Education & Training Program – Abstract Submission Module Instructions

Thank you for your interest in submitting an abstract for a WEF Education and Training event! This video will use the Residuals and Biosolids 2019 Conference as an example, but the submission module is the same across all conferences.

Getting Started

First thing to do is navigate to the WEF conference page you are interested in and click "Submit Here".

Log in to the submission portal using your WEF email and password. If you are not a WEF member, you can still submit, but you will need to "Create a Profile".

The first time that you login, it will ask you to verify/add your contact information. Please double check your company data, email address and phone number are correct. The company listed in AI will be used in the onsite program, should your abstract be accepted. If you need to update it later, just click on the Dashboard button and choose "Edit Attendee" under the Profile tab. Once you have saved your information, you will be brought to the "My Submissions" screen. There you have the option to submit an abstract, workshop proposal or session proposal. For some conferences, you will also be able to submit for a mobile session.

In these instructions, we will click on Create Abstract to show you the abstract submission module.

Submitting an Abstract

Here, you will see a set of instructions that label the different colored tabs and the abstract submission due date. The first thing you need to do is type in the title of your abstract. You must hit save before you can move on to the next tab.

Once you hit save, the tabs will change color to display steps that are not yet completed in red. Steps that have been completed will be shown in blue, and steps that are optional will be shown in white.

Authors

The next step is to input the primary author. This should be the primary author listed in the paper. If you are the primary author, click YES. If you are simply assisting the primary author with their abstract submission, click NO and search for the primary author on the next page. If you see the name in the system already, just click the circle by their name and then click on "Assign Primary Author". If they are not listed, you can click the button "Add Primary Author" and fill in the required information and hit "Submit". Once you have hit submit, you will be taken to a page listing the person you just put as a Primary Author there with the word "Confirmations" under the name and a small red flag. You must click on that and agree to everything in order to submit the abstract.

After this, you should add in the co-authors by clicking on the "Add Co-Author" button. Please list then in the same order as they appear on the abstract. You can add a maximum of 10. You add them the same way you would the primary author had you hit NO. Once you have added them in, you can change the order of the Co-Authors by clicking on "Edit" under the name and using the arrows on the next page to re-arrange them.

Finally, you should add a Presenting Author. This person must be either the Primary Author or a Co-Author. The Presenting Author will be the person talking at the conference. Whoever is listed as the Presenting Author will be required to turn in the manuscript, upload their CV and Bio, and will be the main point of contact should the abstract be accepted into the conference program. Once everything is filled out, you have the option to remove people if need be by clicking "Remove" under the person's name.

Abstract

After you have finished with the authors, it is time for the abstract itself.
Please note that if you copy-and-paste from Word, all formatting will be stripped from the text

You can add bold, italics, superscript, and subscript formatting by using the Special Characters drop-down menu. You simply click on which type of formatting you want, and a line of code will appear at your cursor. Simply delete the three dots and replace them with the text that you want formatted. You won't be able to see the formatting until you click "Save" and then click on the "Preview" tab.

The next tab allows you to add **References/Sources**, but this step is not required.

In the **"Topics"** tab, you will see the Call for Abstract topics listed. You can only pick one topic that your abstract best falls under then hit "Save". If you change your mind after you have hit save, click on the box next to "Remove" for the incorrect topic and check "Add" by the new topic you want. You must have a check on both the "Remove" and "Add" boxes before you hit "Save" in order to successfully change topics.

The next tab **"Keywords"** allows you to choose up to three keywords that are most relevant to your abstract. If you use the keywords from the list, ensure you click on the first "Save" button to select those. If you want to add your own, you will need to type it in the box under "Add New Keyword" and click on the second "Save" button.

You are required to answer a few questions in the **"Additional Information"** tab. Once you have answered the questions, click on "Save".

Images and Tables can also be added. They are not required to be submitted but are encouraged. You can either drag and drop the document into the square or click on the white square and find the file in the folders to upload.

Before you finalize your abstract, make sure to click on the Preview tab. A new window will open and give you a full overview of everything you entered. Please ensure the information is correct. You can print a copy for your records. If everything looks good, click on the **"Finalize"** tab.

You must check that you are ready to submit your abstract and click "Finalize". If you still need to make final edits after you have already hit "Finalize", you can always go back and make changes up until the submission deadline. It is better to click finalize ahead of time, then go back and make edits, than to miss the submission deadline.

When you click "Finalize", you will be taken back to the "My Submissions" page. There you will see the abstract you just submitted and are able to print your submission for your records by clicking the "View/Print" button under the name. You will also receive an automatic email informing you that your abstract was received. Should you decide you need to withdraw your abstract, you can also do this from the "My Submissions" page by clicking on "Withdraw this Submission".

Thank you for submitting your abstract! Please reach out to CS2019@wef.org if you have any questions.