



35th international symposium on ALS/MND

Montreal

Canada

6 - 8 December 2024

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

Abstract Submission Instructions

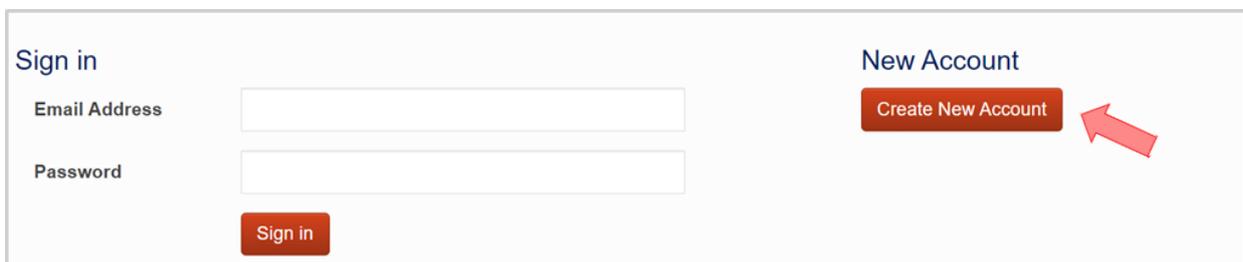
Instructions to researchers submitting abstracts

Abstracts must be submitted by the **presenting author** during the submission period: **7 May 2024 – 11 July 2024** (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.

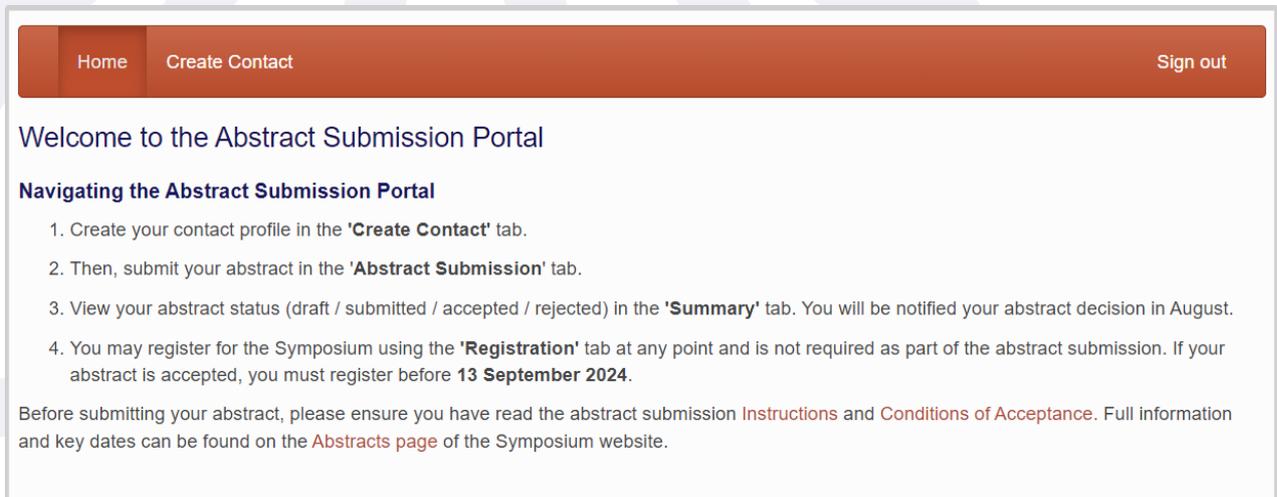
Please ensure you have read the **Conditions of Acceptance** before submitting an abstract.

- 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.



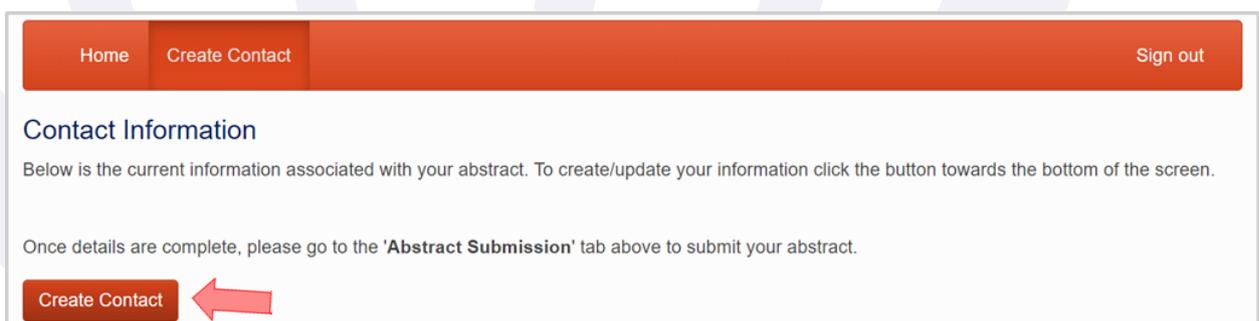
The screenshot shows a user interface with two main sections. On the left, under the heading 'Sign in', there are two input fields: 'Email Address' and 'Password', with a 'Sign in' button below them. On the right, under the heading 'New Account', there is a 'Create New Account' button. A red arrow points 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.



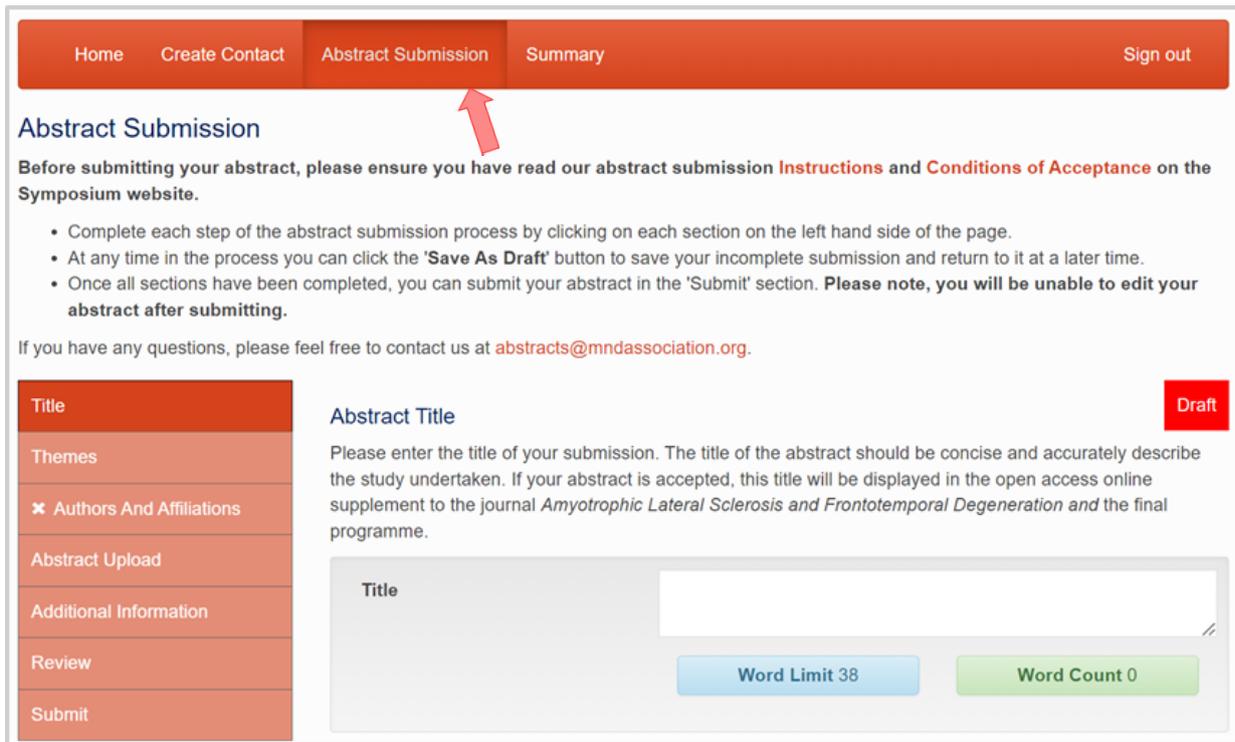
The screenshot shows a web page with a top navigation bar containing 'Home', 'Create Contact', and 'Sign out'. The main heading is 'Welcome to the Abstract Submission Portal'. Below this is a section titled 'Navigating the Abstract Submission Portal' with four numbered steps: 1. Create your contact profile in the 'Create Contact' tab. 2. Then, submit your abstract in the 'Abstract Submission' tab. 3. View your abstract status (draft / submitted / accepted / rejected) in the 'Summary' tab. You will be notified your abstract decision in August. 4. You may register for the Symposium using the 'Registration' tab at any point and is not required as part of the abstract submission. If your abstract is accepted, you must register before **13 September 2024**. Below the steps, there is a paragraph: '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.



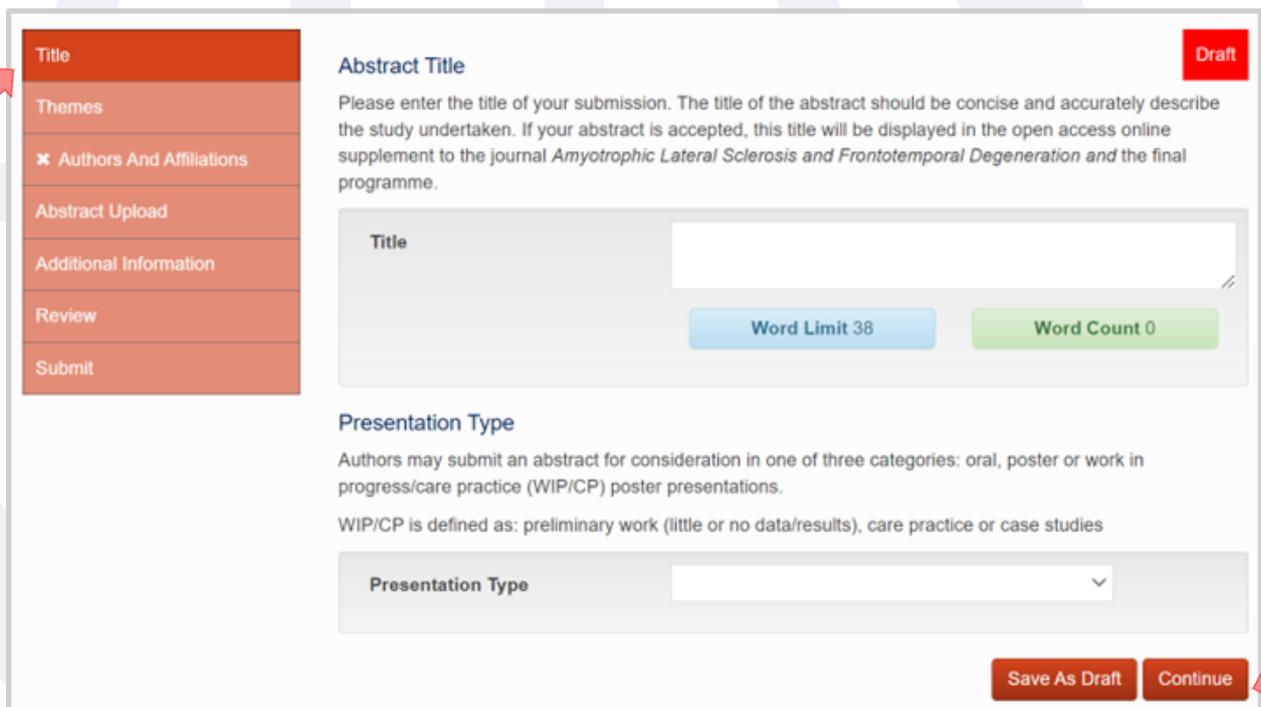
The screenshot shows a web page with a top navigation bar containing 'Home', 'Create Contact', and 'Sign out'. The main heading is 'Contact Information'. Below this is a paragraph: 'Below is the current information associated with your abstract. To create/update your information click the button towards the bottom of the screen.' Below that is another paragraph: 'Once details are complete, please go to the '**Abstract Submission**' tab above to submit your abstract.' At the bottom of the page, there is a 'Create Contact' button with a red arrow pointing to it.

- 5 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' (highlighted with a red arrow), and 'Summary' tabs. A 'Sign out' link is on the right. Below the menu is the 'Abstract Submission' heading and a red 'Draft' button. The main content area contains instructions and a list of steps. A left-hand sidebar lists sections: Title, Themes, Authors And Affiliations (with a tick), Abstract Upload, Additional Information, Review, and Submit. The 'Abstract Title' section is active, showing a text input field, a 'Word Limit 38' button, and a 'Word Count 0' button.

- 5.1 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 'Abstract Title' and 'Presentation Type' sections. The left-hand sidebar has a red arrow pointing to the 'Title' section, which now has a tick mark. The 'Abstract Title' section includes a text input field, 'Word Limit 38' and 'Word Count 0' buttons, and a red 'Draft' button. The 'Presentation Type' section includes a dropdown menu and a description of the categories. At the bottom right, there are 'Save As Draft' and 'Continue' buttons, with a red arrow pointing to the 'Continue' button.

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

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

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

Affiliations:

- First enter the details of each university/institute that authors of the abstract are affiliated with, including the department and institution name.
- You may add multiple affiliations using the 'Add Affiliations' button.
- 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

City/Suburb/Town

State

Country

+ Add Affiliation

Authors:

- Once you have completed the affiliations, scroll down and fill in the details for each author on your abstract. Click the 'Add Author' button for each new author.
- **For each author's institution(s), use the number assigned in the affiliations section above (rather than re-typing each institution's name)**
E.g. If an author is affiliated with the first university/Institute entered above (Department of Neurology) then write the number **'1'** in the institutions section. If they are associated to the second affiliation, write the number **'2'**. If the author is affiliated with both, write both numbers separated with a comma, ensuring there are no spaces, such as **'1,2'**.

1 ✕

Title

First Name

Last Name

Presenter

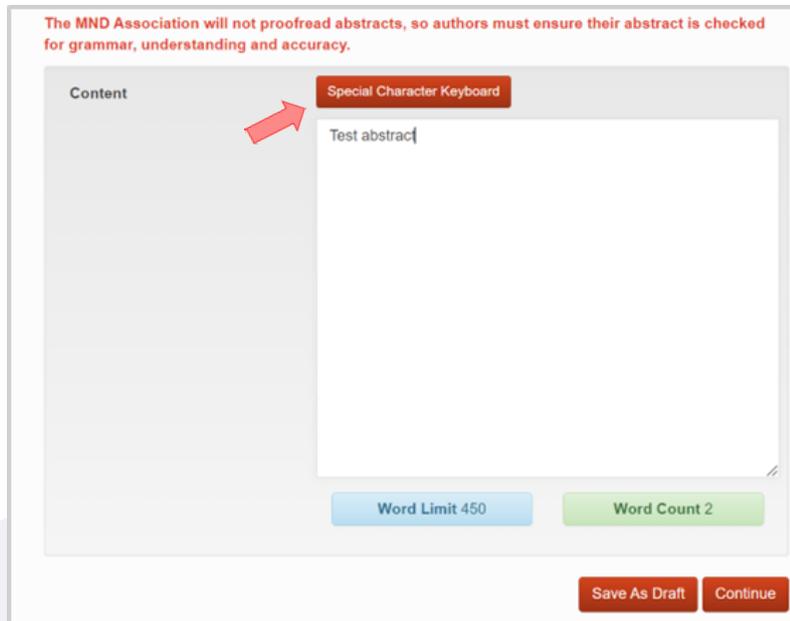
Organization

Job title

Institutions

5.5 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.

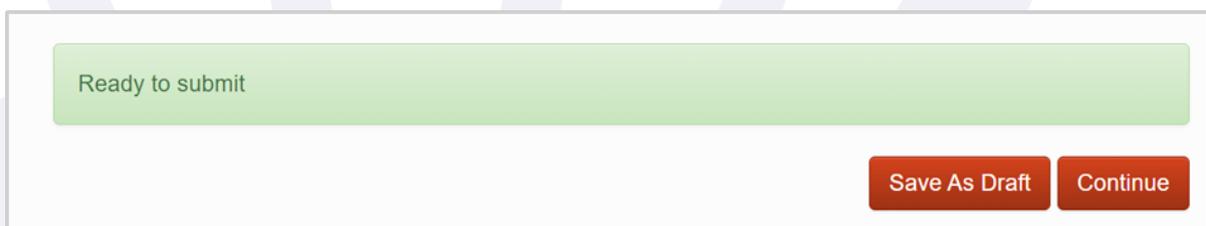
You can see an example of written abstract with subheadings and referencing in the '[Conditions of Acceptance](#)' document.



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 "Special Character Keyboard" button highlighted by a red arrow. A text area contains the text "Test abstract". At the bottom of the text area, there are two buttons: "Word Limit 450" (blue) and "Word Count 2" (green). At the bottom right of the interface are two red buttons: "Save As Draft" and "Continue".

- 6** Complete the '**Additional Information**' requested:
- Please confirm you will register in full by 13 September 2024 and attend the Symposium in-person in Montreal, Canada.
 - 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?
- 7** 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 will flag any incomplete sections. Please return to 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". Below the status bar are two red buttons: "Save As Draft" and "Continue".

- 8 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 (11 July 2024, 23:59 UK time).

- 9 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 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.

Registration

- 1 The '**Registration**' tab will appear when an abstract has been drafted or submitted. An abstract can be submitted without registering, however if your abstract is accepted, you will be required to register by 13 September 2024 to secure your presentation slot.

Use the '**Click to Register**' button to be taken to the main registration page. This will ensure your registration is linked to your abstract account.

Click to Register