Abstract and Presentation Application Submission Instructions
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
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.
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.
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.
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.
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.
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.
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.
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.
Withdrawing Submissions

• If you wish to completely withdraw your submission from the event, click Withdraw.
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.
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](https://catalyst.omnipress.com).
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
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.