

ABSTRACT SUBMISSION

The Pacifichem 2015 Abstracts System allows you to submit an abstract or view previously-submitted abstracts.

CREATE AN ACCOUNT

1. Go to the Pacifichem 2015 Abstracts System web site:
<https://pacifichem2015.abstractcentral.com>
2. Click **Create An Account** in the **Log In** box.
3. Follow the directions in Steps 1 and 2 to enter your Name, Professional Information, Address, and Contact Points.
4. In Step 3: Access, click **Continue** to accept the default for submitting Invited or Contributed papers.
5. In Step 4: Enter a User ID and Password that is difficult to guess but easily remembered.
6. Click **Create Account** to create your account.
7. Use your new User ID and Password to log into the Pacifichem 2015 Abstracts System to submit abstracts and view emails from the system.

 Keep your User ID and Password in a secure place for future reference. If you lose your User ID and Password, then use the “Forgot Password” function to retrieve your access credentials, which will be sent to the email address used to set up your account.

SUBMIT AN ABSTRACT

1. Log into the Pacifichem 2015 Abstracts System web site:
<https://pacifichem2015.abstractcentral.com>
2. Select the **Submission** tab.
3. The Submission Center displays both draft and submitted abstracts.
4. Click **Create New Submission** to begin a new abstract, select **Edit Draft** to edit an abstract in draft status, or select **Edit/Return to Draft** to edit an abstract that has already been submitted.

 If you need to exit and return to complete an abstract at a later time, click **Save** or **Save & Continue** on any page you enter data before logging out. To log out of the system, click **Log Out** on the upper-right menu bar.

 In order for an abstract to be considered for the technical program, the abstract must be submitted by April 15, 2015. Abstracts in draft status after the submission deadline date will not be reviewed and considered for Pacifichem 2015.

 There are limits to the number of abstracts that may be submitted by a presenting author, including both oral and poster presentations: Maximum of 2 invited presentations per individual speaker. Maximum of 3 presentations (2 invited plus 1 contributed, 1 invited plus 2 contributed, or 3 contributed) per individual speaker. (There is no limit on co-authorship).

STEP 1: SUBMISSION TYPE

1. Select **Invited and Contributed Submissions** and click **Continue**.
2. Confirm your selection, Invited and Contributed Submissions, in the next window.
3. Click **Continue With This Type**.

STEP 2: TITLE & BODY

The header at the top of the Title and Body page contains important information about the Pacifichem 2015 submission deadline and the total characters used.

1. Both the Title and Abstract Body are required. Use the menu bar to format the text, subscript (X_2) / superscript (X^2) text, or insert special characters (Ω). The best practice is to type text directly in the boxes. If you use cut/paste from a word processing program, then be sure to carefully review the abstract before submission to make sure the text displays correctly in the browser. Abstract Body is limited to 2,000 characters, approx. 200 – 250 words.

 Capitalize only the first letter of the title, any proper nouns or acronyms, and the first word following a colon (:). Examples:

Chemistry of water

Advances in NMR: New discoveries in membranes

Do NOT bold the title

Do NOT put a period after the title

2. In Step 2, you may also create a table and upload an image, which will be embedded within the abstract.
3. Click **Save & Continue**.

STEP 3: SESSION

 Review the [Pacifichem 2015 Technical Symposia](#) first before submitting an abstract to make sure the abstract fits within the technical program.

1. **Presentation Type:** Select Type to indicate if the abstract submission is Invited or Contributed. If invited, then you will be asked the name(s) of the organizer(s) who invited you.
2. **Sub-Type:** Select either Oral or Poster presentation preferred.
3. **Subject Area:** Select the Topic Area into which the abstract will be submitted. The Topic Areas are listed in the [Pacifichem 2015 Technical Symposia](#).
4. **Symposia:** Select the Symposium into which the abstract will be submitted. The symposia are listed in the [Pacifichem 2015 Technical Symposia](#).
5. **Presentation Type Detail:** Indicate that you will accept either an oral or poster presentation.
6. **Invited Paper:** **A.** Complete this section only if you were invited to present a paper at Pacifichem 2015 by one of the symposium organizers of the symposium. **B.** Confirm that you have contacted the symposium organizer(s) who invited you to discuss what financial support, if any, will be provided.
7. **Student Poster Competition:** Complete this section if you wish to participate in the [Student Poster Competition](#), which is available only to full-time undergraduate and graduate students.
8. Click **Save & Continue**.

STEP 4: AUTHORS & AFFILIATIONS

The person submitting the abstract will automatically be listed as the first author. You may add additional authors and affiliations and change the order of the authors as listed in the technical program. If you are submitting the abstract for another presenting author, then you may **Remove** your name from the author list.

 Enter all authors first, then enter the affiliations (where the author works).

1. To add authors, click the **Add Author** button:
 - A. In the **Search for Author to Add** section, enter **First/Given Name, Last/Family Name** and/or **Author's E-mail**. Click **Search** to find the author to see if they have already submitted a paper for Pacifichem 2015.
 - B. In the Author Search Results section, click the **+ Add** to select the correct author
OR
click **Create An Author** to add a new author not on the list:
 - i. The fields marked with a red asterisk (*) are required for all authors.
 - ii. Click the **Submit Created Author** button when finished.
2. Once all the authors have been entered, add their affiliations by using the drop-down list to select an affiliation that is already listed
OR
click **Create New Institution** to create a new affiliation.
 -  i. The fields marked with a red asterisk (*) are required for all affiliations. If you are not affiliated or do not work for an institution or company, then enter your status, for example: "Retired" , "Consultant" , "Post Graduate" , etc.
 - ii. Click **Submit Created Institution** when finished.
3. The order of authors can be changed by using the **AUTHOR ORDER** drop-down list on the left side of each author. Change the numbers in the drop-down lists as desired and click the **Update Author Order** button at the bottom of the page.

 Before moving on to the next step, be sure to indicate which author is the presenting the abstract and indicate which author is the principle author, for example the senior professor or research director.

4. Click **Save & Continue**.

STEP 5: DISCLOSURES

Each section of the Disclosures must be completed in order to submit the abstract.

1. **Copyright:** Agree that the presenting author(s) own copyright of the abstract, whereas Pacifichem 2015 owns copyright of any collected work containing the abstracts which may be produced by the conference.
2. **Public Disclosure of Accepted Abstracts.** Agree that Pacifichem 2015 has permission to display publically the text of the abstract on or after July 15, 2015.
3. **Registration and Attendance at the Pacifichem 2015 Conference.** Agree that if the abstract is accepted for presentation, than the presenting author(s) agree to register and present the paper during the assigned session.
4. **Sponsoring Societies.** Indicate which sponsoring society or societies you are a member of.

5. **Official Participating Organization(s).** Enter the name(s) of the Official Participating Organization(s) you are a member of.
6. **Affiliation.** Select if the work for the abstract came from academic, industry, or a government agency.
7. **Education.** Select if you are an Undergraduate (First Degree) Student, a graduate (Second Degree) Student, or not a student at the present time.
8. **Degree.** Enter your highest level degree.
9. **Visa.** Indicate if you will need a visa to attend Pacifichem 2015. If yes, read the [Travel and the US Visa Application Process](#) on the Pacifichem web site.

 Personalized visa letters are available for download after the abstract has been accepted by the symposium organizers and scheduled into a session for presentation. Visa Letters will be generated automatically for the presenting author only and are downloaded from the account of the person who submitted the abstract.

10. Click **Save & Continue.**

STEP 6: REVIEW & 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.

1. Review the abstract sections before submission. Any errors preventing a submission are listed in the red error box at the top of the page. If any information needs to be updated, click the **Edit** button next to the step.
2. Click the **View Proof** link at the bottom of the page to view the Abstract Proof in a new window.
3. If complete, click the **Submit** button.
4. The **View Submissions** screen will display and will list the abstract you just created in the Submission section.

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