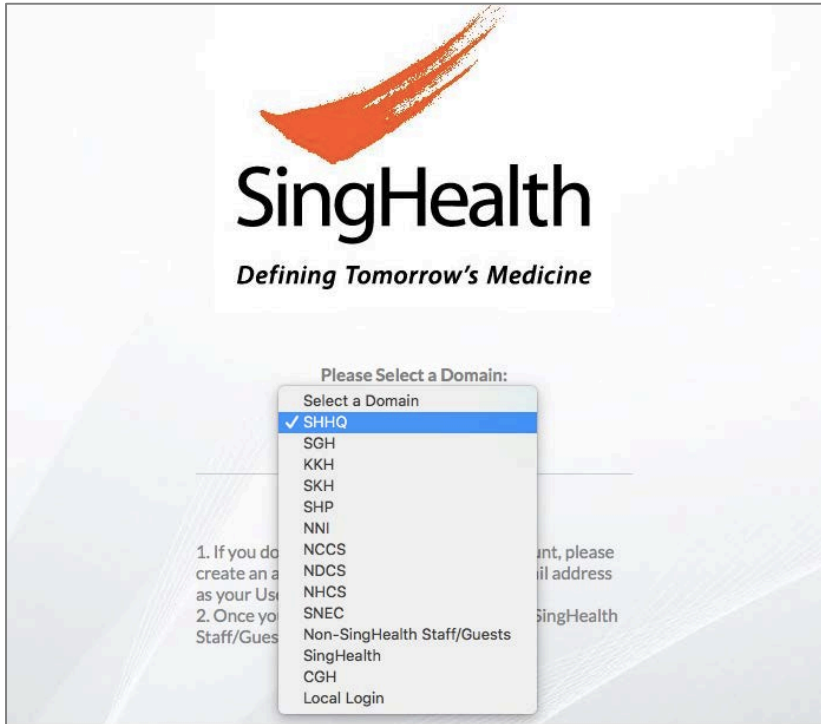


Guide for Abstracts Submissions on the SingHealth Events Portal

Step 1

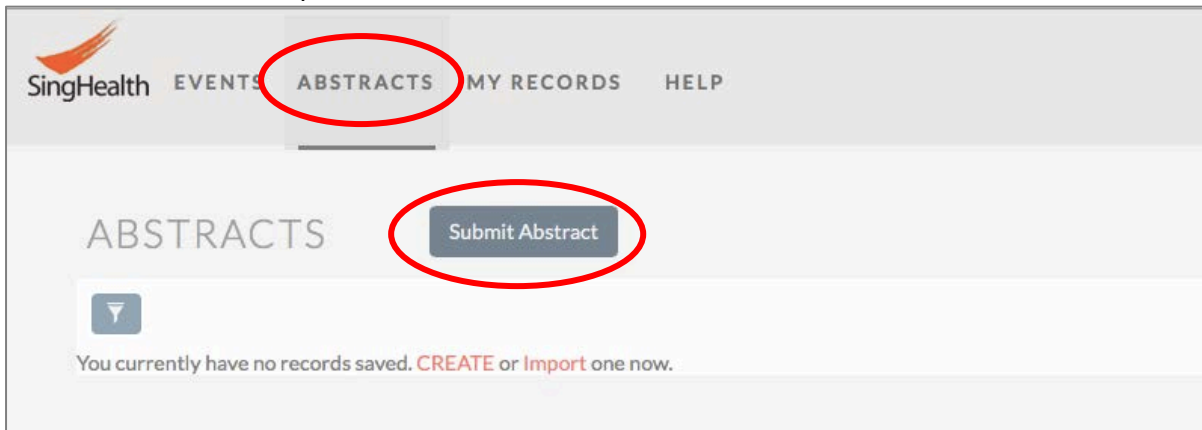
Login to: <https://events.singhealth.com.sg>

- For SingHealth staff, select your domain and login with your ADID.
- For non-Singhealth staff (with SingHealth-Link Account), login with your email address.
- For non-Singhealth staff (without SingHealth-Link Account), please create an account.



Step 2

Select the Abstracts Tab and click on [**Submit Abstract**].



Step 3

After clicking on Submit Abstract, the page below will appear. Please fill in information require for both Main Author and Co-Authors. If there are no Co-Authors, click on the [X] button.

The screenshot shows the SingHealth abstract submission interface. The top navigation bar includes SingHealth, EVENTS, ABSTRACTS, MY RECORDS, and HELP. A search bar and user profile icon are also present. The main content area is titled 'MAIN AUTHOR DETAILS' and contains several input fields for author information. Below this is the 'CO-AUTHORS' section, which includes a table with columns for Name, Department, Institution, Email Address, Phone Number, and Profession. A red circle highlights a red 'X' button in the bottom right corner of the table, indicating the option to add a new co-author.

Step 4

Please select the correct event: **SingHealth Duke-NUS Education Conference (Abstract)**.

The screenshot shows the 'BASIC' section of the abstract submission form. It includes fields for Abstract Title, Event, Audience Level, Abstract Symbols, Category, and Target Audience. The 'Event' dropdown menu is open, showing two options: 'SGH 23rd Annual Scientific Meeting 2019' and 'SingHealth Duke-NUS Education Conference (Abstract)'. The 'SingHealth Duke-NUS Education Conference (Abstract)' option is selected. The form also includes 'SAVE' and 'CANCEL' buttons at the bottom.

Step 5

For Category, please select accordingly [Education Research] or [Education Stories].

The screenshot shows the 'BASIC' section of a form. It includes the following fields and elements:

- Abstract Title:** A text input field.
- Event:** A dropdown menu with the selected value 'SingHealth Duke-NUS Education Conference (Abstract)'.
- Audience Level:** A dropdown menu.
- Abstract Symbols:** A dropdown menu with an 'INSERT' button next to it. Below this field, it says 'Words Left: 300'.
- Category:** A dropdown menu that is open, showing two options: 'Education Research' (which is selected with a checkmark) and 'Education Stories'.
- Target Audience:** A dropdown menu.
- Buttons:** 'SAVE' and 'CANCEL' buttons are located at the bottom left of the form.

If you have selected [Education Research], the below will appear:

The screenshot shows the 'BASIC DESCRIPTION' section of the form. It contains four large text input fields, each with a label and a red asterisk indicating it is required:

- Purpose:** A large text area for describing the purpose of the research.
- Methods:** A large text area for describing the methods used.
- Results:** A large text area for describing the results of the research.
- Conclusion:** A large text area for describing the conclusion of the research.

If you have selected [Education Stories], the below will appear:

The screenshot shows the 'BASIC DESCRIPTION' section of the form. It contains a single large text input field with the following prompt: 'Narrate a story on how you managed to overcome the educational challenges faced:'. Below the text area are 'SAVE' and 'CANCEL' buttons.

Step 6

Please follow the step below to insert symbol(s).

The first screenshot shows the 'Abstract Symbols' dropdown menu open, with a red circle around the symbol selection list. A '1' in a box points to the list. The second screenshot shows the 'Abstract Symbols' field with a dropdown menu open, listing options: 'Where to insert...', 'Purpose', 'Methods', 'Results', and 'Conclusion'. A red circle around the dropdown menu is labeled '2'. The 'INSERT' button is also circled in red and labeled '3'. The form includes fields for 'Event', 'Presentation Options', 'Audience Level', and 'Target Audience'.

Step 7

After you have completed all the necessary fields, please click on the [SAVE] button.

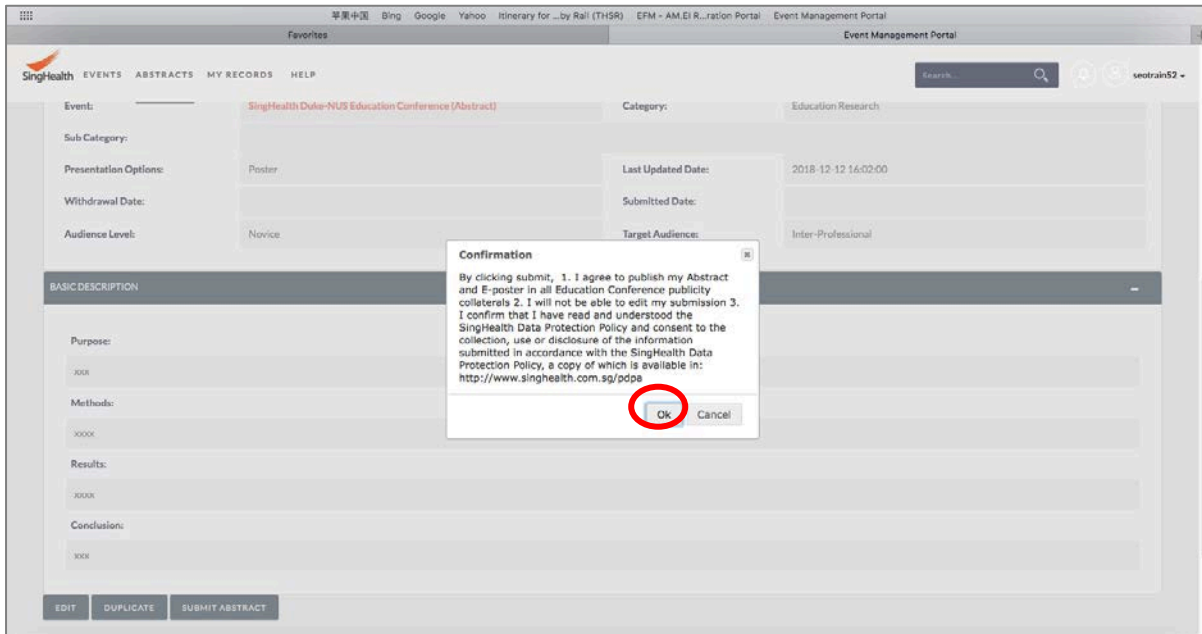
This screenshot shows the 'Results' and 'Conclusion' text areas, both containing placeholder text 'xxxx'. At the bottom left, the 'SAVE' button is circled in red. The 'CANCEL' button is also visible next to it.

If you are ready to submit your abstract, please click on the [SUBMIT ABSTRACT] button. Otherwise, your abstract will be saved as draft (*please refer to page 6 on editing draft abstract*).

This screenshot shows the 'BASIC DESCRIPTION' form with fields for 'Purpose', 'Methods', 'Results', and 'Conclusion'. At the bottom, the 'SUBMIT ABSTRACT' button is circled in red. Other buttons like 'EDIT' and 'DUPLICATE' are also visible.

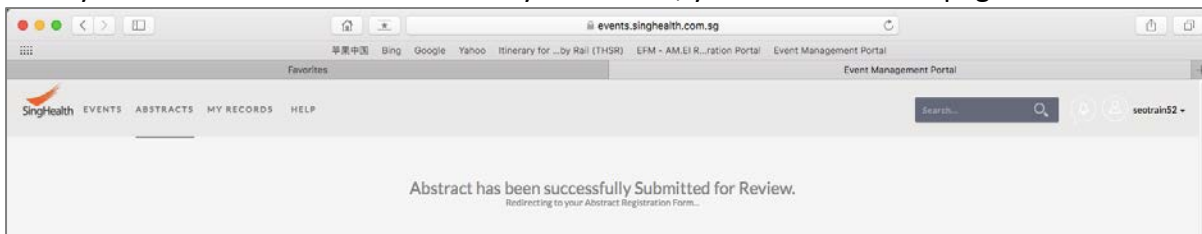
Step 8

Once you have clicked on the [SUBMIT ABSTRACT] button, the pop-up below will appear. Please read before clicking [OK].



The screenshot shows the SingHealth Event Management Portal interface. The main content area displays a submission form for the "SingHealth Duke-NUS Education Conference (Abstract)". The form includes fields for "Event:", "Sub Category:", "Presentation Options:", "Withdrawal Date:", "Audience Level:", "Category:", "Last Updated Date:", "Submitted Date:", and "Target Audience:". A "BASIC DESCRIPTION" section contains text boxes for "Purpose:", "Methods:", "Results:", and "Conclusion:". At the bottom of the form are buttons for "EDIT", "DUPLICATE", and "SUBMIT ABSTRACT". A "Confirmation" dialog box is overlaid on the form, containing the following text: "By clicking submit, 1. I agree to publish my Abstract and E-poster in all Education Conference publicity collaterals 2. I will not be able to edit my submission 3. I confirm that I have read and understood the SingHealth Data Protection Policy and consent to the collection, use or disclosure of the information submitted in accordance with the SingHealth Data Protection Policy, a copy of which is available in: <http://www.singhealth.com.sg/pdpa>". The "Ok" button in the dialog box is circled in red.

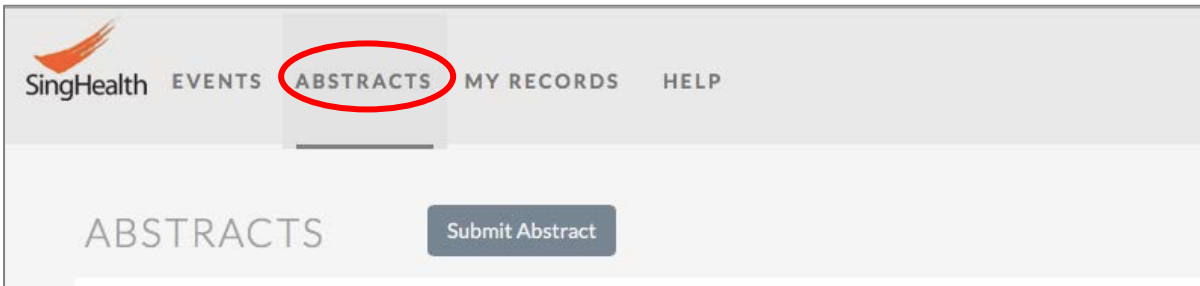
Once your abstract has been successfully submitted, you should see the page below:



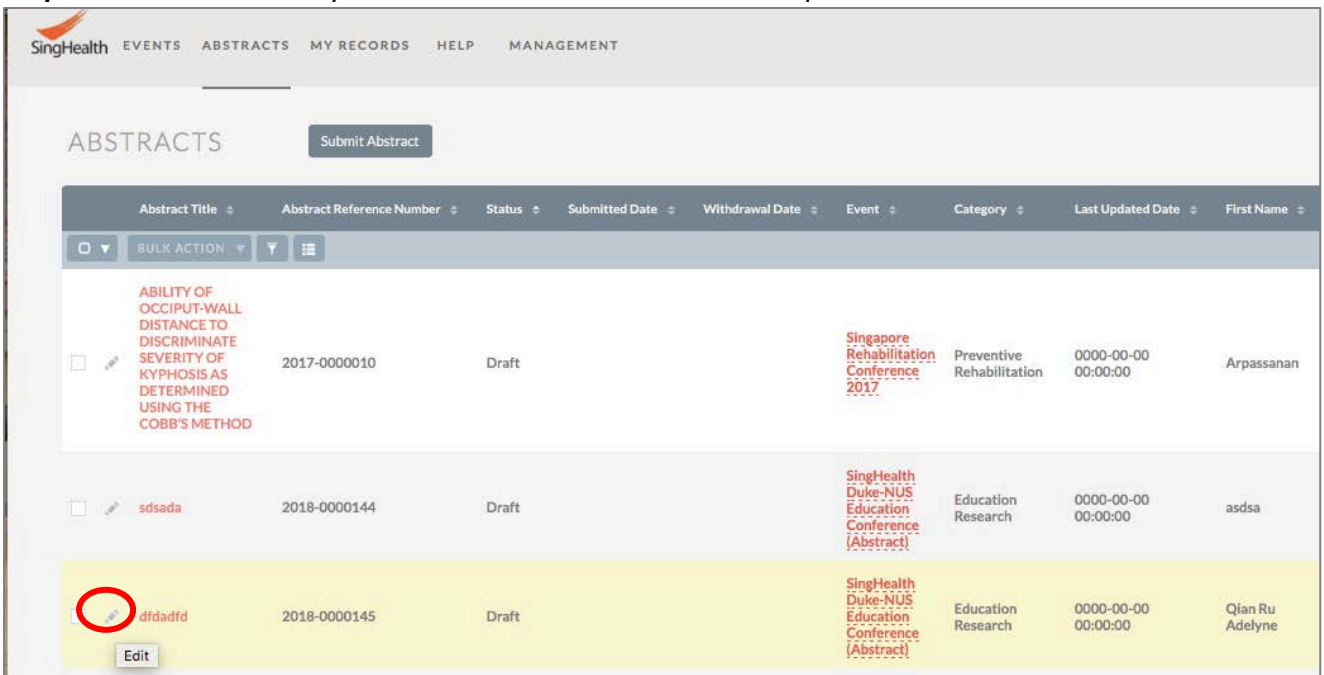
The screenshot shows the SingHealth Event Management Portal interface after a successful submission. The main content area displays a message: "Abstract has been successfully Submitted for Review. Redirecting to your Abstract Registration Form...". The browser's address bar shows "events.singhealth.com.sg".

For editing of draft Abstracts

Step 1: Select the Abstracts Tab



Step 2: Please search for your draft abstract and click on the “pen” icon to edit.



Step 3: After you have completed your edits, please click on the [SAVE] button, follow by [SUBMIT ABSTRACT] button.

