

PLEASE FOLLOW INSTRUCTIONS CAREFULLY TO SUBMIT A TOPIC.

Navigate to: <https://sabm2022.exordo.com>

- 1) Make an account
- 2) Scroll to Submit Your Topic (Abstract is what the site is calling it)
- 3) New Submission

IMPORTANT INSTRUCTIONS

STEP 1: What track would you like to submit to?

Click on Call for Topics than Click Done

STEP 2: Title and Abstract

When submitting **Step 2 Title and Abstract** please use the fields as follows:

Title Field: What presentation topic would you like to be considered at SABM 2022

Abstract Field: Have you identified a speaker from your organization or circle that could present this topic?

The image shows a screenshot of a web form titled "Title & Abstract". The form is divided into three main sections: "Title", "Abstract", and "Attachments".

- Title:** A text input field with a vertical cursor. A blue arrow points from a callout box containing the text "Enter your Topic here." to this field.
- Abstract:** A rich text editor with a toolbar containing icons for Bold (B), Italic (I), Underline (U), bulleted list, numbered list, x^2 , subscript x_2 , and a link icon. A blue arrow points from a callout box containing the text "Enter a speaker that you want to present this topic here." to the text area.
- Attachments:** A dashed border box containing a paperclip icon and the text "Click or drop to upload a maximum of 3 image attachments." Below this is a link that says "How do I attach a table?".

At the bottom of the form, there is a green status bar that says "450 words remaining." Below that is a grey button labeled "Done" with the text "Go To The Next Step" underneath. A blue arrow points from a callout box containing the text "Click on Done to move to the next step" to this button.

STEP 3: Authors

Please add all authors and click Done

STEP 4: Topics

Please click here to continue (no other information is necessary) Just click on box. Then click Done

My Submissions

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.