

How to Submit an Abstract for FILTCon

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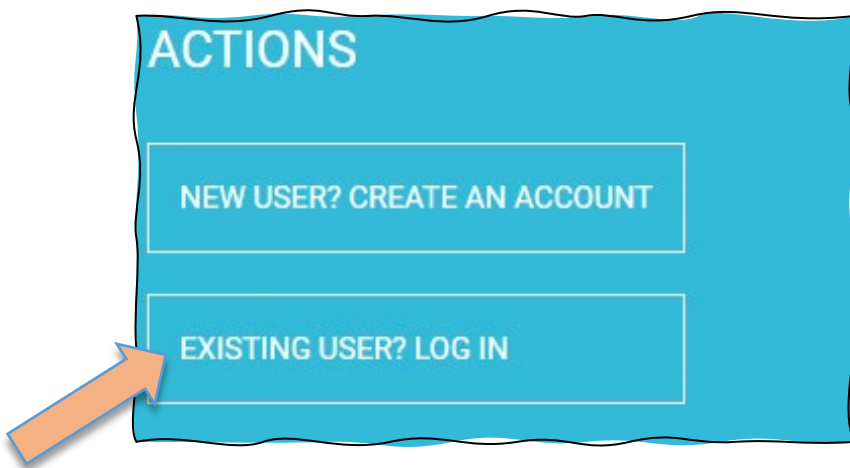
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or connie@afsociety.org

'How To' Guide: Submit an Abstract

Existing Users - Logging In

- 1.) Visit the [AFS FiltCon 2024 Website](#)
- 2.) Existing users,



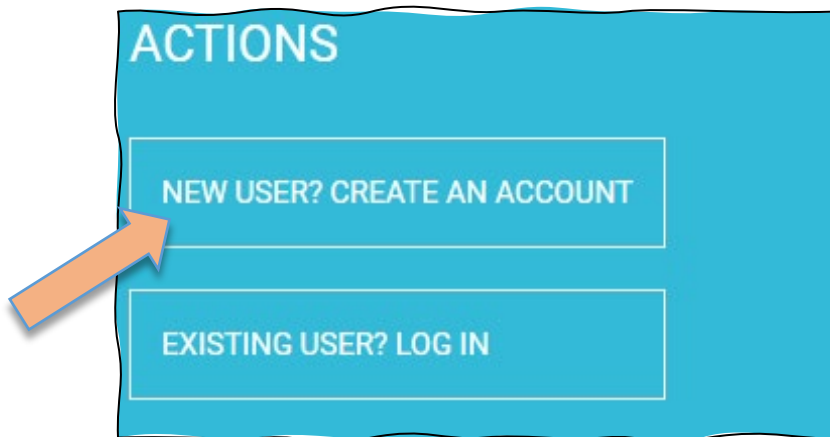
- a. Enter your E-mail address.
- b. Enter your password.
- c. Click on  to log in.

A screenshot of a login form titled 'Enter your log in information' in a blue header bar. The form has two input fields: 'User ID / E-mail' and 'Password'. Below the 'Password' field is a checkbox labeled 'Remember my Login ID on this computer'. A yellow 'Log In' button is located at the bottom right of the form. A close button (X) is in the top right corner of the header bar.

- ✓ Click on the 'Forgot your password? Reset Password' link if you have forgotten your password.

New Users – Create a Profile

- 1) Visit the [AFS FiltCon 2024 Website](#)
- 2) New Users,
 - a. Click on 'New user? Create an Account' to register for an account.
 - b. Complete the form for 'Non-Members' to create an account to submit an abstract.
- ❖ **If you are an existing member of AFS Society and logging in for the first time, please follow instructions to reset your password. Your e-mail address is your username.**
- ❖ **If you are logging in for the first time, you will be prompted to update the profile before accessing the submission dashboard.**



How to Submit an Abstract

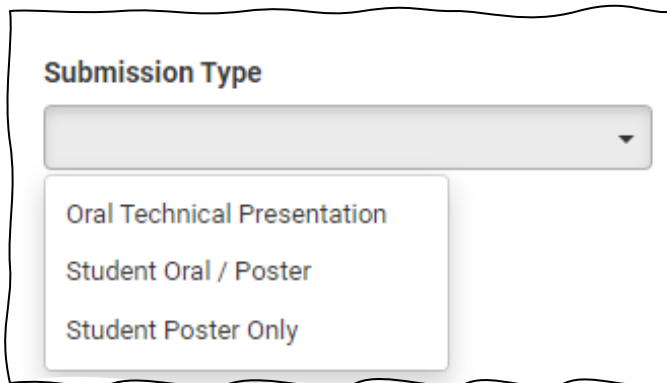
- 1) After logging in, click "Start a New Submission"



2) You will see the screen as shown below.



3) When you click on “Start a New Submission” you will be directed to the next page to select your submission type:



Submission Types Explanation

Oral Technical Presentation – 20 minutes including five minutes Q & A

Student Oral/Poster – Full-Time Students are invited to submit an abstract for presentation and participate in the poster competition. Student Oral Presentations are 20 minutes with five minutes Q & A

Student Poster Only – Full-Time Students are invited to participate in the Student Poster Only category where posters will be judged on the clarity and support of stated research objective, the overall organization of the poster, the clarity and thoroughness of the oral poster presentation, and the originality of the poster topic. You must be a full-time student to participate. Wednesday, April 9th, you will be able to put your poster up starting at 12 Noon. Student Poster Competition is 6:00 pm – 8:00 pm CST, April 9th.

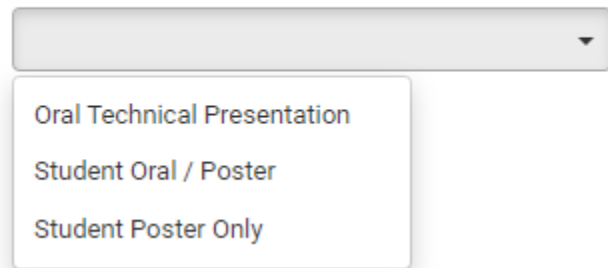
AFS FiltCon 2024 Abstract Submission Guidelines

[AFS FiltCon 2024 Abstract Submission Categories](#)

[Example of Acceptable Biography](#)

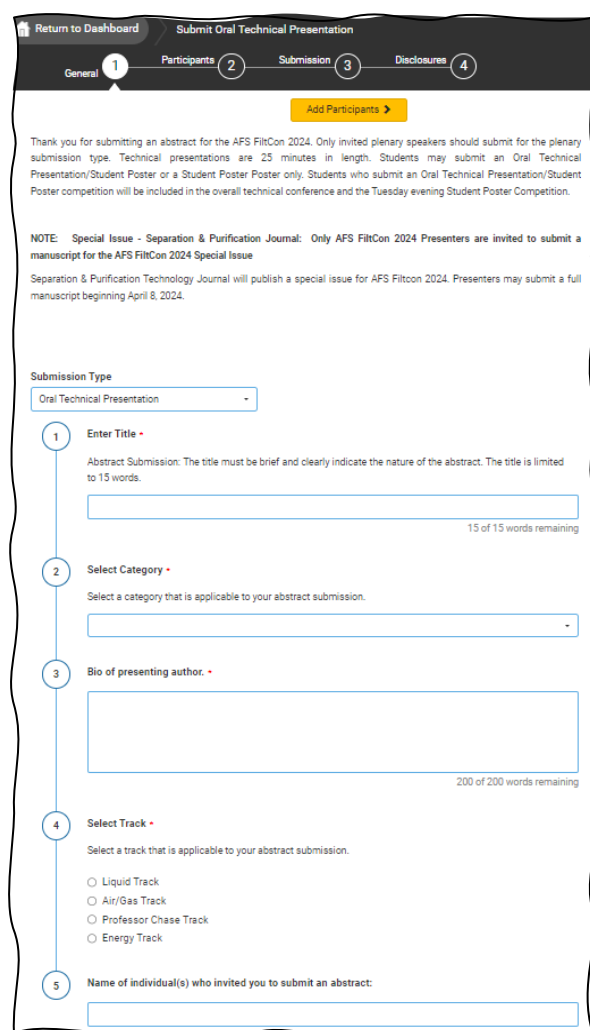
3) Select the submission type from the 'Submission Type' drop-down.

Submission Type



A screenshot of a web form showing a dropdown menu for 'Submission Type'. The dropdown is open, displaying three options: 'Oral Technical Presentation', 'Student Oral / Poster', and 'Student Poster Only'. The dropdown menu is white with a light gray border and a downward arrow on the right side of the header bar.

1) Enter General information required fields. (Step 1 – 5 on first page)



A screenshot of a web form titled 'Submit Oral Technical Presentation'. The form has a dark header bar with a 'Return to Dashboard' link and a progress indicator showing four steps: General (1), Participants (2), Submission (3), and Disclosures (4). The 'General' step is active. Below the header, there is a yellow 'Add Participants' button. The main content area contains a thank you message, a note about the Special Issue, and a submission type dropdown menu set to 'Oral Technical Presentation'. The form is divided into five numbered sections: 1. Enter Title (15 words remaining), 2. Select Category (15 words remaining), 3. Bio of presenting author (200 of 200 words remaining), 4. Select Track (radio buttons for Liquid Track, Air/Gas Track, Professor Chase Track, and Energy Track), and 5. Name of individual(s) who invited you to submit an abstract (15 words remaining).

Return to Dashboard Submit Oral Technical Presentation

General 1 Participants 2 Submission 3 Disclosures 4

Add Participants

Thank you for submitting an abstract for the AFS FilCon 2024. Only invited plenary speakers should submit for the plenary submission type. Technical presentations are 25 minutes in length. Students may submit an Oral Technical Presentation/Student Poster or a Student Poster only. Students who submit an Oral Technical Presentation/Student Poster competition will be included in the overall technical conference and the Tuesday evening Student Poster Competition.

NOTE: Special Issue - Separation & Purification Journal: Only AFS FilCon 2024 Presenters are invited to submit a manuscript for the AFS FilCon 2024 Special Issue

Separation & Purification Technology Journal will publish a special issue for AFS FilCon 2024. Presenters may submit a full manuscript beginning April 8, 2024.

Submission Type

Oral Technical Presentation

1 Enter Title

Abstract Submission: The title must be brief and clearly indicate the nature of the abstract. The title is limited to 15 words.

15 of 15 words remaining

2 Select Category

Select a category that is applicable to your abstract submission.

3 Bio of presenting author

200 of 200 words remaining

4 Select Track

Select a track that is applicable to your abstract submission.

☐ Liquid Track

☐ Air/Gas Track

☐ Professor Chase Track

☐ Energy Track

5 Name of individual(s) who invited you to submit an abstract:

- 2) Click to continue to Step 2.
- 3) Enter Participants. (Step 2)

Add Participants >

[Return to Dashboard](#)
Submit Oral Technical Presentation

General
Participants 2
Submission 3
Disclosures 4

< Previous
Save and Continue >

Participants

		Abstract Admin	Submission Status	Disclosure Status
Presenter *	<div> Connie Rhea crhea@oakridgeamc.com remove </div>	<input checked="" type="checkbox"/>	 Not Started	 Not Started
	<div>Add Participant</div>			

- ❖ The 'Abstract Admin' checkbox represents you as the key contact of the abstract submission.
- ❖ ***If you need to change the key contact or presenting author, please see instructions on pages 7 and 8.***

- 4) Click **Save and Continue >** to continue to Step 3.

5) Enter the Submission details. (Step 3)

Return to Dashboard Submit Oral Technical Presentation

General ☒ Participants ☒ Submission **3** Disclosures ☐

Previous Save and Continue Submit Abstract 1000 of 1000 overall words remaining

Presenting Author must log in and complete Speaker's Agreement during the submission process.

1 Abstract Content

There is a minimum of 200 words and a maximum of 1000 words characters for the text of your abstract submission.

1000 of 1000 words remaining

2 Co-Authors

Search for co-authors to be added. If co-author is not found, then enter directly in the table below.

Search for co-author

Order	Presenter	First Name	Last Name	Affiliation	E-mail
1		Connie	Rhea	Oak Ridge	crhea@oakridgeamc.com

* You must populate all fields to complete the row.

Connie Rhea¹

¹Oak Ridge

3 Keywords

Search for keywords to be added. If keyword is not found, then enter directly in the table below.

Search for keyword

Keywords

You must enter at least 5 keywords

4 Please indicate your role within the company:

☐ Academia

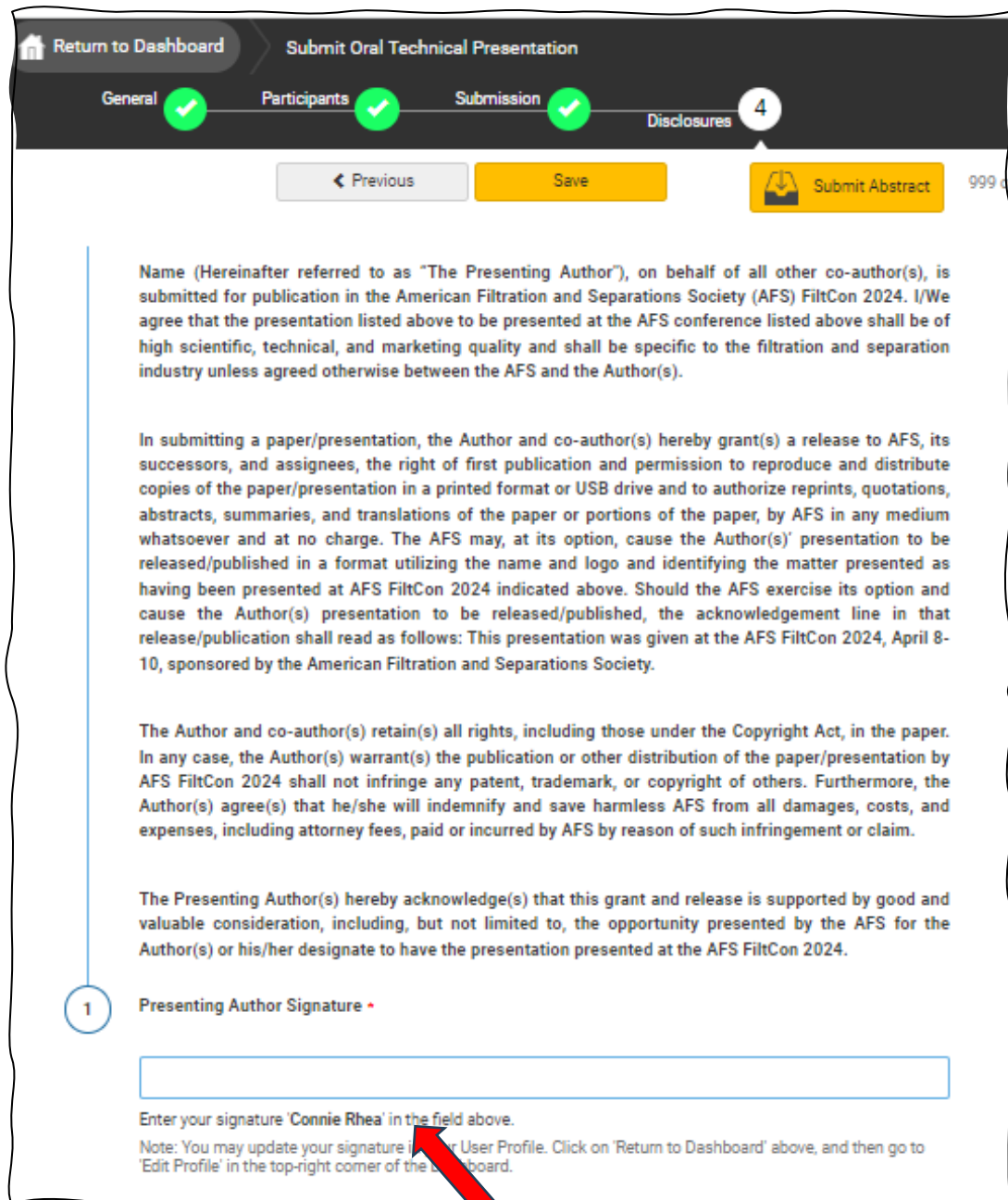
☐ Sales/Marketing

☐ Technical

☐ Other

6) Click **Save and Continue** to continue to Step 4.

7) Enter Disclosures. (Step 4)



[Return to Dashboard](#) **Submit Oral Technical Presentation**

General ☒ Participants ☒ Submission ☒ Disclosures **4**

[Previous](#) [Save](#) [Submit Abstract](#) 999 of 1000

Name (Hereinafter referred to as "The Presenting Author"), on behalf of all other co-author(s), is submitted for publication in the American Filtration and Separations Society (AFS) FiltCon 2024. I/We agree that the presentation listed above to be presented at the AFS conference listed above shall be of high scientific, technical, and marketing quality and shall be specific to the filtration and separation industry unless agreed otherwise between the AFS and the Author(s).

In submitting a paper/presentation, the Author and co-author(s) hereby grant(s) a release to AFS, its successors, and assignees, the right of first publication and permission to reproduce and distribute copies of the paper/presentation in a printed format or USB drive and to authorize reprints, quotations, abstracts, summaries, and translations of the paper or portions of the paper, by AFS in any medium whatsoever and at no charge. The AFS may, at its option, cause the Author(s)' presentation to be released/published in a format utilizing the name and logo and identifying the matter presented as having been presented at AFS FiltCon 2024 indicated above. Should the AFS exercise its option and cause the Author(s) presentation to be released/published, the acknowledgement line in that release/publication shall read as follows: This presentation was given at the AFS FiltCon 2024, April 8-10, sponsored by the American Filtration and Separations Society.

The Author and co-author(s) retain(s) all rights, including those under the Copyright Act, in the paper. In any case, the Author(s) warrant(s) the publication or other distribution of the paper/presentation by AFS FiltCon 2024 shall not infringe any patent, trademark, or copyright of others. Furthermore, the Author(s) agree(s) that he/she will indemnify and save harmless AFS from all damages, costs, and expenses, including attorney fees, paid or incurred by AFS by reason of such infringement or claim.

The Presenting Author(s) hereby acknowledge(s) that this grant and release is supported by good and valuable consideration, including, but not limited to, the opportunity presented by the AFS for the Author(s) or his/her designate to have the presentation presented at the AFS FiltCon 2024.

1 Presenting Author Signature *

Enter your signature 'Connie Rhea' in the field above.

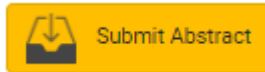
Note: You may update your signature in your User Profile. Click on 'Return to Dashboard' above, and then go to 'Edit Profile' in the top-right corner of the dashboard.

8) Remember to type your signature as shown.

9) Save Disclosure information by clicking the 'Save' button [Save](#). (Step 4)

- ❖ If the abstract details are entered to the satisfaction, user can submit the abstract by clicking the 'Submit

Abstract' button



- ❖ If the user prefers to continue editing, then save and return to dashboard. Please ensure the abstract is submitted before the deadline.

10) The abstract will now appear on the User Dashboard.

AMERICAN FILTRATION & SEPARATIONS SOCIETY



AFS
FILTCON 2024









APRIL 8-10 • HOUSTON MARRIOTT WESTCHASE • HOUSTON, TX

Start a New Submission


Click on abstract title below to update and submit individual and supporting abstracts.

Status	My Submissions	Type	Role
 Submitted	This is a Test	Oral Technical Presentation	Presenter withdraw

How to Change the Presenting Author

1.) Remove the existing presenter.

Return to Dashboard Submit Poster/Individual Research Report

General ☒ Participants ☒ Submission ☐ Disclosures ☐

< Previous Save and Continue > Submit Abstract

Participants

The author below must be the presenting author. Co-authors are added in Step 3-Submission.

Presenter *

Thanigs. Muthu thanigs@metaport.com	remove	Abstract Admin	Submission Status	Disclosure Status
		<input checked="" type="checkbox"/>	In Progress	In Progress

2.) Search for the new presenter, select the new presenter and complete the change.

Participants

The author below must be the presenting author. Co-authors are added in Step 3-Submission.

Presenter *

jeff mca

Jeff McAdams
jeff@metaport.com

Abstract Admin

Submission Status

Disclosure Status

☒

In Progress

Not Started

3.) Once presenter change is completed, system will take the user to review co-authors list. In that newly added participant will be marked as the presenter.

5 Author Listing

Enter the presenting author and all co-authors must be submitted in the grid below. A maximum of 15 authors/coauthors in order of contribution may be listed below. ONLY ONE PRESENTER ALLOWED (must be listed in Step 2: Participants).

Search for co-authors to be added. If co-author is not found, then enter directly in the table below.

Search for co-author





Order	Presenter	First Name *	Last Name *	Affiliation *	E-mail *	
1	↓	Thanigs.	Muthu	MetaPort Systems, LLC	thanigs@metaport.com	remove
2	↑	Jeff	McAdams	Vanderbilt University Medical Center	jeff@metaport.com	

* You must populate all fields to complete the row.

4.) Now both Thanigs and Jeff can update the submission details from their accounts. However only Jeff will be allowed to submit the disclosure form.

Features of the User Dashboard





1.) The following statuses are available:

- a.  Not Started
- b.  In Progress
- c.  Submitted
- d.  Withdrawn

2.) The following actions are available:

- a. Delete: This link deletes the overall submission and any supporting submissions from the system.
- b. Withdraw: This link removes a submitted abstract from consideration.
- c. Restore: This link places a withdrawn abstract back to 'In Progress' status. The user may then delete or re-submit the abstract. Any supporting submissions will be placed back to a 'Submitted' status.



Status	My Abstracts	Type	Role	
	Sample Poster #2	Poster	Presenter	delete
	Sample Workshop	Workshop	Lead Organizer	delete
	Sample Full Oral Presentation	Full Oral Presentation	Presenter	withdraw
	Sample Poster #1	Poster	Presenter	restore