



# SPCC 2021

Embrace • Engage • Envision

7<sup>TH</sup> SINGAPORE PALLIATIVE CARE CONFERENCE

9 - 10 Dec 2021 | [www.singaporepalliativecare.com](http://www.singaporepalliativecare.com)

## Abstract Submission Guidelines

Please contact [faculty@singaporepalliativecare.com](mailto:faculty@singaporepalliativecare.com)  
if you have any queries or clarifications pertaining to submission of the abstract

## Step 1: Create Your Account

- Click “**Create your account**” to start your account
- If you already have create an account, please click “**Login**” and skip to Step 5

### Call for Abstracts

Let the work you do inspire! The organising committee of the **Singapore Palliative Care 2021 (SPCC 2021)** invites you to submit abstracts of original and most up-to-date research related to Palliative Care.

Abstracts must be submitted electronically through the SPCC 2021 website at [www.singaporepalliativecare.com](http://www.singaporepalliativecare.com). Before you can submit your abstract, you have to create an account. The **reopen date** for abstract submission is **15 April 2021**.

Full payment of your registration can be made after you are notified of the acceptance of your abstract.

### Abstract Submission



How to submit an abstract for the conference? [Download the guidelines](#)

## Step 2: Select a registration type

- select the correct registration type as this will affect your registration fee later on  
➔ Registration Info



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Home Information Programme Call for Abstracts Sponsorship and Exhibition Registration

**Applicant applying for VCF Funding**, you are required to apply for the VCF funding before creating your account as supporting documents and VCF reference number are required.

Create an account

Already have an account? Login

Please select a registrant type:

- Doctors
- Doctors (Low and Lower Middle Income Countries) \*
- Non Doctors
- Non Doctors (Low and Lower Middle Income Countries) \*
- Doctors with VCF Funding: Singaporean and Permanent Residents Only
- Doctors with VCF Funding: With Singapore Working Permits Only
- Non Doctors with VCF Funding: Singaporean and Permanent Residents Only
- Non Doctors with VCF Funding: With Singapore Working Permits Only

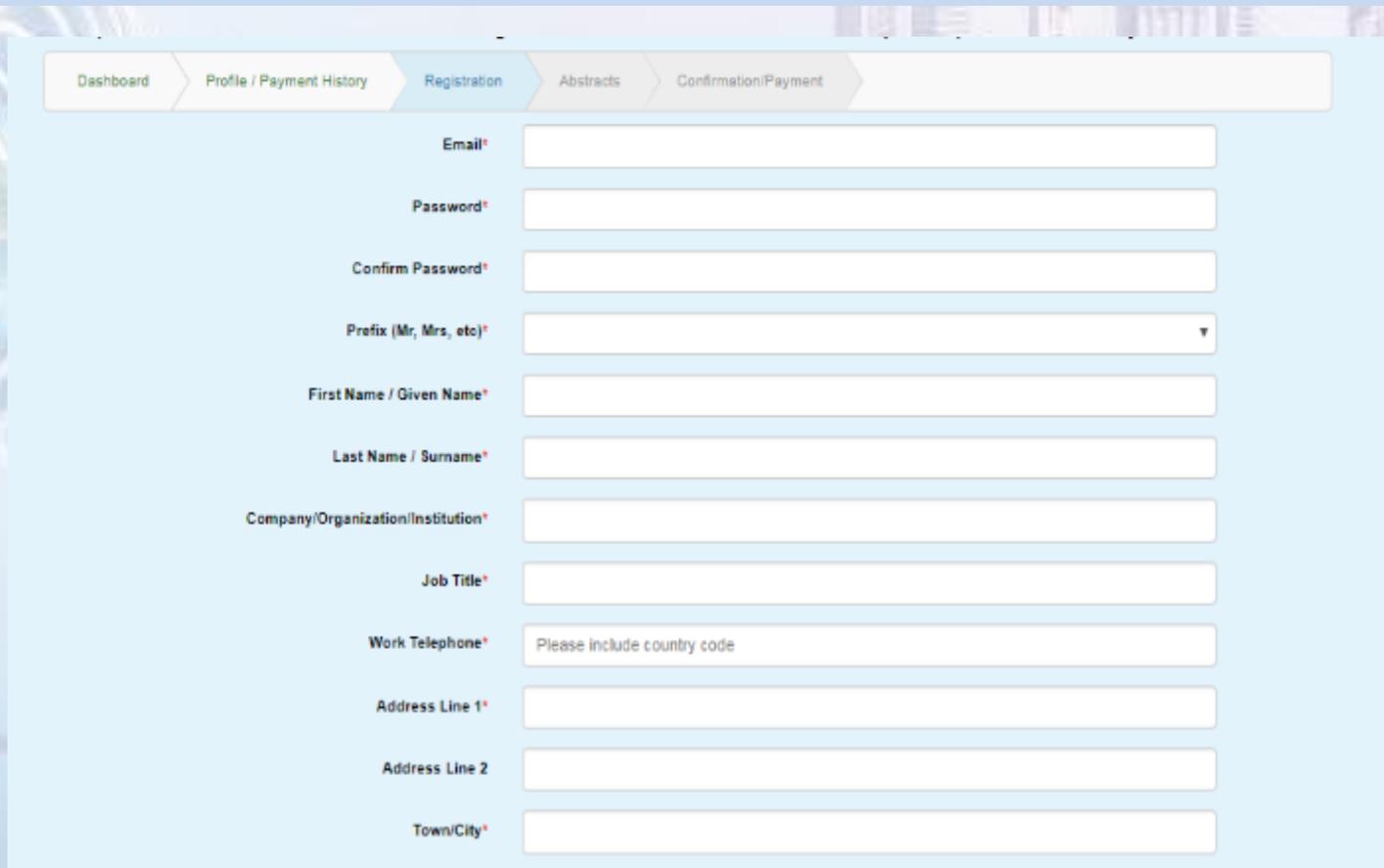


## Step 3: Registration

- Fill out your personal information and click “**Next**”

\*If you register as Trainee/ Allied Health Professional/Medical Student, please kindly provide your ID or proof document while signing up the account.

Thank you!

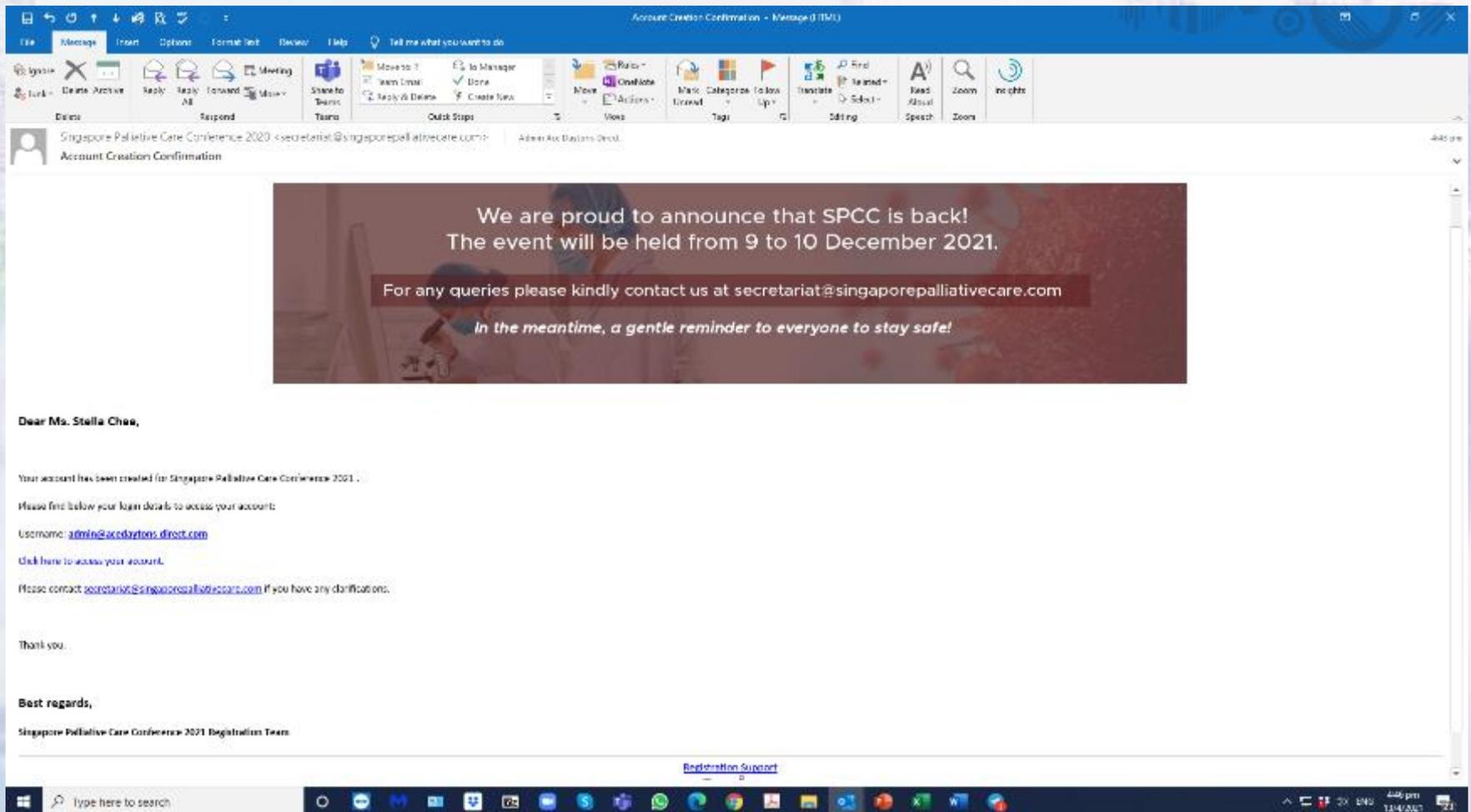


The image shows a registration form interface with a light blue background. At the top, there is a navigation bar with five tabs: "Dashboard", "Profile / Payment History", "Registration" (which is highlighted in blue), "Abstracts", and "Confirmation/Payment". Below the navigation bar, there are several input fields for registration information:

- Email\*
- Password\*
- Confirm Password\*
- Prefix (Mr, Mrs, etc)\*
- First Name / Given Name\*
- Last Name / Surname\*
- Company/Organization/Institution\*
- Job Title\*
- Work Telephone\* (with a placeholder text "Please include country code")
- Address Line 1\*
- Address Line 2\*
- Town/City\*

## Step 4: Account Creation Confirmation

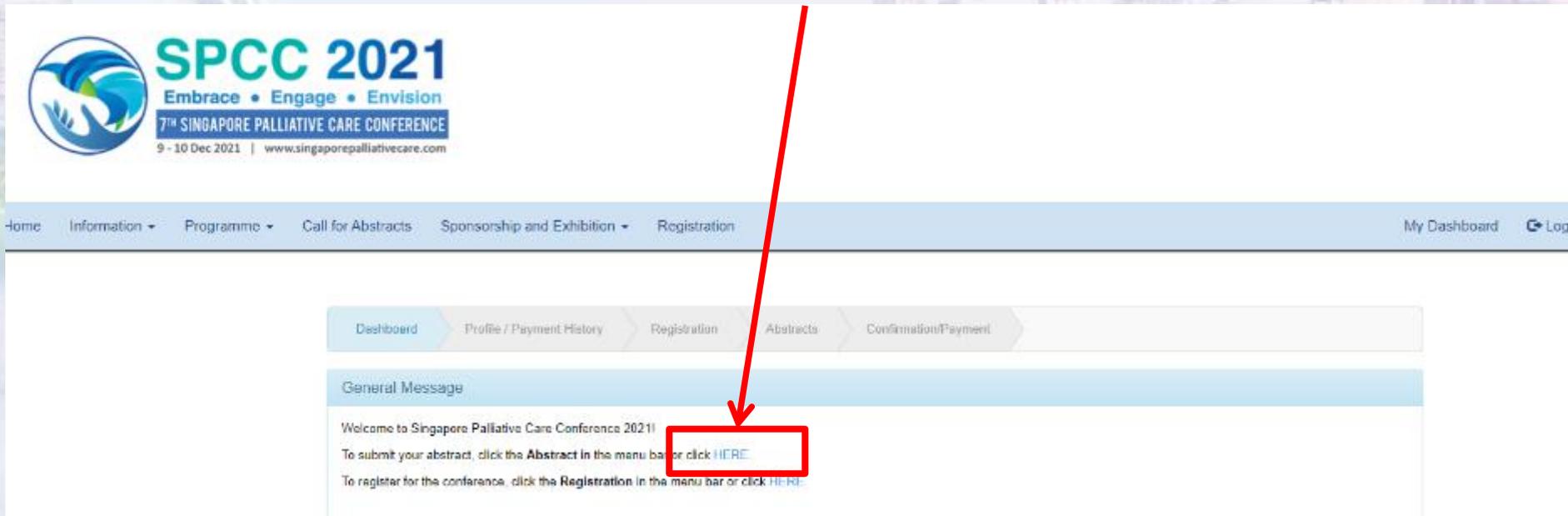
- A confirmation on the successful creation of your account creation will be sent to your email



The screenshot shows an email client interface with a blue header bar. The email is titled "Account Creation Confirmation" and is from "Singapore Palliative Care Conference 2021 <secretariat@singaporepalliativecare.com>". The main content of the email is a large image with a dark red background and white text. The text in the image reads: "We are proud to announce that SPCC is back! The event will be held from 9 to 10 December 2021. For any queries please kindly contact us at [secretariat@singaporepalliativecare.com](mailto:secretariat@singaporepalliativecare.com) In the meantime, a gentle reminder to everyone to stay safe!". Below the image, the email text reads: "Dear Ms. Stella Chao, Your account has been created for Singapore Palliative Care Conference 2021. Please find below your login details to access your account. Username: [admin@acedbytons.dnsct.com](mailto:admin@acedbytons.dnsct.com) Click here to access your account. Please contact [secretariat@singaporepalliativecare.com](mailto:secretariat@singaporepalliativecare.com) if you have any clarifications. Thank you. Best regards, Singapore Palliative Care Conference 2021 Registration Team". At the bottom of the email, there is a link for "Registration Support". The Windows taskbar is visible at the bottom of the screen.

# Step 5: Start to submit your abstract

## - Click “Abstracts”



The screenshot displays the SPCC 2021 website interface. At the top left is the logo for SPCC 2021, featuring a stylized blue and green circular emblem with the text "SPCC 2021 Embrace • Engage • Envision 7<sup>th</sup> SINGAPORE PALLIATIVE CARE CONFERENCE 9 - 10 Dec 2021 | www.singaporepalliativecare.com". Below the logo is a navigation menu with items: Home, Information, Programme, Call for Abstracts, Sponsorship and Exhibition, and Registration. On the right side of the menu, there are links for "My Dashboard" and "Log".

The main content area shows a breadcrumb trail: Dashboard > Profile / Payment History > Registration > Abstracts > Confirmation/Payment. The "Abstracts" link is highlighted with a red box, and a red arrow points from the text "Click 'Abstracts'" in the title above to this link. Below the breadcrumb trail is a "General Message" section with the following text:

Welcome to Singapore Palliative Care Conference 2021!  
To submit your abstract, click the **Abstract** in the menu bar or click [HERE](#).  
To register for the conference, click the **Registration** in the menu bar or click [HERE](#).

- **Step 6: Abstract Submission**

- follow the instruction & fill in your abstract content and author information

- \* You can use “ctrl+v” to paste your abstract content

- \* Abstracts must contain no more than **300** words

- \* Abstracts title should not exceed **20** words

- \* Only **10** co-authors allowed

Email  
stella@acedaytons-act.com

Author's Institution / Affiliation  
 Ace Ace / Palliative Care / Singapore / Singapore

[Add Co-Author](#)  
[Add Co-Author](#)

Abstract should not be more than 300 words.

Background

Rich text editor toolbar with options for Bold, Italic, Underline, Strikethrough, Text Color, Background Color, Bulleted List, Numbered List, Indent, Outdent, Undo, Redo, Styles, and Format.

Dashboard Profile / Payment History Abstracts Confirmation/Payment

### Abstract

Abstract title should not exceed 20 words

List of Abstract Submitted		
Abstract No	Title	Preview / Edit
11827	THE POSITION OF THE FAMILY OF PALLIATIVE CARE PATIENTS WITHIN THE DECISION-MAKING PROCESS AT THE END OF LIFE IN SINGAPORE	<a href="#">Preview / Edit</a>

### Submission

Title \*

Rich text editor toolbar with options for Bold, Italic, Underline, Strikethrough, Text Color, Background Color, Bulleted List, Numbered List, Indent, Outdent, Undo, Redo, Styles, and Format.

Selected Topic \*

Singapore Palliative Care Conference 2020

Type \*

--select type--

Topic

## • Step 7: Abstract Submission

Please make the abstract as informative as possible, and support your conclusions with data. **No tables** are allowed. Abstracts should be structured to include the following four sections:

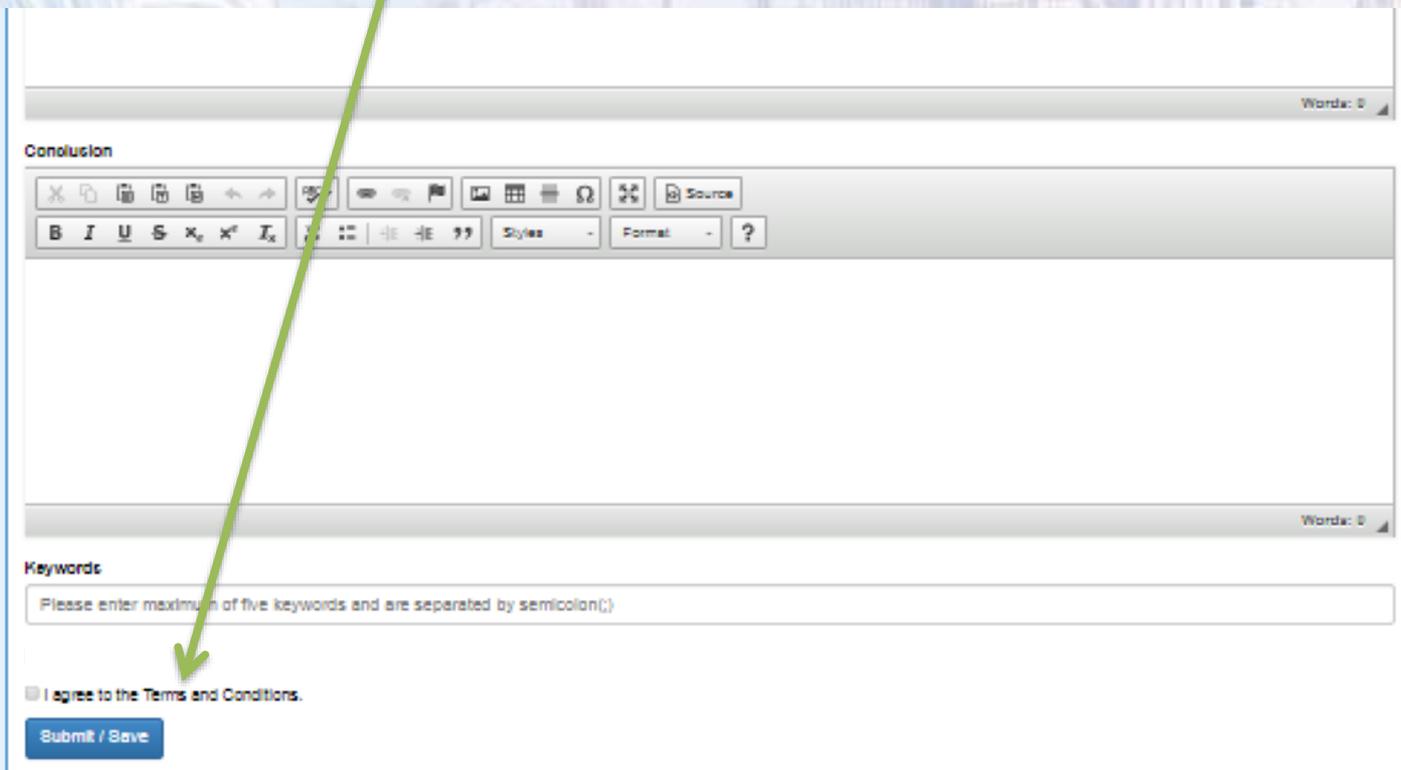
Objective: indicate the purpose of the study

Method: describe pertinent experimental (if relevant) procedures

Results: summarize the results of the research

Conclusions: state the main conclusions

Please read the Terms and Conditions and then tick before you click submit



The screenshot shows a web form for abstract submission. At the top, there is a text area labeled "Conclusion" with a "Words: 0" counter. Below it is a rich text editor toolbar with various icons for text formatting and alignment. Underneath the toolbar is another text area, also with a "Words: 0" counter. Below that is a "Keywords" section with a text input field containing the placeholder text "Please enter maximum of five keywords and are separated by semicolon(;)". At the bottom of the form, there is a checkbox labeled "I agree to the Terms and Conditions." and a blue "Submit / Save" button. A green arrow points from the text above to the checkbox.

## Step 7: Abstract Submission Email

- You will receive an email copy of the abstract submission when you finish Step 6

Abstract Submission - Singapore Palliative Care Conference 2021 - Microsoft Word

Singapore Palliative Care Conference 2021 - support@singaporepalliativecare.com

Abstract Submission - Singapore Palliative Care Conference 2021

We are proud to announce that SPCC is back!  
The event will be held from 9 to 10 December 2021.

For any queries please kindly contact us at [secretariat@singaporepalliativecare.com](mailto:secretariat@singaporepalliativecare.com)

*In the meantime, a gentle reminder to everyone to stay safe!*

Dear Ms. Stella Chee,

Thank you for submitting your abstract, "TEST TEST", for Singapore Palliative Care Conference 2021.

Below is a copy of the abstract you have submitted.

<b>Title:</b>	TEST TEST
<b>Type:</b>	Poster Presentation
<b>Theme:</b>	Singapore Palliative Care Conference 2021
<b>Topic:</b>	Aging and Seniors
<b>Main Author:</b>	Stella Chee

# Step 8: Preview your abstract

## - Preview your abstract



Home Information • Programme • Call for Abstracts Sponsorship and Exhibition • Registration

My Dashboard Log Out

Dashboard Profile / Payment History Registration **Abstracts** Confirmation/Payment

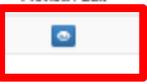
### Abstract

Abstract title should not exceed 20 words.

*Abstract content should only be in plain text. Tables, images and other formatting are not allowed.*

**DO NOT** include the names and institutions of all authors in the abstract text

*Note: After the submission of the abstract, no editing is allowed. Hence please check carefully BEFORE you click the Submit button.*

List of Abstract Submitted		
Abstract No	Title	Preview / Edit
13475	TEST TEST	

Please contact [faculty@singaporepalliativecare.com](mailto:faculty@singaporepalliativecare.com)

if you have any queries or clarifications pertaining to submission of the abstract

# Step 8: Preview page

## - Preview your abstract

The screenshot shows a web browser window with the URL `miceapps.com/client/EventAttendeeAbstracts/view_abstract/497/13475/92154`. The page header includes the logo for the 7th Singapore Palliative Care Conference (9-10 Dec 2021) and a navigation menu with items like Home, Inquiries, Registration, Call for Abstracts, Sponsorship and Exhibitors, and Registration. The main content area is titled "Preview" and contains the following information:

**Abstract title should not exceed 20 words.**  
*(Click on the first three letters for an acronym) (Click on the origin and other items, they are not allowed)*  
**DO NOT** include the names and institutions of all authors in the abstract text  
**Note:** After the submission of the abstract, no editing is allowed. Hence please check carefully BEFORE you click the Submit button.

Details
Title
Topic
Topic Presentation
Theme
7th Singapore Palliative Care Conference 2021
Topic
Theme and Details

Authors
Mr. Author
Mr. Author
Mr. Author
Dr. Author

Authors Institution / Affiliation
Department, Institution / Country
Mr. Author, and Mr. Author, Singapore

Abstract
Background
Methods
Results
Conclusion

Keywords: **ABC, DEF, GHI**  
Keywords should be taken from the MeSH database

**Submit**

**Note:** After submission of abstract, no editing is allowed. Hence please check carefully BEFORE you click the **Submit** button.

# PLEASE NOTE:

**YOU WILL NOT BE ABLE TO EDIT YOUR ABSTRACT AFTER SUBMISSION**

Please check and confirm that there are no mistakes and the correct abstract had been submitted before you click on the “Submit” button

**Submit Your Abstract**

