Global AYA Cancer Congress Submission Instructions

Start by visiting **https://ayaglobalcancercongress.joyncongress.com**

1. Under ACTIONS click 'EXISTING USER? LOG IN' or 'NEW USER? CREATE AN ACCOUNT'

2. Once logged in, the Submissions Card will appear (pictured to the right). Click into Submissions and then click the 'Access Submissions Dashboard'. This will take you to your dashboard where you can start your submission.
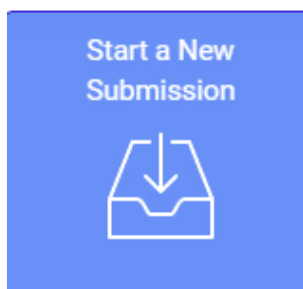

3. This is your Dashboard.

From here you can access existing submissions or create new ones. Find the 'Start Submission' button to begin your submission.

Submission Type

Breakout Session
Poster/Oral

4. Use the dropdown to select your submission type

5. After you select your 'Submission Type' it will take you to Step 1, and the following page will appear.

Return to Dashboard   Submit Breakout Session

General **1**   Participants **2**   Submission **3**   Disclosures **4**

Add Participants ›

Submission Type

Breakout Session

6. At the bottom of the page on Step One you will see a set of questions. As Chairperson, you will enter the Submission Title, Category, and Secondary Category.

1 Enter Title *

Symposium Title: The title must be brief and clearly indicate the nature of the proposal.

Please note: Once the title is entered, the title will automatically change to title case. You can ignore the auto title case by editing the title a second time.

2 Select Category *

Select a category that is applicable to your abstract submission. If the appropriate category is not available, please enter category below.

3 Abstract Identification *

Please identify your abstract as clinical, community partners, program or research.

Once complete, press 'Add Participants' to continue to Step 2.

General ✔
Participants ✔
Submission ③

❮ Previous | Save Participants | ⬇ Finalize Submi…

Participants

		Abstract Admin	Submission Status	Sub…

Chair *
Christine Farwell — remove
cfarwell@parthenonmgmt.com
☑
Not Started

Presenter *
Mookie Betts — remove
mookie@email.com ⬇
☐
Not Started

Presenter *
[Search for participant] 🔍
Search for participant
Cannot find the participant? *Add a new participant.*
☐
In Progress

Presenter *
Mac Jones — remove
macjones@email.com ⬆
☐
Not Started
✏ ✉

Presenter *
[Search for participant] 🔍
Search for participant
Cannot find the participant? *Add a new participant.*
☐

Creating Overall Submission - Chairperson

In Step 3, as Chairperson you will enter an overall description for the entire presentation. Followed by keywords and your attestation.

Complete the remaining questions as instructed. When all questions are completed, please click 'Save'.

Participants will then be asked to go in and submit their individual abstract and consent forms.

Please note: *You will not be able to finalize the entirety of the submission until ALL participants complete their individual abstracts and consent forms.*

Return to Dashboard   **Submit Breakout Session**

General ✓   Participants ✓   ③ Submission   Disclosures ✓

❮ Previous   Save and Continue ❯   Finalize Submission

① Overall Symposia Description *

300 of 300 words remaining

② Keywords *

Please select at least 3 keywords that best describe your abstract. If you do not find relevant keywords, please type them into the box below.

Search for keywords to be added. If keyword is not found, then enter directly in the table below.

🔍 *Search for keyword*

Keywords

You must enter at least 3 keywords

③ In-Person Presenter Attestation *

All scientific presenters should be in-person for the congress. If accepted, I attest that I will attend and present in-person at the 2023 Global AYA Cancer Congress Congress in Long Beach, California.

○ I Agree.

Creating Individual Submission - Participants

As a participant, you will be asked to provide your individual abstract, references, keywords and co-authors.

Once complete, click 'Save' and then you will complete the disclosure

Completing Disclosure

The disclosure must be completed by ALL participants. You can access the disclosure by progressing through the submission naturally or by clicking 'Disclosures' at the top of the page.


You must answer all questions in order to move forward. Once you have completed the questions, please click 'Save' or 'Submit Abstract' to complete your submission.
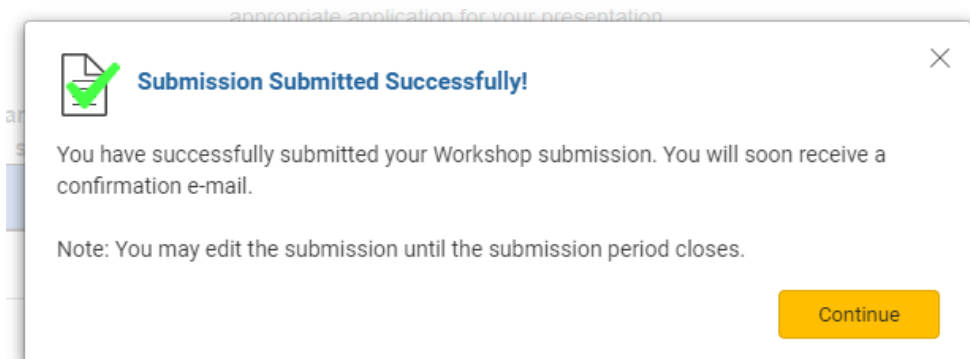
Completing Submission

As Chairperson, when there are multiple participants, you will be unable to submit/finalize the submission until all participants completed their individual tasks (This includes if you are also listed as a presenter, you will need to submit your items as presenter as well). Once all participants have completed their tasks, you will receive an email letting you know, and you will need to go back in submit the entire panel by clicking Finalize Submission. Please note: if the 'Finalize Submission" button is not yellow, not all presenters have submitted their tasks yet.
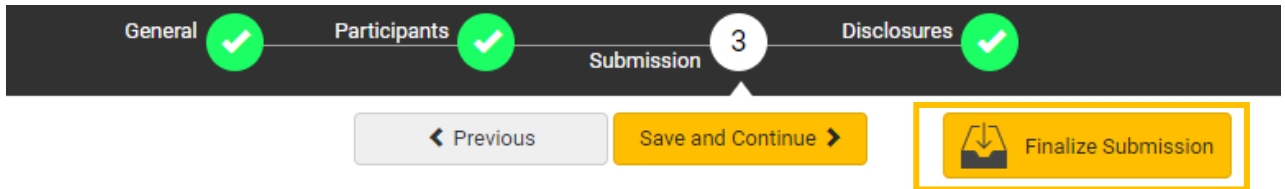
If you are the only participant for your submission, or a presenter only, you should see the "Submit Abstract" in yellow at the top of the page once you complete your disclosure. You will click that button to submit.
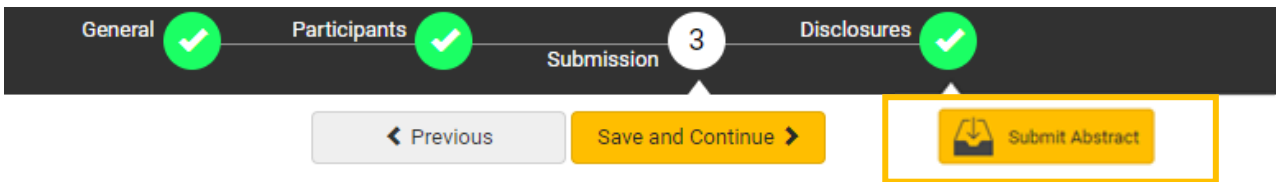
Once your submission is complete, you will receive the following message, followed by an email.

Editing an Existing Submission

Log back into your profile and go to your dashboard (as indicated on page one). At the bottom of your dashboard is where you will find all the submissions that you are connected to. The titles of the submissions are listed under 'My Submissions'.

As a presenter, you can click into the title of the submission that you need to submit your individual information and disclosures.

As a Chairperson, you can click back in by clicking the title of the submission where your role is listed as 'Chairperson' to edit the overall submission, check progress of the presenters, and to submit your abstract.

Start a New Submission
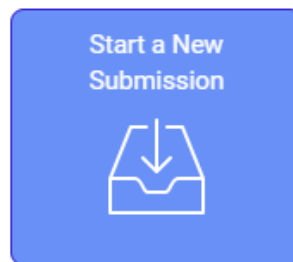
Click on abstract title below to update and submit individual and supporting abstracts.

Status	My Submissions	Type	Role	
Not Started	Nicole's Test	Symposia	Presenter	
Not Started	Test	Symposia	Presenter	
Not Started	Test	Symposia	Chair	delete