

# Standard Operating Procedure (SOP): Abstract Submission

This document provides step-by-step instructions for authors to successfully register an account and submit an abstract for the MUT Conference on Scholarship of Engagement (SoE) 2025.



# Prerequisites

## Required Document Format

Your final abstract document saved in an accepted format (**PDF** or **Word** – **.doc**, **.docx**).

## Abstract Requirements

Your abstract must be **under 300 words** and follow the structure outlined on the **Abstract Submission Page**.

## Contact Information

A valid email address that you check regularly.

## Step-by-Step Submission Process

Follow these steps carefully to ensure your abstract is submitted correctly.

# Step 1: Navigate to the Abstract Submission Portal



- Go to the official conference website: <https://mut-soe.org>
- From the main menu, click on "**Abstract Submission**". This will take you to the main submission page, which is also the user dashboard login screen.

# Step 2: Create Your Submission Account



## Visit Login Page

Since this is your first time submitting, you must create an account.



## Find Registration Link

On the abstract submission/login page (<https://mut-soe.org/abstract-user-dashboard/>), locate and click the link that says "**Create an Account**".



## Access Registration Form

This will take you to the registration form: <https://mut-soe.org/abstract-user-dashboard/?task=register>



# Step 3: Complete the Registration Form

## 1 Enter Personal Information

Fill in all the required fields on the registration form with your personal details (Name, Email, Affiliation, etc.).

## 2 Create Password

Create a secure password that you will remember.

## 3 Submit Registration

Once all fields are complete, click the "**Submit**" or "**Register**" button at the bottom of the form.

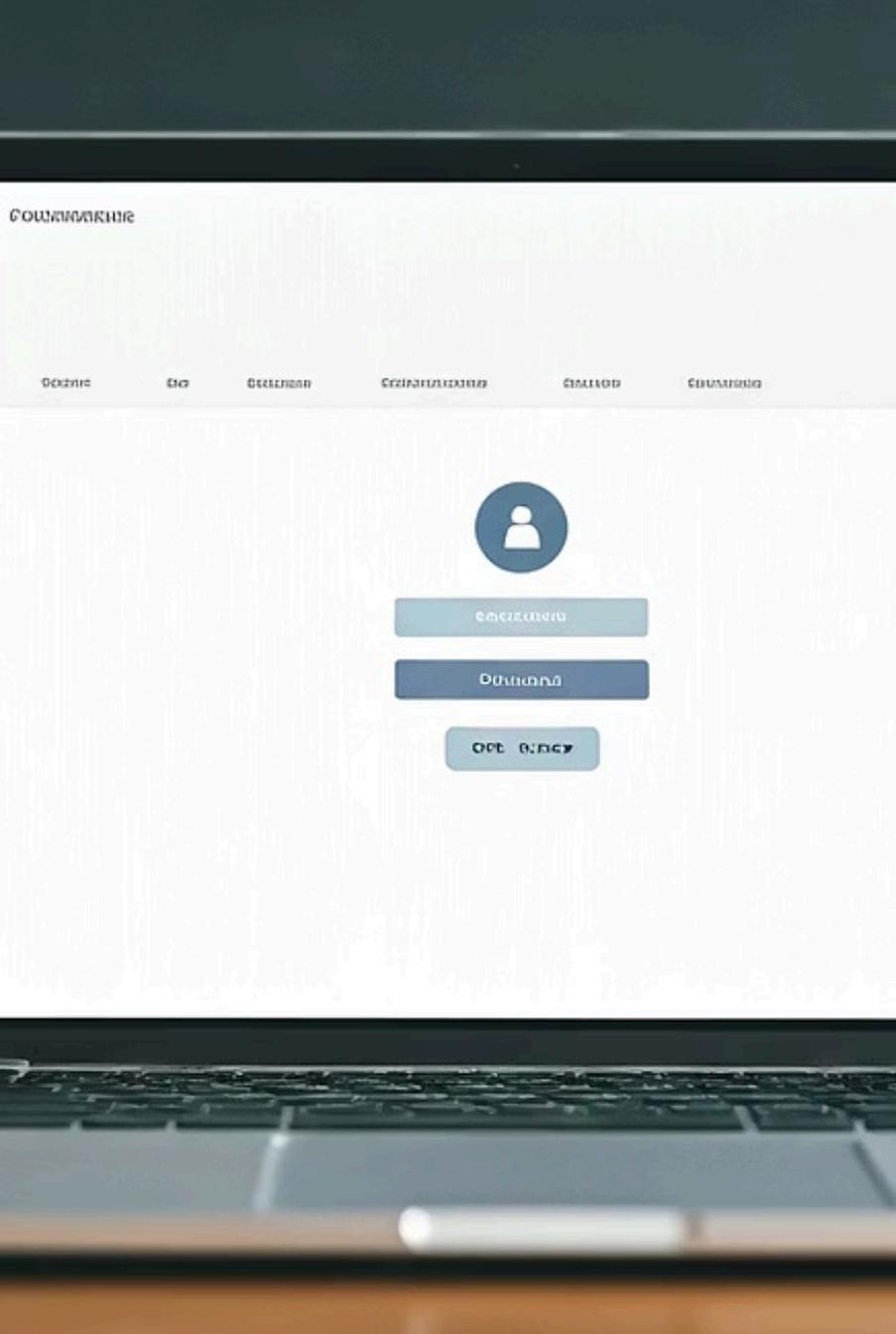
# Step 4: Activate Your Account via Email

## ⚠ Important Security Step

You will not be able to log in until you complete this activation step.

- After submitting the registration form, the system will send an activation email to the address you provided.
- **Check your email inbox.** Look for an email with a subject like "Activate Your Account for MUT SoE Conference".
- **If you do not see the email within a few minutes, please check your Spam or Junk folder.**
- Open the email and click the **activation link** inside. This is a required security step to verify your email address and activate your account.





# Step 5: Log In to Your User Dashboard

## Return to Login Page

Once your account is activated, return to the abstract user dashboard login page: <https://mut-soe.org/abstract-user-dashboard/>

## Enter Credentials

Enter the **username** (or email address) and the **password** you created in Step 3.

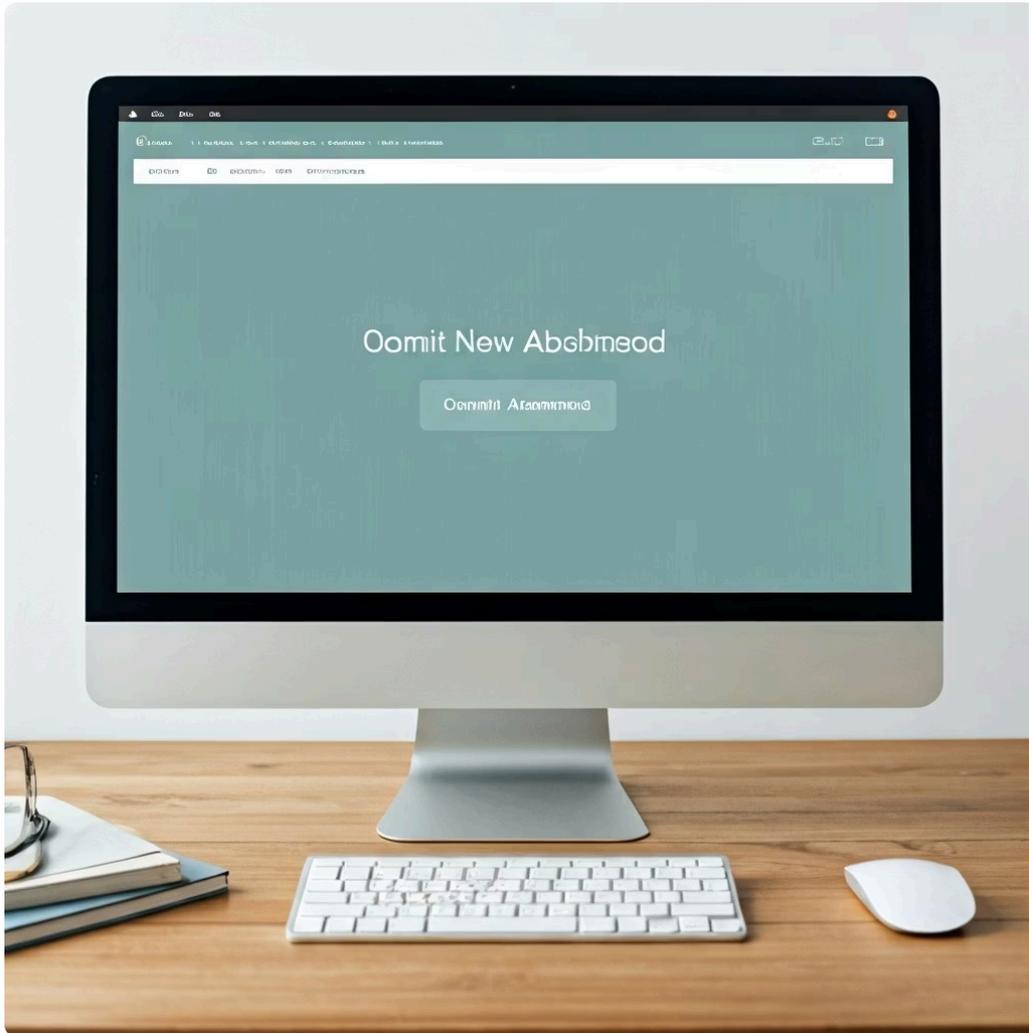
## Access Dashboard

Click the "**Login**" button.

# Step 6: Start a New Abstract Submission

Once you are logged into your user dashboard, you will see options for managing your submissions.

Click on the button or link that says **"New Abstract"** or **"Submit New Abstract"**.



# Step 7: Complete the Abstract Submission Form

You will now be on the main abstract submission form.

Carefully fill in all the required fields:

## Basic Information

- **Abstract Title**
- **Keywords**

## Abstract Content

**Enter your abstract text** into the provided editor OR **upload your abstract file** (PDF or Word document) using the "Attachments" or "Upload File" button. Please refer to the form for the specific method.

## Additional Details

- **Add co-author details** if applicable.
- **Select your presentation preference** (e.g., Oral, Poster).

Review all information for accuracy.

Click the final **"Submit"** button to complete the process.

# Step 8: Confirmation and Support

## Confirmation

- After submission, you will see a confirmation message on the screen.
- You will also receive an email confirming that your abstract has been successfully received and is now under review.
- You can log back into your user dashboard at any time to check the status of your submission.

## Troubleshooting & Support

- **Did not receive an activation/confirmation email?** Please check your spam/junk folder first. If it's not there after 30 minutes, please contact us.
- **Having trouble with the form or file upload?** Ensure your file is in the correct format (PDF or Word) and under the specified size limit. If problems persist, please contact us for assistance.

For any issues, please visit our [\*\*Contact Us page\*\*](#) and let us know how we can help.