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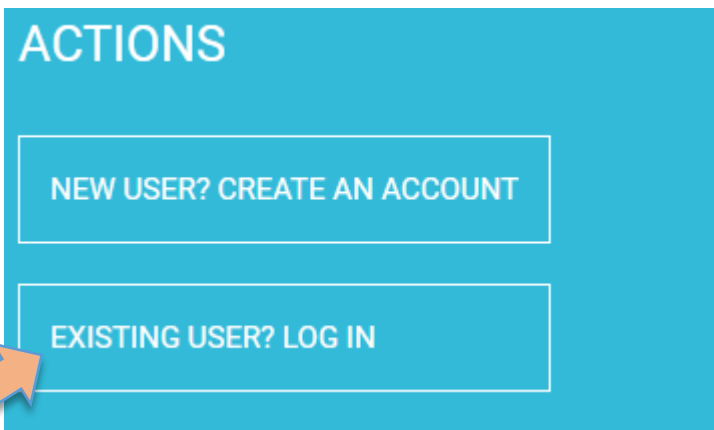
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# 'How To' Guide: Submit an Abstract

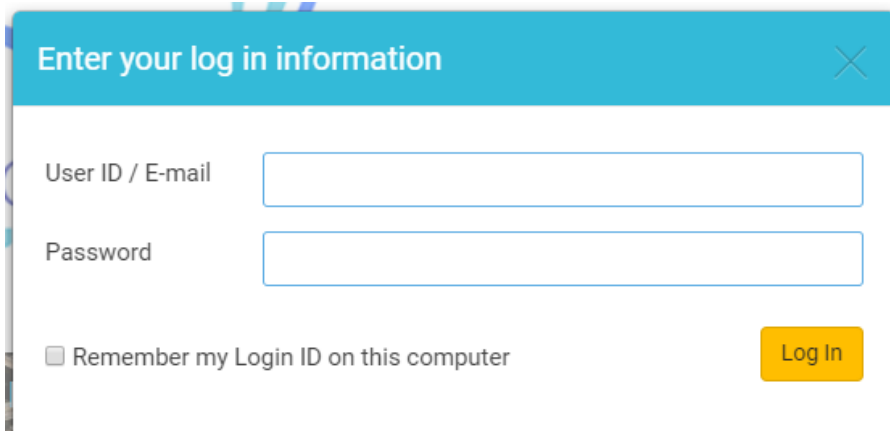
## Existing Users - Logging In

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- 1.) Visit the [WFC 13 Website](#)
- 2.) Existing users,



- a. Enter your E-mail address.
- b. Enter your password.
- c. Click on  to log in.

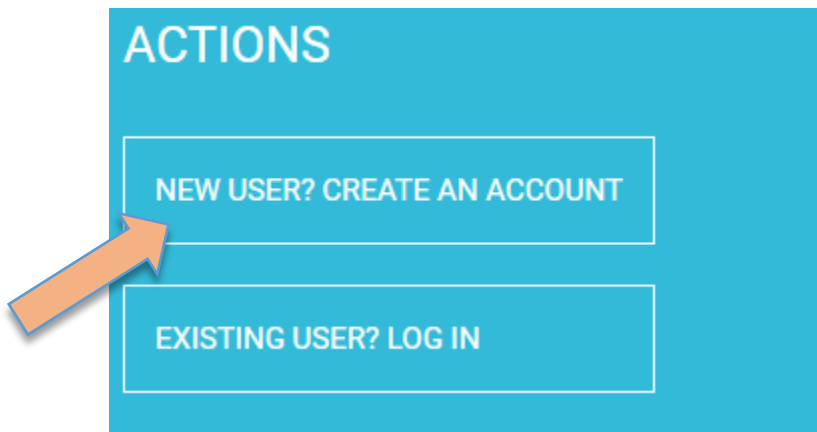
A screenshot of a login form titled 'Enter your log in information' in white text on a blue header bar. The form has a close button (an 'X' icon) in the top right corner. It contains two input fields: 'User ID / E-mail' and 'Password'. Below the 'Password' field is a checkbox labeled 'Remember my Login ID on this computer'. A yellow 'Log In' button is located at the bottom right of the form.

- ✓ Click on the 'Forgot your password? Reset Password' link, if you have forgotten your password.

## New Users – Create a Profile

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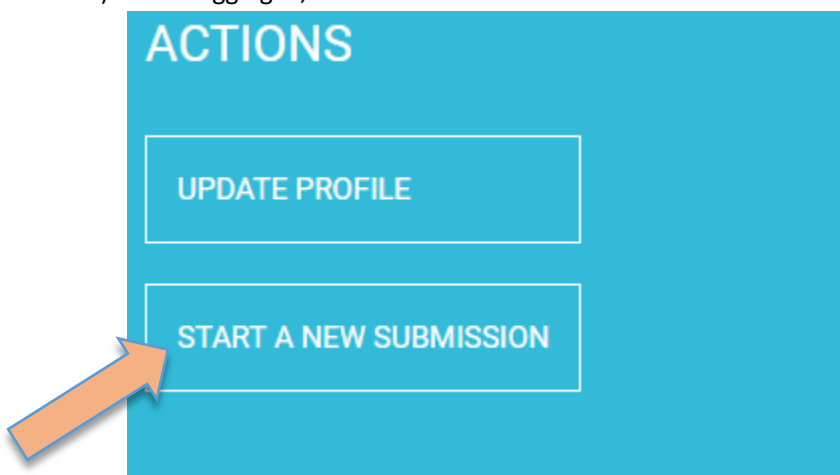
- 1.) Visit the [WFC 13 Conference Website](#)
  - 2.) New Users,
    - a. Click on 'New user? Create an Account' to register for an account.
    - b. Complete the form for 'Non-Members' to create an account to submit an abstract.
- ❖ **If you are existing member of AFS Society and logging in for the first time, please follow instructions to reset your password. Your e-mail address is your user name.**
  - ❖ **If you are logging in for the first time, you will be prompted to update the profile before accessing the submission dashboard.**



## How to Submit an Abstract

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- 1.) After logging in, click "Start a New Submission"



2.) You will see the screen as shown below.

Thank you for submitting an abstract for WFC 13 to be held April 20 - 24, 2020 at the Hilton Bayfront in San Diego, CA. Please review the below documents before submitting your abstract.

**Submission types:**

- Oral Technical Presentation - 20 minutes including Q & A
- Symposia Presentation - 20 minutes including Q & A
- Student Poster Presentation - Full time students are invited to submit a poster abstract for presentation during the poster session(s). Student posters will be judged on the clarity and support of stated research objective, the overall organization of the poster, the clarity and thoroughness of the oral poster presentation, and the originality of the poster topic.

**WFC 13 Abstract Submission Guidelines**

**WFC 13 Abstract Submission Categories**

**Example of Acceptable Biography**

Submission Type

3.) Select the submission type from the 'Submission Type' drop-down.

**Submission Type**

A screenshot of a web form showing a dropdown menu for 'Submission Type'. The menu is open, displaying four options: 'Student Poster (WFC 13)', 'Poster (WFC 13)', 'Oral Technical Presentation (WFC 13)', and 'Symposia'. The dropdown arrow is visible on the right side of the menu box.

4.) Enter General information required fields. (Step 1)

5.) Click **Add Participants >** to continue to Step 2.

6.) Enter Participants. (Step 2)

❖ **The 'Abstract Admin' checkbox represents you as the key contact of the abstract submission.**

❖ **If you need to change the key contact or presenting author, please see instructions on pages 7 and 8.**

7.) Click **Save and Continue >** to continue to Step 3.

## 8.) Enter Submission details. (Step 3)

General ✔
Participants ✔
3
Disclosures 4

← Previous
Save and Continue >
Submit Abstract

**1 Abstract Content \***

There is a minimum of 200 words and a maximum of 600 words characters for the text of your abstract submission.

200 of 200 words required

**2 Co-Authors**

Search for co-authors to be added. If co-author is not found, then enter directly in the table below.

Search for co-author

Order	Presenter	First Name *	Last Name *	Affiliation *	E-mail *
1	<input checked="" type="checkbox"/>	Deahna	Cring	AFS	deahna@afsociety.org
	<input type="checkbox"/>				

\* You must populate all fields to complete the row.

**3 Bio of presenting author \***

Review the [presenting author bio example](#)




**4 Keywords \***

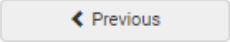

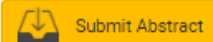
Minimum of 5 keywords required.

You must enter at least 5 keywords

9.) Click Save and Continue > to continue to Step 4.

10.) Enter Disclosures. (Step 4)

General  Participants  Submission  Disclosures **4**

## Disclosures

Name (Hereinafter referred to as "The Presenting Author), on behalf of all other co-author(s), is submitted for publication in the 13th World Filtration Congress (WFC 13). I/We agree that the presentation listed above to be presented at the WFC 13 listed above, shall be of high scientific, technical, and/or marketing quality, shall be specific to the filtration and separation industry, unless agreed otherwise between the WFC 13 and the Author(s).

In submitting a paper/presentation, Author and co-author(s) hereby grant(s) a release to WFC 13, its successors and assignees, the right of first publication and permission to reproduce and distribute copies of the paper/presentation in a printed format, USB drive or CD-Rom format and to authorize reprints, quotations, abstracts, summaries, and/or translations of the paper or portions of the paper, by WFC 13 in any medium whatsoever and at no charge. The WFC 13 may, at its option, cause the Author(s)' presentation to be released/published in a format utilizing the name and logo and identifying the matter presented as having been presented at the 13th World Filtration Congress indicated above. Should the WFC 13 exercise its option and cause the Author(s) presentation to be released/published, the acknowledgement line in that release/publication shall read as follows, This presentation was given at the 13th World Filtration Congress, April 20 – 24, 2020, sponsored by the American Filtration and Separations Society.

The Author and co-author(s) retain(s) all rights, including those under the Copyright Act, in the paper. In any case, the Author(s) warrant(s) the publication or other distribution of the paper/presentation by WFC 13 shall not infringe any patent, trademark or copyright of others. Furthermore, the Author(s) agree(s) that he/she will indemnify and save harmless WFC 13 from all damages, costs and expenses, including attorney fees, paid or incurred by WFC 13 by reason of such infringement or claim.

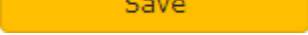
The Presenting Author(s) hereby acknowledge(s) that this grant and release is supported by good and valuable consideration, including, but not limited to, the opportunity presented by the WFC 13 for the Author(s) or his/her designate to have the presentation presented at the Congress.

1

Presenting Author Signature \*

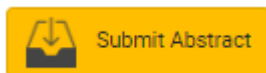
Enter your signature 'Deahna Cring' in the field above.

Note: You may update your signature in your User Profile. Click on 'Return to Dashboard' above, and then go to 'Edit Profile' in the top-right corner of the Dashboard.

11.) Save Disclosure information by clicking the 'Save' button . (Step 4)

❖ If the abstract details are entered to the satisfaction, user can submit the abstract by clicking the 'Submit

Abstract' button




- ❖ If the user prefers to continue editing, then save and return to dashboard. Please ensure abstract is submitted before the deadline.

12.) The abstract will now appear on the User Dashboard.

## My Abstracts



Click on abstract title below to update and submit individual and supporting abstracts.

Status	My Submissions	Type	Role	
 Submitted	<a href="#">Title Title Title Title</a>	Oral Technical Presentation (WFC 13)	Presenter	<a href="#">withdraw</a>

## How to Change the Presenting Author

1.) Remove the existing presenter.



Return to Dashboard Submit Poster/Individual Research Report

General 
Participants 
Submission 3
Disclosures 4

< Previous
Save and Continue >
Submit Abstract

### Participants



The author below must be the presenting author. Co-authors are added in Step 3-Submission.

	Presenter*	Abstract Admin	Submission Status	Disclosure Status
	Thanigs. Muthu thanigs@metaport.com	<input checked="" type="checkbox"/>	 In Progress	 In Progress

2.) Search for the new presenter, select the new presenter and complete the change.

### Participants

The author below must be the presenting author. Co-authors are added in Step 3-Submission.

	Abstract Admin	Submission Status	Disclosure Status
Presenter *	<input checked="" type="checkbox"/>	 In Progress	 Not Started
<input type="text" value="jeff mca"/> <div style="border: 1px solid #ccc; padding: 2px; margin-top: 5px;"> <p><b>Jeff McAdams</b> jeff@metaport.com</p> </div>			

3.) Once presenter change is completed, system will take the user to review co-authors list. In that newly added participant will be marked as the presenter.




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#### Author Listing

Enter the presenting author and all co-authors must be submitted in the grid below. A maximum of 15 authors/coauthors in order of contribution may be listed below. ONLY ONE PRESENTER ALLOWED (must be listed in Step 2: Participants).

Search for co-authors to be added. If co-author is not found, then enter directly in the table below.

Search for co-author





Order	Presenter	First Name *	Last Name *	Affiliation *	E-mail *	
1		Thanigs,	Muthu	MetaPort Systems, LLC	thanigs@metaport.com	remove
2	 	Jeff	McAdams	Vanderbilt University Medical Center	jeff@metaport.com	

\* You must populate all fields to complete the row.

4.) Now both Thanigs and Jeff can update the submission details from their accounts. However only Jeff will be allowed to submit the disclosure form.

## Features of the User Dashboard

1.) The following statuses are available:





- a.  Not Started
- b.  In Progress
- c.  Submitted
- d.  Withdrawn



2.) The following actions are available:

- a. Delete: This link deletes the overall submission and any supporting submissions from the system.
- b. Withdraw: This link removes a submitted abstract from consideration.
- c. Restore: This link places a withdrawn abstract back to 'In Progress' status. The user may then delete or re-submit the abstract. Any supporting submissions will be placed back to a 'Submitted' status.



Status	My Abstracts	Type	Role	
	<a href="#">Sample Poster #2</a>	Poster	Presenter	<a href="#">delete</a>
	<a href="#">Sample Workshop</a>	Workshop	Lead Organizer	<a href="#">delete</a>
	<a href="#">Sample Full Oral Presentation</a>	Full Oral Presentation	Presenter	<a href="#">withdraw</a>
	<a href="#">Sample Poster #1</a>	Poster	Presenter	<a href="#">restore</a>