Abstract Submission Steps - 9 June 2023

ABSTRACT SUBMISSION INSTRUCTIONS

Submission Link:

1. Before clicking the submission link, be sure your abstract is written. It is important to know that when submitting an abstract you will be required to provide a title, a 250-300 word abstract and the author(s) information. You must also have gone through the various “Topics of Special Interest” and “Topics of General Interest” as listed in conference website call for submissions and decided the specific topic that matches your submission.

2. On clicking the submission link, you will be asked to login to the SAE website with a user id and password in SAE MyTechZone. If you have not been involved with SAE previously, click on the “Need a User ID and Password” to create an SAE account before submitting your abstract.

3. Once you login, the abstract submission form will be displayed. Please enter the appropriate title for your submission. In “Paper Type”, select “Written & Oral Presentation” for Paper submission, or select “Oral Only Presentation” for Presentation submission. Kindly refer conference website call for submission to understand better on the appropriate type to be chosen.
4. Select the session track based on the topic pertaining to your submission. Only one session track can be selected.

![Select Session Table]

To view the topics pertaining to a session, please click on “Session Description”.

![Session Description]

5. Enter a 250-300 Word abstract of your submission

![Abstract]

6. Select Your Role(s) for Submission (select all that applies) and click on “Submit Abstract”.

![Select Your Role(s) for Paper]

Upon submission of your abstract, you will be directed to the online Author/Participant Information Form (APIF), where you will enter all applicable author and co-author information.
7. You will receive an automated email acknowledging your abstract submission. Please check your Spam/Junk folder in your email inbox too for the automated email. The email will also indicate your submission number for reference.

8. To add additional co-authors, enter the last name and email address of the co-author and click on Search.

9. If the co-author information is not there in the submission tool, the option to enter the details would appear. Click on Enter.

10. Enter the required details for the co-author and click on “Add Participant”. Please note that co-author will also receive an automated email indicating of being associated with the submission, with a request for confirmation.

Once the abstract submission is completed, please await notification of shortlisting of abstract. Please refer to conference website call for submissions for more details.