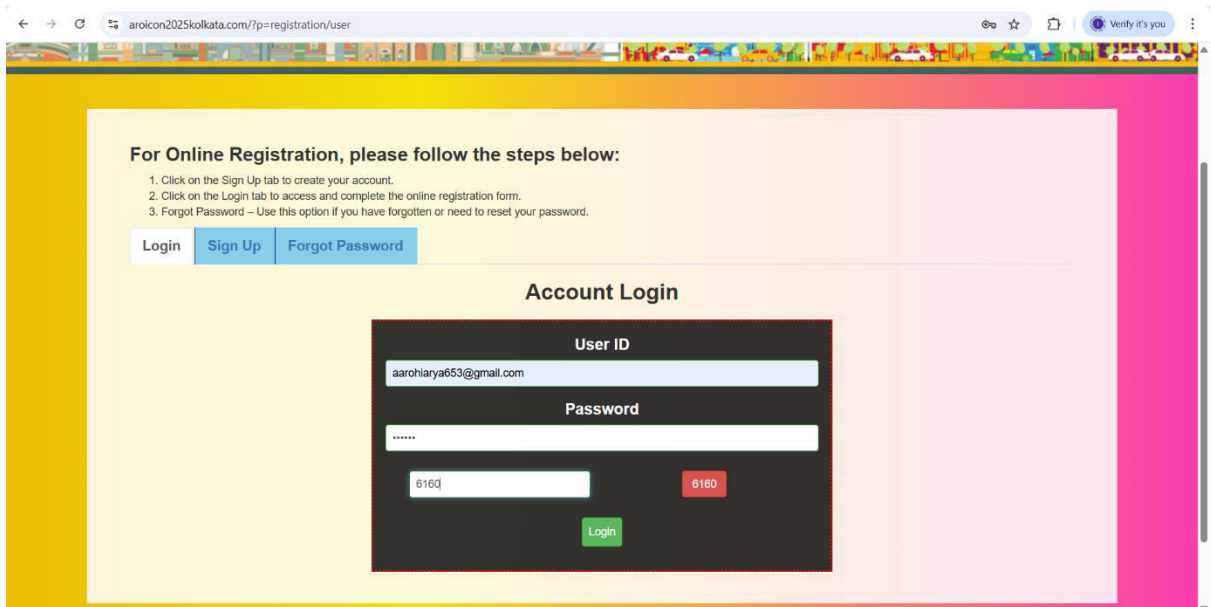


AROICON 2025 : ABSTRACT SUBMISSION PROCESS

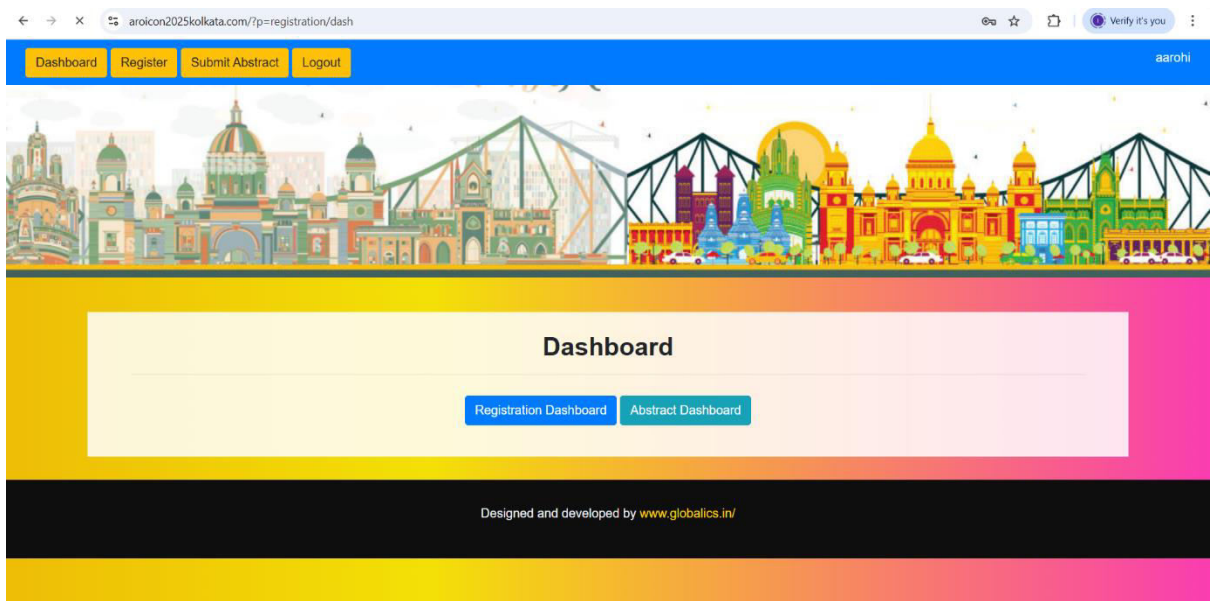
Please note that you need to *register for the Conference* before you can submit an Abstract. Please go through the step by step process before you submit an Abstract.

1. Insert your User ID and Password to login to your account



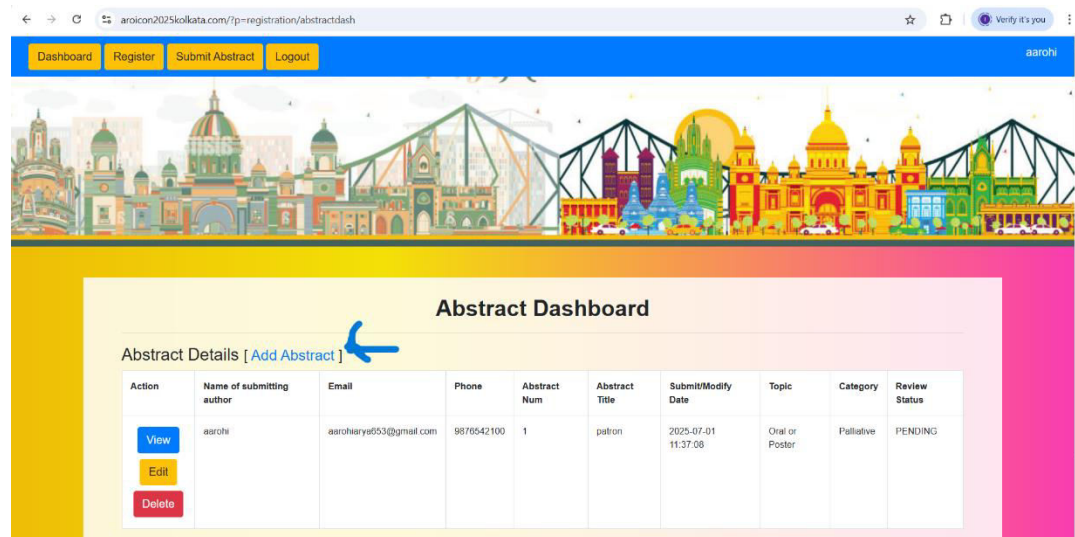
The screenshot shows a web browser window with the URL aroicon2025kolkata.com/?p=registration/user. The page has a yellow and pink gradient background. It contains a section titled "For Online Registration, please follow the steps below:" with three numbered instructions: 1. Click on the Sign Up tab to create your account. 2. Click on the Login tab to access and complete the online registration form. 3. Forgot Password – Use this option if you have forgotten or need to reset your password. Below these instructions are three tabs: "Login" (selected), "Sign Up", and "Forgot Password". The "Account Login" section features a dark grey login form with fields for "User ID" (containing "aarohiya653@gmail.com") and "Password" (masked with "*****"). There is a "616d" verification code field and a "6160" button. A green "Login" button is at the bottom of the form.

2. Once you are logged in you reach the **Dashboard**. Click on the **Abstract Dashboard** button to submit an abstract.



The screenshot shows the user dashboard at aroicon2025kolkata.com/?p=registration/dash. The page has a blue header with navigation buttons: "Dashboard" (selected), "Register", "Submit Abstract", and "Logout". The user's name "aarohi" is displayed in the top right. Below the header is a colorful illustration of a city skyline. The main content area is titled "Dashboard" and contains two buttons: "Registration Dashboard" and "Abstract Dashboard" (highlighted in green). The footer of the dashboard area states "Designed and developed by www.globalics.in/".

3. Once in the Abstract Dashboard, click on the **Add Abstract** button. You may submit multiple abstracts in Non Best Paper categories. The Abstract Dashboard also shows you all previously submitted abstracts (which you can **view**, **edit** and resubmit and **delete**).



4. After you click Add Abstract button, the first page opens. Please add your personal information. Please note that it is mandatory to add your **ARO / AMPI registration number** and **Conference registration number** (sent to you by mail after registration). Please also add (and recheck) your **mail ID** and a **phone number with WhatsApp** facility for future communication. After you finish, please progress to the next page by clicking **Next**. At each step, you may Save your work (**Save Draft**) and come back later to complete submission.

The screenshot shows the 'Abstract Submission : Basic Information of Abstract Submitter' form. The fields are as follows:

- Name of presenter: aarohi
- Designation: Patron
- Institution: manav rachna
- ARO / AMPI LM number: 67
- Conference registration number: 768
- Mail ID: aarohiarya853@gmail.com
- Phone number (with WhatsApp facility preferred): 9876542100
- Country: India

5. On the next page please choose the **Abstract Type**. Please note that all Best Papers shall be submitted through the Abstract Submission process but forwarded to AROI Central for evaluation while others shall be evaluated by Reviewers appointed by the AROICON 2025 Scientific Committee. There is an unique opportunity to submit short **Video Presentations** (on any procedure). After you complete your selection, please proceed to the Next page.

The screenshot shows a web interface for selecting an abstract type. At the top, there is a blue navigation bar with buttons for 'Dashboard', 'Register', 'Submit Abstract', and 'Logout'. The page title 'Abstract_1' is in the top right corner. Below the navigation bar is a colorful banner featuring various architectural styles, including domes and bridges. The main content area has a yellow background. A white dropdown menu is open, displaying the following options:

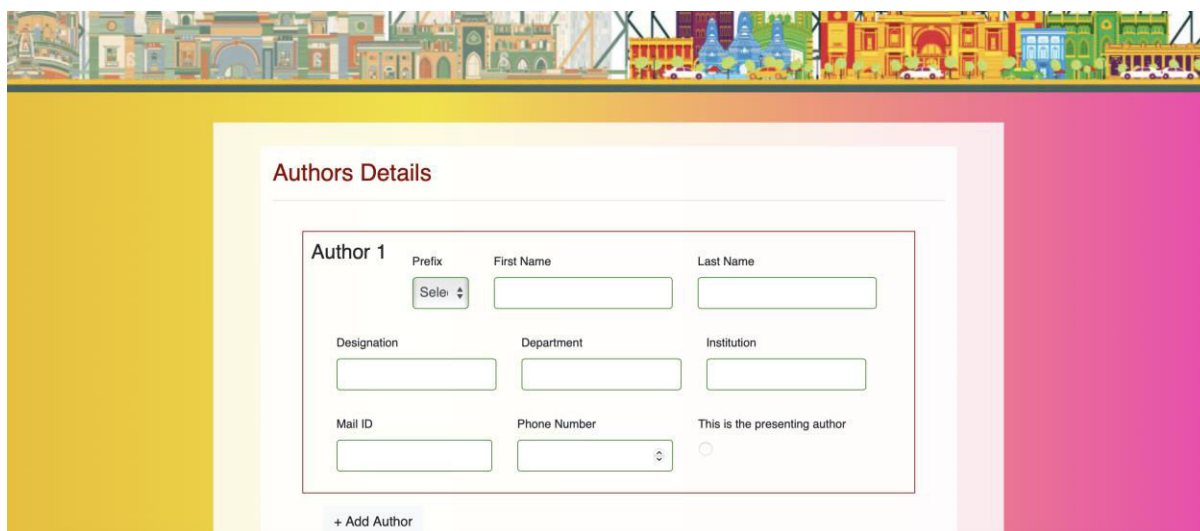
- ✓ Choose Abstract Type
- Best Paper (Dr. K. T. Bhowmik Young Doctor Award - post MD/ DNB < 40 years)
- Best Paper (Dr. M. S. Gujral Gold Medal - MD/ DNB students < 30 years)
- Best Paper (Dr. M. C. Pant Gold Medal - MD/ DNB students < 30 years)
- Best Paper (Gold Medal Medical Physics < 40 years)
- Best Proffered Paper for Members (40 - 50 years)
- Best Proffered Paper for Members (< 40 years)
- Poster
- Oral presentation
- Oral or Poster
- Video presentation (attach files as well as abstract)

6. On the next page, please choose the **Abstract Category** (Subsite) and then Click Next.

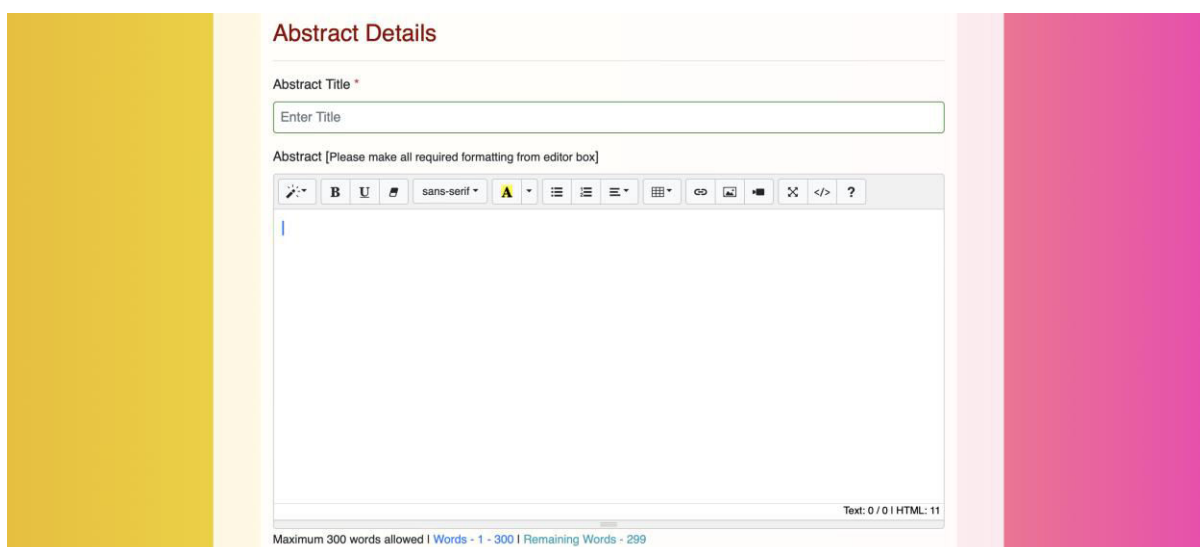
The screenshot shows a web interface for selecting an abstract category. At the top, there is a blue navigation bar with buttons for 'Dashboard', 'Register', 'Submit Abstract', and 'Logout'. The page title 'Abstract_1' is in the top right corner. Below the navigation bar is a colorful banner featuring various architectural styles, including domes and bridges. The main content area has a yellow background. A white dropdown menu is open, displaying the following options:

- ✓ Choose Abstract Category
- CNS
- Head and Neck
- Lung / Thoracic
- Breast
- Gastrointestinal
- Genitourinary
- Gynaecological
- Hematolymphoid
- Bone / Soft tissue
- Pediatric
- Palliative

7. On the next page, carefully enter all details as follows :
- Fill in **Author details** (up to **six authors** associated with the research being submitted as per ICJME authorship criteria) can be added. Please add authors in the **correct order of contribution** to the manuscript. Please also **mark the presenting author**.



- Now add the Abstract details –
 - Enter the **Abstract Title**.
 - Up to 300 words** excluding space can be included in the body of the Abstract. Formatting the body is possible. You may copy and paste from another file but formatting shall likely be lost and have to be re-done.
 - Suggested format** for the Abstract is Introduction (including Objectives), Materials and Methods, Results and Conclusion.



- Up to 3 (in total) Tables and / or Figures (maximum size 18 MB)** can be uploaded along with the Abstract in the appropriate place below the Abstract body.

- d. For **Video Presentations** – please fill in a **Title** and **short Description** about the video (no specific format) and **add the URL** of the video saved to your Google drive.

Enter Video URL *

Enter video URL

1. Please upload the video in a Google drive & create a sharing link. Copy the link and paste in the above text box.

2. Please add a **Title** and **short Description** in the above Abstract submission area.

- e. After you have filled in the Abstract body, please fill in the necessary information regarding the Abstract as shown below.

Please tick the following checkboxes before submission :

☐ 1. All authors listed have substantial contributions as an author for the manuscript as per [ICJME guidelines](#).

☐ 2. All authors have read and accepted the contents of the manuscript and vouch for its authenticity.

☐ 3(a). All authors vouch that the contents of this abstract have not previously been presented / published in the same form before.

☐ 3(b). If same study part has been presented / published in a different form, before, please mention the details.

4. If an intervention has been carried out on human subjects, appropriate institutional ethical clearance has been obtained.

Please Select

If yes, please mention IEC number

Select One

5. Conflicts of interest.

Please Select

If yes, details must be mentioned in a text box.

Select One

8. Please check all your details and click Next.

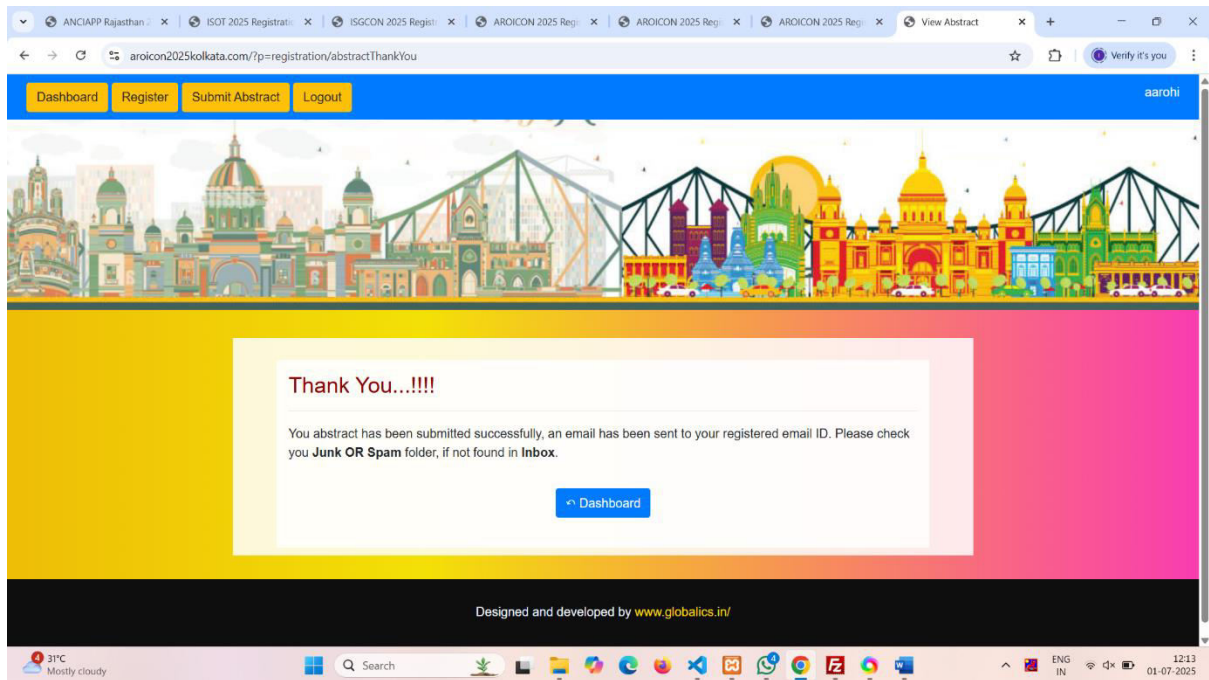
9. On the next page, you will find all information regarding your Abstract. You can also view the submitted files by clicking the **View** option.

Abstract Title:	Abstract Title																							
Category:	Genitourinary																							
Topic:	Oral or Poster																							
Details:	Abstract body																							
File:	View																							
Authors:	<table><thead><tr><th>Prefix</th><th>First Name</th><th>Last Name</th><th>Institutions</th><th>Department</th><th>Designation</th><th>Email</th><th>Phone</th></tr></thead><tbody><tr><td>Dr.</td><td>A</td><td>B</td><td>E</td><td>D</td><td>C</td><td>abcd@xyz.com</td><td>9123456789</td></tr></tbody></table>								Prefix	First Name	Last Name	Institutions	Department	Designation	Email	Phone	Dr.	A	B	E	D	C	abcd@xyz.com	9123456789
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Dr.	A	B	E	D	C	abcd@xyz.com	9123456789																	
Date:	2025-07-13 17:47:44																							

I Confirm

10. After checking, click the **Confirm** button.

11. A message **acknowledges your Abstract submission** and you get the same **on your mail** (please check Spam / Junk folder) in case you do not get it in your mail box.



In case of any further queries please do not hesitate to mail us on aroicon2025.acad@gmail.com

Best of luck!