

## Submit ANZSNM 2015 abstract

When you select the [Submit ANZSNM 2015 abstract](#) button you have the option to create a new account or sign in as an existing user. If you submitted content to ANZSNM 2014, you will have an author account. Log in as an existing user with your email address and password.

If you are a new user follow the instructions below.

### 1. Creating an author account - New Users

- a. Complete your contact details and select the [Sign Up](#) button.

#### Create an Account

---

First name

Last name

Email address

Confirm Email Address

Password

Password again

Sign Up

- b. You will then be requested to complete your author profile.

You have successfully joined ANZSNM 2015 Conference . Please take a moment to complete your Author Profile.

## Author Details

---

Title

First/Given Name

Last/Family Name

Email address

## Organisation Details

---

Organisation

Address Line 1

Address Line 2

Suburb/City

State

Postcode

Country

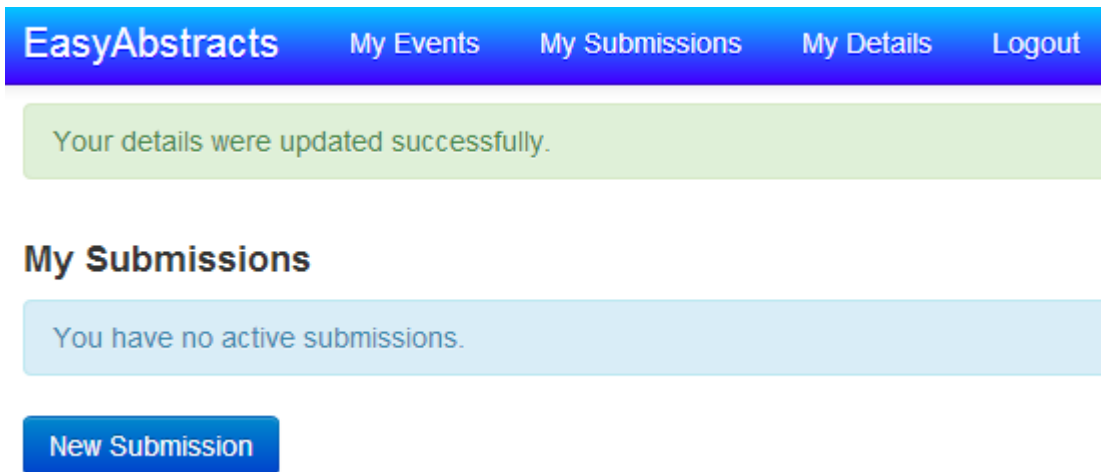
## Change Password

---

Password

Password again

- c. Complete the details and select the [Save](#) button.



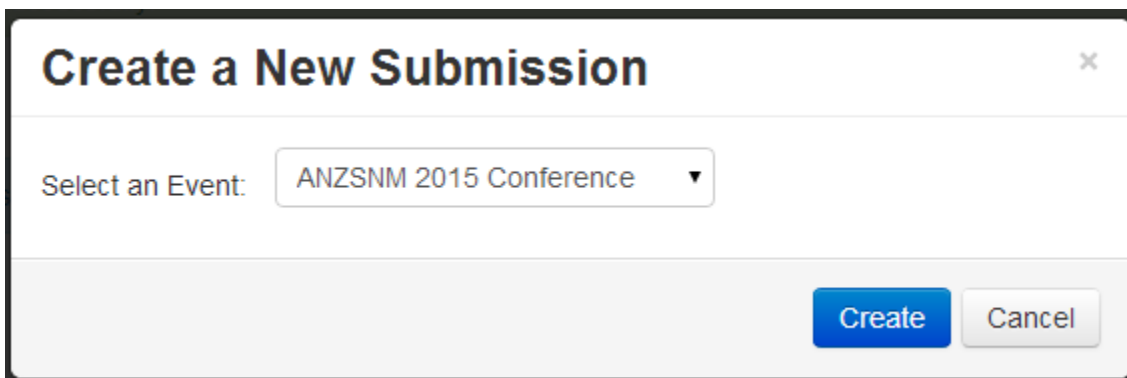
The screenshot shows the EasyAbstracts user interface. At the top is a blue navigation bar with the following links: EasyAbstracts, My Events, My Submissions, My Details, and Logout. Below the navigation bar is a green success message: "Your details were updated successfully." Underneath is a section titled "My Submissions" with a light blue message: "You have no active submissions." At the bottom of this section is a blue button labeled "New Submission".

## 2. To submit an abstract

Submitting an abstract involves two steps.

- Completion of the submission form and
- The upload of the abstract.

To submit content, select the [New Submission](#) button.



The screenshot shows a dialog box titled "Create a New Submission" with a close button (X) in the top right corner. Inside the dialog, there is a label "Select an Event:" followed by a dropdown menu showing "ANZSNM 2015 Conference" with a downward arrow. At the bottom right of the dialog are two buttons: "Create" (blue) and "Cancel" (grey).

### a. Submission form

When an event has been selected, the event specific submission form is available for the author to complete.

Title

Platform

Awards  AANMS Registrar Award  
 ANSTO Award  
 GMS Poster Award  
 Mallinckrodt Award  
 Radpharm Case Presentation Award

Themes 

- Cardiology
- Education/Student
- Gastroenterology
- General/Other
- Infection/Inflammation
- Musculoskeletal
- Neurology**
- Oncology
- Paediatric
- Physics

Select up to 1 theme(s).

Add all authors and affiliations \*

I agree to the terms and conditions \*

ANZSNM membership # if applying for an award

Keywords

Separate your keywords with a semi-colon.

You must add all authors and affiliations into the text box in the format as shown below.

- Authors - Authors' names should be supplied as given names (provide only the first initial), surname (family) -last format.
- Affiliation - Institutional affiliations should be indicated with numbers following the author name. All affiliations should contain institution, city and country and be in sentence case.

A Smith1, B Jones1, R Lui2,  
 1The Princess Alexandra Hospital,  
 Brisbane, Australia  
 2Auckland District Health Board, Auckland,  
 New Zealand

## Presenter Details

|               |  |
|---------------|--|
| Title         | <input td="" type="text" value="Dr." ▼<=""/>         |
| First Name    | <input type="text" value="Richard"/>                 |
| Last Name     | <input type="text" value="Kirby"/>                   |
| Email Address | <input type="text" value="richard@ua.edu.au"/>       |
| Organisation  | <input type="text" value="University of Australia"/> |
| Country       | <input td="" type="text" value="Australia" ▼<=""/>   |

Cancel

Save & Continue

Complete the submission form and select [Save and Continue](#). You will be directed to the Upload screen. A message "Your submission was saved successfully" will appear on the top of the page.

Your submission was saved successfully. ×

## Sample Abstract

Files [Notifications](#)

| Call for abstracts - Open   | Last Modified |                                       |
|---|---------------|---------------------------------------|
| Add a new file: <input type="button" value="Choose File"/> No file chosen |               | <input type="button" value="Upload"/> |

### b. Abstract Upload

Select the [Choose File](#) button next to *Add a new file*. Locate your file for blind review making sure it does not list authors and affiliations and select the [Upload](#) button.

The file was successfully uploaded. x

## Sample Abstract

Files [Notifications](#)

| Call for abstracts - Open | Last Modified       |                               |
|---------------------------|---------------------|-------------------------------|
| <a href="#">cfp1.docx</a> | 2014-08-01 08:42:40 | <a href="#">Withdraw File</a> |

[Edit Submission](#)

[Withdraw Submission](#)

### c. How will I know that I have successfully uploaded my abstract?

If the upload was successful, a message "The file was successfully uploaded" will appear together with a link to your abstract. You will also receive a confirmation email.

**From:** EasyAbstracts [mailto:no-reply@easyabstracts.com.au]  
**Sent:** Friday, 1 August 2014 8:43 AM  
**To:** [guestauthoranznm2015@plevin.com.au](mailto:guestauthoranznm2015@plevin.com.au)  
**Subject:** EasyAbstracts Submission

Dear Guest Author,

Your file cfp1.docx for submission "Sample Abstract" has been successfully uploaded.



Copyright © 2013 Plevin & Associates. All Rights Reserved.  
You are receiving this email because you are registered with EasyAbstracts.

Your abstract will be automatically allocated an ID number which you can view by selecting the "My Submissions" menu at the top of the screen.

## My Submissions

| Event                  | ID    | Title                           | Status             |
|------------------------|-------|---------------------------------|--------------------|
| ANZSNM 2015 Conference | 00100 | <a href="#">Sample Abstract</a> | Call for abstracts |

[New Submission](#)

### 3. How do I update or replace my abstract?

When the abstract is uploaded, the options of [Withdraw File](#) and [Withdraw Submission](#) are available.

## Sample Abstract

[Files](#) [Notifications](#)

| Call for abstracts - Open | Last Modified       |                               |
|---------------------------|---------------------|-------------------------------|
| <a href="#">cfp1.docx</a> | 2014-08-01 08:42:40 | <a href="#">Withdraw File</a> |

[Edit Submission](#)[Withdraw Submission](#)

The page at easyabstracts.com.au says:

Are you sure you want to withdraw this file?

[OK](#)[Cancel](#)

To update or replace an abstract, select [Withdraw File](#). This presents an [OK/Cancel](#) option.

Select [OK](#). When the abstract is withdrawn, the option to upload a new file becomes available.

## Sample Abstract

[Files](#) [Notifications](#)

| Call for abstracts - Open   | Last Modified       |                        |
|---|---------------------|------------------------|
| <a href="#">efp1.docx</a>   | 2014-08-01 08:49:34 | Withdrawn              |
| Add a new file: <input type="button" value="Choose File"/> No file chosen |                     | <a href="#">Upload</a> |

[Edit Submission](#)[Withdraw Submission](#)

To upload a revised abstract, follow the same procedure as the original submission. Select the [Choose File](#) button next to *Add a new file*. Locate your file and select the [Upload](#) button.

The file was successfully uploaded. x

## Sample Abstract

Files [Notifications](#)

| Call for abstracts - Open | Last Modified       |                               |
|---------------------------|---------------------|-------------------------------|
| <a href="#">efp1.docx</a> | 2014-08-01 08:49:34 | Withdrawn                     |
| <a href="#">cfp2.docx</a> | 2014-08-01 08:50:03 | <a href="#">Withdraw File</a> |

[Edit Submission](#)

[Withdraw Submission](#)

### 4. How do I withdraw my submission?

To withdraw your submission, select [Withdraw Submission](#). This presents an [OK/Cancel](#) option.

You will not be able to resubmit the submission later. Are you sure you want to withdraw this submission?

OK

Cancel

The [My Submissions](#) menu Status is now shown as **Call for Abstracts – Withdrawn**.

The submission and any uploaded files will not be reviewed.