

2025 Flux How-To Guide for Submissions

The Society for Developmental Cognitive Neuroscience

Dublin, Ireland, 04 September - 06 September 2025

www.fluxsociety.org



Please click any option below:

[Creating a New Submission](#)

[Creating a Pre-Conference Workshop Submission](#)

[Creating a Poster Submission](#)

[Creating a Symposium Submission](#)

(chair)

[Creating a Symposium Submission](#)

(presenter)

[Editing an Existing Submission](#)

Creating a New Submission

Visit <https://flux.societyconference.com/>



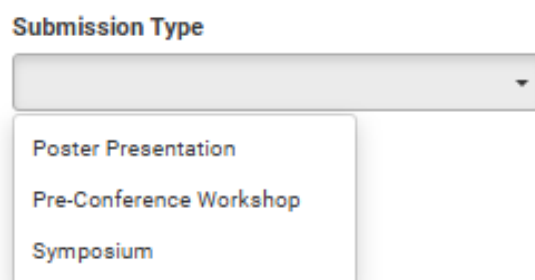
Click 'Existing User? Login' or 'New User? Create an Account' to begin

Once you have logged in, click into the 'Submissions' card to access your Submission Dashboard to begin or edit a submission.



This is your **dashboard**. From here you can access existing submissions or create new submissions. To start a new submission, click 'Start a New Scientific Submission'.

Use the dropdown to select your submission type.



Creating a Pre-Conference Workshop Submission

Add Participants >

Submission Type

Pre-Conference Workshop

1 Overall Abstract Title *

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

255 of 255 characters remaining

2 Select Category *

Select a category that most closely aligns with your abstract.

3 Do you have a sponsor for your workshop? *

Yes

No

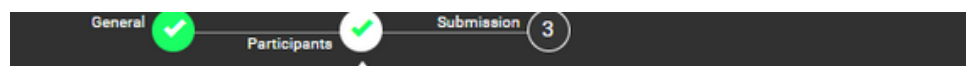
4 If so, who? *

As Chair, you will enter the **Overall Abstract Title**. Once entered, the title will automatically change to title case. You can ignore the auto title case by editing the title a second time.

Then select a category that closely aligns with your abstract.

Lastly, you will indicate whether or not you have a sponsor for your workshop. If yes, you will be prompted to enter the sponsor.

In Step 2, you will enter all participants for the pre-conference workshop.



< Previous

Save and Continue >

Submit Abstract

Participants

Abstract Admin

Submission Status

Notify Participant

Chair *

Rebecca Renner
rrenner@parthenonmgmt.com

remove



Not Started

Add Participant

Participant (10 remaining)

Participant

Search for participant

remove

Cannot find the participant? [Add a new participant.](#)

Add Participant

Creating a Pre-Conference Workshop Submission

In Step 3, you will enter your submission details in the appropriate sections. Be sure to read the entirety of what is required. You will have a 4000-character limit (including spaces) for the Overall Abstract.

As you correctly respond to the questions, the numbers will change to a green fill. If the numbers are red, you need to complete the questions.

Once you have completed all questions, please click the yellow 'Save' button and 'Submit Abstract'.

Save



Submit Abstract

1

Overall Abstract *

Submit a proposal including the following:

A brief description of the educational goals of the workshop.

A brief description of the potential audience of the workshop.

An estimated expected number of participants along with a maximum number of participants to be allowed.

An abstract describing the material the workshop will cover.

A list of the speakers and their institutions/affiliations.

4000 of 4000 characters remaining

2

Abstract Topic/Content Upload (PDF) *

Include the proposed presentation content in Roman Numeral outline format. This should be a 1-2 page proposal describing all participants in the workshop, what information would be covered and any specific interactive aspects. Include the number of minutes you plan to spend on each outline section. Please upload your abstract to preserve any special formatting, characters or symbols.

Upload

max file size: 8 MB

3

Workshop Room Set-Up *

Please indicate which room option you would like for your workshop to be held in.

- Theater (rows of chairs) - holds 110 people
- Classroom (long tables with chairs) - holds 72 people
- Rounds (round tables with 10 chairs each) - holds 80 people

4

Keywords *

Please select at least 3 and up to 5 keywords that best describe your abstract.

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

5

Please list all co-authors for this submission.

Note: In the 'Affiliation' field, please only list the university/institution name. It is not necessary to list department or full address.

Search for co-authors to be added. If co-author is not found, then enter directly in the table below.

Search for co-author

Order	Presenter	First Name *	Last Name *	Affiliation *
1		Rebecca	Renner	Parthenon Management Group

* You must populate all fields to complete the row.

Rebecca Renner¹

¹Parthenon Management Group

6

Signature *

Please indicate your agreement by typing in your full name.

Enter your signature 'RR' in the field above.

Note: You may update your signature in your User Profile. Click on 'Return to Dashboard' above, and then go to 'Edit Profile' in the top-right corner of the Dashboard.

Creating a Poster Submission

[Add Participants >](#)

Submission Type
Poster Presentation

Standard submission: A standard abstract for data analysis that has already been completed for the study. The abstract should state the study's objective, briefly describe the methods used, summarize the results obtained, and state the conclusions. Abstracts should emphasize the significance of results and general principals rather than describe common methods and procedures.

Proposed analysis: Abstract for study that you plan to conduct (or have collected already, but not analyzed), and pre-register your hypothesis & data analysis plans. The data analysis should be completed before the conference to include the results and conclusion in the presentation.

Data analysis plan: This abstract is similar to the proposed analysis, but you are not required to have completed data collection or analysis before the conference.

1 **Enter Title** •
The title must be brief and clearly indicate the nature of the proposal.

255 of 255 characters remaining

2 **Select Category** •
Select a category that most closely aligns with your abstract.

As the submitter, you will enter the Poster Title. Once entered, the title will automatically change to title case. You can ignore the auto title case by editing the title a second time.

Select a category that closely aligns with your abstract.

Participants **will not be utilized for poster submissions**. All contributing authors (co-authors) will be added under Step 3: Submission. Please select 'Save and Continue' to move to Step 3.

The submitting author will automatically be listed as the presenting author, unless otherwise notified.

General Participants **2** Submission 3

[← Previous](#) [Save and Continue >](#)

Participants

Note: Co-authors will be added during the next section.
(Participants only need to be added for Symposia and Panel Sessions)

	Abstract Admin	Submission Status
Presenter •	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Rebecca Renner rrenner@parthenonmgmt.com	<input checked="" type="checkbox"/>	<input type="checkbox"/>

remove

Not Started

Creating a Poster Submission

General Participants Submission **3**

[← Previous](#) [Save](#) [Submit Abstract](#) 4000 of 4000 overall characters remaining

Helpful tips for copy and pasting:

- Only copy and paste plain text into the text boxes below. Graphs, charts, or images are not permitted.
- Review your text for embedded formatting such as line breaks. (Please avoid copying from a PDF document.)
- Review your text for special characters to ensure they have copied over correctly.

1 Please indicate your submission type. •

- Proposed Analysis Poster
- Analysis Plan Poster
- Standard Poster
- Standard Poster and Flash Talk

2 Background •

Please enter the background section of your abstract.

3 Methods •

Please enter the methods section of your abstract.

4 Results •

Please enter the results section of your abstract.

5 Discussion •

Please enter the discussion section of your abstract.

As you correctly respond to the questions, the numbers will change to a green fill.

If the numbers are red, you need to complete the questions.

Enter your Submission Details in the appropriate sections. Be sure to read the entirety of what is required. You will have a 4000-character limit (including spaces) for the Overall Abstract.

6 Please list all co-authors for this poster submission.

Note: In the 'Affiliation' field, please only list the university/institution name. It is not necessary to list department or full address.

Search for co-authors to be added. If co-author is not found, then enter directly in the table below.

Search for co-author

Order	Presenter	First Name •	Last Name •	Affiliation •
1		Rebecca	Renner	Parthenon Management Group

* You must populate all fields to complete the row.

Rebecca Renner¹

¹Parthenon Management Group

7 Keywords •

Please select at least 3 and up to 5 keywords that best describe your abstract.

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

8 Congress Attendance & Membership Acknowledgement •

I hereby acknowledge my intention to participate in a poster session at the 2025 Flux Congress should my abstract be accepted. I agree to be available for the entire Meeting from 03 - 06 September 2025. Further, I agree that if accepted, I recognize that membership is a requirement to attend the meeting and will pay the necessary dues.

I Agree.

9 Signature •

Please indicate your agreement by typing in your full name.

Enter your signature 'RR' in the field above.

Note: You may update your signature in your User Profile. Click on 'Return to Dashboard' above, and then go to 'Edit Profile' in the top-right corner of the Dashboard.

Creating a Symposium Submission

General **1** Participants **2** Submission **3**

[Add Participants >](#)

Submission Type
Symposium

Symposium sessions will include presentations by 3 (minimum) or 4 (maximum) individual presenters and a moderator that offer unique perspectives on specific central theme, followed by a moderated, interactive scientific exchange involving the audience. The symposium session should not exceed 75 minutes and allow for sufficient time for the moderated discussion. You may only be a speaker in one symposium.

1 Overall Abstract Title
The title must be brief and clearly indicate the nature of the proposal.

255 of 255 characters remaining

2 Select Category
Select a category that most closely aligns with your abstract.

As Chair, you will enter the Overall Abstract Title. Once entered, the title will automatically change to title case. You can ignore the auto title case by editing the title a second time.

Select a category that closely aligns with your abstract.

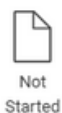
As Chair, you will enter your participants by searching for them in the system first. If you cannot find them, you can add them manually by clicking 'Add a new participant',

If you would like to change a participant, you can click 'Remove'. This option will be available until submissions close.

	Abstract Admin	Submission Status
Chair*	<input checked="" type="checkbox"/>	Not Started
Presenter*	<input type="checkbox"/>	Not Started
Presenter*	<input type="checkbox"/>	Not Started
Presenter*	<input type="checkbox"/>	Not Started
Moderator*	<input type="checkbox"/>	Not Started

[Add Participant](#)

Submission Status Edit Submission Notify Participant



Please note the text and icon to the right of each participant. As chair, you can view the status of each presenter submission by clicking these icons. Once all presentations are 'Submitted' you will be notified to come back here as chair and 'Finalize' the overall submission.

Creating a Symposium Submission

1 Overall Symposium Description & Outline *

Please provide a brief description of the topic, and justify why the proposed topic is novel, contentious, or highly relevant for discussion at Flux. Provide a brief outline of the proposed timing format for a moderated, interactive scientific exchange with the audience, which typically follows on from the individual presentations. Can include potential questions to stimulate discussion.

2000 of 2000 characters remaining

2 Diversity in Participants *

Symposium participants should include a diverse range of speakers that bring unique approaches or perspectives to the topic, with diversity including variation in intellectual perspective or approach, gender identity or expression, sexual orientation, socioeconomic status, race, ethnicity, age, culture, language, national origin, ability, stage of career, or geographic location.

Please briefly describe how the composition of your symposium addresses each of these ways to increase diversity among symposium participants.

1000 of 1000 characters remaining

3 Congress Attendance & Membership Acknowledgement *

I hereby acknowledge my intention to participate in a symposium session at the 2025 Flux Congress should my abstract be accepted. I agree to be available for the entire Congress from 03 - 06 September 2025. Further, I agree that if accepted, I recognize that membership is a requirement to attend the meeting and will pay the necessary dues.

I Agree.

4 Flux Speaker Acknowledgement *

Flux requirements denotes that proposed speakers cannot have been a presenter within the last three (3) years.

Please review the following list to ensure a proposed participant in your session has not been a presenter in the last three years [here](#).

I have read and understand this policy.

5 Keywords *

Please select at least 3 and up to 5 keywords that best describe your abstract.

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

6 Please list all co-authors for this submission.

Note: In the 'Affiliation' field, please only list the university/institution name. It is not necessary to list department or full address.

Search for co-authors to be added. If co-author is not found, then enter directly in the table below.

Search for co-author

Order	Presenter	First Name *	Last Name *	Affiliation *
1		Rebecca	Renner	Parthenon Management Group

* You must populate all fields to complete the row.

Rebecca Renner¹

¹Parthenon Management Group

7 Signature *

Please indicate your agreement by typing in your full name.

Enter your signature 'RR' in the field above.

Note: You may update your signature in your User Profile. Click on 'Return to Dashboard' above, and then go to 'Edit Profile' in the top-right corner of the Dashboard.

Enter your submission Details in the appropriate sections. Be sure to read the entirety of what is required.

You will have a 2000-character limit (including spaces) for the Overall Symposium Description & Outline and 1000-character limit (including spaces) for the Diversity statement.

Please note: You will be unable to finalize the entirety of the submission until ALL participants have completed their portions.

Once all presenters have entered their information, as chair, the option to 'Finalize Submission' will appear.

General

Participants

Submission

← Previous

Save

Finalize Submission

Creating a Symposium Submission

(presenter)

Dear Rebecca Renner:

You have been invited to participate in **Flux 2025**.

You are listed as a **Presenter** for the symposium 'Test'.

Click [here](#) to access the symposium information.

Thank you,

Flux Society

Once a presenter has been added to a submission, they will receive an email prompting them to access the Symposium information.

As a presenter, you will be required to submit your individual submission information. You will have a 255-character limit (including spaces) for the Individual Abstract Title, a 1000-character limit (including spaces) for the Individual Description, and a 1500-character limit (including spaces) for the Individual Abstract.

General Participants Submission 3

[← Previous](#) [Save](#) [Submit Abstract](#)

Helpful tips for copy and pasting:

- Only copy and paste plain text into the text boxes below. Graphs, charts, or images are not permitted.
- Review your text for embedded formatting such as line breaks. (Please avoid copying from a PDF document.)
- Review your text for special characters to ensure they have copied over correctly.

1 **Individual Abstract Title ***

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

255 of 255 characters remaining

2 **Individual Description ***

Please provide a brief description of how you will offer a unique approach/perspective to the proposed overall topic.

1000 of 1000 characters remaining

3 **Individual Abstract ***

Please enter your individual abstract.

1500 of 1500 characters remaining

4 **Congress Attendance & Membership Acknowledgement ***

I hereby acknowledge my intention to participate in a symposium session at the 2025 Flux Congress should my abstract be accepted. I agree to be available for the entire Congress from 03 - 06 September 2025. Further, I agree that if accepted, I recognize that membership is a requirement to attend the meeting and will pay the necessary dues.

I Agree.

5 **Keywords ***

Please select at least 3 and up to 5 keywords that best describe your abstract.

Keywords

You must enter at least 3 keywords

6 **Please list all co-authors for this submission.**

Note: In the 'Affiliation' field, please only list the university/institution name. It is not necessary to list department or full address.

Order	Presenter	First Name *	Last Name *	Affiliation *
1		Melanie	Friebel	Parthenon Management Group

* You must populate all fields to complete the row.

Melanie Friebel¹

¹Parthenon Management Group

7 **Conflicts of Interest ***

Please list any potential conflicts of interest for this symposium.

8 **Signature ***

Please indicate your agreement by typing in your full name.

Enter your signature 'Melanie Friebel' in the field above.

Note: You may update your signature in your User Profile. Click on 'Return to Dashboard' above, and then go to 'Edit Profile' in the top-right corner of the Dashboard.

Editing an Existing Submission



Click on abstract title below to update and submit individual and supporting abstracts.

Status	My Submissions	Type	Role
 Not Started	Test	Symposium	Presenter

Click the title that corresponds to the submission role and type. For example, to access the Symposium submission, click on the title under 'My Submissions'.