

Info on abstract submission for ISVEE 13

The abstract submission system will be opened in September 2011. The deadline for abstract submission is 15 February 2012. By mid-April, we expect to be able to send you an e-mail, in which we indicate whether your abstract has been accepted or not.

Some general information concerning the abstracts:

- Abstracts must not exceed 2,250 characters including title, authors and addresses, and including spaces and punctuation.
- Abstracts must be written and presented in English. Linguistic accuracy is the responsibility of the authors.
- To **assure a maximum participation** of delegates the scientific committee has decided that **an author can present a maximum of 2 oral presentations**. Do not submit more than two oral presentations per presenting author (select your best abstracts for oral presentations). There are no limits for abstracts for poster presentations per presenting author
- Please make sure that you indicate the presenting author very carefully. Be aware that if the presenting author does not register in time, your contribution will be removed from the program.
- Please note that session and form of presentation (oral/poster) of submitted contributions may be changed, following the decision of the ISVEE 13 Scientific Committee.
- Finally, please be informed that we use the term 'theatre' presentation for an 'oral' presentation.

Submission process:

- To help you through the submission process and to answer all your questions there is an extensive userguide which can be accessed by clicking "[userguide](#)" at the top right of the submission website
- Briefly the submission holds 5 steps:
 - Step 1:
 - Give the title of your abstract (be precise and short)
 - Select whether you prefer a poster presentation or a Theatre (oral) presentation (note that form of presentation (oral/poster) of submitted contributions may be changed, following the decision of the Scientific Committee)
 - Select the preferred session (note that session of submitted contributions may be changed, following the decision of the Scientific Committee)

- Step 2:
 - Give initials and family name of all authors (note that these are all counted as characters and subtracted from the amount of space available for the abstract)
 - Indicate the presenting author and give the e-mail address of the presenting author. Note that a maximum of two abstract for oral presentation per presenting author are allowed and abstracts and presentation or poster will be removed from the book of abstracts if the presenting author is not registered before the deadline for early registration (1st may 2012) (sufficient time for registration available after decision on abstract acceptance).
- Step 3:
 - Give requested info on affiliation of all authors (note that these are all counted as characters and subtracted from the amount of space available for the abstract)
- Step 4:
 - Fill in your abstract text. The amount of space available depends on the number of characters used for authors and affiliation. The total amount of characters available is 2250.
- Step 5:
 - Provide 4 keywords relevant to your abstract. These will be used to design the sessions and to group all abstracts in the best possible manner.
 - Fill in whether you are a (PhD) student at the time of the conference. If you are you will be have the possibility to compete in the (PhD) student poster price.
- After submission you will receive a confirmation mail.
- You can still change your abstract (click on “My abstracts”) until the submission deadline of 15 February 2012