

Submit Abstract – Guidelines and Requirements

1. Language and Registration Requirements

- a. English is the official language throughout the meeting.
- b. By submitting the abstract, you are granting AOGS to publish and disseminate it electronically.
- c. Each successfully submitted abstract will be given an abstract ID. Please quote this when making enquiries
- d. It is expected that at least one author registers and attends the meeting to present the accepted abstract.
- e. The ID for the accepted abstract that will be presented must be given in the online registration form.
- f. If the ID of the abstract to be presented is not provided in the online registration form, the presentation will not be assigned a time slot.

2. Review and Notification of Outcome

- a. Conveners and/or Section Presidents will review abstracts for contents and scientific merits.
- b. The review decision will be either “Accepted” or “Rejected”
- c. Presentation mode (Oral or Poster) will be decided at the time of session scheduling. Author’s preferred presentation mode is usually honoured though not always guaranteed to be satisfied.

3. Abstract Reivew Status – Terms and Meaning

- a. Unpaid : The abstract processing fee needs to be paid before a submission can proceed.
- b. Active : Abstract submission is successfully completed
- c. Pending : Abstract submission is not yet successfully completed
- d. Accepted : The abstract has been reviewed and accepted for presentation at this meeting
- e. Rejected : In the reviewer’s opinion, your abstract is unsuitable for presentation at this meeting
- f. Withdrawn : After the abstract has been successfully submitted, it is removed from the abstract list.
Please note: The paid abstract fee cannot be refunded.

4. Abstract Processing Fee

- a. Abstract processing fee payment amount is SGD55.00 per abstract for AOGS members and SGD85.00 for everyone else, including members of AOGS partner societies. The limit is 2 abstracts maximum per submitting author.
- b. The abstract fee must be paid before a submission can proceed, which could take as little as a few minutes or as long as 72 hours

- c. You can make changes using the “Edit” function before submission deadline; there is no need to withdraw and resubmit (see 6.2b)
- d. Every new submission attracts an abstract processing fee. This is non-refundable and not waived under almost any circumstances whether: duplicate/withdrawn/rejected
- e. All payments must be received in Singapore Dollars (SGD)
- f. Goods & Services Tax (GST)
 - Listed amounts are not inclusive of GST
 - GST is charged at the prevailing rate of 9%
- g. GST is zero-rated for payees whose businesses are registered outside Singapore (i.e. you will not be required to pay GST).

5. Payment Method – Choose ONE Only

All payments to “Meeting Matters International Pte Ltd” which is the secretariat and conference management company.

5.1 Card Payment

- a. MasterCard, Visa, UnionPay, Diners Club, JCB, Amex
- b. For securing Card-Not-Present (CNP) transactions against fraud, Visa and MasterCard are required to be 3D Secure enabled or payment will be declined. If your credit card is not 3D Secure enabled, please get in touch with your card issuer/bank to request for it to be enabled.

5.2 Digital Wallet and Mobile Payment

- a. Discover, Alipay, WeChat Pay
- b. PayNow, Shopee Pay & GrabPay Supports Singapore Dollar Only Payments

5.3 Cash and Bank Transfer – Terms:

- a. SGD90 platform fee applies
- b. All bank charges are borne by the remitter (ordering customer)
- c. Conference/event title and abstract submitter name must appear in the bank document
- d. Email secretariat a copy of the bank document as proof of payment
- e. Bank details:

UEN (Pay Now) : 200210443E

Account Name : Meeting Matters International Pte Ltd

Account Number : 003-902606-4

Bank Name : DBS Bank Ltd

Bank Address : 12 Marina Boulevard, Level 3, DBS Asia Central
@ MBFC Tower 3, Singapore 018982

Swift Code : DBSSSGSG

5.4 All payment related disputes/queries and chargebacks will be handled by Meeting Matters International Pte Ltd

Please contact AOGS Secretariat: - Meeting Matters International Pte Ltd
Address: #06-23 ONE COMMONWEALTH, 1 Commonwealth Lane,
Singapore 149544
Tel: +65 6472 3108 Email: info@asiaoceania.org

6. How to Submit Your Abstract

Please visit our FAQ page located in the “Support & Resources” section of the conference website’s homepage to find answers to frequently asked questions

6.1 MARS is the online platform, and in order to carry out one of more of these crucial tasks, a user account is required.

- a. To set up a user account, log onto the portal and follow the “Create A New User Account” instructions.
Click “Login → “Create A New User Account”
- b. You can use your existing user account for future events without needing to create a new one.
- c. Please note that a co-author must also have a user account
- d. All personal information and contact details will be based on the profile form provided in the user account
- e. User accounts are strictly personal and private. The user only may be allowed to make changes and corrections to their profile.

6.2 Submit Abstract

- a. Log into the portal and follow the submission guidelines provided in the “My Abstracts” section of the Attendee Options dashboard.
- b. You can make changes using the “Edit” function before the submission deadline; there is no need to withdraw and resubmit.
- c. Abstract should contain text only and may not exceed 300 words.

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4. Abstract Processing Fee

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- b. The abstract fee must be paid before a submission can proceed, which could take as little as a few minutes or as long as 72 hours
- c. You can make changes using the “Edit” function before submission deadline; there is no need to withdraw and resubmit (see 2.4)
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