

ONLINE CONF Lite Procedure Manual

#2 Abstract Submission

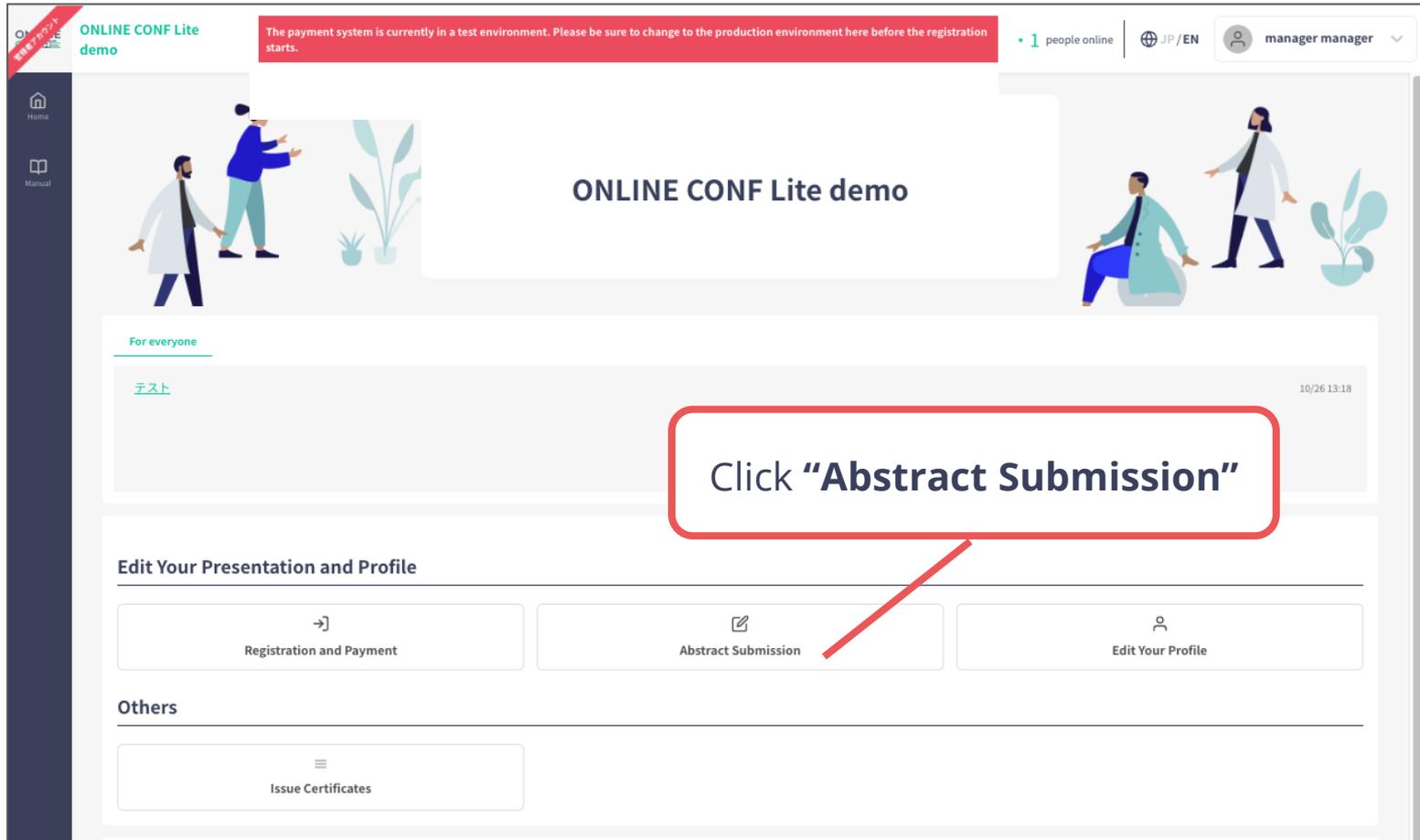
AGRI SMILE Inc.
ONLINE CONF Office

Recommended System Requirements

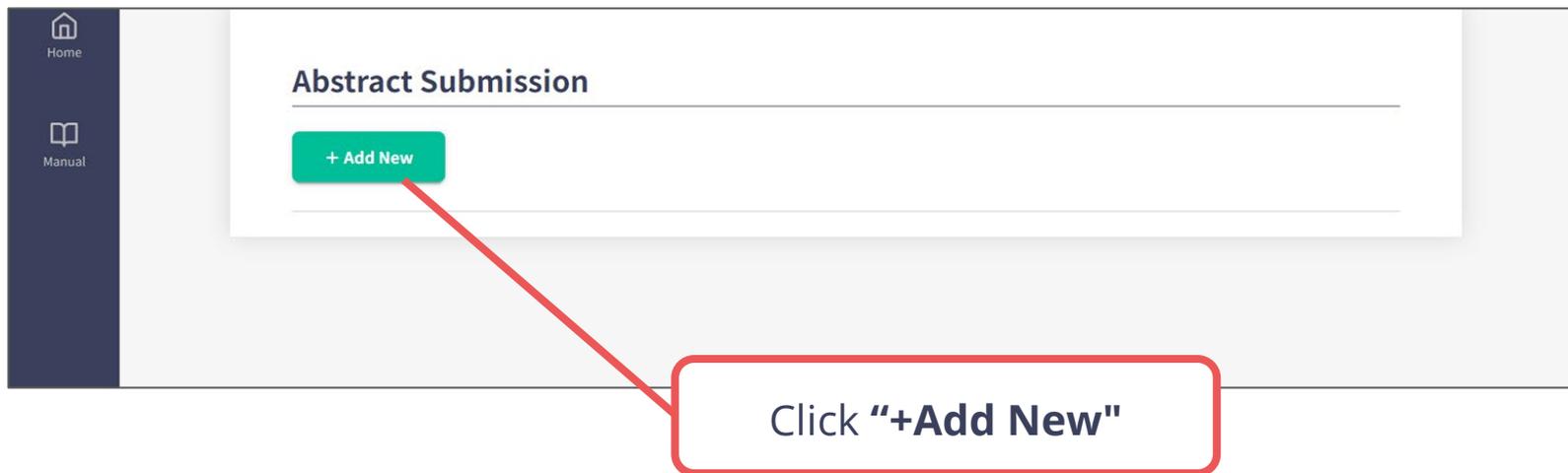
- **PC**
 - Window: Edge(Chromium)/Chrome (Latest Version)
 - Mac: Chrome (Latest Version)
- **Tablet**
 - iOS13 or later: Safari (Latest Version)
 - Windows: Edge(Chromium)/ Chrome (Latest Version)
 - Android: Chrome (Latest Version)
- **Smartphone**
 - iOS13 or later: Safari (Latest Version)
 - Android: Chrome (Latest Version)

*Please ensure your browser is updated prior to submission.

1. To submit your abstract, click the **“Abstract Submission”** button.



2. First, click the **" +Add New"** button to start the procedure.



3. Next, enter the presentation title and your abstract (maximum 300 words). Then, proceed to enter other information. When you reach the **“Affiliation Information”** section, enter the name of the institute to which you belong. Before you proceed with the **“Author Information”**, you can add the affiliation(s) for co-author(s) as well.

You can add multiple affiliations

The screenshot displays a web form for abstract submission. It is divided into four main sections: **Abstract Submission**, **Affiliation Information**, and **Author Information**. The **Abstract Submission** section contains two text input fields. The first is labeled "Presentation Title" with a red "Required" tag and includes a rich text editor toolbar with icons for bold, italic, underline, strikethrough, link, unlink, subscript, and superscript. The second is labeled "Abstract" with a red "Required" tag and also includes a rich text editor toolbar. Below the abstract field is a character count "0". The **Affiliation Information** section has a note: "※Please fill in the affiliation of you and the co-authors." It features a "Reorder Affiliation" link, a vertical ellipsis icon, and a text input field. At the bottom of this section is a green "Add Affiliation" button. The **Author Information** section is partially visible at the bottom.

4. Click the **“Edit”** button under the **“Author Information”** to enter the author name, affiliation and the presenter. After entering all information, click **“Confirm>”** to go to the confirmation page.

The screenshot shows a web interface with two main sections: "Affiliation Information" and "Author Information".

Affiliation Information: Includes a note "※Please fill in the affiliation of you and the co-authors.", a "Reorder Affiliation" header, a list of affiliations (one example: "ex.) Division of Molecular Psychoimmunology, Ins..."), an "Add Affiliation" button, and a "Temporarily Save" button.

Author Information: Includes a "Reorder Notation" header, a table with columns "Affiliation", "Name", and "Presenter", and an "Add co-author" button. The table has one row: "Author 1" with an empty "Affiliation" and "Name" field, and an empty "Presenter" checkbox. An "Edit" button is located to the right of the "Author 1" row.

Modal Window: "First Author - Edit" (opened from the "Edit" button):

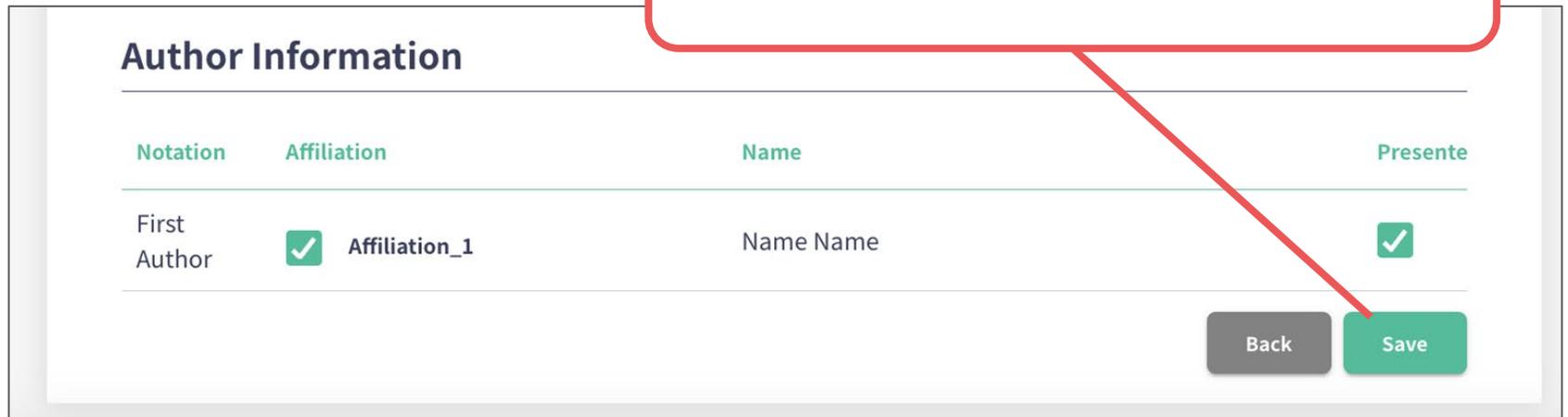
- Fields: "First Name" (with error "This cannot be empty") and "Last Name" (with error "This cannot be empty").
- Checkbox: "Presenter".
- Field: "Affiliation" (with error "Select at least one") and a sub-field "Affiliation_1".
- Buttons: "Close" and "Temporarily Save" (from the background).

Callouts:

- A red box points to the "Edit" button: "Click **“Edit”** and specify author name, affiliation, and presenter."
- A red box points to the "Temporarily Save" button: "Click to save temporarily."
- A red box points to the "Confirm >" button: "Enter all information and click **“Confirm>”** to proceed."

5. Review the information you have entered. If everything is correct, click the **“Save”** button.

Confirm contents and click **“Save”**.



The screenshot shows a form titled "Author Information" with a table of data and two buttons at the bottom right. A red callout box with a red arrow points from the text "Confirm contents and click 'Save'." to the "Save" button.

Notation	Affiliation	Name	Presente
First Author	<input checked="" type="checkbox"/> Affiliation_1	Name Name	<input checked="" type="checkbox"/>

Back Save

6. Your abstract submission is now completed!

If you need to edit or delete your abstract, you can do so using the **"EDIT"** and **"DELETE"** buttons.

