

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.

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Step 3: Click the Tab "Abstract Submission".

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Step 5:

Step 4:

Click the button "Submit Abstract".

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

Personal Information Abstrac	t Submission Download
Important Message ——	
All abstracts must be typed in Eng	lish. The body of the abstract, excluding author(s) and institution(s), is limited to 2,200 characters including spaces.
Abstract Details	
Specialty:*	Radiology
Format of Presentation Preferred	d: Oral OPoster Ither Oral or Poster
Young Presenter's Award: *	● Yes ○ No
	If you are currently a trainee receiving training in a recognized training programme, please indicate wheter you would like to be considered for the "Young Presenter's Award" of the Meeting. To be eligible for the award, the investigator who presents the proffered paper orally in the meeting must be a trainee currently receiving training in a recognized training programme in Radiology, Nuclear Medicine or Clinical Oncology in Hong Kong. Overseas registrants who wish to have their papers considered for the Award should indicate in writing together with documentation of the training status.
	Upload Proof of Training Status (for overseas registrants only): Maximum upload file size: 10MB

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.

- To zip a folder:
- 1. Right click the folder

2. Click on "Send to" > "Compressed (zipped) folder" or Click on "Add to archive"



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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nstitution	HKCR, Hong	ig Kong		
mail Address	asm2020@	Øseamlesshk.com		
Author List ———	Authors who have	confirmed the Authorshi	ip will be shown on Authc	or Lis
	vill only be printed in the Program	mme Book if he / she has confirmed the au	uthorship before the abstract submission de	eadline.
Author	Status	Author Sequence (e.g. 1 =	<u>1st Author)</u>	
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Step 8:

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 specfied links in the email**. Once authorship is confirmed, the co-authors can view the abstract in the "Abstract Submission" Section.

HUNG KUNG FEIER 28 th Annual Scientific Meeting of Klong Kong College of Radiologics 14 th - 15 th November 2020 (Saturday & Sunday) Horg Kong Academy of Medicine Jockey Club Building, Horg Kong At China Www.hker.org www.hker.org
Greetings from Hong Kong College of Radiologists!
I write to inform you that Mr. Tai Man CHAN has submitted an abstract (Abstract Title: Title)
for the 28 th Annual Scientific Meeting of HKCR, and you are listed as one of the authors. Please confirm your authorship for this abstract by:
1. <u>Click here</u> to ogin your account (if you have already registered an account for this event) Or
2. <u>Click here</u> to create an account (if you have NOT registered an account for this event yet)
Your name will only be printed on the author list of the captioned abstract in the Programme Book after you have confirmed the authorship before the abstract submission deadline <u>on 31</u> July 2020.
Should you have any questions, please feel free to contact the Event Secretariat at (852) 3612 4968 or asm2020@seamlesshk.com

Step 9: Update your **Author Sequence**.

Author	<u>Status</u>	Author Sequence (e.g. 1 = 1st Author)
āi Man CHAN	Presenting Author	1
		Update
		he has confirmed the authorship before the abstract submission
		he has confirmed the authorship before the abstract submission
lame(s) of the author(s) will only		he has confirmed the authorship before the abstract submission <u>Status</u>

Step 10:

Click "Send Request" if you would like to send another authorship inivitation.

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
- You have already assigned Author Sequenence in the Author List (including yourself)

Note: You can edit the abstract before submission deadline

Results:	Results1 Results2
Conclusion:	Conslusion
- Abstract Submission	
Total character number of this a	abstract: 2302
If you cannot submit your abstr	ract, please check the followings:
1. Your abstract does not exceed	d 2,200 characters
2. You have filled out all fields o	
3. You have assigned the Autho	or Sequence in the Author List section
If you encounter any difficulties	s, please contact the Event Secretariat at (8.2) 3612 4968 or by email.
	Submit Abstract