



SINGAPORE

18 - 20 AUGUST 2023

SUNTEC SINGAPORE CONVENTION AND EXHIBITION CENTRE

# Abstract Submission Guide



Organised by:



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### Delegate Info

Category*	Doctor
Salutation*	Prof
First Name*	Joyce
Last Name*	Gao
Name to be printed on badge*	Joyce Gao
Department/Speciality*	Internal medicine
Organisation*	Changi General Hospital
Job Title*	Surgeon
Country*	SINGAPORE
Mobile Number*	65 12345678
MCR No.*	111000
Email Address*	joyce.gao@mpinetwork.com
Alternate Email (Recommended to have Non-Organisation email)*	joyce.gao@mpinetwork.com
If you require vegetarian meal, please select.	Please Select

☐ Please send invitation letter for visa application.

#### Personal Data Protection Declaration

- ☒ I agree that Kenes and/or the organisers may collect and use my personal data which I have provided in this form to provide marketing information relevant to the APICS 2023 symposium and any other information that I have agreed to receive.\*
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Abstract Submission

Complete Delegate info page

\*Ensure that you have allowed your browser to send pop-ups and use redirects. Visit page 13 for a guide on how to enable this setting.

For abstract submission click here



## My Dashboard

Abstract Log Out

Please read the full submission guidelines carefully before submitting.

### ABSTRACT SUBMISSION GUIDELINES

- Abstracts may be submitted for poster presentation only.
- Abstracts must be submitted via this portal. Abstracts submitted by fax, email, or post will NOT be accepted.
- **Abstracts must be submitted on or before 28 April 2023.** The online submission system will close at midnight GMT+8 on this day.
- Please do not submit multiple copies of the same abstract.
- Only original abstracts will be accepted.

### CONFIRMATION OF RECEIPT AND NOTIFICATION OF DECISION

- After submitting your abstract, an email confirmation that your abstract has been received will be sent.
- After confirmation of acceptance of the abstract, relevant graphs, images and tables can then be attached for the final e-poster.
- Please contact the Secretariat if you submit an abstract and did not receive an email confirmation.
- Notifications regarding the status of your abstract will be sent out by **31 May 2023**. Please email [abstract@sg-apics.com](mailto:abstract@sg-apics.com) if you have any questions with regards to the notifications regarding the status of your abstract.

### PRESENTATION AT THE CONGRESS

- Instructions for preparation of poster presentations will be sent together with acceptance notifications.
- The Committee will endeavour to schedule abstracts according to authors' preferences but reserves the right to decide on the final form of presentation.
- For each abstract, at least one author is expected to attend the Symposium. **Presenting authors must register for the Symposium and pay the registration fee.**
- Abstract presenters need to register by the registration deadline for inclusion in the scientific programme and for presentation scheduling.

### PREPARING YOUR ABSTRACT FOR SUBMISSION:

- The abstract should be as informative as possible and include the following details:
  - **Objectives:** background and specific objective of the study
  - **Methods:** description of methods used
  - **Results:** summary of results obtained
  - **Conclusions:** conclusions reached
- Abstracts must meet the following specifications:
  - **Abstract title:** Limited to 25 words
  - **Abstract text:** Limited to 300 words
  - **Abstract topic:** Abstracts must be allocated to a specific topic from the Scientific Programme.
- Tables, Graphs and Images – A maximum of 1 each can be included per abstract.
- The total maximum file size (for table/graph/image) to be uploaded is 3MB. You may upload up to 3 files and in JPG or PNG format only.
- Use only standard abbreviations. Special or unusual abbreviations are not recommended. If otherwise necessary, the latter should be placed in parenthesis after the first appearance of the full word.
- All abstracts must be submitted and presented in clear English with accurate grammar and spelling of a quality suitable for publication.
- The **save** button at the bottom of this page allows you to store your abstract as a draft in order to make changes. Please note that abstracts must be **submitted** before the deadline in order to be sent to review for inclusion in the Scientific Programme.

Scroll down to bottom of page and click on "New Submission" to launch abstract page

New Submission





Timer of 60 minutes starts  
ticking from this page

## My Dashboard

Abstract Log Out

Author Details

Co-Author/s details

Abstract Title

Abstract Text

Declaration

Summary

Author Details

Name

Joyce Gao

(first name followed by family name)

Department

Internal medicine

Institution

Changi General Hospital

Country

Singapore

Are you the presenting author?

Yes

Save

Please complete in 59: 52

Complete Author Details page and  
click "Save" to continue



You can select up to 15 Co-Authors  
and enter Co-Author information.  
Click "Save" to continue.

## My Dashboard

Abstract Log Out

Author Details



Co-Author/s details



Abstract Title



Abstract Text



Declaration



Summary



Please complete in 43: 39

Co-Author Details

Number of Co-Author

15



Co-Author 1

Full Name



## My Dashboard

Abstract Log Out

Author Details



Co-Author/s details



Abstract Title



Abstract Text



Declaration



Summary



Please complete in 42: 10

Abstract Categories

Please Select



Abstract Title

Please key in your abstract title

Word Count : 0 /25 words

Save

Select Abstract Category and  
enter Abstract Title.  
Click "Save" to continue



300-word count is applicable to text in boxes 1-4.  
Click "Save" to continue.

PRO TIP: Click "Save" regularly to prevent loss of data

## My Dashboard

Abstract Log Out

- Author Details ✓
- Co-Author/s details ✓
- Abstract Title ✓
- Abstract Text ✗
- Declaration ✗
- Summary ✗

Word limit for Abstract Content is 300 words

### Objectives

- - 
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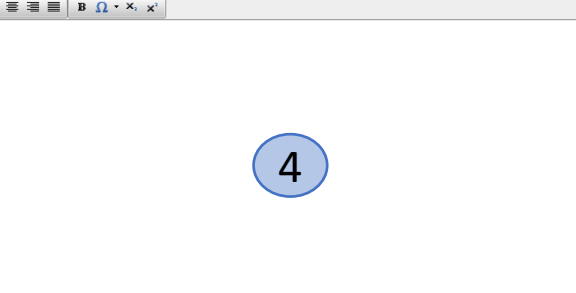
**B**
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1

Words: 0 Characters: 0

Please complete in 35: 42

PRO TIP: Copy and paste content from Word doc to Notepad, this will eliminate the Word doc formatting. Copy from Notepad and paste into the respective boxes.

A screenshot of a web browser window. The address bar shows a URL starting with 'http://'. The page content is a large white rectangle with a blue circle in the center containing the number '4'. The browser's status bar at the bottom indicates 'Words: 0 Characters: 0'.

PRO TIP: Click "Save" regularly to prevent loss of data





## My Dashboard

Abstract Log Out

- Author Details ✓
- Co-Author/s details ✓
- Abstract Title ✓
- Abstract Text ✓
- Declaration ✗**
- Summary ✗

Please complete in 59: 25

Abstract Declaration

To submit your abstract, you must agree to the following terms:

- ☐ I confirm that I previewed this abstract and that all information is correct. I accept that the content of this abstract cannot be modified or corrected after final submission and I am aware that it will be published as submitted.
- ☐ Submission of the abstract constitutes the consent of all authors to publication (e.g. Conference website, programs, other promotions, etc.)
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- ☐ I herewith confirm that the contact details saved in this system are those of the presenting author, who will be notified about the status of the abstract. The presenting author is responsible for informing the other authors about the status of the abstract.
- ☐ I understand that the presenting author must be a registered participant.
- ☐ The Organizers reserve the right to remove from publication and/or presentation an abstract which does not comply with the above.
- ☐ I understand that I must select a specific Theme, Topic and Sub-Topic for my abstract allocation. Although the committee will work hard to honor this selection, this cannot be guaranteed. The Committee reserves the right to change the Theme, Topic or Sub-Topic under which the abstract was originally submitted.

Save

Check all boxes in this declaration page and click "Save" to continue



## My Dashboard

Abstract Log Out

- Author Details ✓
- Co-Author/s details ✓
- Abstract Title ✓
- Abstract Text ✓
- Declaration ✓
- Summary ✕

Please complete in 56: 17

### Abstract Summary

#### Part A : Author Details

Name: Joyce Gao  
Department: Intensive Care Medicine  
Organisation: Mount Elizabeth Hospital  
Country: Singapore  
Are you the Presenting Author? Yes

#### Part B : Co-Author/s

Full Name	Department	Organisation	Country
Carmen	Respiratory Therapy	Mount Elizabeth Novena Hospital	Singapore

#### Part C : Abstract Title

#### Part D : Abstract Text

##### Objectives

test

##### Methods

test

##### Results

test

##### Conclusions

test

Submit

Once all sections have been filled, you will be brought to the Summary page.

Check your entry.

You may click back at the respective section on the menu bar on the left to edit.

If all entry has been entered correctly, click "Submit"



S I N G A P O R E

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# Troubleshooting Guide – Disabling Pop Up Blocker



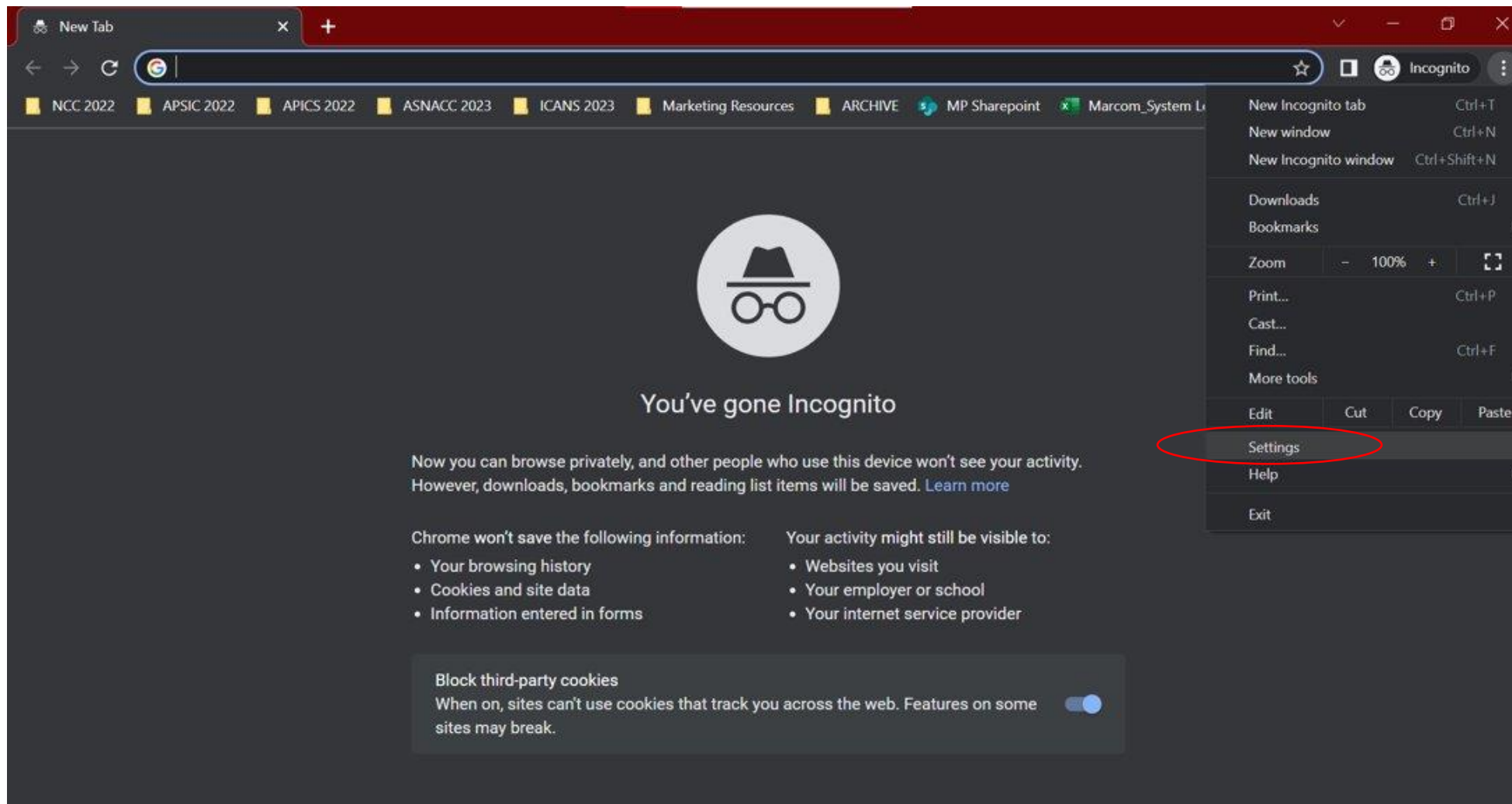
Organised by:



Managed by:











## Settings



You and Google



Autofill



Privacy and security



Appearance



Search engine



Default browser



On startup

Advanced



Extensions



About Chrome



Search settings

### Safety check



Chrome can help keep you safe from data breaches, bad extensions, and more

Check now

### Privacy and security



Clear browsing data

Clear history, cookies, cache, and more



Cookies and other site data

Third-party cookies are blocked in Incognito mode



Security

Safe Browsing (protection from dangerous sites) and other security settings



Site Settings

Controls what information sites can use and show (location, camera, pop-ups, and more)





Privacy Sandbox


Trial features are on








 **Settings**


 You and Google


 Autofill


 Privacy and security



 Appearance


 Search engine


 Default browser


 On startup

Advanced 

 Extensions 

 About Chrome

 **Pop-ups and redirects**


 Search

Sites might send pop-ups to show ads, or use redirects to lead you to websites you may not want to visit


**Default behavior**

Sites automatically follow this setting when you visit them

☒

 Sites can send pop-ups and use redirects

☐

 Don't allow sites to send pop-ups or use redirects

**Customized behaviors**

Sites listed below follow a custom setting instead of the default

Not allowed to send pop-ups or use redirects

Add

No sites added

Allowed to send pop-ups and use redirects

Add

Ensure that this  
checkbox is enabled