

## Abstract Submission Manual

This manual is your guide on how to submit an abstract. You will need to register first in order to submit an abstract.

### Contents

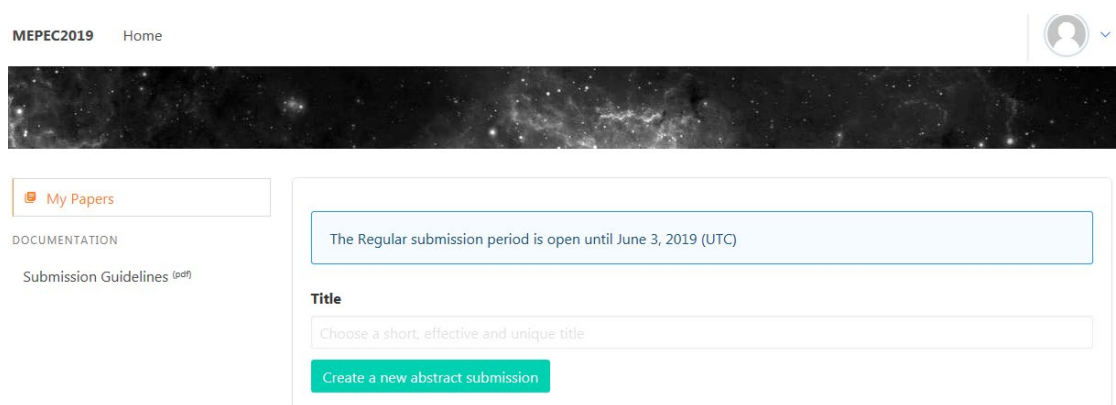
How to register .....	2
Creating a new abstract.....	2
Selecting topic and sub-topic.....	3
Adding Authors .....	4
Adding Author's Affiliation.....	5
Abstract content – adding and formatting .....	5
Submit your abstract .....	6
Save for later – add or edit your content .....	6
Submitting a saved abstract.....	7
Quick tips .....	8

## How to register

- On the upper right corner, click on **Sign Up**
- You can use your LinkedIn account to fill in the information or you can provide your personal information and click on **Register**
- An email confirmation will be sent to you and **you must confirm** first before you can login to your account

## Creating a new abstract

- On the left corner, click on **My Papers**
- Enter the **Title of the Abstract** and click on the **Create a new abstract submission** button



The screenshot shows the MEPEC2019 user interface. At the top left, it says "MEPEC2019 Home". On the right, there is a user profile icon with a dropdown arrow. Below the header is a dark banner image of a galaxy. On the left side, there is a navigation menu with "My Papers" highlighted in orange. Below it, there is a "DOCUMENTATION" section with a link for "Submission Guidelines (pdf)". The main content area features a light blue notification box stating "The Regular submission period is open until June 3, 2019 (UTC)". Below this is a "Title" section with a text input field containing the placeholder "Choose a short, effective and unique title". At the bottom of this section is a green button labeled "Create a new abstract submission".

Note: The abstract title is limited to 24 words

## Selecting topic and sub-topic

- Click on the **Select your topic**, choose your topic and then the sub-topic

MEPEC2019 Home [User Profile]

SUBMISSION My Papers / f90c5e5f-f198-4a6a-919b-9cc6f1dd2203

DOCUMENTATION  
Submission Guidelines <sup>(pdf)</sup>

CHECK LIST  
 Topic  
 Preferences  
 Authors  
 Affiliations

Add Authors  
Save for later  
Submit paper

**Title**

A short and meaningful title

Debottlenecking: Exploiting Opportunities to Boost Performance	Approaches to Energy and Emissions Reduction
Digital Transformation	Circular Economy
<b>Energy Efficiency and Sustainability</b>	CO2 Capture and Storage
Revolutionary Technology	Feedstock Quality and Variation
	Opportunistic Feedstock Processing
	Other

Abstract

**B** *I* U ~~ABC~~ x<sup>2</sup> x<sub>2</sub> [List Icons] [Media Icon] [Omega Icon] [Chevron Icon]

- Click on the **Select presentation preference**, choose from the options what you prefer

MEPEC2019 Home [User Profile]

SUBMISSION My Papers / f90c5e5f-f198-4a6a-919b-9cc6f1dd2203

DOCUMENTATION  
Submission Guidelines <sup>(pdf)</sup>

CHECK LIST  
 Topic  
 Preferences  
 Authors  
 Affiliations

Add Authors  
Save for later  
Submit paper

**Title**

A short and meaningful title

Digital Transformation / Digital Oilfield

Oral presentation  
Poster presentation  
Either

**Affiliation(s)**

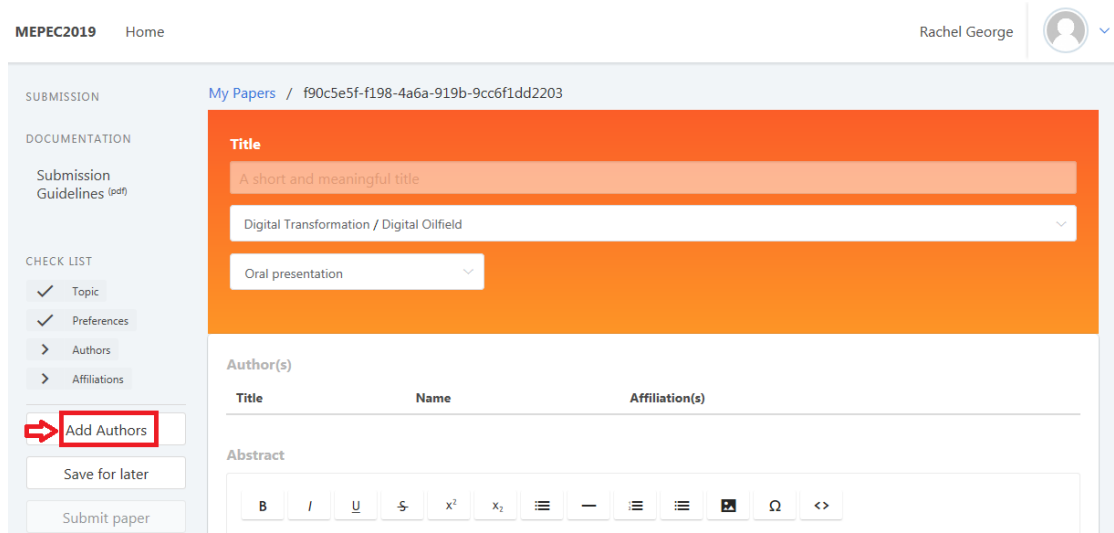
Abstract

**B** *I* U ~~ABC~~ x<sup>2</sup> x<sub>2</sub> [List Icons] [Media Icon] [Omega Icon] [Chevron Icon]

## Adding Authors

Regardless if the person who signed up is the Author, this section must be filled again

- On the left corner, Click on **Add Authors** button



MEPEEC2019 Home Rachel George

SUBMISSION My Papers / f90c5e5f-f198-4a6a-919b-9cc6f1dd2203

DOCUMENTATION  
Submission Guidelines (pdf)

CHECK LIST  
 Topic  
 Preferences  
 Authors  
 Affiliations

**Add Authors** (highlighted with a red arrow)

Save for later  
Submit paper

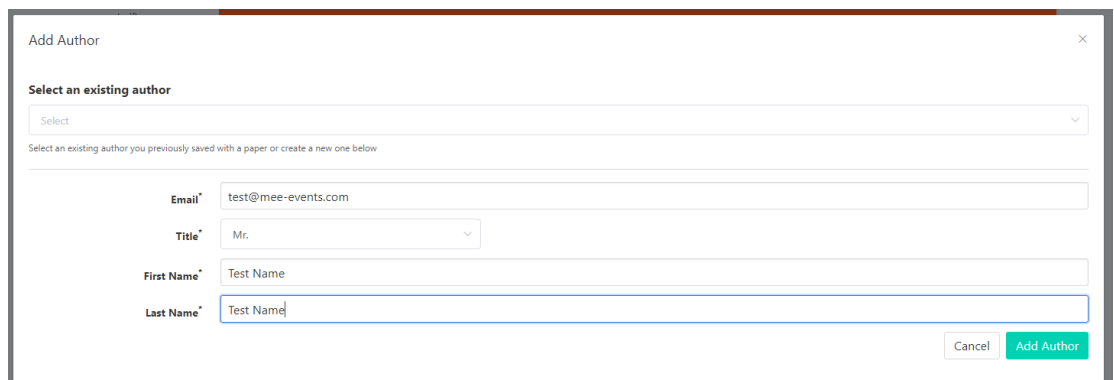
**Title**  
A short and meaningful title  
Digital Transformation / Digital Oilfield  
Oral presentation

**Author(s)**

Title	Name	Affiliation(s)
Abstract		

Rich text editor: B, I, U, S, x<sup>2</sup>, x<sub>2</sub>, list, link, unlink, image, link, Ω, <>

- Enter the required information then click on the **Add Author** button



Add Author

Select an existing author  
Select

Select an existing author you previously saved with a paper or create a new one below

Email\* test@mee-events.com

Title\* Mr.

First Name\* Test Name

Last Name\* Test Name

Cancel Add Author

Note: You cannot edit an existing author information, however, you can delete and create a new author. You may also add as many authors as you want.

## Adding Author's Affiliation

- Click on the **Add Affiliation** and provide the required information

MEPEC2019 Home

SUBMISSION My Papers / f90c5e5f-f198-4a6a-919b-9cc6f1dd2203

DOCUMENTATION  
Submission Guidelines (pdf)

CHECK LIST  
 Topic  
 Preferences  
 Authors  
 Affiliations

Add Authors  
Save for later  
Submit paper

**Title**  
A short and meaningful title  
Digital Transformation / Digital Oilfield  
Oral presentation

**Author(s)**

Title	Name	Affiliation(s)
Mrs.	Rachel George	<a href="#">add affiliation(s)</a> <a href="#">delete author</a>

**Abstract**

B I U  $\frac{\square}{\square}$   $x^2$   $x_2$   $\equiv$   $\text{---}$   $\equiv$   $\equiv$   $\Omega$   $\langle \rangle$

Add Affiliation

Select an existing Organisation  
Select

Select an existing organisation you previously saved with another paper or create a new one below

Name\*

Department

City\*

County (US only)

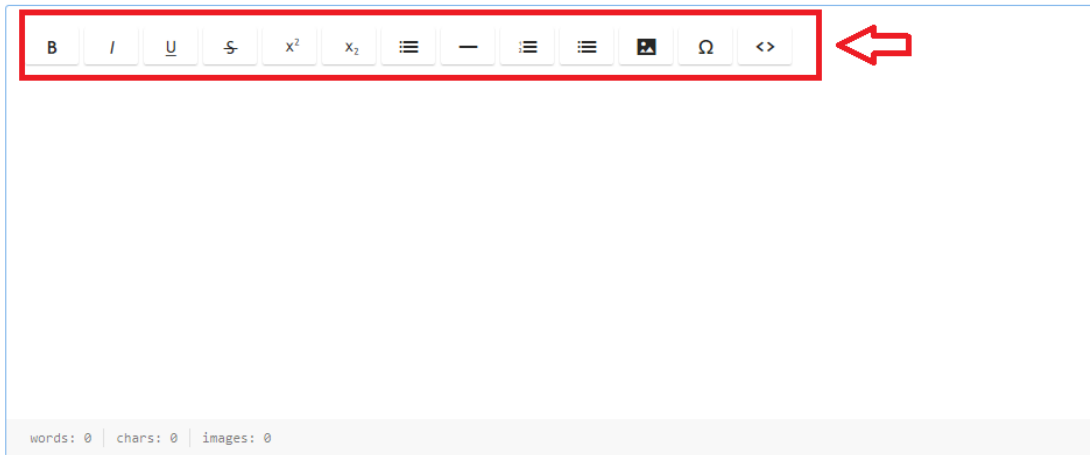
Country\* Select

Cancel Add Affiliation

## Abstract content – adding and formatting

The abstract must be concise and contain less than 500 words, including spaces. You also have the option to format the content and add images.

Abstract



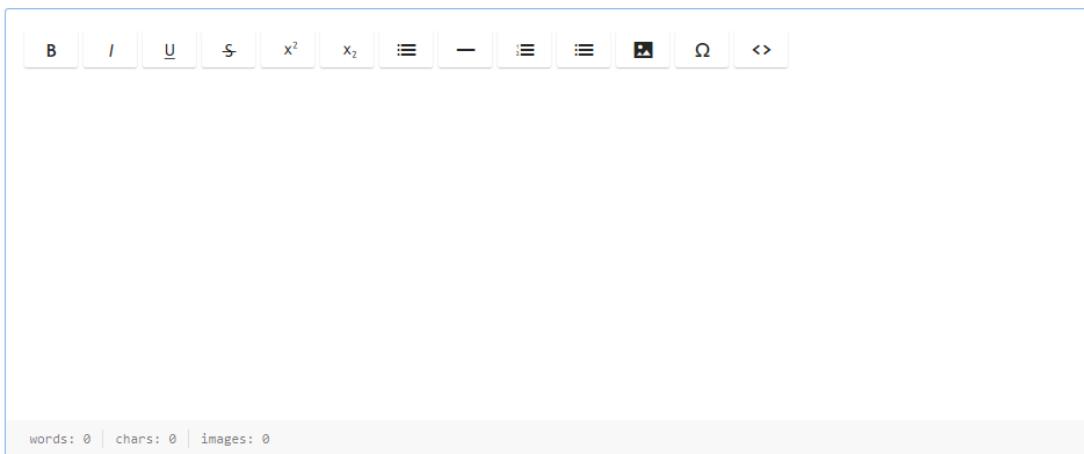
The image shows an abstract submission form. At the top, there is a toolbar with various icons for text formatting: bold (B), italic (I), underline (U), strikethrough (ABC), superscript (x²), subscript (x₂), bulleted list, numbered list, ordered list, insert image, insert link, and source code (<>). A red rectangular box highlights this toolbar, and a red arrow points to it from the right. Below the toolbar is a large empty text area. At the bottom left of the text area, there is a status bar showing "words: 0 | chars: 0 | images: 0".

you can upload 3 images. The maximum word count is 500.

### Submit your abstract

Once you are done the you can submit your abstract by clicking on **Submit your paper**

Abstract



The image shows the same abstract submission form as above. At the bottom right of the form, there are two buttons: "Save for later" and "Submit your paper". The "Submit your paper" button is highlighted with a red rectangular box, and a red arrow points to it from the left.

you can upload 3 images. The maximum word count is 500.


### Save for later – add or edit your content

If you need to save your work and complete or submit at a later date, then you can just click on **Save for later**.

Abstract

Rich text editor toolbar with icons for Bold (B), Italic (I), Underline (U), Strikethrough (ABC), Superscript (x²), Subscript (x₂), Bulleted List, Numbered List, Indent Left, Indent Right, Image, Link, and Source. Below the toolbar is a large text area for writing the abstract. At the bottom left of the text area, it says "words: 0 | chars: 0 | images: 0".

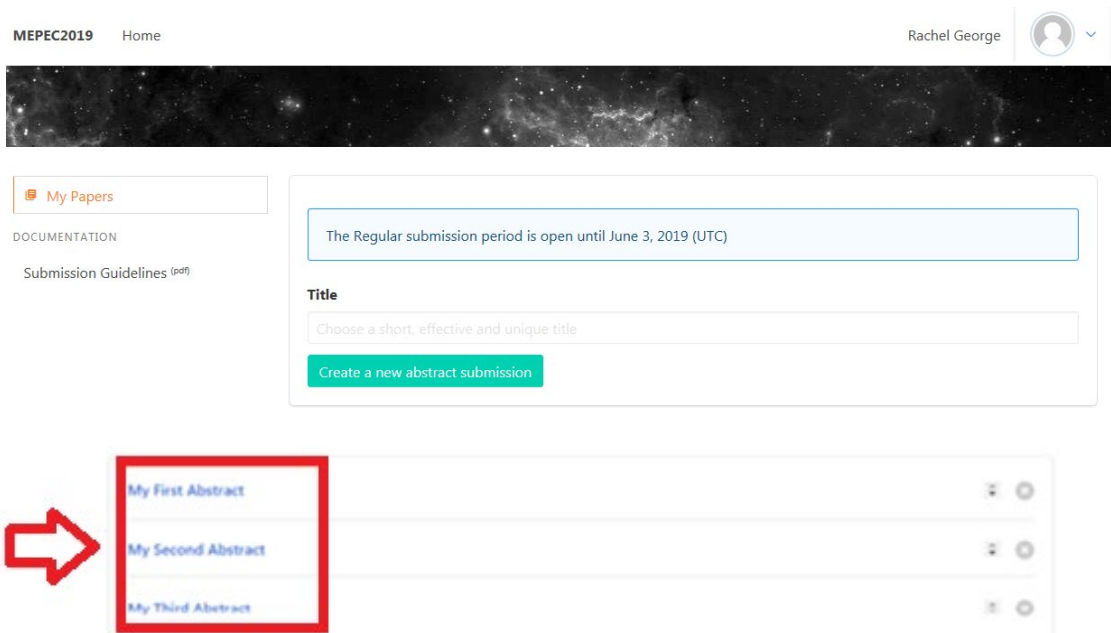
you can upload 3 images. The maximum word count is 500.

 **Save for later** **Submit your paper**

## Submitting a saved abstract

If you chose to submit your abstract at a later date, follow the below steps to complete your submission.

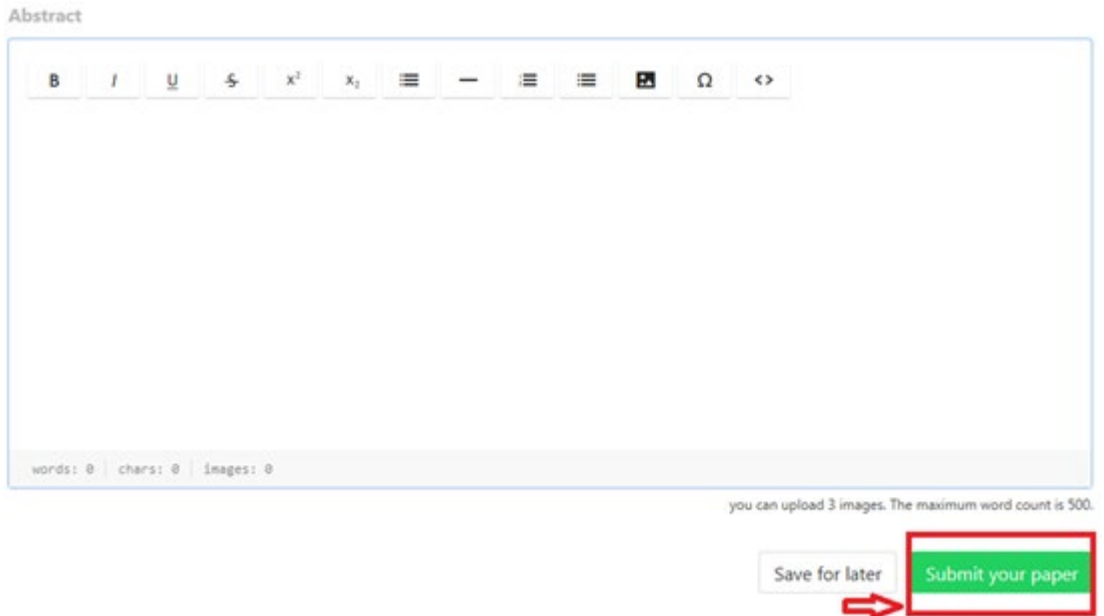
- Choose the abstract you want to submit



The screenshot shows the MEPEC2019 user interface. At the top, it says "MEPEC2019 Home" and "Rachel George" with a user profile icon. Below this is a navigation menu with "My Papers" and "DOCUMENTATION" (including "Submission Guidelines (pdf)"). The main content area has a blue notification box: "The Regular submission period is open until June 3, 2019 (UTC)". Below this is a "Title" field with the instruction "Choose a short, effective and unique title" and a green "Create a new abstract submission" button. At the bottom, a list of saved abstracts is shown: "My First Abstract", "My Second Abstract", and "My Third Abstract". A red arrow points to the "My First Abstract" entry, which is highlighted with a red box.

- Continue editing, once completed, you can then click on **Submit your paper** or if you still have some changes just click on **Save for later**

Abstract



words: 0 | chars: 0 | images: 0

you can upload 3 images. The maximum word count is 500.

Save for later Submit your paper

## Quick tips

- To go back to the dashboard, on the left corner, click on the **MEPEC 2019**



- There is **no option to delete an abstract**, but **you can edit as many times** as you want as long as you have not submitted the abstract
- We encourage you **not to cancel** a submitted abstract, however, once you do, please send us an email at [speaker@mee-events.com](mailto:speaker@mee-events.com) with the abstract title to ensure that it will not be included in the review

For assistance, please contact us at [speaker@mee-events.com](mailto:speaker@mee-events.com) or call +971 4427 0739 and ask for Rachel George, Speaker & Content Manager.