



36th International **Symposium** on ALS/MND

5-7 December 2025

San Diego, USA

(plus selected virtual content)

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

ALS
ASSOCIATION

Host: The ALS Association

Abstract Submission Instructions

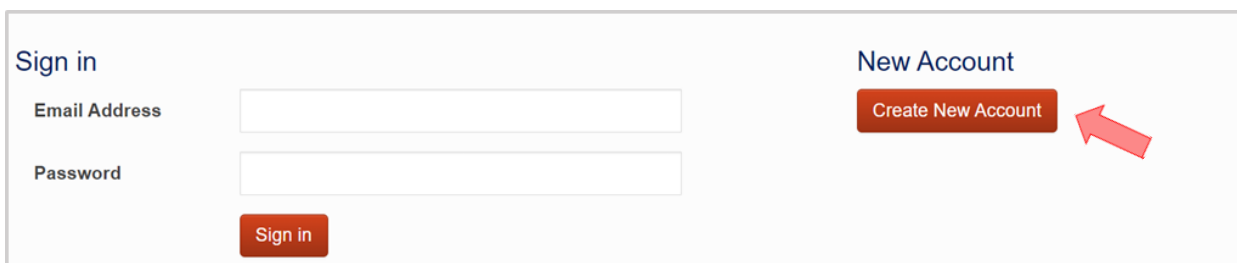
Instructions to researchers submitting abstracts

Abstracts must be submitted by the **presenting author** during the submission period: **6 May 2025–10 July 2025** (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.

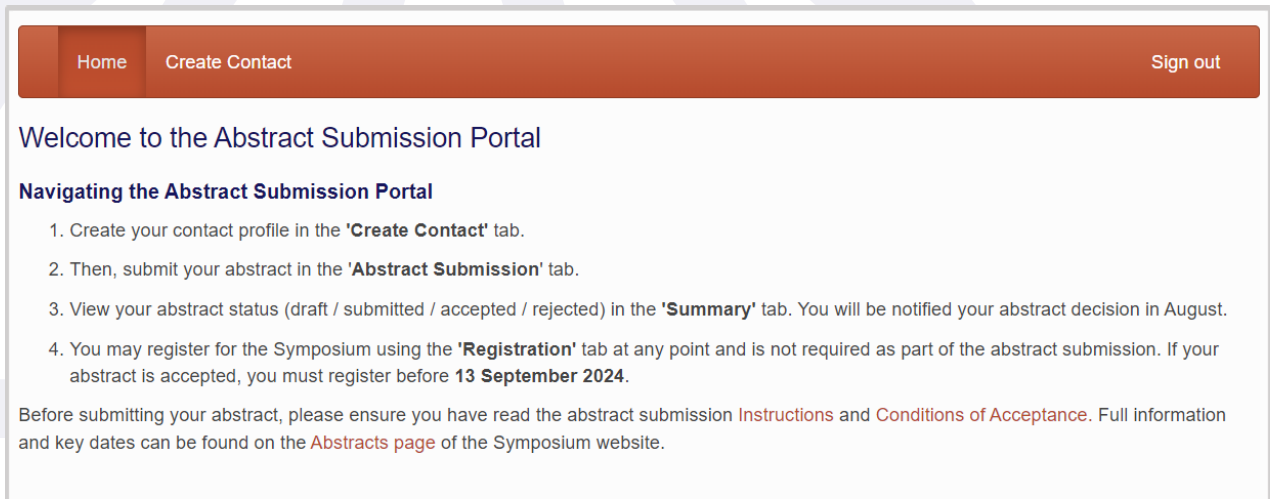
Please ensure you have read the **Conditions of Acceptance** before submitting an abstract.

- 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.



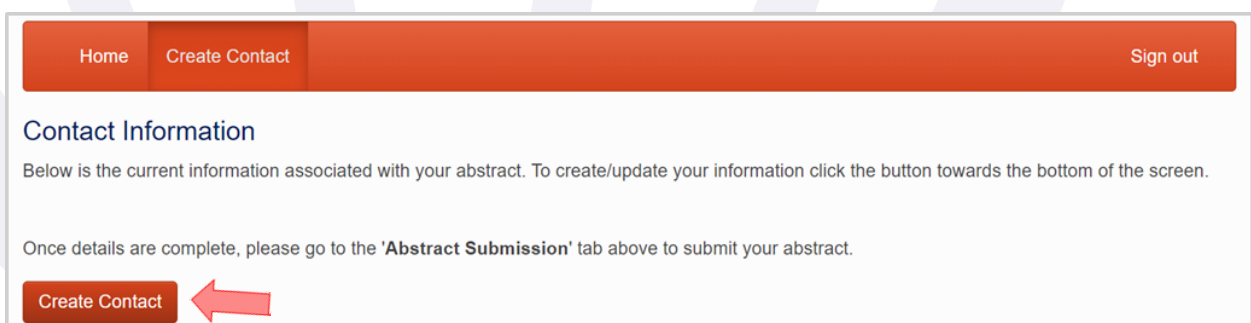
The screenshot shows a login and account creation interface. On the left, under the heading "Sign in", there are two input fields: "Email Address" and "Password", with a "Sign in" button below them. On the right, under the heading "New Account", there is a "Create New Account" button. A red arrow points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



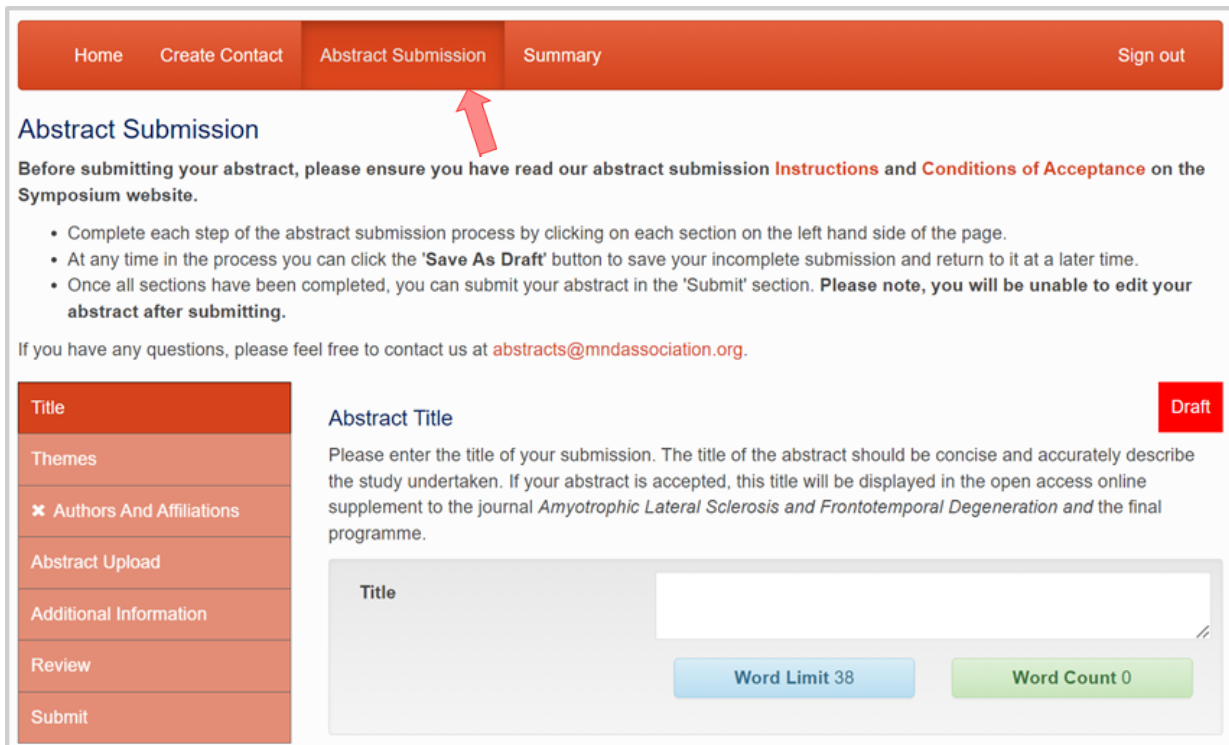
The screenshot shows the "Welcome to the Abstract Submission Portal" page. At the top, there is a navigation bar with "Home", "Create Contact", and "Sign out" links. Below the navigation bar, the heading "Welcome to the Abstract Submission Portal" is followed by the sub-heading "Navigating the Abstract Submission Portal". A list of four numbered steps provides instructions on how to use the portal. Below the list, there is a paragraph of text providing additional information and dates. A red arrow points to the "Create Contact" link in the navigation bar.

- 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.



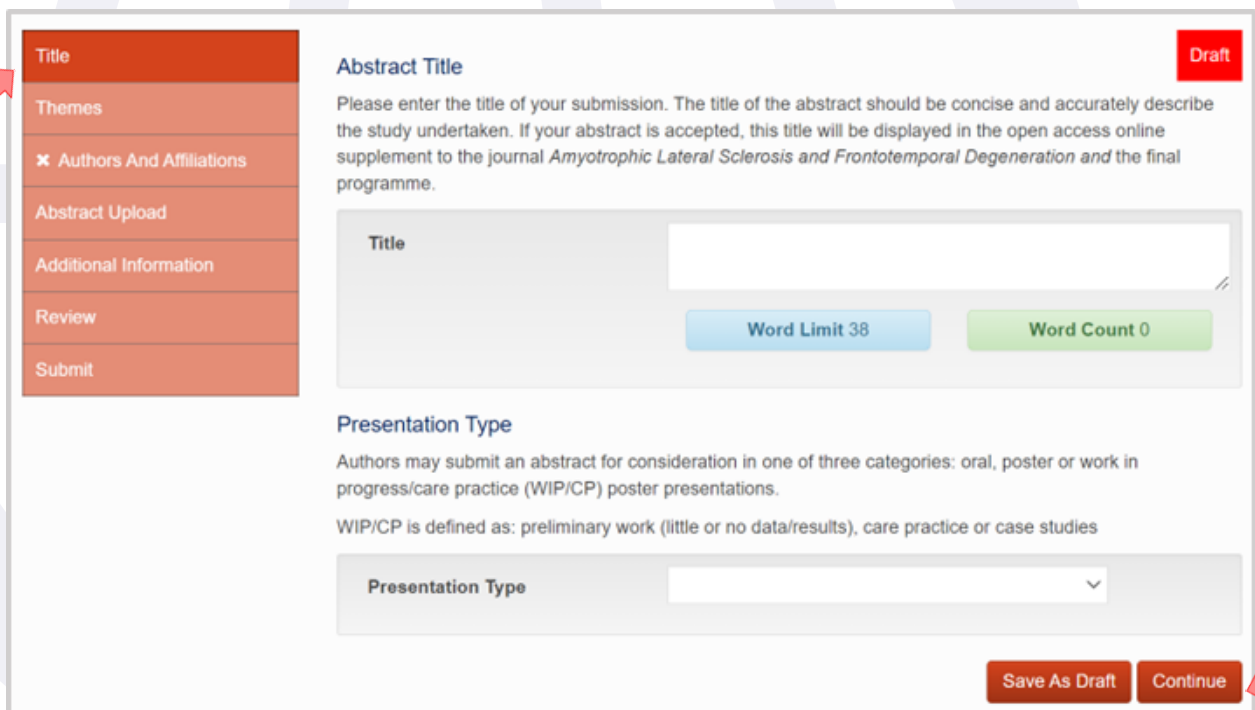
The screenshot shows the "Contact Information" page. At the top, there is a navigation bar with "Home", "Create Contact", and "Sign out" links. Below the navigation bar, the heading "Contact Information" is followed by a paragraph of text. Below the text, there is a "Create Contact" button. A red arrow points to this button.

- 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'. 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 for submitting an abstract, including a list of steps and contact information. On the left is a vertical sidebar menu with items: Title, Themes, Authors And Affiliations (marked with a red 'x'), Abstract Upload, Additional Information, Review, and Submit. The main content area is titled 'Abstract Title' and includes a text input field for the title, 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 'Authors And Affiliations' section of the abstract submission page. The sidebar menu on the left has a red arrow pointing to the 'Authors And Affiliations' item, which is marked with a red 'x'. The main content area is titled 'Presentation Type' and includes instructions for submitting an abstract in one of three categories: oral, poster, or work in progress/care practice (WIP/CP). Below the instructions is a dropdown menu for 'Presentation Type'. At the bottom right, there are two buttons: 'Save As Draft' and 'Continue' (highlighted with a red arrow).

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

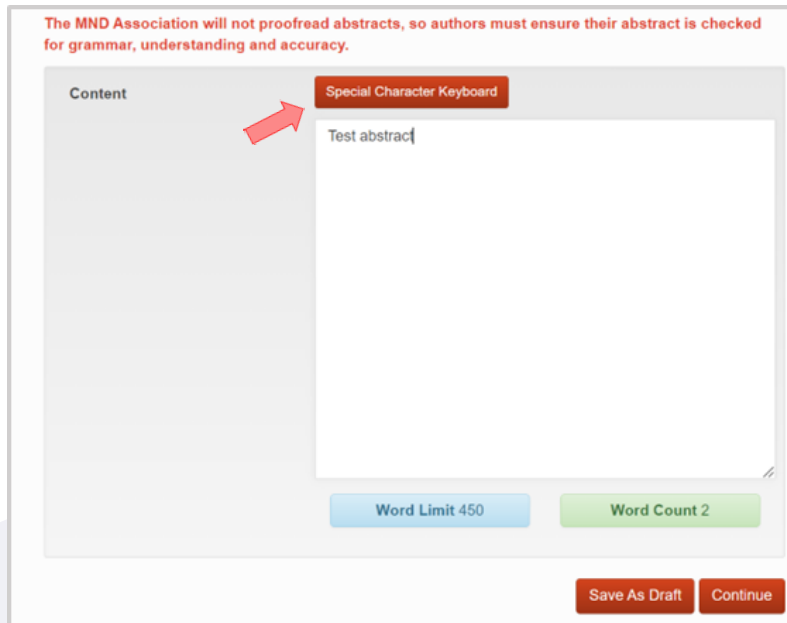
Organization

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.

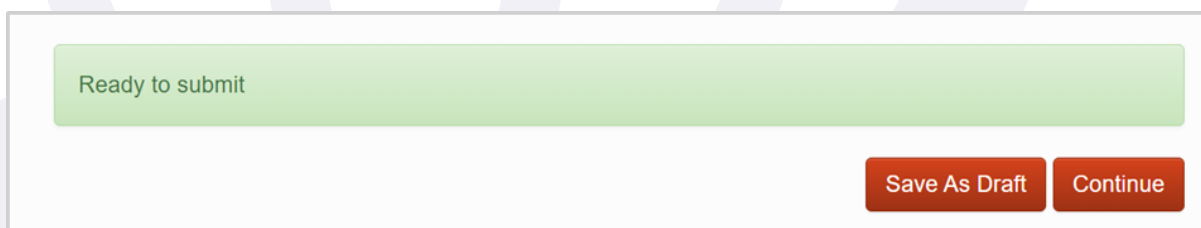
You can see an example of written abstract with subheadings and referencing in the '[Conditions of Acceptance](#)' document.



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 text area containing "Test abstract". A red arrow points to a 'Special Character Keyboard' button. 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'.

- 6** Complete the '**Additional Information**' requested:
- Please confirm you will register in full by 5 September 2025 and attend the Symposium in-person in San Diego, USA.
 - 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.



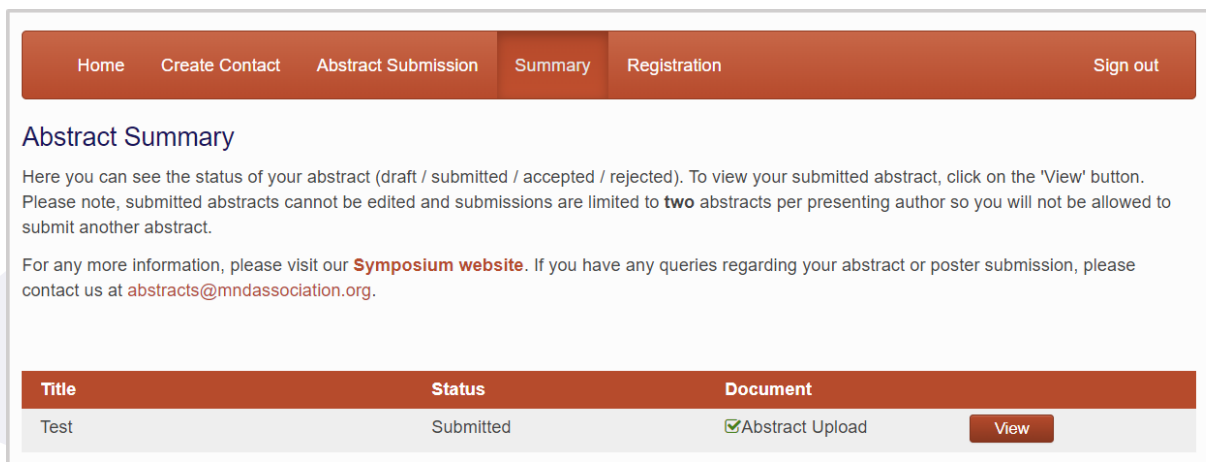
The screenshot shows a green status bar with the text "Ready to submit". Below the bar are two red buttons: "Save As Draft" and "Continue".

- 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 (10 July 2025, 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.



Home Create Contact Abstract Submission **Summary** Registration 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 **two** abstracts per presenting author so you will not be allowed to submit another abstract.

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.

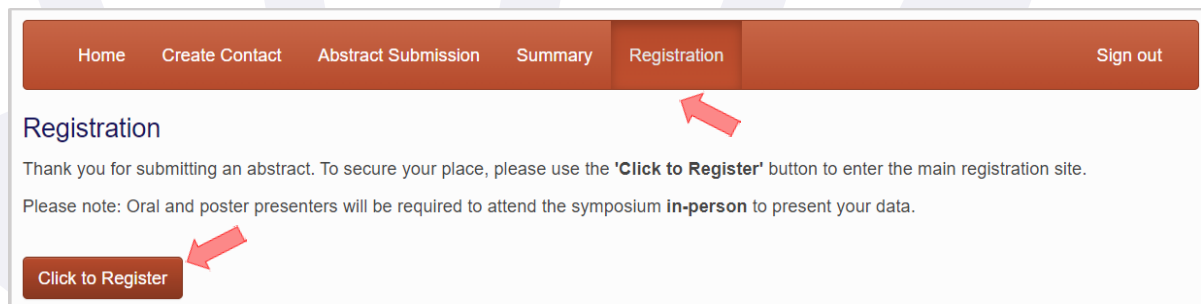
Title	Status	Document
Test	Submitted	<input checked="" type="checkbox"/> Abstract Upload View

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 5 September 2025 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.



Home Create Contact Abstract Submission Summary **Registration** Sign out

Registration

Thank you for submitting an abstract. To secure your place, please use the **Click to Register** button to enter the main registration site.

Please note: Oral and poster presenters will be required to attend the symposium **in-person** to present your data.

[Click to Register](#)