

## **INSTRUCTIONS FOR ABSTRACT SUBMISSION 2005**

Please follow the directions carefully. We will not edit your submission. If you make a mistake, please submit the abstract again. We will always delete the "oldest" abstract in the system if we find multiple entries associated with your name. Please send an email to [asih@fiu.edu](mailto:asih@fiu.edu) to inform us that you have submitted multiple abstracts.

Once you submit your abstract, you will receive an email message from [abserv@allenpress.com](mailto:abserv@allenpress.com). If you do not receive an email, there was a problem with your submission. If you have a sensitive firewall, your confirmation may be bounced back to APM. If you believe you successfully submitted, but you did not receive the confirmation email, send an email to [asih@fiu.edu](mailto:asih@fiu.edu).

Each participant may present one oral paper and one poster. The only exception will be granted to scientists invited to speak in two symposia (in this rare case, the presenter would not be able to give a poster in addition to the two oral presentations). Your name can appear on several abstracts, but you are limited to giving two presentations.

Student competitors need to be sure they comply with the **RULES** associated with each competition ([www.dce.ksu.edu/jointmeeting/gradstudent\\_info.shtml](http://www.dce.ksu.edu/jointmeeting/gradstudent_info.shtml)). Read the information concerning student competitions carefully. Each abstract will only be considered for one student competition.

**USE THE BLUE ARROWS ON EACH PAGE TO NAVIGATE AMONG PAGES. HIT THE SAVE/CONTINUE BUTTON AFTER YOU ENTER DATA ON EACH PAGE OF THE SUBMISSION.**

### **STEP 1. SELECT A CATEGORY**

There are several categories and each abstract must go to one category (INVITED SYMPOSIA, STUDENT COMPETITIONS, AES, ORAL PAPERS & POSTERS). Invited symposia speakers must submit an abstract, contact your organizer to get information regarding time allotment. Contributed oral papers are 15 minutes long and poster dimensions are available at the meeting website ([www.dce.ksu.edu/jointmeeting.shtml](http://www.dce.ksu.edu/jointmeeting.shtml)). For those presenting posters, you must put your poster up in the morning of the day of presentation and remove it at the end of the day.

Each Category includes several folders. Select the folder that best matches your presentation. Once you have made a selection, a black dot appears in the radio button. After you select the folder in the appropriate category, hit SAVE/CONTINUE.

### **STEP 2. ENTER PRIMARY CONTACT INFORMATION**

Please provide information for all fields. **USE A MIX OF UPPER CASE AND LOWER CASE LETTERS** (Jane Doe vs. JANE DOE). If you do not have a postal code, please type in 9999. After you provide all the requested information, hit SAVE/CONTINUE.

### **STEP 3. ENTER GENERAL INFORMATION**

In this step, we are asking you for general information; in all cases, please use the pull-down menu to select your choice:

1. **MODERATION:** If you are willing to moderate a session, please select YES.

2. **EMPLOYMENT STATUS:** Please tell us if you are a student, a postdoctoral fellow, or a professional.

3. **MEMBERSHIP:** Please select the choice that best describes your membership status.

Please provide answers to the three questions using the pull-down menus. After you provide all the requested information, hit **SAVE/CONTINUE**.

#### **STEP 4. ENTER AUTHORS**

**AUTHORS:** Use capital letters. Indicate the speaker with an asterisk if there is more than one author. Separate authors with a semicolon. Follow one of the examples provided on the web page. After you provide all the requested information, hit **SAVE/CONTINUE**.

#### **STEP 5. ENTER ADDRESSES**

Use a mix of uppercase and lowercase letters. Follow one of the examples.

After you provide all the requested information, hit **SAVE/CONTINUE**.

#### **STEP 6. TITLE, ABSTRACT, AND KEYWORDS - IN ENGLISH**

**USE THE CHARACTER GENERATOR TO GENERATE SPECIAL CHARACTERS AS REQUIRED.**

**Abstract Title: USE A MIX OF UPPER AND LOWER CASE LETTERS.**

**Abstract Body:** The language of the meeting is English. The abstract is to be no more than 300 words and should be one paragraph. Use a mix of upper and lower case letters. **DO NOT INDENT OR USE SPACES.** Do not include figures, tables, or references.

**Keywords:** these must all be in lower case letters.

Once you enter all the information, hit **SAVE/CONTINUE**

#### **STEP 7. PREVIEW BEFORE SUBMISSION**

Please look carefully at your submission and make sure your information is correct and complete. If you need to correct something, use the directional arrows (**LEFT** and **RIGHT**) to correct the page containing errors.

When you are certain that all information is correct, hit **SUBMIT ABSTRACT** at the bottom of the preview page. You should receive an email from Allen Press informing you that your abstract was received.

#### **STEP 8. REGISTER FOR THE MEETING.**

We have provided a link that takes you directly to the Meeting Registration site on the abstract submission page. Take advantage of low prices by pre-registering. Your abstract will not be scheduled unless you have registered for the meeting.