

Abstract submission

1. Contributions are invited for oral and poster presentation

Please submit abstracts for both oral and poster presentations using the online submission form.

All abstracts will be refereed and a criterion of rejection will be lack of originality. A condition of submission is that, if accepted, the paper will be presented at the conference by one of the authors.

Successfully submitted abstracts will be acknowledged with an electronic receipt including an abstract reference number, which should be quoted in all correspondence.

2. Registration discounts

A discounted registration fee will be offered to students.

How to use the online abstract submission system

1. Submitting an abstract

A. Important Information

1. An abstract template was attached to your registration email. - This is a Microsoft Word file which is designed to ensure that your abstract is prepared in the right way for publication. Please save this template file to your PC's hard drive and use it when you prepare your abstract.
2. If you are submitting more than one abstract you can use the same email address and password for each abstract.
3. Abstracts are required for all papers and posters. Abstracts **MUST** be submitted using the template form provided.
4. Each abstract must fit within the abstract template and use the Times New Roman font in size 10
5. The abstract should be written in English and no longer than 300 words (excluding title, authors & affiliations, keywords and references).

B. Preparation of Your Abstract

1. The title should be as brief as possible but long enough to indicate clearly the nature of the study. Capitalise the first letter of each word (except conjunctions). No full stop at the end.
2. Abstracts should state briefly and clearly the purpose, methods, results and conclusions of the work.

Introduction:	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 in text, tables and illustrations
Discussion:	Emphasize new and important aspects of the study and conclusions that are drawn from them

3. 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 in to the submission system when your abstract is completed and ready to send. To log in, enter your email 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 step-by-step process. Each step asks several questions.
 - **Abstract title:** you can copy the title from your Word document and paste it into the Title field on the submission form. 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.
 - **Abstract Word document:** click the “Browse” button and locate your abstract file on your PC’s hard disk. Fill in answers to any other questions on this screen and then click the “Next” button. Your abstract file will be sent to our system – this can take a few seconds if you have a fast internet connection, but may take longer if your connection is slow or you have included lots of graphics in your abstract. Please be patient!
 - **Mandatory questions:** some questions are marked “Required”. We cannot accept your abstract until these questions have been answered.
 - **Completing your submission:** once you have completed the questions on the final step click the “Finish” button. Your abstract will be assigned a reference number and you will receive email 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.
 - **Summary:** when you have completed your submission you will see a summary of all the answers you gave to the questions on the form. You can return to the submission form at any time to see the summary again.

2. Amending a submission

You may wish to change your answers to some of the questions on the submission form, or even to change the abstract file itself.

1. Log in to 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 PC’s hard disk, 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 an abstract

If you want to withdraw an abstract please contact the conference administrator.