



international
symposium
on ALS/MND

31st international symposium on ALS/MND

Virtual

9 – 11 December 2020

Poster abstract submission Instructions

Instructions to researchers submitting abstracts

To submit an abstract for a poster presentation, you are required to **register for the Symposium first** (you are able to pay the £45 registration fee now or by early October after you receive your abstract decision).

We advise you begin your submission well in advance of the submission deadline to ensure that any difficulties can be resolved in good time.

Please ensure you have read the '[Conditions of Acceptance](#)' before submitting an abstract for an ePoster presentation.

- 1 Open the unique 'Abstract Submission Portal' link in your symposium registration confirmation email. Please do not share this link as it is specific to your contact details. The section of the email with the link will look like this:

If you are a delegate that would like to submit an abstract to present your research as an ePoster this year, please do so using your specific attendee link: [Abstract Submission Portal](#) before the deadline of 28 September 2020.

- 2 The link will open a welcome to your the abstract submission portal page.
- 3.1 Using the 'Contact Information' tab in the top menu, access the 'Edit Contact Details' button to confirm/edit any details if required.

Welcome Dr NicholasGMAILTEST Cole

Home Contact Information Abstract Submission Edit Abstracts

Contact Information

Below is the current information associated with your primary contact. If none shown please add using the button below,
To update your information click the 'Edit Contact Details' button towards the bottom of the screen.
Once details are complete the 'Abstract Submission' tab will appear above.

First Name NicholasGMAILTEST
Last Name Cole

[Edit Contact Details](#)

- 3.2 Review and edit any details and then 'Submit'.

TITLE
Dr

FIRST NAME
NicholasGMAILTEST

LAST NAME
Cole

ORGANISATION/INSTITUTION
MND Association

EMAIL ADDRESS
nicholas@gmailTEST.com

VERIFY EMAIL ADDRESS
nicholas@gmailTEST.com

[Submit](#)

4 To begin entering your abstract go to 'Abstract Submission' tab in the menu bar.

Welcome Dr NicholasGMAILTEST Cole

Home Contact Information **Abstract Submission** Abstracts Sign out

Abstract Submission

Before submitting your abstract, please read our 'Instructions for abstract submission' and 'Conditions of Acceptance' that can be found on our website.

Each of the tabs on the left hand side of the page will bring up a step in the abstract 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. **Please note, you will be unable to alter your submission after submitting.**

The 'Review' tab 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' tab. If your abstract is accepted, you will later be required to submit a pdf of your poster and a pre-recorded three minute video presenting your research for the Virtual Poster hall. Details on how to upload the supporting documents will be provided with notification of abstract acceptance in early October.

If you have any questions, please email us at abstracts@mndassociation.org.

Title Abstract Title Draft

Themes

✖ Authors And Affiliations

Abstract Upload

Additional Information

Review

Submit

Enter the title of your submission. This will be displayed in the programme online and will be searchable in the Virtual Poster hall.

Title

Word Limit 35 Word Count 0

Save As Draft Continue

4.1 Use the tabs on the left-hand side of the page to access and edit each component of the abstract with your information. **Save as draft** to move to the next tab each time. Ticks will appear in boxes on left when each is completed.

4.2 Enter the **title** of your submission (maximum 35 words).

4.3 Select most appropriate **'Theme'** from the drop-down menu.

4.4 Complete **'Authors and Affiliations'**:

- Type in the details of each institute in the top section which will give each institution an **allocated number** in the order that they appear (found at the top left of each institution box). Click 'add affiliation' for each new institution.
- Scroll down to the 'Abstract authors' section and fill in the details. For each author's institution, please use the allocated number of each institution from above (rather than re-typing each institution's full name).
- Scroll down to add the bio of the presenting author (maximum 50 words).

✔ Title

✔ Themes

✖ **Authors And Affiliations**

Abstract Upload

Additional Information

Review

Submit

Author Affiliation

Please list the universities or other institutions with which the authors are affiliated. For university affiliations, please state the department and name of the university only (in the 'institution' section) e.g. Department of Neurology, University of Oxford.

Please check carefully that the authors and institutes are spelt correctly.

1 ✖

Institution

City/Suburb/Town

State

Country

Add Affiliation

Draft

4.5 Abstract Upload - type or insert your abstract in plain text with the appropriate subheadings (i.e. background, introduction, methods, results, discussion, references, acknowledgments). Please note, special characters must be inserted manually using the **'special characters input'** tool.

You can see an example of written abstract with subheadings and referencing in the 'Conditions of Acceptance' document.

The screenshot shows a web interface for abstract submission. On the left is a sidebar with a vertical list of buttons: 'Title', 'Themes', 'Authors And Affiliations', 'Abstract Upload' (highlighted), 'Additional Information', 'Review', and 'Submit'. The main content area is titled 'Abstract Upload' and includes a 'Draft' status indicator. It contains instructions: 'Please enter the text of your abstract using subheadings where appropriate e.g. background, objectives, methods, results, discussion, references, acknowledgements etc. For guidance on references, please see the Conditions of Acceptance.' It also states 'The max word count is 450 – including references and acknowledgements. If your abstract is over 450 words, it will NOT be reviewed.' and 'Please ensure that data presented are statistically robust, clearly stating P and N values where necessary.' An important note says: 'IMPORTANT: only paste plain text into the box, all formatting/special characters must be input separately using the 'Special Character Keyboard' tool.' Below this is a 'Content' text area with a 'Special Character Keyboard' pop-up window. The pop-up window has a red arrow pointing to it and contains a sample abstract text with subheadings: 'in a diagnostic application. From a biomarker perspective, the meaningful interpretation of data from single individuals is paramount for the development of viable clinical applications. Although larger samples will be required for robust validation, the study confirms the potential of multimodal quantitative imaging in clinical applications. The concept of region-of-interest (ROI)-based, spatial reference system guided 'data biopsies' is also applicable to longitudinal analyses and potentially for the development of monitoring markers (1).', 'References' (1. Cereda C, Gabanti E, Corato M et al ALS 2006; 7:227-234), and 'Acknowledgements' (We would like to thank patients for taking part in the study. Funding for this study was provided by 'name of funder' from grant 'grant code'). At the bottom of the pop-up are 'Word Limit 450' and 'Word Count 365' buttons. The main form has 'Save As Draft' and 'Continue' buttons at the bottom right.

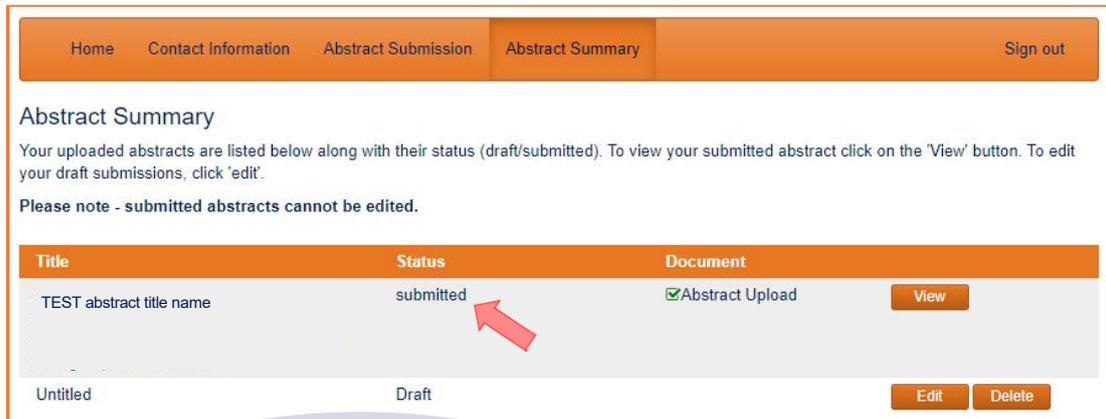
4.6 Complete the **'Additional Information'** with the primary author's email address and confirm that your abstract submission has received all author/funding approval.

4.7 Important - 'Review' your abstract. Your abstract will **not** be proofread and will be published on the virtual conference platform and the poster abstract book on our website as is. Please correct any errors in content and formatting - pay close attention to any special characters and affiliation/author numbering in your abstract.

4.8 Once all boxes are complete, the 'Submit' button will appear on the **'Submit'** page. **Please do not press 'Submit' until you are certain no more edits are required as you will NOT be able to edit abstract after you press submit.**

If you think you will need to make any changes, keep the abstract saved as a draft so that you can return as many times as you wish up to the submission deadline (28 September 2020).

- 4.9 Only once you are **certain that your abstract is complete and requires no further changes**, please agree to the 'Conditions of Acceptance' and press 'Submit'. The abstract will be sent to review.
- 5 Once submitted, your abstract status will show as submitted in the 'Abstract Summary' tab. You will not be able to edit the abstract after submission. Any submissions saved as a draft will also appear on this page with a 'Draft' status where you can click edit/delete.



Home Contact Information Abstract Submission Abstract Summary Sign out

Abstract Summary

Your uploaded abstracts are listed below along with their status (draft/submitted). To view your submitted abstract click on the 'View' button. To edit your draft submissions, click 'edit'.

Please note - submitted abstracts cannot be edited.

Title	Status	Document	
TEST abstract title name	submitted	✔Abstract Upload	View
Untitled	Draft		Edit Delete

If you have any questions please refer to the [Conditions of Acceptance](#). If your question is still unanswered please email abstracts@mndassociation.org.

