How to use the online abstract submission system

Submitting an abstract

1. **Any one individual can submit no more than two abstracts.**
2. All abstract submissions can be completed online. You will be able to copy and paste any prepared text into the online template.
3. If you are submitting more than one abstract you can use the same email address and password for each abstract.
4. Abstracts are required for all single topic, multi-speaker sessions, workshops or single presentations and posters. You will be able to select the type of presentation you want to give within the online system.
5. The word counts for abstract submission are noted on each template within the system. Single presentation or poster – **250 words**. Single topic sessions and workshops – **1000 words, together with no more than 2 tables, graphs or images, this includes headings. The online system will not allow more than allotted word count, and your submission will be incomplete until the word count is correct.**

Preparation of your abstract

1. An "unblinded" selection process will be used to select oral presentations for the programme. **the names of authors and their affiliations (company or institution) will be requested during the submission process.**
2. The title should be brief but indicate clearly the nature of the study. Please use sentence case. No full stop at the end.
3. This year we are testing the use of a technicality scale to aid with building the conference programme and informing the audience.
4. Abstracts should state briefly and clearly the subject or session synopsis, audience takeaways and topic relevance.

The submission process

1. Log in to the submission system when you are ready to submit your abstract. 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
3. Submitting an abstract is a multi-step process. Each step asks several questions:
   - You will see the online form once logged in and can copy and paste or type details into each section.
   - Paste or write your abstract into the abstract section, ensuring that you include the subtitles –
   - Images and tables can be included but need to be compressed in order to be copied into the abstract field.
   - 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 – for example you may not be sure in which category your abstract should be presented – you can skip the question and return on a later occasion to complete it.

- Final step: once you have completed this step click the **"Submit"** button. If you have answered all the mandatory questions then 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.

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. Click on the **'Amend a Previous Submission'** button
3. You will see a list of the abstracts that you have submitted. Click on the abstract that you wish to change.
4. 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.

Withdrawing an abstract

If you want to withdraw an abstract please contact the congress events team on +44(0)1625 469086 or email admin@psiweb.org