

Abstract Submission Instructions

Important Information – Submission Deadlines

1 July 2020 (early – acceptance notifications in early July)

1 September 2020 (late – acceptance notifications in early September)

- If you are submitting more than one abstract, you can use the same login for each abstract.
- Abstract submissions may be amended at any time before the deadlines (1 July 2020, 1 September 2020) All **completed** submissions will be automatically submitted for review on the day of the deadlines.

Abstract Guidelines

Abstracts will be accepted for posters only.

Required Information

Prior to submitting an abstract, please make sure that you have the following information available:

- Contact information for all authors
- Abstract text (**150 words each for the following areas: Background, Objectives, Methods, Results, Conclusions**)

Guidelines

Abstracts must be submitted in English via the abstract website ONLY. Abstracts are reviewed and scored by Metabesity 2020 organizers.

Data and information submitted in abstracts will be kept strictly confidential until the time of publication or presentation. Confidentiality is relevant in terms of patent application and what constitutes public disclosure of intellectual property. Reviewers must confirm that this information will be kept confidential until the time of publication or presentation by the authors.

It is the responsibility of the authors to ensure the accuracy of the abstract. Authors may submit abstracts of completed work or work in progress. This excludes any work that has already been presented at the national or international level. The submitting author is responsible for obtaining written consent from all authors and appropriate institutions prior to submitting an abstract.

Poster Information

Electronic poster information (including file type, size, title banner, content, and organization requirements) will be provided once submitting authors have been notified of abstract acceptance. At least one author of accepted poster abstracts must be present during an assigned virtual session to allow for dialogue with participants.

Publication

All abstracts will be published online at <http://www.metabesity2020.com>.

Registration

All presenting authors of abstracts accepted for presentation are required to register for the Symposium and pay the appropriate fees in accordance with the published fee schedule. **If the presenting author of accepted abstract does not register by 15 September 2020, the abstract will be automatically withdrawn from the final program.**

If you have any problems submitting your abstract, please contact Metabesity 2020 Conference Services at phulsizer@custommanagement.com or 434.971.4788 for assistance.

Abstract Submission Process

Abstract Submission

- When you have prepared your abstract, go to <https://www.xcdsystem.com/metabesity/member/index.cfm>. The first time you use the abstract submission website, you must register to use the system. Select “Click here to create a profile” under First-Time User to create your profile and login information. **Please note that the information included in the profile will be published with the abstract as the presenting author.**
- You will be taken to a home page. Click on Abstract Submission.
- You will be taken to a screen from which the submission process starts. If you want to submit a new abstract you should click the link that says “Click Here to Start.”
- Submitting an abstract is a multi-step process. Some questions/fields are marked “required,” and you will not be able to complete your submission until these questions have been answered. Questions/fields marked with an **asterisk (*)** are required.
- Authors— you will need all contact information for each author.
- Do not include the names of authors in the title or text of your abstract. The title should be succinct while clearly indicating the nature of the abstract submission. Please capitalize the first letter of the first word in your title and any proper nouns; do not add a period at the end.
- Your abstract should be separated into the following areas: **Title; Background; Objectives; Methods; Results; Conclusions. There is a limit of 150 words for each area.**
- Please indicate any Acknowledgements/Funding Sources.
- Please select the category that best represents the area of your submission.
- You will be asked to confirm that the presenting author will register to attend the Symposium and will pay the appropriate registration fees.
- You will be asked to confirm that the abstract has been approved by all authors and agree to have the abstract published on the Symposium website prior to the conference.
- Once you have completed all fields, select “Submit Abstract.” If you have answered all the required questions, your abstract will be assigned a reference number and you will see a message at the top of the screen “Thank you, your submission has been received. Your submission ID is: XX.” If you have not answered all the mandatory questions, you will be alerted.
- **After submitting your abstract, click on the button at the top of the page to return to the “Submission Home” to add additional author information if your abstract includes multiple authors.**

Amending a Submission *(You may make changes to your abstract submission(s) at any time up to the deadline.)*

- Log in to the system. You will see your abstract(s) listed at the bottom of the screen. Click “Edit Abstract” or “Authors” below the abstract that you wish to change.
- Amending an abstract is the same as the original submission process except that the online form will be completed automatically with your previous answers. You do not have to change an answer unless it is incorrect.
- When you reach the final step, press “Update Abstract.” You will see a message at the top of the screen “Your submission has been Updated.”

Withdrawing a Submission

If you wish to withdraw your submission, please login and visit “Submission Home” and click the red “Withdraw Submission” button under the abstract you would like to withdraw.

Abstract Template

This is a test abstract

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