



**SCHOLARONE**  
CONFERENCES

## Author User Guide

*Updated April 2025*



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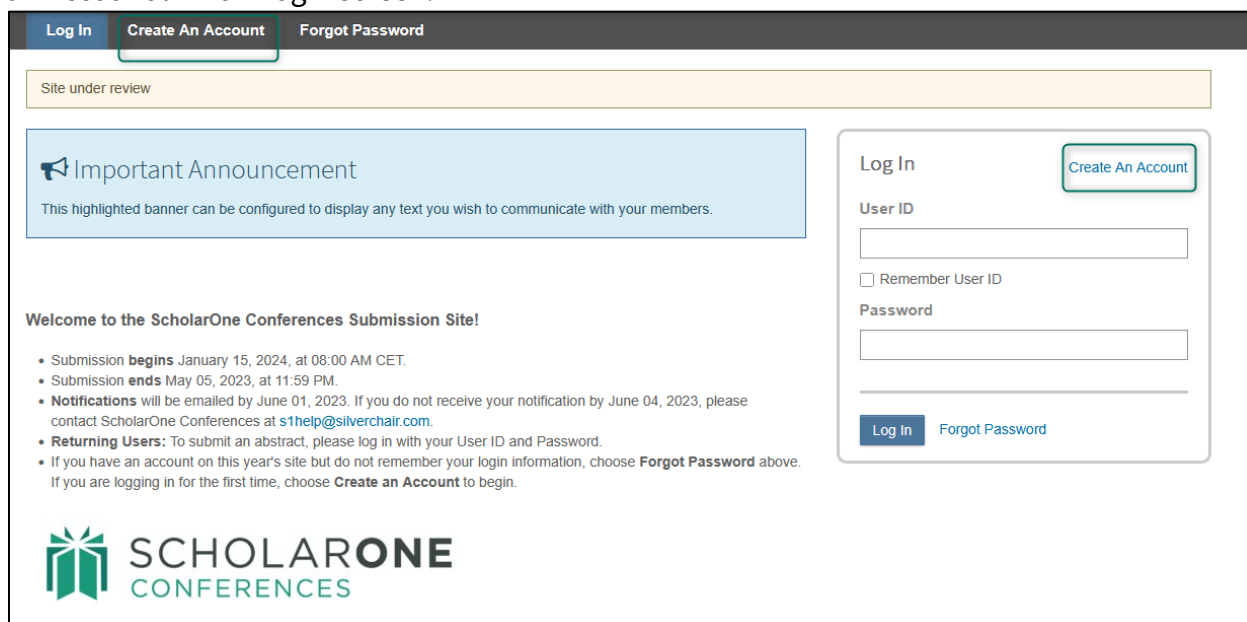
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## Abstract Submission Overview

ScholarOne Conferences streamlines the submission and review process for societies and authors. You may submit an abstract to the ScholarOne Conferences online system for society's consideration. You will receive communications directly through the system including the decision.

## Account Creation

To begin creating an account on your society's ScholarOne Conferences site, click the Create an Account link on Login screen.



Log In Create An Account Forgot Password

Site under review

**Important Announcement**  
This highlighted banner can be configured to display any text you wish to communicate with your members.

**Welcome to the ScholarOne Conferences Submission Site!**

- Submission **begins** January 15, 2024, at 08:00 AM CET.
- Submission **ends** May 05, 2023, at 11:59 PM.
- **Notifications** will be emailed by June 01, 2023. If you do not receive your notification by June 04, 2023, please contact ScholarOne Conferences at [s1help@silverchair.com](mailto:s1help@silverchair.com).
- **Returning Users:** To submit an abstract, please log in with your User ID and Password.
- If you have an account on this year's site but do not remember your login information, choose **Forgot Password** above. If you are logging in for the first time, choose **Create an Account** to begin.

**SCHOLARONE**  
CONFERENCES

Log In Create An Account

User ID

☐ Remember User ID

Password

Log In Forgot Password

**Note:** If you created an account before but cannot remember your password, do not create a new account. Click the Forgot Password link in the right corner of the login screen. You will receive an email with a link to change your password. See the Login section of this guide for more information on the Forgot Password option.

## Step 1: General Information

On Step 1 enter your Name and Professional Information along with your Area of Expertise (if configured). Your society may also ask if you would like to be considered reviewing abstracts that match your Area of Expertise. Click Continue in the lower right corner of the page to move to the next step.

Name

Prefix

None selected ▾

\* First/Given Name

Middle

\* Last/Family Name

Suffix

Professional Information

\* Institution

Department

Degree

Professional Title

Do you want to review submissions that are based on your areas of expertise?

☐ Yes
 ☐ No

Please select your areas of expertise from the list below and click "Add" when done:

Activism, Communication and Social Justice  
 Activism, Communication and Social Justice: Activism/Collective Action - Activism, Communication and Social Justice  
 Activism, Communication and Social Justice: Activism/Collective Action/Social Justice - Activism, Communication and Social Justice  
 Activism, Communication and Social Justice: Affect / emotion - Activism, Communication and Social Justice

+ Add Expertise

RANK	AREA OF EXPERTISE	
1 ▾	Activism, Communication and Social Justice	Remove

Update Expertise Order

Note: When entering your First/Given Name and Last/Family Name you must use upper- and lower-case letters. (E.g. John Smith)

Before the system allows you to continue, it checks the step for errors and makes sure that all the required information has been entered. If the step was not complete, a message will display on your screen allowing you to go back to Fix Errors or Continue with No Changes.

**Step Incomplete** ✕

Please **Close** this window and correct the following errors or click **Continue with No Changes** to return to this step at a later time:

- First Name is missing.
- Last Name is missing.
- Institution name is missing.
- You have not answered the detail "Prior Attendance at Annual Meetings".
- You have not answered the detail "Short Bio".

◀ Fix Errors Continue with No Changes ▶

## Step 2: Contact Information

On Step 2 enter your Address and Contact Points. You may be asked to enter your Twitter and LinkedIn contact information if your society has this option configured.

\* = Required Fields

Address

\* Address 1

Address 2

\* Country / Region

None selected

State / Province

\* City

\* Zip/Postal Code

Contact Points

\* Phone 1

Phone 2

Fax

\* Email

email@example.com

\* Re-enter Email

email@example.com

Twitter Profile


@TwitterUsername

LinkedIn Profile

www.linkedin.com/linkedinusername

**Note:** For the City you must use upper and lowercase letters. Your Twitter Profile must begin with the @ symbol.

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Effective Date: April 8, 2025  
Document Version: 1.0

 **SILVERCHAIR**

### Custom Questions

If your Society has them configured, you may see custom questions on this step. If you already have an account created, you will be prompted to return to your account profile to complete the questions.

**\* Prior Attendance at Annual Meetings**

Have you attended an Annual Conference in the past?

☐ Yes

☐ No

Click Continue in the lower right corner of the page to move to the next step.

### Step 3: Access

On Step 3 select your Roles & Centers and Submission & Proposal Types. If configured, your site may have default roles, such as Author, granted automatically when creating an account. Click Continue in the lower right corner of the page to move to the next step.

### Step 3: Access

#### Roles & Centers

SELECT ROLE	ROLE
<input checked="" type="checkbox"/>	Author
<input type="checkbox"/>	Session Center

#### Submission & Proposal Types

SELECT ROLE	TYPE
<input checked="" type="checkbox"/>	Abstract Submission
<input checked="" type="checkbox"/>	Case Study Submission



## Step 4: Disclosures

On Step 4, disclose any affiliations or financial information which represents a conflict of interest. This step may vary depending on how your society configured their site.

Step 4: Disclosures(New)

---

\* = Required Fields

---

\* FINANCIAL DISCLOSURE - by Person

As a sponsor accredited by the ACCME, the Society must ensure that its individually sponsored or jointly sponsored CME activities are independent and free of commercial bias. All in a position to control the content of an CME activity – speakers, authors, planning committee members, organizers, moderators and staff must disclose all relevant financial interest or other relationship occurring within the past 12 months with (1) with the manufacturer(s) of any commercial product(s) and/or provider(s) of commercial services discussed in an educational presentation and (2) with any commercial supporters of the activity. ("Relevant" financial interest or other relationships can include such things as grants or research support, employee, consultant, major stockholder, member of speakers' bureau, etc.). The intent of this disclosure is not to prevent anyone with a relevant financial or other relationship from participating, but rather to provide listeners with information on which they can make their own judgments. It remains for the audience to determine whether the speaker's or author's/contributor's interests or relationships may influence the presentation with regard to exposition or conclusion. **The Society will disqualify any individual who refuses to disclose relevant financial relationships.**

To submit an abstract for presentation at the Annual Meeting, the author must disclose for all authors all financial relationships by answering the following questions:

Does this author have any relevant financial interest/arrangement or affiliation within the past 12 months to disclose?

☐ No, I have no affiliations or financial interests in relation to this program.  
☐ Yes, I have affiliations or financial interests in relation to this program.

If you answered Yes to the above question, please disclose, for all authors, all relevant financial interests or other relationships below:

Conflict type includes: Board Member/Officer/Trustee, Consultant, Advisor, Employee, Investigator, Investment Interest, Speakers' Bureau, Owner, Scientific Study/Trial, or Other (please specify).

## Step 5: User ID and Password

On Step 5, create your User Id and Password. Click Continue in the lower right corner of the page when you are finished.

---

**Note:** The password is case-sensitive and requires a minimum of six characters. You may use a combination of letters and/or numbers. You can also use a combination of capital and/or lower-case letters.

---

## Step 6: Privacy Acknowledgement

In this final step, you are required to acknowledge your consent to the society's privacy policy (if any) and the Silverchair/ScholarOne privacy policy. Once you click to acknowledge the policies, you will have full access to the site.

### Step 6: Privacy Acknowledgment

To ensure you are properly informed of your privacy rights while using this website, we ask that you review and acknowledge the relevant privacy policies linked below.

Silverchair/ScholarOne, owners of this site

☐ \* Yes, I have read and now acknowledge the linked privacy policies

---

**Note:** You can choose to opt out, but in doing so you will no longer have access to the site or to your emails. If you are associated with reviewer or sessioner tasks, or are an author on an abstract, you will need to contact the site administrator to remove your account.

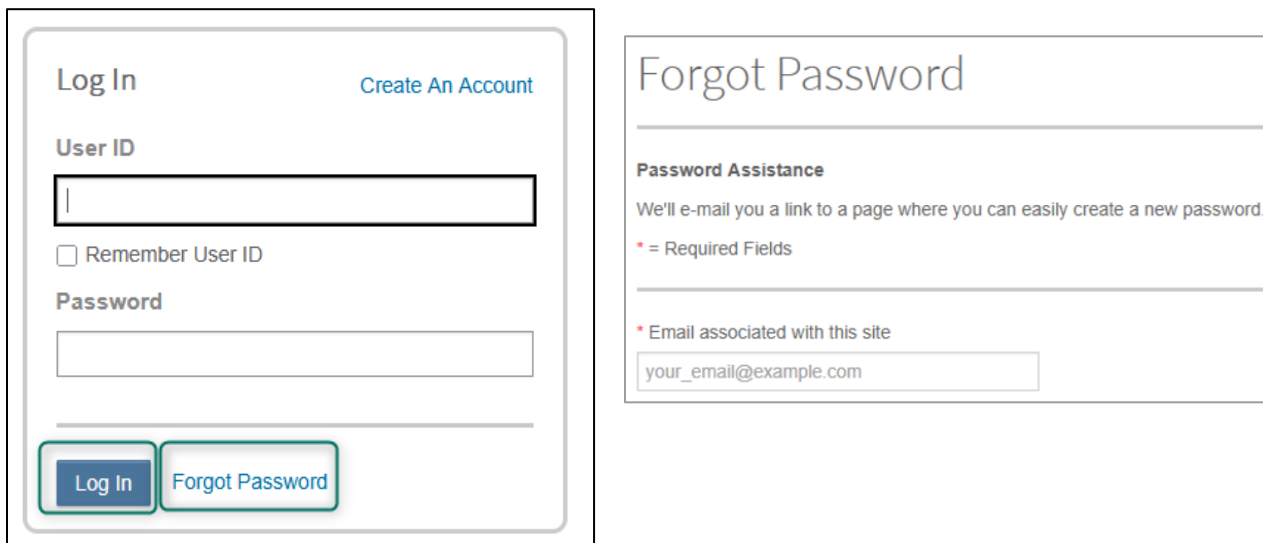
---

Click **Create Account** to complete the process.

## Logging in and out of Scholar One Conferences

### Log In

To log in to your account, you will need your username and password. If you do not remember your password, click on the Forgot Password link and enter your email address. The system will send you a link to reset your password.



The image shows two side-by-side web forms. The left form is titled 'Log In' and has a 'Create An Account' link in the top right. It contains a 'User ID' label above a text input field, a 'Remember User ID' checkbox, and a 'Password' label above another text input field. At the bottom are two buttons: 'Log In' and 'Forgot Password'. The right form is titled 'Forgot Password'. It has a 'Password Assistance' section with the text 'We'll e-mail you a link to a page where you can easily create a new password.' and a legend '\* = Required Fields'. Below this is a text input field for an email address, with a red asterisk and the text '\* Email associated with this site' above it. The placeholder text in the email field is 'your\_email@example.com'.

---

**Note:** If you have had an account created for you by a Society administrator, you will be prompted to complete all required information before you can work on the site.

---

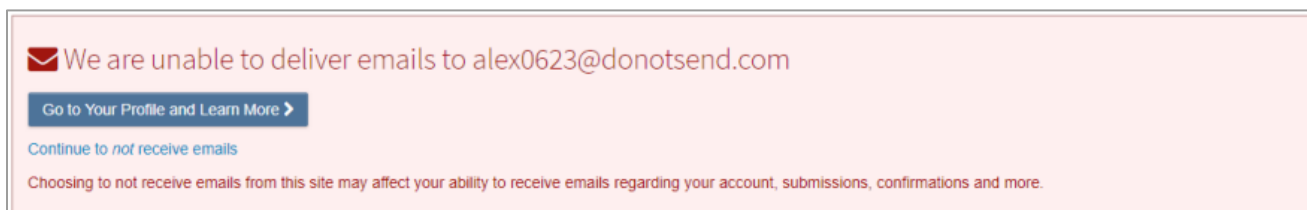
---

**Note:** Check the Login page for important announcements from society.

---

## Blocked Email Addresses

If your emails have been blocked, you will receive the message below. You will be required to resolve the issue before you begin to receive emails again. Blocked email will prevent you from getting submission confirmations, review notifications, decision notifications, etc.

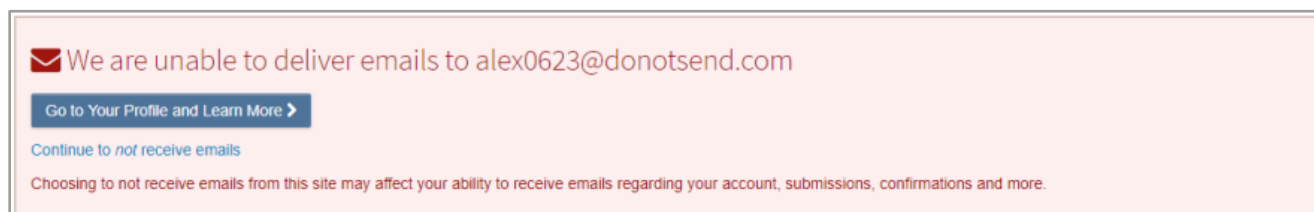


There are two types of email blocks:

- Bounced emails: email addresses that have expired, email addresses that are misspelled, or emails that go to inboxes which are full.
- Complaints: user has flagged the system email address as spam.

To resolve a blocked address issue, click on Go to Your Profile to Learn More. You will be taken to the Contacts page of your account where you can clear the issue.

You may also choose not to receive any emails by clicking on Continue to not receive emails link. Choosing not to receive emails may affect your ability to receive confirmation notices, account information, etc.



## Bounced Emails

When you click on the Go to Your Profile to Learn More button, you will receive this message which includes a link to a Blocked Emails FAQ.

 **We are unable to deliver emails to alex0623@donotsend.com**

Many reasons can cause this such as a mistyped address or full mailbox. [FAQ](#) You may try to fix this now by doing one of the following:


- Update or change your email address below. Afterwards, use the Verify Email button to ensure delivery.
- OR wait to verify your email using the Verify Email button below.
- OR continue to not receive emails from abstractcentral.com. Choosing to not receive emails from this site may affect your ability to receive emails regarding decisions, reminders, confirmations, and more.

To resolve bounced emails, you must Verify your address.

You can select from three actions:

- Update or change your email address below. Afterwards, use the Verify Email button to ensure delivery of emails. You will then continue to receive emails immediately. You must update your address with a new address.

### Contact Points

<p><b>* Phone 1</b></p> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">4349537445</div> <p><b>* Email</b> </p> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">alex0623@donotsend.com</div> <p><b>Twitter Profile</b></p> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">@TwitterUsername</div>	<p><b>Phone 2</b></p> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">4349537445</div> <p><b>* Re-enter Email</b></p> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">alex0623@donotsend.com</div> <p><b>LinkedIn Profile</b></p> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">www.donotsend</div>
---	--

- Wait to verify your email using the Verify Email button below. You will receive a message letting you know on what date you can verify your address. Emails will not continue until a 14-day suppression period has been met. After 14 days the emails will resume.

**Information**
✕

You must wait until **07/13/2018** to verify your email. Click here for more information:  
[FAQ](#)

Ok

- Continue to not receive emails from abstractcentral.com. Choosing not to receive emails from this site may affect your ability to receive emails regarding decisions, reminders, confirmations, and more. Included in the instructions is a link to a Blocked Email FAQ which details the resolution options.

## Complaints

To resolve Complaint emails, click on the Go to Your Profile to Learn More link. You will be taken to your Contact Information page. You must first remove the email address as Spam in your email client. You can then click on Restart Email. Your emails will resume immediately.

**Contact Points**

* Phone 1	Phone 2	Fax
<input type="text" value="555-432-6567"/>	<input type="text"/>	<input type="text"/>
* Email - <a href="#">Restart Email</a>	* Re-enter Email	
<input type="text" value="email1@test.com"/>	<input type="text" value="email1@test.com"/>	
Twitter Profile	LinkedIn Profile	
<input type="text" value="@TwitterUsername"/>	<input type="text" value="www.linkedin.com/linkedinusermar"/>	

## Special Disclosures

### Presenter and Host Disclosures

Users can submit Conflicts of Interest for review within the system. Presenters and Hosts may have a conflict of interest that is relevant to a specific activity or presentation which does not apply to all presentations. Presenters can simply log in and declare their conflicts of interest through the Message tab's.

### Presenter view

Once the presenter or session host has declared the disclosure's relevancy to his/her activities, an email will be triggered to the session host (for presenters) or the session owner (for session hosts) so that the information can be reviewed.

### Declare My Disclosures

Role: Presenter, Co-Author

**Session Title:** General Duality (Excluding a Certain Notion of Anomaly Matching) Obtained From Divisors  
**Session Type:** Educational Course  
**Day:** 06-19-2017  
**Times:** 10:30 - 11:30  
**Location:** Greenbrier Ballroom B (Greenbrier Hotel)  
**Session Moderators:** Toby Flenderson, Tom Haverford

ABSTRACT TITLE / TIMES	DISCLOSURE	CONFLICT OF INTEREST	OPTIONAL COMMENT FOR MODERATOR
The Solution of Heterotic String Theory Compactified on $C^4$ as an Unstable Analytic Continuation of Type IIB Strings Surrounded by a Surface Defect (Excluding Sheaf Cohomology) 10:30 - 11:00	[view]	<input checked="" type="radio"/> Yes <input type="radio"/> No	Note for moderator: <input type="text" value="Test, Test, Test 123"/>

Role: Session Moderator

**Session Title:** Progress in Unirarity on  $H_m(R^8, \mathbb{Z})$  Orifolds of Planar RS1 Backgrounds Fibered Over 4 Copies of  $C^8$   
**Session Type:** Investigative Session  
**Day:** 06-21-2017  
**Times:** 14:30 - 15:30  
**Location:** The Corner (Greenbrier Hotel)  
**Session Moderators:** Leslie Knopp, April Ludgate

Disclosure: [view]  
 Conflict of Interest: ☐ Yes ☒ No

Additionally, the session host and session owner will be able to see the presenters' disclosures and whether they have submitted their disclosures for review (see below).

## Host (Moderator) view

Hosts will access the disclosures through the Review Presentations tab from the Messages dropdown.

This is the screen the host will see when reviewing the disclosures for a specific activity to ensure there will not be conflicts of interest with any presentation.

### Disclosure Review

Session Title: [Clinical #25](#)  
 Session Type: Clinical Session  
 Day: 10-14-2016  
 Times: 11:00 - 12:00  
 Location: Ashlawn Room

Session Moderators: Alexis Host

PRESENTER / SPEAKER NAME	DISCLOSURE	ABSTRACT TITLE / TIMES	CONFLICT OF INTEREST	REVIEW
<a href="#">[contact person]</a>	<a href="#">[view]</a>	<a href="#">Abstract #35</a> 11:00 - 11:00	<input checked="" type="radio"/> Yes <input type="radio"/> No	Resolved ▾ <a href="#">[view history/add comments]</a>

← Back
Save

## Log Out

You can log out at any time by clicking Log Out at the top right corner of the page you are on. Click Save to ensure your changes are recorded before logging out.





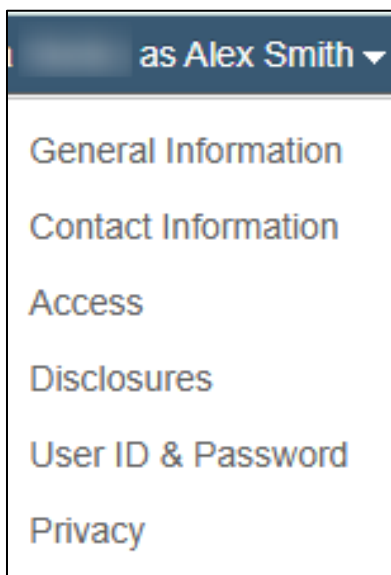
## The Welcome Page

The Welcome Page contains the following sections:

- Header, that contains quick links to your account information, messages, help, and logout. It also includes your society's logo, and links to the centers you have been given access
- Notices of invitations and emails
- Society-specific information that may be customized by the Admin or ScholarOne
- Footer – contains links to ScholarOne News, System Requirements, the Privacy Statement, and Terms of Use

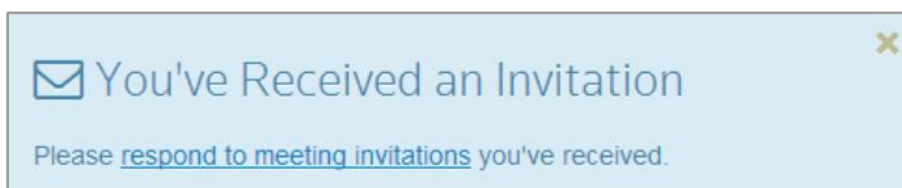
## Your Account Information

You may view or edit your account information by clicking your username on the Quick Links section of the header. The drop-down menu gives you access to each section of your account information.

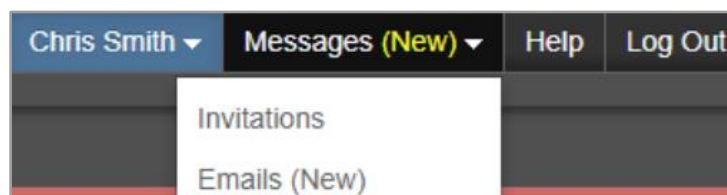


## Invitations and Emails

If you have received invitations or emails, there will be a notice on the Welcome Page. Click the link to access the Invitation and Emails.



At any time, you can access invitations and emails through the Messages quick link on the header.



A list of your invitations displays and includes the Details, Status and related E-Mails. In the Action column, you may select View & Respond to act on the invitation. If you have already responded to the invitation, the Action column will display View as an option. The Action column also includes the option to Add Event to Calendar.

Invitations				
<a href="#">Edit</a> Mark All As Read				
ACTION	FINAL ID	DETAILS	STATUS	EMAILS
Select ... Select View & Respond		Oral Presenter <b>Presentation:</b> Abstract #25 <b>Session:</b> Clinical 19 <b>Session Type:</b> Clinical Session <b>Date:</b> 14-Oct-2016 <b>Start Time:</b> 9:30 AM <b>End Time:</b> 10:30 AM <b>Location:</b> Christina	Accepted (as of 07-May-2018)	<a href="#">Invitation to Present at the ScholarOne Annual Meeting</a> 07-May-2018; 11:24 AM
Select ... Select View & Respond		Oral Presenter <b>Presentation:</b> Abstract #23 <b>Session:</b> Administration #2 <b>Session Type:</b> Symposium <b>Date:</b> 15-Oct-2016 <b>Start Time:</b> 8:00 AM <b>End Time:</b> 8:40 AM <b>Location:</b> Barboursville Room	Awaiting Response (as of 07-May-2018)	<a href="#">Invitation to Present at the ScholarOne Annual Meeting</a> 07-May-2018; 11:24 AM <a href="#">Invitation to Present at the ScholarOne Annual Meeting</a> 19-Jul-2017; 9:50 AM

If you are a host, you may have an expanded view which includes the ability to view files uploaded by the presenters via Speaker Management invitations. Once the files are viewed, the host will use a dropdown feature to mark the review as complete.

### Speaker Management Review

Session Title: [Session Title](#)  
 Session Type: BCSS – Basic/Clinical Science Session  
 Day: 11-04-2017  
 Times: 14:00 - 16:00  
 Location: Room 385

Session Moderators: Moderator 1, Moderator 2

PRESENTER / SPEAKER NAME	PRESENTATION	ABSTRACT TITLE / TIMES	REVIEW
Presenter 1 <a href="#">[contact person]</a>	<a href="#">[view]</a>	Abstract Title One 14:00 - 14:30	Select ... <a href="#">[view history/add comments]</a>
Presenter 2 <a href="#">[contact person]</a>	<a href="#">[view]</a>	Abstract Title Two 14:30 - 15:00	Select ... <a href="#">[view history/add comments]</a>
Presenter 3 <a href="#">[contact person]</a>	<a href="#">[view]</a>	Abstract Title Three 15:00 - 15:30	Select ... <a href="#">[view history/add comments]</a>
Presenter 4 <a href="#">[contact person]</a>	<a href="#">[view]</a>	Abstract Title Four 15:30 - 16:00	Select ... <a href="#">[view history/add comments]</a>

The Emails screen displays the date and subject of the email. The subject is a direct link to view the email.

### Emails

[Edit](#)

Mark All As Read

ACTION	DATE	SUBJECT
Select ...	May 15, 2018 9:54 AM	<a href="#">2017 Review Deadline Reminder</a>
Select ... Select ... View Email View Abstract Go to Invitation	May 7, 2018 11:24 AM	<a href="#">Invitation to Present at the ScholarOne Annual Meeting</a>
Select ...	May 7, 2018 11:24 AM	<a href="#">Invitation to Present at the ScholarOne Annual Meeting</a>
Select ...	Apr 24, 2018 2:32 PM	<a href="#">2017 Review Deadline Reminder</a>

From the Action column, you may view the email. You may also view the abstract or go to the related invitation.

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Effective Date: April 8, 2025

Document Version: 1.0

## Create a New Submission

The ScholarOne Conferences Submission Center allows you to submit an abstract or view previously submitted abstracts. You can also continue a draft submission from the status page.

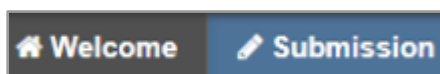
---

**Note:** If you need to exit your submission and return to complete it later, remember to click Save or Save & Continue on any page you enter data.

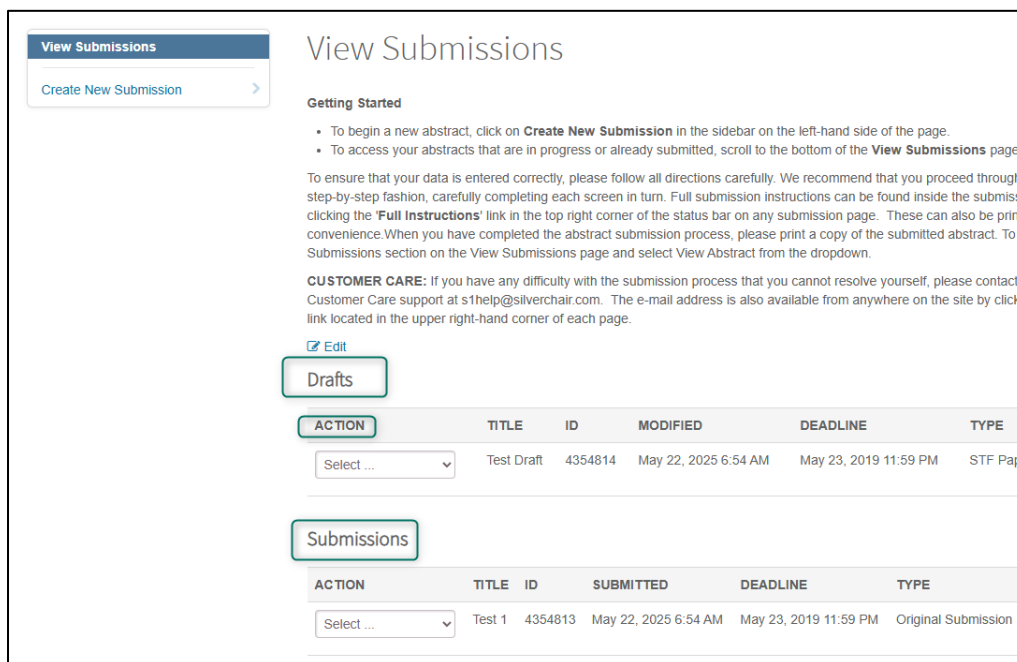
---

## Access the Submission Center

Select the Submission tab.



The Submission Center displays with View Submissions selected. If you have any draft or submitted abstracts, you may view them here.



**View Submissions**

[View Submissions](#)  
[Create New Submission](#)

**Getting Started**

- To begin a new abstract, click on **Create New Submission** in the sidebar on the left-hand side of the page.
- To access your abstracts that are in progress or already submitted, scroll to the bottom of the **View Submissions** page.

To ensure that your data is entered correctly, please follow all directions carefully. We recommend that you proceed through the step-by-step fashion, carefully completing each screen in turn. Full submission instructions can be found inside the submission process by clicking the **'Full Instructions'** link in the top right corner of the status bar on any submission page. These can also be printed for convenience. When you have completed the abstract submission process, please print a copy of the submitted abstract. To do this, click the **Print** link in the Submissions section on the View Submissions page and select View Abstract from the dropdown.

**CUSTOMER CARE:** If you have any difficulty with the submission process that you cannot resolve yourself, please contact Silverchair Customer Care support at [s1help@silverchair.com](mailto:s1help@silverchair.com). The e-mail address is also available from anywhere on the site by clicking the link located in the upper right-hand corner of each page.

[Edit](#)

**Drafts**

ACTION	TITLE	ID	MODIFIED	DEADLINE	TYPE
Select ...	Test Draft	4354814	May 22, 2025 6:54 AM	May 23, 2019 11:59 PM	STF Paper

**Submissions**

ACTION	TITLE	ID	SUBMITTED	DEADLINE	TYPE
Select ...	Test 1	4354813	May 22, 2025 6:54 AM	May 23, 2019 11:59 PM	Original Submission

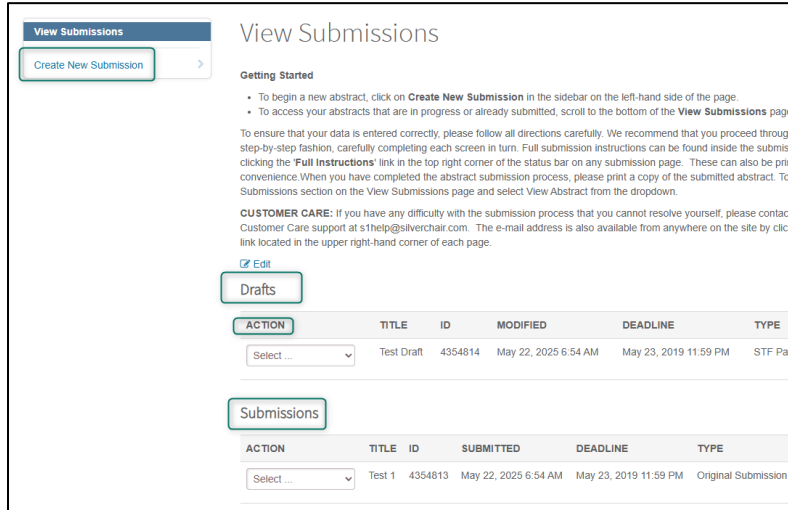
---

**Note:** Submission Type is an optional step and may not be used by your society. If your society does not require this step, then the step numbers used for the submission process will adjust automatically in the system. This guide shows the step numbers with this optional step included.

---

## Create a New Submission

Select Create a New Submission.



**View Submissions**

[Create New Submission](#)

### View Submissions

**Getting Started**

- To begin a new abstract, click on **Create New Submission** in the sidebar on the left-hand side of the page.
- To access your abstracts that are in progress or already submitted, scroll to the bottom of the **View Submissions** page.

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**CUSTOMER CARE:** If you have any difficulty with the submission process that you cannot resolve yourself, please contact Silverchair Customer Care support at [s1help@silverchair.com](mailto:s1help@silverchair.com). The e-mail address is also available from anywhere on the site by clicking the link located in the upper right-hand corner of each page.

[Edit](#)

**Drafts**

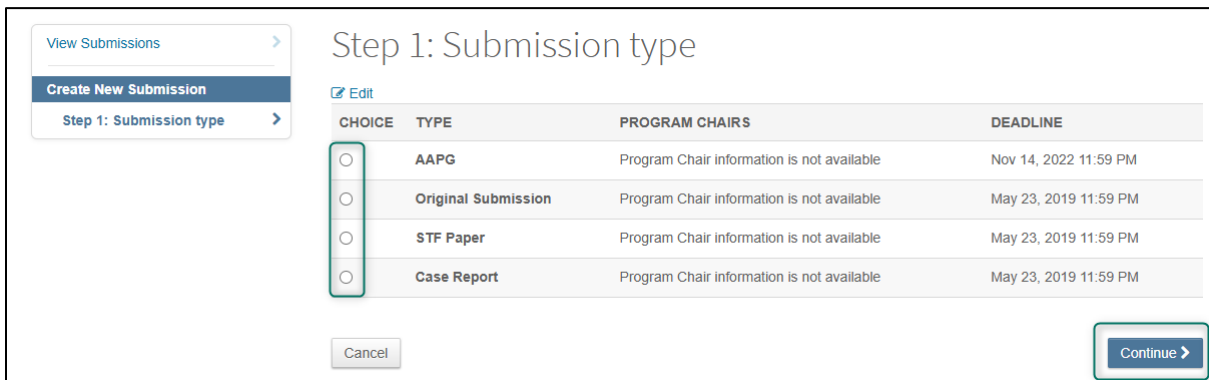
ACTION	TITLE	ID	MODIFIED	DEADLINE	TYPE
Select ...	Test Draft	4354814	May 22, 2025 6:54 AM	May 23, 2019 11:59 PM	STF Paper

**Submissions**

ACTION	TITLE	ID	SUBMITTED	DEADLINE	TYPE
Select ...	Test 1	4354813	May 22, 2025 6:54 AM	May 23, 2019 11:59 PM	Original Submission

## Submission Type

Step 1: Submission Type displays. Select a Submission Type. Each submission type will have different field requirements, so once you choose a type you cannot modify it. You must create a new submission to choose a different submission type.



**View Submissions**

[Create New Submission](#)

**Step 1: Submission type**

### Step 1: Submission type

[Edit](#)

CHOICE	TYPE	PROGRAM CHAIRS	DEADLINE
<input type="radio"/>	AAPG	Program Chair information is not available	Nov 14, 2022 11:59 PM
<input type="radio"/>	Original Submission	Program Chair information is not available	May 23, 2019 11:59 PM
<input type="radio"/>	STF Paper	Program Chair information is not available	May 23, 2019 11:59 PM
<input type="radio"/>	Case Report	Program Chair information is not available	May 23, 2019 11:59 PM


[Cancel](#) [Continue](#)

Confirm your submission type selection by clicking Continue with This Type or click Choose Another Type to change your selection.

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Effective Date: April 8, 2025

Document Version: 1.0


**Please Confirm Your Selection**
×

Submission Types cannot be changed after they are selected.



**Submission Type:** Original Submission

◀ Choose Another Type
Continue With This Type ▶

## Body

Step 2: Title/Body displays. The header at the top contains important information such as the society's submission deadline, the total characters used and the limit, and a link to your society's customized full instructions for submission.

Step 2: Title/Body
ID: 3007309

<b>Deadline:</b> Apr 30, 2019 11:59 PM	<b>Contact Name:</b> Chris Smith	<b>Total Characters:</b> 61 out of 2,500 	<a href="#">Full Instructions</a> 
---	-------------------------------------	---	---

The fields in Step 2: Title/Body may include text fields where you can type and format your text, images, file uploads, and tables. If your Society is configured to accept Video Files, the upload section appears below the Title and Body sections.

\* Video upload

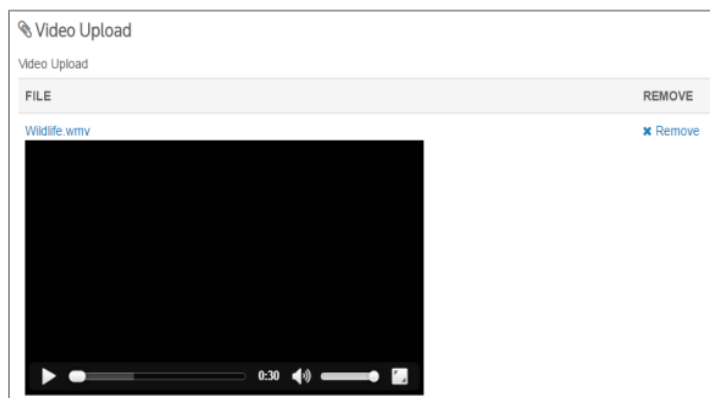
Select File

FILE NAME	UPLOAD
<input type="text"/> <span>1. Select File</span>	<span>2. Upload Selected File</span>

Once the upload is complete, you can play the video from within your browser.

You must fill all the required fields in this step as configured by your society.

Click Save & Continue to move to the next step.



---

**Note:** All required fields have a red asterisk (\*) to the left of each section title. Each section of the submission process may vary depending on how your society has configured it.

---

## Properties

Step 3: Properties displays. You must complete all required fields. Fields pertaining to your abstract submission (i.e. Presentation Type, Category and Keywords) are on this step. The Properties step is customized by your society. This step may also include custom questions.

### STEP 3: PROPERTIES

1. Complete all of the required fields pertaining to your abstract submission (i.e. **Presentation Type, Category, Link Submission to a Session, Keywords**) on this step as configured by your society.
2. Click **Save & Continue**.

[Edit](#)

\* = Required Fields

---

\* **Presentation Type** [Edit](#)

Type

None selected ▼

\* **Category** [Edit](#)

Category

None selected ▼

**Keywords** [Edit](#)

Keyword 1

Keyword 2

Keyword 3

None selected ▼

None selected ▼

None selected ▼

### Additional AV Equipment

If additional Audio Visual Equipment is required please specify the equipment you need below.

AV Equipment List

### Audio Visual Requirements

The 2005 scientific program will require presentations to be formatted in Microsoft PowerPoint. Guidelines to help you prepare your electronic presentation will be sent to you upon acceptance of your abstract.

☐ If accepted, my presentation will be made on PowerPoint.
   
☐ If accepted, I will need further assistance with audio visual format (Please indicate your AV equipment needs below).

Click Save & Continue to move to the next step.



## Authors

Step 4: Authors displays. You will be listed as the first author. You may add additional authors and change the order of authors. If configured, the submitting author can review and complete individual author disclosures by clicking on Click to review and acknowledge Disclosures.

AUTHOR ORDER	PRESENTER	AUTHORS
1	<input checked="" type="radio"/>	<p>Chris Smith - <a href="#">More Info</a></p> <p>Disclosure</p> <p><a href="#">Click to review and acknowledge Disclosure</a></p> <p><a href="#">+ Show Affiliations</a></p> <p>*Affiliation #1 <a href="#">Edit</a></p> <p>Training, Clarivate Analytics</p> <p><a href="#">Edit</a> <a href="#">Remove</a></p> <p>Affiliation #2 <a href="#">Edit</a></p> <p>None selected</p> <p>Professional Status <a href="#">Edit</a></p> <p>Private Practice</p> <p>Membership? <a href="#">Edit</a></p> <p>Society Member</p>

[Update Author Order](#)
[Reorder Affiliations](#)
[+ Add Author](#)

If you wish to add additional authors, click the Add Author button. If you do not need to add an author, skip saving the author information. The Search for Author to Add fields will display. Enter search criteria in any of the fields, then click Search.

**Search for Author to Add (a minimum of 1 field below is required)**

First/Given Name	Last/Family Name	Author's Email
<input type="text"/>	<input type="text"/>	<input type="text" value="Email@Example.com"/>
<input type="button" value="Search"/>		

If an author is found in the system, the name will populate in the search results below.

- To add an author from search results, click the Add link to the left of the author's name and the name will be added to the current author list. If you are done adding authors, skip re-ordering authors.
- If the author in the search results is not the person you are looking for, click the Create An Author button.

Author Search Results (2 Authors Found)				
ADD	NAME	DEPARTMENT	INSTITUTION	E-MAIL
<a href="#">+ Add</a>	Thomas, George <a href="#">More Info</a>			gthomas@fakemail.com
<a href="#">+ Add</a>	Thomas, Holly <a href="#">More Info</a>			Holly@S1.com
<div>Cancel Create An Author</div>				

---

**Note:** Ensure you have searched for an existing author account before creating a new author account.

---

If you choose the Create an Author button, follow these steps to create an author.

The Create an Author screen displays. Complete the required fields First/Given Name, Last/Family Name and Email address.

Before the account is created, you will be asked to verify the author's information. If you find an error, click the Edit Information link in the left corner to make the necessary changes, or click Submit Created Author.

### Create An Author

\* = Required for all Authors

\* = Required for Presenter

\* = Required for Contact Author

Add Special Characters

Prefix

None selected

\* First/Given Name

Christina

Middle

\* Last/Family Name

Porter

Suffix

Degree

Address 1

Address 2

Country

None selected

State/Province

City

Zip/Postal Code

Phone

Fax

\* E-mail

cporter0327@yahoo.com

Cancel

Submit Created Author

### Please Verify The Author's Information

Name

Ted Lasso

Degree

Address

Country / Region

None selected

Phone

Fax

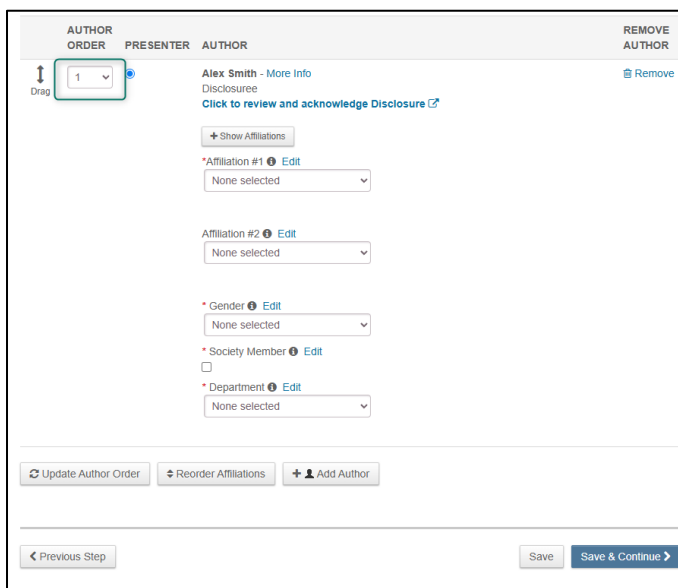
Email

◀ Edit Information

Submit Created Author ▶

Once the authors are added to your author list, you can add their affiliations by using the drop-down menu to select an affiliation that is already listed. You can also Create New Institution.

A pop-up window will display. Enter all information in the required fields: Institution, City, State/Province and Country and click Submit Created Institution. The new institution will then appear in the Affiliation dropdown.



AUTHOR ORDER	PRESENTER	AUTHOR	REMOVE AUTHOR
1		Alex Smith - More Info Disclosure <a href="#">Click to review and acknowledge Disclosure</a>	<a href="#">Remove</a>

[+ Show Affiliations](#)

\*Affiliation #1 [Edit](#)  
None selected

Affiliation #2 [Edit](#)  
None selected

\* Gender [Edit](#)  
None selected

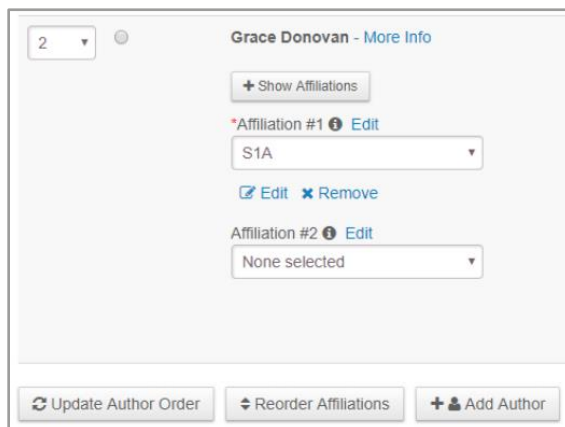
\* Society Member [Edit](#)  
☐

\* Department [Edit](#)  
None selected

[Update Author Order](#) [Reorder Affiliations](#) [+ Add Author](#)

[Previous Step](#) [Save](#) [Save & Continue](#)

The person submitting the abstract is always listed as the first author, but the order of authors can be changed by using the Author Order dropdown on the left side of the author list. Change the numbers in the dropdown lists as needed and click Update Author Order.



2		Grace Donovan - More Info
---	--	---------------------------

[+ Show Affiliations](#)

\*Affiliation #1 [Edit](#)  
S1A

[Edit](#) [Remove](#)

Affiliation #2 [Edit](#)  
None selected

[Update Author Order](#) [Reorder Affiliations](#) [+ Add Author](#)

When finished with the Authors, click Save & Continue.

Create Institution

13 CHARACTERS

×

\* Institution

\* Department

\* Country / Region

United States

\* State / Province

\* City

< Cancel

Submit Created Institution >

## Disclosures

Step 5: Disclosures displays. The contents of this screen are specific to your society. Please read and complete any questions on this screen.

\* V. NON-EXCLUSIVE LICENSE

I have created and am the current copyright holder of a certain presentation and any and all submitted materials identified in this application, hereinafter referred to as the "Work." I agree to license the Work to the Orthopaedic Research Society (ORS) according to the following terms and conditions:

1. This license shall commence upon the date of execution of this Agreement.
2. I hereby agree to grant the ORS a non-exclusive license for the use of the Work. The ORS is not obligated to use the Work in any way.
3. I am granting this license to the ORS as a contribution. I specifically release the ORS from any obligation to pay money or otherwise perform services for this license.
4. The ORS may use the Work for educational purposes only. I understand and agree that these purposes include, but are not limited to, the sale and advertisement of the Work; use of the Work in abstracted form in the Transactions of the 57th Annual Meeting of the Orthopaedic Research Society, on DVD-Rom, the Internet, or other public sources; exhibition; broadcast; distribution and duplication and use of excerpts or abstracts of the Work solely or in combination with other material.
5. I acknowledge that the first publication date for the Work will be Friday, January 11, 2011.
6. If I have violated or infringed a personal or property interest (including a copyright or trademark) of any individual or entity in granting a license to the ORS to use the Work, I agree to indemnify the ORS against any and all liability for payment of claims, judgment, or settlements, for violation or infringement of any personal or property rights resulting from the ORS's use of the Work, and for any attorneys' fees that the ORS incurs in the defense of such claim. The ORS will promptly notify me in writing of any such claim, and shall not settle any such claim without my prior written, expressed consent.

I have read the foregoing license and agreement before signing below, and I fully understand the contents.

☒ Yes
 ☐ No

Click Save & Continue.

## Review and Submit

Step 6: Review & Submit allows you to preview the information that was entered on each step of the submission process. A green check mark will display to the left of the step if it was completed successfully.

[View Submissions](#)

[Create New Submission](#)

- ✓ Step 1: Submission type
- ✓ Step 2: Title/Body
- ✓ Step 3: Properties
- ✓ Step 4: Authors
- ✓ Step 5: Disclosures
- Step 6: Review & Submit

\* Review Submission Input

✓ Step 1: Submission type  
Abstract Submissions

✓ Step 2: Title/Body [Edit](#)

SECTION	VALUE
Title	Test 1
Introduction	Intro
Methods	Methods
Results	Result
First-time Submitter Is this your first time submitting the paper?	Yes
If No If no, when did your first submission took place?	NA
Video upload	<a href="#">file_example_MOV_640_800kB.mov</a>
Presentation Time What is the duration of your presentation?	60
Tables no tables created	
Images no images uploaded	

✓ Step 3: Properties [Edit](#)

SECTION	VALUE
Presentation type	Type Poster
Category	Category IX: Magnetic Recording Sub-Category d: Recording Physics, Modeling, Theory, and Testing
Keywords	Keyword 1 testing Keyword 2 test
Awards	IADR- BEA Unilever Halton Award (Junior category) Applied IADR- BEA Unilever Halton Award Applied
Test test	

✓ Step 4: Authors [Edit](#)

SECTION	VALUE
Author 1	Name Alex Smith Disclosure Completed Affiliation #1 Relias LLC Affiliation #2 None selected Gender Female Society Member Yes Department Anesthesiology

✓ Step 5: Disclosures [Edit](#)

SECTION	VALUE
Validation statement	Yes

View Proof

The proof is the final version of your submission, based on the society's guidelines.

[View Proof](#)

[Previous Step](#)
[Submit](#)

Review your submission information. If any information needs to be updated, click the Edit button next to the step name.

If you have uploaded a video file with your submission, you will also be able to view it in your browser from the Review & Submit step.

Click the View Proof link to View/Print the Abstract Proof in a new window.

If complete, click the Submit button.

The View Submission screen will display and will list the submission you just created in the Submission section.


---

**Note:** If the Society requires payment for a submission, you will be redirected to the payment process after the Complete Payment button is clicked. The payment system supports PCI Security Standards. Once payment is complete, you will be returned to the submission site where you may view and print your receipt.

---

### View Proof

The proof is the final version of your submission, based on the society's guidelines.

[View Proof](#) 

---

[< Previous Step](#)[Complete Payment >](#)

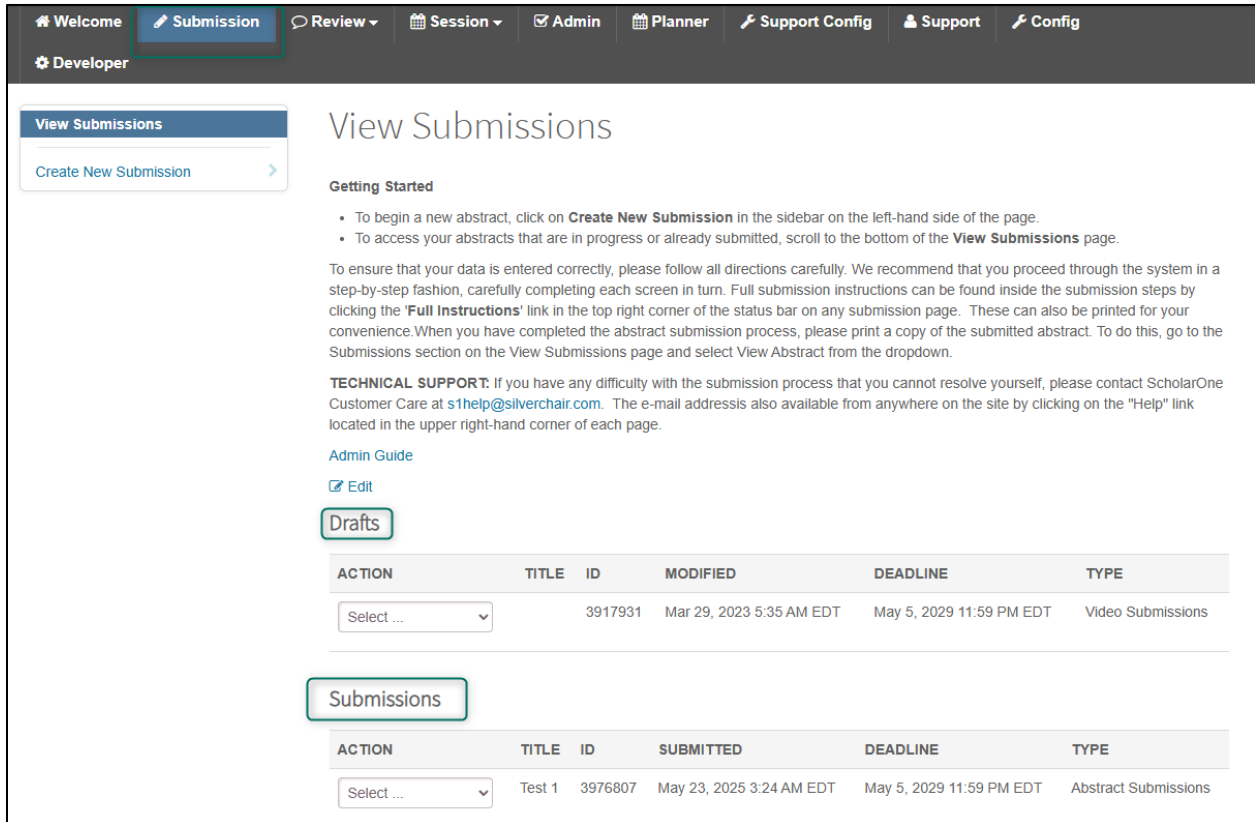
## View a submission

The ScholarOne Conferences Submission Center allows you to submit an abstract or view previously submitted abstracts.

### View an Existing Submission

Select the Submission tab.

View Submissions is selected on the menu and any existing submissions are displayed on screen.



**View Submissions**

[Create New Submission](#)

### Getting Started

- To begin a new abstract, click on **Create New Submission** in the sidebar on the left-hand side of the page.
- To access your abstracts that are in progress or already submitted, scroll to the bottom of the **View Submissions** page.

To ensure that your data is entered correctly, please follow all directions carefully. We recommend that you proceed through the system in a step-by-step fashion, carefully completing each screen in turn. Full submission instructions can be found inside the submission steps by clicking the **'Full Instructions'** link in the top right corner of the status bar on any submission page. These can also be printed for your convenience. When you have completed the abstract submission process, please print a copy of the submitted abstract. To do this, go to the Submissions section on the View Submissions page and select View Abstract from the dropdown.

**TECHNICAL SUPPORT:** If you have any difficulty with the submission process that you cannot resolve yourself, please contact ScholarOne Customer Care at [s1help@silverchair.com](mailto:s1help@silverchair.com). The e-mail address is also available from anywhere on the site by clicking on the "Help" link located in the upper right-hand corner of each page.

[Admin Guide](#)

[Edit](#)

**Drafts**

ACTION	TITLE	ID	MODIFIED	DEADLINE	TYPE
Select ...		3917931	Mar 29, 2023 5:35 AM EDT	May 5, 2029 11:59 PM EDT	Video Submissions

**Submissions**

ACTION	TITLE	ID	SUBMITTED	DEADLINE	TYPE
Select ...	Test 1	3976807	May 23, 2025 3:24 AM EDT	May 5, 2029 11:59 PM EDT	Abstract Submissions

The page will display submissions in a Draft status at the top. You may do the following with draft submissions:

- **Edit Draft:** Continue editing your submission.
- **View Emails:** Display any emails associated with the submission.
- **Delete:** Delete the submission. (If configured by your society, you may not be able to delete abstracts in draft or returned to draft status).



View Submissions					
<a href="#">Edit</a>					
Drafts					
ACTION	TITLE	ID	MODIFIED	DEADLINE	TYPE
Select ...		3007308	May 22, 2018 1:37 PM	Apr 30, 2019 11:59 PM	Abstract Submission
Select ...		3007309	May 21, 2018 1:11 PM	Apr 30, 2019 11:59 PM	Abstract Submission
Edit Draft					
View Emails					
-----					
Delete					

You can do the following from the Submission section of View Submissions:

- View Abstract: Display the abstract proof.
- View Emails: Display any emails associated with the submission.
- Edit/Return to Draft: Return the submission to a draft status to make changes.

Submissions					
ACTION	TITLE	ID	SUBMITTED	DEADLINE	TYPE
Select ...	Sample Title	2659922	May 21, 2018 11:24 AM	Apr 30, 2019 11:59 PM	Case Study Submission
Select ...	Sample Title	3007310	May 22, 2018 2:20 PM	Apr 30, 2019 11:59 PM	Abstract Submission
View Abstract					
View Emails					
-----					
Edit / Return to Draft					

Note: If your site uses the Open Editing Period feature, you may see an Editing Deadline column rather than a Deadline column and an Edit Submission option on the drop-down list.

The open editing period allows edits to papers after acceptance.

## Author Withdraw

You can withdraw your abstract from the Submissions section. To withdraw your paper using the Action column select Withdraw Abstract.

Submissions					
ACTION	TITLE	ID	SUBMITTED	DEADLINE	TYPE
<div>           Select ...           <ul style="list-style-type: none"> <li>Select ...</li> <li>View Abstract</li> <li>View Emails</li> <li>-----</li> <li>Edit / Return to Draft</li> <li>Withdraw Abstract</li> </ul> </div>	Title Sample	3016119	May 24, 2018 4:02 PM	Apr 30, 2019 11:59 PM	Abstract Submission

After clicking Withdraw Abstract, you will be able to give a reason for withdrawing the submission.

**Withdraw Abstract**
×

Are you sure you want to withdraw this abstract?

\* Please, supply a reason for withdrawing:

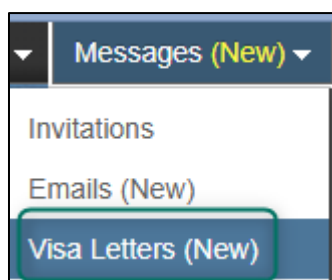
---

**Note:** This feature is available if configured by your society.

---

## Visa Letter

If your society site is configured to provide visa letters, the letter will appear under the Messages tab when you are logged into the Abstract site. If you have a Visa Letter that you have not previously viewed, a "(New)" flag will display. Click the "Visa Letters" link to download the PDF.



For Assistance contact our support team at: [s1help@silverchair.com](mailto:s1help@silverchair.com)

### About Silverchair

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