

## Submission Process Overview

Welcome to the 7-step abstract submission process, powered by Conference Exchange. In this system, you will need to complete the following tasks to successfully submit an abstract. Please print this page for reference during and after the submission process.

**Please observe the SHM Abstract Control Panel to the left of the submission screen.** It contains links to important resources and outlines the 7 steps of submitting your abstract:

- 1) **Subcategory:** identify a topic or subcategory for your abstract
- 2) **Title:** insert a title. Use all caps.
- 3) **Keywords:** add up to 5 keywords (this step is optional); click “save and continue” to skip this step.
- 4) **People:** create your account profile, or search for an existing profile. Enter a last name to see if an account already exists with your information, or select the “search” button to create new account. You will repeat this step for each author on the abstract.
- 5) **Disclosure:** add disclosure information for all authors on the abstract
- 6) **Abstract:** build the body of your abstract online, or upload a completed file. **Please see an important tip about “Images and Tables” in the “Tips” section below.**
- 7) **Confirm:** confirm submission

### Tips:

- **Abstract access:** A confirmation email with a unique link to your abstract will be generated when you begin the process. Save it to access your abstract as needed.
- **Stuck?** Are you stuck on a particular step of the process? Are you missing information that you need to acquire before completing that step? Close out of the system and your information will be saved. You can click the link in your confirmation email to complete the submission when you have the information.
- **Critical links:** Links to each of the submission steps, as well to **technical support**, can be found in the **SHM Abstract Control panel** to the left of the submission screen.
- **Images:** if you are including an image in your abstract, **you can only upload one image file. If you would like to include up to two (maximum) images with your abstract, they must be combined in a single file, saved in one of the following formats: (\*.jpg), PNG image (\*.png), GIF image (\*.gif), TIFF image (\*.tif), or TIFF image (\*.tiff).** Please click these links for tips on how to create one file of multiple images:
  - [Click here for tips for PC users.](#)
  - [Click here tips for Mac users.](#)
- **Multiple submissions?** After submitting the first abstract, click the appropriate category under “submit another abstract” in the left-side Abstract Control panel. Remember to search for your existing account information by last name when you get to the “people” step.
- **After you submit:** If necessary, you can make changes to your abstract until the deadline of Sunday, December 1, 2013. To access your submission in the future, use the direct link to your abstract submission from one of the automatic confirmation emails that were sent to you during the submission. *Or* point your browser to </shm/reminder.cgi> to have that URL mailed to you again.

- **Making changes:** You DO NOT need to go through all of the submission steps in order to change one thing. If you want to change the title, for example, just click "Title" in the abstract control panel and submit the new title.

**Good luck with your submission! Let's get started.**