How to Submit an Abstract

From your Profile Homepage

- **Click Submit/Manage Abstracts for WM2024**
- **Click Here to Start**
- **Click the Start Abstract button.**
- **Select your Track choice from the dropdown list (under "Select a Track"). This will display the Tracks related topics under the Topic Number.**
- **Next choose your Topic Number from the dropdown list. (You can view the WM2023 Topic Listing on the resources and forms page of our website for detailed descriptions of the topics.)**
- **You have the option to list up to 3 Alternate Topics.**
- **Please note in the instructions above "Select a Track" on what to do if you cannot identify a specific Track and/or Topic.**
- **Next you will add your Paper Title which is limited to a maximum of 125 characters and needs to be written in Title Case. If your title is longer than 125 characters, it will be cut off.**
- **Then complete your Abstract. Please keep it between 400 to 800 words. If you copy and paste from Word, your formatting may be lost. Please do not use images or graphs in your abstract, if your paper is accepted, you may use them in your paper.**
- **Continue through the rest of the submission process making sure to complete any fields with
a RED asterisk, all other questions/information is optional.**
- **Be sure to click the Submit Abstract button when finished.**

If you have forgotten to complete any required information, it will be noted in RED and you will need to complete it to proceed with your submission.

Once you've submitted your Abstract, you will be assigned an Abstract ID and will receive a confirmation email. (Please check your "spam" if you do not receive). This is your reference number throughout the submission process and will remain the same from your abstract submission all the way to your paper submission. Please include this ID# in the subject of any emails you might send.

After you have completed your submission, it will prompt you to add co-authors. You can add the co-authors at that moment or return to your submission home and add at a later time.

To make changes click on the Submission Home button find the Abstract you wish to edit and click the Edit Abstract button. This will take you back to the submission form where you can make your changes. Then scroll down to the bottom and click the Update Abstract button.

To add Authors, click on the Submission Home button find the Abstract and click on the Authors button. There are two ways to add Authors:

   1. You can search under Add Existing Contact by either Last Name or First Name. When you find them, click on their name and click on Add Co-Author.

   2. Under Add New Contact as Co-Author add their information and create their profile for them. Please provide as much of the requested information as possible to help in proper identification. Once you've completed their information, click on Add Co-Author.

Once you've added your Co-Author you can determine who will be the Primary Presenter and remove or add any additional Authors.

Please call +1 480-557-0263 or email lisa@wmarizona.org for any questions on your abstract submission, or contact Gary Benda, PAC Chair for assistance on any technical program questions at +1 803-317-1116 or by email at gbenda@wmarizona.org.