Abstract Submission Guidelines

Deadline for abstract submission: Close of Business Wednesday 6th November 2013

Preparing and formatting your abstract(s)

- Vancouver guidelines

- Write abstract title in the field provided using both upper and lower case letters in sentence case. Please DO NOT write title all in upper case

- DO NOT repeat the abstract title in the abstract text box provided

- Use only the given space with a **maximum of 250 words**

- NO graphics, tables, footnotes or images should be included with your abstract text

- All abstracts will be reviewed by the NNEC program committee for acceptance and their decisions are final

Submitting your abstract(s)

- Abstract submissions will only be accepted via the Conference Website and in the above format

- Select the provided link on the Conference Website to commence your submission

- You will be asked to create an account for the Conference. Please remember your password in case you need to access it again to make any changes to your submission, or to register for the Conference. If you have registered your interest via the website, you will already have an account. You will need to enter your email and click on "yes, my password is", and enter your password

- Once you log on, you will be logged on as the "submitter account" for the abstract submission

- The first step to start the submission process is to either nominate yourself as the author by clicking "Submitter Account – Add As Author/ Co-Author."

- If you are submitting on someone else's behalf, scroll down to the "Author/Co-Authors" and then click "Add Author" *Please note there can only be one "Author" but having multiple 'Co-Authors'and 'Presenters' is acceptable*

- To add co-authors, please click the "add Co-Author" option next to Author/Co-Authors. This will then take you to a screen to provide co-author details

- Please enter the names of the co-authors in the order that you wish for them to appear on the abstract. Please note that one person must be allocated as an "Author", but only one. The presenter information can be updated at a later date should your abstract(s) be accepted

- You will then come to a screen which will confirm the author information, then click on 'continue'

- Choose your 'topic' from the menu

- Type your title of the abstract in the 'title' field

- Either copy/paste, or type your 250 word abstract into the text box window

- Choose your preferred presentation format

- Then complete the additional questions that are required then click on continue

- Review you abstract submission and make any amendments if required

- On completion of the form, click the 'Save Changes 'button

- The system will automatically allocate a Sequence (Abstract/Reference Number) to your abstract. Each abstract needs to be submitted separately but can be under the same account

- If the abstract submission has been successful, you will receive an automatic advice by email (please also check your Junk Mail folder in case it was filtered out). If you do not receive the automatic advice email within 24 hours, please contact the Conference Secretariat: nnec2014@sapmea.asn.au

Once submitted

Notification of the results of the review of abstracts will be email to you from **October 2013.**