



Step-by-step guideline: How to submit an abstract for NPOG NSA 2017

Before starting the submission process

Prepare your abstract of maximum 250 (excl. title) words in a word doc.

Submitting an abstract

1. Login to the system using the provided link (<https://www.manage.com/Login.aspx?event=npognsa2017>)
You will be asked to enter your e-mail, name, affiliations and contact details to create a profile
2. After completing your profile, click the button saying "Abstracts"
3. Choose "Submit an abstract" if you wish to submit a new abstract, or "View my abstracts" if you wish to see
 - a. abstracts that you have started the process for submitting an abstract, but that was not finished
 - b. abstracts that are already submitted. (Please note that no changes can be made online to already submitted abstracts)
4. Upload your abstract. The system checks:
 - a. if you have used the template. If not, the template can be downloaded on the page
 - b. the number of words usedClick "Next"
5. Enter the abstract title
6. Choose the presentation type you wish to submit for: poster presentation or oral presentation. Please note that you may be offered another presentation type if the reviewers recommend this
Click "Next"
7. Add the authors of the abstract
You can choose yourself by clicking "I am an author" and add more authors by typing the e-mail addresses of the authors
Click "Next"
8. Presenting author / speaker: Add the presenting author by choosing "I will be the speaker" or choose a speaker from the list of authors by clicking "Choose a speaker"
Click "Next"
9. Category: Choose if you wish to submit an abstract for
 - a. NPOG
 - b. NSAClick "Next"
10. Conditions: Please mark "Accept" or "Reject" to the conditions
Click "Next"
11. Summary: A summary of your choices and a preview of your abstract will be visible. If you wish to change anything, click the "Back" button below the summary.
If you agree with the summary, click "Submit" at the bottom of the page. A pop-up window will open asking if you are sure that you wish to submit, Click "Submit" again. Please note that your



abstract is not submitted until you have clicked "Submit" in the pop-up window

After submission

12. Confirmation: An automatically generated confirmation e-mail will be sent to you within a few minutes after submission
13. Notification of accept/reject will be sent by e-mail to the submitting person by 1 March 2017. If accepted, presenting author must register for the conference before 15 March 2017.

For further conditions and regulations see the Submission guidelines [here](#).