

# How do I allow ongoing editing of abstracts in the Presentation Portal?

Last Modified on 11/12/2024 4:41 am EST

To allow perpetual edits to presentations, set the following three paper statuses to the same value: **"Pending Edits"**:

*When Abstract is submitted, set Paper Status to*

*When a Reviewer allows the author to Edit a Submitted Abstract, the Paper Status will be*

*When an Edited Abstract is resubmitted, set the Paper Status to*

You set these in the Presentation Portal under Settings. See the screenshot below for an example.

This tells EventsAir that when a paper has been submitted, it is editable; and is still editable at other stages. This will allow attendees to edit their presentation up until the submission close date.

The screenshot shows the 'Presentation Portal' settings interface. The 'Settings' tab is selected and highlighted with a red box. The 'Localization' section is expanded, showing various settings. Three dropdown menus are highlighted with red boxes and have red arrows pointing to them, indicating they are set to 'Pending Edits':

- When an Abstract is submitted, set Paper Status to
- When a Reviewer allows the author to Edit a Submitted Abstract, the Paper Status will be
- When an Edited Abstract is resubmitted, set the Paper Status to

The 'Submission Close Date' field is also highlighted with a red box and contains the date '22/03/2025 12:00 AM'. Other settings include 'Robotics' (checked), 'Presenting Author Bio Maximum Word Count' (0.00), 'Abstract Document\*' (PDF), 'Capture Supporting Documents' (checked), 'Capture AV Requirements' (All), 'Capitalize Author Name' (unchecked), 'Limit Presenting Authors to' (4), and 'Automatically match authors' (unchecked). At the bottom right, there are 'Uninstall', 'Cancel', and 'Save' buttons.