AIFS 2020 CONFERENCE
SYMPOSIUM ABSTRACT SUBMISSION PROCESS

Welcome to the Symposium abstract process for the AIFS 2020 Conference.

1. As an invited presenter/author, you should receive an email to access and edit the abstract submission associated with the Symposium. Please note; only a title has been added, which you will be able to change in this process.

2. To begin editing / adding an abstract to the Symposium, please use the link in your email or use the following link - https://www.xcdsystem.com/aifs/abstract/index.cfm?ID=QyQ4Iq

3. Please login under the ‘Returning user’ section. To login, please use your email address provided in the email received. The email address will also be your password.

4. Once logged in you will be asked to update your contact information. You may also enter your biography and upload a photo of yourself. After completing the form, please submit using the ‘Update Profile’ button. Ensure you have ticked the Terms & Conditions at the top of the page.

5. On the next screen you will be able to view the current symposiums you have been invited to submit an abstract for. Note: please ignore the ‘New Symposium’ button on this page.

6. On this page you will be able to edit the details of your abstract and add any authors associated with the abstract.
7. To begin editing the abstract, please click on the ‘Edit Abstract’ button.

8. On this page, please complete the details for your abstract.
   - Title of abstract
   - Abstract content
   - Upload a supporting document
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To submit the abstract, please use the [Update Symposium] button.

9. Adding Co-authors
   To add any co-authors to an abstract submission, please use the ‘Authors’ button at the top of the page.

10. You are then given the opportunity to enter a Co-Author. If the Co-Author is in the system they will appear when you enter their last and first name. You may then click on the ‘Add Co-Author’ button below.
   OR
   If the person is not in the system, you may add their details and create a new profile for them using the red button ‘I have looked for my Author and they do not exist’.

11. If you are adding a new contact, you must enter their e-mail address. Some contact information may also be required. The contact will be added to your submission and sent an e-mail message. The contact will have their own account which they may update after they login.
   The contact will not be able to edit this abstract unless you mark them as the ‘Primary Presenter’.
12. After a Co-Author has been added a pop-up will appear on screen. Please click on the Add/Edit Authors button if you would like to continue and add or edit these details. Use the Go to Manage Abstracts button to go back and edit the abstract submission.

13. Once complete, you may log out of the portal.