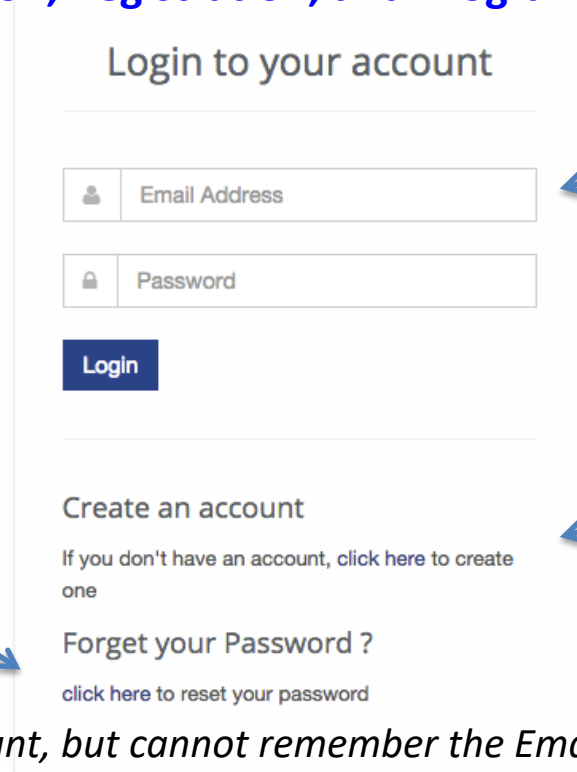# Login Page

IMPORTANT: Google Chrome is the best web browser for submitting an abstract. If you are using another browser and experiencing problems, please let us know at program@tts.org

Congress Abstract Submission, Registration, and Program Management System

Login to your account

Returning user login

| 👤 | Email Address |

| 🔒 | Password |

Login

Password retrieval (make sure to check your junk mail folder)

Create an account

If you don't have an account, click here to create one

Create a new account

Forget your Password ?

click here to reset your password

If you already have a user account, but cannot remember the Email Address you used, please do NOT create a new account. Send us a request to info@tts2022.org

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Abstract Submission – How to Guide

Create a Profile

In order to create an account, you will need to complete the 3 Steps containing profile information.

Step 1:   Account information – Name, Email, Password, Country and Membership information.

Step 2:   Professional information – Profession, Credentials, Degrees, Gender, Areas of Interest.

Step 3:   Contact information – Job Title, Department, Institution, Mailing Address, City, State, Country, Phone, Assistant Information.

Review: Once the 3 steps above are completed, you will have the chance to review the information and make any corrections within the dashboard.

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1966

Your Dashboard

Step 1 – Profile Modification
To make any modifications to your profile

Step 2 – Validation
It is mandatory for student/trainee and Allied Health professional to provide proof of status

My Abstracts

My Profile

Change my Password

Student/Allied Health Prof. Validation

Alternate Billing Address

Step 3 – Abstract Dashboard
Submit, modify or view your abstracts.

Abstract Dashboard – Part 1

Submit a new abstract

| Home | Guidelines | Topics | Submitted Abstracts | Incomplete Abstracts | Accepted Abstracts | Submit an Abstract |

Submit a new abstract

Click the link above to submit a new abstract. While submitting you may click the "Step 1-10" links on the left side to jump to any of the steps during the process.

Submitted abstracts

View abstracts you have submitted for review and their acceptance status.

Incomplete abstracts

View the list of your abstract submissions that have not yet been submitted for review.

Accepted abstracts

View abstracts you have submitted that have been accepted

Clone your abstract

This feature has been implemented to reduce submission times and improve accuracy.
All the abstract information, including authors and affiliations is duplicated to help eliminate and reduce redundant entries.

How to make a copy "clone" of an Abstract

Any abstract that has been submitted OR is incomplete may be duplicated by clicking the " Clone" icon in either the "Submitted Abstracts" or "Incomplete Abstracts" of your Abstract Dashboard. The copy of your abstract will appear at the bottom of your "Incomplete Abstracts" of your Abstract Dashboard with the term "draft copy" added to the front of the title

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Abstract Dashboard – Part 2: Submitted Abstracts Tab

For corrections once submitted. Do not duplicate your abstract. Send an email to program@tts.org with the abstract ID and we will "unlock" your abstract for editing within the next 24 hours.

You may log in and out of the system as many times as necessary. Do not submit until you have thoroughly reviewed your submission.

Home	Guidelines	Topics	**Submitted Abstracts**	Incomplete Abstracts	Accepted Abstracts		Submit an Abstract

AID	Title	Preference	Presenter	Actions
510	Test for abstract submission "How to Guide"	Video Presentation	Catherin Parker	Duplicate / View Edit

Duplicate your abstract
This handy feature allows you to make a copy of your paper to avoid retyping your list of authors and affiliations on new submissions. Once clicked it will create a "Draft Copy" of the submitted paper.

View your abstract
This feature will allow you to view, print or email a submitted paper.

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Abstract Dashboard – Part 3: Incomplete Abstracts Tab

You may log in and out of the system as many times as necessary. Do not submit until you have thoroughly reviewed your submission.

| Home | Guidelines | Topics | Submitted Abstracts | Incomplete Abstracts | Accepted Abstracts | | Submit an Abstract |

AID	Title	Preference	Presenter	Actions
509	New abstract created on Thursday October 22, 2015			Duplicate / Edit

Duplicate your abstract
This handy feature allows you to make a copy of your paper to avoid retyping your list of authors and affiliations on new submissions. Once clicked it will create a "Draft Copy" of the submitted paper.

Edit your abstract
This feature will allow you to edit and submit your paper.

Abstract Dashboard – Part 4: Accepted Abstracts Tab

Once all abstracts have been reviewed, if your abstract is accepted for Oral, and/or e-poster, it will appear on this tab for you to view.

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Abstract Submission – Part 1: Abstract Title

Once the first step is saved, you can jump directly to any specific step with the left navigation menu.

Guidelines

Title

Topic / Preference

Authors

Affiliations

Link authors to affiliations

Study Groups

Acknowledgements

Figures

References

Abstract body

Title

1. Maximum 400 Characters including spaces
2. Enter the title as you were writing a sentence, Only CAPITALIZE the first letter of the sentence and proper nouns, nothing else! i.e. The most important topic on the planet involving the submission of an abstract
3. No punctuation at the end of the sentence UNLESS it is a question mark (?) or exclamation point (!)
4. No symbols are permitted, write out the name of the symbol (i.e.Save beta, alpha, etc.). You will be allowed to use symbols for the abstract body.

Title

Type your title in this box.
Maximum 400 characters.
No symbols permitted. Spell them out (i.e. beta, alpha, etc.)

`400 characters left`

SAVE AND NEXT STEP   SAVE   SAVE AND CLOSE   RESET

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# Abstract Submission – Part 2: Abstract Topic/Preference

1. Select a topic from the drop-down menu

2. Select your preferred presentation format from the drop-down menu

At this stage, you can either save and continue to next step or save and close to complete later.

Abstract Submission – Part 3.1: Abstract Authors / Presenter

Please read the instructions below. We suggest avoiding the use of too many authors.
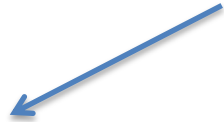
There is no limit to the number of co-authors per abstract, although we strongly recommend the use of a Study Group Name for abstracts with a high number of co-authors. A person can be listed as a co-author if he/she meets ALL the following criteria:

- made substantial contributions to concept and design, acquisition of data, or analysis and interpretation of data,
- drafted the abstract or revised it for intellectual content
- approved the final version to be submitted after scientific and intellectual review.

To re-order your authors, simply drag and drop using the marquee tool located to the left of the author. You will link your authors to their affiliations on the "Link Authors to Affiliations" step.

Abstract has been saved ✕

Current Authors			SKIP
	Name	**Country**	**Actions**
✛	Catherin Parker	Canada	✕

You cannot delete the presenter. Select a different presenter if you would like to delete the author.

The submitter is automatically inserted as the author

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Abstract Submission – Part 3.2: Abstract Authors / Presenter

We strongly recommend the presenter be the submitting / corresponding author

Use suffix only for special info added to names: Jr. Sr. II. III.

Adding Authors
Fill in author information and click "add author". Repeat for each new author.

Select Presenter. If the presenter is not the submitting author, he/she MUST create a user account in order for us to attach the abstract to the presentation (if abstract accepted).

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Abstract Submission – Part 4: Authors Affiliations

Re-Ordering Affiliations
Use the marquee tool to drag and drop in the correct order.

You can preview the author's list and go back one step to add authors or change orders

Adding Affiliations
Fill in author's affiliation and click "Add Affiliation". Repeat for each new affiliation.

Current Affiliations   SKIP

	Department / Division	Institution / Company	City	State / Province	Country	Actions
✛	PCO	The Transplantation Society	Montreal	Québec	Canada	✖
✛	Technologies	The Transplantation Society	Montreal	Québec	Canada	✖
✛	Sponsorship	The Transplantation Society	Lisbon		Portugal	✖

Current Authors

Catherin Parker, Robert Colarusso and Frank Lindo Verissimo Jr.

Add an Affiliation

Department   Institution

City   Country   Region

Please select a country   Please select a country

ADD AFFILIATION

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Abstract Submission – How to Guide

Abstract Submission – Part 5: Link Authors to Affiliations

Author / Affiliations

SKIP

Affiliations

1. PCO, The Transplantation Society, Montreal, Québec, Canada

2. Technologies, The Transplantation Society, Montreal, Québec, Canada

3. Sponsorship, The Transplantation Society, Lisbon, Portugal

Check off all boxes that correspond the author with his/her affiliations

Author	1	2	3
Catherin Parker	☑	☐	☐
Robert Colarusso	☐	☑	☐
Frank Lindo Verissimo Jr.	☑	☐	☑

UPDATE PREVIEW

Check the boxes that correspond to each author

Click on "Update Preview" to preview the final listing of authors with affiliations.

Preview

Catherin Parker[1], Robert Colarusso[2], Frank Lindo Verissimo Jr.[1,3]

BACK ONE STEP   SAVE AND NEXT STEP   SAVE   SAVE AND CLOSE

To change order or add affiliations and/or authors, click on "Back One Step"

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Abstract Submission – Part 6: Study Groups

If the work submitted was on behalf of or a contribution made by a study group, please enter them below (i.e. The One Study).

Preview of groups added

Enter group name and click on "Add Study Group"

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Abstract Submission – Part 7: Acknowledgements

Acknowledgements of funding and support should be written out in full and are required to contain our funding reference number.

Contributors who are not authors may be listed here (i.e. we would like to thank Dr. X for his editorial support during the preparation of this abstract).

One entry per acknowledgement

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Abstract Submission – Part 8: Figures

Important – On the abstract body step, you will need to specify their placement

Current Figures *(Max: 2)*   **SKIP**
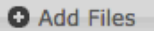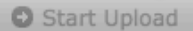
#	File Name	Actions
Figure 1	10436319_10152386304103577_6445455710630071691_n.jpg	✖

Upload Figures (.jpg / .gif / .png) *(1 Remaining)*

Select files
Add files to the upload queue and click the start button.

1. Click the "Add Files" button or "Drag" files in the <u>following formats only</u>: .jpg / .gif / .png (Maximum 3 / 2 MB max per file).

2. Once you have selected all your files, click the "Start Upload" button.

⊕ Add Files   ⊕ Start Upload   0%   0 kb

Abstract Submission – Part 9: Body

Body (Maximum 2500 characters - approx. 350 words)   SKIP

Type in this box. Use the palette above to format your text and insert special characters. Do not add extra space in the body or after each paragraph.

SAVE AND PREVIEW

Figures

You may insert the figure(s) anywhere in the body of your abstract by *clicking* the Figure button(s) below.

Add Figure 1

References

You may insert the reference(s) anywhere in the body of your abstract by *clicking* the button(s) below.

Add Reference 1

Characters: 0, Words: 0

To specify the location of a figure, place the cursor in the spot you wish it to appear and click the Add Figure button.

Do not try to drag and drop the button.

Character Count:
Maximum 3,000 characters including spaces.

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Abstract Submission – Part 10: Terms

Read carefully and check the box to agree to the terms.

In case you do not agree please note that your abstract will not be accepted.

Further ethical review can be requested if needed.

Abstract Submission – Part 11: Preview

Preview

Terms:	You accepted the terms	✓
Topic:	All Topics	✓
Preference:	Video Presentation	✓
Title:	Test for abstract submission "How to Guide"	✓
Affiliations:	1. PCO, The Transplantation Society, Montreal, Québec, Canada	✓
	2. Technologies, The Transplantation Society, Montreal, Québec, Canada	
	3. Sponsorship, The Transplantation Society, Lisbon, Portugal	
Authors:	Catherin Parker[1]	✓
	Robert Colarusso[2]	
	Frank Lindo Verissimo Jr.[1,3]	
Disclosures:	Your disclosures are missing or incomplete	❗ 🔧
Presenter:	Catherin Parker — Canada	✓
Body:	test test test	✓
Video:		
Study Groups:	1. The One Study	
	2. Declaration of Istanbul DICG	
Acknowledgements:	1. Research supported by The Transplantation Society	
References:	1. test	

BACK ONE STEP

PLEASE CORRECT THE ERRORS BEFORE SUBMITTING

Red dot means that the step is incomplete. Click on the wrench to jump to that step

When your abstract is completed, this button will turn green and allow you to submit it.

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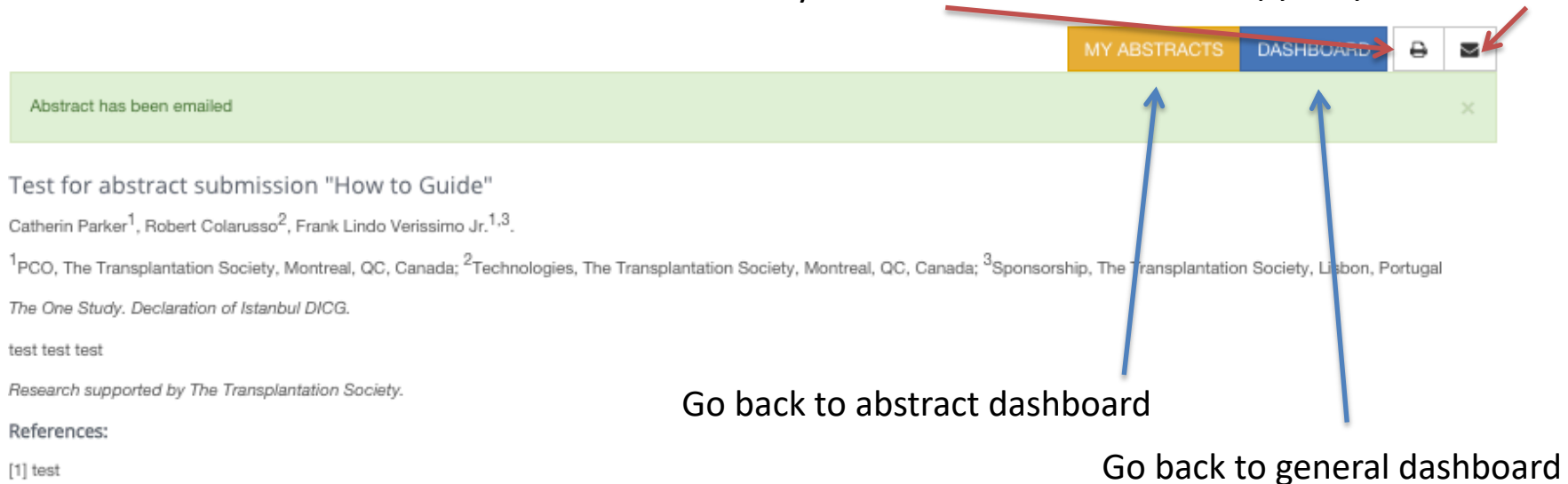29th International Congress of **The Transplantation Society**

Abstract Submission – Part 12: Confirmation

IMPORTANT: do not click the final submit button unless you have thoroughly reviewed your paper.

For corrections once submitted. Do not duplicate your abstract. Send an email to program@tts.org with the abstract ID, we will "unlock" your abstract for editing within the next 24 hours.

Print your abstract

Email a copy of your abstract

MY ABSTRACTS DASHBOARD

Abstract has been emailed

Test for abstract submission "How to Guide"

Catherin Parker[1], Robert Colarusso[2], Frank Lindo Verissimo Jr.[1,3].

[1]PCO, The Transplantation Society, Montreal, QC, Canada; [2]Technologies, The Transplantation Society, Montreal, QC, Canada; [3]Sponsorship, The Transplantation Society, Lisbon, Portugal

The One Study. Declaration of Istanbul DICG.

test test test

Research supported by The Transplantation Society.

References:

[1] test

Go back to abstract dashboard

Go back to general dashboard

Abstract Submission

For additional questions or instructions on the Abstract submission process, please send your queries by email to program@tts.org.

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