

ONLINE ABSTRACT SUBMISSION

STEP – BY – STEP GUIDELINES



VASSA CONGRESS 2024

18-20 October 2024 Lagoon Beach Hotel, Cape Town, South Africa



Welcome to the 2024 VASSA Congress | Online Abstract Submission Portal:

Thank you for your interest in submitting an Abstract for the upcoming 2024 VASSA Congress.
The contribution of presenters is critical and we value your input

- If you have not yet submitted an Abstract for 2024, please create a new account below first.
- If you have already submitted for 2024 - Please sign into the Abstract Portal with your account email address and password.
- If you have any questions regarding your submission, please contact kristy@confpartner.co.za or visit www.vassacongress.co.za

Sign in

Email Address

Password

Sign in

New Account

Create New Account

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Welcome to the 2024 VASSA Abstract Submission 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 presentation.

Click on
"Update Contact Information"

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Update Contact Information

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

First Name

Kristy

Last Name

Muller

Edit Contact Details

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

Abstract Submitter | Contact Details

*TITLE

Ms

*First Name

*Surname

*Organisation

*Position | Job Title

Department (If Applicable)

Professional Number (e.g. HCPSA, SANC)

*Physical Address

*City | Town

*STATE | PROVINCE

Eastern Cape

*COUNTRY

South Africa

*Cellphone Number

*Email Address

Complete all the profile information REQUIRED and SUBMIT

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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

✕ Authors and Affiliations

Abstract

Additional Information

Review

Submit

Abstract Title:

Draft

• Title can not be longer than the 20 words

Title

Word Limit 20

Word Count 0

Presentation Type:

• Choose your presentation type from the drop down list below

Presentation Type

Save As Draft

Continue

Add your abstract title AND Select a presentation type from the dropdown list

Title and Presentation Type

✕ Authors and Affiliations

Abstract

Additional Information

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

Conference Partner

City/Suburb/Town

State

Country

✕

Add Affiliation

Multiple author affiliations can be created

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. I.e. (1,2,3)
- View the submission screenshots on the Guidelines page if you are unsure.

1

Title

Mrs

First Name

Kristy

Last Name

Muller

Presenter

☒

Organization

Conference Partner

Position

Programme | Speakers

Affiliations

1

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

Add Author

Presenting Author Biography:

- Enter the bio for the presenting author.
- Limited to **100 words**

Biography

The chairperson will introduce you using this biography

Word Limit 100

Word Count 0

Save As Draft

Continue

Title and Presentation Type
✕ Authors and Affiliations
Abstract
Additional Information
Review
Submit

Abstract

Draft

- 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.
- 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.

Your abstract should state clearly what your presentation will cover, how it will contribute to a particular session and be of benefit to the audience.

Content

Special Character Keyboard

Word Limit 300

Word Count 0

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

Save As Draft Continue

Title and Presentation Type
✕ Authors and Affiliations
Abstract
Additional Information
Review
Submit

Additional Information

Draft

Oral Presentation 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?

*

VASSA 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?

Complete all additional information required

✓ Title and Presentation Type
✓ Authors and Affiliations
✓ Abstract
✓ Additional Information
Review
Submit

Review Submission

Draft

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

TEST

TEST

Muller K ¹

¹ Conference Partner, PE EC, South Africa

Ready to submit

Review your abstract details.
Save as Draft if you need to edit again.

Save As Draft

Continue

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

Abstract Submission

Draft

- 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.

• I have read and understood the Abstract Guidelines, instructions and Terms associated with the Abstract submission and agree with this submission, should I be accepted to be part of the 2024 VASSA Congress programme - I will present in-person at the congress venue.

• Guidelines can be found on the Programme | Abstract Information page on the 2024 VASSA Congress website www.vassacongress.co.za

☐ I agree to the above Terms and Conditions

Save As Draft

**Tick “agree” before submitting.
Once submitted your abstract will not be editable!**

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

Title	Status	Document
Untitled	Draft	<div>Edit</div> <div>Delete</div>

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