

ELSA 2019 ABSTRACT SUBMISSION MANUAL

- 1) Go to homepage <http://www.elsa2019.com/abstract-submission.php> and click
- 2) Please create an account if you do not have login details yet;

SUBMIT ABSTRACT

The screenshot shows the 'Sign In' section of the ELSA 2019 website. At the top, there are logos for the 14th Asia-Pacific Congress of Endoscopic and Laparoscopic Surgeons of Asia (MIS United; The One World) and the ELSA 2019 Chiang Mai Thailand event. Below the logos, the text reads '-ABSTRACT SUBMISSION -'. The 'Sign In' form includes a field for 'E-Mail Address', a section for 'Do you have an account with us?' with radio buttons for 'No, I have not registered on your site before.' and 'Yes, my password is', and a checkbox for 'Remember me on this computer'. There is a 'Sign In To Account' button, a link for 'Forgot your password? Click here', and a link for 'Click here if your e-mail address has changed since your last visit to our site.'. At the bottom, there is a note: 'For assistance using our login application please contact our customer service.'

****Please carefully read ELSA 2019 Abstract and VDO Submission Instruction****

The screenshot shows the 'ELSA 2019 Abstract and VDO Submission Instruction' document. It begins with a thank you message and provides contact information for the ELSA office. The document outlines submission rules, including the deadline of 20 August 2019 and the notification of acceptance on 15 September 2019. It also lists important notices regarding abstract submission policies, such as 'Previously Presented Abstracts', 'No Previously Published Submissions', 'No Dual Submissions', and 'No Previously Presented Data'. The document concludes with a note that accepted abstracts are entitled to Early Bird registration and that the presenting author of all oral and VDO abstracts must attend the presenting session.

- 3) The log-in user will be shown as the submitter account. Then, the user clicks Add to next step to fill in the author and / or co-author name and click to next step;



The 14th Asia - Pacific Congress of Endoscopic and Laparoscopic Surgeon of Asia "MIS United; The One World"
-ABSTRACT SUBMISSION -

Not David?



Submitter's Abstract List
 Here is a list of the abstracts that you have submitted. Please select one to edit, or add a new abstract.

Event Information
 Event: 14th Asia-Pacific Congress of ELSA 2019, CHIANGMAI, THAILAND
 Event Dates: Monday, 5/6/19 7:00 AM - Thursday, 5/23/19 11:59 PM

Submitter Account
 David

Abstract List - Add 


Sequence	Title
Submitted Abstract Submission List Summary	



The 14th Asia - Pacific Congress of Endoscopic and Laparoscopic Surgeon of Asia "MIS United; The One World"
-ABSTRACT SUBMISSION -

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Abstract Authors
 Please enter the desired author and co-authors for your abstract. Click the Continue button when you are finished entering the author and co-authors.


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 Event: 14th Asia-Pacific Congress of ELSA 2019, CHIANGMAI, THAILAND
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Submitter Account [Add As Author/Co-Author](#)  **The submitter account can select own position as Author or Co-Author and Presenter status by clicking Add As Author/Co-Author;**

David



Author/Co-Authors - Add Author | Add Co-Author

There are no authors in your author list.



For assistance using our speaker abstract management application please contact our customer service.

After you click "Continue", you can identify yourself as Author / Co-Author and add more information of other Author / Co-Author and Presenter status on each abstract.



The 14th Asia - Pacific Congress of Endoscopic and Laparoscopic Surgeon of Asia "MIS United; The One World"
-ABSTRACT SUBMISSION -

Not David?

Abstract Authors
 Please enter the desired author and co-authors for your abstract. Click the Continue button when you are finished entering the author and co-authors.

Event Information
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Submitter Account
 David

Author/Co-Authors - Add Author | Add Co-Author

Order	Name	Title	Institution	Type	Presenter
1	David		David	Author Co-Author	<input checked="" type="checkbox"/> <input type="button" value="Remove"/>

List of Author/Co-Author

For assistance using our speaker abstract management application please contact our customer service.

- 4) After you finish step no. 3, you can type Topic / Title / Abstract Text (limited to 300 words typing) and select Presentation Type which there are 3 types of abstract submission;

Oral Presentation

1. All abstracts have to be submitted in **English**.
2. Line spacing: single for the whole text.
3. The abstract title will go into a separate text box.
4. The presenting author and co-authors (max 5 pax) are to be included in a separate text box.
5. Write structured abstract using sub-headings in italic, e.g. Introductions, Methods, Results, Conclusions.
6. Maximum of **300 words** typing (not including title and authors).
7. It is the responsibility of the author to ensure that all spelling and grammar is correct.
8. Oral presentation abstract must be present in English by PowerPoint (PPT). The maximum length of presentation is **7 minutes**.

E-Poster Presentation

1. All abstracts have to be submitted in **English**.
2. Font type and size for the abstract: Times New Roman, 12 points.
3. Line spacing: single for the whole text.
4. The abstract title will go into a separate text box.
5. The presenting author and co-authors (max 5 pax) are to be included in a separate text box.
6. Write structured abstract using sub-headings in italic, e.g. Introductions, Methods, Results, Conclusions.
7. Any graphics for illustrating the abstract are limited to upload 2 pictures.
8. Abstract maximum of **300 words** (not including title and authors).
9. It is the responsibility of the author to ensure that all spelling and grammar is correct.
10. **After the abstract is approved**, the submitter will be able to upload 1 poster attachment file on **Graphics** field of your submitted abstract page during *16 September to 31 October 2019*. Here below is the E-Poster presentation instruction for reference;
 - Images in JPG file **must be no larger than 8 MB in file size, and no larger than 1080 pixels wide by 1920 pixels high (1080x1920)**;
 - All poster display monitors will be set in **portrait style orientation (vertical orientation) with 16:9 proportion**;
 - All information (i.e. text, data, photos, and static figures) must be designed to appear within **ONE page** only;
 - **NO** video or animation to be included into E-Posters;
 - All E-posters must **avoid** commercialism and trade names;
 - Fonts and sizes in 8-point font is recommended as the minimum font size, avoid large blocks of detailed text (no more than 800 words of text in your poster)

VDO Presentation

1. The Maximum length for submitted videos is **7 Minutes**.
2. A short (300-word maximum) written description of your video should be included when submitting your video abstract
3. Images and tables should not be included in the short-written description when submitting a video abstract.
4. Video submissions must be of good quality and submitted in final form.

5. Video format is as following;
 - Accepted file type is .AVI, MP4
 - The display monitor will be set with VDO Resolution HD 1280x720 pixels in 16:9 proportion.
 - File size **MUST** be less than 2 GB.
 - **NO 3D** video is accepted.
6. Videos must **have narration in English**. Without narration, it will not be considered.
7. Videos may **not** include advertisement or promotion of products. Commercial support may be noted as a credit at the end of the video.
8. **DO NOT** include any music, video clips or other materials/media copyrighted by any entity other than yourself.
9. To submit your VDO abstract, it is required to transfer your up-to-2 GB file to one of your available cloud storages;
 - Google Drive and share to elsa2019@nccinternationalevents.com
 - Microsoft One Drive and share to elsa2019th@outlook.com

Graphics for Poster Presentation Only:

- 1) Before Notification of Acceptance, Graphics is accepted to Poster Presentation and limited to 2 photos attached only.
- 2) After Notification of Acceptance, Graphics is accepted to Poster Presentation to upload 1 poster attachment file as instruction during 16 September to 31 October 2019.

Add Abstract
Please enter the information for your abstract. Click the Continue button to proceed to the Abstract Review page.

Event Information
Event: 14th Asia-Pacific Congress of Endoscopic and Laparoscopic Surgeon of Asia , CHIAI
Event Dates: Thursday, 11/21/19 9:00 AM - Saturday, 11/23/19 12:00 PM

Topic:

Title:

Graphics: No file chosen

Abstract Text:

- Write structured abstract using sub-headings in italic, e.g. Introductions, Methods, Results, Conclusions.
- Maximum of 300 words typing (not including title and authors).
- It is the responsibility of the author to ensure that all spelling and grammar is correct.

Presentation Type:

Keywords: (Maximum of 5 keywords)

Other Information
Please enter additional information and submit form to save the information.

***For VDO submission, it's required to put your URL for reviewer here!!

For VDO Presentation, submitter is required to transfer your up-to-2 GB file to one of your available cloud storages;

- Google Drive and share to elsa2019@nccinternationalevents.com
- Microsoft One Drive and share to elsa2019th@outlook.com

- 5) You will finish the submission process and the report of your submission will be shown for your reference. If you would like to edit before the deadline of abstract submission, you can come into the system under your submitter account and edit the content as per your convenience.

- 6) You will receive the notification of your first submission and further update through your email. PS. If you do not receive the email, please recheck in your Spam Box.



- 7) After the Reviewer has evaluated your abstract, you will receive a notification email with comments. We have 4 criteria as per below.
- ACCEPTED AND COMPETITION
 - ACCEPTED AND CHANGE TO POSTER
 - ACCEPTED
 - REJECTED

For example, if you got ACCEPTED AND CHANGE TO POSTER, you need to change your presentation type to E-Poster and submit your E-Poster artwork in the system during September 16 to October 10, 2019.

Evaluation Completed Inbox x



no-reply@elsa2019.com
to me

4:26 PM (1 minute ago) ☆ ↶ ⋮

An evaluation has been completed for abstract 'Test Abstract 1 (60)' for event '14th Asia-Pacific Congress of Endoscopic and Laparoscopic Surgeon of Asia , CHIANGMAI, THAILAND (5040)'.

Comments: Congratulations! Your abstract has been evaluated in ACCEPTED AND CHANGE TO POSTER. Please change your presentation type into E-Poster and submit it during September 16 to October 10, 2019. You will receive more details of E-Poster Submission soon. Thank you.

↶ Reply ↷ Forward

- 8) After the Manager accepted your abstract, you will receive the final result notification of acceptance as ACCEPTED or REJECTED through your email. After that the abstract will no longer be edited.

Abstract Accepted Inbox x



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to me

4:35 PM (40 minutes ago) ☆ ↶ ⋮

The abstract 'Test Abstract 1' for event '14th Asia-Pacific Congress of Endoscopic and Laparoscopic Surgeon of Asia , CHIANGMAI, THAILAND (5040) , 11/21/19 9:00 AM - , 11/23/19 12:00 PM' has been accepted. You can access the abstract to review the evaluations by clicking [here](#).

↶ Reply ↷ Forward

For enquiries, please kindly contact:

ELSA 2019 Conference Secretariat

Email: elsa2019th@outlook.com
