

INSTRUCTIONS FOR ABSTRACT SUBMISSION 2004

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. Please send an email to 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. 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.

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/2004jointmeeting/graduate.html). Read the information concerning student prizes carefully. Each abstract will only be considered for one student competition.

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 will be presented in the call for papers. 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 or the RIGHT ARROW.

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 or the RIGHT ARROW.

STEP 3. ENTER GENERAL INFORMATION

In this step, we are asking you for general information:

1. MODERATION: If you are willing to moderate a session, please indicate select YES
2. 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 or the RIGHT ARROW.

STEP 4. ENTER AUTHORS

AUTHORS: Use all caps for authors. Indicate the speaker with an asterisk. 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 or the RIGHT ARROW.

STEP 5. ENTER ADDRESSES

Use a mix of uppercase and lowercase letters. Follow one of the examples provided on the web page.

After you provide all the requested information, hit SAVE/CONTINUE or the RIGHT ARROW.

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.

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.

STEP 8. SUBMIT

When you are certain that all information is correct, hit submit. You should receive an email from Allen Press informing you that your abstract was received.