How to Add Sessions with Abstracts

The person starting the session with abstract submissions will enter the following:

- Title of Session

- Description of Session

- 3-5 bullet points on what the audience will learn

- Select from a drop-down menu the number of abstracts connected to the session. For Traditional Session you should not have more than 4 abstracts. For IES sessions you can have up to 12 (for 90 min).

- Choose time 60 or 90 minutes (you may not receive your preference)

- Add Abstract presenter Name and E-mail

- Add Abstract Title

An e-mail will be sent to the abstract presenter that gives them login information with access to type in their abstract content. They will only be able to see their own abstract.

Please make sure you and your abstract presenters can receive e-mails from **noreply@xcdsystem.com** – check your spam after you make a submission or speak with IT.