SCC80 Call for Papers - Submission Tutorial

Thank you for submitting your work for program consideration at the Society of Cosmetic Chemists' 80th Annual Scientific Meeting & Showcase (SCC80). 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:

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).

Note: screenshots in this tutorial reflect an earlier Call for Papers. Please adjust field selections for "2026 Annual Scientific Meeting and Showcase" and "SCC80" -- Submission deadline for SCC80 is April 24, 2026

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.

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]

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**.

The website form allows you to save drafts of your information before making a final submission. Because every field in the **ABSTRACT DETAILS** section is required, you do need to enter ***something*** in each field in order to save your draft information. You may want to enter something as simple as "Placeholder" in each field you have not completed yet. This will allow you to save your information in draft form.

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

There is also a "**Decision Notification**" field, where we ask you to enter the email address that you would like the selection decision notification sent to (in June 2026)

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.

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.

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

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

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.

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

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.scconline.org/Education/Presenter-Center

3) Select the current meeting ("2026 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 submitter/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: APRIL 24, 2026 (11:59 PM EDT)