



Abstracts Manager – Summit Event Manager - Pro Integration

Make sure your version of Summit is at version 9.30+. If you are not, the update to 9.30 can be downloaded from http://www.miesoftware.com/SEMP/sem_update.cfm

How *Presentations Importer* Works

- From within the Abstracts Manager *Reports* menu download the MIE export data as a .ZIP file and save to your computer drive locally.
- Extract the file within the zip file called mie-export.csv
- Go to the Summit “Before” menu
- Select “Presentations Importer” from the bottom left hand corner
- Select how you want to import the accepted documents from the settings that are available
 - You will be given options for how you want to identify and integrate duplicate records (e.g. if you already have a delegate registered within Summit and is also existing in Abstracts Manager).
 - Duplicate records will be put in a temporary table for you to select which Summit record they correspond to and new records will be assigned a PIN
- Click on the “Import” button and select the mie-export.csv file from your local hard drive that you have already downloaded from Abstracts Manager. Click Open.
- Please note, only *Accepted Documents* are exported from Abstracts Manager into MIE Software.
- Please note; In version 9.32 and above of Summit Event Manager Prop, authors who submit multiple documents in Abstracts Manager and who are not yet in Summit will only be imported *once* with all their papers then assigned to them.

FAQs Answered

Should I process registrations within Summit before importing Abstracts Manager data?

Yes. when it comes time to import the data already collected within Abstracts Manager you will be given the option to integrate any records already existing within Abstracts Manager with the registrations you have already processed in Summit.

Can I import Abstracts Manager data before I process Summit registrations?

You can, but it would be better to process Summit registrations first so you don't have to manually assign PINs. Whichever way you import from first you have to tell one of the processes the PIN of every person.

Can I import more than once?

Yes, on the second time though, use the settings within Summit to overwrite records otherwise everyone within Abstracts Manager will be added to Summit again.