



# **ABSTRACT SUBMISSION GUIDELINE**

*2<sup>nd</sup> International Conference on Humanitarian  
Medical Missions*

**22 – 24 November 2019**

Singapore

## STEP1: CREATEAN ACCOUNT

- Select “Create your Account / Submit Now”
- If you already have an account, Please select “Login” and proceed to Step4

*\*\*You need to create a registration before you are able to submit the abstract*

**STEP 1**

[Create Your Account!](#)

**STEP 2**

[Login to your Account](#)

## STEP2: SELECTREGISTRATIONTYPE

### Create an account

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Please select a registrant type:

General Delegates

Delegate from LMIC

Residents / Nurses / Allied Health / Paramedics, EMTs

Medical / Nursing / Allied Health / Tertiary Students / National Servicemen



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Click "Register on behalf of group" if you are registering as contact person and not part of the group registration.

Register on behalf of group

## STEP 3: SELECT REGISTRANT TYPE- GENERAL DELEGATES/ DELEGATES FOR LMIC

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

Email*	<input type="text"/>
Password*	<input type="password"/>
Confirm Password*	<input type="password"/>
Prefix (Mr, Mrs, etc)*	<input type="text"/>
First Name / Given Name*	<input type="text"/>
Last Name / Surname*	<input type="text"/>
Job Title*	<input type="text"/>
Company/Organization/Institution*	<input type="text"/>
Work Telephone	<input type="text" value="Please include country code"/>
Address Line 1*	<input type="text"/>
Address Line 2	<input type="text"/>
Town/City*	<input type="text"/>
State/Province	<input type="text"/>
Country*	<input type="text" value="Singapore"/>
Zip (Postal Code)*	<input type="text"/>
Dietary Requirement*	<input type="text"/>
If dietary requirement is Others, please specify	<input type="text"/>

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Next

## STEP 3: SELECT REGISTRANT TYPE – RESIDENTS/ NURSES/ ALLIED HEALTH/ PARAMEDICS, EMTs

- Fill out your personal information and click **“Next”**
- Provide a proof of Employment Status  
*\*Only file in PDF format not more that 1MB*

Email*	<input type="text"/>
Password*	<input type="password"/>
Confirm Password*	<input type="password"/>
Prefix (Mr, Mrs, etc)*	<input type="text"/>
First Name / Given Name*	<input type="text"/>
Last Name / Surname*	<input type="text"/>
Job Title*	<input type="text"/>
Company/Organization/Institution*	<input type="text"/>
Work Telephone	<input type="text" value="Please include country code"/>
Address Line 1*	<input type="text"/>
Address Line 2	<input type="text"/>
Town/City*	<input type="text"/>
State/Province	<input type="text"/>
Country*	<input type="text" value="Singapore"/>
Zip (Postal Code)*	<input type="text"/>
Dietary Requirement*	<input type="text"/>
If dietary requirement is Others, please specify	<input type="text"/>
Proof of Employment Status (for residents / nurses / allied health / paramedics / EMTs)*	<input type="text" value="Choose File No file chosen"/>

Upload file in PDF format not more than 1MB

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## STEP3: SELECT REGISTRANT TYPE - MEDICAL / NURSING/ ALLIED HEALTH/ TERTIARY STUDENTS/ NATIONAL SERVICEMEN

- Fill out your personal information and click **“Next”**
- Provide a proof of supporting documents  
\*Only file in PDF format not more that 1MB

Email*	<input type="text"/>
Password*	<input type="password"/>
Confirm Password*	<input type="password"/>
Prefix (Mr, Mrs, etc)*	<input type="text"/>
First Name / Given Name*	<input type="text"/>
Last Name / Surname*	<input type="text"/>
Job Title*	<input type="text"/>
Company/Organization/Institution*	<input type="text"/>
Work Telephone	<input type="text" value="Please include country code"/>
Address Line 1*	<input type="text"/>
Address Line 2	<input type="text"/>
Town/City*	<input type="text"/>
State/Province	<input type="text"/>
Country*	<input type="text" value="Singapore"/>
Zip (Postal Code)*	<input type="text"/>
Dietary Requirement*	<input type="text"/>
If dietary requirement is Others, please specify	<input type="text"/>
Proof or supporting documents (for students and national servicemen)*	<input type="text" value="Choose File No file chosen"/>

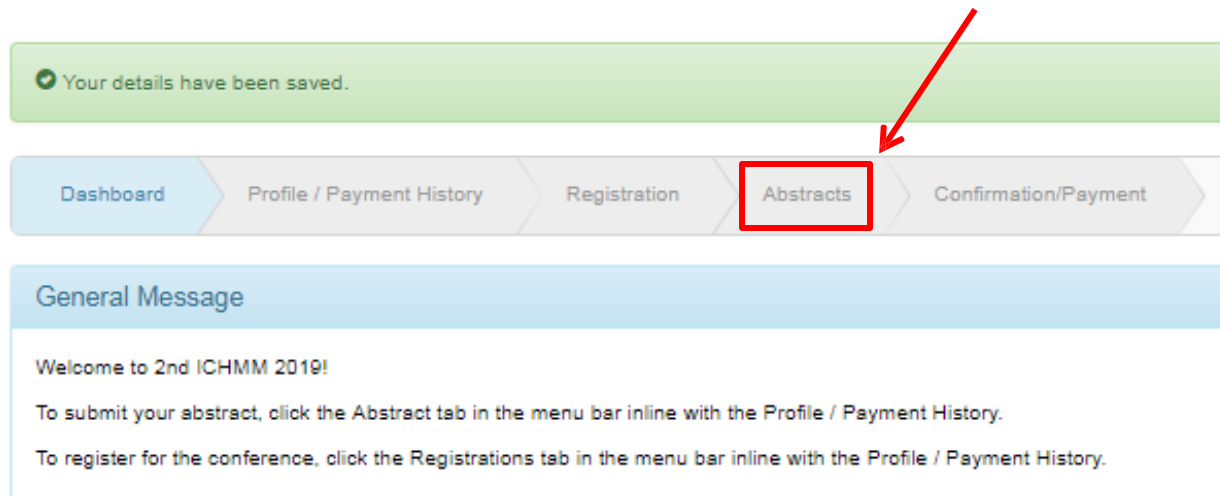
Upload file in PDF format not more than 1MB

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## STEP4: REGISTRATION COMPLETE

- Once your account has been register / log in, click on “**Abstract**” to submit your abstract



✓ Your details have been saved.

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

### General Message

Welcome to 2nd ICHMM 2019!

To submit your abstract, click the Abstract tab in the menu bar inline with the Profile / Payment History.

To register for the conference, click the Registrations tab in the menu bar inline with the Profile / Payment History.

## STEP5: ABSTRACT SUBMISSION

- Fill in your abstract content and author information
- Tick **“I agree to the Terms and Conditions”** and click **“Submit/Save”**
- Tick **“Presentation Equipment”** if you need Audio or Video System for your presentation

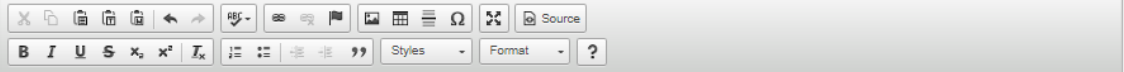
\*You can use **“Ctrl+V”** to paste your abstract content

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

\*Co-author should **not be more than 10**

Submission

Title \*



body Words: 0

Select Topic\*

2nd ICHMM 2019

Type \*

--select type--

Topics

- 1. Capacity building and Resilience in challenged Communities
- 2. International Humanitarian Law
- 3. Preparation for Humanitarian Missions: Education Preparation for Humanitarian Medical Missions



## STEP 6: ABSTRACT SUBMISSION EMAIL

- You will receive an email copy of the abstract submission when you finish **Step 5**



Dear

Thank you for submitting your abstract, 'ASDASD ASD', for 2nd ICHMM 2019.


Below is a copy of the abstract you have submitted.

<b>Title:</b>
<b>Type:</b> Oral / Poster Presentation
<b>Theme:</b> 2nd ICHMM 2019
<b>Topic:</b> Preparation for Humanitarian Missions: Education Preparation for Humanitarian Medical Missions
<b>Main Author:</b>
<b>Presenting Author:</b>
<b>Co-Author :</b> -----
<b>Department / Institution / Country:</b>
<b>Introduction:</b> :
<b>Aim:</b> -

## STEP 7: PREVIEW YOUR ABSTRACT

- Preview your abstract and you can edit your abstract until the abstract submission closed

### Preview

<b>Details</b>		<a href="#">Delete</a>
<b>Title:</b>	<input type="text"/>	
<b>Type:</b>	Oral / Poster Presentation	
<b>Theme:</b>	2nd ICHMM 2019	
<b>Topic:</b>	Preparation for Humanitarian Missions: Education Preparation for Humanitarian Medical Missions	

# HOW DO I EDIT MY ABSTRACT?

## Important Dates for Abstract Submission

- Deadline for Abstract Submission: **Sunday, 30 June 2019, 23:59 hours SGT**
- Notification of Abstract Acceptance: **31 July 2019**

• Presenting author of an accepted abstract should register and complete the full payment prior to **Monday, 30 Sept 2019, 23:59 hours SGT**, in order to be included in the program of ICHMM 2019.

## Abstract Submission Guidelines

1. All abstracts must be submitted via the Conference Website at [www.ichmm2019.com](http://www.ichmm2019.com)
2. Abstracts must be in English only.
3. Please note that your submission must be completed before the submission deadline to be considered for the Conference.
4. After submission of abstract and before the closing date, you may continue to edit the abstract. No editing of the submitted abstract will be allowed after the respective closing dates.
5. Abstracts will be judged solely on the basis of the data submitted in the abstract.
6. Total word count of not more than 300 words (excluding the title, authors, institution and affiliations) for each abstract
  - i. List no more than 10 individual authors/co-authors for each abstract
  - ii. The name of the institution(s) to which the work should be attributed; the department which the authors/co-authors are working with, city and the country; and the contact information i.e., e-mail address of first author/presenter as well as all the co-authors.
7. The information provided is for information only, and is subject to change without notice.
8. All the programs and proceedings of the 2<sup>nd</sup> International Conference on Humanitarian Medical Missions (ICHMM2019) are subject to change without notice.

- Login to your account
- Click on “**Abstracts**”
- Select your Abstract and Click “**Preview/Edit**”

Dashboard

Profile / Payment History


Registration

Abstracts

Confirmation/Payment

## Abstract

### List of Abstract Submitted

Abstract No	Title	Preview / Edit
10087		



20 - 24 November

**2<sup>nd</sup> ICHMM**

**2019**

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International Conference on Humanitarian Medical Missions

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*www.ichmm2019.com*

*Singapore*

Please contact [seminar@acedaytons-direct.com](mailto:seminar@acedaytons-direct.com)  
if you have any clarifications pertaining to abstract