



# 32nd international symposium on ALS/MND

## Virtual

7 - 10 December 2021

### **Abstract submission Instructions**

# Instructions to researchers submitting abstracts

Abstracts must be submitted by the **presenting author** during the submission period: **28 June 2021 – 29 July 2021** (23:59 UK time). **Submissions are limited to one abstract per presenting author.** We advise you begin your submission well in advance of the submission deadline to ensure that any difficulties can be resolved in good time.

Please ensure you have read the **Conditions of Acceptance** before submitting an abstract.

- 1 To submit an abstract for the virtual symposium, the **presenting author is required to register for the event first**, paying the appropriate registration fee (refundable in the event of an abstract being rejected). A link to the registration page can be found on the MND Association's website: **[symposium.mndassociation.org/register](https://symposium.mndassociation.org/register)**
- 2 Once registered, the presenting author will receive a registration confirmation email with their **unique link to access the abstract submission portal**. Open the '**Abstract Submission Portal**' link from the confirmation email during the submission period. **Please do not share this link as it is specific to your attendee profile.** The section of the email with the link will look like this:

**Abstract submission**

If you would like to submit an abstract to present your research as an ePoster this year, please do so by accessing our submission system with your **unique link: [Abstract Submission Portal](#)** from **28 June – 29 July 2021** (23:59 GMT). This year we also have a limited number of oral presentations slots available which will be selected from ePoster abstract submissions.

- 3 The link will open your "Welcome to the Abstract Submission Portal" page with your name at the top. Please read the guidance on this page.

Welcome Miss Riddhi TEST

Home Contact Information Abstract Submission Summary Sign out

Welcome to the Abstract Submission Portal


**Before submitting your abstract, please ensure you have read the abstract submission 'Instructions' and 'Conditions of Acceptance'.**

- Abstracts should be submitted by the [presenting author](#) of the abstract
- Submissions are limited to [one abstract per presenting author](#)
- All abstracts are [submitted for consideration as a poster but authors can indicate if they would be willing to accept one of the limited oral presentation slots](#), should they be offered one by the Programme Committee, during the submission.
- If the abstract is **accepted** as a poster, the presenting author must submit the poster as a PDF and pre-recorded 'lightning explainer' video for the ePoster Hall by **4 November 2021 (23:59 UK time)**. Full instructions and guidance for this will be provided prior to poster submission.

**Full information and key dates can be found on the [Abstracts page](#) of the Symposium website.**

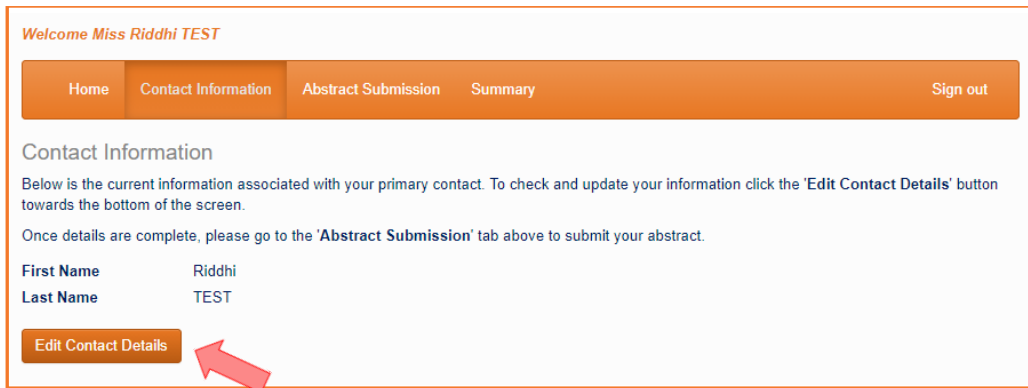
Navigate your way around the Abstract Submission Portal

- Review your contact details from your registration in the '**Contact Information**' tab.
- Submit your abstract in the '**Abstract Submission**' tab.
- See the status of your abstract (draft / submitted / accepted / rejected) in the '**Summary**' tab. You will be notified your abstract decision in late August. If your abstract is **accepted**, you will be able to upload your supporting poster material (poster PDF and lightning explainer video URL) in this tab.

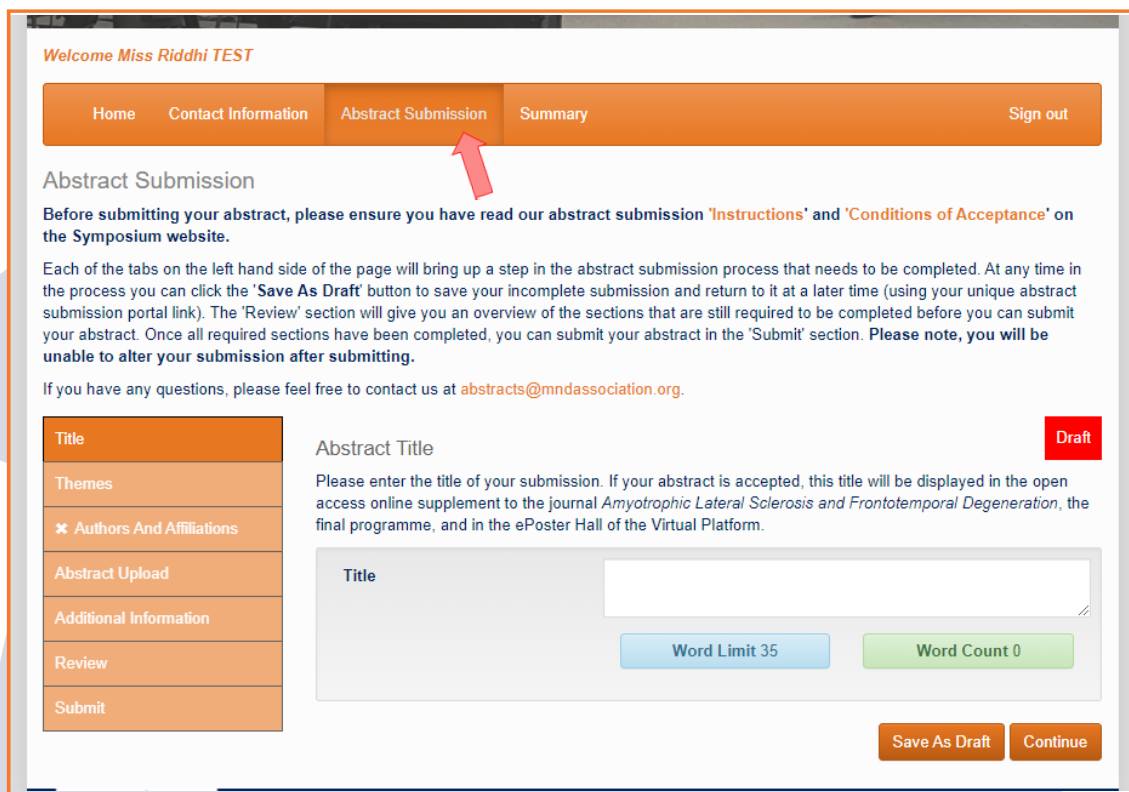
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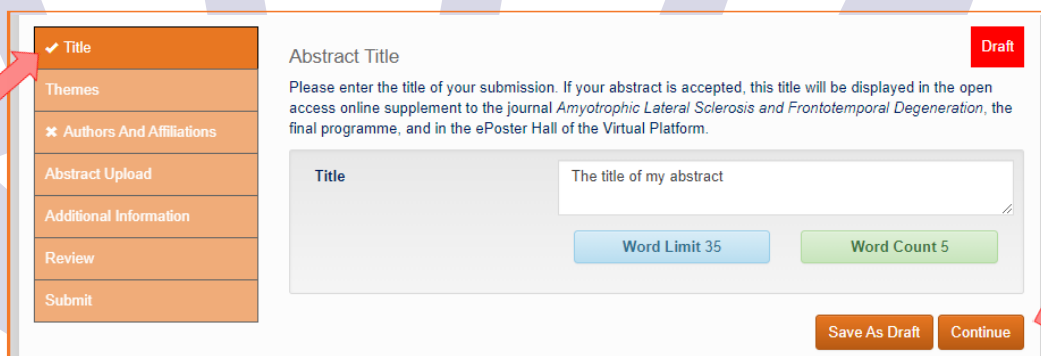
- 3 Go to the **'Contact Information'** tab in the top menu, and click the 'Edit Contact Details' button to review and edit your contact details. Once complete, click 'Submit' to return to the portal.



- 4 To begin entering your abstract go to **'Abstract Submission'** tab in the menu bar. This may take a couple of minutes to load.



- 4.1 Use the buttons on the left-hand side of the page to edit each component of the abstract submission (**Title, Themes, Authors and Affiliations, Abstract Upload, Additional Information, Review, and Submit**). Once you have completed a section, click 'Continue' to move to the next section, or click 'Save As Draft' to save your changes and return to your submission at a later time. Once a section is completed, a **tick will appear next to each section** on the left.



4.2 Enter the **'Title'** of your submission (maximum 35 words).

4.3 Select the most appropriate **'Theme'** from the options in the drop-down menu.

4.4 Complete **'Authors and Affiliations'** section:

- **Affiliations:** You must first enter details of each university/institute that authors of the abstract are affiliated with. Click 'Add Affiliation' button for each new affiliation. Each affiliation will be **assigned a number** in the order that they appear (found at the top left of each box).

Author Affiliation

Please list the universities or other institutions with which the authors are affiliated. For university affiliations, please state the department and name of the university only (in the 'institution' section) e.g. Department of Neurology, University of Oxford.

Please check carefully that the authors and institutes are spelled correctly.

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Institution: The MND Association

City/Suburb/Town: Northampton

State: Northamptonshire

Country: United Kingdom

Add Affiliation

- **Authors:** Once you have completed the affiliations, scroll down and fill in the details for each author on your abstract. Click 'Add Author' button for each new author. **For each author's institution(s), you must use the number assigned at the affiliations section above (rather than re-typing each institution's name)** - e.g. '1' for authors affiliated with the first institute/university you entered in the affiliations section, '2' for authors affiliated with the second institute/university entered above, and so on. If an author is affiliated with more than one institution, please separate the numbers with a comma, ensuring there are no spaces between them, such as '1,2'.

Authors

Please enter the details of ALL abstract authors, including yourself, in the order in which you wish them to appear on the abstract and virtual platform. Authors omitted here will NOT be displayed.

- Enter the author 'Title' (Professor / Dr / Mr / Mrs / Miss / Ms / Mx / Dame / Rev / Sir)
- Enter 'First Name' and 'Last Name' (surname) of each author
- Please ensure you tick the 'Presenter' box in your profile as the presenting author.
- Enter each authors' 'Job title' - this is their role/position at the institute.
- For the 'Institution' of each author, you should use the number assigned to the affiliation above rather than retyping the name of the institute (number is found in the top left of each affiliation box in the section above) - e.g. '1' for authors affiliated with the first institute/university you entered above, '2' for authors affiliated with the second institute/university entered above, and so on. If more than one affiliation, please separate with a comma.

1

Title: Miss

First Name: Riddhi

Last Name: TEST

Presenter:

Job title: Research Asssistant

Institutions: 1

Add Author

- **Presenting Author Biography:** should be no more than 50 words.

**4.5 Abstract Upload** - type or insert your abstract in **plain text** with the appropriate **subheadings** (i.e. background, introduction, methods, results, discussion, references, acknowledgments). Please note, **special characters must be inserted manually** using the 'Special Characters Keyboard' tool.

You can see an example of written abstract with subheadings and referencing in the '[Conditions of Acceptance](#)' document.

The screenshot shows the 'Abstract Upload' form. On the left is a navigation menu with options: Title, Themes, Authors And Affiliations, Abstract Upload (selected), Additional Information, Review, and Submit. The main content area is titled 'Abstract Upload' and has a 'Draft' status in a red box. It contains instructions: 'Please enter the text of your abstract using subheadings where appropriate e.g. background, objectives, methods, results, discussion, references, acknowledgements etc. For guidance on references, please see the Conditions of Acceptance.' It also states: 'The max word count is 450 – including references and acknowledgements. If your abstract is over 450 words, it will NOT be reviewed.' and 'Please ensure that data presented are statistically robust, clearly stating P and N values where necessary. IMPORTANT: only paste plain text into the box, all formatting/special characters must be input separately using the 'Special Character Keyboard' tool.' Below the instructions is a 'Content' text area with a 'Special Character Keyboard' button. A red arrow points to this button. The text area contains a sample abstract: 'in a diagnostic application. From a biomarker perspective, the meaningful interpretation of data from single individuals is paramount for the development of viable clinical applications. Although larger samples will be required for robust validation, the study confirms the potential of multimodal quantitative imaging in clinical applications. The concept of region-of-interest (ROI)-based, spatial reference system guided 'data biopsies' is also applicable to longitudinal analyses and potentially for the development of monitoring markers (1).', followed by 'References' (1. Cereda C, Gabanti E, Corato M et al ALS 2006; 7:227-234.) and 'Acknowledgements' (We would like to thank patients for taking part in the study. Funding for this study was provided by 'name of funder' from grant 'grant code'). At the bottom of the text area are two buttons: 'Word Limit 450' and 'Word Count 365'. At the bottom right of the form are 'Save As Draft' and 'Continue' buttons.

**5** Complete the '**Additional Information**' requested:

- Are you willing to accept one of the limited oral presentations should you be offered one?
- Would you be happy for the MND Association to use your poster material in reporting?
- Please select which time zone you will be presenting from. We may use this information to help us allocate Live Poster Sessions but please note, we may be unable to meet the requirements of all delegates due the global nature of the conference.
- Do you wish to be considered for a poster prize?

**6** In the '**Review**' section, please review your full abstract carefully. Your abstract will **not** be proofread. Please correct any errors in content and formatting, paying close attention to any special characters and affiliation/author numbering in your abstract. **You will NOT be able to edit your abstract once it is submitted.**

At the bottom of your abstract, a **red text box would flag any incomplete sections**. Please return the complete these. If you have completed all the required sections, a green text box will appear stating 'Ready to Submit'. Once you are happy with your abstract, click 'Continue' to go to the final 'Submit' section.

The screenshot shows a green bar with the text 'Ready to submit'. Below the bar are two buttons: 'Save As Draft' and 'Continue'.

- 7 Once all sections are complete, a 'Submit' button should appear on the final page. If only a 'Save As Draft' box shows here, you have not completed all the required sections. Please return to the 'Review' section to see which section is incomplete.

Only once you are certain that your abstract is complete and requires no further changes, please ensure you have read and **agree** to the **Conditions of Acceptance** and click **Submit** to send your abstract to review.

**Please do not click 'Submit' until you are certain no more edits are required as you will NOT be able to edit abstract after you click submit.**

**If you think you will need to make any changes, keep the abstract saved as a draft so that you can return to the abstract from the "Summary" tab and edit it until the submission deadline (29 July 2021, 23:59 UK time).**

Abstract Submission Draft

If all abstract submission fields have been completed, and you have not submitted an abstract already, you will have the option to 'Submit' your abstract at the bottom of the page. If there are any remaining fields or sections to complete, you will only have the option to save your submission as a draft. Please return to the review section to see what is incomplete.

**Important: Please use 'Save As Draft' until you are ready to submit your final abstract. Once you have clicked 'Submit' you will NOT be able to edit your abstract.** You can view your drafts and submissions in the 'Summary' tab of the menu bar.

**You must agree to the conditions of acceptance before you can proceed.**

Abstracts will be published in an open access supplement of the *Amyotrophic Lateral Sclerosis and Frontotemporal Degeneration* journal. By submitting an abstract you consent to give us the license to act on your behalf with the Taylor & Francis group to publish your abstract in the supplement.

You also confirm that you have **read and agree to the full Conditions of Acceptance**.

I agree to the Conditions of Acceptance

Save As Draft Submit

- 8 Once submitted, you will be directed to the **Summary** tab. The status of the abstract will show as **Submitted**. You are able to view this submission but will not be able to edit the abstract. Any submissions that are saved as a draft will also appear on this page with a **Draft** status where you can click **edit/delete**. You will be notified of the abstract decision in late August. If accepted, you will be sent instructions on how to submit your poster material (PDF and pre-recorded video).

Home Contact Information Abstract Submission **Summary** Sign out

**Abstract Summary**

Here you can see the status of your abstract (draft / submitted / accepted / rejected). To view your submitted abstract, click on the 'View' button. Please note, submitted abstracts cannot be edited.

Once your abstract is accepted (notification in late August), you must **upload your poster PDF and video URL** below before the deadline **4 November 2021 (23:59 UK time)** to display your poster in the Virtual Symposium ePoster Hall. If these documents are not received by this deadline, your poster will be considered as a no-show and will be removed from the ePoster Hall. Poster instructions and guidance will be provided to you closer to the time.

For any more information, please visit our Symposium website. If you have any queries regarding your abstract or poster submission, please contact us at [abstracts@mndassociation.org](mailto:abstracts@mndassociation.org).

Title	Status	Document	
The title of my abstract	Submitted	<input checked="" type="checkbox"/> Abstract Upload	<span>View</span>

For more information, please refer to the **Conditions of Acceptance** or visit the **Symposium website**. If you have any questions, please email us at [abstracts@mndassociation.org](mailto:abstracts@mndassociation.org).