

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.

Please update the contact information for your Abstract Authors ⓘ

Abstract Author(s)


Number of Author(s)

	First Name	Last Name
(Group Contact) 1. *	<input type="text" value="Author"/>	<input type="text" value="1"/>
2. *	<input type="text" value="Author"/>	<input type="text" value="2"/>
3. *	<input type="text" value="Author"/>	<input type="text" value="3"/>

Next

- 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.

Author photo*



Contact Details

Title*

First Name*

Last Name*

Email Address*

Verify Email Address*

Additional Email Address ⓘ

Organisation*

Position*

Professional Qualifications

Mobile Phone*

Work Address

Address*

City*

Country*

State*

Postcode*

- 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.

Contact	Status	
Author 1	Completed	<input type="button" value="Edit/View"/>
Author 2	To Be Completed	<input type="button" value="Register"/>
Author 3	To Be Completed	<input type="button" value="Register"/>
<input type="button" value="Edit Group"/>		

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 Draft

Title can not be longer than the specified number of words

Title

Presentation Type

Choose your presentation type from the drop down list below

Presentation Type

Step 3: Theme

Select your theme using the drop down list below.

Themes Draft

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

Theme

Step 4:

- ✓ Title and Presentation Type
- ✓ Themes
- ✗ Authors And Affiliations
- Abstract Content

Author Affiliation

Draft

1. Enter the name of the author's organisation or institution.

You will be required to enter the number of this affiliation (e.g. 1) in the corresponding Affiliation Field in the Abstract Authors section below.

Note: **At least one** affiliation is required per author. Please enter "Self" or "Other" under Affiliation if you are not affiliated with an organisation or institution.

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?*

1

Affiliation: Dementia Centre

City/Suburb/Town: Greenwich

State: NSW

Country: Australia

2

Affiliation: HammondCare

City/Suburb/Town: St Leonards

State: NSW

Country: Australia

Add Affiliation

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 of Concurrent Presentations can be selected as Presenters using the tick box. If submitting an ePoster, please deselect.

1

Title: Mrs

First Name: Testing

Last Name: Test

Is this Author presenting this Paper?

Position: Official Tester

Affiliations: 1,2

2

Title: Mr

First Name: Tester

Last Name: Test

Is this Author presenting this Paper?

Position: Official Tester

Affiliations: 2

Add Author

Step 6: Author Bio(s)

Biography

Biographies: example

Name of **first** speaker

Biography of **first** speaker

Name of **second** speaker

Biography of **second** speaker, etc...

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.

Tester Test
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Praesent condimentum ante a scelerisque porta.

Testing Test
Lorem ipsum accumsan turpis, id posuere nulla vulputate a. Sed suscipit ex nisl. lacinia dapibus augue ultricies eu.

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.

Abstract Content

Draft

Please enter your Abstract content in the space provided below. Abstracts are limited to 200 words in length.

Content

Special Character Keyboard

This is my abstract

Word Limit 200

Word Count 4

Video Link

Concurrent (Oral) Presentations Only:

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.

Insert a direct, shareable link to your video below.

Video Link

Maximum 200 characters

www.googledrive.com/example/share/871984721

Save As Draft

Continue

Step 8: Additional Information

Select 'yes' or 'no' from the drop down list below.

Additional Information Draft

Permission to Release Presentation

Permission to Release Presentation *

Permission for Media Approach

Permission for Media Approach *

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.

You may submit a total of four (4) abstracts (ePosters and/or Concurrent Presentations)

Here is my Title

Here is my abstract

Test T^{1,2}, Test T²

¹ Dementia Centre, Greenwich NSW, Australia

² HammondCare, St Leonards NSW, Australia

Ready to submit

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.