



How to use the OXFORD Online Abstract Submission System

- On the IACRN website, click on the Button for submitting abstracts.
- You will be at the registration page for the OXFORD system. Follow prompts to register.
- If you submit more than one abstract, please use the same login for each abstract.

1. The abstract submission process

- Log into the OXFORD system when your abstract is ready for submission - enter your email address and the password used when you registered with the system.
- A screen appears from which the submission process starts. Please read the instructions on this screen carefully. If you are submitting a new abstract, click the link: "Click here to submit a new abstract."
- Submitting an abstract is a multi-step process. Some steps ask several required questions. If required questions remain unanswered, your submission will show as incomplete which will prevent your submission from processing correctly. If your submission is marked as incomplete you will receive notification of the "incomplete status."
- If you stop before completing the process, your submission will be held in temporary storage until your return. When you log back in, click on your **incomplete** abstract and resume submission.
- When you reach the final step, you must click "SUBMIT" to complete the submission process. You will be sent an email confirming that your abstract has been received into the system. The status of your abstract will be marked as "complete" or "incomplete" with instructions for next steps.

2. Queries

- If you have any queries about the submission process, scoring rubric or you want to withdraw an abstract submission please contact the conference administrator IACRN@IACRN.org