## Instructions for Submitting a Student Poster

### Abstract ID and Password:

- When you begin an abstract submission, an e-mail message will be sent to you with your abstract ID and password.
- Your ID and password will also be displayed on the left hand of the screen during the submission process.
- Once your submission has been started, you may exit the submitter and return at any time before the abstract deadline using your abstract ID and password.
- While you are submitting an abstract, program organizers can see your work to provide assistance if you encounter any issues.

### Steps:

**Step 1 – Theme**

- Select the theme that best fits your abstract. You may use the theme descriptions (on the left sidebar) to help select the most appropriate theme.

**Step 2 – Title**

- Enter your abstract title in title case. Do not end titles with a period.
- Enter the submitter's e-mail address where correspondence should be sent regarding the submission.
- Select your primary funding source.

**Step 3 – Author**

- Type the lead presenter's last name or email in the provided box.
- If the author is already in the system, you can select their pre-populated information or update the information from previous years.
- If the author is not already in the system, you will be prompted to create a new record.
- You must include information for all fields with a star.
- To add additional authors, click the 'add new author' button.
- You can edit the order of the co-authors by using the up and down arrows. The order they appear on the screen is the order they will be listed online.
- Only one author should be selected as the presenting author.

**Step 4 – Abstract Text**

- Enter the text of your abstract (maximum 500 words).
- Do not remove the pre-populated headings. They do not count toward your word count.
- Do not include authors' names or references.
- You may include tables and special characters as desired.

**Step 5 – Confirmation**

- Review your abstract.
- You may return to any step of the process by using the left hand navigation bar.

- You may print your abstract at this point.
- Once your abstract is complete, press the 'conclude submission button.'
- You may return to your abstract to review or edit at any point before the January 12th deadline using your abstract ID and password.