

November 8-12 • NATIONAL HARBOR, MD

SITC  
2017

# Abstract and Presentation Application Submission Instructions

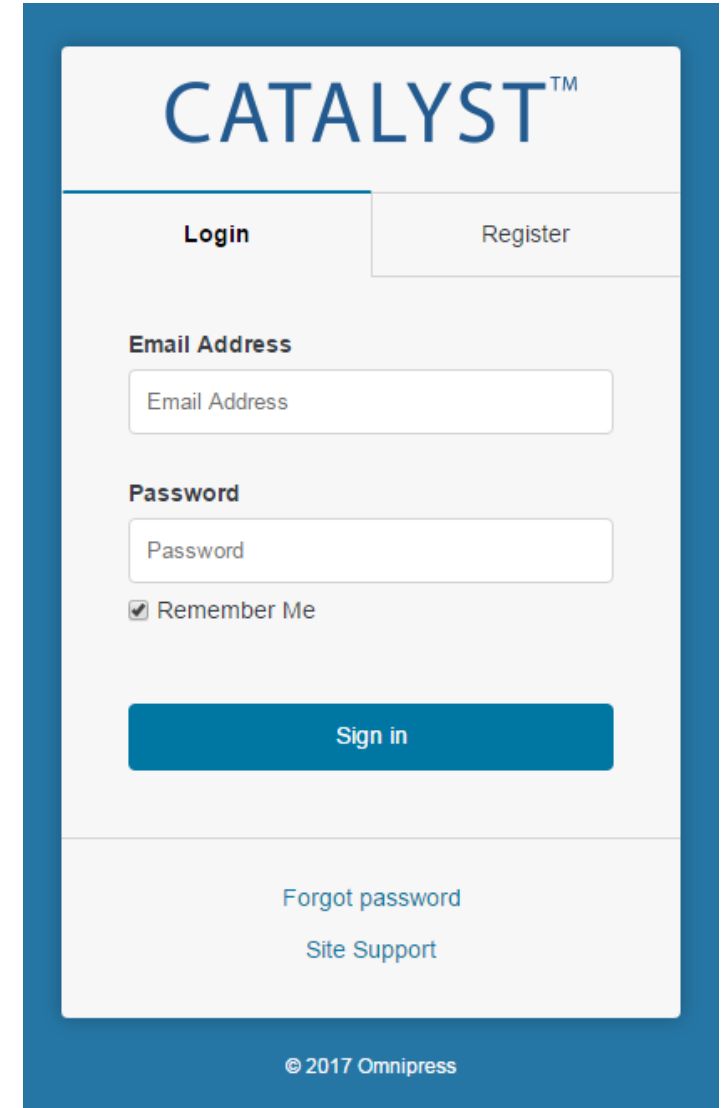


Society for Immunotherapy of Cancer

#SITC2017

## Signing In

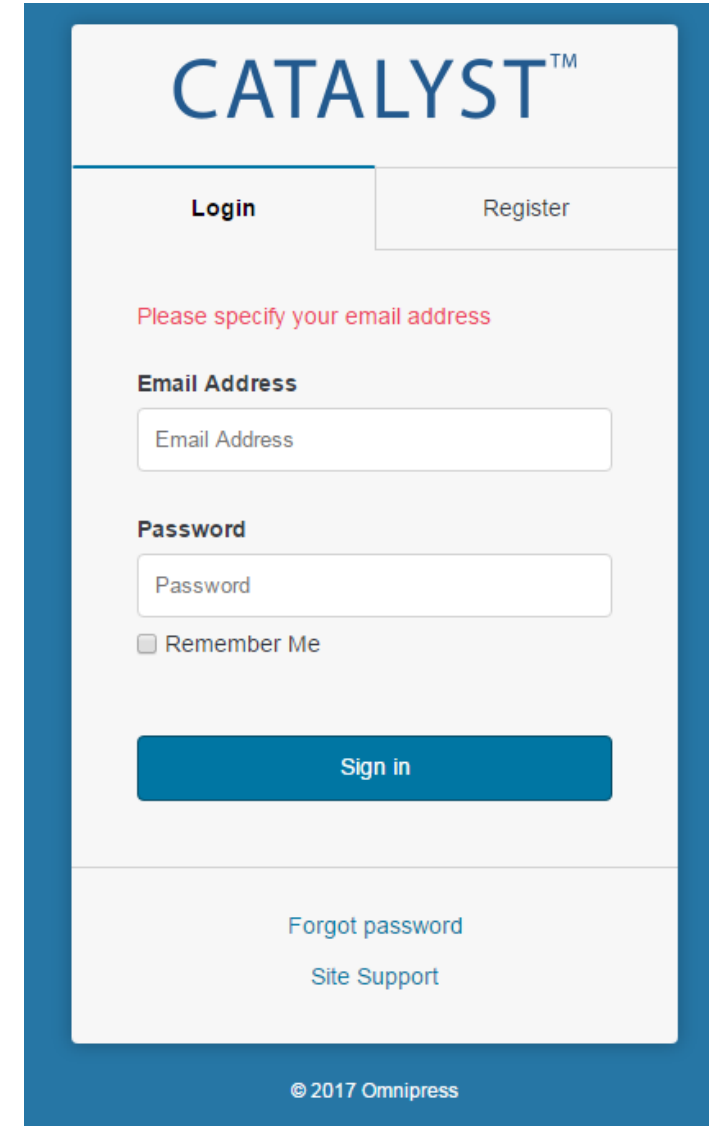
- Select the program you are submitting to:
  - [Annual Meeting Abstract Submission](#)
  - [Immuno-Oncology Biomarkers Program Application Submission](#)
- If you have an account in CATALYST
  - Enter your email address and password for your CATALYST™ account and click **Sign In**



The screenshot shows the CATALYST™ login interface. At the top, the CATALYST™ logo is displayed. Below it, there are two tabs: 'Login' (selected) and 'Register'. The 'Login' tab contains the following elements: an 'Email Address' label above a text input field, a 'Password' label above a text input field, a 'Remember Me' checkbox which is checked, and a blue 'Sign in' button. At the bottom of the login section, there are two links: 'Forgot password' and 'Site Support'. The footer of the page shows the copyright notice '© 2017 Omnipress'.

## Signing In Issues

- If you can't sign in:
  - Make sure you entered your email and password correctly.
  - The **Forgot password** link will send you a password reset email.
- You may not yet have an account and need to create one.



CATALYST™

Login Register

Please specify your email address

Email Address

Email Address

Password

Password

☐ Remember Me

Sign in

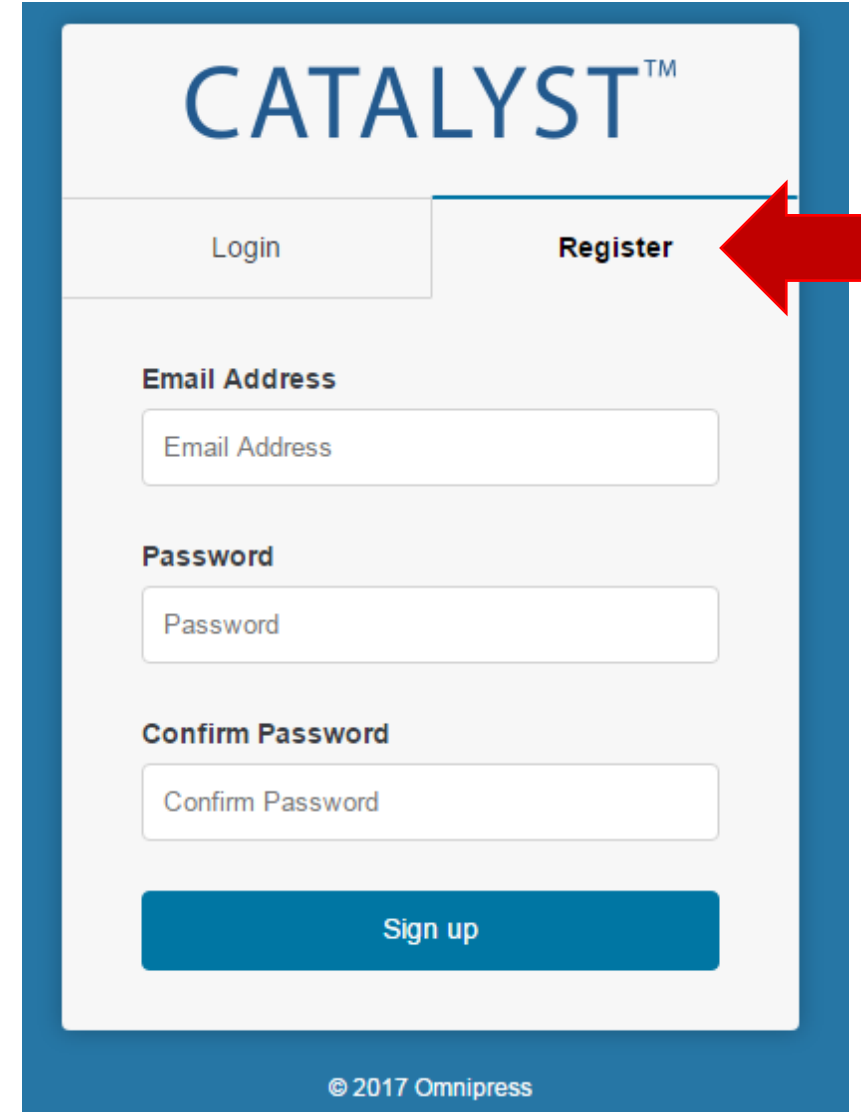
[Forgot password](#)

[Site Support](#)

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# Creating an Account

- If you *do not* have an account in CATALYST™:
  - Create an account by clicking on the **Register** tab.
  - Enter your Email Address, Password and Confirm Password.
    - *Be sure to spell your email address correctly!*
  - Click the **Sign up** button.
  - CATALYST™ will send you a “Confirm your account” email. Click the link in the email to verify your account.



CATALYST™

Login Register

Email Address

Email Address

Password

Password

Confirm Password

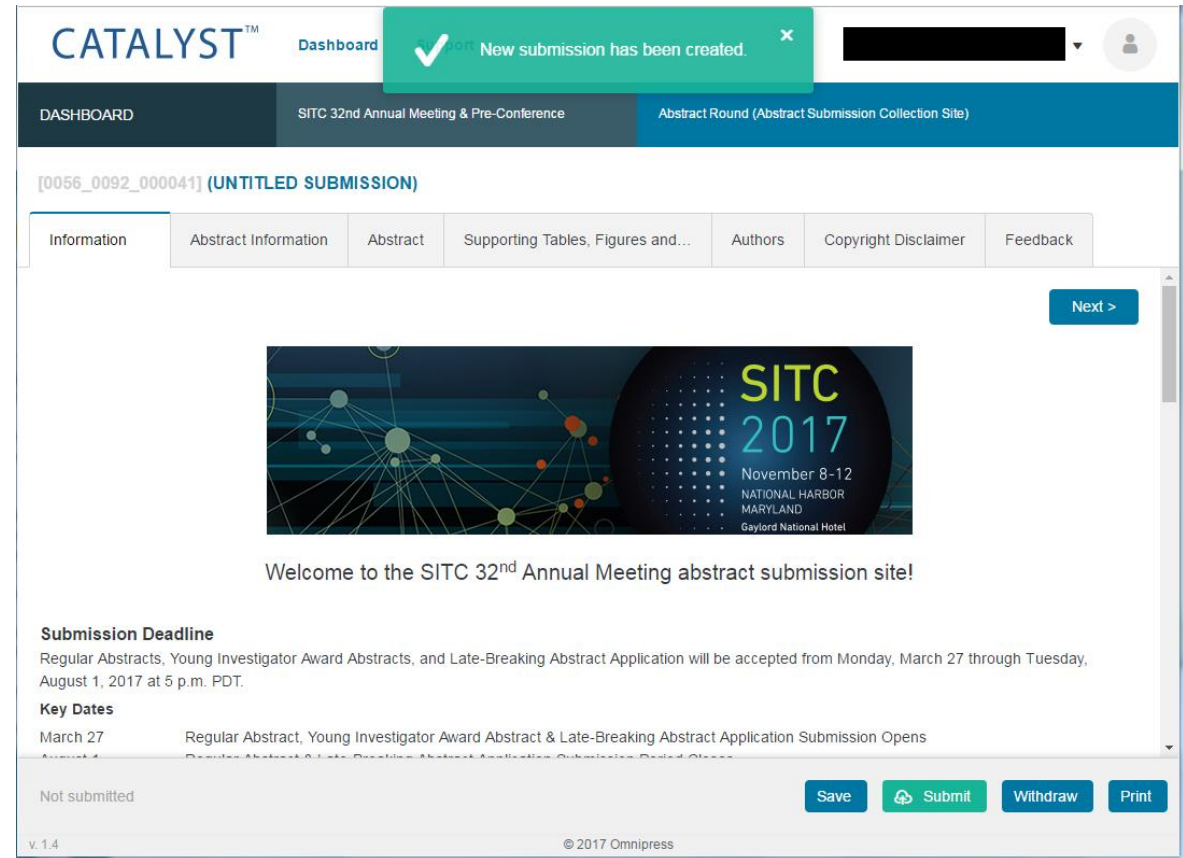
Confirm Password

Sign up

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# Creating a Submission

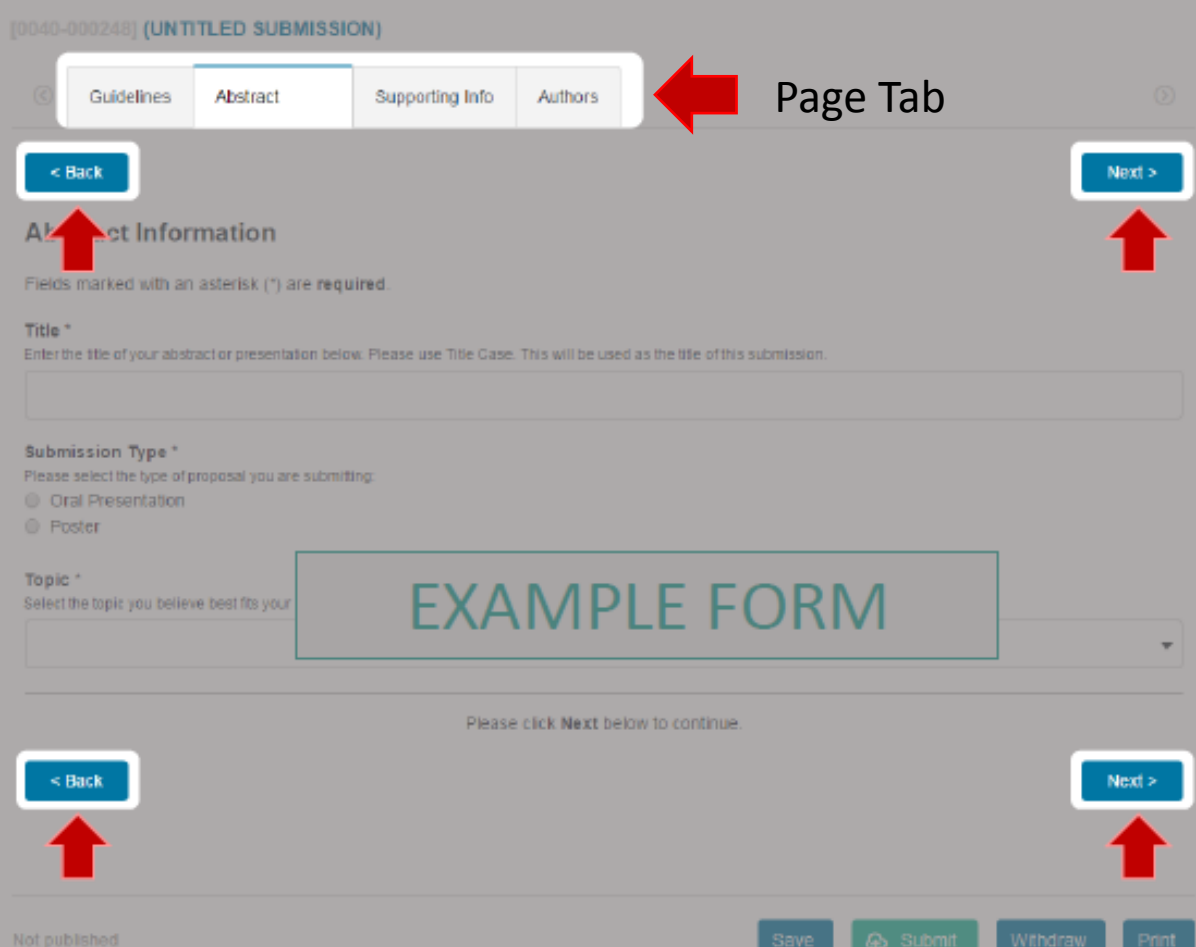
- Select the program you are submitting to:
  - [Annual Meeting Abstract Submission](#)
  - [Immuno-Oncology Biomarkers Program Application Submission](#)
- After signing in, a new submission will be created for you.
  - The message “New submission has been created” will display.
- Now you can start filling out your submission.
  - The first tab contains the event name, submission timelines, and guidelines for submitting.



The screenshot shows the CATALYST submission portal. At the top, a green banner reads "New submission has been created." Below this, the navigation bar includes "DASHBOARD", "SITC 32nd Annual Meeting & Pre-Conference", and "Abstract Round (Abstract Submission Collection Site)". The main content area displays the submission ID "[0056\_0092\_000041] (UNTITLED SUBMISSION)" and a tabbed interface with "Information" selected. The "Information" tab shows a banner for "SITC 2017 November 8-12 NATIONAL HARBOR MARYLAND Gaylord National Hotel" and a welcome message: "Welcome to the SITC 32<sup>nd</sup> Annual Meeting abstract submission site!". Below this, the "Submission Deadline" section states: "Regular Abstracts, Young Investigator Award Abstracts, and Late-Breaking Abstract Application will be accepted from Monday, March 27 through Tuesday, August 1, 2017 at 5 p.m. PDT." The "Key Dates" section lists "March 27 Regular Abstract, Young Investigator Award Abstract & Late-Breaking Abstract Application Submission Opens". At the bottom, there are buttons for "Save", "Submit", "Withdraw", and "Print", along with a "Not submitted" status indicator and a version number "v. 1.4".

## Navigating the Form

- The **BACK** and **NEXT** buttons move you through the abstract or application form steps.
  - These are found at the top and bottom of each form page.
- You can also click a **page tab** to go directly to that form step.

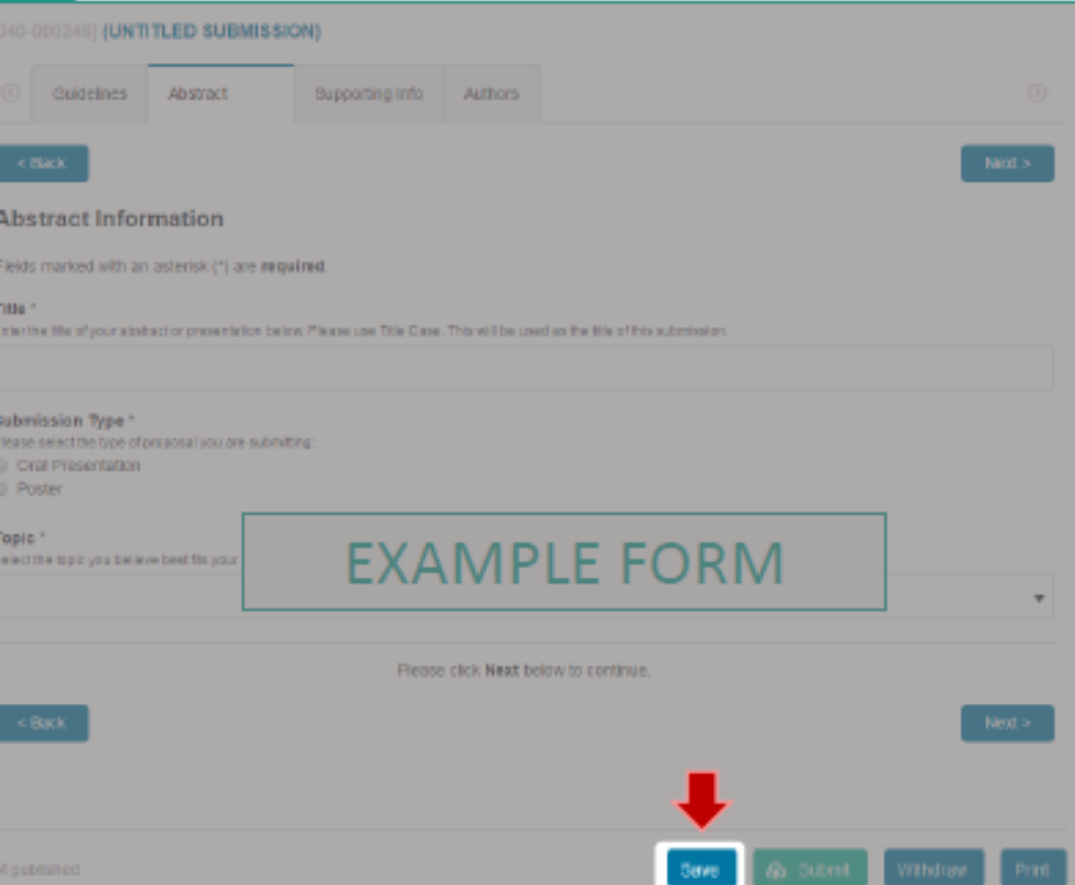


The screenshot displays the 'Abstract Information' form page for an 'UNTITLED SUBMISSION'. At the top, a navigation bar contains four tabs: 'Guidelines', 'Abstract' (which is the active tab), 'Supporting Info', and 'Authors'. A red arrow points to the 'Abstract' tab with the label 'Page Tab'. Below the tabs, there are two blue buttons: '< Back' on the left and 'Next >' on the right, both highlighted with red arrows. The form fields include 'Title \*', 'Submission Type \*' (with radio buttons for 'Oral Presentation' and 'Poster'), and 'Topic \*'. A large, semi-transparent box with the text 'EXAMPLE FORM' is overlaid on the right side of the form. At the bottom, there are four buttons: 'Save', 'Submit', 'Withdraw', and 'Print'. A red arrow points to the 'Next >' button at the bottom right. The text 'Please click Next below to continue.' is visible above the bottom buttons. The status 'Not published' is shown at the bottom left.



# Saving your Submission

- At any time you can click **Save** to save your submission progress.
  - It is recommended to save your submission frequently.
- Saving only keeps your progress. **It does not submit the abstract or application form.**
  - You can leave the CATALYST™ system and return to edit a submission any time before the deadline.
- Incomplete submissions are visible on your Dashboard.



MD-000248] (UNTITLED SUBMISSION)

Guidelines Abstract Supporting Info Authors

< Back Next >

Abstract Information

Fields marked with an asterisk (\*) are required.

Title \*

Enter the title of your abstract or presentation below. Please use Title Case. This will be used as the title of this submission.

Submission Type \*

Please select the type of proposal you are submitting:

☐ Oral Presentation

☐ Poster

Topic \*

Select the topic you believe best fits your

EXAMPLE FORM


Please click Next below to continue.

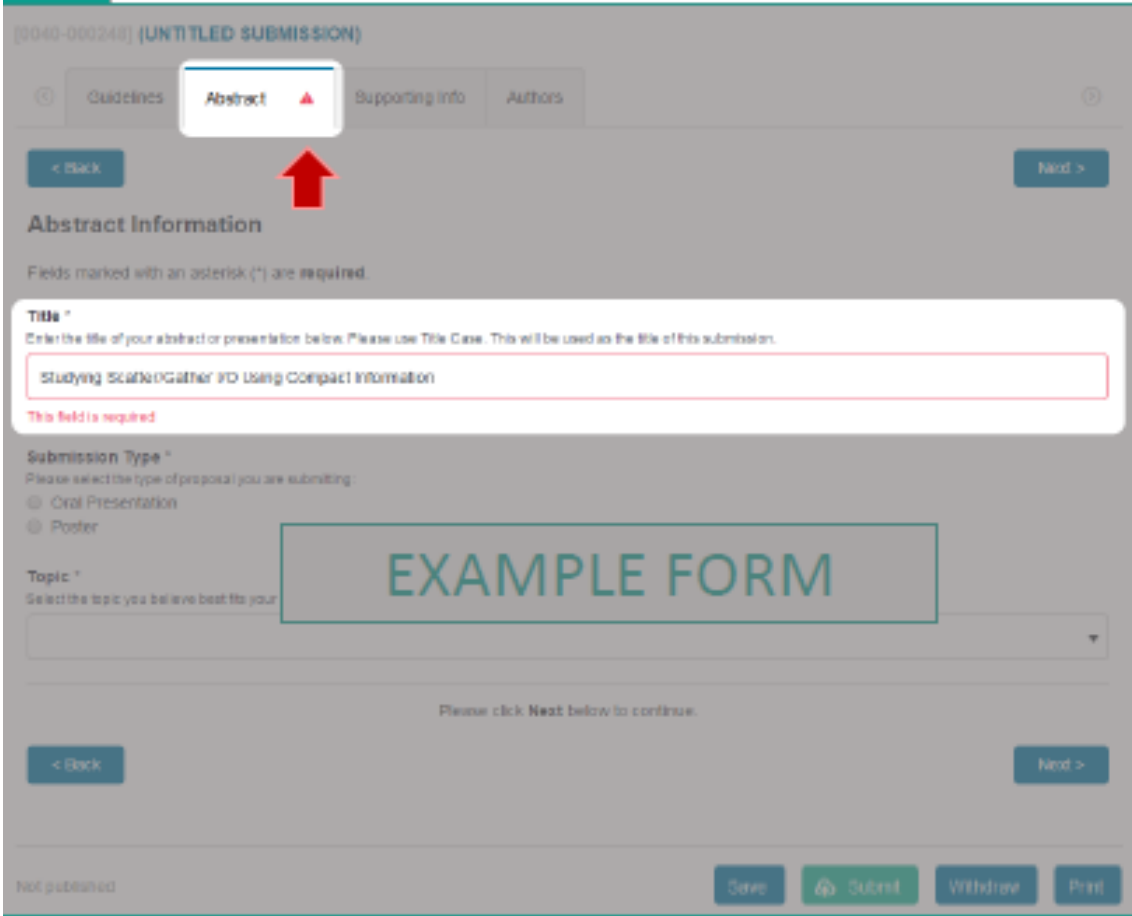
< Back Next >

published

Save Submit Withdraw Print

## Required Fields

- Fields marked with an asterisk (\*) are required and must be completed
- CATALYST™ will indicate which required fields are incomplete when you save.
  - A form tab will display a  symbol if one or more required fields on that tab are incomplete.



[0040-000248] (UNTITLED SUBMISSION)

Guidelines **Abstract** Supporting Info Authors

< Back Next >

### Abstract Information

Fields marked with an asterisk (\*) are required.

**Title \***  
Enter the title of your abstract or presentation below. Please use Title Case. This will be used as the title of this submission.

studying scatchgathar and using compact information

This field is required

**Submission Type \***  
Please select the type of proposal you are submitting:

☐ Oral Presentation  
☐ Poster

**Topic \***  
Select the topic you believe best fits your

EXAMPLE FORM

Please click Next below to continue.

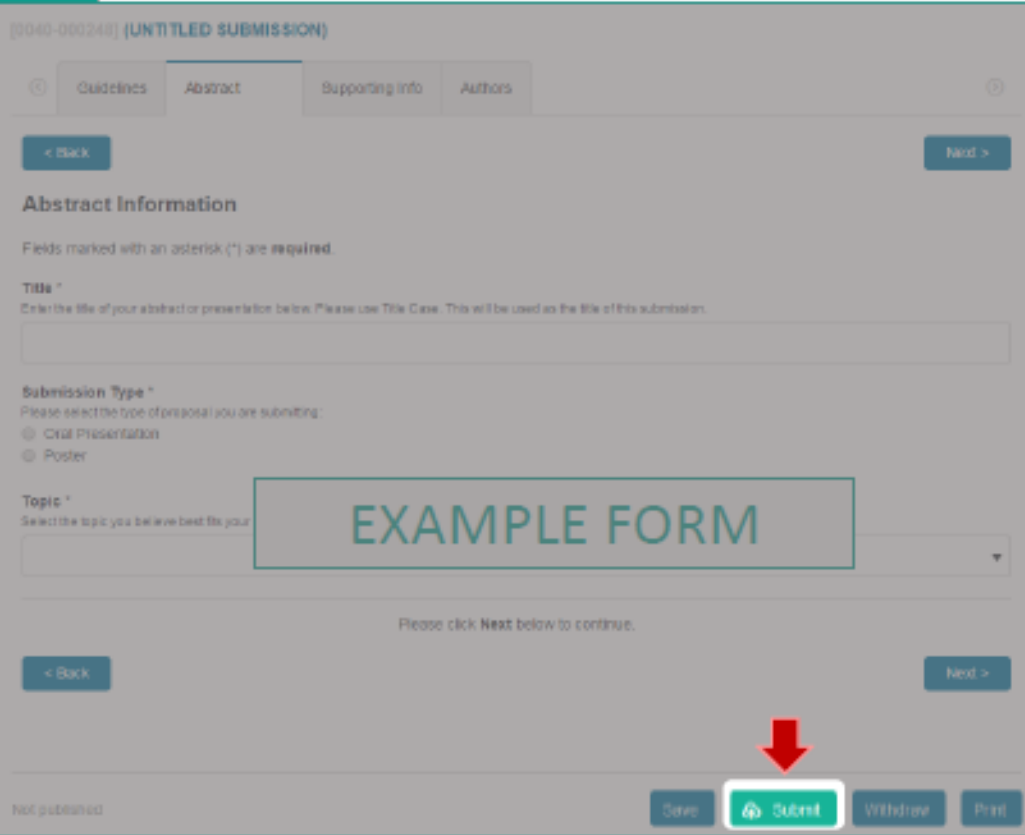
< Back Next >

Not published Save Submit Withdraw Print



# Completing your Submissions

- Once your abstract or application form is completed, click **Submit** to mark the submission as complete and ready for assessment.
- The abstract or application form *cannot* be submitted if:
  - It is past the submission deadline
  - There are incomplete fields
- Completed abstracts and applications are found under **Submissions** on your Dashboard.



[0040-000248] (UNTITLED SUBMISSION)

Guidelines Abstract Supporting info Authors

< Back Next >

**Abstract Information**

Fields marked with an asterisk (\*) are required.

**Title \***  
Enter the title of your abstract or presentation below. Please use Title Case. This will be used as the title of this submission.

**Submission Type \***  
Please select the type of proposal you are submitting:

☐ Oral Presentation

☐ Poster

**Topic \***  
Select the topic you believe best fits your

Please click Next below to continue.

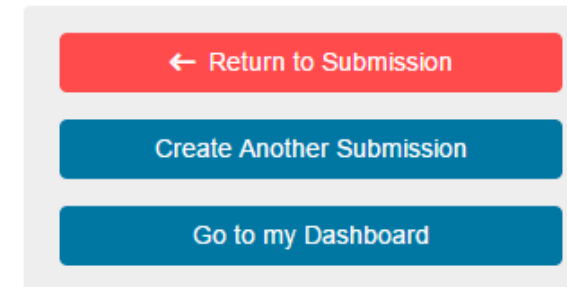
< Back Next >

Not published

Save **Submit** Withdraw Print

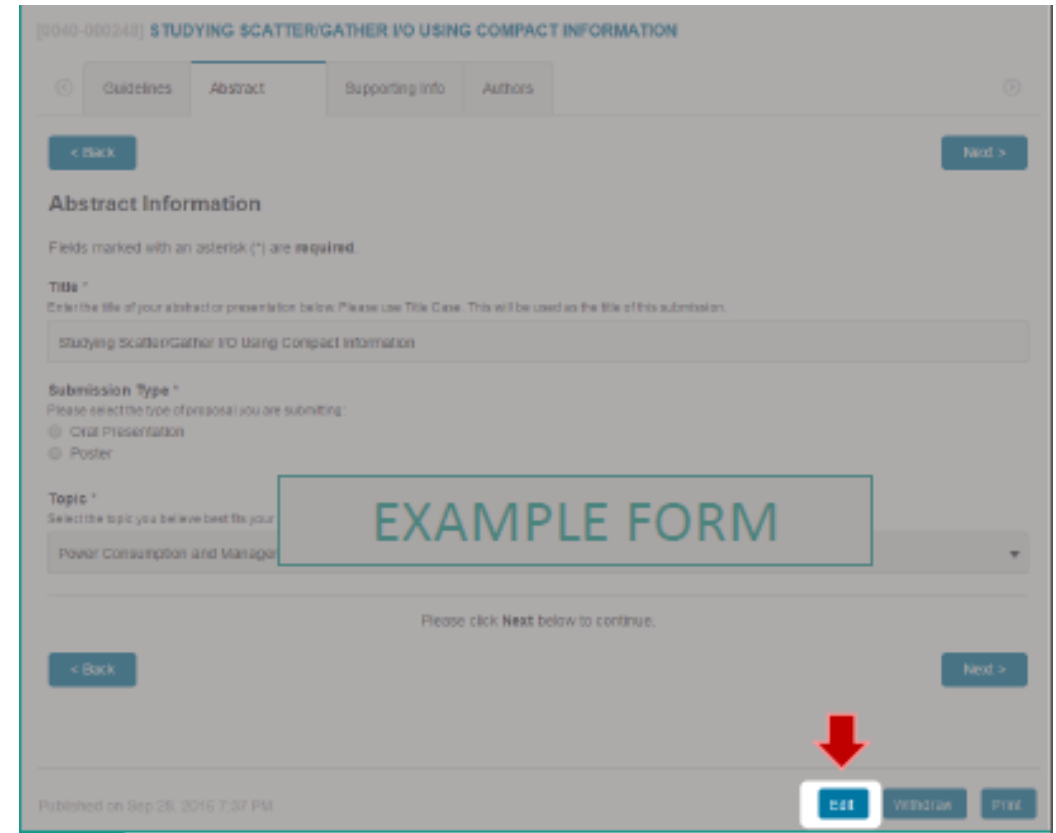
# Submission Confirmation

- Once your abstract or application is submitted, you will be taken to a confirmation page.
  - This page may contain further instructions about the collection process.
- From this page you can:
  - [Return to Submission](#) for viewing or editing
  - [Create Another Submission](#) to submit another abstract or application
  - [Go to my Dashboard](#) to see all your submissions and notifications



# Editing Submissions

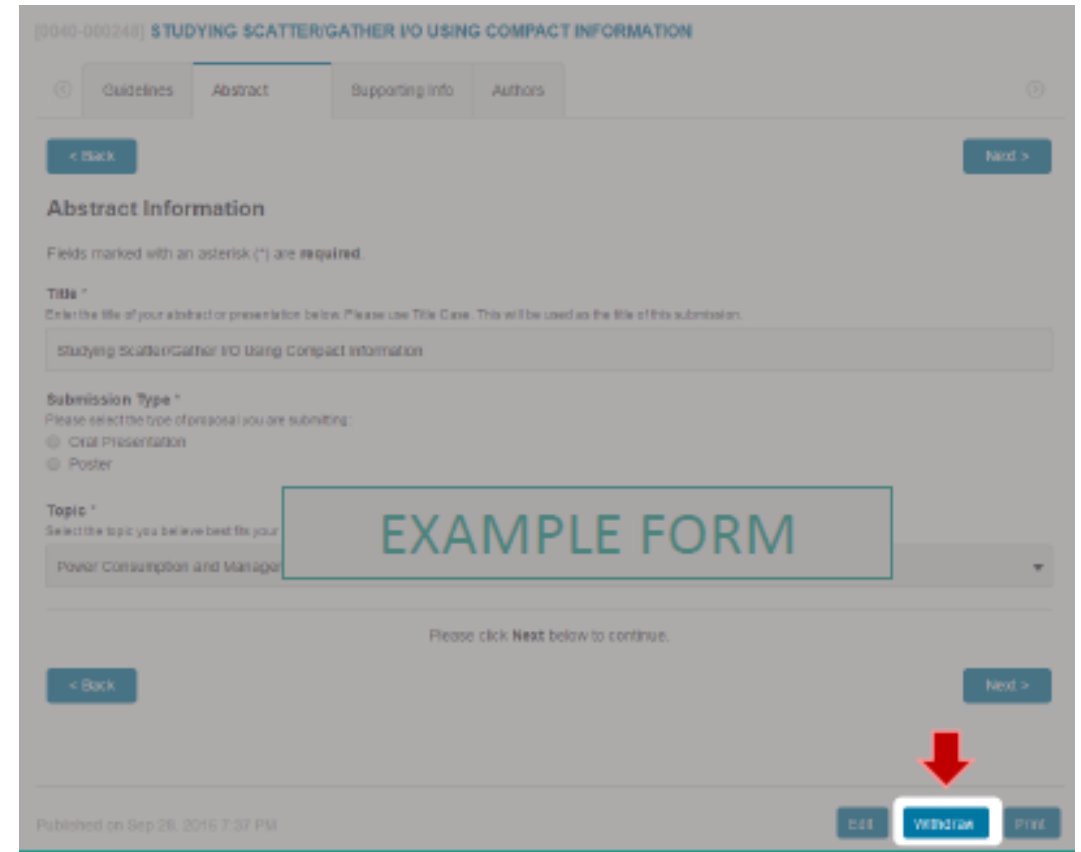
- If you submitted an abstract or application, but need to make changes, you must click **Edit** to unlock the abstract or application form.
  - If it is past the submission deadline, you will not be able to make changes to your submission.
  - DO NOT create a new submission for the same abstract or application.
- It is important to click **Submit** when you are finished making changes, even if no changes were made while in Edit mode.
  - Abstracts and applications left in Edit mode after the deadline are not considered complete and may not be accepted.



The screenshot shows the 'Abstract Information' section of a submission form. The form is titled 'STUDYING SCATTER/GATHER I/O USING COMPACT INFORMATION'. It includes tabs for 'Guidelines', 'Abstract', 'Supporting Info', and 'Authors'. The 'Abstract' tab is active. The form contains fields for 'Title \*', 'Submission Type \*', and 'Topic \*'. The 'Title' field is filled with 'Studying Scatter/Gather I/O Using Compact Information'. The 'Submission Type' field has radio buttons for 'Oral Presentation' and 'Poster'. The 'Topic' field has a dropdown menu with 'Power Consumption and Manage' selected. A large 'EXAMPLE FORM' watermark is overlaid on the form. At the bottom right, there are three buttons: 'Edit', 'Withdraw', and 'Final'. A red arrow points to the 'Edit' button. The form also includes 'Back' and 'Next' buttons at the top and bottom.

# Withdrawing Submissions

- If you wish to completely withdraw your submission from the event, click **Withdraw**.



[0040-000248] STUDYING SCATTER/GATHER I/O USING COMPACT INFORMATION

Guidelines Abstract Supporting Info Authors

< Back Next >

**Abstract Information**

Fields marked with an asterisk (\*) are required.

**Title \***  
Enter the title of your abstract or presentation below. Please use Title Case. This will be used as the title of this submission.  
studying scatter/gather I/O using compact information

**Submission Type \***  
Please select the type of presentation you are submitting:  
☐ Oral Presentation  
☐ Poster

**Topic \***  
Select the topic you believe best fits your  
Power Consumption and Manage

Please click Next below to continue.

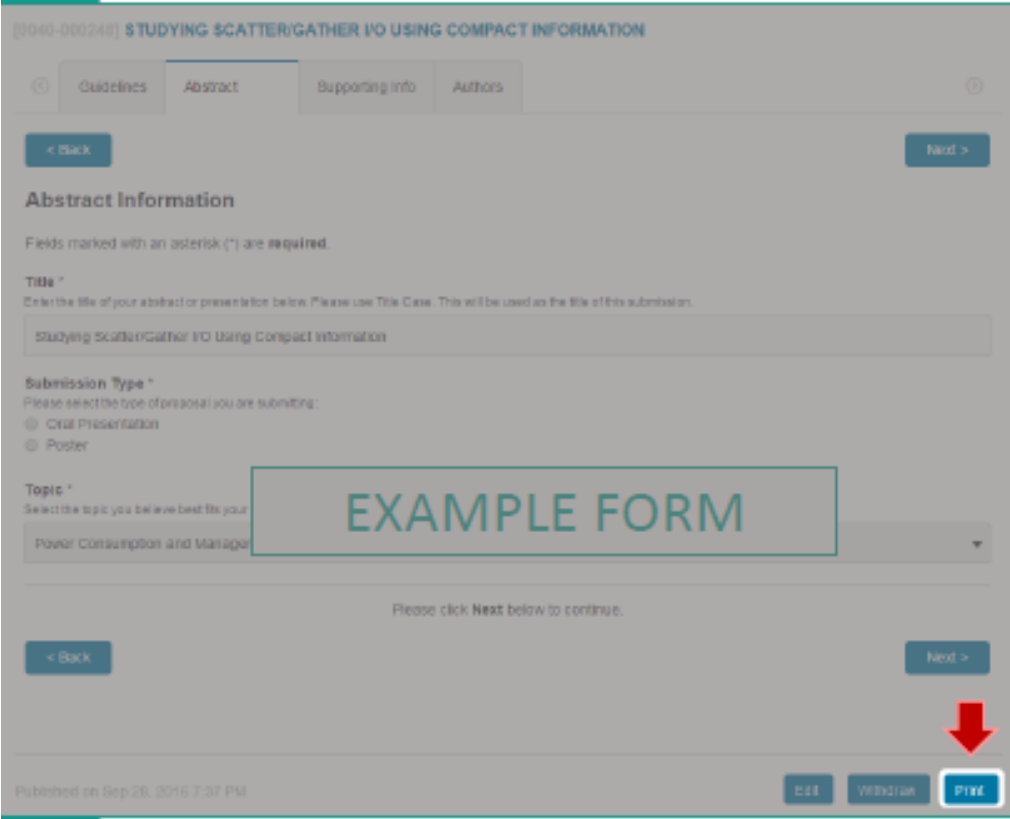
< Back Next >

Published on Sep 28, 2016 7:37 PM

edit **Withdraw** Print

# Printing a Submission Form

- Click **Print** to preview and print a copy of your abstract or application form by August 1 at 5 p.m. PDT.
- Printed copies of an abstract or application form filled out by hand are not acceptable for submission.



[0040-000248] STUDYING SCATTER/GATHER I/O USING COMPACT INFORMATION

Guidelines Abstract Supporting Info Authors

< Back Next >

**Abstract Information**

Fields marked with an asterisk (\*) are required.

**Title \***  
Enter the title of your abstract or presentation below. Please use Title Case. This will be used as the title of this submission.

studying scatter/gather i/o using compact information

**Submission Type \***  
Please select the type of presentation you are submitting:

☐ Oral Presentation  
☐ Poster

**Topic \***  
Select the topic you believe best fits your

Power Consumption and Manage

Please click Next below to continue.

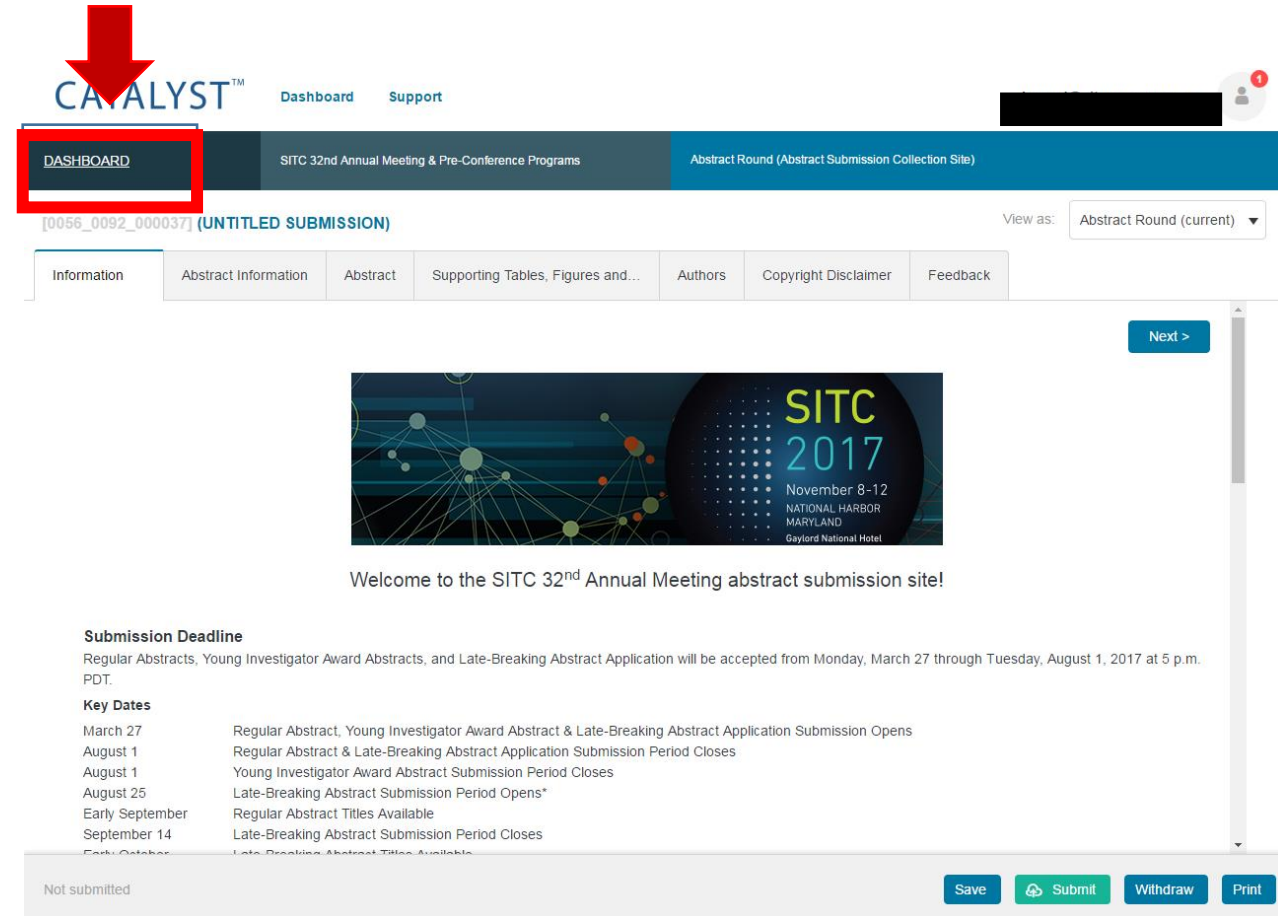
< Back Next >

Published on Sep 26, 2016 7:37 PM

Cancel Withdraw **Print**

# Dashboard

- The *Dashboard* is the hub for all your activity in CATALYST™
- The Overview displays notifications, submissions or reviews that need your attention.
- To get to the dashboard from the submission site, select **Dashboard** in the upper left-hand corner.
- To go to the dashboard directly, go to <https://catalyst.omnipress.com>.



**CATALYST™** Dashboard Support

**DASHBOARD** SITC 32nd Annual Meeting & Pre-Conference Programs Abstract Round (Abstract Submission Collection Site)

[0056\_0092\_000037] (UNTITLED SUBMISSION) View as: Abstract Round (current)

Information Abstract Information Abstract Supporting Tables, Figures and... Authors Copyright Disclaimer Feedback

Next >

**SITC 2017**  
November 8-12  
NATIONAL HARBOR  
MARYLAND  
Gaylord National Hotel

Welcome to the SITC 32<sup>nd</sup> Annual Meeting abstract submission site!

**Submission Deadline**  
Regular Abstracts, Young Investigator Award Abstracts, and Late-Breaking Abstract Application will be accepted from Monday, March 27 through Tuesday, August 1, 2017 at 5 p.m. PDT.

**Key Dates**

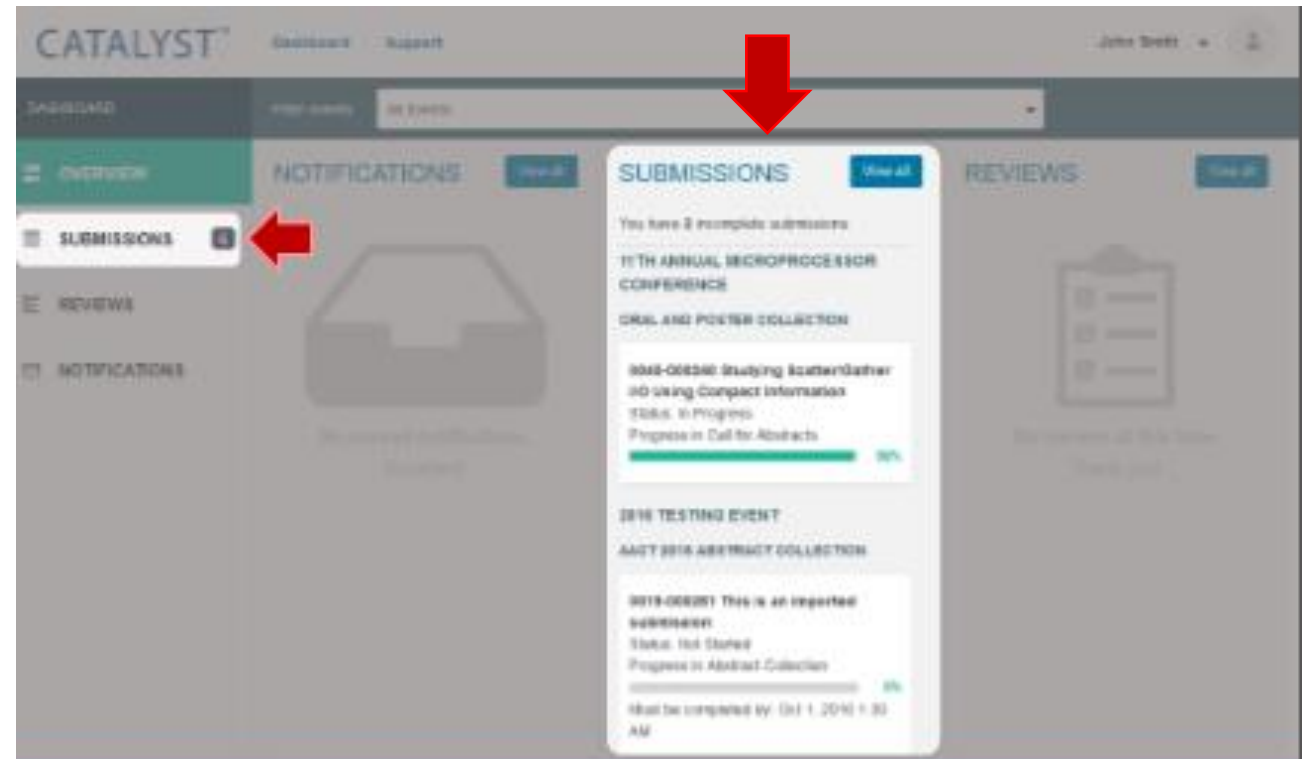
|                 |   |
|-----------------|---|
| March 27        | Regular Abstract, Young Investigator Award Abstract & Late-Breaking Abstract Application Submission Opens |
| August 1        | Regular Abstract & Late-Breaking Abstract Application Submission Period Closes                            |
| August 1        | Young Investigator Award Abstract Submission Period Closes  |
| August 25       | Late-Breaking Abstract Submission Period Opens*   |
| Early September | Regular Abstract Titles Available   |
| September 14    | Late-Breaking Abstract Submission Period Closes   |
| Early October   | Late-Breaking Abstract Titles Available   |

Not submitted Save Submit Withdraw Print



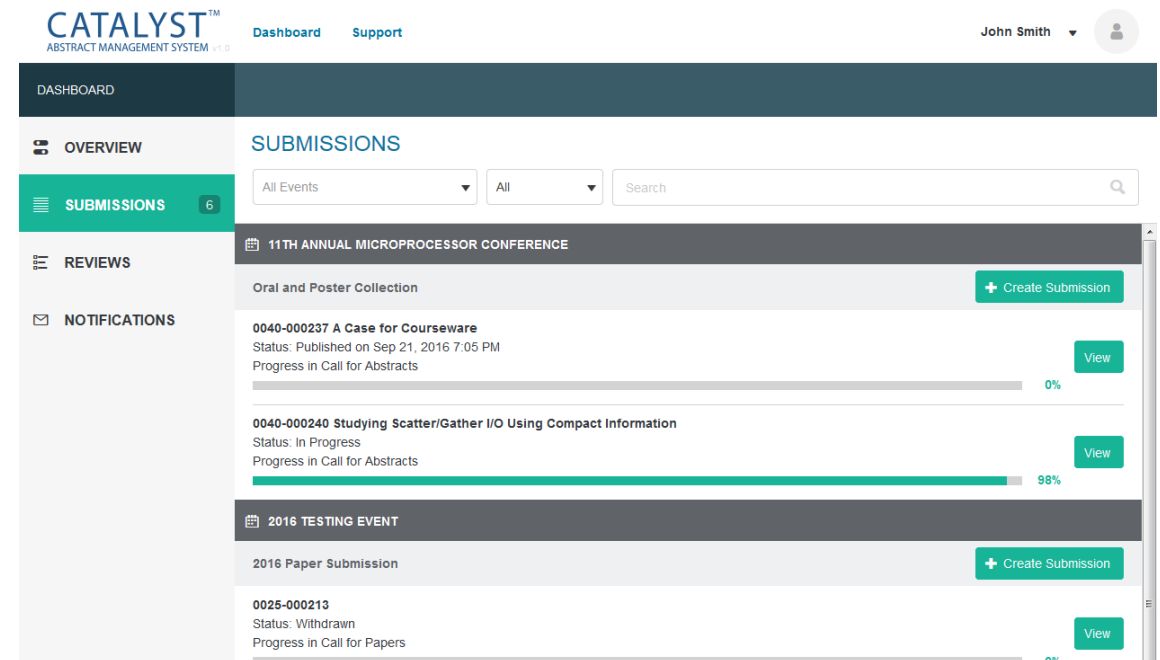
## Dashboard: Submissions

- If you have one or more incomplete submissions, they will appear in the Submissions column on your Dashboard.
- Completed and Withdrawn submissions are only listed in the **Submissions** section on the left side.
- You can click the title of a submission to go directly to that submission.



# All Submissions

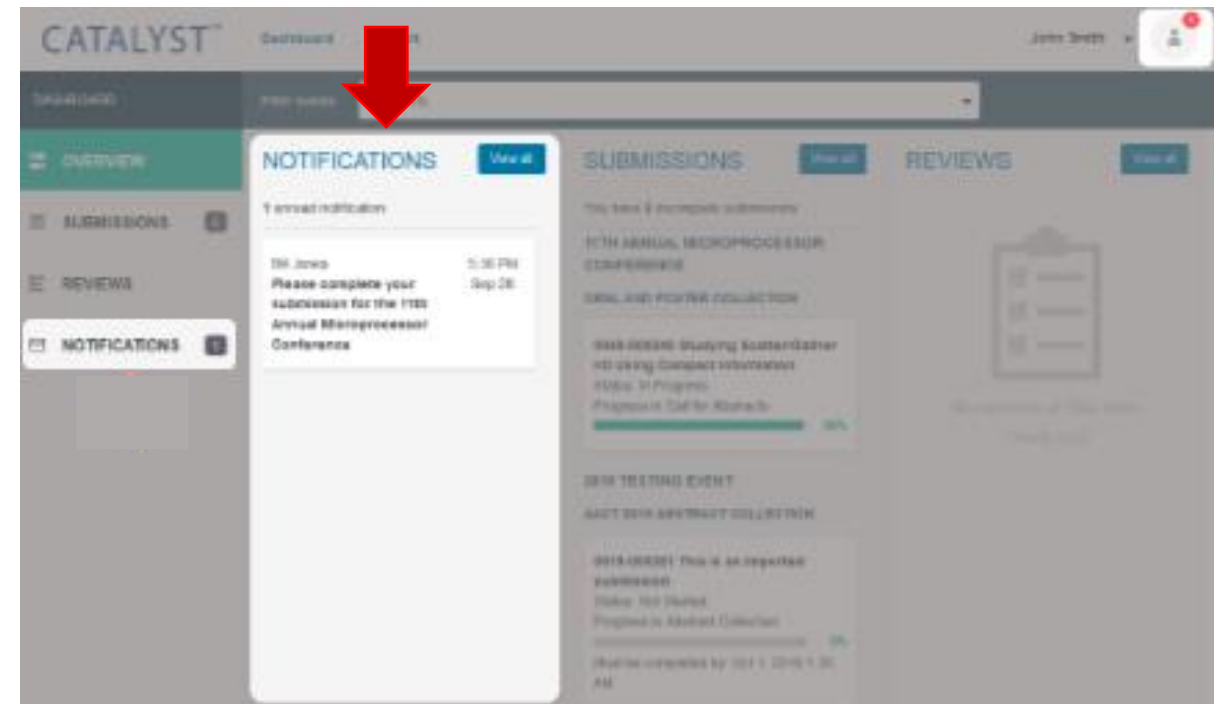
- Click **View all** at the top of the **Submissions** column, or Submissions on the left, to view all submissions managed in your account.
- From this list you can:
  - View a submission
  - Create a new submission, if collection permits
  - Filter the list to a particular event or status
  - Search submissions by title



The screenshot shows the CATALYST Abstract Management System v1.0 interface. The top navigation bar includes 'Dashboard' and 'Support' links, and a user profile for 'John Smith'. The left sidebar contains a menu with 'OVERVIEW', 'SUBMISSIONS' (highlighted with a '6' badge), 'REVIEWS', and 'NOTIFICATIONS'. The main content area is titled 'SUBMISSIONS' and features a search bar with filters for 'All Events' and 'All'. Below the search bar, there are two main sections: '11TH ANNUAL MICROPROCESSOR CONFERENCE' and '2016 TESTING EVENT'. Each section contains a list of submissions with details such as title, status, and progress. For example, under the 11th Annual Microprocessor Conference, there are two submissions: '0040-000237 A Case for Courseware' (Status: Published on Sep 21, 2016 7:05 PM, Progress in Call for Abstracts, 0% progress) and '0040-000240 Studying Scatter/Gather I/O Using Compact Information' (Status: In Progress, Progress in Call for Abstracts, 98% progress). Each submission has a 'View' button. The 2016 Testing Event section shows a submission '0025-000213' (Status: Withdrawn, Progress in Call for Papers, 0% progress) with a 'View' button. A '+ Create Submission' button is present at the end of each event's submission list.

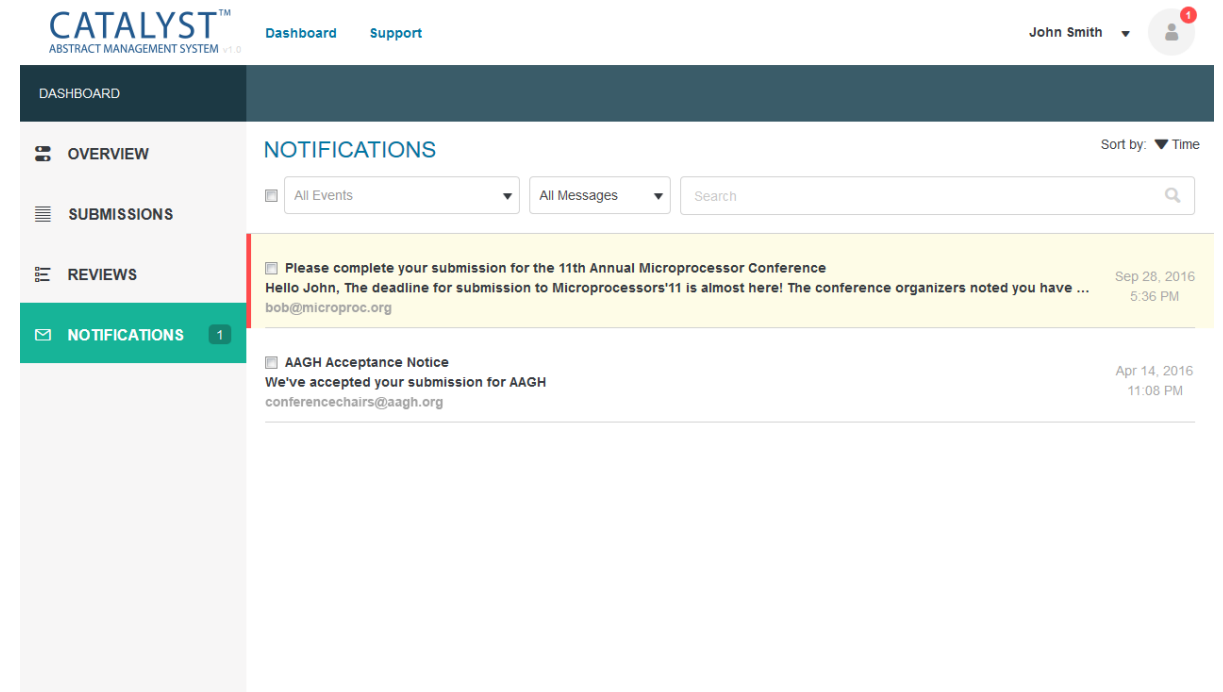
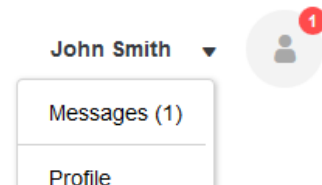
## Dashboard: Notifications

- If you have one or more unread message, it will appear under the Notifications column.
- A count of your unread notifications will also appear next to your profile picture in the upper right corner.
- You can click the subject line of a notification to view the message.



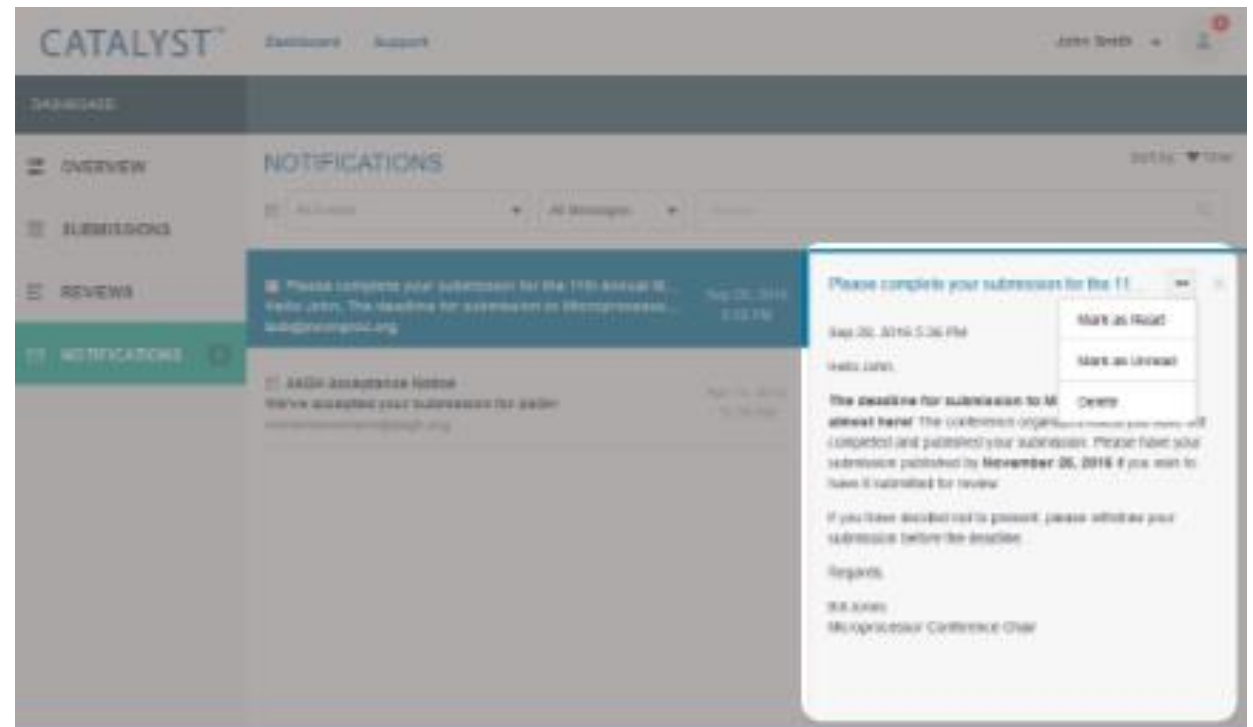
# All Notifications

- Click **View all** at the top of the Notifications column, or **Notifications** on the left, to view all your messages.
- You can also go directly to your Notifications list by selecting **Messages** from the account menu next to your name:



# Managing Notifications

- From this list you can:
  - Click the subject line of a message to read the message
  - Use the [...] menu to **Mark as Read**, **Mark as Unread**, **Delete**
  - Filter the list to a particular event or status
  - Search messages by title
- Notifications are only copies of emails sent to you.
  - **You cannot reply to messages from within CATALYST™**
  - You should use your own email client to communicate back and forth with event organizers.



# Technical Support

- CATALYST™ technical support can be accessed anywhere by clicking [Support](#).
  - Ask your question and click [Search](#) to see if it can be answered by the CATALYST™ Knowledgebase.
  - If an answer to your question is not found, click [Leave us a message](#) to start a support ticket.
- **Support can only answer sign-in and technical questions related to CATALYST™.**
  - For questions related to the event or collection process, please visit the [SITC Website](#) or contact the SITC staff directly.

