



SCC78 Call for Papers - Submission Tutorial

Thank you for submitting your work for program consideration at the Society of Cosmetic Chemists' 78th Annual Scientific Meeting & Showcase (SCC78). Below are instructions to guide you through the process of creating and submitting an abstract through the SCC's website. If you have any further questions regarding the abstract submission process, please reach out to SCC Headquarters at education@scconline.org

Getting Started

You must be signed in with an SCC website account in order to create an abstract submission.

- If you have an existing SCC website account, you can [sign in here](#).
- If you have a site account but have forgotten your username and/or password, you can [retrieve or reset your login](#).
- If you do not currently have an SCC website account, you can [create a new site account](#).

Creating a Presentation Abstract

Once you are logged in with a site account, proceed to the following page on the SCC website (if you are not redirected there automatically): <https://www.scconline.org/Education/Presenter-Center>

Then click "CREATE NEW" on the right-hand side of your screen:

HOME / EDUCATION / PRESENTER CENTER

Need help submitting an abstract?
Check out our step-by-step [Submission Tutorial](#) and [Suggestions for Success](#).

CREATE NEW

YOUR PRESENTATIONS

ID	Presentation Title	Status	Meeting Filter	Method
You currently do not have any presentation applications.				

CO-AUTHORED
You are currently not co-authoring any presentations.

YOUR PROFILE
Test Account
14 Wall Street
Suite 1620
New York, NY 10005
Email: education@scconline.org

UPDATE YOUR PROFILE



Now fill out the fields related to your presentation and then click **“CREATE PRESENTATION.”** In the **“Author Presenter Role”** field, you can select **“Author,” “Co-Author,”** or **“Submitter-Only”** (if you are submitting the abstract on behalf of others in your company).

HOME / EDUCATION / PRESENTER CENTER

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CREATE NEW PRESENTATION

This form allows you to create a new presentation. Enter the presentation title and select the event for the presentation.

Filter by Meeting:	2023 Annual Scientific Meeting & Showcase
Submission Type:*	SCC77 Call for Papers - Podium Presentation
Presentation Method:*	Oral Presentation
Submission Title:*	Test Submission #1
Author Presenter Role:*	Author

[CREATE PRESENTATION](#) [CANCEL](#)

Editing a Presentation

Once your presentation is created, you will see three main navigation items related to it:

- **Home** – the main screen related to your presentation (pictured below)
- **Document** – this is where you will input all of the scientific information related to your presentation.
- **Co-Authors** – this is where you have the ability to add co-authors to the presentation.

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ABSTRACT SUBMISSION DEADLINE: MAY 15, 2023 (11:59 PM EDT)

TEST 1

[HOME](#) [DOCUMENT](#) [CO-AUTHORS](#) [RETURN TO PRESENTATIONS](#)

YOUR PRESENTATION WILL BE AUTOMATICALLY DELETED IF NOT SUBMITTED BY THE 5/15/2023 DEADLINE.

PRESENTATION SUMMARY		CHECKLIST
Presentation ID:	52012	The following requirement(s) must be met in order to submit a presentation. Click on a requirement to see an explanation.
Submission Title:	Test 1	<input type="checkbox"/> Presentation Document
Submission Status:	Draft/Incomplete	
Submission Type:	SCC77 Call for Papers - Podium Presentation	SUBMIT PRESENTATION



If you are ready to begin entering scientific information related to your presentation, click on **“DOCUMENT”**:

You will now see a sub-menu appear under **“DOCUMENT”** with four related sub-sections: **AWARD ELIGIBILITY, ABSTRACT DETAILS, TOPICS, SPEAKER.**

[Note: *blue text* indicates which piece of navigation (or sub-navigation) is currently selected]

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ABSTRACT SUBMISSION DEADLINE: MAY 15, 2023 (11:59 PM EDT)

TEST 1

HOME DOCUMENT CO-AUTHORS RETURN TO PRESENTATIONS

YOUR PRESENTATION WILL BE AUTOMATICALLY DELETED IF NOT SUBMITTED BY THE 5/15/2023 DEADLINE.

PRESENTATION DOCUMENT
This area allows you to manage your main presentation document.

SAVE

AWARD ELIGIBILITY ABSTRACT DETAILS TOPICS SPEAKER

PRESENTATION DOCUMENT
This area allows you to manage your main presentation document.

SAVE

AWARD ELIGIBILITY ABSTRACT DETAILS TOPICS SPEAKER

Annually, the society awards authors/speakers for their innovative and influential research presented at the preceding Annual Meeting. Your paper may be eligible for one or more of these awards. Check all that apply below:

Young Scientist Award Eligibility -- (Learn more) ⓘ
 Presenter is under 40 years old

Des Goddard Award Eligibility -- (Learn more) ⓘ
 Paper sheds light on new innovations on the topic of Polymer Science related to Cosmetics or Personal Care

Alan/Jeanette Black Award Eligibility -- (Learn more) ⓘ
 The Alan B. and Jeanette Black Award is presented to the author(s) of the Best Paper on Sustainable Formulation Technology, either published in the Journal of Cosmetic Science or presented at the preceding December Annual Meeting.

SCC Award Eligibility -- (Learn more) ⓘ
 Paper that makes the greatest scientific contribution to knowledge in the field of protecting against or ameliorating damage to human skin caused by exposure to UV radiation

SAVE

CHECKLIST
The following requirement(s) must be met in order to submit a presentation. Click on a requirement to see an explanation.

Presentation Document

SUBMIT PRESENTATION
Delete Presentation



AWARD ELIGIBILITY – use this section to indicate any eligibility your presentation may have related to various SCC awards.

ABSTRACT DETAILS – this is where you will enter the majority of the scientific research information related to your presentation: **Background Information, Objective, Methodology, Results, Conclusion, and Importance.**

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ABSTRACT SUBMISSION DEADLINE: MAY 15, 2023 (11:59 PM EDT)

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SAVE

AWARD ELIGIBILITY ABSTRACT DETAILS TOPICS SPEAKER

CHECKLIST
The following requirement(s) must be met in order to submit a presentation. Click on a requirement to see an explanation.

Presentation Document

SUBMIT PRESENTATION
Delete Presentation

The abstract, written in English, should be informative, containing (i) 1-2 sentences of the study's specific objective(s); (ii) brief statement of methods, if pertinent; (iv) summary of results obtained; and (v) statement of conclusions. Materials or ingredients presented in the paper must be referenced using IUPAC or generic nomenclature.

I: Background information – Short introduction to presentation (500 Character Max) *

II: Objective – Clearly describe the purpose of the research conducted (500 Character Max) *



TOPICS - The next sub-section under “**DOCUMENT**” is called “**TOPICS**”. This is where you can select up to three keywords that pertain to the subject matter of your presentation.

TEST 1

HOME DOCUMENT CO-AUTHORS RETURN TO PRESENTATIONS

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PRESENTATION DOCUMENT
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SAVE

AWARD ELIGIBILITY ABSTRACT DETAILS TOPICS SPEAKER

Select the topics you believe this presentation fits best.

Select a MAX of 3 Topics *

- Skin Care
- Hair Care
- Color Cosmetics
- Fragrance
- Diversity & Inclusion in Beauty
- New or Novel Ingredient, Process, and Formulation/Technologies
- Sustainability
- Claims & Regulatory
- Photoprotection
- AI & Machine Learning
- Biotechnology
- Other

If other, please detail below

SAVE

CHECKLIST
The following requirement(s) must be met in order to submit a presentation. Click on a requirement to see an explanation.

Presentation Document

SUBMIT PRESENTATION

Delete Presentation

SPEAKER - The final sub-section under “**DOCUMENT**” is called “**SPEAKER.**” This is where you indicate, to the best of your knowledge, who would be the speaker delivering the podium presentation at the SCC Annual Meeting and Showcase, assuming the presentation is accepted.

TEST 1

HOME DOCUMENT CO-AUTHORS RETURN TO PRESENTATIONS

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PRESENTATION DOCUMENT
This area allows you to manage your main presentation document.

SAVE

AWARD ELIGIBILITY ABSTRACT DETAILS TOPICS SPEAKER

Podium Speaker: If selected, who would deliver the podium presentation at the SCC Annual Meeting? (To the best of your knowledge)

SAVE

CHECKLIST
The following requirement(s) must be met in order to submit a presentation. Click on a requirement to see an explanation.

Presentation Document

SUBMIT PRESENTATION

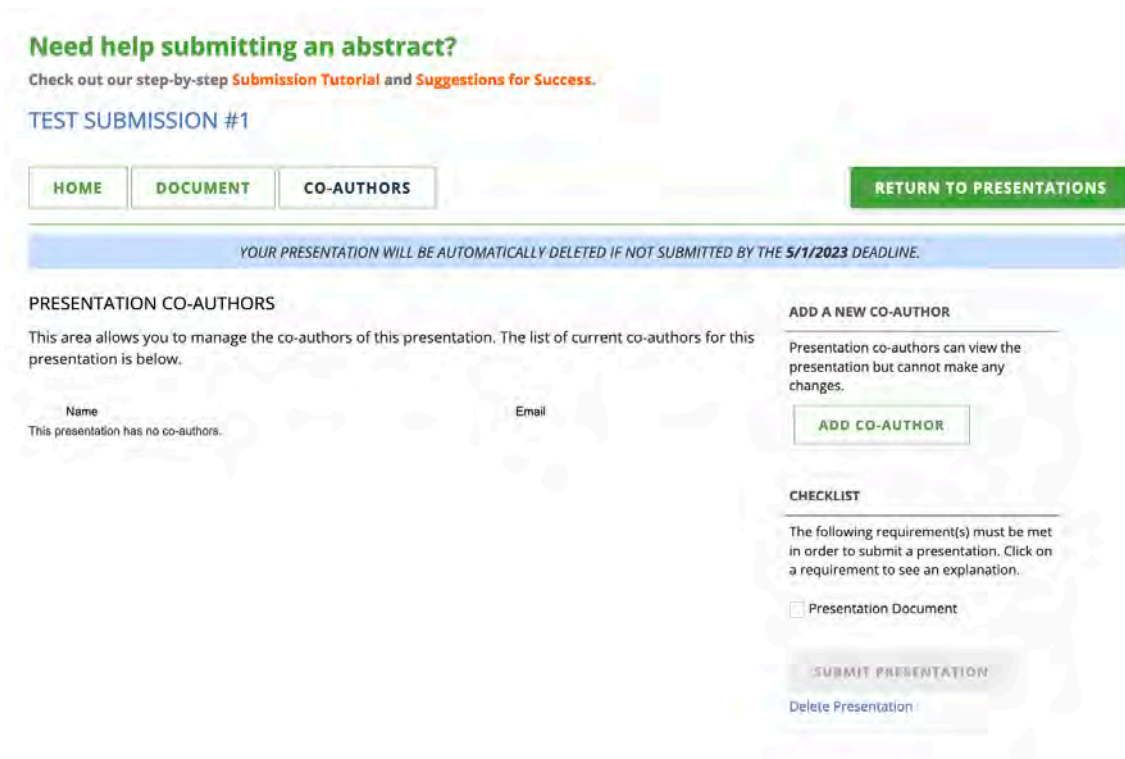
Delete Presentation



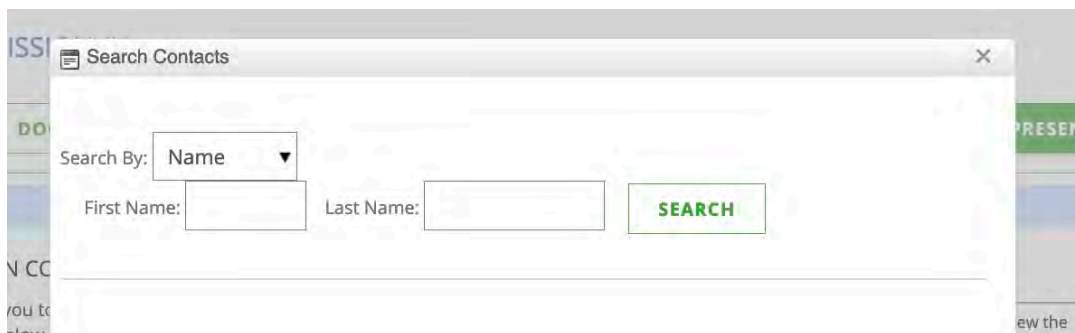
Adding Co-Authors

You have the ability to add co-authors to your presentation via the “**CO-AUTHORS**” tab in the main navigation for the submission.

Click “**ADD CO-AUTHOR**” on the right side of the screen to begin the process of adding a co-author.



The first step in adding a co-author is to search to see if the co-author has an existing site account on the SCC website. You can search by **First Name** and/or **Last Name**.





If your search returns an existing website account for your co-author, simply click “**Select**” to the left of the co-authors name.

The screenshot shows a 'Search Contacts' window with the following fields and results:

- Search By: Name
- First Name: test
- Last Name: society
- SEARCH button
- ADD NEW CONTACT button
- Table with columns: SELECT, FULLNAME, COMPANYNAME, CITY STATE, EMAIL
- Table row: Select, Society, Test, Society of SCC, SCC, New York, New York, scc@scconline.org
- ADD NEW CONTACT button

If your search ***does not*** return an existing website account, then click on “**ADD NEW CONTACT**” to create a website account for your co-author.

The screenshot shows a 'Search Contacts' window with the following fields and results:

- Search By: Name
- First Name: (empty)
- Last Name: society
- SEARCH button
- ADD NEW CONTACT button
- Table with columns: SELECT, FULLNAME, COMPANYNAME, CITY STATE, EMAIL
- Table row: No records to display.
- ADD NEW CONTACT button



Once you have added your co-author, you will see them appear under the “**PRESENTATION CO-AUTHORS**” list.

Name	Email
SCC Test Account -- Select a Presentation Role --	sccotech@scconline.org

You can now select the appropriate role for the Co-Author from the “**Select a Presentation Role**” drop down below their name.

Name	Email
SCC Test Account -- Select a Presentation Role --	sccotech@scconline.org



Submitting a Presentation

Once you have entered all of the required information for your presentation, and added any co-authors, you will see blue square icons appear next to the items in your **CHECKLIST** (right side of the screen). The blue icons indicate that the presentation has the required information entered, and it ready for final submission via the “**SUBMIT PRESENTATION**” button.

Need help submitting an abstract?

Check out our step-by-step [Submission Tutorial](#) and [Suggestions for Success](#).

TEST SUBMISSION #1

HOME	DOCUMENT	CO-AUTHORS	RETURN TO PRESENTATIONS
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YOUR PRESENTATION WILL BE AUTOMATICALLY DELETED IF NOT SUBMITTED BY THE 5/1/2023 DEADLINE.

PRESENTATION SUMMARY	CHECKLIST
<p><i>Presentation ID:</i> 51966</p> <p><i>Submission Title:</i> Test Submission #1</p> <p><i>Submission Status:</i> Draft/Incomplete</p> <p><i>Submission Type:</i> SCC77 Call for Papers - Podium Presentation</p> <p><i>Presentation Method:</i> Oral Presentation</p> <p><i>Submitter:</i> Full Name</p> <p><i>Author Presenter Role:</i> Author</p> <p><i>Created On:</i> 3/24/2023</p> <p><i>Submitted On:</i> not specified</p> <p><i>Submission Deadline:</i> 5/1/2023</p>	<p>The following requirement(s) must be met in order to submit a presentation. Click on a requirement to see an explanation.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Presentation Document <input checked="" type="checkbox"/> Co-Author Role Selected <p>SUBMIT PRESENTATION</p> <p>Delete Presentation</p>
EDIT PRESENTATION	<p>PRESENTATION CO-AUTHORS</p> <p>SCC Test Account</p>



Once you have submitted your presentation, you will see a **“Presentation submitted successfully”** message in a **green** colored band on the page:

[HOME](#) / [EDUCATION](#) / [PRESENTER CENTER](#)

Need help submitting an abstract?

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TEST SUBMISSION #1

[HOME](#) [DOCUMENT](#) [CO-AUTHORS](#) [RETURN TO PRESENTATIONS](#)

THE PRESENTATION HAS BEEN SUBMITTED!

Presentation submitted successfully.

PRESENTATION SUMMARY

<i>Presentation ID:</i>	51966
<i>Submission Title:</i>	Test Submission #1
<i>Submission Status:</i>	Ready for Review
<i>Submission Type:</i>	SCC77 Call for Papers - Podium Presentation
<i>Presentation Method:</i>	Oral Presentation
<i>Submitter:</i>	Full Name
<i>Author Presenter Role:</i>	Author
<i>Created On:</i>	3/24/2023
<i>Submitted On:</i>	3/25/2023
<i>Submission Deadline:</i>	5/1/2023

[EDIT PRESENTATION](#)

PRESENTING INFORMATION

No information currently available.

PRESENTATION CO-AUTHORS

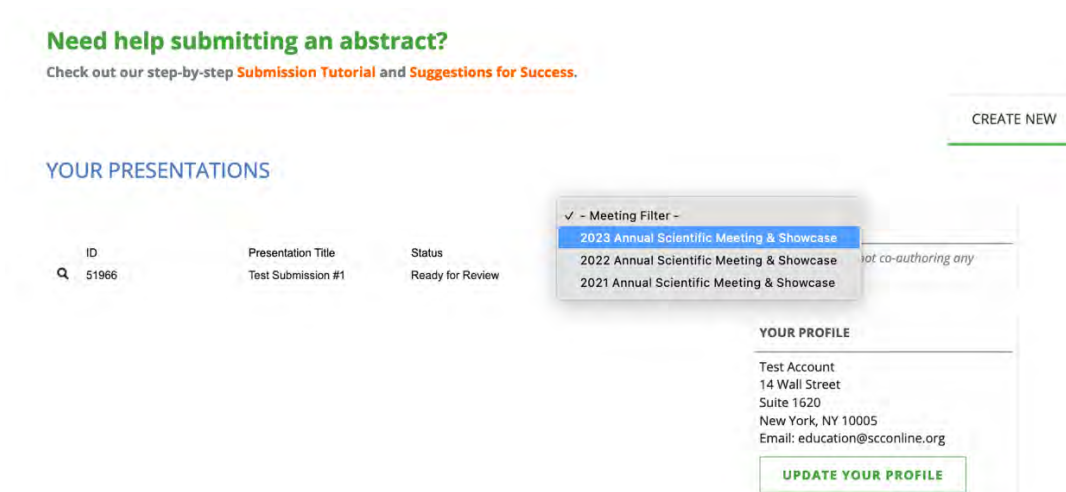
SCC Test Account



If you have created a presentation in the system, but are not yet ready to make a final submission, you can save it as a draft, and come back later to complete your entries.

When you return to the website, you can access your presentation as follows:

- 1) **Sign in** to the SCC website.
- 2) If not redirected automatically, proceed to the following page on the site: <https://www.sconline.org/Education/Presenter-Center>
- 3) Select “2023 Annual Scientific Meeting & Showcase” from the “**Meeting Filter**” dropdown menu:



- 4) Click on the magnifying glass icon to the left of your presentation listing. This will reopen your presentation for editing.





Additional Notes:

- The submission system sends out three types of confirmation emails:
 - **Presentation Creation Confirmation** – sent once you initially create your presentation. This confirmation goes to the primary author listed for the presentation.
 - **Addition of Co-Author** – and confirmation email is also sent to any co-authors, once they are added to a presentation.
 - **Final Submission** – the primary author will also receive a confirmation email once the final presentation submission has been made.

If you have any further questions regarding the abstract submission process, please reach out to SCC Headquarters at education@scconline.org

ABSTRACT/PRESENTATION SUBMISSION DEADLINE: MAY 10, 2024 (11:59 PM EDT)