

## ONLINE ABSTRACT SUBMISSION

### STEP – BY – STEP Guidelines

#### Welcome to the INORMS 2023 Abstract Portal Sign In Page

Thank you for your interest in submitting an abstract for the upcoming INORMS 2023 Congress. The contribution of presenters is critical and we value your input.

**PLEASE NOTE:**

COVID-19 Protocols will be followed. [CLICK HERE](#) to view information.

All presenters are asked to present **IN-PERSON** and will be required to send a copy of proof of vaccination – this must be submitted online with your registration. Programme participants who, closer to the time have serious issues such as – COVID-19 restrictions - will be considered for virtual presentation.

- If you have **not** yet submitted an abstract for 2023, please create a **new account** below first.
- If you have already submitted for 2023 - Please sign into the Abstract Portal with your account **email address** and **password** below.
- If you have any questions regarding your submission please contact [kristy@confpartner.co.za](mailto:kristy@confpartner.co.za)

**Forgot your password?** [Click here](#) to reset your password

*(please check spam mail if the email to change your password does not go to your inbox in a few minutes)*

#### Sign in

Email Address

Password

Sign in

#### New Account

Create New Account

#### Create Account

- You must create a primary contact before you can submit an Abstract.
- Please click on the **Create New Contact** button below to create a new primary contact.

Email Address

Reenter Email Address

Password

Confirm Password

Complete and create  
your own password

Create New Account

Back To Sign in

### Welcome to the Abstract Portal

- To begin the submission process you must first create a contact which is done on the **Contact Information** tab.
- After creating a contact, additional tabs will appear that will enable you to upload and submit your abstracts.

**Please Note:** Before submitting your Abstract for review - Kindly ensure you have read through the...

Click on "Contact Information"

### Update Contact Information

- Below is the current information associated with your primary contact.
- To update this information click the **Create New | Update Contact Details** button towards the bottom of the screen.

First Name Kristy  
Last Name Muller

Create new contact OR edit current contact details to complete your profile

Update Contact Details

### ABSTRACT SUBMITTER | CONTACT DETAILS:

\*TITLE  
Prof

\*First Name

\*Last Name

Complete all the profile information REQUIRED and SUBMIT

Department within Organisation

{ Please ensure that there are no spaces in your email address. Important information will be sent to the email address confirmed below. }

\*Email Address

Office Contact No.

{ Please include your country code in front of your mobile number & ensure there are no zeros or plus signs in front of the number. E.g. 27830001111. Important information may be sent to the mobile number confirmed below. }

\*Mobile Contact No.

## 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.
- 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.

Click on  
"Abstract Submission"

Title and Presentation Type
Theme
✕ Authors   Affiliations   Biography
Abstract Upload
Additional Information
AV Requirements
Review
Submit

### Abstract Title:

Draft

» Title can not be longer than the specified number of words. **Limit** : 15 words.

Title

Word Limit 15      Word Count 0

### Presentation Type:

» Choose your presentation type from the drop down list below:  
(Refer to the **Call for Abstract Guideline** document for a description of the abstract types)

Presentation Type

Save As Draft      Continue

Add your abstract title | select a presentation type from the dropdown list

### Title and Presentation Type

#### Theme

✕ Authors | Affiliations | Biography

Abstract Upload

Additional Information

AV Requirements

Review

Submit

### Sub-Themes:

Draft

» Choose a sub-theme for your abstract from the list below:

Sub-Theme

Save As Draft      Continue

Select from the dropdown lists

- Title and Presentation Type
- Theme and Keywords
- ✖ Authors | Affiliations | Biography**
- Abstract Upload
- Additional Information
- AV Requirements
- Review
- Submit

### Author Affiliation:

Draft

- » Enter the Author Affiliation/s.
- » Click on the "Add Affiliation" button below to add more affiliations (Institutions/companies that you are affiliated to)

1 ✖

Affiliation

City/Suburb/Town

State

Country

Multiple author affiliations can be created

[+ Add Affiliation](#)

### Abstract Authors:

- » Enter the details for each Author below.
- » Multiple Affiliations can be added to an Author.
- » Only **numbers** and **commas** allowed in the affiliation text block, **no letters or spaces**. Example: **Correct** 1;2;3  
**Incorrect** Private Offices
- » View the submission screenshots on the **Guidelines** page if you are unsure.

1 ✖

**Title**

**First Name**

**Last Name**

**Presenter**

**Organization**

**Position**

**Affiliations**

Multiple author affiliations can be added. Reference the relevant number only, separated by a comma (no text!)

[+ Add Author](#)

### Presenting Author Biography:

- » Bio's are required for all presenting authors - Enter the bio for the **main** presenting author here.
- » **Additional** presenting author bio's can be uploaded under the **Abstract Upload** tab as a PDF document.
- » Limited to the number of words specified. **Limit** : 100 words.

**Biography**

Word Limit 100
Word Count 0

The chairperson will introduce you using this biography

[Save As Draft](#)

[Continue](#)

# Abstract Upload

- » Please input your Abstract into the text block below.
- » **Do not** include the Abstract title or Author information in this block.
- » Please check that no text has been cut off.
- » **There are 5 types of abstract submissions:** (Descriptions of each can be found in the Call for Abstract Guidelines [CLICK HERE](#) to view)

PANEL DISCUSSION:	COLLABORATIVE LEARNING SESSION:	WORKSHOP:	STAND-ALONE ORAL PRESENTATION:	POSTER PRESENTATION:
<ul style="list-style-type: none"> <li>• Include an outline of the programme under CONTENT (max 300 words)</li> <li>• Provide a motivation to indicate the relevance and novelty of the panel session (max 100 words)</li> <li>• A minimum of 3 speakers to be suggested as part of the panel.</li> <li>• Suggested speakers and short bio of max 100 words of each speaker can be uploaded as a PDF document below.</li> <li>• Indicate the time to be allocated for the panel session, a general guideline is 40-60 minutes</li> </ul>	<ul style="list-style-type: none"> <li>• Include an outline of the programme under CONTENT (max 300 words)</li> <li>• Provide a motivation to indicate the relevance and novelty of the session (max 100 words)</li> <li>• Suggested speakers and short bio of max 100 words of each speaker can be uploaded as a PDF document below.</li> <li>• Indicate the time to be allocated for the session, a general guideline is 40-90 minutes</li> </ul>	<ul style="list-style-type: none"> <li>• Provide an outline of the workshop programme and suggested speakers under CONTENT (max 300 words)</li> <li>• Provide a motivation to indicate the relevance and novelty of the workshop (max 100 words)</li> <li>• Suggested speakers and short bio of max 100 words of each speaker can be uploaded as a PDF document below.</li> <li>• Indicate the time to be allocated for the workshop, a general guideline is 2-6 hours, and delegate attendance (number) limit</li> </ul>	<ul style="list-style-type: none"> <li>• Include your abstract under ABSTRACT CONTENT (max 300 words)</li> <li>• Provide a motivation to indicate the relevance and novelty of the oral presentation (max 100 words)</li> <li>• Indicate Additional speakers and short bio of max 100 words of each speaker can be uploaded as a PDF document below</li> </ul>	<ul style="list-style-type: none"> <li>• Include your abstract under ABSTRACT CONTENT (max 300 words)</li> <li>• Provide a motivation to indicate the relevance and novelty of the poster presentation (max 100 words)</li> <li>• Indicate Additional speakers and short bio of max 100 words of each speaker can be uploaded as a PDF document below</li> </ul>

- ! You will not be able to add additional words once the 300 word limit has been reached, please check your abstract once submitted.
- ! Ensure that special characters have copied correctly.
- ! Ensure that the full abstract has been successfully uploaded by logging out and logging in to your profile again.

Check that your abstract has copied and pasted correctly and that the text has not been cut off!

Abstract Content
Special Character Keyboard

Word Limit 300
Word Count 0

Keywords: \*

Special Character Keyboard

Word Limit 5

Word Count 0

Complete  
required fields  
| Complete /  
upload  
relevant  
details if  
applicable

What is the relevance and novelty of the presentation to the international research management and/or innovation management community? - ADD HERE: \*

Special Character Keyboard

Word Limit 100

Word Count 0

ORAL or POSTER Co-Presenting Author/s Biography UPLOAD HERE:

Browse ...

PANEL SESSION or COLLABORATIVE LEARNING SESSIONS or WORKSHOP Submissions: Speakers & Bio/s UPLOAD HERE:

Browse ...

Stand alone oral abstract will be 15min. Indicate time needed if you are submitting for a PANEL SESSION (ie 40-60min) or COLLABORATIVE LEARNING SESSION (ie 40-90min) or WORKSHOPS (ie 2-6h):

Special Character Keyboard

Word Limit 50

Word Count 0

Save As Draft

Continue

Title and Presentation Type
Theme
✖ Authors   Affiliations   Biography
Abstract Upload
<b>Additional Information</b>
AV Requirements
Review
Submit

Draft

### Additional Information

Are you a MEMBER of? \*

Is this the first time you are submitting an abstract for a INORMS congress \*

What career level is your presentation aimed at: \*

Is your presentation: \*

Is the Abstract submitted intended to be: \*

Complete all additional information required

Oral Presentations Submitters: If not accepted as an oral - Are you happy to be considered as a poster? \*

Do you give us permission to publish a PDF version of your presentation onto the Congress website - Post Congress? \*

Media: Should media request to interview you during the congress – would you grant permission? \*

INORMS 2023 will be held as an in-person event only - However should we be forced to go virtual (online only) - would you still be happy to present virtually and for your presentation to be made available to registered delegates post Congress

- Title and Presentation Type
- Theme
- ✕ Authors | Affiliations | Biography
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Draft

## AV Requirements

The following Audio Visual equipment will be set up in the venues:

- » Screen
- » Data Projector
- » Microphone (on a stand)
- » Lectern to stand behind
- » Table next to the lectern for extra notes.
- » An Audio Visual Technician will be in each venue for the duration of the conference to assist, and support presenters throughout.
- » A speaker preparation room will be set up - All presenters to load their presentations in this venue.

Indicate any Audio Visual requirements for your abstract presentation

Capture AV Requirements

- Own Mac
- PowerPoint Presentation
- Video Presentation
- Video within PowerPoint Presentation

Other AV Requirements

Save As Draft Continue

Select your AV requirements for your abstract.

- ✓ Title and Presentation Type
- Review your abstract details. Save as Draft if you need to edit again.**
- 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.

### Test

FSDVDFSVDVGD  
 ... DGDG, SA

Theme Required  
 At Least One Keyword Required

Save As Draft Continue

- ✓ Title and Presentation Type
- Theme and Keywords
- ✓ Authors | Affiliations | Biography
- ✓ Abstract Upload
- ✓ Additional Information
- ✓ AV Requirements
- Review
- Submit

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 Abstract submission as a draft until completed.
- » You must agree that you understand the Abstract submission Guidelines and Criteria below before you can proceed.

I have read and understood the Abstract Guidelines, instructions and Terms associated with the Abstract submission. [ Guidelines can be found on the Guidelines tab above or the Abstract Information page on the INORMS 2023 Congress website [www.inorms2023.org](http://www.inorms2023.org) ]

I agree to the above Terms and Conditions

Save As Draft

Tick "agree" before submitting. Once submitted your abstract will not be editable!

## My Abstract/s

- » Your uploaded abstracts are listed below along with their status.
- » Submitted Abstracts are not editable and can only be viewed. Only draft Abstracts can be edited or deleted.
- » Should you wish to amend a Submitted Abstract please email [kristy@confpartner.co.za](mailto:kristy@confpartner.co.za)

Title	Status	Document
INORMS 2023 Test Abstract	Draft	<a href="#">Edit</a> <a href="#">Delete</a>
Untitled	Draft	<a href="#">Edit</a> <a href="#">Delete</a>
Untitled	Draft	<a href="#">Edit</a> <a href="#">Delete</a>
Test	Draft	<a href="#">Edit</a> <a href="#">Delete</a>

Submitted abstracts can be viewed in "My Abstracts" but not edited.  
Saved draft abstracts can be edited or deleted