

28th Annual Scientific Meeting of Hong Kong College of Radiologists

14th - 15th November 2020 (Saturday & Sunday)

Virtual Meeting



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Instructions for Abstract Submission

Step 1:

Go to the Event Management System: https://www.seamless-reg.com/comp_reg/ASM/

Step 2:

Login your account or create one if you have not registered yet.

Step 3:

Click the Tab “Abstract Submission”.

Step 4:

Click the button “Submit Abstract”.

Step 5:

Complete all fields. (You can edit the abstract before submission deadline)

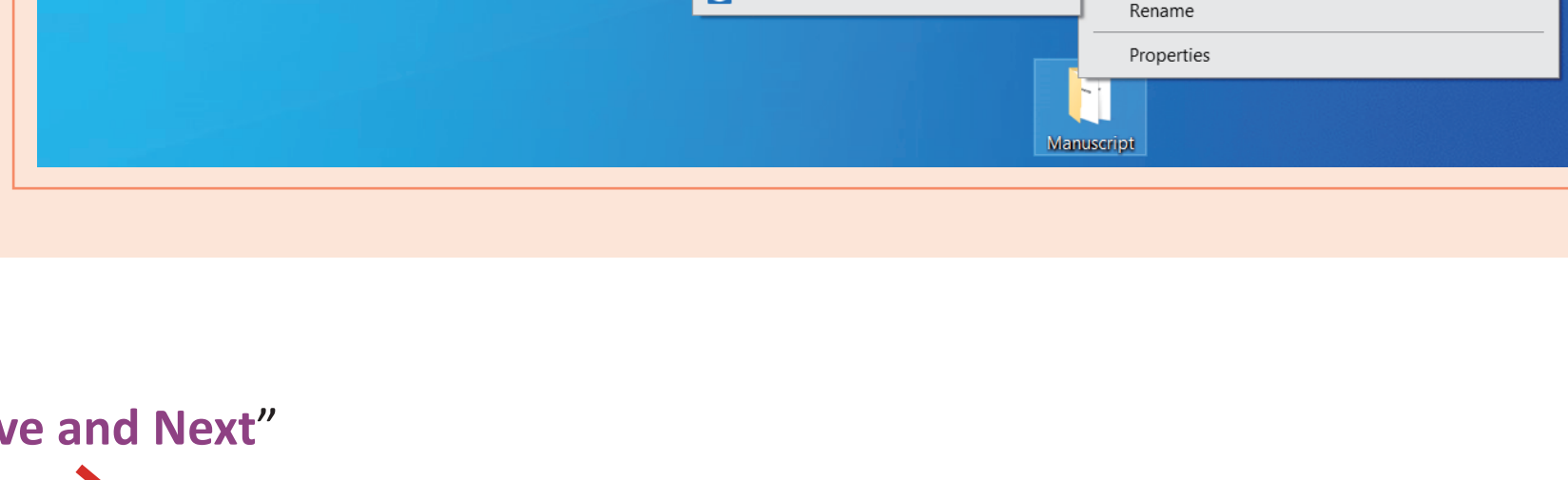
Manuscript Upload

Manuscript Upload (Single File): Upload it directly by clicking on “Choose File”.

Manuscript Upload (Multiple Files): Before uploading them, you have to put all the files in one folder and zip it.

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1. Right click the folder
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Step 6:

Click “Save and Next”

Step 7:

You are required to request all the co-authors, if any, to confirm their authorship before abstract submission deadline or else their names will NOT be printed in the programme book.

Please enter their email and author sequence in the section “Request Consent from Author(s)” and click “Send”. An Invitation for Authorship Confirmation email* will be sent to them. Please send the Invitation Email one by one.

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After sending invitation(s) or if there is no co-author in your abstract, click “Next”.

* Authorship Confirmation (for co-authors)

To confirm authorship, co-authors have to login their account (if they have registered before) or create an account by using specified links in the email. Once authorship is confirmed, the co-authors can view the abstract in the “Abstract Submission” Section.

Step 9:

Update your Author Sequence.

Step 10:

Click “Send Request” if you would like to send another authorship invitation.

Step 11:

Click “Submit Abstract” to submit your abstract. If the submit button is in grey color, please check the followings:

- Your abstract does not exceed 2,200 characters
- All fields in the abstract have been completed
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Note: You can edit the abstract before submission deadline

If you encounter any difficulties, please contact the Event Secretariat at asm2020@seamlesshk.com or (852) 3612 4968.