EasyAbstracts - instructions for abstract amendment and withdrawal

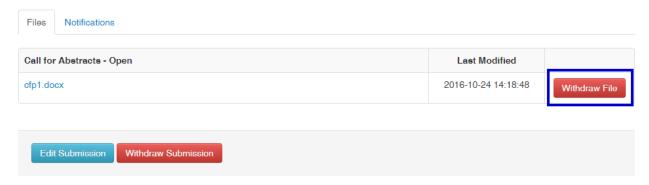
1. How do I update or replace my abstract?

When the abstract is uploaded, the options of Withdraw File and Withdraw Submission are available.

To update or replace an abstract, select Withdraw File. This presents an OK/Cancel option.

Select OK.

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When the abstract is withdrawn, the option to upload a new file becomes available.

To upload the revised abstract, follow the same procedure as the original submission. Select the <u>Browse</u> button next to *Add a new file*. Locate your file and select the <u>Upload</u> button.

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.

2. How do I amend my submission form?

To edit your submission form (e.g. change presenter details, abstract title etc.), select <u>Edit Submission</u>. This presents the submission form which can then be edited.

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Help Desk

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