

2024 SARIMA CONFERENCE | ABSTRACT SUBMISSION STEP-BY-STEP GUIDELINES



2024 SARIMA CONFERENCE

3-5 SEPTEMBER 2024
RADISSON BLU HOTEL, MAPUTO,
MOZAMBIQUE

CONFERÊNCIA 2024 SARIMA

3 A 5 DE SETEMBRO DE 2024
RADISSON BLU HOTEL, MAPUTO,
MOÇAMBIQUE



[Welcome to the 2024 SARIMA Abstract Submission Portal](#) | [Sign In Page](#)

Thank you for your interest in presenting at the upcoming **2024 SARIMA Conference**. The contribution of presenters is critical and we value your input.

- If you have not yet submitted a presentation 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.sarimaconf.co.za

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 Account** button below to create a new primary contact.

Complete and create your own password

Email Address

Re-enter Email Address

Password

Confirm Password

Create New Account

Back To Sign In

- 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 submit your abstract.

Contact Information:

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

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

2024 SARIMA | Abstract Submitter Details

<input type="text" value="Title"/>	<input type="text" value="First Name"/>
<input type="text" value="Last Name Surname"/>	<input type="text" value="Mobile Cellphone Number"/>
<input type="text" value="Email Address"/>	
<input type="text" value="Physical Postal Address"/>	<input type="text" value="City Town"/>
<input type="text" value="State Province"/>	<input type="text" value="Country"/>
<input type="text" value="Organisation"/>	<input type="text" value="Position Within Organisation"/>
<input type="text" value="Department"/>	

Complete all the profile information REQUIRED and SUBMIT

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.

Click on
"Abstract Submission"

Title Presentation Type
Themes
✕ 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 (15)

Title

Word Limit 15 **Word Count 0**

Presentation Type:

- Choose your presentation type from the drop down list below

Presentation Type

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

Save As Draft

Continue

Title Presentation Type
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Themes:

Draft

- Choose a theme for your abstract from the list below

Theme

Select from the dropdown list

Save As Draft

Continue

Title Presentation Type
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Author Affiliation:

- Enter the author affiliation/s
- Click on the 'Add Affiliation' button below to add more affiliations (Institutions/Companies/Organisations 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

Multiple author affiliations can be added.

Reference the relevant number only, separated by a comma.

NO TEXT!

1 ✕

Title

First Name

Last Name

Presenter

Organization

Position

Affiliations

+ Add Submitter as Author

+ Add Author

PRESENTING Author Biography:

- Enter the bio for the presenting author.
- Limited to the number of words specified. (100)

Biography

Word Limit 100

Word Count 0

The chairperson will introduce you using this biography

Save As Draft

Continue

[Title | Presentation Type](#)[Themes](#)[✖ Authors | Affiliations | Biography](#)**[Abstract Upload](#)**[Additional Information](#)[AV Requirements](#)[Review](#)[Submit](#)

Abstract Upload

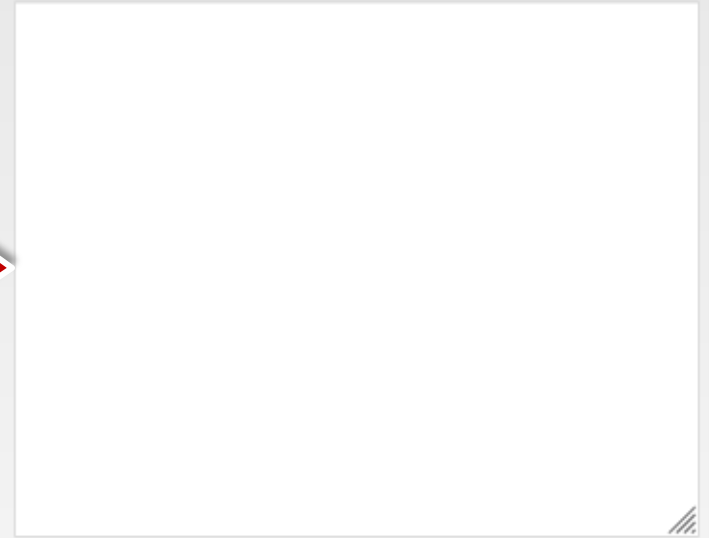
- Please input your Abstract into the text box below
- **Do not** include the Abstract title or Author information in this block
- Please check that no text has been cut off

- 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 the particular session and be of benefit to the audience**

Content

Special Character Keyboard



Word Limit 300

Word Count 0

Co-Presenting Author/s Biography
UPLOAD PDF DOC HERE:

Browse ...

Save As Draft

Continue

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

- Title | Presentation Type
- Themes
- ✕ Authors | Affiliations | Biography
- Abstract Upload
- Additional Information**
- AV Requirements
- Review
- Submit

Additional Information

Draft

Are you a MEMBER of SARIMA? *

Is this the first time you are submitting an abstract for a SARIMA Conference? *

What career level is your presentation aimed at: *

Is your presentation: *

Complete all additional information required

- Title | Presentation Type
- Themes
- ✕ Authors | Affiliations | Biography
- Abstract Upload
- Additional Information
- AV Requirements**
- Review
- Submit

AV Requirements

Draft

- 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 congress to assist, and support presenters throughout.

Indicate any Audio Visual requirements for your abstract presentation

AV Requirements -

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

-

Select your AV requirements for your abstract.

Save As Draft Continue

Title Presentation Type
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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.

1

Title Required

Presentation Type Required

Theme Required

Affiliation Required for Affiliation 1

Last Name Required for Author 1

Biography Required

Content Required

Required

Required

Required

Required

Required

Required

Required

Required

Required

Review your abstract details. Save as Draft if you need to edit again.
Red highlights required fields details missing / incorrect

Save As Draft Continue

Title Presentation Type
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✕ Authors Affiliations Biography
Abstract Upload
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.
- 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 and agree with this submission, should i be accepted to be part of the 2024 SARIMA Conference programme - I will present in-person at the conference venue.

I agree to the above Terms and Conditions

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

Save As Draft

My Abstracts

- Your uploaded abstract/s are listed below along with their status.
- Submitted Abstracts are not editable and can only be viewed. Only Abstracts saved as a draft can be edited or deleted.
- Should you wish to edit your already submitted Abstract - please contact - kristy@confpartner.co.za

Title	Status	Document	
2024 SARIMA Conference Abstract Test	Abstract Submitted	✔ Abstract Upload	View
Untitled	Draft		Edit Delete

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