
**CITYMATCH
ABSTRACT & PROPOSAL
SUBMISSION
TIPS**

BEFORE YOU START, READ ABOUT:



**session
details**



**acceptance
criteria**



**awards
criteria**

on the CityMatCH website.
When your text is ready for submission, please proceed.



Log into Precis.

If you don't already have an account, click "create an account."

Welcome, Please Sign In

User Name:

Password:

This account is independent of your membership with an association or organization.

[Sign In](#)

[I forgot my Password](#)

[I forgot my User Name](#)

Create a New Account

If you don't already have an account to sign into the collection / review system:

[Create an Account](#)



Click "Proposal Submission" to begin a new submission.

Or click the Edit icon on the left (pen and paper icon) to edit an existing submission.

To withdraw/delete, click the withdraw icon on the far right (paper and left-facing arrow).

Submission Forms

Click on the **Proposal Submission** link below to begin your new submission. You are limited to 2 incomplete submissions at a time, so if you have 2 existing submission that you are currently working on, you will need to complete one of those submissions before beginning a new one.

Click the Edit icon below (📝) to edit an existing submission.

Click the Withdraw icon below (📄➔) to withdraw a submission and have it moved to the Inactive tab. Withdrawn submissions can be reinstated by accessing the Inactive tab and editing the withdrawn submission.

[Proposal Submission](#) ▶

My Submissions

Below are your current submissions.

	Reference Number	Title	Status	Created On	Last Modified	
📝	0994-000005	Untitled	Incomplete	11/27/2017 10:40 A	11/27/2017 4:35 PM	📄➔

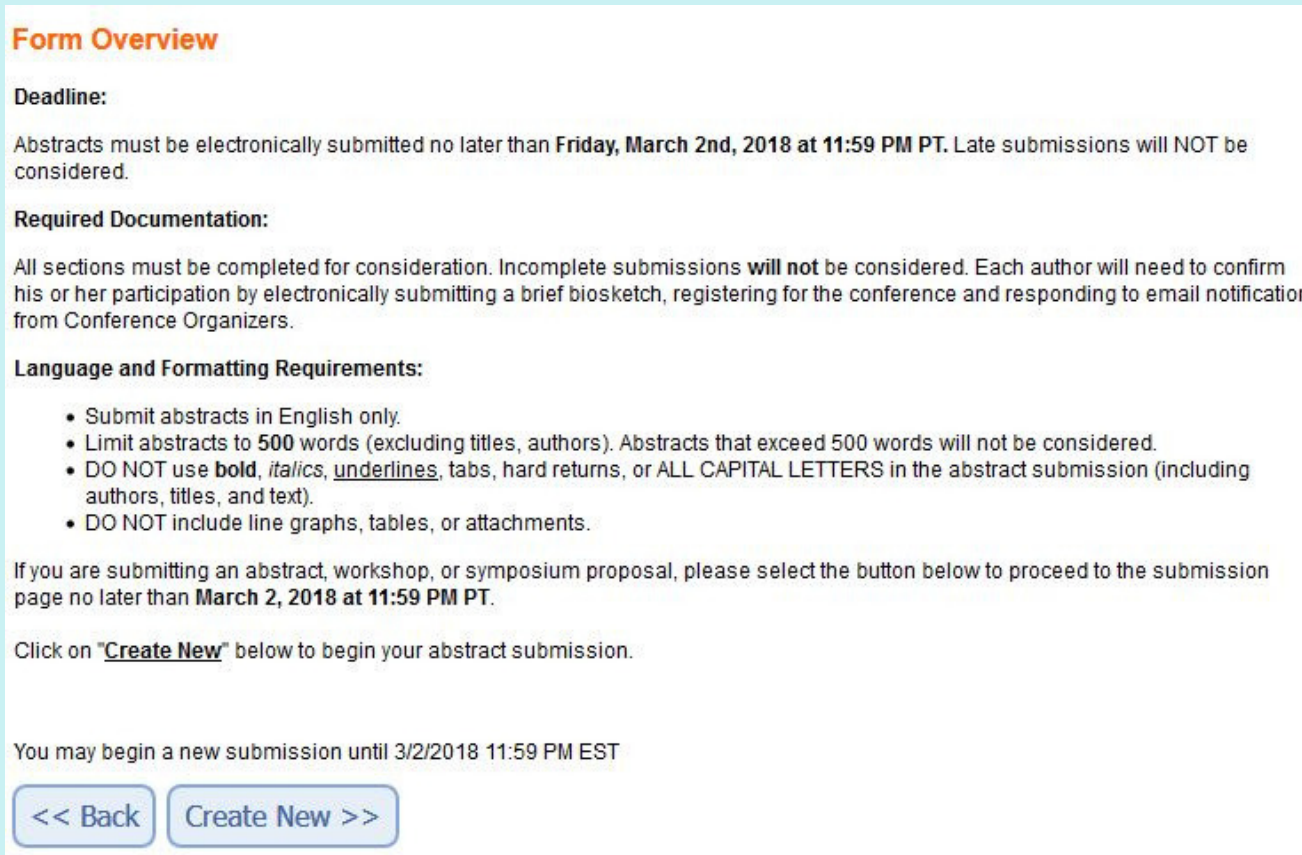
Page size: 10 1 items in 1 pages

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After clicking "Proposal Submission," read the Form Overview for directions.

Note submission deadline, documentation requirements, and formatting requirements.

Click "Create New."



Form Overview

Deadline:

Abstracts must be electronically submitted no later than **Friday, March 2nd, 2018 at 11:59 PM PT**. Late submissions will NOT be considered.

Required Documentation:

All sections must be completed for consideration. Incomplete submissions **will not** be considered. Each author will need to confirm his or her participation by electronically submitting a brief biosketch, registering for the conference and responding to email notification from Conference Organizers.

Language and Formatting Requirements:

- Submit abstracts in English only.
- Limit abstracts to **500 words** (excluding titles, authors). Abstracts that exceed 500 words will not be considered.
- DO NOT use **bold**, *italics*, underlines, tabs, hard returns, or ALL CAPITAL LETTERS in the abstract submission (including authors, titles, and text).
- DO NOT include line graphs, tables, or attachments.

If you are submitting an abstract, workshop, or symposium proposal, please select the button below to proceed to the submission page no later than **March 2, 2018 at 11:59 PM PT**.

Click on "**Create New**" below to begin your abstract submission.

You may begin a new submission until 3/2/2018 11:59 PM EST

<< Back Create New >>



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To learn about the different proposal types, please click on the links to view the descriptions.

After deciding which is appropriate for you, please indicate the submission type using the drop-down menu.

The page will reload for a couple seconds. Click "next" to proceed to the next page.

Note that changing submission types will remove the information you have entered.

Submission Type Main Contact Authors/Presenters Proposal Content

Next Cancel Save

Submission Type

Below are full descriptions of each session type. Please read carefully, the requirements are different for each.

[Symposia](#)

[Skill-Building Workshop](#)

Abstracts: We welcome abstracts for oral and poster presentations for two separate tracks: "Scientific Research and Data" or "Program and Policy." Oral abstracts are combined with 2 or 3 other abstracts, based on topic, to form 90-minute sessions.

Please indicate below what type of submission you are submitting.

Submission Type*

- Abstract Submission
- Workshop Proposal
- Symposium Proposal

Next Cancel Save

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Note the tabs at the top of the page.

Fill out the form for the session organizer or main contact person for the submission.

After filling in the appropriate information, carefully read the responsibilities and the session material release. Click each box accordingly.

Click "save," then click "next." This automatically moves you to the next tab.

Submission Type Main Contact Authors/Presenters Proposal Content

Back Next Cancel Save

RESPONSIBILITIES REGARDING ORAL PRESENTATIONS

SESSION MATERIALS I understand that I must bring my PowerPoint presentation to the conference and make it available for archiving

PARTICIPANT HANDOUTS I understand that the conference will NOT provide printed handouts for my session

ROOM SET-UP I understand that all breakout sessions will have a classroom set-up. Should I require a different room set-up for my session, I will contact Carol Gilbert (cgilbert@unmc.edu) prior to the abstract submission deadline.

AUDIO-VISUAL NEEDS I understand that a laptop and LCD projector will be provided in each session at the Conference. Should I need additional equipment, I will contact Carol Gilbert (cgilbert@unmc.edu) prior to the abstract submission deadline.

I understand and agree*

SESSION MATERIALS RELEASE

I grant the conference permission to upload and distribute my presentation and/or session materials.

I grant permission

Next Cancel Save



You should now see a form for adding authors.

A pop-up will appear with fields for name and contact information.

Once you've added all co-authors or co-presenters, click "save," then "next."

Additional Authors

Additional Author
To reorder row, click and drag to new position.

[+ Add New Additional Author](#)

Symposium Presenters (SF)

Cancel Save

First Name*

Last Name*

Professional Title*

Organization*

Email*

Presentation Title (if applicable)

Characters: 0, Words: 0 of 20 (20 remaining)

Cancel Save



If you are submitting an abstract, you will need to choose the track (research or policy). Then, the appropriate fields for your selection will load.

Please fill out all fields, paying attention to word limits.

If you are submitting a symposium or a skill-building proposal, please see Step 8.

The screenshot shows a web form with three tabs at the top: 'Main Contact', 'Additional Authors', and 'Abstract Content'. Below the tabs are three buttons: 'Back', 'Cancel', and 'Save'. The 'Abstract Content' tab is active, and the page title is 'Abstract Content'. A yellow arrow points to the 'Track*' dropdown menu, which is currently set to 'Program and Policy'. Below the dropdown is a large text input field for the 'Abstract Title*'. At the bottom of the form, it says 'Characters: 0, Words: 0 of 25 (25 remaining)'.

Abstract Content

Track* Please indicate if your abstract is focused more on Scientific Research/Data or on Program & Policy.
Program and Policy ▾

Abstract Title*

Characters: 0, Words: 0 of 25 (25 remaining)



If you are submitting a workshop proposal, you will need to fill out the different fields for your type of session.

Please pay attention to instructions and word counts.

Once complete, click "save."

	Submission Type	Main Contact	Authors/Presenters	Proposal Content
				Back Cancel Save
Proposal Content				
Title*	<input type="text"/>			
	Characters: 0, Words: 0 of 20 (20 remaining)			
Symposium Objectives*	Give the objectives for the session. Please list objectives in the following format: 1) objective; 2) objective; 3) objective			
	<input type="text"/>			



After clicking "save," you will have the opportunity to see your content and make changes.

Click "submit & review changes."

Then you will see your submission. Double check your information and click "edit submission" if necessary.

**If you're finished editing or you don't need to edit, click "finalize."
It is not officially submitted until you "finalize" your submission.**



Almost Done!

[Submit & Review Changes](#)



Submission Review and Finalize

All of the required information has been provided. Review your submission content below and if you are satisfied with your entire submission click the "Finalize" button below to complete the submission process. You will still be able to make changes to your submission until the deadline date.

[Finalize](#)

You may edit your submission until the deadline of 3/1/2017 11:59 PM EST.

[Edit Submission](#)

YOU'RE FINISHED!



You can make changes until the deadline.



Be sure to **finalize** each time.



The system will send a confirmation email.

Please email questions to the CityMatCH Conference at:
citymatchconference@unmc.edu