

12th World Congress, May 25 – 29, 2010

How to use the online abstract submission system

1. Registering for the abstract system

- 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 from prior years will **not** be sufficient – you must create a new identity with this submission system.
- If you are submitting more than one abstract you can use the same login for each abstract.

2. Preparing your abstract submission

- All abstracts must be submitted in English in order to be published. Authors may present in either French or English.
- Abstracts are required for all symposium, workshop, oral and poster presentations. If you are submitting for a **Symposium**, the Symposium Chair or Discussant **must** set up the entire symposium including all associated abstracts. It is recommended that all your co-participants provide you full abstract information before starting your submission.
- All information you enter into the abstract system will be used, exactly as inputted, to produce the onsite congress program and for publication. Please do not input content using all CAPS.
- The title should be succinct while clearly indicating the nature of the abstract submission. Capitalize the first letter of each word in the title and do **not** include a period at the end.
- 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. 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 .
- Abstracts should state briefly and clearly the purpose, methods, results and conclusions of the work. Abstract must be formatted using the following headings for consistency:
 - PURPOSE: Clearly state the purpose of the abstract (maximum 75 words);
 - METHODS: Describe your selection of observations or experimental subjects clearly (maximum 75 words);
 - RESULTS: Present your results in a logical sequence (maximum 75 words);
 - CONCLUSION: Emphasize new and important aspects of the study and conclusions that are drawn from them (maximum 75 words).
- Although some clinically oriented abstract submissions may not necessarily fit the required format listed above, the Scientific Committee encourages clinically oriented submissions and asks authors to submit their abstracts as best as they can within the confines of the format provided. These confines will be taken into consideration during the review process.
- Abstracted will be rated on:
 - Relevance to the conference theme
 - Contribution to innovation
 - Scientific methodology
 - Relevance to clinical practice
 - Clarity of writing.

3. The submission process

- Log in to the submission system once you have prepared your abstract – enter your e-mail address and the password you chose when you registered with the system.
- You will be taken to a screen from which the submission process starts. Please read the instructions on this screen 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 are answered.
 - 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 questions. When you log in again you can click on your incomplete abstract and resume submission.
 - During the submission process you will be asked:
 - to identify the presenting author and confirm that the presenting author will register to attend the congress and will pay the appropriate registration fees to do so. In the case of a symposium submission, all symposium presenters will be required to register to attend the congress and will pay the appropriate registration fees;
 - which language you would like to present in. Although submissions must be in English, authors can select if they want to present in English, French or either language as scheduled by the Scientific Committee;
 - the name, institution, city/state and country of each author on the abstract;
 - the subject category for the abstract (Communication Skills, Quality of Life, Survivorship, etc. – there will be a drop-down list from which you may select);
 - the desired format for presentation of the abstract (as a poster, as a 20-minute oral presentation, a 90 minute workshop or a 90 minute symposium);
 - a brief (150 or fewer words) biosketch of the presenting author;
 - if IPOS has permission to post a secure PDF version of the presentation to the IPOS website if accepted; and
 - Whether you are eligible for a CAPO student award (for CAPO members only, please visit www.capo.ca).

4. Amending a submission

You may wish to change your submission. You can do this at any time up to the deadline.

- Log in to the abstract submission system.
- You will see a list of the abstracts that you have submitted. Click on the abstract that you wish to change.
- Amending an abstract is just the same as the original submission process except that the online form will be automatically filled in with the answers that you gave previously. You do not have to change your answer if you do not want to.
- When you reach the final step and press “Finish” you will be sent an e-mail confirming that your abstract has been amended.

5. Queries

If you have any questions about the submission process or you want to withdraw an abstract please contact:

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