Welcome to the Presentation Portal

To begin the submission process you must first create a contact which is done in the Update Contact Information tab. After creating a contact, additional tabs will appear that will enable you to progress.

Before you get started...

Please note:

- You may submit a total of four (4) abstracts (ePosters and/or Concurrent Presentations).
  - Start a new one in the Presentation Portal using the tab called Start New Abstract(s).
  - Edit existing ones using the tab Edit Draft Abstract(s).
  - View your completed submissions using the tab Edit Draft Abstract(s).
- Make sure to press the button Save As Draft to save your progress before leaving the page.
- Once you have completed your submission, not further changes can be made except by contacting the Conference Team and at the Team’s discretion.

If you experience any difficulties or would like support with the abstract submission process, please email conference@dementia.com.au or phone +61 2 8437 7355.

Step 1: Update Contact Information

You must update your contact information and set a Group Contact (who will be receiving communication on behalf of the group) before you can submit a presentation. Please click on the button Create Contact button below to begin.

  a. Elect the number of Abstract Authors. You may choose between one and five abstract authors. If you have more than five (5) Abstract Authors, please contact the Conference Team. Once you are done, click the Next button.
b. Next, fill in some more information regarding your first Abstract Author – your Group Contact. You will also be required to upload a photo (max. 1MB) of your Abstract Author. You may choose to nominate an additional Email Address to receive your communications e.g. administrative staff. Once you are done, click the **Next** button.
c. If you have only one Abstract Author, click the **Submit** button. If you have more than one Abstract Author, repeat the previous step for each of the Abstract Authors by clicking the **Register** button. If you wish to edit the number or names of your Abstract Authors, click **Edit Group**. Once you are done, click the **Submit** button.

### Step 2: Click Submit New Abstract(s)

Start by entering your Title (max. 100 words). Select your Presentation Type using the drop down list.

**Abstract Title**
Title cannot be longer than the specified number of words:

- **Title**: This is my Title

- **Word Limit 100**
- **Word Count 4**

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

- **Presentation Type**: Eposter

- **Save As Draft**
- **Continue**

### Step 3: Theme

Select your theme using the drop down list below.

**Themes**
Choose a theme for your abstract from the list below. Detailed descriptions of Themes can be found at the "Conference Themes" tab above.

- **Theme**: 

- **Save As Draft**
- **Continue**
Affiliations: example

I want to show that Mrs Testing Test is an author and is going to be presenting this paper. She is affiliated with two organisations: Dementia Centre & HammondCare.

Mr Tester Test is also an author but is not going to be presenting. He is only affiliated with HammondCare.

- Up to three (3) presenting authors may be elected using the tick box: is this Author presenting this Paper?

Step 5:

Abstract Author(s)
1. Enter the author’s details below.

Please remember to enter the number corresponding to the affiliation listed above in the Author Affiliation section.

Note: Up to three (3) authors or Concurrent Presentations can be selected as Presenters using the tick box. If submitting an ePoster, please deselect.
Step 6: Author Bio(s)

Up to five (5) authors may include their biographies here at maximum 100 words each. If you require additional space, please contact the Conference Team.

Step 7: Abstract Content

A two (2) minute video clip is requested to be uploaded as part of your submission containing a brief introduction to the presenter(s) and the abstract.
Step 8: Additional Information
Select ‘yes’ or ‘no’ from the drop down list below.

Final Step: Review
Below is the final layout of your submission. From here you may ‘Save As Draft’ and come back to it later, or press ‘Continue’ to view Terms & Conditions before completing your submission.

Once you have completed your submission, not further changes can be made except by contacting the Conference Team and at the Team’s discretion.

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*Authors: example
**Emboldened** are the names of authors who are also presenting the paper (presenting authors). Authors who are not presenting are also listed here in regular font.

*Affiliations: example
Here is where your authors’ affiliations will be listed, with reference numbers. You may have multiple affiliations per author.*