

Below is a STEP by STEP Guide on how to submit your abstract. Should you require any additional assistance, please email [islb2022-program@icsevents.com](mailto:islb2022-program@icsevents.com).

**STEP 1:** First time users need to create a contact profile by clicking the highlighted tab below:

### Abstract Portal Sign In

Thank you for your interest in presenting. The contribution of presenters is critical and we value your input greatly. Please sign into the Abstract Submission Portal with your account email address and password. If you have not yet submitted an abstract, please create a new account below. If you have any questions regarding your submission, please contact [icnmd2022-program@icsevents.com](mailto:icnmd2022-program@icsevents.com).

#### Sign in

Email Address

Password

The Password field is required.

Sign in

New Account

Create New Account

**STEP 2:** Complete the contact form and select submit at the end of the page as highlighted below.

#### Contact Details

First Name\*

Last Name\*

Title\*

Position

Email Address\*

Verify Email Address\*

Phone Number

#### Primary Address

Organization\*

Address

City

Country

State

Postcode

#### Additional Diversity Information

Please insert your status below. Filling this information will help us gain better understanding of the abstract presenters.

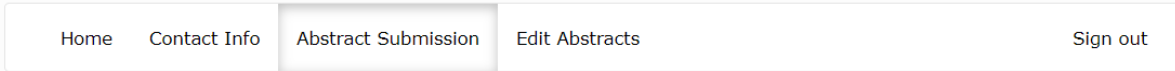
Gender\*

Submit

**STEP 3:** Once you have completed STEP 2 above, the system will automatically populate additional tabs. Click on "Abstract Submission" to continue your submission.



**STEP 4:** A menu bar will appear on the left side of the form, defaulting to "Title and Presentation Type".



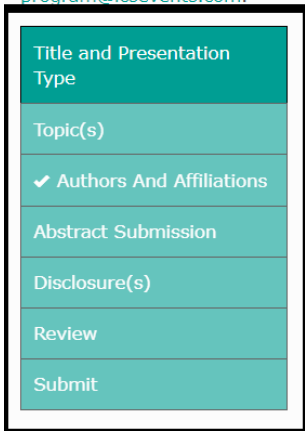
### Abstract Submission

This page will take you through the process of submitting your abstract. Each of the tabs on the left hand side of the page will bring up a step in the submission process that needs to be completed. At any time in the process you can click the **Save As Draft** button to save your incomplete submission and return to it at a later time. The Review section will give you an overview of the sections that are still required to be completed before you can submit your abstract. Once all required sections have been completed, you can submit your abstract in the **Submit** section of this page.

**IMPORTANT:** Abstract Submission Deadline: **23:59 EST - August 25, 2022**

Please make sure to submit your abstract by this date. After successful submission an email confirmation will be sent.

If you have any questions regarding your submitted abstract or the submission process, please contact [islb2022-program@icsevents.com](mailto:islb2022-program@icsevents.com).



#### Abstract Title

Draft

Please use **Title Case** for the abstract submission title. You can [visit here](#) to convert the title.

**Word Limit is 20**

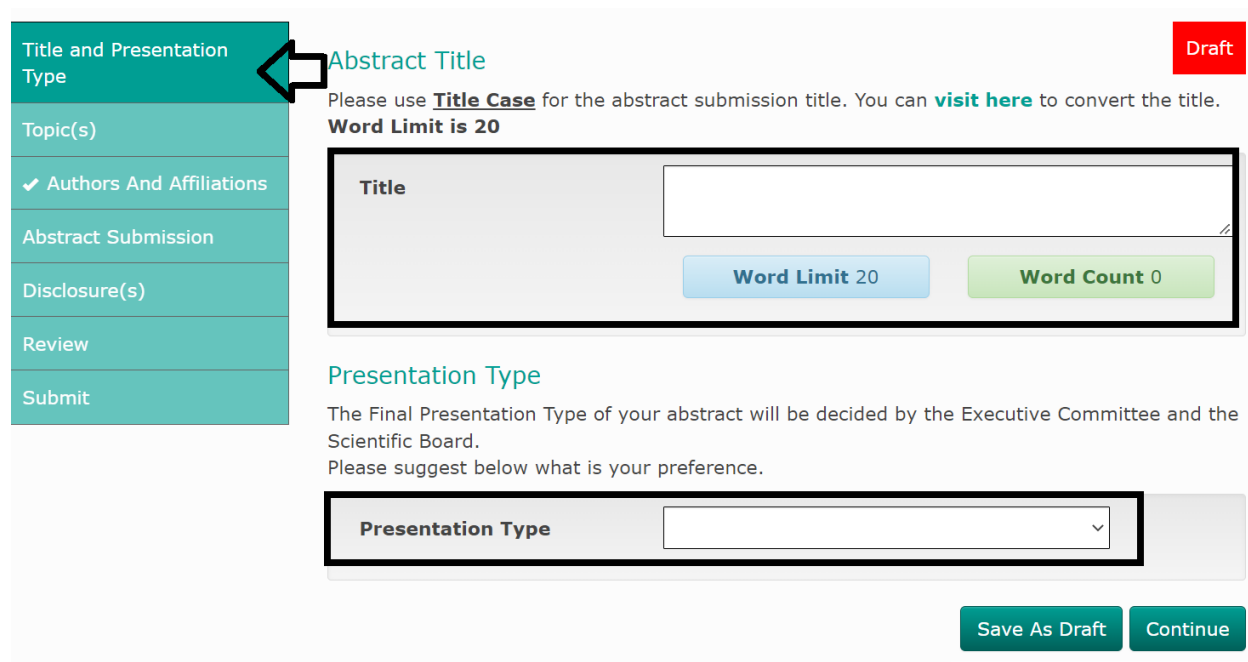
**Title**

Word Limit 20
Word Count 0

#### Presentation Type

The Final Presentation Type of your abstract will be decided by the Executive Committee and the Scientific Board.

**STEP 5:** Enter the "Abstract Title" (maximum 20 words) and your preferred Presentation Type and select continue.



**Title and Presentation Type** Draft

**Abstract Title**  
Please use **Title Case** for the abstract submission title. You can [visit here](#) to convert the title.  
**Word Limit is 20**

**Title**

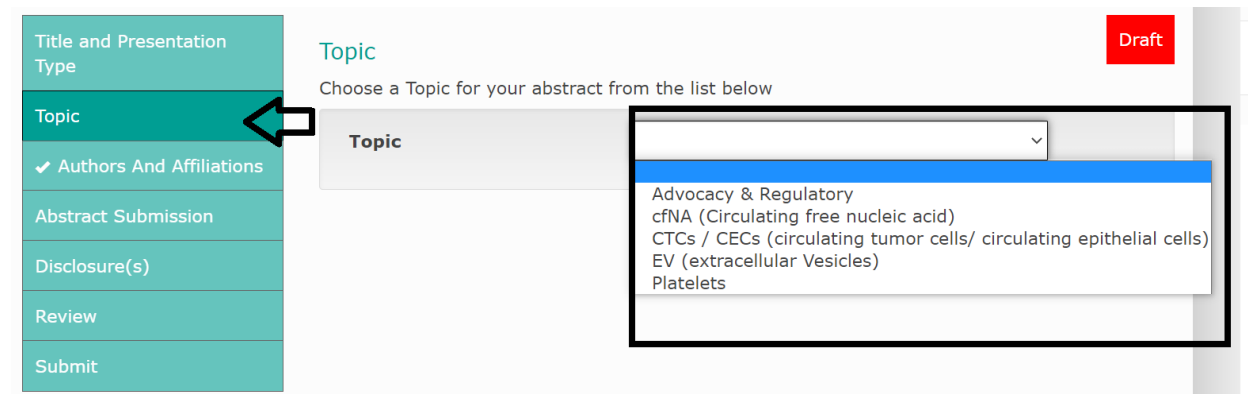
**Word Limit 20** **Word Count 0**

**Presentation Type**  
The Final Presentation Type of your abstract will be decided by the Executive Committee and the Scientific Board.  
Please suggest below what is your preference.

**Presentation Type**

**Save As Draft** **Continue**

**STEP 6:** Select "Topic" from the dropdown menu on the left. Select the Topic that best reflects your abstract. Select continue.



**Title and Presentation Type** Draft

**Topic**  
Choose a Topic for your abstract from the list below

**Topic**

- Advocacy & Regulatory
- cfNA (Circulating free nucleic acid)
- CTCs / CECs (circulating tumor cells/ circulating epithelial cells)
- EV (extracellular Vesicles)
- Platelets

**STEP 7:** Enter the Author Affiliation and Abstract Authors. Start by entering all affiliations and authors associated with the abstract. When entering authors affiliations (yellow in the picture below), please ensure that you use/type the number in the left-hand upper corner of the affiliations box (circle in Blue). Authors are permitted to have multiple affiliations. Click Continue.

Title and Presentation Type

Topic

**✓ Authors And Affiliations**

Abstract Submission

Disclosure(s)

Review

Submit

Draft

### Author Affiliation

Enter the author affiliations.

**IMPORTANT:** Every affiliation automatically generates a number ( see top left corner of the box below). **It is necessary to assign each author to his/her affiliation number(s).** To do so, write the corresponding affiliation number in the affiliation field in the Abstract Author section.

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✕

|                  |                                   |
|------------------|-----------------------------------|
| Affiliation      | <input type="text" value="Asdf"/> |
| City/Suburb/Town | <input type="text"/>              |
| State            | <input type="text"/>              |
| Country          | <input type="text"/>              |

+ Add Affiliation

### Abstract Authors

Please list all abstract authors below. To add additional authors, click "+ Add author." There is no limit to the number of co-authors per abstract.

**PLEASE NOTE:**

- The order that the authors are listed here will be the order in which they are listed in the abstract.
- There can only be one presenting author.** Indicate the presenting author by checking the tick box next to name.
- Maximum number of co-authors: 10
- For authors with more than one affiliation, please enter the corresponding numbers in the upper left corner of the entry boxes above. Separate the numbers with **commas and no spaces** (e.g., 1,2,3).

1
✕

|              |   |
|--------------|---|
| Title        | <input type="text" value="Asst. Prof"/> |
| First Name   | <input type="text" value="Barbara"/>    |
| Last Name    | <input type="text" value="Asd"/>        |
| Presenter    | <input checked="" type="checkbox"/>     |
| Organization | <input type="text" value="Asdf"/>       |
| Position     | <input type="text"/>                    |
| Affiliations | <input type="text" value="1"/>          |

+ Add Author

**STEP 8:** Navigate to the "Abstract Submission" tab and input your abstract. Please note, the word limit is 350 words. You may also add 1 image/table as a supporting document if required as seen below in the highlighted area.

\*\*\* Please note that 1 image/table equals to 50 words – therefore, if you add an image/table your abstract body can only have 300 words. Select continue to proceed.

**Content**


**Special Character Keyboard**

**Word Limit 350**      **Word Count 0**

**Image or Table**

If you have an image or table as a supporting document in your submission, please upload it here.

**IMPORTANT:** 1 Image or Table is equal to 50 words .  
If you upload an Image or Table - make sure you only use 300 words.

**Image**   **Browse ...**

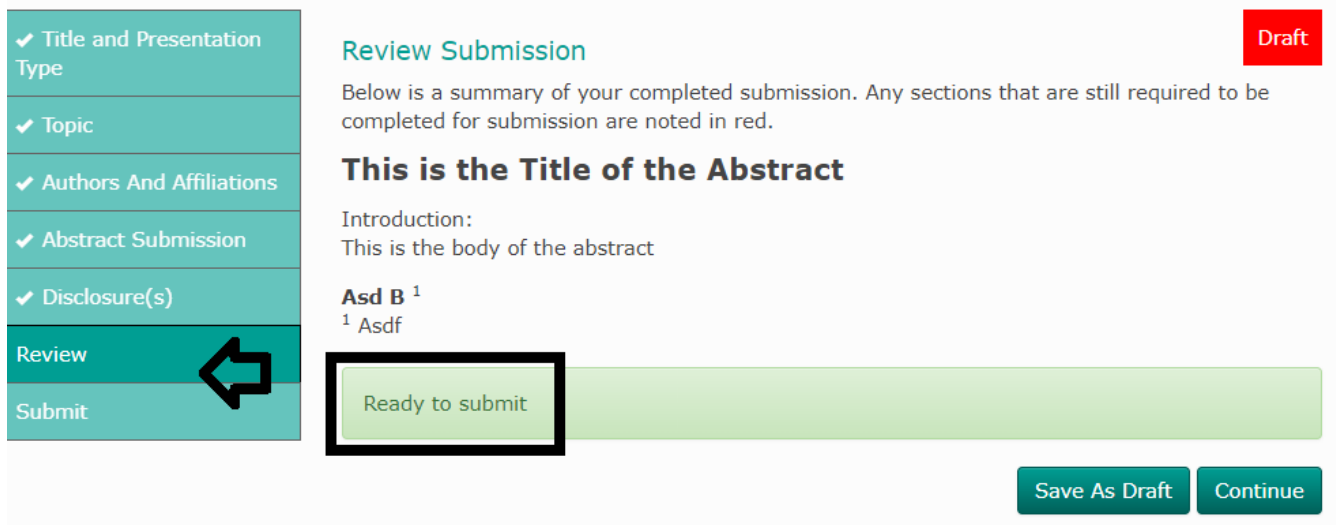
**STEP 9:** Navigate to the "Disclosure" tab and enter in your disclosure information if relevant. Select continue.

|                             |   |              |
|-----------------------------|---|--------------|
| Title and Presentation Type | <h3>Disclosure(s)</h3> <p>Disclosure Information.</p> <p><b>Note:</b> Grants and any commercial or institutional support should be disclosed</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p>Do you have any relevant disclosure information to declare?</p> <p>*</p> <input type="text"/> </div> <div style="border: 1px solid #ccc; padding: 5px;"> <p>Please enter your relevant disclosure information</p> <input type="text"/> </div> <p style="text-align: right;"> <input type="button" value="Save As Draft"/> <input type="button" value="Continue"/> </p> | <b>Draft</b> |
| Topic                       |   |              |
| ✓ Authors And Affiliations  |   |              |
| Abstract Submission         |   |              |
| <b>Disclosure(s)</b>        |   |              |
| Review                      |   |              |
| Submit                      |   |              |

**STEP 10:** On the review tab, any sections that are still required to be completed for submission are noted in red as in the example below. If any error message appears, you will be required to complete the section before you can submit your abstract.

|                             |  |              |
|-----------------------------|--|--------------|
| Title and Presentation Type | <h3>Review Submission</h3> <p>Below is a summary of your completed submission. Any sections that are still required to be completed for submission are noted in red.</p> <p><b>Asd B</b> <sup>1</sup></p> <p><sup>1</sup> Asdf</p> <div style="border: 2px solid black; padding: 5px; margin-bottom: 10px;"> <p>Title Required</p> <p>Presentation Type Required</p> <p>Topic Required</p> <p>Content Required</p> <p>Required</p> </div> <p style="text-align: right;"> <input type="button" value="Save As Draft"/> <input type="button" value="Continue"/> </p> | <b>Draft</b> |
| Topic                       |  |              |
| ✓ Authors And Affiliations  |  |              |
| Abstract Submission         |  |              |
| Disclosure(s)               |  |              |
| <b>Review</b>               |  |              |
| Submit                      |  |              |

**STEP 11:** If all sections have been completed successfully, a green "Ready to submit" message will appear as in the example below. Click Continue



Review Submission Draft

Below is a summary of your completed submission. Any sections that are still required to be completed for submission are noted in red.

**This is the Title of the Abstract**

Introduction:  
This is the body of the abstract

Asd B <sup>1</sup>  
<sup>1</sup> Asdf

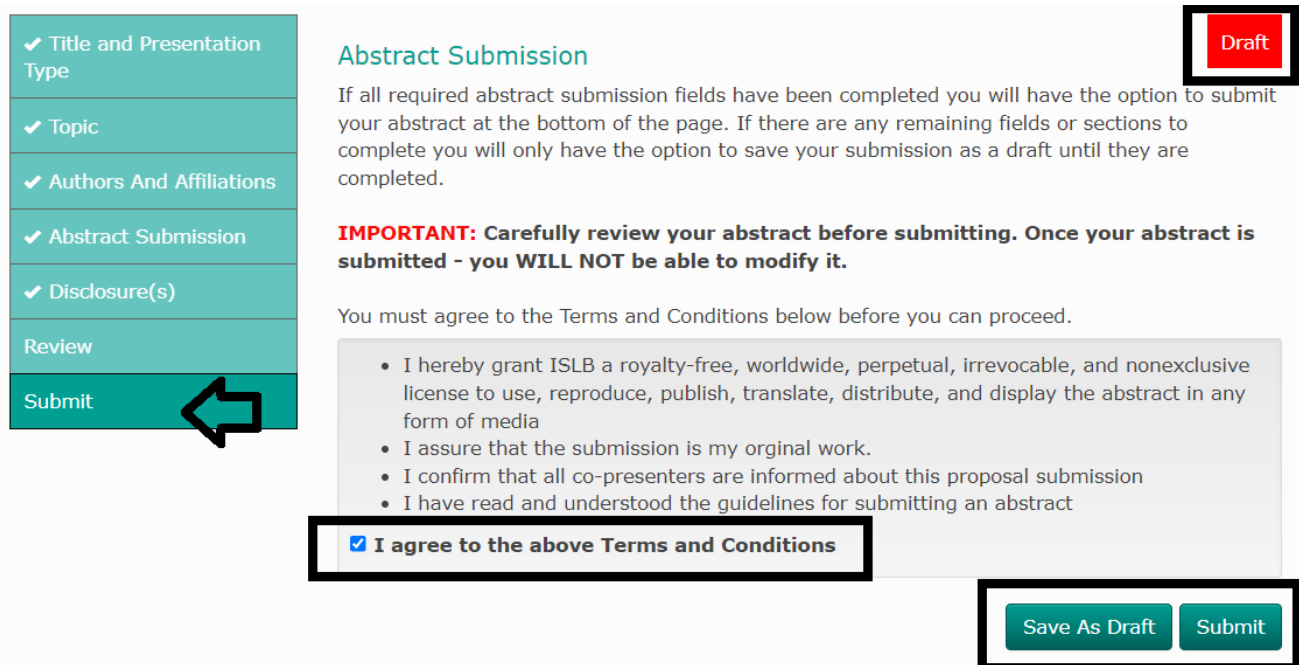
Ready to submit

Save As Draft Continue

**STEP 12:** As you can see from the red button in the image below – your abstract is NOT yet submitted. If all information is accurate, to enable the Submit button you have to agree to the Terms and Conditions as highlighted in the example below. You can then click the submit button. A confirmation email will then be sent to you.

**\*\*\*PLEASE NOTE THAT ONCE THE ABSTRACT HAS BEEN SUBMITTED, YOU WILL NOT BE ABLE TO MAKE ANY CHANGES\*\*\***

We therefore encourage you to save the submission as Draft and return to it at a later stage if you think that further edits and updates will be required.



Abstract Submission Draft

If all required abstract submission fields have been completed 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 until they are completed.

**IMPORTANT: Carefully review your abstract before submitting. Once your abstract is submitted - you WILL NOT be able to modify it.**

You must agree to the Terms and Conditions below before you can proceed.

- I hereby grant ISLB a royalty-free, worldwide, perpetual, irrevocable, and nonexclusive license to use, reproduce, publish, translate, distribute, and display the abstract in any form of media
- I assure that the submission is my original work.
- I confirm that all co-presenters are informed about this proposal submission
- I have read and understood the guidelines for submitting an abstract

I agree to the above Terms and Conditions

Save As Draft Submit

**STEP 13:** Once the status of your abstract is "Submitted" you will only be able to view your submission and you will not be allowed to make any edits. Abstracts in "Draft" status can be edited or deleted up to the submission deadline.

Home   Contact Info   Abstract Submission   **Edit Abstracts**   Sign out

### Edit Abstract

Your uploaded abstracts are listed below along with their status. To edit your abstract click on the Edit button.

| Title                             | Status    | Document   |
|-----------------------------------|-----------|--|
| This is the Title of the Abstract | Submitted | <input checked="" type="checkbox"/> Abstract Submission <a href="#">View</a> |
| Untitled                          | Draft     | <a href="#">Edit</a> <a href="#">Delete</a>                                  |