

# How to Use the APOS Online Abstract Submission System

## Important Information – Submission Deadline 30 September 2009

- If you are submitting more than one abstract, you can use the same login for each abstract.
- You can alter your abstracts at any time up to the deadline.
- Abstracts are required for all symposium, podium and poster submissions.
- If you are submitting for a **SYMPOSIUM**, the Symposium Chair or Discussant **MUST** set up the Symposium in the abstract system **BEFORE** any individual abstracts can be linked to it.
- Submissions may be amended at any time before the deadline (30 September 2009). 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** - APOS urges you to prepare your abstract before submitting, via a Word document, which you can cut and paste into the fields for final submission.

## 1. The Submission Process

- The first time you use the 2010 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. <https://apos.conference-services.net/authorlogin.asp?conferenceID=1865&language=en-uk>
- 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.” If you want to set up a **Symposium**, click the link at the bottom of the page for Symposium Conveners/Chairs (after you set up a symposium, your presenters should submit individual abstracts separately, linking to the symposium that you have set up during the first step of the submission process).
- If you are submitting an **abstract as part of a Symposium**, the Symposium Convener/Chair **MUST** set up the Symposium in the abstract system **BEFORE** any individual abstracts can be linked to it. In the first step of the process, you will need to select the name of your symposium in order to link your abstract to it (**if you are not submitting as part of a symposium, simply select the first option that says “Not for a symposium”**).
- 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.
- 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 while clearly indicating the nature of the abstract submission. Capitalize the first letter of each word and do **not** include a period at the end.
- Please note that some scientific symbols may not appear correctly in the abstract book. You can avoid this problem by writing the name of the symbol in full, for example “beta” instead of  $\beta$ .
- If you have to stop part way through the process, your submission will be held in temporary storage until you return later 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. In the case of a symposium submission, all symposium presenters will be required to register and attend the conference, paying 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 abstracts 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 APOS Headquarters at [info@apos-society.org](mailto:info@apos-society.org) with the title and reference number of your abstract.