

# MTERMS 2026 – Author Guidelines

Malaysian Tissue Engineering & Regenerative Medicine Symposium (MTERMS) 2026

## 1. Registration Requirement

All authors must complete **online registration** before submitting an abstract.

### **Step 1: Create an Account**

1. Click the “**Registration**” button on the MTERMS 2026 website.
2. Complete all required personal and affiliation details.
3. Enter a valid **email address**.
4. Create a secure **password**.
5. Submit the registration form.

Please ensure that your email address is correct, as all official communication will be sent to this email.

## 2. Login to Participant Portal

After successful registration:

1. Click **Login**.
2. Enter the **email and password** used during registration.
3. You will be directed to your **Participant Dashboard**.

Within the dashboard:

- You may review and update your personal information at any time.
- Please ensure all information is accurate before abstract submission.

## 3. Indicating Presenter Status

During registration, authors intending to present must:

- Tick the checkbox: “**I am a Presenter**”

If this option was not selected during registration, it can still be modified later within the Participant Dashboard.

Once the “I am a Presenter” option is selected, an **Abstract Submission Section** will automatically appear in the dashboard.

## 4. Abstract Submission Process

### A. Complete Abstract Details

Within the Abstract Section, authors must provide:

- Full list of author names
- Institutional affiliations
- Author email addresses
- Designation of the **Corresponding Author** (must tick the corresponding author checkbox)

Please ensure:

- All co-author information is accurate.
- The corresponding author is clearly indicated.
- Incomplete submissions may not be reviewed.

### B. Uploading the Abstract File

At the top of the Participant Dashboard:

1. Select Type of Upload → Choose “Abstract”
2. Click Choose File
3. Select your abstract file
4. Click Upload

#### File Requirements:

- Maximum file size: **5 MB**
- Accepted format: (Insert format if needed, e.g., PDF / DOCX)
- File must follow official abstract template (if applicable)

### C. Checking Upload Status

After uploading:

- The uploaded file will appear in your **Upload History**.
- If your file does not appear, click the “**Refresh History**” button.

## D. Multiple Versions

Authors may upload multiple versions of their abstract.

Important:

- Only the **latest uploaded version** will be used for review.
- Organizers will consider the most recent version available before the submission deadline.

## 5. Editing After Submission

Authors may:

- Update personal information
- Modify presenter status
- Upload revised abstract versions

However:

- Changes after the official submission deadline may not be accepted.
- Please refer to the Important Dates section on the website.

## 6. Responsibility of Authors

The submitting author is responsible for:

- Ensuring accuracy of all information provided
- Obtaining consent from all co-authors
- Confirming authorship order
- Verifying correct designation of the corresponding author
- Uploading the final, correct version before the deadline

## 7. Technical Assistance

If you experience technical issues:

- Ensure your browser is updated.
- Refresh the page and try again.
- Clear cache if necessary.

For further assistance, please contact:

[admin@mterms2026.com](mailto:admin@mterms2026.com)

## **8. Important Notes**

- Registration is mandatory before abstract submission.
- Only registered presenters will be scheduled in the scientific programme.
- Abstract review decisions will be communicated via registered email.