1. To begin a submission please use the following link - https://www.xcdsystem.com/aifs/abstract/index.cfm?ID=QyQ4Ig

2. When submitting for the first time please create a profile using the ‘Click here to create a Profile’ button.

3. Enter your details in the profile form and create a password. Once complete, click on the ‘Create Profile’ button. Ensure you have ticked the Terms & Conditions at the top of the page.

4. On the next page you will be asked to start a new symposium submission.

5. To enter details for the symposium, please use the ‘Start Symposium’ button. Note: please ignore the ‘Authors’ and ‘Manage Abstracts’ button on this page.

6. On this page you will be able to enter the details of your symposium overview. Please follow the submission guidelines on the page.
7. After completing all the fields and accepting the Terms & Conditions, please submit the Symposium.

8. A pop-up confirmation will appear on the screen. An email will also be sent to confirm your submission.
To submit/invite abstracts associated to the symposium, please click on the Submit Abstracts button.
Note: please ignore the ‘Add Authors’ button on this pop-up.

9. On this screen, you are able to invite/add abstract submissions, please select the number of submissions you would like to be associated using the dropdown function. A maximum of four can be added.
Note: please ignore the ‘Authors’ and ‘Manage Abstracts’ buttons on this page.

10. After selecting the number of abstracts, you would like associated, please enter an abstract title(s) and Discussant/Presenter(s). Once entered, submit using the ‘Create Abstract’ button.
By entering their details, this will generate an email to that person to complete the abstract.
Note: Abstract titles can be temporary. The author can update the title of the abstract.

11. At the top of the page a green confirmation will appear. You have now added and invited for abstract(s) to be associated with your symposium.
MANAGING SUBMISSIONS
Welcome to the Symposium submission process for the AIFS 2020 Conference.

As the Convenor/Facilitator who has submitted the Symposium, you are able to edit the Symposium details and manage any of the associated abstracts. Note: please ignore the ‘Authors’ and ‘Manage Abstract’ buttons on this page.

1. To edit the symposium details, use the ‘Edit Symposium’ button. Once you have updated any details please ensure you save using the Update Symposium button at the bottom of the form.

2. To edit and view details of an abstract submission, please refer to the ‘Manage Abstracts for Symposia’ area on the screen.

3. To edit an abstract, use the edit button located next to the ID. You may also view the submission using the icon next to the abstract title.

4. Editing an abstract. After clicking on the edit button, detail fields will be shown on the screen that you are able to enter / update for the abstract.

5. Once complete, please save by using the ‘Update Symposium’ button below.

6. Adding Co-authors To add any co-authors to an abstract submission, please use the ‘Authors’ button at the top of the page.
7. 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'.

8. 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 submission unless you mark them as the 'Primary Presenter'.

9. 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 submissions.

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