CECD Abstract Submission - Hints and Tips

The Abstract Submission Form is designed for one abstract document per submission.

There are 2 Payment options:

a. Payment via PayPal account

b. Payment via Credit card (using the PayPal screen interface). No PayPal account required.

This guide will guide you through the process.

Upon clicking on the <u>Online Abstract Submission Form</u> button you will see a screen similar to this:

2016 Call for Abstract	Submissions	
Closing date for abstract submi	ission is June 30, 2016 at midnight	
Title of Abstract Submission (up to 100 Char) *		
Are you submitting *	O A. Academic Abstract	
	O B. Practitioner Abstract	
Name of presenter/s: *		
Title	Please choose 🗸	
Occupation (if relevant):		
Place of work (if relevant):		
Conference theme selected: *	Please select	~
Presentation format requested *	Please select 🗸	
Abstract description (up to 200 words): You can either cut / paste the Abstract into this box or attach it as a file below this box. *		
Upload your Abstract	Browse No file selected.	
Short Bio of each presenter (up to 50 words): You can either cut / paste the Bio into this box or attach it as a file below this box. *		
Upload your Bio	Browse No file selected.	
Phone Number: *		
Your E-Mail: *		
Confirm:		
Total	\$	25.00
Submission Fee		\$25.00
	GO TO PAYMENT	

You will be asked to fill out any mandatory fields (*) at the minimum.

Please make sure to enter valid e-mail addresses.

You can attach Word or PDF documents.

To complete the submission it is IMPORTANT to click the "GO TO PAYMENT" button, otherwise, your submission will be incomplete.

For a few seconds you will see this screen while the system is switching to the PayPal website and where payment via PayPal or Credit Card will be accepted.



The next screen is presented by PayPal and looks similar (but not identical) to this:



NOTE

Here you can choose between clicking on your PayPal account or clicking on:



Descriptions Amount 560.00 Registration Fee price: \$60.00 Quantity: 1 \$60.00 Total \$60.00 Item total \$60.00 CAD	Pal
Pay with rive year account Pay \$60.00 Registration Fee \$60.00 Item price: \$50.00 Guanthy: 1 Item total \$60.00 Total \$60.00 CAD	Pal
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Item total \$60.00 (Optional) Join PayPal for faster future checkout	
Total \$60.00 CAD	
Country United States V	
Card number	
Payment types VISA WISH	
Expiration date mm yy	
CSC What is this?	
Billing information First name	
Last name	
Address line 1	
Address line 2 (optional)	
City/State	
ZIP code	
Shipping address 🛛 🐼 Same as billing address	
Contact information Phone type Home v Why is this needed?	
Phone number 555-555-1234	
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Note to seller Add	
Click Pay to complete your purchase. Please review your information to make sure correct.	e that it
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Fill in your information and click the PAY button at the bottom of the page. You will receive a confirmation of the registration via e-mail.