conditions**

Save As Draft
Submit

You can then click the submit button.

A confirmation email will then be sent to you.



\*\*\*PLEASE NOTE THAT ONCE THE ABSTRACT HAS BEEN SUBMITTED, YOU WILL NOT BE ABLE TO MAKE ANY CHANGES\*\*\*

We therefore encourage you to save the submission as a Draft and return to it at a later stage if you think that further edits and updates will be required

**STEP 13:** Once your abstract's status is "Submitted" you will only be able to view your submission and not make any edits.

Abstracts in "My Submissions/Drafts" status can be edited or deleted up to the submission deadline.

Home   Contact Information   Abstract Submission   **My Submissions/Drafts**   Abstract Submission Guidelines

Sign out

### Edit Abstract

Your uploaded abstracts are listed below along with their status. To edit your abstract click on the Edit button.

Title	Status	Document
Abstract Title	Submitted	<input checked="" type="checkbox"/> Abstract Submission <a href="#">View</a>
Untitled	Draft	<a href="#">Edit</a> <a href="#">Delete</a>