

Please read the directions below before submitting your abstract. These directions outline exactly how to use the online abstract submission system.

1. Submitting an Abstract

A. Important Information

1. The first time you visit 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 identity with this submission system.
2. An abstract template will be attached to your registration e-mail. This template is a Microsoft Word file that is designed to ensure that your abstract is correctly prepared in for publication. Please save this template file to your computer’s hard drive where you can easily access it (e.g., your desktop or “My Documents” folder). You must use this template to successfully submit your abstract.
3. Use the username and password provided in your registration e-mail to submit all your abstracts.
4. Abstracts are required for all symposium, podium and poster presentations. Abstracts **MUST** be submitted using the template provided.
5. 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. To set up a symposium, Chairs must register with the abstract system and then log in. On the log in screen, click the link at the bottom of the page for Symposium Convenors/Chairs and follow the instructions (after you set up a symposium, your presenters should submit their individual abstracts separately, linking to the symposium that you have set up during the first step of the submission process).
6. Each abstract must fit within the abstract template and use the Arial font in size 11.

B. Preparing Your Abstract

1. A “blind” selection process will be used. Please do not include identifying features, such as names of hospitals, medical schools, clinics or cities in the title or text of the abstract. **Do not** include the names of authors in the title or text of your abstract. The names of authors and their affiliations (institutions) will be submitted separately from the text of your abstract.
2. 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.
3. Abstracts should state briefly and clearly the purpose, methods, results and conclusions of the work. Abstracts shall be formatted using the following headings for consistency. **Research- and practice-based abstracts are equally encouraged.**

PURPOSE:	Clearly state the purpose of the abstract
METHODS:	Describe your selection of observations or experimental subjects clearly
RESULTS:	Present your results in a logical sequence
CONCLUSION:	Emphasize new and important aspects of the study and conclusions that are drawn from them
RESEARCH IMPLICATIONS	Present how this information may be relevant to researchers
CLINICAL IMPLICATIONS	Present how this information may be relevant to clinicians

4. Open the template file and enter your abstract into it following the instructions above. Save it and make a note of its saved location.

C. The Submission Process

1. Log into the submission system when your abstract is completed and ready to send. To log in, enter your e-mail address and the password you chose when you registered with the system.
2. When you click the “log in” button you will be taken to a screen from which the submission process starts. Please read the instructions on this screen carefully. If you have not yet submitted an abstract to the system, you should click the link that says “Click here to submit a new abstract.”
3. Submitting an abstract is a multi-step process. Each step asks several questions:
 - If you are submitting your abstract as a part of a symposium, please make sure that your symposium chair has set up the symposium in the abstract system before you submit your abstract. 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”).
 - Step 1. You may copy the abstract title from your Word document and paste it into the Title field on the online submission form, or you may type the title into this field. Please note that because of web browser limitations some scientific symbols may not paste correctly into the form – you may have to correct this by writing the name of the symbol in full, for example “beta” instead of β . Your Word document will not be affected.
 - Click the “Browse” button to locate your abstract file on your computer. Answer the questions on this screen and click the “Next” button. Your abstract file will be sent to the abstract submission system – this can take a few seconds if you have a fast internet connection, but may take longer if your connection is slow. **Please be patient!**
 - All steps. Some questions are marked “Required.” We cannot accept your abstract until these questions have been answered. If you do not know the answer to a question (e.g., you may not be sure in which category your abstract should be presented), you may skip the question and return to it later.
 - Final step. Once you have completed your submission, click the “Finish” button. If you have answered all the mandatory questions, your abstract will be assigned a reference number and you will receive e-mail confirmation. If you have not answered all the mandatory questions, your abstract will be held in temporary storage until you return later and complete all the questions.

2. Amending Your Submission

You may wish to change your answers to some of the questions on the submission form, or even edit the abstract file itself. To make any changes to an abstract that has been submitted, use the following directions:

1. Log into the submission system.
2. You will see a list of the abstracts that you have submitted. Click on the abstract that you wish to change.
3. The process of amending an abstract is the same as the original submission process, except that the submission form will be automatically filled in with the answers that you gave previously – you don’t have to change an answer if you don’t want to.

4. If you want to change your abstract file, you can click the “Browse” button to locate the revised file on your computer, then click “Next” to send it to the abstract system. If you don’t want to change the file, just press “Next” to bypass this step.
5. When you reach the final step and press “Finish” you will be sent an email confirming that your abstract has been amended – provided you have answered all the mandatory questions.

3. Withdrawing Your Abstract

If you wish to withdraw an abstract, please contact IPOS Headquarters at info@ipos-society.org.