

## **Abstract Submission Manual**

This manual is your guide on how to submit an abstract. You will need to register first in order to submit an abstract.

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## How to register (Sign Up)

- On the upper right corner, click on **Sign Up**
- Provide your personal information and click on **Register**.
- An email confirmation will be sent to the registered email address, **you must confirm** first before you can login to your account.

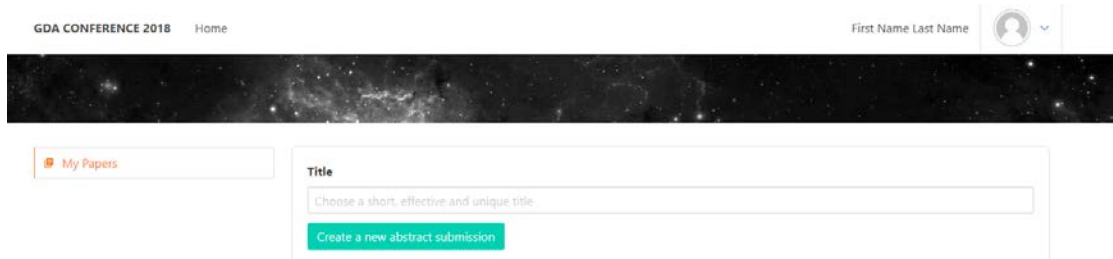
You can also opt to register through the social network LinkedIn. It does not require to confirm your email address.

## Login with a Social Network (LinkedIn)

If you login with LinkedIn, it is assumed you registered (sign up) first with it or that your LinkedIn email address is the same than the email you have registered with us.

## Creating a new abstract

- On the left corner, click on **My Papers**
- Enter the **Title of the Abstract** and click on the **Create a new abstract submission** button

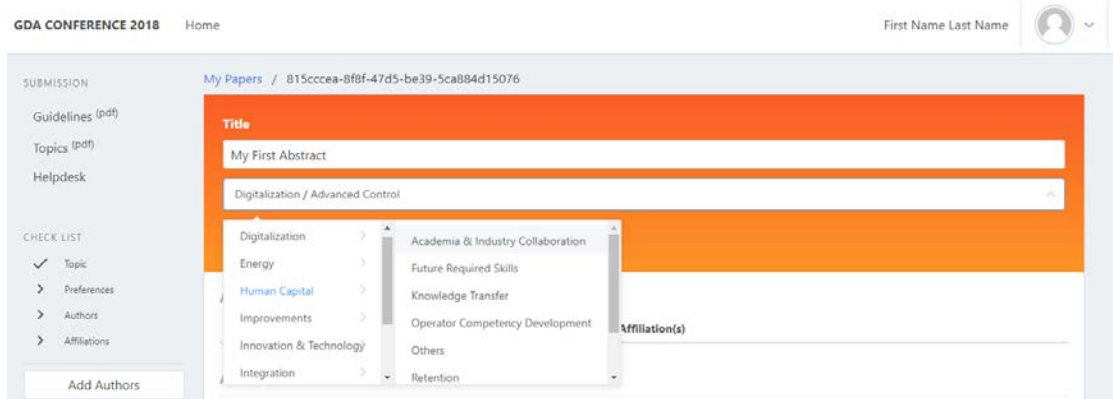


The screenshot shows the top navigation bar with 'GDA CONFERENCE 2018' and 'Home' on the left, and 'First Name Last Name' with a user profile icon on the right. Below the navigation bar is a dark banner image of a galaxy. Underneath the banner, there is a 'My Papers' button on the left and a form on the right. The form has a 'Title' label and a text input field with the placeholder text 'Choose a short, effective and unique title'. Below the input field is a green button labeled 'Create a new abstract submission'.

Note: The abstract title is limited to 24 words and with a maximum of 255 characters.

## Selecting topic and sub-topic

- Click on the **Select your topic**, choose your topic and then the sub-topic



GDA CONFERENCE 2018 Home First Name Last Name

SUBMISSION My Papers / 815cccea-8f8f-47d5-be39-5ca884d15076

Guidelines (pdf)  
Topics (pdf)  
Helpdesk

CHECK LIST  
 Topic  
 Preferences  
 Authors  
 Affiliations

Add Authors

Title  
My First Abstract

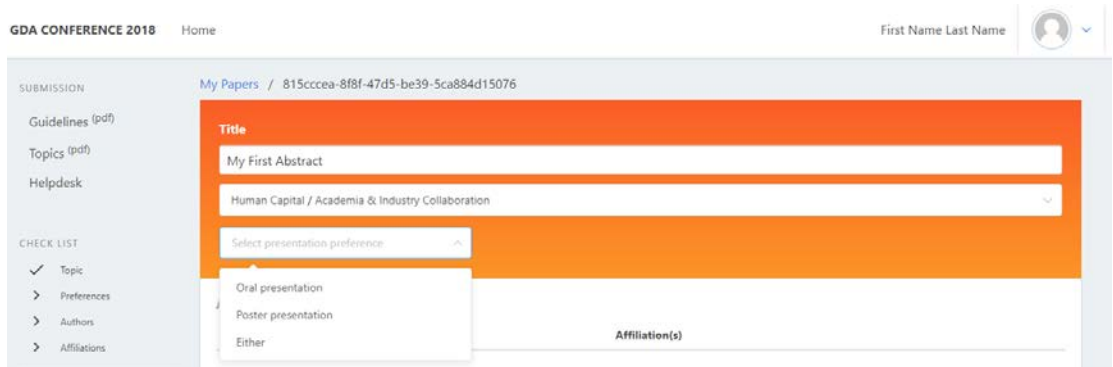
Digitalization / Advanced Control

Digitalization  
Energy  
Human Capital  
Improvements  
Innovation & Technology  
Integration

Academia & Industry Collaboration  
Future Required Skills  
Knowledge Transfer  
Operator Competency Development  
Others  
Retention

Affiliation(s)

- Click on the **Select presentation preference**, choose from the options what you prefer



GDA CONFERENCE 2018 Home First Name Last Name

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Guidelines (pdf)  
Topics (pdf)  
Helpdesk

CHECK LIST  
 Topic  
 Preferences  
 Authors  
 Affiliations

Title  
My First Abstract

Human Capital / Academia & Industry Collaboration

Select presentation preference

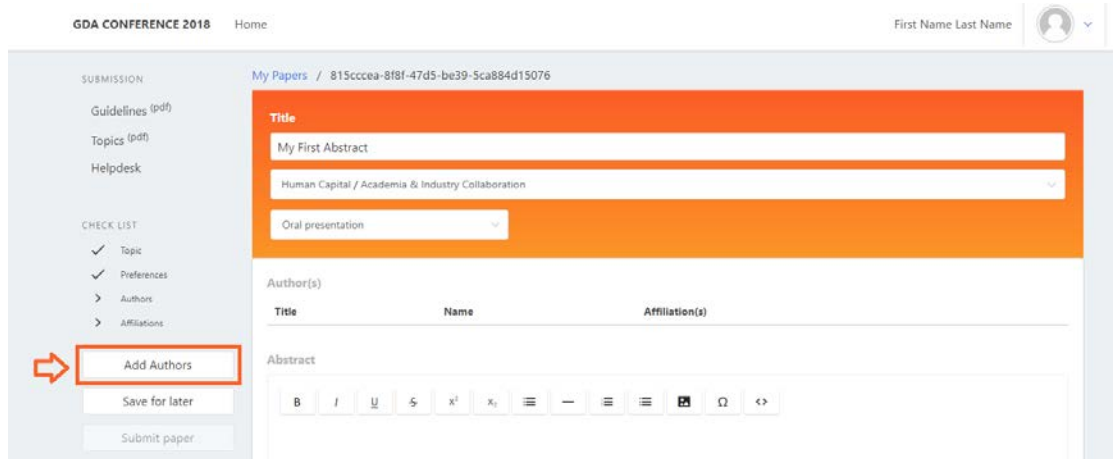
Oral presentation  
Poster presentation  
Either

Affiliation(s)

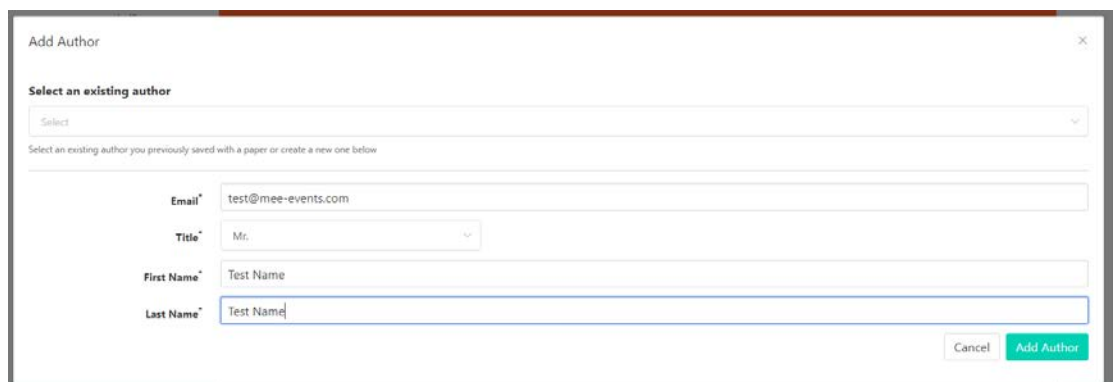
## Adding Authors

Regardless if the person who signed up is the Author, this section must be filled again.

- On the left corner, Click on **Add Authors** button




- Enter the required information then click on the **Add Author** button



Note: You cannot edit an existing author information, however, you can delete and create a new author. You may also add as many authors as you want.

### Adding Author's Affiliation

- Click on the **Add Affiliation** and provide the required information, you can add more than one affiliation by author if this is the case.

GDA CONFERENCE 2018 Home First Name Last Name 

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Guidelines (pdf)

Topics (pdf)

Helpdesk

CHECK LIST

- Topic
- Preferences
- Authors
- Affiliations

Add Authors

Save for later

Submit paper

**Title**

My First Abstract


Human Capital / Academia & Industry Collaboration

Oral presentation

Author(s)

Title	Name	Affiliation(s)
Ms.	Test Name Test Name	<span style="border: 1px solid orange; padding: 2px;">add affiliation(s)</span> <span style="background-color: #e91e63; color: white; padding: 2px 5px; margin-left: 10px;">delete author</span>

Abstract

**B** *I* U  $x^i$   $x_j$   $\equiv$   $\equiv$   $\equiv$    $\Omega$   $\langle \rangle$

Add Affiliation ✕

Select an existing Organisation

Select ▼

Select an existing organisation you previously saved with another paper or create a new one below

Name\*

Department

City\*

County (US only)

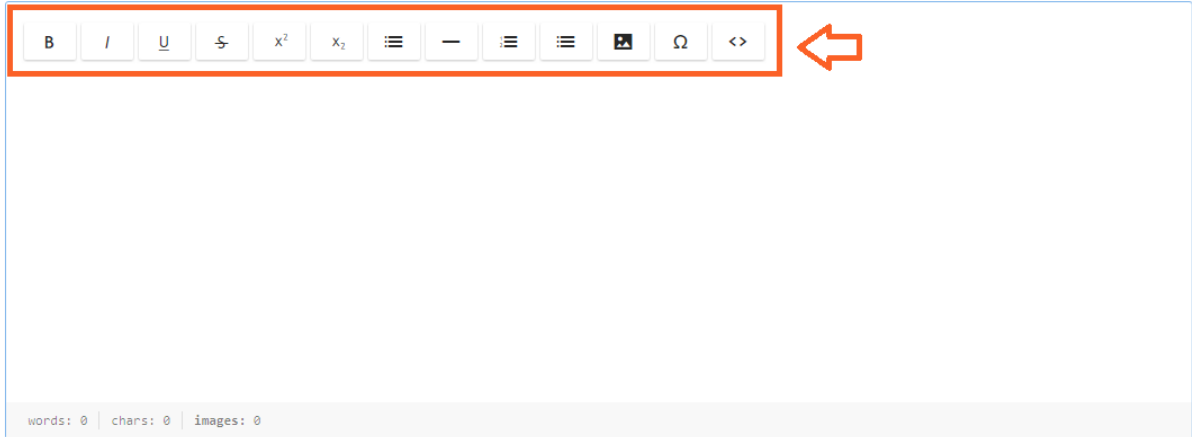
Country\* Select ▼

Cancel
Add Affiliation

## Abstract content – adding and formatting

The abstract must be concise and contain less than 500 words. You also have the option to format the content and add images (a maximum of 3).

Abstract



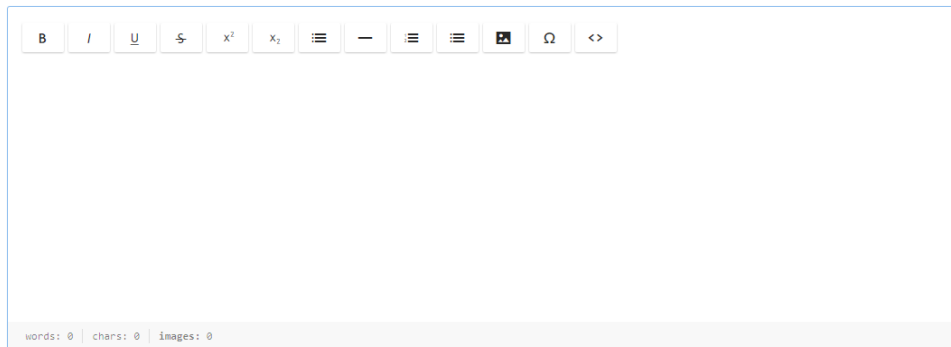
words: 0 | chars: 0 | images: 0

you can upload 3 images.

### Submit your abstract

Once you are done then you can submit your abstract by clicking on **Submit your paper**

Abstract



words: 0 | chars: 0 | images: 0

you can upload 3 images.

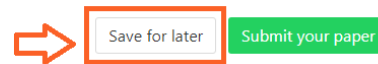
Save for later

Submit your paper

### Save for later – add or edit your content

If you need to save your work and/or submit at a later date, then you can just click on **Save for later**.

Abstract



## Submitting a saved abstract

If you chose to submit your abstract at a later date, follow the below steps to complete your submission.

- Choose the abstract you want to submit

- Continue editing, once completed, you can then click on **Submit your paper** or if you still have some changes just click on **Save for later**


Abstract

Rich text editor toolbar with icons for Bold (B), Italic (I), Underline (U), Strikethrough (ABC), Superscript (x<sup>2</sup>), Subscript (x<sub>2</sub>), Bulleted List, Numbered List, Indent Left, Indent Right, Image, Link, and Source Code (<>).

words: 0 | chars: 0 | images: 0

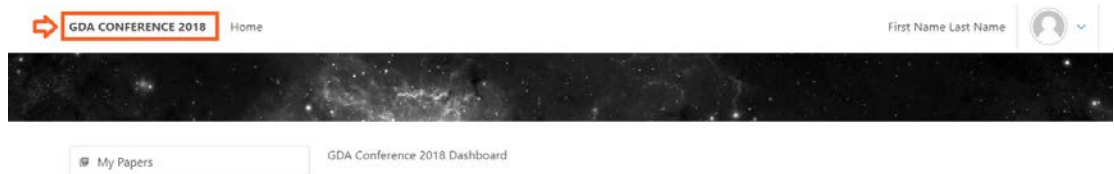
you can upload 3 images.

Save for later



## Quick tips

- To go back to the dashboard, on the left corner, click on the **GDA CONFERENCE 2018**



- There is **no option to delete an abstract**, but **you can edit as many times** as you want as long as you have not submitted the abstract
- We encourage you **not to cancel** a submitted abstract, however, once you do, please send us an email at [speaker@mee-events.com](mailto:speaker@mee-events.com) with the abstract title to ensure that it will not be included in the review

For assistance, please contact us at [speaker@mee-events.com](mailto:speaker@mee-events.com) or call +971 4427 0739 and look for Karan Kukreja, Conference Manager.