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## Submission of Abstract

### Step 1

Login to: <https://events.singhealth.com.sg>

For SingHealth staff, select your domain and login with your ADID

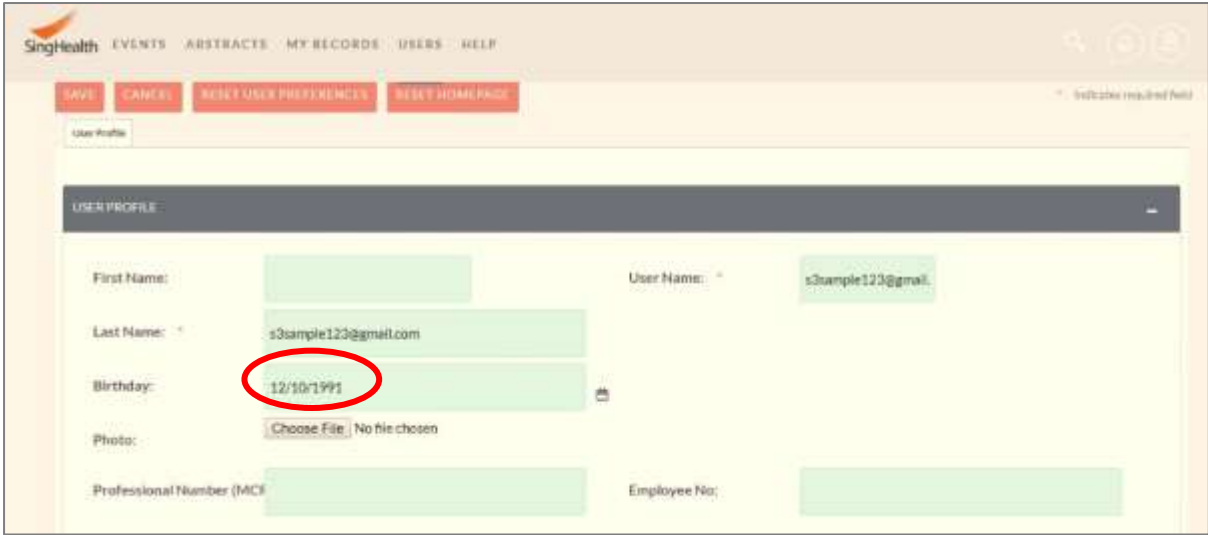
For non-Singhealth staff (with SingHealth-Link Account) please login with your email address

For non-Singhealth staff (without SingHealth-Link Account) please create an account (refer to Page 7 and return to Page 2 for Submission of Abstract Guide)



Upon login, please click on **[Profile]** at the top right hand corner and update your Date of Birth. Click **[SAVE]**. You may then proceed to submit your abstracts.

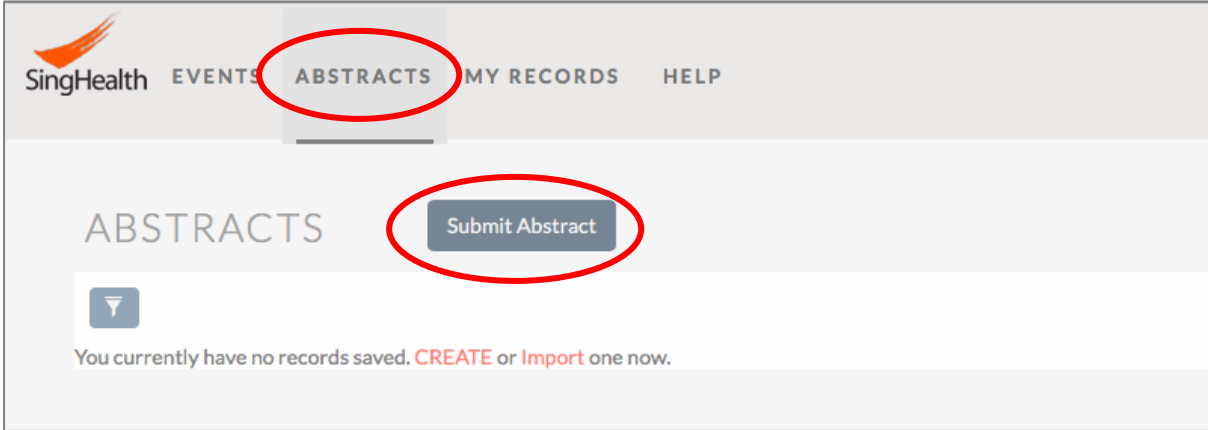




The screenshot shows the SingHealth user profile page. At the top, there is a navigation bar with the SingHealth logo and links for EVENTS, ABSTRACTS, MY RECORDS, USERS, and HELP. Below the navigation bar, there are four buttons: SAVE, CANCEL, RESET USER PREFERENCES, and RESET HOMEPAGE. The main content area is titled "USER PROFILE" and contains several input fields: First Name, Last Name (with a dropdown arrow), Birthday (with a calendar icon), Photo (with a "Choose File" button and "No file chosen" text), Professional Number (MCF), User Name (with a dropdown arrow), and Employee No. The birthday field contains the date "12/10/1991" and is circled in red. The user name field contains "s3sample123@gmail.com".

**Step 2**

Select the Abstracts Tap and click on [Submit Abstract]



The screenshot shows the SingHealth Abstracts page. At the top, there is a navigation bar with the SingHealth logo and links for EVENTS, ABSTRACTS, MY RECORDS, and HELP. The ABSTRACTS link is circled in red. Below the navigation bar, the word "ABSTRACTS" is displayed in large letters. To the right of "ABSTRACTS" is a button labeled "Submit Abstract", which is also circled in red. Below this, there is a dropdown arrow icon and the text "You currently have no records saved. CREATE or Import one now."

### Step 3

After clicking on Submit Abstract, the page below will appear.

Please fill in information require for both Main Author and Co-Authors. If there are no Co-Authors click on the [X] button

The screenshot shows the SingHealth abstract submission interface. The 'MAIN AUTHOR DETAILS' section includes fields for Salutation, First Name, Phone Number, Department, Profession, Email Address, Primary ACP, Last Name, Date of Birth, Institution, Designation, and Country. Below this is the 'CO-AUTHORS' section, which features a table with columns for Name, Department, Institution, Email Address, Phone Number, and Profession. A red 'X' button is circled in the bottom right corner of the Co-Authors table.

Click [X] here to remove the co-author

### Step 4

Please select the correct event: "S3 Conference 2019"

This screenshot shows the 'Event' and 'Audience Level' selection fields. The 'Event' dropdown is set to 'S3 Conference 2019'. The 'Audience Level' dropdown is open, showing options: 'S3 Conference 2019' (highlighted in blue), 'SGH 23rd Annual Scientific Meeting 2019', and 'SingHealth Duke-NUS Education Conference (Abstract)'. Other fields include 'Abstract Title', 'Category', and 'Target Audience'.

### Step 5

For Category: Please select accordingly.

This screenshot shows the 'Category' dropdown menu open. The 'Event' is still 'S3 Conference 2019'. The 'Category' dropdown is open, showing options: 'S3-2019-Descriptive Studies (Oral or Poster)' (highlighted in blue), 'S3-2019-Expert Panel', 'S3-2019-Research Studies (Oral or Poster)', and 'S3-2019-Workshop'. Other fields include 'Abstract Title', 'Audience Level', and 'Abstract Symbols'.

Once you have selected the Category, please select the Sub-Category.

Abstract Title: \*

Event: \* S3 Conference 2019

Presentation Options: \* Oral

Audience Level: \*

Abstract Symbols:

Category: \* S3-2019-Descriptive Studies (Oral or Poster)

Sub Category \*

Target Audience: \*

- Technology and Innovation
- Inter-professional Education
- Integration of Research in Simulation
- Administration and Centre Operations
- Operations Staff Development
- Curriculum Design and Development
- Faculty Development and Debriefing
- Patient Safety / Quality Improvement
- Assessment Using Simulation

If you have selected the **[Descriptive Studies (Oral or Poster)]** or **[Research Studies (Oral or Poster)]**, please select your Presentation Option.

Abstract Title: \*

Event: \* S3 Conference 2019

Presentation Options: \* Oral

Audience Level: \*

Abstract Symbols:

Category: \* S3-2019-Descriptive Studies (Oral or Poster)

Sub Category \*

Target Audience: \*

- Oral
- Poster
- Oral and Poster

## Step 6

After you had complete all the necessary fields, please click on the **[SAVE]** button

Results \*

Conclusions \*

**SAVE** CANCEL

Save

Once you are ready to submit your abstract, please click on the **[SUBMIT ABSTRACT]** button. Otherwise, the abstract will be saved as draft (please refer to page 6 for draft abstract)

BASIC DESCRIPTION

Purpose:

Methods:

Results:

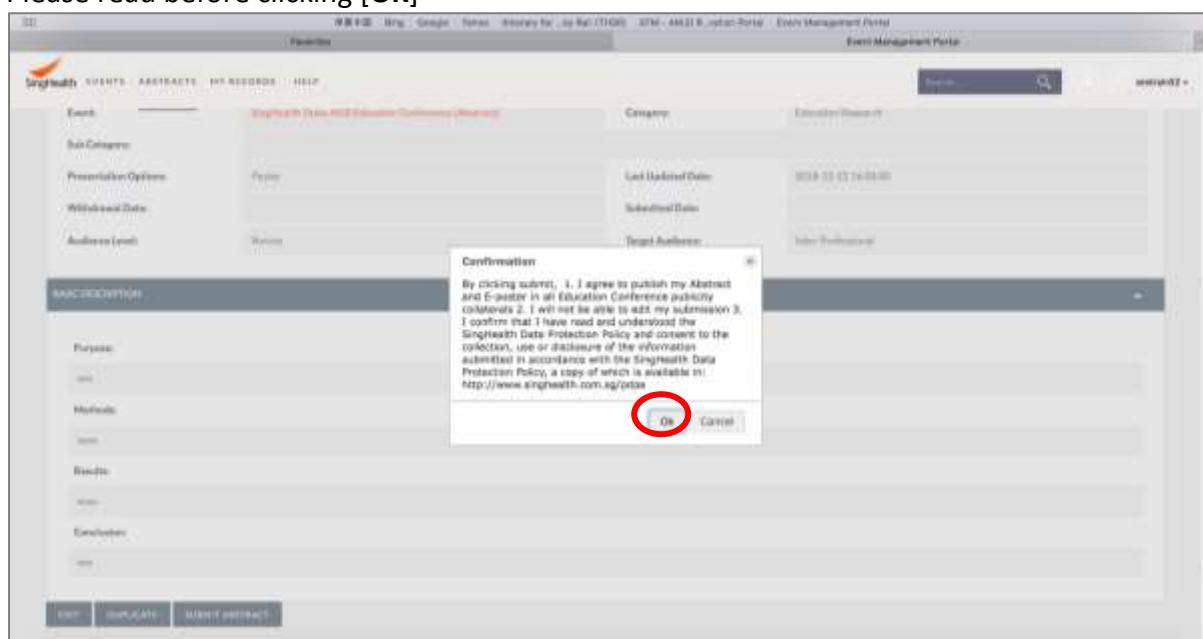
Conclusion:

EDIT DUPLICATE **SUBMIT ABSTRACT**

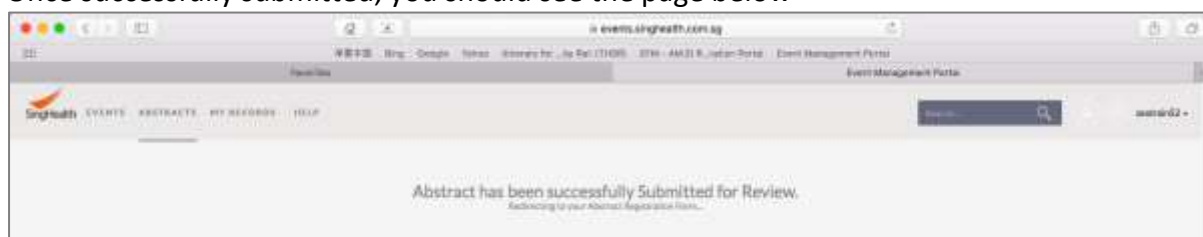
Submit Abstract

## Step 7

Once you had click on the [SUBMIT ABSTRACT] button, a pop-up window below will appear. Please read before clicking [OK]



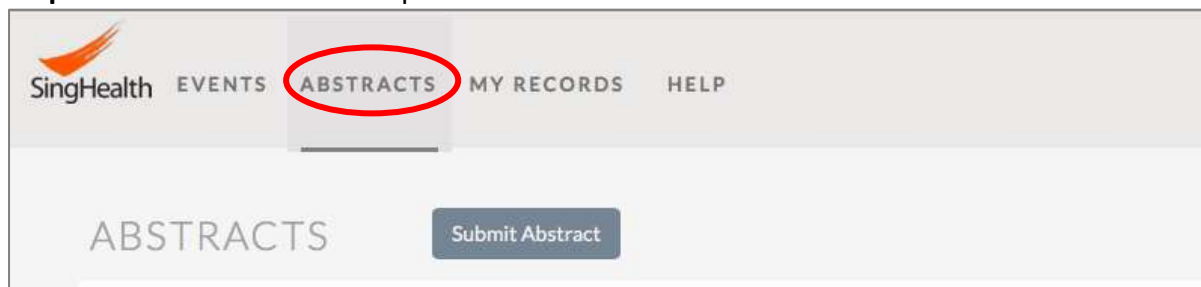
Once successfully submitted, you should see the page below



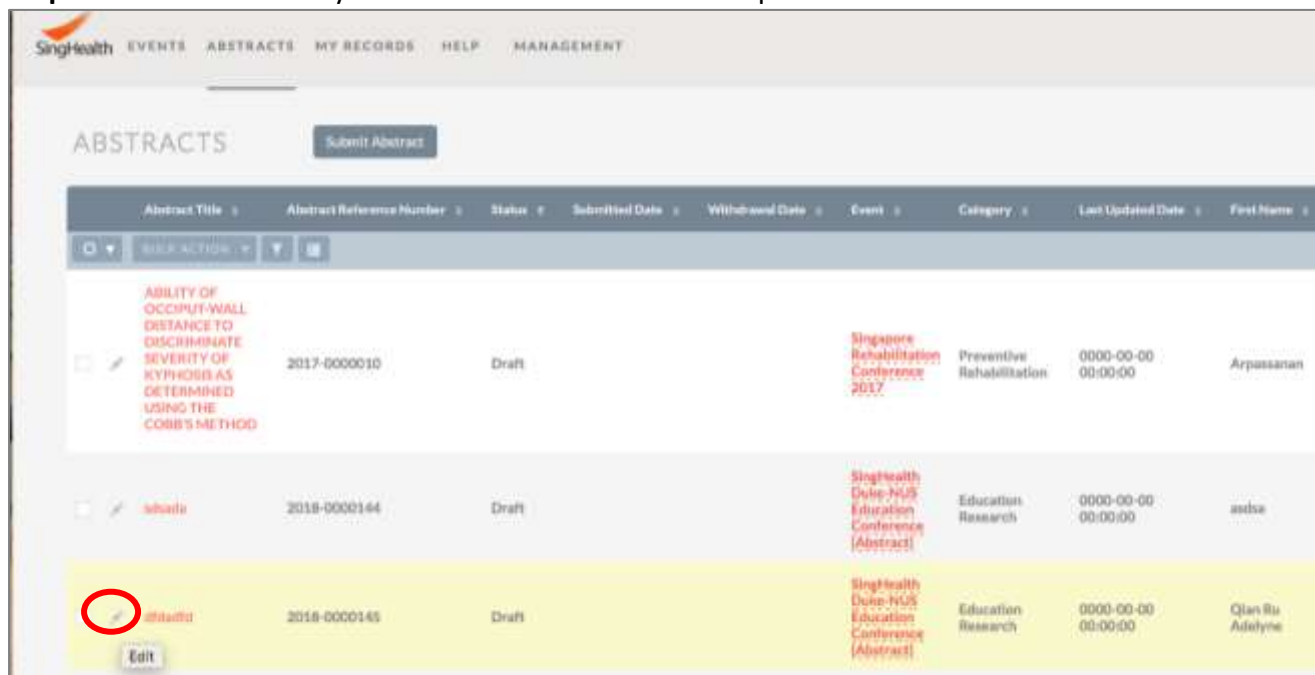
You should receive an email notification of your abstract submission.

## For draft Abstracts

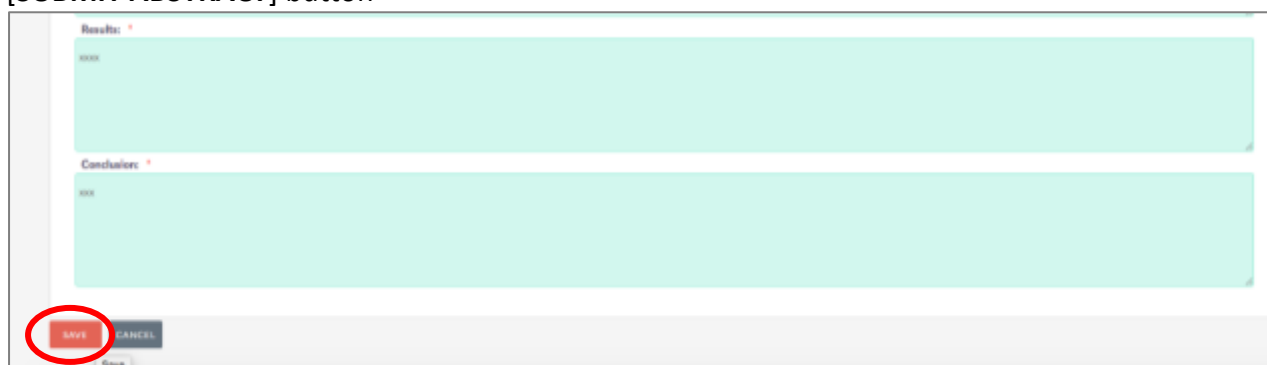
**Step 1:** Select the Abstracts Tap



**Step 2:** Please search for your draft abstract and click on “pen” icon to edit



**Step 3:** After you have complete your edits, please click on the [SAVE] button and follow by [SUBMIT ABSTRACT] button



## For Non-SingHealth Account Creation

Step 1: Click “here” to create an account.



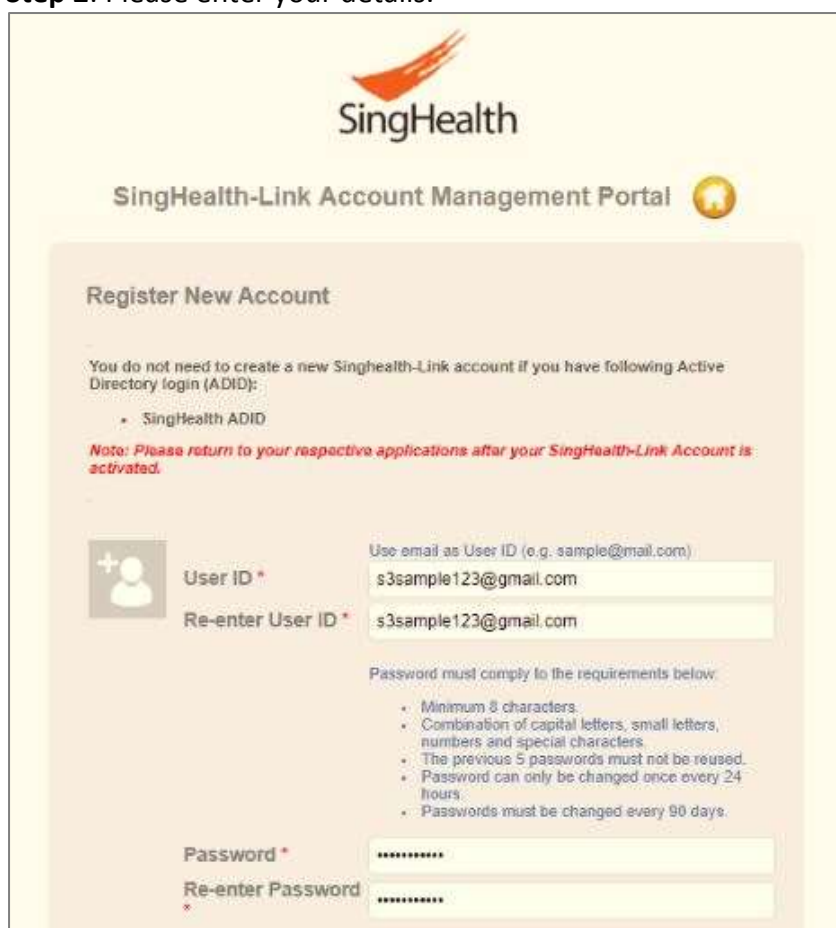
The image shows the SingHealth logo with the tagline "Defining Tomorrow's Medicine". Below the logo, there is a section titled "Please Select a Domain:" with a dropdown menu showing "Non-SingHealth Staff/Guest". At the bottom, there are two numbered instructions. The word "here" in the first instruction is circled in red.

Please Select a Domain:

Non-SingHealth Staff/Guest

1. If you do not have a SingHealth-Link Account, please create an account [here](#). Use your official email address as your User ID.
2. Once your account is created, select Non-SingHealth Staff/Guest to log in.

Step 2: Please enter your details.



The image shows the SingHealth-Link Account Management Portal registration form. It includes the SingHealth logo, the portal title, and a "Register New Account" section. The form contains fields for User ID and Password, along with a list of password requirements.

SingHealth

SingHealth-Link Account Management Portal

### Register New Account

You do not need to create a new SingHealth-Link account if you have following Active Directory login (ADID):

- SingHealth ADID

**Note: Please return to your respective applications after your SingHealth-Link Account is activated.**

User ID \*

Re-enter User ID \*

Use email as User ID (e.g. sample@mail.com)

Password must comply to the requirements below:

- Minimum 8 characters.
- Combination of capital letters, small letters, numbers and special characters.
- The previous 5 passwords must not be reused.
- Password can only be changed once every 24 hours.
- Passwords must be changed every 90 days.

Password \*

Re-enter Password \*




- Minimum 8 characters
- Combination of capital letters, small letters, numbers and special characters.
- The previous 5 passwords must not be reused.
- Password can only be changed once every 24 hours.
- Passwords must be changed every 90 days.

Password \*   
 Re-enter Password \*

Identity Number \* Singapore NRIC Number ▼ S1234567D  
 First Name \* Adam  
 Last Name \* Goh

International: +[Country Code][Area Code][Mobile Number]  
 Singapore: Enter 8 digits mobile number  
 Mobile Number \* +65 12345678  
 Organisation \* SingHealth

  
[Generate New Image](#)

I acknowledge having read, understood and abide by the SingHealth [Terms of Use](#), [PDPA](#), and [Acceptable User Policy](#).

**Register**

[Back](#)

**Step 3:** Once registered, you should see the page below. Please logon to your email for activation.



**SingHealth-Link Account Management Portal** 

**New Account Pending Activation**

Instructions to activate your account has been sent to the registered email address (s3sample123@gmail.com).

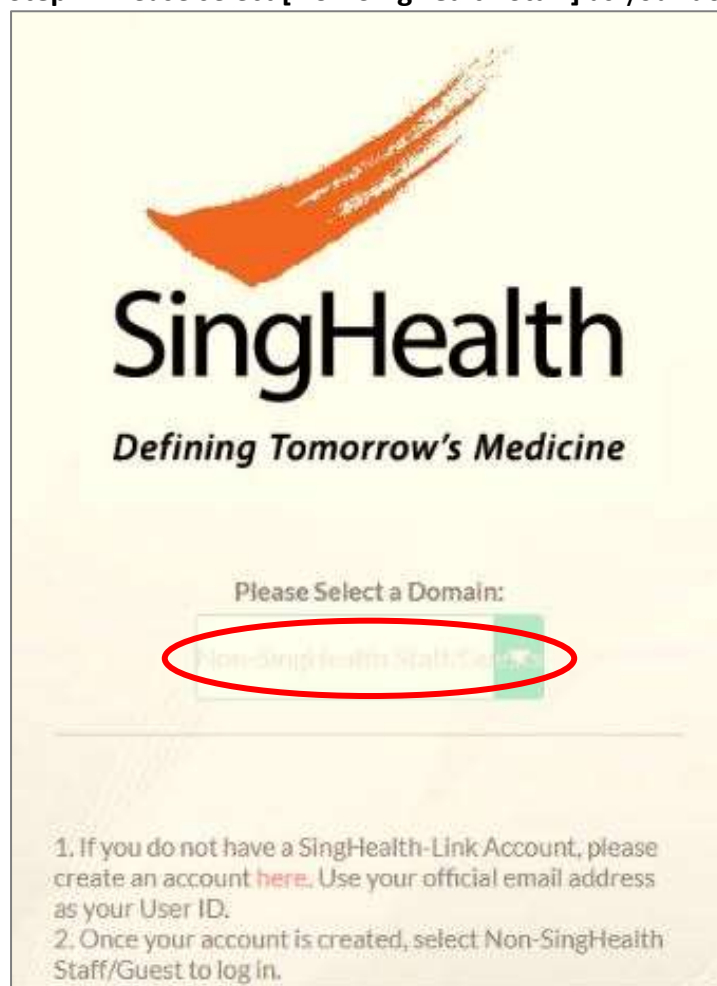
**The email activation link will expire in 60 minutes.**

If you have not received the account activation email in 60 minutes, please click [here](#)

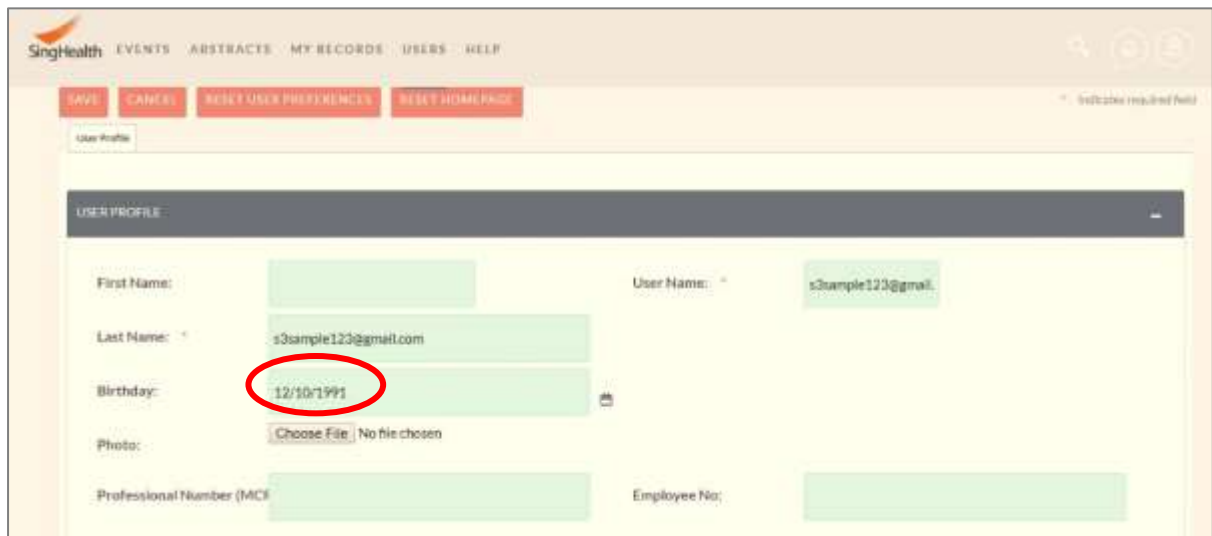
Upon activation, you should see the page below.



**Step 4:** Please select [**Non-SingHealth Staff**] as your domain.



**Step 5:** Upon login, please click on **[Profile]** at the top right hand corner and update your Date of Birth. Click **[SAVE]**. You may then proceed to submit your abstracts.



Please return to Page 2 for Submission of Abstract Guide after you have created your account.