IMPORTANT: Google Chrome is the best web browser for submitting an abstract. If you are using another browser and experiencing problems, please let us know at program@ixa-ctrms2021.org

Congress Abstract Submission, Registration, Disclosure and Program Management System

Login to your account

- Email Address
- Password

Create an account
- If you don’t have an account, click here to create one
- Forget your Password? click here to reset your password

Returning user login
Create a new account

If you already have a user account, but cannot remember the Email Address you used, please do NOT create a new account. Send us a request to program@ixa-ctrms2021.org
Create a Profile

In order to create an account, you will need to complete the 3 Steps containing profile information.

Step 1:  Account information – Name, Email, Password, Country and Membership information.

Step 2:  Professional information – Profession, Credentials, Degrees, Gender, Areas of Interest.

Step 3:  Contact information – Job Title, Department, Institution, Mailing Address, City, State, Country, Phone, Assistant Information.

Review:  Once the 3 steps above are completed, you will have the chance to review the information and make any corrections within the dashboard.
## Your Dashboard

### Step 1 – Profile Modification
To make any modifications to your profile

### Step 2 – Validation
It is mandatory for student/trainee and Allied Health professional to provide proof of status

### Step 3 – Abstract Dashboard
Submit, modify or view your abstracts.

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Submit a new abstract
Click the link above to submit a new abstract. While submitting you may click the "Step 1-10" links on the left side to jump to any of the steps during the process.

Submitted abstracts
View abstracts you have submitted for review and their acceptance status.

Incomplete abstracts
View the list of your abstract submissions that have not yet been submitted for review.

Accepted abstracts
View abstracts you have submitted that have been accepted.

Clone your abstract
This feature has been implemented to reduce submission times and improve accuracy.
All the abstract information, including authors and affiliations is duplicated to help eliminate and reduce redundant entries.

How to make a copy "clone" of an Abstract
Any abstract that has been submitted OR is incomplete may be duplicated by clicking the "Clone" icon in either the "Submitted Abstracts" or "Incomplete Abstracts" of your Abstract Dashboard. The copy of your abstract will appear at the bottom of your "Incomplete Abstracts" of your Abstract Dashboard with the term 'craft copy' added to the front of the title.
Abstract Dashboard – Part 2: Submitted Abstracts Tab

**For corrections once submitted. Do not duplicate your abstract.** Send an email to program@ixa-ctrms2021.org with the abstract ID and we will “unlock” your abstract for editing within the next 24 hours.

You may log in and out of the system as many times as necessary. Do not submit until you have thoroughly reviewed your submission.

**Duplicate your abstract**
This handy feature allows you to make a copy of your paper to avoid retyping your list of authors and affiliations on new submissions. Once clicked it will create a “Draft Copy” of the submitted paper.

**View your abstract**
This feature will allow you to view, print or email a submitted paper.
You may log in and out of the system as many times as necessary. Do not submit until you have thoroughly reviewed your submission.

**Duplicate your abstract**
This handy feature allows you to make a copy of your paper to avoid retyping your list of authors and affiliations on new submissions. Once clicked it will create a “Draft Copy” of the submitted paper.

**Edit your abstract**
This feature will allow you to edit and submit your paper.
Abstract Dashboard – Part 4: Accepted Abstracts Tab

Once all abstracts have been reviewed, if your abstract is accepted for Oral, Video and/or e-poster, it will appear on this tab for you to view.
Abstract Submission – Part 1: Abstract Title

Once the first step is saved, you can jump directly to any specific step with the left navigation menu.

Type your title in this box.
Maximum 400 characters.
No symbols permitted. Spell them out (i.e. beta, alpha, etc.)
Abstract Submission – Part 2: Abstract Topic/Preference

1. Select a topic from the drop-down menu
2. Select your preferred presentation format from the drop-down menu

At this stage, you can either save and continue to next step or save and close to complete later.
Please read the instructions below. We suggest avoiding the use of too many authors.

There is no limit to the number of co-authors per abstract, although we strongly recommend the use of a Study Group Name for abstracts with a high number of co-authors. A person can be listed as a co-author if he/she meets ALL the following criteria:

- made substantial contributions to concept and design, acquisition of data, or analysis and interpretation of data,
- drafted the abstract or revised it for intellectual content
- approved the final version to be submitted after scientific and intellectual review.

To re-order your authors, simply drag and drop using the marquee tool located to the left of the author. You will link your authors to their affiliations on the "Link Authors to Affiliations" step.

The submitter is automatically inserted as the author.
Abstract Submission – Part 3.2: Abstract Authors / Presenter

We strongly recommend the presenter be the submitting / corresponding author.

Add an author:
- Fill in author information and click “add author”.
- Repeat for each new author.
- Use suffix only for special info added to names: Jr. Sr. II. III.

Adding Authors:
Fill in author information and click “add author”. Repeat for each new author.

Select Presenter:
If the presenter is not the submitting author, he/she MUST create a user account in order for us to attach the abstract to the presentation (if abstract accepted).
Abstract Submission – Part 4: Authors Affiliations

IMPORTANT – AUTHORS ARE LINKED TO AFFILIATIONS ON NEXT STEP

Re-Ordering Affiliations
Use the marquee tool to drag and drop in the correct order.

You can preview the author’s list and go back one step to add authors or change orders

Adding Affiliations
Fill in author’s affiliation and click “Add Affiliation”. Repeat for each new affiliation.

Abstract Submission – Part 5: Link Authors to Affiliations

Check the boxes that correspond to each author

Click on “Update Preview” to preview the final listing of authors with affiliations.

To change order or add affiliations and/or authors, click on “Back One Step”

<table>
<thead>
<tr>
<th>Author</th>
<th>1</th>
<th>2</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Catherine Parker</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Robert Colarusso</td>
<td></td>
<td>✓</td>
<td></td>
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<tr>
<td>Frank Lindo Verissimo Jr.</td>
<td>✓</td>
<td></td>
<td>✓</td>
</tr>
</tbody>
</table>

Preview:

Catherine Parker¹, Robert Colarusso², Frank Lindo Verissimo Jr.¹,³
Abstract Submission – Part 6: Study Groups

If the work submitted was on behalf of or a contribution made by a study group, please enter them below (i.e. The One Study).

![Current Study Groups]

- The One Study
- Declaration of Istanbul DICG

![Add a Study Group]

Enter group name and click on “Add Study Group”
Abstract Submission – Part 7: Acknowledgements

Acknowledgements of funding and support should be written out in full and are required to contain our funding reference number. Contributors who are not authors may be listed here (i.e. we would like to thank Dr. X for his editorial support during the preparation of this abstract).

One entry per acknowledgement
Abstract Submission – Part 8: Figures

Important – On the abstract body step, you will need to specify their placement

1. Click the “Add Files” button or “Drag” files in the following formats only: .jpg / .gif / .png (Maximum 2 / 2 MB max per file).

2. Once you have selected all your files, click the “Start Upload” button.

Type in this box. Use the palette above to format your text and insert special characters. Do not add extra space in the body or after each paragraph.

To specify the location of a figure, place the cursor in the spot you wish it to appear and click the Add Figure button.

Do not try to drag and drop the button.

Character Count:
Maximum 3,000 characters including spaces.
Abstract Submission – Part 10: Terms

Read carefully and check the box to agree to the terms.

In case you do not agree please note that your abstract will not be accepted.

Further ethical review can be requested if needed.
Red dot means that the step is incomplete. Click on the wrench to jump to that step.

When your abstract is completed, this button will turn green and allow you to submit it.
Abstract Submission – Part 12: Confirmation

IMPORTANT: do not click the final submit button unless you have thoroughly reviewed your paper.

For corrections once submitted. **Do not duplicate your abstract.** Send an email to program@ixa-ctrms2021.org with the abstract ID, we will “unlock” your abstract for editing within the next 24 hours.

- Print your abstract
- Email a copy of your abstract
- Go back to abstract dashboard
- Go back to general dashboard
Abstract Submission

For additional questions or instructions on the Abstract submission process, please send your queries by email to program@ixa-ctrms2021.org