

HOW TO SUBMIT AN ABSTRACT FOR THE AORTIC 2019 CONFERENCE

This easy-to-use guide provides instructions for submitting your abstract through the AORTIC 2019 Abstracts Submission Portal: Click [here](#) to access portal.

STEP 1 of 10

Call for Abstracts Submission Portal Sign In

To use the abstracts submission portal, you need an account. Please click Create New Account and enter your email address and password.

Call for Abstracts Submission Portal Sign In

Welcome to the AORTIC 2019 Abstracts Submission Portal. Thank you for your interest in presenting. The contribution of presenters is critical and we value your input greatly.

To use this abstract submission portal you need an account. Please select **Create New Account** and enter your email address and password.

For full details on the abstract submission and review process, download the Call for Abstracts [here](#).

The Call for Abstracts Submission Portal will close on Sunday, 31 March 2019.

Please contact the Programme Secretariat if you have any questions.

AORTIC 2019 Programme Secretariat
Leigh Pender, African Agenda
Tel: +27 (0)21 683 2934
programme@aorticconference.org
www.aorticconference.org

Sign In

Email address

Password

Sign In

New Account

Create New Account

Create Account

If you clicked Create New Account, you will be directed to this page where you will be required to enter your email address and choose a password.

Complete your email address, choose a password, and click Create New Account.

Create Account

On this page you will need to create a new Account.

Complete your email address, choose a password, and click Create New Account.

Once you have created an Account, you will be prompted to update your Contact Information. Complete this step, and then you can proceed with submitting your abstract.

Email address	<input type="text"/>
Reenter email address	<input type="text"/>
Password	<input type="password"/>
Confirm password	<input type="password"/>

[Create New Account](#) [Back To Sign in](#)

STEP 2 of 10

Welcome to the Call for Abstracts Submission Portal

A new page will appear with a welcome message.

Complete your Contact Information by clicking Update Contact Information. After you have done so, additional tabs will appear and enable you to submit your abstract.

Welcome to the Call for Abstracts Submission Portal,

Home	Update Contact Information	Sign Out
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Welcome to the Call for Abstracts Submission Portal

Thank you for creating your account.

Complete your Contact Information by clicking on Update Contact Information. After you have done so, additional tabs will appear and enable you to submit your abstract.

Update Contact Information

Click Create Contact and continue.

Welcome to the Call for Abstracts Submission Portal,

Home	Update Contact Information	Sign Out
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Update Contact Information

On this page you can edit an existing Contact, or create a new Contact.

Click on Create Contact and continue. You will be redirected to a Data Processing Consent page.

Complete your Contact Information by clicking Update Contact Information. After you have done so, additional tabs will appear and enable you to submit your abstract.

To continue with your abstract submission, click on Abstract Submission tab above (this tab will only appear once you have created a Contact).

Data Processing Consent

On the following page you will be asked to give consent for the Conference Organisers to use your data (for example, keep your email address on file, send you conference-related emails etc.). Click [here](#) to see a French/Portuguese version of the Data Processing Consent Form. Please give your consent and click Next.

If you do not consent, you will not be able to proceed with you abstract submission.

[Create Contact](#)

You will be redirected to a Data Processing Consent page.

STEP 3 of 10

Data Processing Consent

On this page you are asked to give consent for the Conference Organisers to use your data (for example, keep your email address on file, send you conference-related emails, etc.). See [French/Portuguese](#) version of the Data Processing Consent Form. Please give your consent and click Next.

If you do not consent, you will not be able to proceed with your abstract submission.

Data Processing Consent

We are committed to protecting your privacy and the security of the personal data you provide to register for this conference. The following information will assist you to be fully informed before you submit any personal data. Please review the following and give your consent for your personal data to be processed.

What is personal data?

You will be required to submit personal data, including contact and demographic information that identifies you personally (e.g. name, address, email address, phone number, etc) to register for the conference.

The AORTIC 2019 Conference Organiser will use this information for the following purposes: (a) enabling your Conference registration and participation; (b) communicating Conference-related information to you; (c) marketing AORTIC news and opportunities you may be interested in; and (d) sharing limited personal data with third parties that perform conference services on behalf of AORTIC, and the AORTIC 2019 Conference Organiser.

Why are we processing your personal data?

We require your personal data to facilitate your registration for this congress.

Other parties that will have access to your personal data.

Your personal data will only be shared with other organisations/third parties in order to process your registrations and facilitate your participation; this could include but is not limited to accommodation, catering, and transport service providers; the host organisation African Oncology Research and Training in Cancer (AORTIC); and members of the AORTIC 2019 Local Organising Committee.

How long will we store your personal data?

AORTIC, and the AORTIC 2019 Conference Organiser may use this information for as long as they remain active in conducting any of the above purposes.

The right to enquire about your personal data.

You retain the right to ask us about your personal data at any time. Please contact us at register@aorticconference.org with any enquiries you may have.

Data Controller Contact and Nominated Data Protection Officer

AORTIC 2019 Conference, c/o African Agenda, Conference Organiser
Davinia Lamb
120 Belvedere Road, Claremont, 7708, South Africa
Phone: +27 (0)21 683 2934
Email: register@aorticconference.org

- I give consent
- I do not consent

Next

STEP 4 of 10

Submitting/Presenting Author Contact

You will then be required to enter your Submitting/Presenting Author Contact information. Click Submit once done.

As the Submitting/Presenting author, you are the author to whom all correspondence will be sent. As the Submitting/Presenting author, you are also required to be at the conference to present. Abstracts will be filed by Submitting/Presenting author's last name.

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Contact Details

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

[Back](#) [Submit](#)

STEP 5 of 10

Call for Abstracts Submission Portal

You will now see the welcome page for the Call for Abstracts Submission Portal. Here you can edit your contact details, submit an abstract, or edit an abstract that you have already submitted.

Click Abstract Submission Tab at the top of the page in order to continue to submit an abstract.

Welcome to the Call for Abstracts Submission Portal, Leigh Pender

Home Update Contact Information Abstract Submission Edit Abstracts Sign Out

Update Contact Information

On this page you can edit an existing Contact, or create a new Contact.

Click on Create Contact and continue. You will be redirected to a Data Processing Consent page.

Complete your Contact Information by clicking Update Contact Information. After you have done so, additional tabs will appear and enable you to submit your abstract.

To continue with your abstract submission, click on Abstract Submission tab above (this tab will only appear once you have created a Contact).

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If you do not consent, you will not be able to proceed with you abstract submission.

First Name	Leigh
Last Name	Pender

[Edit Contact Details](#)

Your Abstract Submission

This page will take you through the process of submitting your abstract.

The tabs on the left side of the page will take you through each step of the submission process. All steps need to be completed before submitting your abstract. If a step has not been completed, an 'X' will be displayed to the left of the tab name.

At any time during the process you can click Save As Draft to save your incomplete submission and return to it at a later time.

Once you have completed each section click Continue to proceed to the next section of your abstract submission.

The Review section will give you an overview of the sections that must still be completed before you can submit your abstract. Remember, if a step has not been completed, an 'X' will be displayed to the left of the tab name. Once all required sections have been completed you can submit your abstract in the Submit section of the page.

For abstract specifications, please refer to the [Call for Abstracts](#).

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Abstract specifications:

- Abstracts may be submitted in English, French or Portuguese.
- Abstracts must adequately describe the research performed allowing reviewers to evaluate the quality, originality and thoroughness of the work.

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Abstract Title; Preferred Presentation Type

Enter the title of your abstract in UPPER CASE in the box.

Choose your preferred presentation type (oral or poster presentation) from the drop-down list.

Click Continue.

Title and Presentation Type	Abstract Title Draft
Theme	Enter the title of your abstract in UPPER CASE in the box.
✓ Authors and Organisations	Please note that special characters are not permitted.
Abstract Content	<div style="border: 1px solid #ccc; padding: 5px;"><p>Title <input style="width: 100%; height: 20px;" type="text"/></p><div style="display: flex; justify-content: space-between;">Word Limit 50Word Count 0</div></div>
Review	Preferred Presentation Type
Submit	Choose your preferred presentation type (oral or poster presentation) from the drop-down list.
	<div style="border: 1px solid #ccc; padding: 5px;"><p>Presentation Type <input style="width: 100%; height: 20px;" type="text"/></p></div>
	Save As Draft Continue

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Theme

Select the Theme that best categorises your abstract and click Continue.

- Advocacy | Survivorship
- Basic science | Biology | Biomarkers
- Biomedical engineering
- Chemotherapy | Systemic therapy
- Education and training
- Epidemiology
- Haematology | Oncology
- HIV-related cancers
- Oncology nursing
- Other
- Paediatric oncology
- Palliative care | Psycho-oncology
- Pathology | Genetics
- Radiation oncology | Medical physics | Radiology
- Registries | Economics | National Cancer Control Plans
- Site-specific cancers
- Surgery | Surgical oncology

✓ Title and Presentation Type	Theme Draft
Theme	Select the Theme that best categorises your abstract:
✓ Authors and Organisations	Theme <input type="text"/>
Abstract Content	
Review	Save As Draft Continue
Submit	

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Authors' Organisations

Enter the organisations of additional authors (co-authors) in the fields below. As the Submitting/Presenting author, your organisation will automatically appear first. [Note: just enter the organisations here, in the next step you will enter their other details]

Organisation is only the institution or company name. For example: University of Cape Town, University of Ibadan.

Please do not include faculty names, departments or names of groups and titles or positions at organisations.

Continue to add additional organisations by clicking Add Organisation.

✓ Title and Presentation Type	<h3>Authors' Organisations</h3> <p>Enter the organisations of additional authors (co-authors) in the fields below. As the Submitting/Presenting author, your organisation will automatically appear first. [Note: just enter the organisations here, in the next step you will enter their other details]</p> <p>Organisation is only the institution or company name. For example: University of Cape Town or University of Ibadan.</p> <p>Please do not include faculty names, departments or names of groups and titles or positions at organisations.</p> <p>Continue to add additional organisations by clicking Add Organisation.</p>	Draft
✓ Theme		
✓ Authors and Organisations		
Abstract Content		
Review		
Submit		

An example of how to complete this step is below.

1	<input type="text" value="University of Cape Town"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="South Africa"/>	<input type="button" value="x"/>
	Organisation	.	.	Country	
2	<input type="text" value="University of Ibadan"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Nigeria"/>	<input type="button" value="x"/>
	Organisation	.	.	Country	

Abstract Authors

Enter in the details of each additional author. As the Submitting/Presenting author, your first and last name will automatically appear first.

Continue to add additional authors by clicking on Add Author. A maximum of 6 authors (including yourself) is permitted.

Note: the Organisation's number(s) field for each author refers to the corresponding number from the Author Organisation step above (top left corner of the box). If an author is associated with more than one organisation, please use a comma and *no* space between the comma and number. Do NOT write out the organisation in full.

Please see example of how to complete.

Leigh Pender is associated with the University of Cape Town AND University of Ibadan. The numbers inserted in the Organisation number(s) field below will be 1,2. Karen Hilliard is associated with University of Ibadan. The number in her Organisation number(s) field will be 2.

Abstract Authors

Enter in the details of each additional author. As the Submitting/Presenting author, your first and last name will automatically appear first.

Continue to add additional authors by clicking on Add Author. A maximum of 6 authors (including yourself) is permitted.

Note: the Organisation's number(s) field for each author refers to the corresponding number from the Author Organisation step above (top left corner of the box). If an author is associated with more than one organisation, please use a comma and *no* space between the comma and number. Do NOT write out the organisation in full.

Once you have entered all authors' details, click Continue.

An example of how to complete this section is below.

Once you have entered all authors' details, click Continue.

1 ↓ ×

Title	<input type="text" value="Mrs"/>
First Name	<input type="text" value="Leigh"/>
Last Name	<input type="text" value="Pender"/>
Presenter	<input checked="" type="checkbox"/>
.	<input type="text"/>
Organisations number(s) (e.g.1,2,3)	<input type="text" value="1,2"/>

2 ↑ ×

Title	<input type="text" value="Mrs"/>
First Name	<input type="text" value="Karen"/>
Last Name	<input type="text" value="Hilliard"/>
Presenter	<input type="checkbox"/>
.	<input type="text"/>
Organisations number(s) (e.g.1,2,3)	<input type="text" value="2"/>

[+ Add Author](#)

[Save As Draft](#)

[Continue](#)

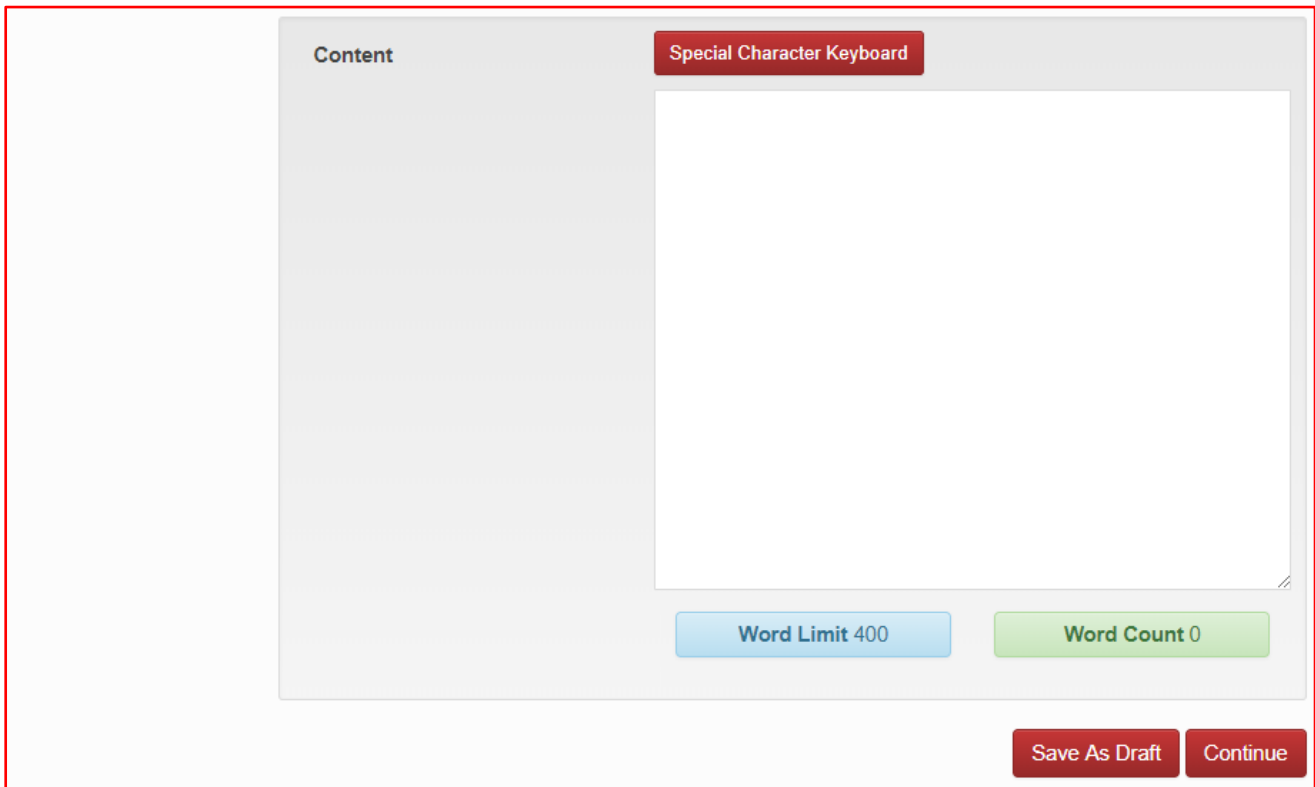
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Abstract Content

Insert the body of your abstract, following the Abstract Specifications set out in the [Call for Abstracts](#).

Once completed, click Continue.

✓ Title and Presentation Type	<h3>Abstract Content</h3> <p>Please enter your plain-text abstract in the box below.</p> <p>Use the Special Character Keyboard to include any special characters in your abstract. Any special characters which are copied and pasted into the below box, will not appear.</p> <p>Abstract specifications</p> <ul style="list-style-type: none">• Abstracts may be submitted in English, French or Portuguese.• In the body of the abstract, standard abbreviations need not be defined; other abbreviations and acronyms should be defined on first use.• Abstracts should contain four sections:<ul style="list-style-type: none">• OBJECTIVE: introductory sentence indicating the objective and purpose of the study.• METHODS: description of experimental procedures, including applicable statistical evaluation.• RESULTS: summary of the data and results.• CONCLUSIONS: statement of the study's conclusions.• Generic names for pharmaceuticals, biologicals, and medical devices should be used in place of trade names. Trade names should only be used if equivalent products from multiple manufacturers are being compared.• Overly commercial abstracts will not be accepted.• Do not include graphics, photographs, or tables.• Maximum word count for the body of the abstract is 300 words	Draft
✓ Theme		
✓ Authors and Organisations		
Abstract Content		
Review		
Submit		



STEP 10 of 10

Review Submission

You will see a summary of your completed submission thus far.

Any fields still to be completed will be noted in a **red box** at the bottom of the submission. You will need to complete these before you are able to submit your abstract.

✓ Title and Presentation Type	<h2>Review Submission</h2> <p>Below is a summary of your completed submission thus far.</p> <p>Any fields still to be completed will be noted in a red box at the bottom of the submission. You will need to complete these before you are able to submit your abstract. If all the submission fields are complete, a green box will appear indicating that you are <i>Ready to submit</i> your abstract.</p> <p>Click on Continue to proceed to the final page of your submission.</p> <h3>MY AORTIC AORTIC 2019 ABSTRACT</h3> <p>This is how you submit an abstract for the AORTIC 2019 Conference.</p> <p>Pender L ^{1,2}, Hilliard K ² ¹ University of Cape Town, South Africa ² University of Ibadan, Nigeria</p> <div style="border: 1px solid red; padding: 5px; margin-top: 10px;">Theme Required</div>	Draft
Theme		
✓ Authors and Organisations		
✓ Abstract Content		
Review		
Submit		

Save As Draft Continue

If all the submission fields are complete, a **green box** will appear indicating that you are *Ready to Submit* your abstract. Click Continue.

✓ Title and Presentation Type	<h3>Review Submission</h3> <p>Below is a summary of your completed submission thus far.</p> <p>Any fields still to be completed will be noted in a red box at the bottom of the submission. You will need to complete these before you are able to submit your abstract. If all the submission fields are complete, a green box will appear indicating that you are <i>Ready to submit</i> your abstract.</p> <p>Click on Continue to proceed to the final page of your submission.</p> <h2>MY AORTIC AORTIC 2019 ABSTRACT</h2> <p>This is how you submit an abstract for the AORTIC 2019 Conference.</p> <p>Pender L^{1,2}, Hilliard K² ¹ University of Cape Town, South Africa ² University of Ibadan, Nigeria</p> <div style="border: 1px solid green; background-color: #d4edda; padding: 5px; text-align: center; margin: 10px 0;">Ready to submit</div> <p style="text-align: right;"><input type="button" value="Save As Draft"/> <input type="button" value="Continue"/></p>	Draft
✓ Theme		
✓ Authors and Organisations		
✓ Abstract Content		
Review		
Submit		

Abstract Submission

You will need to agree to the Terms and Conditions ([see the Call for Abstracts](#)). Tick the box and then click Submit.

✔ Title and Presentation Type

✔ Theme

✔ Authors and Organisations

✔ Abstract Content

Review

Submit

Abstract Submission

Draft

If all the required abstract submission fields have been completed you will have the option to submit your abstract at the bottom of the page (Submit will be visible). If there are any remaining fields or sections to complete you will only have the option to save your submission as a draft (only Save As Draft will be visible).

You will need to agree to the Terms and Conditions (see the Call for Abstracts). Tick the box and then click on Submit.

Once you have submitted your abstract, you will receive a confirmation email including the details of your submission.

The AORTIC 2019 Scientific Programme Committee reserves the right to not accept any abstracts that do not meet the criteria and standards of AORTIC 2019.

The AORTIC 2019 Scientific Programme Committee reserves the right to publish all abstracts. Excerpts of the abstracts may be published for promotional purposes and abstracts will be published electronically as part of the AORTIC 2019 conference proceedings.

The acceptance of an abstract for AORTIC 2019 confers no promise of funds nor offer of financial assistance. Authors remain responsible for all registration fees, travel, accommodation, visa and insurance costs.

Successful presenting authors must register by 30 June 2019 or they will forfeit their place in the programme.

I have read and understood the terms and conditions associated with my abstract submission.

I agree to the above Terms and Conditions

Save As Draft


Submit

Edit Abstract

You will then be taken back to the home page, where you can see the status of your abstract which has been submitted.

You will receive an automated email confirming your abstract submission.

Should you wish to make any edits, you have until 31 March 2019 to make edits. Thereafter no edits will be allowed.

Home Update Contact Information Abstract Submission **Edit Abstracts**  Sign Out



Edit Abstract

Your submitted abstract/s are listed below. Take note of the status - if it states that your abstract is a Draft, your abstract submission has not yet been submitted.

To edit your abstract click on Edit. You will receive an automated email confirming your abstract submission.

Should you wish to make any edits, you have until **31 March 2019** to make edits. Thereafter no edits will be allowed.

If you would like to access the AORTIC 2019 Conference website, please navigate [here](#).

Title	Status	Document	
MY AORTIC AORTIC 2019 ABSTRACT	Submitted 	 Abstract Content	Edit

Congratulations, you have successfully submitted your abstract. You can Sign Out or submit another abstract.