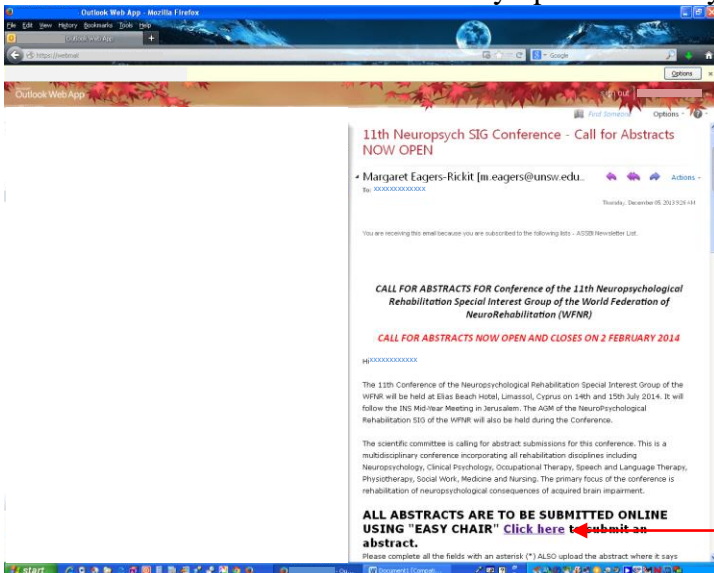
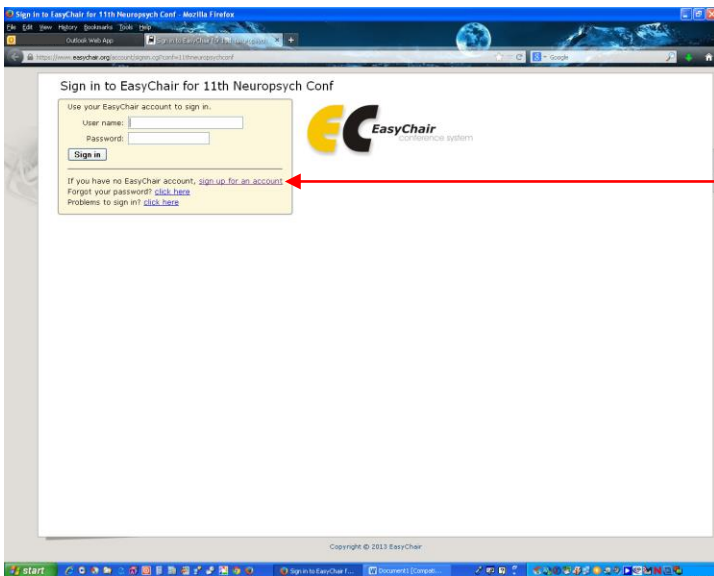


USING EASYCHAIR for the CCD Symposium is very easy if you use this guide step by step

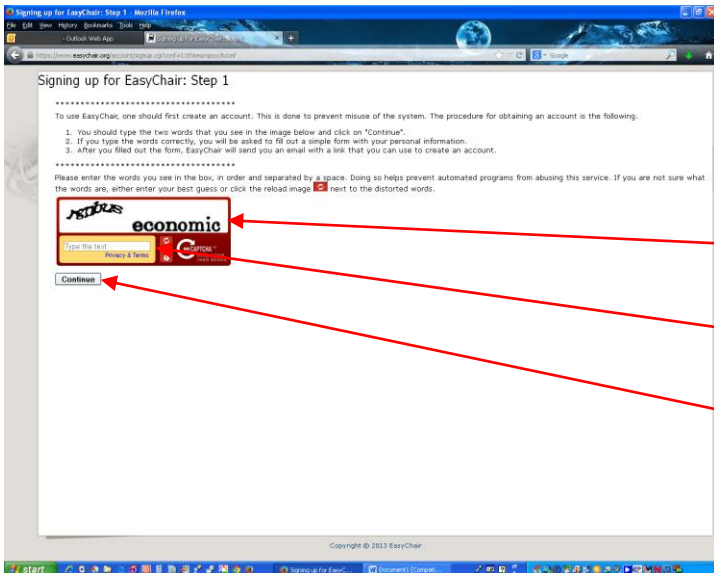


Please note this information was set up originally for the 11th NR-SIG-WFNR conference but is EXACTLY the same for the CCD Symposium

Click on this link. The link in your email or on the MERS website.

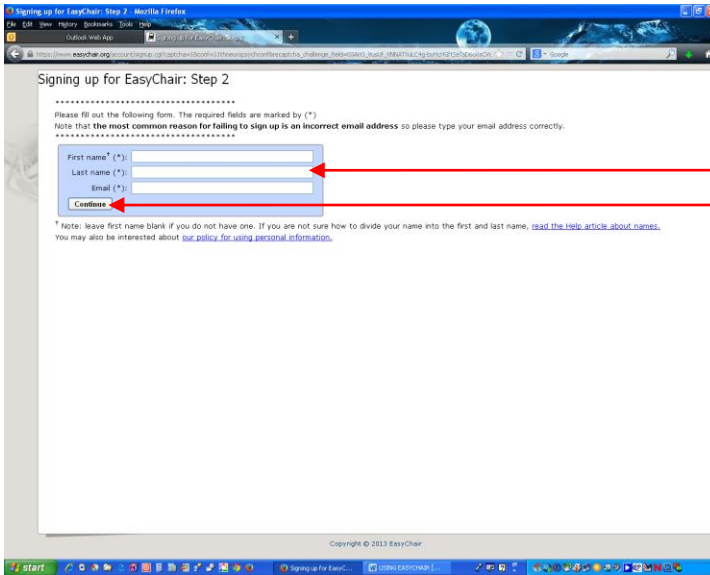


This gets you to a screen like this. First, you have to sign up and create an account. You do that by clicking this option.

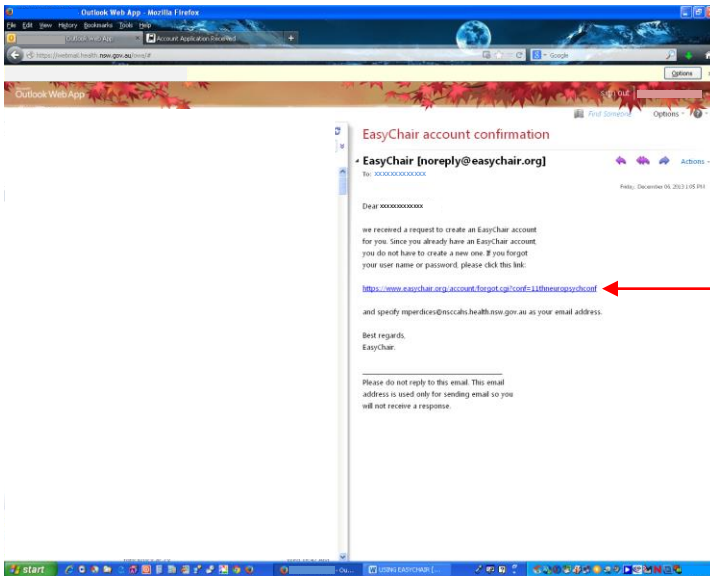


This gets you to a screen like this, which is Step 1 of the sign up process. You then:

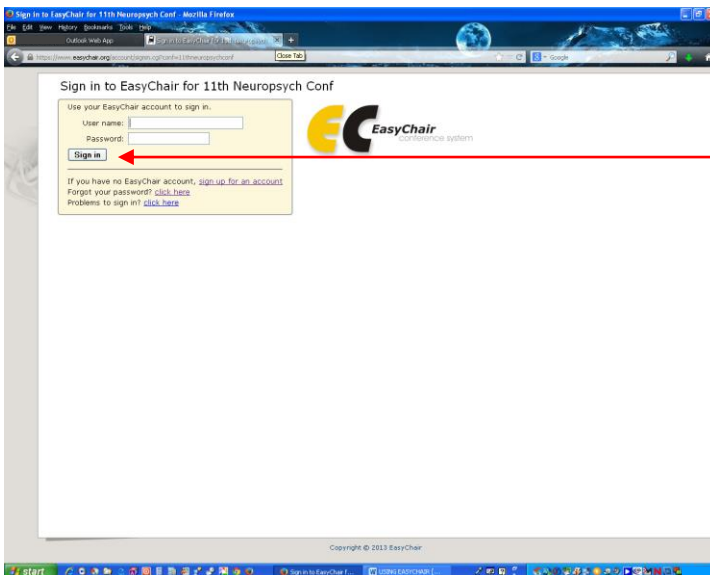
- type in the two words on the top panel . . .
- in the little window at the bottom of the panel . . .
- and then click 'Continue'.



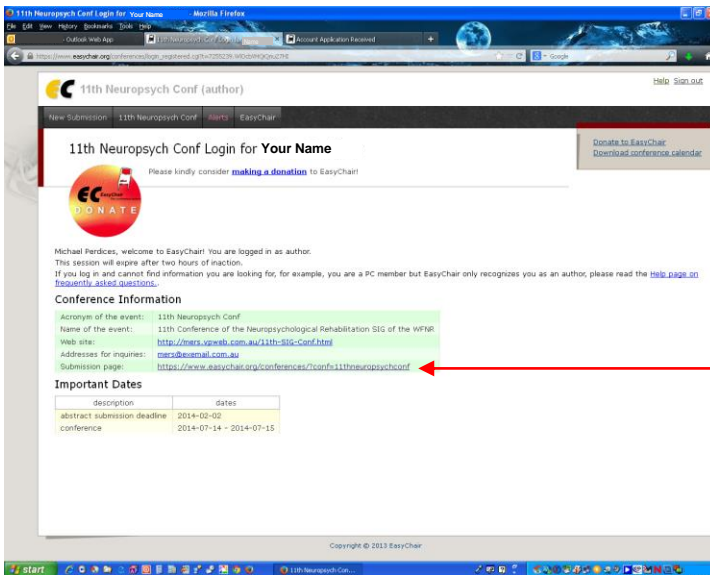
You then get a screen like this, which is Step 2 of the sign up process. You fill in the information then click 'Continue'. This sends Easy Chair your APPLICATION to create an account.



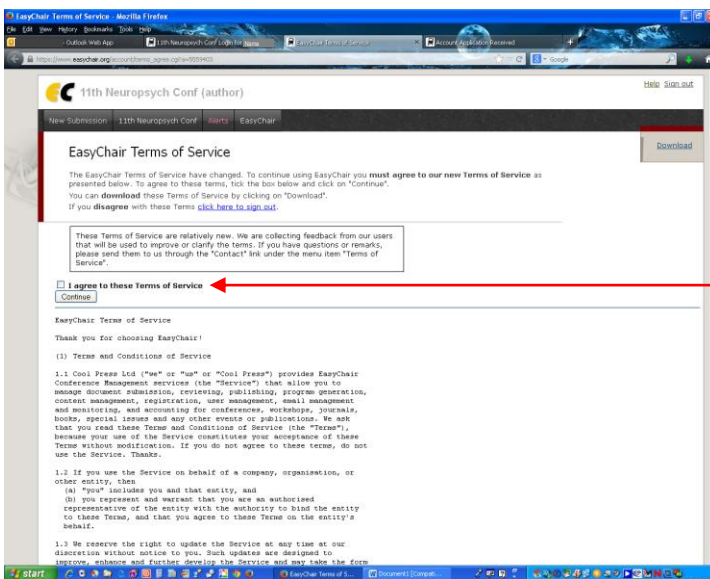
You then get a confirmation e-mail from EasyChair. Basically, this is to let you know that they have received your APPLICATION to create an account, and that you are now ready to do so. The next step is to click on this link in order to create the account. This process involves providing a bunch of information such as your name, your user name and password (so you can access the account), place of work, address, etc. This screen has not been included here, but it is all fairly straight forward.



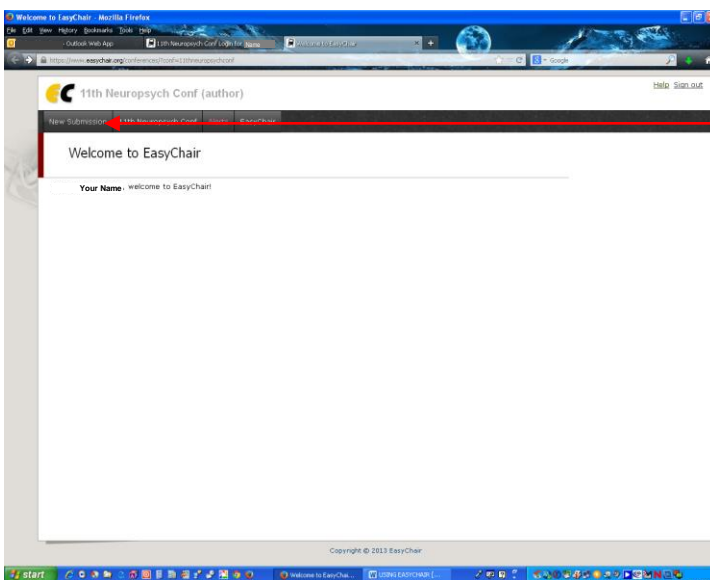
Once you have created your account, you sign in on a screen like this, using the user name and password that you have just created.



After you sign in, you get a screen like this. To submit an abstract, you click on this link.



You then get this screen. First, you have to agree to the Terms of Service, by clicking on this box. Then you click 'Continue'.



You then get this screen, welcoming you to Easy Chair. You start the submission process by clicking this "New Submission" button. This gets you to the submission screen, which is shown on the next page.

New Submission for 11th Neuropsych Conf

Follow the instructions, step by step, and then use the "Submit" button at the bottom of the form. The required fields are marked by (*).

More information about submission to 11th Neuropsych Conf can be found on [11th Neuropsych Conf Web site](#)

Authors

For each of the authors please fill out the form below. Some items on the form are explained below.

- Email addresses** will only be used for communication with the authors. It will not appear in public Web pages of this conference. The email address can be omitted for authors who are not corresponding. These authors will also have no access to the submission page.
- Web site** can be used on the conference Web pages, for example, for making the program. It should be a Web site of the author, not the Web site of her or his organization.
- Each author marked as a **corresponding author** will receive email messages from the system about this submission. There should be at least one corresponding author.

Author 1 (click here to add yourself) (click here to add an associate)

First name (*):
Last name (*):
Email (*):
Country (*):
Organization (*):
Web Site:
Corresponding author:

Author 2 (click here to add yourself) (click here to add an associate)

First name (*):
Last name (*):
Email (*):
Country (*):
Organization (*):
Web Site:
Corresponding author:

Author 3 (click here to add yourself) (click here to add an associate)

First name (*):
Last name (*):
Email (*):
Country (*):
Organization (*):
Web Site:
Corresponding author:

Author 4 (click here to add yourself) (click here to add an associate)

First name (*):
Last name (*):
Email (*):
Country (*):
Organization (*):
Web Site:
Corresponding author:

Click here to add more authors

* Note: leave first name blank if there is no first name. If you are not sure how to divide a name into the first and last name, [see the help article about names](#).

Title, Abstract and Other Information

The title and the abstract should be given as a plain text, they should not contain HTML elements

Title (*):
Abstract (*):

If your submission belongs to any of the following group(s), tick the corresponding box.

Group (*):
 Oral
 Datablitz
 Poster

Keywords

Type a list of keywords (also known as key phrases or key terms), **one per line** to characterize your submission. You should specify at least three keywords.

Keywords (*):

Upload Paper

The submission should be in one of the following formats:

- Word document (file extension .doc).
- Word open XML document (file extension .docx).

If you submit only an abstract, then tick the Abstract Only box, else upload the submission.

Paper: No file selected Abstract Only:

Ready?

If you filled out the form, press the "Submit" button below. **Do not press the button twice: uploading may take time!**

This is actually a composite of the submission page, because it does not all fit into a single screen; you just scroll down as you go.

As you can see, it is all very straight forward. First, you fill in the information about all the authors. Please tick everyone that should be notified about acceptance as well as the person presenting the research.

Then type in (or copy/paste) the title in the Title box and the body of the abstract (**WITHOUT** authors, affiliations or corresponding author) in the abstract box

Tick which presentation you prefer, Oral, Datablitz or Poster

Enter 3 keywords

Finally, at the bottom there is an option to upload a paper. **Please upload the fully formatted abstract.** (see below for an example)

The abstract **MUST** be uploaded or the submission will **NOT** be reviewed. Any problems email Margaret at mers@exemail.com.au

Please click on the Browse option and upload the fully formatted abstract then select the SUBMIT button

Format for abstract is below

Format of abstracts for publication in the conference program - For research studies use the following headings in sentence case and bold: Background and aims, Method, Results, Conclusions.

Cut and paste the highlighted portion into the box and the full abstract should be uploaded. – Please DO NOT type the words Title, Authors, Affiliations, Abstract

Title: sentence case and bold

Authors: sentence case - surname, first name, superscript for affiliations

Affiliations: sentence case - department, institution, city, country

Abstract: structured abstract with the following headings in sentence case and bold:

Background and aims, Method, Results, Conclusions

Correspondence: Corresponding author and email address

Example:

Do traditional tests of post-traumatic amnesia (PTA) tell us how early emergence from PTA really occurs?

Perdices, Michael^{1,2}; Tate, Robyn L.³ and Cassel, Anneli³

¹Department of Neurology, Royal North Shore Hospital, Sydney, Australia

²Northern Clinical School, Sydney Medical School, University of Sydney, Sydney, Australia

³Rehabilitation Studies Unit, Sydney Medical School, University of Sydney, Sydney, Australia

Background and aims: Emergence from post-traumatic amnesia (PTA) on two commonly used tests (Modified Oxford/Westmead PTA Scales, MOPTAS/WPTAS) is defined as the first of three consecutive days of score 12/12, but there is no empirical evidence for this criterion. Tate et al. (2006) had demonstrated that in severely injured patients (PTA duration ~10 weeks), there was no difference on a brief cognitive battery between the first and third occasion of score 12/12, suggesting that emergence from PTA occurs on the first occasion of score 12/12. The aim of this study was to examine these issues in a less severely injured sample.

Method: PTA was evaluated using the MOPTAS. A sample (n=27) with PTA <5 weeks duration was assessed on three occasions with the same battery used in the previous study, along with the Galveston Orientation and Amnesia Test (GOAT) PTA test. Testing occurred on three occasions: Time 1 (MOPTAS score 7/12), Time 2 (first 12/12), Time 3 (third consecutive 12/12).

Results: PTA duration was M=15.7 days (SD=10.7). Using Bonferroni corrections (p<0.01) there were significant differences between Time 1 and Time 2 on the GOAT but not on any cognitive test. Between Time 2 and Time 3 difference in GOAT scores was not significant, but simple reaction time improved significantly.

Conclusions: In contrast to patients with long PTA duration, patients with shorter PTA duration may have emerged from PTA much sooner than when they first score 12/12 score, and certainly much sooner than deemed by the traditional criterion.

Correspondence: Michael Perdices; mperdices@nsccha.health.nsw.gov.au