# Abstract Submission FAQ Sheet

## GENERAL ABSTRACT FAQ

**Q. Where and how do I submit an abstract?**  

**Q. What is the deadline for abstracts (Open, Invited, and SAD)?**  

**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/2013/](http://www.jtmtg.org/2013/).

**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.

**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/2013/](http://www.jtmtg.org/2013/).

## 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.** The abstract submission system now allows you to enter up to 15 authors. If you have more than this number, 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.** The abstract submission system now allows you to enter up to 15 institutions. If you have more than this number, please e-mail Jeremy Holzner at abstract@assochq.org.

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

**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 receive a message stating if you have missing information or if your abstract exceeds the limit. You will have the option of adjusting your keystrokes 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 input a valid e-mail address and a password. You can use these to log back in by going to http://www.fass-abstracts.org/login.asp?meetingcode=208