

CONGRESS ABSTRACT PORTAL

GENERIC GUIDELINES ON HOW TO SUBMIT AN ABSTRACT

Presentation Portal Sign In

Thank you for your interest in presenting. The contribution of presenters is critical and we value your input greatly. Please sign into the Presentation Portal with your account email address and password. If you have not yet submitted a presentation, please create a new account below. If you have any questions regarding your submission please contact lizl@easternsun.co.za

Sign in

Email Address

Password

Sign in

Sign in for future logins

New Account

Create New Account

Create new account - first time submitters

CONGRESS ABSTRACT PORTAL

Create Account

You must create a primary contact before you can submit a presentation. Please click on the Create Contact button below to create a new primary contact.

Email Address

Reenter Email Address

Password

Confirm Password

Create New Account

Back To Sign in

Complete and create your own password

CONGRESS ABSTRACT PORTAL

Welcome

Home

Update Contact Information

Sign out

Welcome to the Presentation Portal

To begin the submission process you must first create a contact with information that will enable you to upload and submit your presentation.

After creating a contact, additional tabs will appear

Click on
"Contact
Information"

CONGRESS ABSTRACT PORTAL

Welcome

Home

Update Contact Information

Sign out

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.

Create Contact

Create new contact to
complete your profile

Contact Details

First Name	<input type="text"/>
Last Name	<input type="text"/>
Title	<input type="text"/>
Organization	<input type="text"/>
Position	<input type="text"/>
Email Address *	<input type="text"/>
Verify Email Address *	<input type="text"/>
Work *	<input type="text"/>
Mobile *	<input type="text"/>

Complete all
the profile
information

Primary Address

Address City	<input type="text"/>
Address Country	<input type="text"/>

Submit

CONGRESS ABSTRACT PORTAL

Welcome Joe Soap

Home

Update Contact Information

Abstract Submission

Sign out

Contact Information

Below is the current information associated with your primary contact. To update this information, click on the "Abstract Submission" link towards the bottom of the screen.

First Name	Joe
Last Name	Soap

Edit Contact Details

Click on
"Abstract
Submission"

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.

- Title and Presentation Type
- Themes and Keywords
- ✕ Authors And Affiliations
- Abstract Upload
- Copyright
- AV Requirements
- Review
- Submit

Abstract Title

Draft

Title can not be longer than the specified number of words

Title

Word Limit 50 **Word Count 6**

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

Welcome Joe Soap

Abstract Submission

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Themes

Draft

Choose a theme for your abstract from the list below

Theme

- 1. Marketing and Research
- 2. Commercial Manufacturing
- 3. Sales Strategies
- 4. Soap and the Future
- 5. Industry Collaboration
- 6. Industry Diversity
- 7. Chemicals
- 8. Retail
- 9. Challenges of the industry
- 10. Solving Industry Problems

Select a theme from the dropdown list

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Author Affiliation

Draft

Enter the author affiliations

1

Affiliation	Soap Factory
City/Suburb/Town	Pleasantville
State	Gauteng
Country	South Africa

Multiple author affiliations can be created

+ Add Affiliation

Abstract Authors

Enter the details for each author below

1

Title	Mr
First Name	Joe
Last Name	Soap
Presenter	<input checked="" type="checkbox"/>
Position	Soap Maker
Affiliations	1, 3

Add author details and insert affiliation that was created above

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

+ Add Author

Presenting author Bio

Enter the bio for the presenting author. Limited to the number of words specified.

Biography	Mr Joe Soap is the CEO and owner of the Soap Factory. He completed his masters in chemistry (UNISA) in 2009. For the past 10 years he has been pioneering research in the field of red non-foaming soap.
-----------	--

Word Limit 200 Word Count 44

The chairperson will introduce you using this biography

Save As Draft Continue

Abstract Submission

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[Title and Presentation Type](#)[Themes and Keywords](#)[Authors And Affiliations](#)[Abstract Upload](#)[Copyright](#)[AV Requirements](#)[Review](#)[Submit](#)

Abstract Upload

Draft

Please input your abstract into the text box below. Please check that no text has been cut off.

Content

Special Character Keyboard

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

Word Limit 250

Word Count 138

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

Welcome Joe Soap

Abstract Submission

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[Title and Presentation Type](#)[Themes and Keywords](#)[Authors And Affiliations](#)[Abstract Upload](#)[Copyright](#)[AV Requirements](#)[Review](#)[Submit](#)

Copyright

Draft

Do you give permission to upload the pdf version of your presentation to the conference website post-conference?

Yes

Select the permission option from the dropdown list

Save As Draft

Continue

Abstract Submission

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- AV Requirements**
- Review
- Submit

AV Requirements

Draft

Indicate any AV requirements for your presentation

Capture AV Requirements

- Other
- Own MAC
- PowerPoint
- Videos in Presentation

Other AV Requirements

Save As Draft Continue

Select your AV requirements for your abstract

Abstract Submission

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- ✓ Copyright
- AV Requirements
- 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.

Why everyone should be making soap

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

Soap J¹
¹ Soap Factory, Pleasantville Gauteng, South Africa

Ready to submit

Save As Draft Continue

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

Welcome Joe Soap

Home Update Contact Information Abstract Submission My Abstracts Sign out

Abstract Submission

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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 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 Call for Abstracts page on www.congresswebsite.co.za

I agree to the above Terms and Conditions

Save As Draft

Submit

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

CONGRESS ABSTRACT PORTAL

Welcome Joe Soap

Home Update Contact Information Abstract Submission My Abstracts Sign out

My Abstracts

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 lizl@easternsun.co.za

Title	Status	Document	
Why everyone should be making soap	Submitted	✓ Abstract Upload	View
Soap making for the future	Draft		Edit Delete

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