Below is a STEP by STEP guide on how to submit your abstract. Should you require any additional assistance, please email incmd2022-program@icsevents.com.

**STEP 1:** First time users need to create a contact profile by clicking the highlighted tab below:

![Abstract Portal Sign In](image1)

**STEP 2:** Complete the contact form and select submit at the end of the page as highlighted below.

![ICNMD2022 Abstract Submission Contact Information](image2)
STEP 3: Once you have completed STEP 2 above, the system will automatically populate additional tabs. Click on "Abstract Submission" to continue your submission.

STEP 4: A menu bar will appear on the left side of the form, defaulting to "Abstract Title".

STEP 5: Enter the "Abstract Title" (maximum 15 words) and select continue.
STEP 6: Select "Theme" from the dropdown menu on the left. Review the Topic Groups listed under "Themes" and then select the Sub-Theme that best reflects your abstract. Select continue.
STEP 7: Enter the Author Affiliation and Abstract Authors. Start by entering all affiliations and authors associated with the abstract. When entering authors affiliations, please ensure that you use the number in the left-hand upper corner of the affiliations box. Authors are permitted to have multiple affiliations. Click Continue.
STEP 8: Navigate to the "Abstract Details" tab and input your abstract. Please note, the word limit is 500 words. You may also add an image/table as a supporting document if required as seen below in the highlighted area. Select continue to proceed.
STEP 9: Navigate to the "Disclosure" tab and enter in your disclosure information if relevant. Select continue.
STEP 10: On the review tab, any sections that are still required to be completed for submission are noted in red as in the example below. If any error message appears, you will be required to complete the section before you can submit your abstract.

STEP 11: If all sections have been completed successfully, a green "Ready to submit" message will appear as in the example below. If an abstract is ready to be submitted, a tick mark should appear on side menu as in the example below.

STEP 12: If all information is accurate, you can submit your abstract. To enable the Submit button you have to agree to the note as highlighted in the example below.

***PLEASE NOTE THAT ONCE THE ABSTRACT HAS BEEN SUBMITTED, YOU WILL NOT BE ABLE TO MAKE ANY CHANGES***

We therefore encourage you to save the submission as Draft and return to it at a later stage if you think that further edits and updates will be required.
STEP 13: Once the status of your abstract is "Submitted" you will only be able to view your submission and you will not be allowed to make any edits. Abstracts in "Draft" status can be edited or deleted up to the submission deadline.