

GUIDE TO UPLOADING AN ABSTRACT USING THE SHOCKLOGIC SYSTEM:

1. Log in and click on “**New Submission**”.
2. Enter the information (see starred boxes) required to create the profile of the presenting author. Be sure to respond to the data protection regulations at the bottom of the page, then click on “**Next**”.
3. To start the submission, enter the title of the Abstract.
4. Then, scroll down to the section that states:

Upload abstract:

*

Please upload your abstract here, using the "**Attach...**" button at the bottom of the page. This should be a single file in DOC or DOCX and less than 2MB in size

5. Click on the “**Attach**” button on the left side of the screen.
6. The window shown below will appear. Click on “**Browse**” to find the file on your computer with your abstract and select it. The file name should appear in the box,

Attachment



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One (1) attachment per abstract submission. Attachment must be in DOC or DOCX Format less than 5 MB in file size.

To attach a new file select it from your computer and click the "Attach" button. Then, close the tab.

You will also see below the already attached files to your submission, leave them as they are.

Attached file name 1: Browse... No file selected.

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7. On the right side of your screen, you may see another “**Attach**” button. If you do not see this button on your computer, scroll down and use the scroll bar to move the screen over to the right. Click on the right hand attach button.
8. On the left side of the window, click on the “**Back**” button to close the tab. It may take a few moments to complete the upload process. If the upload was successful, the name of the attached file should appear.
9. Complete the remainder of the abstract submission, including information on the session themes and topics, keywords, etc. Be sure to click on the authorization boxes at the bottom of the page, then click on “**Next**”
10. Provide the information for all co-authors of the abstract. When all co-authors are entered, accept the terms and conditions and click on “**Submit**”.
11. Check the information on the “Abstract Submission Acknowledgement” page. You can print out this page for your records. If all information is correct, click on “**Finish**”. If the information is not correct, you will have to click on the “**Back**” buttons to the appropriate page and make the corrections.