

22nd International Pathogenic Neisseria Conference
6 – 11 September 2020
Stellenbosch, South Africa
www.ipnc2020.co.za

Abstract Submission Instructions

- Step one:** Create an account with your details as per below:

Author Abstract Portal Sign In

Deadline for Submission: 15 February 2020

Thank you for your interest in offering an abstract for the conference.

NEW USERS:

Please create an account to submit an abstract.

CURRENT USERS:

Please sign into the Author Abstract Portal with your email address and password.

If you have forgotten your password, please contact the Abstract / Author Manager | Email: tanys@soafrica.com | Tel: +27 21 463 5085

Sign in

Email Address	<input type="text" value="tanys@soafrica.com"/>
Password	<input type="password" value="*****"/>
	<input type="button" value="Sign in"/>

New Account

- Step Two:**

Complete your personal details and select Create New Account

Create Account

Please create an account before you can submit an abstract / paper. Please click on the **Create New Account** button below to create your account.

Email Address	<input type="text" value="tanys@soafrica.com"/>
Re-enter Email Address	<input type="text" value="tanys@soafrica.com"/>
Password	<input type="password" value="*****"/>
Confirm Password	<input type="password" value="*****"/>
	<input type="button" value="Create New Account"/> <input type="button" value="Back To Sign in"/>

3. **Step Three:** Select Create Contact

The screenshot shows a web interface with a navigation bar at the top containing 'Home', 'Contact Information', and 'Sign out'. Below the navigation bar is the 'Contact Information' section. It contains a paragraph of text, followed by instructions for 'NEW USERS' and 'CURRENT USERS'. At the bottom left, there is a dark blue button labeled 'Create Contact', which is highlighted by a red arrow pointing to it from the right.

4. **Step Four:** Complete your personal details below and click on submit:

The screenshot shows a 'Contact Details' form with two columns of input fields. The left column contains: 'TITLE' (Ms.), 'LAST NAME' (Goosen), 'Position', 'EMAIL ADDRESS' (tanys@soafrica.com), 'WORK' (0114635085), and 'ADDRESS CITY' (Johannesburg). The right column contains: 'FIRST NAME' (Tanys), 'ORGANISATION' (Scatterlings), 'VERIFY EMAIL ADDRESS' (tanys@soafrica.com), 'Mobile', and 'Address Country'. At the bottom right, there is a dark blue button labeled 'Submit', which is highlighted by a red arrow pointing to it from the right.

- 5.
6. **Step Five:** To submit your abstract, select the Abstract Submission tab. Complete your Tile (No more than thirty (30) words)

7. **Step Six:** Select a theme from the drop down menu and select continue:

Home Contact Information Abstract Submission Edit Abstracts 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 **Final Check** 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. Kindly note that the deadline for submitting an Abstract is **15 February 2020** and there is no limit to the amount of submissions per author. Please note that after submission you will not be able to make any more changes.

Abstract Title
Themes and sub themes
✖ Author Details
Abstract Content
Review
Submit

Theme

Choose a topic for your abstract from the list below.

IPNC Topic Antimicrobial Resistance

Save As Draft Continue

Presentation Type

Choose your presentation type from the drop down list below

Presentation Type Oral Presentation

Save As Draft Continue

Draft

8. **Step Seven,** add your Author Affiliation details below, you are able to add multiple by selecting add affiliation:

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 **Final Check** 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. Kindly note that the deadline for submitting an Abstract is **15 February 2020** and there is no limit to the amount of submissions per author. Please note that after submission you will not be able to make any more changes.

✖ Abstract Title
✔ Themes and sub themes
✖ Author Details
Abstract Content
Review
Submit

Author Details

All author affiliations have to be submitted first. To add additional affiliations, select "Add Affiliation".

1

Affiliation Scatterlings

City/Suburb/Town Johannesburg

State

Country South Africa

Add Affiliation

Draft

9. **Step Eight:** Enter your Author Details below, you are able to add multiple by selecting add author & the author's bio:

Abstract Authors
The main author details will be displayed automatically. To add additional authors, select "Add Author".

1 ✕

Title	<input type="text" value="Ms."/>
First Name	<input type="text" value="Tanys"/>
Last Name	<input type="text" value="Goosen"/>
Presenter	<input checked="" type="checkbox"/>
Position	<input type="text" value="tanys@soafrica.com"/>
Affiliation Number(s) (e.g. 1,2,3)	<input type="text" value="1"/>

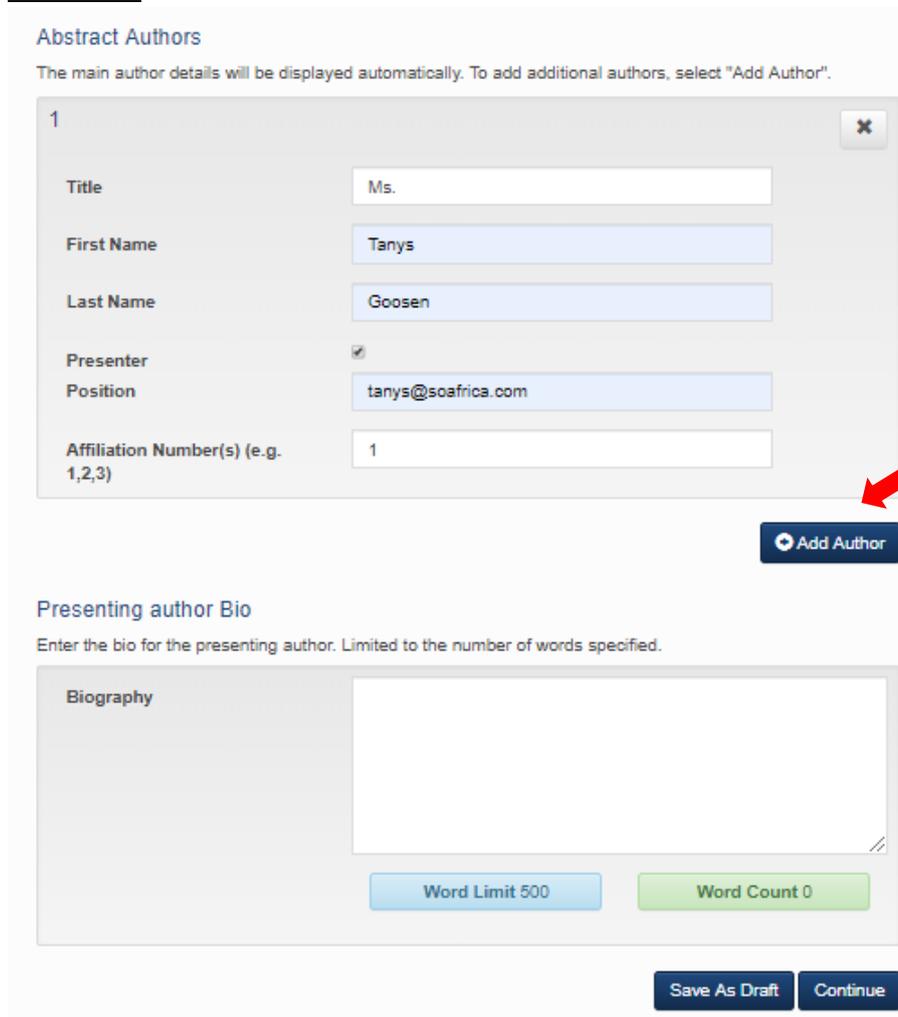
[Add Author](#)

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

Biography

[Word Limit 500](#) [Word Count 0](#)

[Save As Draft](#) [Continue](#)



10. **Step Nine:** You are now able to enter your Abstract once complete, you are either able to save as draft or when ready continue:

***Abstract Criteria:**

- o Maximum of five hundred (500) words per abstract
- o Only text will be accepted (No graphics and images)

Abstract Content

Create your abstract. Do not include images or graphics. Please take note of the word limit.

Content

Special Character Keyboard

Word Limit 500

Word Count 0

Save As Draft

Continue

11. **Step 10:** You are now able to review your submission, if there are fields missing, it will be shown in the PINK block as seen below, if all is complete you will see Ready to Submit in the GREEN block:

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.

Goosen T ¹

¹ Scatterlings, Johannesburg, South Africa

Title Required
Biography Required
Content Required

Missing Info, you will be required to complete this before submitting

Save As Draft

Continue

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.

Scattrlings

Scattrlings- Test

Goosen T ¹

¹ Scattrlings, Johannesburg, South Africa

Ready to submit

Save As Draft Continue

Once info is submitted it will appear as so, and you will be able to SUBMIT

12. **Step Eleven:** Agree to the Terms and Conditions and select submit:

Abstract Submission Draft

If you are wanting to make changes, please save your abstract as a draft before submitting. Kindly note that once you have submitted your abstract you will not be able to make any changes.

If you are ready to submit your abstract, please tick the check box to complete the process.

I agree to the above

Save As Draft Submit

13. **Step twelve:** You are now able to View and Edit any Saved or Submitted abstracts as seen below:

Home Contact Information Abstract Submission Edit Abstracts Sign out

Edit Abstract

Your uploaded abstracts are listed below along with their status. To edit your abstract click on the Edit button. Submitted abstracts cannot be edited.

Title	Status	Document	
Scattrlings	Submitted	<input checked="" type="checkbox"/> Abstract Content	View

Should you require any further assistance, please do not hesitate to contact us:

Tanys Goosen
 Abstract and Speaker Management
 Scatterlings Conference & Events
tanys@soafrica.com