



# WFOT CONGRESS 2022

## CALL FOR RESEARCH INSTITUTE: 3 MINUTE THESIS

### (3MT®) ABSTRACTS

## ONLINE SUBMISSION GUIDELINES AND INSTRUCTIONS

### **PLEASE NOTE BEFORE YOU SUBMIT**

- Read all the Call for Papers documents and information on the WFOT Congress website to ensure you meet the specified criteria.
- All submissions must be made via the online portal in X-CD
- Submissions can be made in English or French by selecting the language toggle on the top right hand corner of the screen when you log in to the software.

### **A. Register as a user in the online abstract submission system**

The online form will require you to submit your abstract in two steps:

- Register as a user and then submit the abstract information – complete the fields
- Add any additional authors/presenters  
(Please ensure profiles linked to a submission are correct and up-to-date. Once an abstract is submitted, any updates to additional authors can only be made by the additional authors themselves via a separate login they will receive with the automatic abstract confirmation).

To create a new user profile select **FIRST-TIME USER** login and select **[Click Here to Create a Profile](#)**

FIRST-TIME USER	RETURNING USER
<a href="#">Click Here to Create a Profile</a>	Enter your email and password to access your account.
	Email <input type="text" value="Account Email"/>
	Password <input type="text" value="Account Password"/>
	<input type="button" value="Login"/>
	<a href="#">Reset Password</a>

Select the **RETURNING USER** section to view/update your abstract or update your profile once your abstract has been submitted.

You will be asked to:

- Review the system *terms and conditions* and check the box.
- Insert your name, email, category, institution, address, phone number, biography (150 words written in third person for inclusion in the Congress App if the abstract is accepted – presenter) and upload a photo for inclusion in the Congress App if the abstract is accepted - presenter. Uploading the photo is optional.

Once you create your profile, you will be automatically logged in to submit your abstract.

*We recommend bookmarking this page as a favourite.*

## **B. Submit an abstract**

Please read the instructions on the screen carefully and complete the fields in the submission form. The submission can be edited until the system is closed.

Select the relevant submission form.

Select **Click Here to Start** a new abstract



## **RESEARCH INSTITUTE: 3 MINUTE THESIS ABSTRACT SUBMISSION QUESTIONS**

Please see below for the questions that will appear on the online submission form.

### **1. ENGLISH OR FRENCH**

In which language will this abstract be submitted?

English

French

### **2. FULL TITLE (max 50 words)**

Enter the FULL TITLE of your abstract. The title should be as brief as possible but long enough to clearly reflect the nature of your abstract. This title may appear in all Congress information (includes print, website, App and social media).

The title should be written in sentence case (not be all caps). Capital letters should only be used at the beginning of the title, for a proper noun or after a colon.

Example of correct title: Multiple Sclerosis: Don't you think?

### **3. ABSTRACT (max 250 words)**

Please enter abstract.

The abstract should not repeat the title, authors and affiliations (abstracts will be blind reviewed).

WFOT requires a structured abstract organised under the following headings:

**Objectives and Significance:**

**Method:**

**Impact / Results:**

**Conclusion / Outcomes:**

**References** are not required. If you wish to include them, they must be included in the body of your text and included in the 250 word count.

**Special Symbols and Formatting** are to be used sparingly. Once your submission is complete, please read your abstract in full to ensure the symbols are displayed correctly, and if not, please click on the 'Special Character' icon on the screen to see the list of available characters to insert.

Do not use **tables or figures**.

Any abstracts exceeding the word limit and not using the above format will not be accepted.

#### **4. CATEGORY**

Check the box to indicate that you are submitting an abstract for the Research Institute: 3 Minute Thesis session

#### **5. EVIDENCE OF STATUS (PDF file – under 1 MB)**

Please upload evidence of your current enrolment in higher degree by research.

*(Including Student ID, enrolment status, programme name, department, expected completion date and supervisor, and if applicable: date of confirmed candidature, thesis submission date)*

#### **6. AUTHOR APPROVAL**

By submitting this abstract, you give permission (on behalf of any collaborators and your supervisor) to publish your abstract in Congress information (which may include print, website, App, social media) if the abstract is accepted for presentation.

#### **7. CONFLICT OF INTEREST**

Does the author/s have any commercial interests or associations that might pose a conflict of interest regarding this submission?

- Yes
- No

If 'Yes' is selected, please list the conflict of interest.

If this abstract is accepted for presentation, you must provide a statement on any potential conflicts of interest at the commencement of the presentation and/or on any slide.

#### **8. REGISTRATION**

Confirm that the presenting author will register to attend and present the paper at the Congress.

#### **9. PERMISSION TO RECORD AND UPLOAD PRESENTATIONS**

WFOT may record concurrent sessions at WFOT 2022 (audio with PowerPoint slides) and make them accessible via a secure site on WFOT websites.

If your abstract is accepted into the programme, please advise if you give permission to have your session recorded and made available in this way:

- Yes
- No

## 10. VIRTUAL ATTENDANCE

The WFOT 2022 Congress is planned to be an in-person event with some virtual attendance options. We will continue to monitor developments and provide updates as needed. Potential speakers should be aware if your submission is accepted into the programme, you should be willing to present virtually **if required**.

Virtual presentations will be either live or pre-recorded, and may include a live Q&A component. Specific details of the presentation format will be provided upon notification, and successful presenters will be provided with training and support.

Please indicate your ability to present this submission virtually if required.

- Yes, I am able to present this submission virtually
- No, I am not able to present this submission virtually

## SUBMIT

Once you are satisfied with your submission, select SUBMIT.

**NOTE:** Once you submit your abstract, you will receive a confirmation email with a submission number and information. You may login at any time prior to the site closing to update your submission. Submissions close on 17 March 2021.

## C. ADDING CO-AUTHORS

When you have finished creating a new submission, X-CD will automatically assign you as a main presenter. Once you have completed all submission fields, you will then be directed to add your co-authors/presenters or select SKIP.

If adding co-authors, each co-author will also receive a confirmation email with your contact information and their log in information. All co-authors have *Read only* access, unless you assign a Co-author to be a presenter. Presenters have *Read/Write* access.

To prevent duplicates, first search for an existing contact using the search box.

You can assign co-authors by:

- **Selecting an existing contact from the drop-down menu** (someone who already has a user profile). Begin by typing part of their last name. Make sure to select the correct person, in the correct organisation. Co-author/s will be added to your abstract and will be sent an automated email with log in instructions and details of the abstract. For privacy reasons, you will NOT be able to view an existing profile in X-CD. If you select someone from the drop down menu, please follow up with this person to ensure they have received the email with the instructions on how to login and check/update their own profile.

OR

- **Adding a new contact** (someone who does NOT have a user profile, or may work for a different organisation than listed). You must enter their email address and other required contact information. Please note that you will not be able to edit the information once you hit

'Add Co-Author' button. Co-author/s will be sent an automated email with log in instructions and details of the submission. Follow up with your co-author/s!

Under **Authors**, you can also update the order of the authors by dragging and dropping as well as define the 'Primary Presenter'.

### **UPDATING AN ABSTRACT**

Authors may login to edit/update the submission until the call for papers closes on 17 March 2021. This can be done by logging in a RETURNING USER and selecting **Edit Abstract** OR **Authors** as per below.



### **WITHDRAWING AN ABSTRACT**

If you want to withdraw an abstract, please contact the Congress Office in writing via email to [WFOTCongress@thinkbusinessevents.com.au](mailto:WFOTCongress@thinkbusinessevents.com.au)

Please note that withdrawals need to be communicated in writing by the author who originally submitted the abstract, and in doing so, the Congress Office assumes that all other authors/presenters have been informed of the withdrawal.

### **ENQUIRIES**

For any enquiries regarding abstract submissions, please contact the WFOT Congress Office:

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Sydney, NSW 2000

Australia

p + 61 2 8251 0045

e [WFOTCongress@thinkbusinessevents.com.au](mailto:WFOTCongress@thinkbusinessevents.com.au)

**For easy reference, please always include the reference number and title of your submission in your email.**