

How to use ISPD's online abstract submission system

Important Information – Submission Deadline 13 February 2012

- If you are submitting more than one abstract, use the same login (username/password) for each abstract.
- Abstracts are required for all podium and poster submissions.
- Submissions may be amended at any time before the deadline (13 February 2012). All completed submissions will be **automatically** submitted for review on the day of the deadline. There is no “submit” or log out button – all information is saved automatically.
- **TIP** - ISPD urges you to prepare your abstract before submitting using a word processing document from which you can cut and paste into the fields for final submission.

1. The Submission Process

- The first time you use the abstract submission website, you must register to use the system. Any User ID and password that you already have will **NOT** be sufficient – you must create a new user account.
- When you have prepared your abstract, log in to the submission system with your e-mail address and password.
- You will be taken to a screen from which the submission process starts. Please read the instructions carefully. If you want to submit a new abstract you should click the link that says “Click here to submit a new abstract.”
- Submitting an abstract is a multi-step process. Each step asks several questions. Some questions are marked “required” and you will not be able to complete your submission until these questions have been answered.
- You may only indicate one affiliation per author.
- A blind review process will be used. **Do not include the names of authors in the title or text of your abstract.** The title should be succinct and clearly indicate the nature of the abstract submission. Capitalize the first letter of each word and do **not** include a period at the end.
- Please write the name of any scientific symbols in full, for example “beta” instead of β . Scientific symbols **may not appear correctly** in the abstract book.
- If you have to stop part way through the process, your submission will be held in temporary storage until you return and complete all the required questions. When you log in again you can click on your incomplete abstract and resume the submission process.
- You will be asked to confirm that the presenting author will register to attend the conference and will pay the appropriate registration fees.
- Once you have completed your submission, if you have answered all the required questions, your abstract will be assigned a reference number and you will receive an e-mail confirmation. If you have not answered all the mandatory questions, your abstract will be held in temporary storage until you return and complete all the questions.

2. Amending a Submission *You may make changes to your submission(s) at any time up to the deadline.*

- Log in to the system. You will see your abstract(s) listed. Click on the abstract that you wish to change.
- Amending an abstract is the same as the original submission process except that the online form will be automatically filled in with your previous answers. You do not have to change an answer unless it is incorrect.
- When you reach the final step and press “Finish,” you will be sent an e-mail confirmation.

3. Withdrawing a Submission

If you wish to withdraw your submission, please contact ISPD Headquarters at info@ispdhome.org with the title and reference number of your abstract.