



Making a submission

Before you can make a submission, you will be prompted to log in or set up an account with Oxford Abstracts.

NOTE: YOU WILL NOT BE ABLE TO SUBMIT A PROPOSAL WITHOUT CREATING AN ACCOUNT; THE FIRST TIME YOU ACCESS THE SITE, CREATE AN ACCOUNT WITH EMAIL – SEE BELOW:

The image is a screenshot of the SAVIR 2022 login page on the Oxford Abstracts website. The page has a light blue header with 'SAVIR 2022' in white. Below the header, the 'OXFORD ABSTRACTS' logo is centered. The main heading is 'Sign in or create account'. There are two large blue buttons: 'Continue with Google' and 'Continue with LinkedIn'. Below these is a horizontal line with the word 'Or' centered. Underneath, the text 'Sign in or create account with email' is displayed. A red oval highlights a white input box with a grey envelope icon and the word 'Email' next to it. At the bottom of the page, there is a light blue footer containing a disclaimer: 'This information will be used by the event organiser to communicate with you about matters relating to the event. By using the system, you agree to Oxford Abstracts' [terms of service](#) and [privacy policy](#).'

Once registered, you can make your submission by completing the fields in the online submission form. Please note that mandatory fields are marked with an asterisk *

When completing the **Abstract** field, it is easiest to copy and paste straight from a Word document but in all fields that have a formatting toolbar, as above, you can format text, add tables and images as permitted within the toolbar's functions. Hover over each toolbar icon with your mouse to view its function.

Click **Submit** at the bottom of the form when you have completed all relevant fields. You can also save your submission by pressing **Submit** and return to complete it later.

Upload your poster. This will be displayed in the program

Please check this box to give us permission to include your file in the secure online programme permission question

You will see a pop-up alert if mandatory fields are left incomplete and your submission will be marked as 'incomplete' if these have not been answered, so ensure you return to complete these before the deadline.

YOU CAN STILL SUBMIT, BUT YOUR SUBMISSION WILL BE INCOMPLETE AND YOU WILL GET AN EMAIL ABOUT COMPLETING THE SUBMISSION SEPARATE FROM YOUR CONFIRMATION EMAIL.

Submission incomplete

Are you sure you want to submit?

Title:
No response to required question

Author/Instructor Details
Author 1: No response to required field: First Name
Author 1: No response to required field: Last Name
Author 1: No response to required field: Degree
Author 1: No response to required field: Email
Author 1: No response to required field: Member of SAVIR?
Author 1: Affiliation 1 requires an institution
Author 1: Affiliation 1 requires a city
Author 1: Affiliation 1 requires a country
Exactly one author must be presenting - there are currently 0

Permission to publish
No response to required question

Author will attend
No response to required question

Preferred Format for Presentation
No response to required question

Topic Categories
No response to required question

CANCEL CONTINUE

NB: Please also note that if your word or character count is over the permitted limit, your abstract will also be marked as incomplete.

You will receive email notification that your submission has been received and informed whether it is complete or incomplete.

Click on the **Oxford Abstracts logo** at the top left of your screen to return to your dashboard where you can view/edit your submissions or make a new submission.

