



virtual **33rd** international symposium on **ALS/MND**

Online

6 – 9 December 2022

Abstract Submission Instructions

Organised by the Motor Neuron Disease Association
in co-operation with the International Alliance of ALS/MND Associations

Instructions to researchers submitting abstracts

Abstracts must be submitted by the **presenting author** during the submission period: **6 June 2022– 12 July 2022** (23:59 UK time). **Submissions are limited to one abstract per presenting author.** 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.

- 1 To submit an abstract for the virtual Symposium, the **presenting author is required to register for the event first**, paying the appropriate registration fee (refundable in the event of an abstract being rejected). A link to the registration page can be found on the MND Association's website: **symposium.mndassociation.org/register**
- 2 Once registered, the presenting author will receive a registration confirmation email with their **unique link to access the abstract submission portal**. Open the '**Abstract Submission Portal**' link from the confirmation email during the submission period. **Please do not share this link as it is specific to your attendee profile.** The section of the email with the link will look like this:

Abstract submission

If you would like to submit an abstract to present your research as an ePoster this year, please do so by accessing our submission system with your **unique link: [Abstract Submission Portal](#)** from **6 June – 12 July 2022** (23:59 UK time). We also have a limited number of oral presentations slots available which will be selected from ePoster abstract submissions.

For more details about abstract submission and ePosters, please visit our **[Symposium website](#)** or feel free to contact us at **abstracts@mndassociation.org** if you have any questions.

- 3 The link will open your "Welcome to the Abstract Submission Portal" page with your name at the top. Please read the guidance on this page. Once you are here, do not push back.

Welcome Emma TEST

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Welcome to the Abstract Submission Portal

Before submitting your abstract, please ensure you have read the abstract submission [Instructions](#) and [Conditions of Acceptance](#).

- Abstracts should be submitted through the presenting author's submission link.
- Submissions are limited to one abstract per presenting author
- **All abstracts are submitted for consideration as an ePoster** but authors can indicate if they would be willing to accept one of the limited oral presentation slots, should they be offered one by the Programme Committee, during the submission.
- If the abstract is accepted as a poster, the presenting author must submit the poster as a PDF and pre-recorded 'lightning explainer' video for the ePoster Hall by 13 October 2022 (23:59 UK time). Full instructions and guidance for this will be provided prior to opening of poster submission (from September 2022).

Full information and key dates can be found on the [Abstracts page](#) of the Symposium website.

Navigating the Abstract Submission Portal

- Review your contact details from your registration in the '**Contact Information**' tab.
- Submit your abstract in the '**Abstract Submission**' tab.
- See the status of your abstract (draft / submitted / accepted / rejected) in the '**Summary**' tab. You will be notified your abstract decision in late August. If your abstract is accepted, you will be able to upload your poster material (PDF and lightning explainer video URL) in this tab from September.

- 3 Go to the '**Contact Information**' tab in the top menu, and click the 'Edit Contact Details' button to review and edit your contact details. Once complete, click 'Submit' to return to the portal.

Welcome Emma TEST

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Contact Information

Below is the current information associated with your registration. To check and update your information click the 'Edit Contact Details' button towards the bottom of the screen. You can provide your additional email addresses on the form for your Symposium correspondence to also be sent to, and your Twitter handle.

Once details are complete, please go to the 'Abstract Submission' tab above to submit your abstract.

First Name Emma
Last Name TEST

Edit Contact Details

- 4 To begin entering your abstract go to '**Abstract Submission**' tab in the menu bar. This may take a couple of minutes to load.

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Abstract Submission

Before submitting your abstract, please ensure you have read our abstract submission [Instructions](#) and [Conditions of Acceptance](#) on the Symposium website.

- Complete each step of the abstract submission process by clicking on each section on the left hand side of the page.
- 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 on this page will give you an overview of your entered submission and any sections that are still required to be completed before you can submit your abstract.
- Once all sections have been completed, you can submit your abstract in the 'Submit' section. **Please note, you will be unable to edit your abstract after submitting.**

Please note that all abstracts are submitted for consideration as an ePoster. However, during the submission (in the "Additional Information" section), you can indicate if you would be willing to accept one of the limited oral presentation slots should you be offered one by the Symposium Programme Committee.

If you have any questions, please feel free to contact us at abstracts@mndassociation.org.

- 4.1 Use the buttons on the left-hand side of the page to edit each component of the abstract submission (**Title, Themes, Authors and Affiliations, Abstract Upload, Additional Information, Review, and Submit**). Once you have completed a section, click 'Continue' to move to the next section, or click 'Save As Draft' to save your changes and return to your submission at a later time. Once a section is completed, a **tick will appear next to each section** on the left.

If you have any questions, please feel free to contact us at abstracts@mndassociation.org.

Title Abstract Title Draft

Themes

✘ Authors And Affiliations

Abstract Upload

Additional Information

Review

Submit

Please enter the title of your submission. The title of the abstract should be concise and accurately describe the study undertaken. If your abstract is accepted, this title will be displayed in the open access online supplement to the journal *Amyotrophic Lateral Sclerosis and Frontotemporal Degeneration*, the final programme, and in the ePoster Hall of the Virtual Platform.

Title

Word Limit 38 Word Count 0

Save As Draft Continue

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

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

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

- **Affiliations:** You must first enter details of each university/institute that authors of the abstract are affiliated with. Click 'Add Affiliation' button for each new affiliation. Each affiliation will be **assigned a number** in the order that they appear (found at the top left of each box).

Affiliations Draft

Please list all the institutions that the authors of the abstract are affiliated with. For university affiliations, please only state the **department and name of the university** as the 'Institution', e.g. Department of Neurology, University of Oxford.

As you enter each affiliation, it will be **assigned a number** (top left corner of the box) which should be used when assigning 'Institutions' for each author in the next section below.

1

Institution MND Association

City/Suburb/Town Northampton

State Northamptonshire

Country United Kingdom

Add Affiliation

- **Authors:** Once you have completed the affiliations, scroll down and fill in the details for each author on your abstract. Click 'Add Author' button for each new author. **For each author's institution(s), you must use the number assigned at the affiliations section above (rather than re-typing each institution's name)** - e.g. '1' for authors affiliated with the first institute/university you entered in the affiliations section, '2' for authors affiliated with the second institute/university entered above, and so on. If an author is affiliated with more than one institution, please separate the numbers with a comma, ensuring there are no spaces between them, such as '1,2'.

1

Title

First Name Emma

Last Name TEST

Presenter

Organization

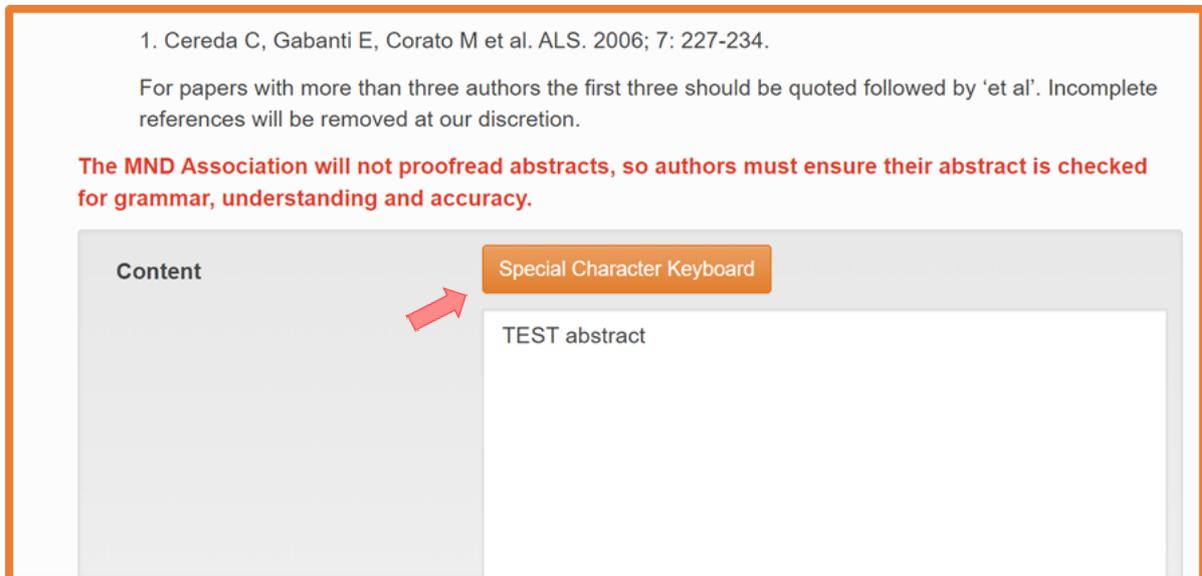
Job title

Institutions 1

Add Author

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 Keyboard' tool.

You can see an example of written abstract with subheadings and referencing in the '[Conditions of Acceptance](#)' document.

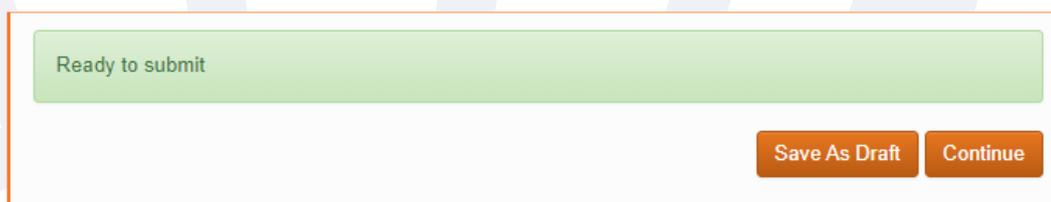


5 Complete the '**Additional Information**' requested:

- Are you willing to accept one of the limited oral presentations should you be offered one?
- Would you be happy for the MND Association to use your poster material in reporting?
- Please select which time zone you will be presenting from. We may use this information to help us allocate Live Poster Sessions but please note, we may be unable to meet the requirements of all delegates due the global nature of the conference.
- Do you wish to be considered for a poster prize?

6 In the '**Review**' section, please review your full abstract carefully. Your abstract will **not** be proofread. Please correct any errors in content and formatting, paying close attention to any special characters and affiliation/author numbering in your abstract. **You will NOT be able to edit your abstract once it is submitted.**

At the bottom of your abstract, a **red text box would flag any incomplete sections**. Please return the complete these. If you have completed all the required sections, a green text box will appear stating 'Ready to Submit' . Once you are happy with your abstract, click 'Continue' to go to the final 'Submit' section.



- 7 Once all sections are complete, a 'Submit' button should appear on the final page. If only a 'Save As Draft' box shows here, you have not completed all the required sections. Please return to the 'Review' section to see which section is incomplete.

Only once you are certain that your abstract is complete and requires no further changes, please ensure you have read and **agree** to the '**Conditions of Acceptance**' and click '**Submit**' to send your abstract to review.

If you think you will need to make any changes, keep the abstract saved as a draft so that you can return to the abstract from the "Summary" tab and edit it until the submission deadline (12 July 2022, 23:59 UK time).

Abstract Submission Draft

If all abstract submission fields have been completed, and you have not submitted an abstract already, 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. Please return to the review section to see what is incomplete.

Important: Please use 'Save As Draft' until you are ready to submit your final abstract. Once you have clicked 'Submit' you will NOT be able to edit your abstract. You can view your drafts and submissions in the 'Summary' tab of the menu bar.

You must agree to the conditions of acceptance before you can proceed.

Abstracts will be published in an open access supplement of the *Amyotrophic Lateral Sclerosis and Frontotemporal Degeneration* journal. By submitting an abstract you consent to give us the license to act on your behalf with the Taylor & Francis group to publish your abstract in the supplement.

You also confirm that you have **read and agree to the full Conditions of Acceptance.**

I agree to the Conditions of Acceptance

Save As Draft Submit

- 8 Once submitted, you will be directed to the '**Summary**' tab. The status of the abstract will show as '**Submitted**'. You are able to view this submission but will not be able to edit the abstract. Any submissions that are saved as a draft will also appear on this page with a '**Draft**' status where you can click **edit/delete**. You will be notified of the abstract decision in late August. If accepted, you will be sent instructions on how to submit your poster material (PDF and pre-recorded video).

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

Abstract Summary

Here you can see the status of your abstract (draft / submitted / accepted / rejected). To view your submitted abstract, click on the 'View' button. Please note, submitted abstracts cannot be edited and submissions are limited to one abstract per presenting author so you will not be allowed to submit another abstract.

If your abstract is accepted (notification in late August), you will be able to upload your poster PDF and video (URL) below to display in the virtual symposium ePoster Hall. If the poster material is not received by the deadline (**13 November 2022, 23:59 UK time**), your poster will be considered as a no-show and will be removed from the ePoster Hall. Poster instructions and guidance will be provided to you in due course.

For any more information, please visit our [Symposium website](#). If you have any queries regarding your abstract or poster submission, please contact us at abstracts@mndassociation.org.

Title	Status	Document	
Test poster	Submitted	✔ Abstract Upload	View

For more information, please refer to the **Conditions of Acceptance** or visit the **Symposium website**. If you have any questions, please email us at abstracts@mndassociation.org.