



34th international
symposium
on ALS/MND

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Basel
Switzerland

6 - 8 December 2023

Abstract Submission Instructions

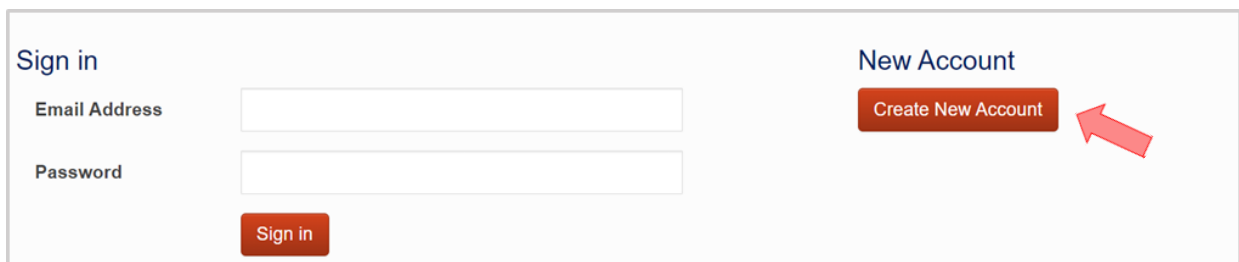
Organised by the Motor Neurone Disease Association
in co-operation with the International Alliance of ALS/MND Associations

Instructions to researchers submitting abstracts

Abstracts must be submitted by the **presenting author** during the submission period: **9 May 2023– 7 July 2023** (23:59 UK time). **Submissions are limited to two abstracts 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.

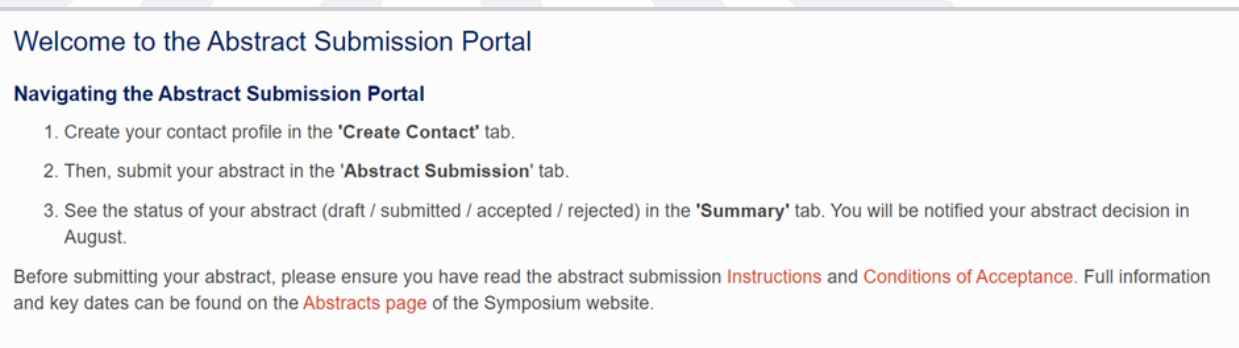
Please ensure you have read the **Conditions of Acceptance** before submitting an abstract.

- 1 To submit an abstract for the Symposium, please visit symposium.mndassociation.org/abstracts/ and click '**Submit an abstract**' button to enter the abstract submission portal.
- 2 Once in the abstract submission portal, create a new account.



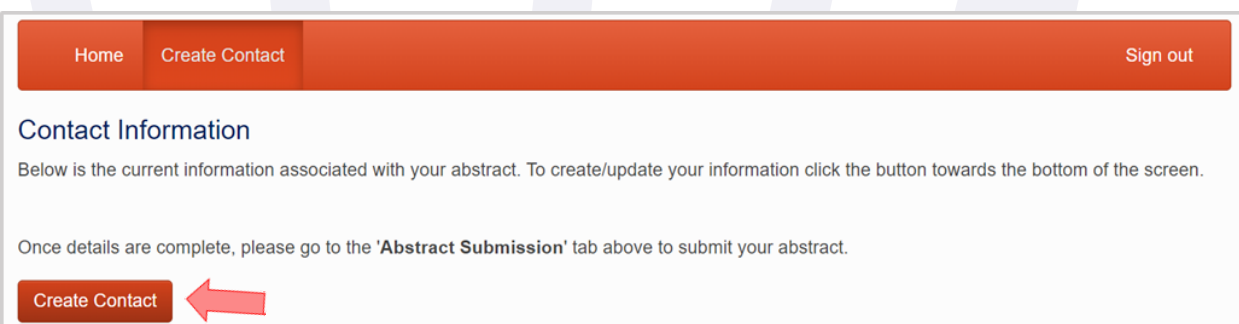
The screenshot shows a sign-in form with two input fields: 'Email Address' and 'Password'. Below the 'Password' field is a 'Sign in' button. To the right, under the heading 'New Account', there is a 'Create New Account' button. A red arrow points to this button.

- 3 Once you have created your account, open your "Welcome to the Abstract Submission Portal" page. Please read the guidance on this page.



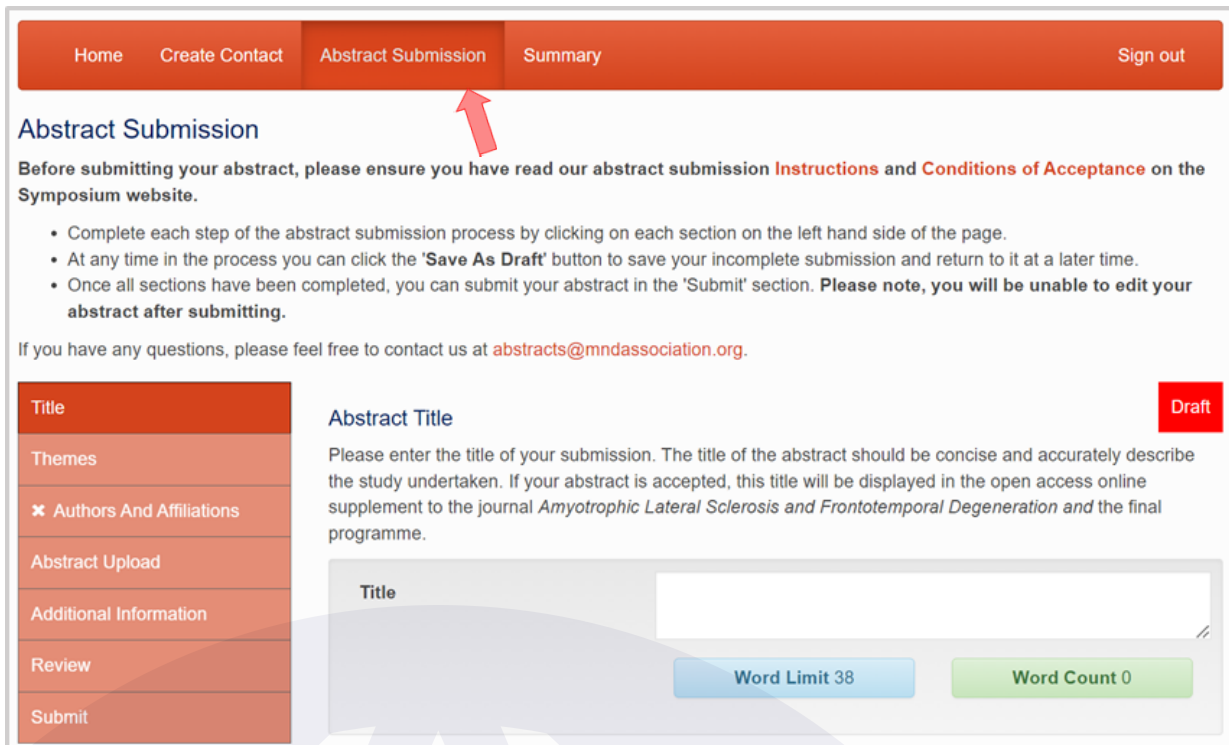
The screenshot shows the 'Welcome to the Abstract Submission Portal' page. It includes a heading 'Navigating the Abstract Submission Portal' followed by three numbered steps: 1. Create your contact profile in the 'Create Contact' tab. 2. Then, submit your abstract in the 'Abstract Submission' tab. 3. See the status of your abstract (draft / submitted / accepted / rejected) in the 'Summary' tab. You will be notified your abstract decision in August. Below the steps, it states: 'Before submitting your abstract, please ensure you have read the abstract submission Instructions and Conditions of Acceptance. Full information and key dates can be found on the Abstracts page of the Symposium website.'

- 4 Go to the '**Create Contact**' 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.



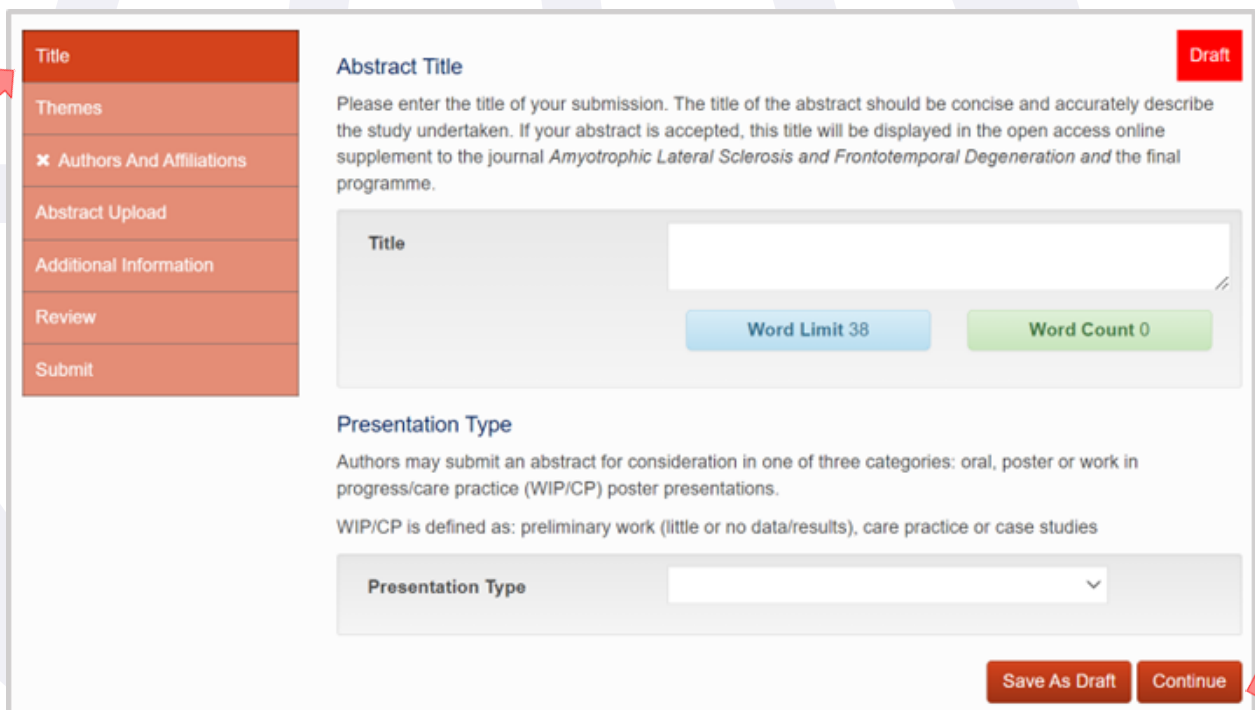
The screenshot shows the 'Create Contact' tab in the top menu. The top navigation bar includes 'Home', 'Create Contact', and 'Sign out'. Below the navigation bar, the heading 'Contact Information' is followed by the text: 'Below is the current information associated with your abstract. To create/update your information click the button towards the bottom of the screen.' Below this text, it says: 'Once details are complete, please go to the 'Abstract Submission' tab above to submit your abstract.' At the bottom left, there is a 'Create Contact' button with a red arrow pointing to it.

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



The screenshot shows the top navigation bar with 'Home', 'Create Contact', 'Abstract Submission', and 'Summary' tabs. A red arrow points to the 'Abstract Submission' tab. Below the navigation bar is the 'Abstract Submission' heading and a paragraph of instructions. A list of steps follows, and a contact email is provided. On the left is a vertical menu with 'Title', 'Themes', 'Authors And Affiliations', 'Abstract Upload', 'Additional Information', 'Review', and 'Submit'. The 'Title' section is active, showing a text input field, a 'Word Limit 38' button, and a 'Word Count 0' button. A 'Draft' button is in the top right corner.

- 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.



This screenshot shows the 'Themes' section of the abstract submission page. A red arrow points to the 'Themes' button in the left-hand menu. The 'Title' section is now inactive. The 'Themes' section has a text input field, a 'Word Limit 38' button, and a 'Word Count 0' button. Below this is the 'Presentation Type' section, which includes a dropdown menu. At the bottom right, there are 'Save As Draft' and 'Continue' buttons, with a red arrow pointing to the 'Continue' button.

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

State

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 Dr

First Name Test

Last Name Test

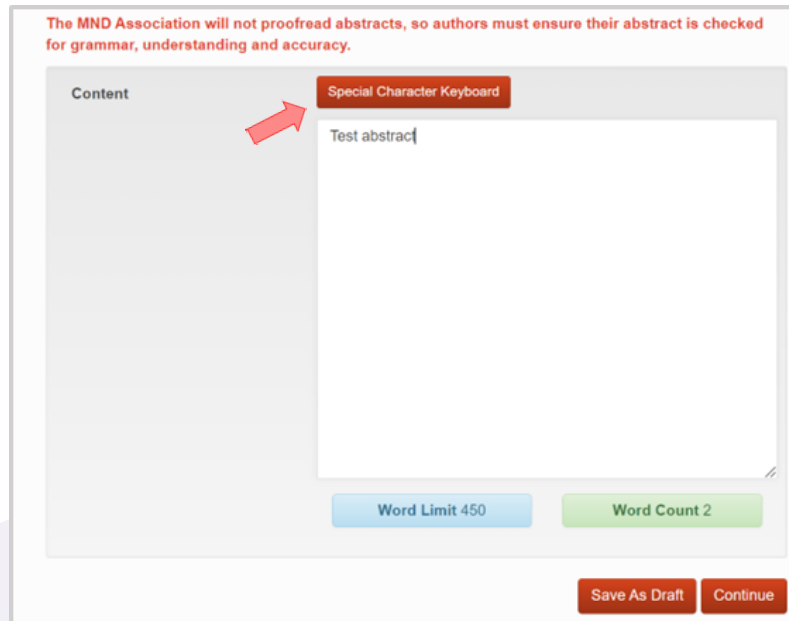
Presenter Organization

Job title

Institutions 1

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.

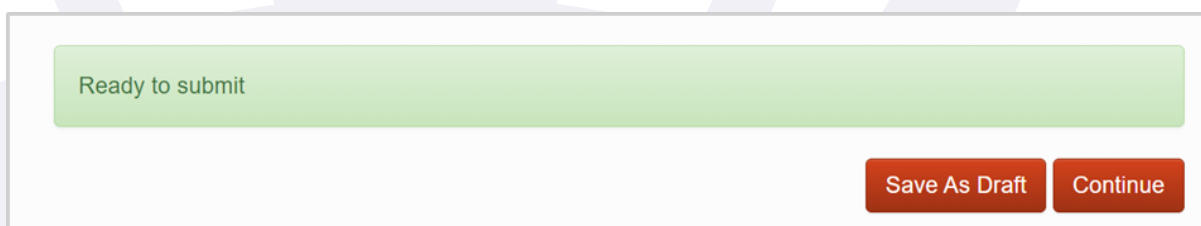


The screenshot shows a web interface for abstract submission. At the top, a red warning message states: "The MND Association will not proofread abstracts, so authors must ensure their abstract is checked for grammar, understanding and accuracy." Below this is a 'Content' section with a text area containing "Test abstract". A red arrow points to a 'Special Character Keyboard' button above the text area. At the bottom of the text area, there are two buttons: 'Word Limit 450' (blue) and 'Word Count 2' (green). At the very bottom of the interface are two red buttons: 'Save As Draft' and 'Continue'.

- 5 Complete the '**Additional Information**' requested:
- Please confirm you will register in full by 8 September 2023 and attend the Symposium in-person in Basel, Switzerland.
 - Would you be happy for us to use your presentation material in MND Association reporting?
 - 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.



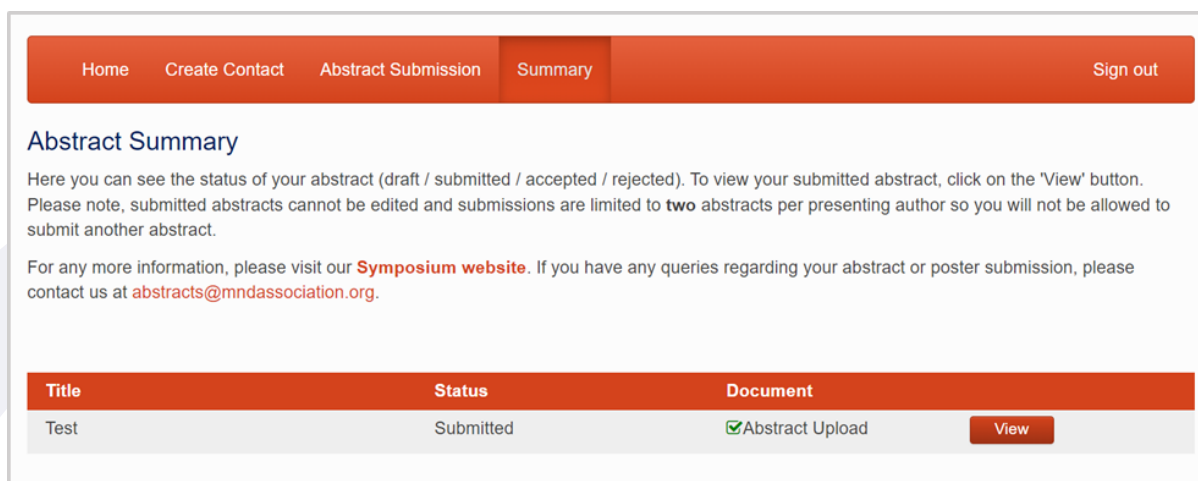
The screenshot shows a green status bar with the text "Ready to submit" in white. Below the status bar are two red buttons: "Save As Draft" and "Continue".

- 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 (7 July 2023, 23:59 UK time).

- 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.



| Title | Status | Document |
|-------|-----------|---|
| Test | Submitted | <input checked="" type="checkbox"/> Abstract Upload <input type="button" value="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.