

COMO SUBMETER UM RESUMO PARA A CONFERÊNCIA AORTIC 2019

Este guia fácil de usar providencia as instruções para submeter o seu resumo através do Portal para Inscrição de Resumos da AORTIC 2019 (AORTIC 2019 Abstracts Submission Portal): Faça clique [aqui](#) para aceder ao portal.

Passo 1 de 10

Sign In (Conectar) para o Portal da Chamada para Inscrição de Resumos

De forma a usar o portal para inscrição de resumos, precisará de uma conta. Por favor faça clique em Criar uma Nova Conta - **Create New Account** e insira o seu endereço eletrónico (**email**) e palavra senha (**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

Criar uma Conta

Se fez clique em **Create a New Account**, será orientado para esta página onde lhe será solicitado que introduza o seu endereço de email e escolha uma palavra senha.

Preencha o seu endereço de email, escolha uma palavra senha e faça clique em **Create a 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

Reenter email address

Password

Confirm password

Create New Account

Back To Sign in

Passo 2 de 10

Bem-vindo(a) ao Portal da Chamada para Inscrição de Resumos

Aparecerá uma nova página com uma mensagem de boas-vindas.

Preencha a informação para o seu Contacto, fazendo clique em [Atualizar Informação para Contacto](#) (**Update Contact Information**). Depois disso, aparecerão tabulações (tabs) adicionais que lhe vão permitir inscrever o seu resumo.

Welcome to the Call for Abstracts Submission Portal,

Home

Update Contact Information

Sign Out

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.

Atualizar Informação para Contacto

Faça Clique em **Create Contact** e continue.

Welcome to the Call for Abstracts Submission Portal,

Home

Update Contact Information

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).

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

Vai ser reencaminhado(a) para uma página de Consentimento para Processamento de Dados (Data Processing Consent).

Passo 3 de 10

Consentimento para Processamento de Dados

Nesta página é-lhe solicitado que dê o seu consentimento para a Organização da Conferência usar os seus dados (por exemplo, manter o seu endereço eletrónico/email em ficheiro, enviar-lhe emails relacionados com a conferência, etc.). Veja a versão portuguesa do Formulário para Consentimento para [Processamento de Dados \(Consent for Data Processing\)](#). Por favor dê o seu consentimento e faça clique em **Next**.

Se não der consentimento, não poderá prosseguir com a inscrição do seu resumo.

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

Passo 4 de 10

Submeter /Apresentar Contacto do Autor

Ser-lhe-á solicitado que insira a informação de contacto do autor que Submete/Apresenta. Faça clique em **Submit** quando tiver concluído o processo.

Como autor que Submete/Apresenta, você será o autor para quem toda a correspondência será enviada. Como autor que Submete/Apresenta, é-lhe exigido também que esteja na conferência para apresentar. Resumos serão guardados sob o apelido do autor que Submete/Apresenta.

Submitting/Presenting Author Contact

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.

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"/>

PASSO 5 de 10

Portal de Chamada para Inscrição de Resumos

Vai agora ver a página de boas-vindas para o Portal de Chamada para Inscrição de Resumos (*Call for Submission of Abstracts*). Aqui pode editar os seus detalhes de contacto, submeter um resumo ou editar um resumo que já tenha submetido.

Faça Clique na Tabulação (Tab) *Abstract Submission* no topo da página para poder continuar a submeter o seu resumo.

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).

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.

First Name	Leigh
Last Name	Pender

[Edit Contact Details](#)

INSCRIÇÃO DO SEU RESUMO

Esta página vai guiá-lo(a) através do processo para submeter o seu resumo.

As tabulações (tabs) no lado esquerdo da página vão guiá-lo(a) através de cada passo do processo para submeter o resumo. Todos os passos terão de ser completados antes de submeter o seu resumo. Se um dos passos não tiver sido completado, aparecerá um 'X' à esquerda do nome da tabulação (tab).

Em qualquer altura durante o processo poderá fazer clique em **Save As Draft** para salvar a sua inscrição incompleta e poder voltar a ela mais tarde.

Logo que tenha completado cada secção, faça clique em **Continue** para prosseguir para a secção seguinte da inscrição do seu resumo.

A secção **Review** vai oferecer-lhe uma visão geral das secções que ainda têm de ser preenchidas antes de poder submeter o seu resumo. Lembre-se, se um dos passos **Não** tiver sido preenchido, aparecerá um 'X' no lado esquerdo do nome da tabulação (tab). Logo que todas as secções requeridas tenham sido preenchidas, poderá submeter o seu resumo na secção **Submit** da página.

Para especificações sobre os resumos, por favor consulte o [Call for Abstracts](#).

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 this page.

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.

PASSO 6 de 10

Título do Resumo; Tipo de Apresentação Preferido

Insira o título do seu resumo em LETRAS MAIÚSCULAS na caixa.

Escolha o seu tipo preferido de apresentação (apresentação oral ou com cartaz) na lista que vai aparecer.

Faça clique em 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	<table border="1"><tr><td>Title</td><td><input type="text"/></td></tr><tr><td></td><td>//</td></tr><tr><td></td><td>Word Limit 50 Word Count 0</td></tr></table>	Title	<input type="text"/>		//		Word Limit 50 Word Count 0
Title	<input type="text"/>						
	//						
	Word Limit 50 Word Count 0						
Review	Preferred Presentation Type						
Submit	Choose your preferred presentation type (oral or poster presentation) from the drop-down list.						
	<table border="1"><tr><td>Presentation Type</td><td><input type="text"/></td></tr></table>	Presentation Type	<input type="text"/>				
Presentation Type	<input type="text"/>						
	Save As Draft Continue						

PASSO 7 de 10

Tema

Selecione o Tema que melhor categoriza o seu resumo e faça clique em **Continue**.

- Defesa | Sobrevivência
- Ciência Básica | Biologia | Biomarcadores
- Engenharia Biomédica
- Quimioterapia | Terapia Sistémica
- Educação e Formação
- Epidemiologia
- Hematologia | Oncologia
- Cancros relacionados com VIH
- Enfermagem em Oncologia
- Outros
- Oncologia Pediátrica
- Cuidados Paliativos | Psico-oncologia
- Patologia | Genética
- Radiação Oncológica | Física Médica | Radiologia
- Registos | Economia | Planos Nacionais para Controlo do Cancro
- Cancros de zonas específicas
- Cirurgia | Cirurgia Oncológica

✓ Title and Presentation Type	<h3>Theme</h3> <p>Select the Theme that best categorises your abstract:</p> <div style="border: 1px solid #ccc; padding: 5px;"><p>Theme <input type="text"/></p></div> <p style="text-align: right;">Save As Draft Continue</p>	Draft
Theme		
✓ Authors and Organisations		
Abstract Content		
Review		
Submit		

PASSO 8 de 10

Organizações do Autor

Insira as organizações de autores adicionais (coautores) nos espaços em baixo. Como autor que submeter /vai apresentar o trabalho, a sua organização aparecerá em primeiro lugar. [Nota: insira aqui as organizações, e no próximo passo fará inserção dos outros detalhes]

Organização representa apenas a instituição ou o nome da companhia. Por exemplo: Universidade de Cape Town, Universidade de Ibadan.

Por favor não inclua nomes de faculdades, departamentos ou nomes de grupos, títulos ou posições nas organizações.

Continue a adicionar as organizações fazendo clique em **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		

A seguir um exemplo de como completar este passo.

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="✕"/>
	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="✕"/>
	Organisation	.	.	Country	

Autores dos Resumos

Insira os detalhes de cada autor adicional nos detalhes. Como autor que submeter /vai apresentar o resumo, o seu nome e apelido vão automaticamente aparecer em primeiro lugar.

Prossiga para acrescentar os autores adicionais, fazendo clique em **Add Author**. É permitido um máximo de seis autores (Incluindo-se a si próprio).

Nota: A área com os números para a Organização de cada autor, refere-se ao número correspondente da Organização do Autor no passo anterior (canto superior esquerdo da caixa). Se um autor estiver associado a mais de uma organização, por favor use uma vírgula **sem** espaço entre a vírgula e o número. NÃO escreva o nome completo da Organização.

Por favor veja o exemplo sobre como preencher.

Leigh Pender está associada à Universidade de Cape Town e à Universidade de Ibadan. Os números inseridos na área para números das Organizações serão 1,2. Karen Hilliard está associada à Universidade de Ibadan. O número na área dos números para as suas organizações será 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.

Um exemplo sobre como preencher esta secção encontra-se a seguir.

Logo que tenha inserido todos os detalhes de autor, faça clique em **Continue**.

1 ↓ ×

Title

First Name

Last Name

Presenter

·

Organisations number(s)
(e.g.1,2,3)

2 ↑ ×

Title

First Name

Last Name

Presenter

·

Organisations number(s)
(e.g.1,2,3)

[+ Add Author](#)

[Save As Draft](#)

[Continue](#)

Conteúdo do Resumo

Insira o corpo do seu resumo, seguindo as especificações (*Abstract Specifications*) estipuladas na [chamada para Resumos \(Call for Abstracts\)](#).

Logo que tenha completado o processo, faça clique em *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		

Content
Special Character Keyboard

Word Limit 400
Word Count 0

Save As Draft
Continue

PASSO 10 de 10

Rever a Inscrição

Vai ver um sumário da sua inscrição completada até este ponto.

Quaisquer áreas ainda por preencher ou completar serão apontadas numa caixa vermelha (**red box**) no fundo da sua inscrição. Vai ter de preencher estas antes de poder submeter o seu resumo.

Draft

✓ Title and Presentation Type
 Theme
 ✓ Authors and Organisations
 ✓ Abstract Content
Review
 Submit

Review Submission

Below is 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. If all the submission fields are complete, a **green box** will appear indicating that you are *Ready to submit* your abstract.

Click on Continue to proceed to the final page of your submission.

MY AORTIC AORTIC 2019 ABSTRACT

This is how you submit an abstract for the AORTIC 2019 Conference.

Pender L ^{1,2}, Hilliard K ²
¹ University of Cape Town, South Africa
² University of Ibadan, Nigeria

Theme Required

Save As Draft
Continue

Se todas as áreas para inscrição (*submission*) estiverem preenchidas, aparecerá uma caixa verde (**green box**) indicando que está preparado(a) para submeter o seu resumo *Ready to Submit*. Faça em *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; display: inline-block;">Ready to submit</div>	Draft
✓ Theme		
✓ Authors and Organisations		
✓ Abstract Content		
Review		
Submit		

Inscrição de um Resumo

Terá de concordar com os Termos e Condições ([ver a chamada para Resumos](#)). Assinale a caixa e depois faça clique em *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

Editar um Resumo

Será encaminhado depois de volta à página inicial, onde pode ver o estado do seu resumo que acabou de submeter.

Receberá um email automatizado confirmando a inscrição do seu resumo.

Caso deseje fazer edições ou alterações, tem até 31 de Março de 2019 para as fazer. Posteriormente, não serão autorizadas edições.

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

Parabéns! Submeteu com sucesso o seu resumo. Pode sair da sessão (*Sign Out*) ou submeter outro resumo.