

Please follow the instructions carefully to submit a topic.

Navigate to: <https://sabm2024.exordo.com/>

1) *Make an account*

The screenshot shows the SABM 2024 Annual Meeting login and registration interface. It is divided into two main sections: 'NEW TO EX ORDO?' and 'LOGGED IN PREVIOUSLY?'. The 'NEW TO EX ORDO?' section contains input fields for 'Email Address' (with the example 'albert.einstein@example.com'), 'First Name' (with 'Albert'), 'Last Name' (with 'Einstein'), and 'Password' (with '*****'). Below these fields is a 'Create Account →' button. The 'LOGGED IN PREVIOUSLY?' section features a message: 'It looks like you already have an Ex Ordo account. Please log in to that account.' Below this message are input fields for 'Email Address' (with 'marie.curie@example.com') and 'Password' (with '*****'). A 'Login →' button is positioned below the password field, and a link for 'Forgot your password?' is located to its right. The Ex Ordo logo is visible in the bottom right corner of the page.

2) *Click Submit Your Abstract**

***Please note that while the system will call these topics "abstracts" that is simply because you are not submitting a full paper. We are unable to edit this wording. This is not the same as the Call for Abstracts that will go out in March and we will notify you when the Call for Abstracts opens up. Where it asks for your "abstract" please enter the description of your presentation/panel.**

The screenshot displays the 'SUBMIT ABSTRACT' page for the SABM 2024 Annual Meeting. The page features a prominent heading '30 days until submissions close' in a large, bold font. Below this, a message states: 'The submissions deadline is 23:59 on 15 February 2024 PST. Please complete your submissions before this date.' A secondary message reads: 'If this conference has multiple submissions deadlines, you'll see the other deadlines when you submit.' A blue arrow points from the text in the previous block to the 'Submit Your Abstract →' button at the bottom of the page. To the right of the text, there is a graphic of a stack of papers.

3) New Submission

NEXT

Track

What track would you like to submit to?

Click on **Call for Topics**

The screenshot shows a sidebar on the left with five menu items: 'New Submission' (green dot), 'Track' (orange dot), 'Title & Abstract' (orange dot), 'Authors' (orange dot), and 'Topics' (orange dot). The main content area is titled 'Track' and contains the text 'Which track would you like to submit to?' followed by a radio button labeled 'Call for Topics'. At the bottom right, there is a 'Done' button with the text 'Go To The Next Step' below it.

DONE

Title and Abstract*

***Reminder while the system will call these topics "abstracts" that is simply because you are not submitting a full paper. We are unable to edit this wording. However, this is set up to collect topics for the 2024 Annual Meeting daily program. This is not the same as the Call for Abstracts that will go out in March!**

Where it asks for your "abstract" please enter the description of your presentation/panel.

The screenshot shows the 'Title & Abstract' form. The sidebar on the left has five items: 'New Submission' (green dot), 'Track' (orange dot), 'Title & Abstract' (orange dot and circled in red), 'Authors' (orange dot), 'Topics' (orange dot), and 'Additional Information' (orange dot). The main content area is titled 'Title & Abstract' (circled in red) and contains a 'Title' input field. Below it is an 'Abstract' input field (circled in red) with a rich text editor toolbar above it containing icons for Bold (B), Italic (I), Underline (U), Bulleted List, Numbered List, x^2 , x_2 , and Ω . At the bottom, there is a '300 words remaining.' indicator and a 'Done' button with 'Go To The Next Step' below it.

DONE

Authors

Please add all authors

New Submission

1. Track

2. Title & Abstract

3. Authors

4. Topics

5. Additional Information

Authors

Please nominate all the authors that contributed to this submission below.

Denise Smith
dsmith@talley.com

Title

Affiliation

Country

Suffix
Please let us know if you are an MD, RN, PhD, etc. so that if your topic is chosen, we can have you properly listed in the program.

Position *
What is your position at your Affiliation?

Presenter(s) *
Has this speaker agreed to present at the 2024 SABM Annual Meeting if this topic is selected?

2. Add Another Author

Go To The Next Step

DONE

Topics*

*Note: this is another area where we cannot control the use of the word "Topics". As shown, this is where you will indicate the target audience for your proposed topic.

The screenshot shows a web interface for submitting a topic. On the left is a vertical navigation menu with five steps: 1. Track, 2. Title & Abstract, 3. Authors, 4. Topics (highlighted in red), and 5. Additional Information. The main content area is titled 'Topics' and contains the instruction 'Please choose your topics from the list below.' Below this is a form titled 'TARGET AUDIENCE' with a sub-header '6 Topics'. The form contains six radio button options: Physicians/Advanced Practice Providers (NP/PA), Nurses, Healthcare Administrators/Program Managers, Perfusionists, Laboratory Professionals, and Other. At the bottom of the form is a grey box with the text: 'If none of the topics suit, choose the nearest applicable topic or contact the chair for further advice.' A 'Done' button with the text 'Go To The Next Step' is located at the bottom center of the page.

DONE

Additional Information

In this section you will select if you are submitting a 20 minute presentation or a 55 minute multi-speaker panel as well as your learning objectives.

New Submission

1. Track

2. Title & Abstract

3. Authors

4. Topics

5. **Additional Information**

Additional Information

Submission Type *

Please indicate the presentation format you are applying for.

Select an Option

Learning Objective 1 *

Please include details of your first learning objective.

B I U [List Icons] [Link Icon] x^2 x_2 Ω

Learning Objective 2 *

Please include details of your second learning objective.

B I U [List Icons] [Link Icon] x^2 x_2 Ω

Learning Objective 3 *

Please include details of your third learning objective.

B I U [List Icons] [Link Icon] x^2 x_2 Ω

Done
Save Submission

Check to see if all is correct. If so, you are free to move off the platform.

If not, see edit options on lower right of page. If you wish to submit another Topic, click on New Submission and repeat the process.

The screenshot shows a web interface for 'My Submissions'. On the left, there is a sidebar with 'My Submissions' and 'New Submission' buttons. The main content area is titled 'My Submissions' and contains a message: 'All of your submissions are listed below. You are free to update any of these submissions as long as the deadline date has not yet expired.' A '+ New Submission' button is in the top right. Below this is a '< Back to List' link. The main content is a submission card for a 'Submitted' submission titled 'test'. The card includes fields for Authors (1. Ms. Denise Smith - talley), Abstract (test), Track (Call for Topics), Topic Areas (Laboratory Professionals), Submission Type (55 minute multi-speaker panel), Learning Objective 1 (testaslnvgpannabpniadvpnipon), Learning Objective 2 (test [a mbgomarowaenmoaebom[r), Learning Objective 3 (test apo[gokabmon=odmn bo[dz-), Submission Date (17th Jan 2024, 7:16am PST), Latest Update (17th Jan 2024, 7:24am PST), and Submission ID (15). At the bottom right of the card are 'Edit' and 'Withdraw' buttons. A small 'X' icon is in the top right corner of the card.

My Submissions

New Submission

My Submissions

All of your submissions are listed below. You are free to update any of these submissions as long as the deadline date has not yet expired.

+ New Submission

< Back to List

Submitted	Title	Authors	Abstract	Track	Topic Areas	Submission Type	Learning Objective 1	Learning Objective 2	Learning Objective 3	Submission Date	Latest Update	Submission ID	Actions
	test	1. Ms. Denise Smith - talley	test	Call for Topics	Laboratory Professionals	55 minute multi-speaker panel	testaslnvgpannabpniadvpnipon	test [a mbgomarowaenmoaebom[r	test apo[gokabmon=odmn bo[dz-	17th Jan 2024, 7:16am PST	17th Jan 2024, 7:24am PST	15	Edit Withdraw