Pacific Seabird Group

Dedicated to the Study and Conservation of Pacific Seabirds and their Environment

29 Nov 2017

Troubleshooting for Abstract Submission with Cvent

Please read if you are having trouble with submitting an abstract.

Draft your abstract submission in a word processing document first. Be sure to include:

- Your name, work address, and email
- You co-authors' names and email addresses (more on this below)
- Your title IN ALL CAPS
- Your abstract (max ~250 words)
- Your Topic (contributed, or select a Symposium/Special Session, after checking with the respective coordinator)
-

Go to the Abstract Manager page for our event (http://www.cvent.com/c/abstracts/8e98c013-5a91-4cce-8a38-cc4633fb1fe6)

Log in and make your submission, copying and pasting from your handy dandy Word file.

Four things to check:

1. All email addresses are new or the same as already in the system for that person.
2. Use Chrome, Firefox, or Safari browser
3. Complete entry in 20 min (or hit submit and then come back and edit/add more info)
4. Clear cache and cookies if it is getting stuck

A common error to get is a message to "Update Email addresses". This occurs when attempting to submit an author or co-author with a name/email address combo that doesn't match what is already in the system. Try submitting the abstract with only the lead author, and then log back in to add the co-authors (if any) one at a time to find the pesky trouble-maker. Don't be alarmed if the co-authors have been re-ordered alphabetically. That's an issue that I have requested Cvent allow us to control, but they haven't made the change yet. They will be drawing a report for me that shows the co-authors as originally entered and we will be verifying the order with primary authors before printing the program.

If you are still having trouble, please let me know.

Saludos,
Adrian
programchair@pacificseabirdgroup.org

~:~:~:~:~:~:~:~:~:~:~:~:~:~:~

Adrian Gall, PhD
Scientific Program Chair
Pacific Seabird Group
Email: agall@abrinc.com
www.pacificseabirdgroup.org