Abstract Submission FAQ Sheet

GENERAL ABSTRACT FAQ

Q. **Where and how do I submit an abstract?**
A. All abstracts must be submitted electronically on the ADSA®-ASAS Joint Annual Meeting website: http://www.jtmtg.org/2015/.

Q. **What is the deadline for abstract submission (Open, Invited, and SAD)?**
A. 11:59 p.m. Central Standard Time, Tuesday, March 3, 2015.

Q. **How do I edit the abstract after the submission deadline?**
A. Edits after the submission deadline must be approved by the program section chair.

Q. **Where do I find the name of a program section chair?**
A. A list of program section chairs and their contact information can be found on the website: http://www.jtmtg.org/2015/

Q. **When will I know if my abstract has been accepted?**
A. The abstract system will send an automatic e-mail to the corresponding author when the section chair finalizes the decision on the abstract. You may also log into your account in the abstract submission system to view the status of your abstract.

Q. **When will I know the day and time of my presentation?**
A. As soon as the program is finalized, the program will be posted to the website: http://www.jtmtg.org/2015/.

ABSTRACT CONTENT FAQ

Q. **Will I be able to submit my abstract in a language other than English?**
A. No. We accept only abstracts that are written in English.

Q. **What should I do if I have more than 15 authors for the abstract?**
A. If you have more than 15 authors, please e-mail Jeremy Holzner at abstract@assochq.org.

Q. **What should I do if I have more than 15 institutions or companies for the abstract?**
A. If you have more than 15 institutions, please e-mail Jeremy Holzner at abstract@assochq.org.

Q. **How do I check for 2,300 keystrokes?**
A. Your word processor should have a word count feature that allows you to check the character and space count.

Q. **What is included in 2,300 keystrokes?**
A. The title, body, key words, and table (if included) all count toward the 2,300 keystrokes.

Q. **The guidelines state that abstracts of more than 2,300 keystrokes (characters and spaces) will be rejected. Will my abstract be rejected if it is over the 2,300 keystrokes?**
A. When you hit the submit button, you will be warned if you have missing information or if your abstract

exceeds the keystroke limit. You will have the option of adjusting the length of your abstract and adding missing information at that time.

LOGGING IN AFTER THE ABSTRACT IS SUBMITTED

Q. **How do I log back in to edit my abstract before the deadline?**
A. During abstract submission, the first thing you are asked to do is enter a valid e-mail address and a password. You can use these to log in at any time until the deadline by going to: http://www.fass-abstracts.org/login.asp?meetingcode=229.