

## **Instructions for Submitting an Abstract**

### **Abstract ID and Password**

- When you begin an abstract submission, an email 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 – Track**

- Select the track that best fits your abstract. You may use the track descriptions located in the left side navigation to help select the most appropriate track.

#### **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 whether you agree to present your abstract if selected.
- Select whether there is content in your presentation that will be related to publicly available data.
- Review the speaker's policy and complete the submission certification.

#### **Step 3 – Author**

- Type the lead presenter's last name or email address 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.

#### **Step 4 – Abstract Text**

- Enter the text of your abstract (maximum 1,000 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 **Thursday, November 17, 2016** deadline using your abstract ID and password.