



GUIDELINES FOR ABSTRACT SUBMISSION

STEP 1: Create an abstract account

Before an abstract can be submitted, an abstract account needs to be created. The abstract account will allow access to create and manage your abstracts.

Visit the link below, to proceed with your abstract submission or access the link through the website page.
<https://scatterlings.eventsair.com/texas2017/abstract-submission-portal>

Please note that some browsers do not allow access (depending on personal settings), please try a different browser. There are various browsers - Internet Explorer, Google Chrome, Apple Safari, etc.

Please note that all correspondence will go to the person who creates the abstract account.

- Please select "*Create New Account*"

Abstract Submission Portal Sign In

Thank you for your interest in offering an abstract for the 29th International Texas Symposium on Relativistic Astrophysics.

NEW USERS:

Please create an account to submit an abstract.

CURRENT USERS:

Please sign into the Abstract Submission Portal with your email address and password.

Sign in

Email Address

Password

Sign in

New Account

Create New Account

Please enter your email address and create a password.

- Once you have completed the required fields, select "*Create New Account*"

Create Account

Please create an account before you can submit an abstract. Please click on the **Create New Account** button below to create your account

Email Address

Reenter Email Address

Password

Confirm Password

Create New Account

Back To Sign in

STEP 2: Create an abstract author profile

- To create an author profile for abstract submission, select "*Contact Information*"

Welcome

Home

Contact Information

Sign out

Welcome to the Abstract Submission Portal

NEW USERS:

To begin the submission process you must first update your **Contact Information** tab. Additional tabs will appear that will enable you to upload and submit your abstract.

CURRENT USERS:

Please proceed to create, edit or submit your abstract.

- Select "*Create Contact*"

Welcome

Home

Contact Information

Sign out

Contact Information

NEW USERS:

Please click on **Create Contact** to update your details.

CURRENT USERS:

Below is the information saved for you as primary/main author. To update this information click the **Edit Contact Details** button towards the bottom of the screen. If you do not want to update your information, please proceed to create/edit your abstract.

Create Contact

Please enter your contact details in the fields provided.

- Once you have completed the required fields, select "**Submit**"

Contact Details

Title: *	<input type="text"/>
First Name: *	<input type="text"/>
Last Name: *	<input type="text"/>
Organisation / Institution: *	<input type="text"/>
Position:	<input type="text"/>
Email Address: *	<input type="text"/>
Verify Email Address: *	<input type="text"/>
Telephone Number: *	<input type="text"/>
Mobile Number:	<input type="text"/>
City: *	<input type="text"/>
Country: *	<input type="text"/>

[Submit](#)

At any point should you wish to update your contact details, please select the "**Contact Information**" tab and click the "**Edit Contact Details**" button.

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[Home](#) [Contact Information](#) [Abstract Submission](#) [Edit Abstracts](#) [Sign out](#)

Contact Information

NEW USERS:
Please click on **Create Contact** to update your details.

CURRENT USERS:
Below is the information saved for you as primary/main author. To update this information click the **Edit Contact Details** button towards the bottom of the screen. If you do not want to update your information, please proceed to create/edit your abstract.

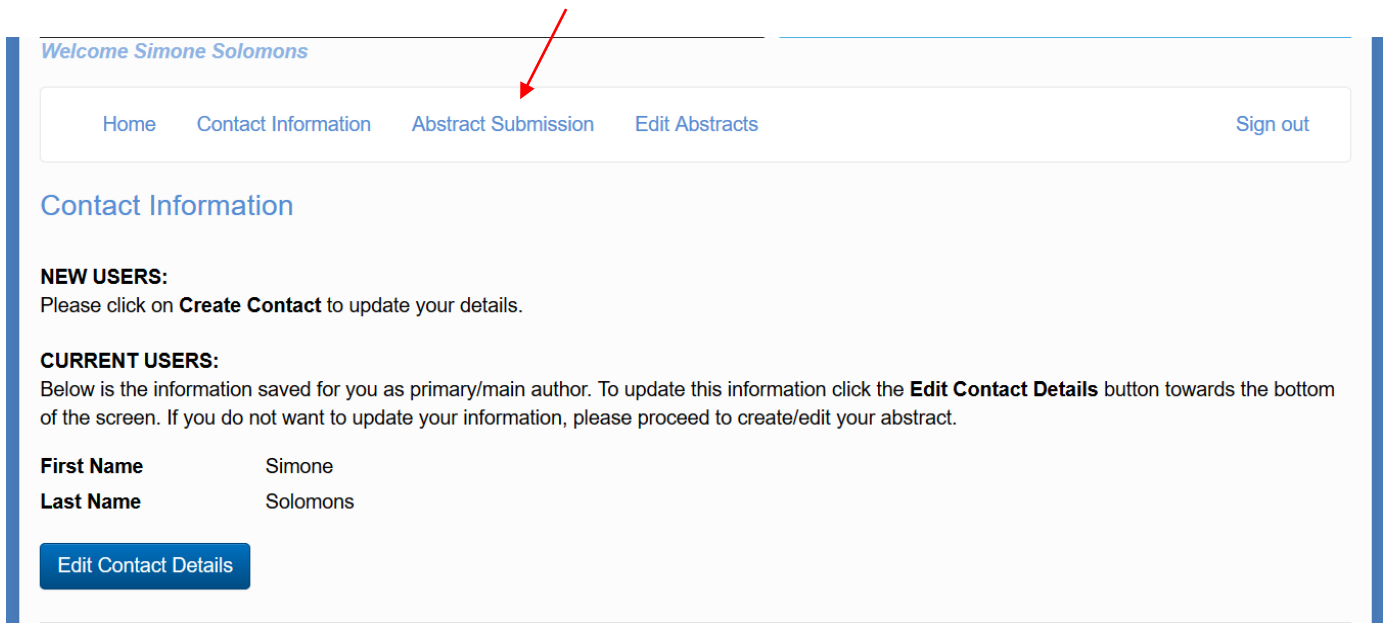
First Name	Simone
Last Name	Solomons

[Edit Contact Details](#)

STEP 3: Submit an abstract

Abstract Criteria:

- Maximum of five (5) abstracts per primary/main author
 - Maximum of two hundred (200) words per abstract
 - Only text will be accepted (No graphics and images)
- To submit an abstract, select "**Abstract Submission**"



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

Contact Information

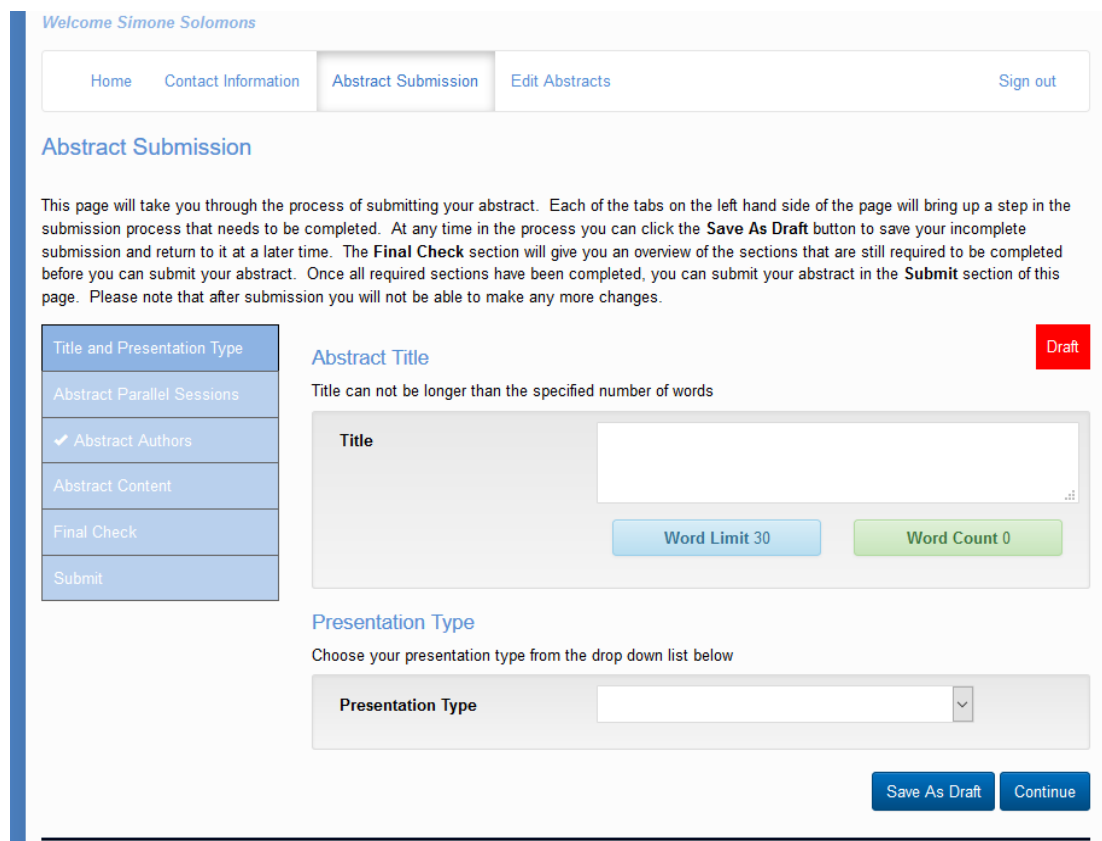
NEW USERS:
Please click on **Create Contact** to update your details.

CURRENT USERS:
Below is the information saved for you as primary/main author. To update this information click the **Edit Contact Details** button towards the bottom of the screen. If you do not want to update your information, please proceed to create/edit your abstract.

First Name Simone
Last Name Solomons

[Edit Contact Details](#)

- Please enter your "**Abstract Title**" and select the "**Presentation Type**".



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

Abstract Submission

This page will take you through the process of submitting your abstract. Each of the tabs on the left hand side of the page will bring up a step in the 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. The **Final Check** section 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** section of this page. Please note that after submission you will not be able to make any more changes.

Title and Presentation Type Draft

Abstract Title
Title can not be longer than the specified number of words

Title

[Word Limit 30](#) [Word Count 0](#)

Presentation Type
Choose your presentation type from the drop down list below

Presentation Type

[Save As Draft](#) [Continue](#)

- Select the "*Abstract Parallel Session*".

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

Abstract Submission

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✔ Title and Presentation Type

Abstract Parallel Sessions

✔ Abstract Authors

Abstract Content

Final Check

Submit

Abstract Parallel Sessions:

Choose a session for your abstract from the list below

Session

Save As Draft Continue

Draft

- Enter the "*Author Affiliation*" for all abstract authors linked to the abstract.

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

Abstract Submission

This page will take you through the process of submitting your abstract. Each of the tabs on the left hand side of the page will bring up a step in the 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. The **Final Check** section 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** section of this page. Please note that after submission you will not be able to make any more changes.

✔ Title and Presentation Type

✔ Abstract Parallel Sessions

✔ Abstract Authors

Abstract Content

Final Check

Submit

Author Affiliation

All author affiliations have to be submitted first. The main author details will pull through automatically at the top. Please add any co-author details by selecting the **Add Affiliation** button

1

Affiliation

City/Suburb/Town

State/Province

Country

Add Affiliation

Draft

- Enter the "*Abstract Authors & Co-authors*" details for all abstract authors linked to the abstract.

Abstract Authors & Co-authors:

Please add all the author and co-author details here. The main author details will pull through automatically. When adding co-authors details, please select the number of the applicable affiliation above (i.e. 1).

1 ✕

Title

First Name

Last Name

Presenting?

Position

Affiliation Number

[+ Add Author](#)

[Save As Draft](#) [Continue](#)

- Enter the "*Abstract Content*", keeping within the word limit of 200 words.

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[Home](#)
[Contact Information](#)
[Abstract Submission](#)
[Edit Abstracts](#)
[Sign out](#)

Abstract Submission

This page will take you through the process of submitting your abstract. Each of the tabs on the left hand side of the page will bring up a step in the 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. The **Final Check** section 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** section of this page. Please note that after submission you will not be able to make any more changes.

- Title and Presentation Type
- Abstract Parallel Sessions
- Abstract Authors
- Abstract Content**
- Final Check
- Submit

Abstract Content Draft

Please upload your abstract content below. Do not include images or graphics. Please take note of the word limit.

Content [Special Character Keyboard](#)

Word Limit 200
Word Count 0

[Save As Draft](#) [Continue](#)

- Make sure there are no outstanding sections indicated in your "*Final Check*"

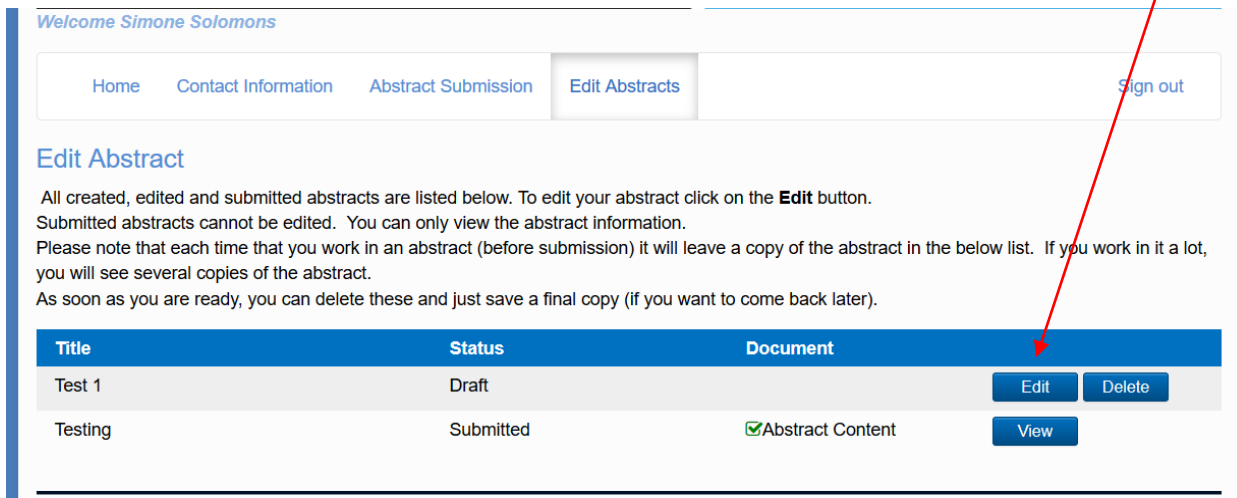
This screenshot shows the 'Final Check' stage of the abstract submission process. At the top, a navigation bar includes 'Home', 'Contact Information', 'Abstract Submission' (the active tab), 'Edit Abstracts', and 'Sign out'. Below the navigation bar, the page title is 'Abstract Submission'. A paragraph explains the submission process and the 'Final Check' section. On the left, a vertical menu lists the submission steps: 'Title and Presentation Type', 'Abstract Parallel Sessions', 'Abstract Authors', 'Abstract Content', 'Final Check' (highlighted), and 'Submit'. The main content area is titled 'Final Check' and contains a 'Draft' button in a red box. Below the title, it says 'Below is a summary of your completed submission. Any sections that are still required to be completed for submission are noted in red.' Underneath, there is a 'Testing' section with a 'Test' button and a list item: 'Solomons S¹' with a footnote '1 Scatterlings Conference & Events, Cape Town, South Africa'. A green box at the bottom of the main content area says 'Ready to submit'. At the bottom right, there are two buttons: 'Save As Draft' and 'Continue'.

- Once all the abstract sections have been completed and you are ready to submit your abstract, select "*Submit*"

This screenshot shows the 'Submit' stage of the abstract submission process. The navigation bar and page title are the same as in the previous screenshot. The main content area is titled 'Abstract Submission' and contains a paragraph explaining the submission process. On the left, the vertical menu is the same, but 'Submit' is now highlighted. The main content area contains a 'Draft' button in a red box. Below the title, it says 'If all required abstract submission fields have been completed you will have the option to submit your abstract.' Below this, there is a grey box with the text: 'Before you can submit your abstract, please read through the [Abstract Criteria](#)'. Underneath, there is a checkbox and the text: 'I agree that my abstract has met the abstract criteria, indicated on the conference website and I am ready to submit'. At the bottom right, there are two buttons: 'Save As Draft' and 'Submit'. A red arrow points from the 'Submit' button in the previous screenshot to the 'Submit' button in this screenshot.

An abstract confirmation email will be sent to you, to confirm your abstract details.

- At any point should you wish to edit your "**Draft**" abstracts, select "**Edit Abstracts**" and select "**Edit**". Once you have submitted an abstract, you will not be able to edit it.



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

Edit Abstract

All created, edited and submitted abstracts are listed below. To edit your abstract click on the **Edit** button. Submitted abstracts cannot be edited. You can only view the abstract information. Please note that each time that you work in an abstract (before submission) it will leave a copy of the abstract in the below list. If you work in it a lot, you will see several copies of the abstract. As soon as you are ready, you can delete these and just save a final copy (if you want to come back later).

Title	Status	Document	
Test 1	Draft		<input type="button" value="Edit"/> <input type="button" value="Delete"/>
Testing	Submitted	✔ Abstract Content	<input type="button" value="View"/>

Should you require any further information, please do not hesitate to contact me.

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Abstract & Speaker Management

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