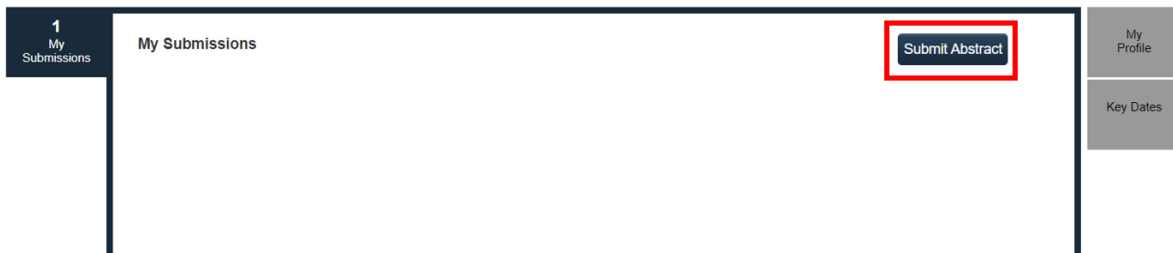
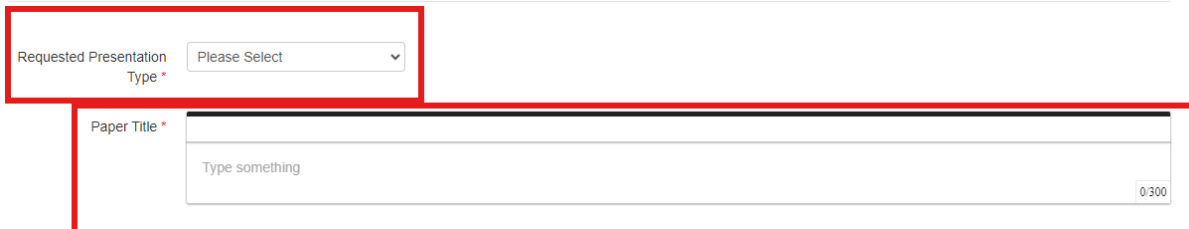


APAC 2025 - Abstract Submission Guidelines

1. Log in to the APAC 2025 Arinex One Submission Module portal: <https://apac2025-c10000.eorganiser.com.au/index.php?r=site/login>
2. Click on the button: *Submit Abstract*

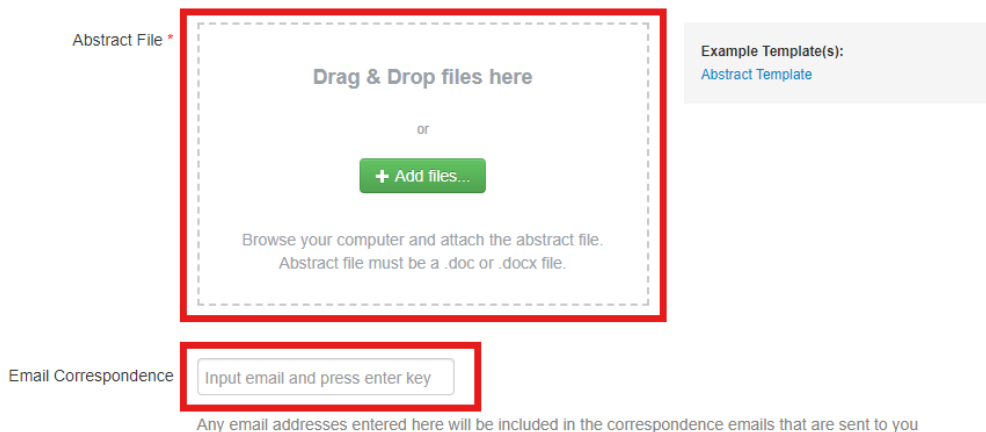


3. After clicking *Submit Abstract*, you will be navigated to the abstract page to submit (image below). There you will be required to select your *Requested Presentation Type* (Oral or Poster) and add in your *Paper Title*.



The screenshot shows a form with two main sections. The first section is labeled 'Requested Presentation Type *' and contains a dropdown menu with the text 'Please Select'. The second section is labeled 'Paper Title *' and contains a text input field with the placeholder text 'Type something' and a character count '0/300' on the right side. Both sections are highlighted with red rectangular boxes.

4. After entering your presentation title, upload your DOC/DOCX abstract by either dragging and dropping the file or browsing your computer. Please ensure that your abstract does not exceed 300 words. Additionally, enter your email address in the correspondence box, as this will be used for all related communications.

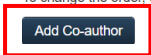


The screenshot shows the 'Abstract File *' section, which is a dashed-line box containing the text 'Drag & Drop files here' and 'or'. Below this is a green button labeled '+ Add files...'. Underneath the button, it says 'Browse your computer and attach the abstract file. Abstract file must be a .doc or .docx file.' To the right of this section is a grey box labeled 'Example Template(s):' with a link 'Abstract Template'. Below the 'Abstract File' section is the 'Email Correspondence' section, which is a text input field with the placeholder text 'Input email and press enter key'. This input field is highlighted with a red rectangular box. Below the input field, there is a note: 'Any email addresses entered here will be included in the correspondence emails that are sent to you'.

- After filling these fields, please ensure that you include any co-authors details by clicking on: *Add Co-author*.

Author(s)

The order of the authors entered on this page will be reflected in final publications.
 To add authors, select add Co-author.
 To change the order, use the arrow button and drag/drop as appropriate.



- Once you click on *Add Co-author*, there will be a pop up for you to add 1 co-author. Ensure all mandatory fields marked with a red asterisks (*) are complete for the co-author.

Add Co-author x

<p>Title * <input type="text" value="Select Title"/></p> <p>Given name * <input type="text"/></p> <p>Family name * <input type="text"/></p> <p>Email Address * <input type="text"/></p> <p>Gender <input type="text" value="Select Gender"/></p> <p>Position <input type="text"/></p> <p>Photo <input type="button" value="Choose file"/> No file chosen</p> <p>Presenter <input type="radio"/> No</p> <p>Biography <input style="width: 100%; height: 40px;" type="text"/></p>	<p>Country * <input type="text" value="Select Country"/></p> <p>State <input type="text" value="Select State"/></p> <p>Affiliation/Organisation Name <input type="text"/> <input style="float: right;" type="button" value="+"/></p>
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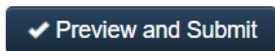
Yes, I have received consent from the Co-author to submit their details along with the submission *

- Once all co-authors have been added, please complete the associated submission fields.

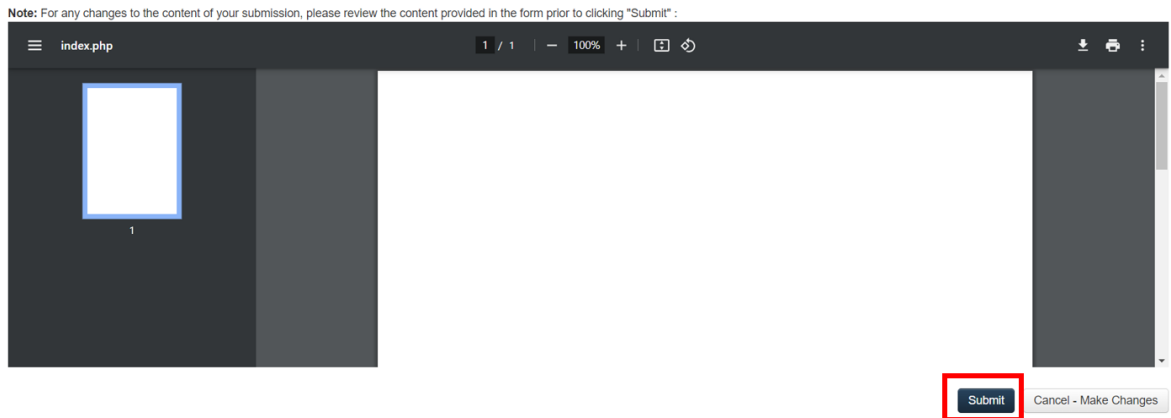
Other Details

Theme/Subtheme *

- After completing all associated questions, click on: *Preview and Submit*.



9. This will provide you with a preview. If the abstract details are correct you can proceed to complete the submission and click on: *Submit*



Should you require further assistance, please contact us at apac@arinexgroup.com.