



## **SUBMITTING AN ABSTRACT**

### **How to use the online abstract submission system**

#### **A. Important Information**

1. Abstracts must be submitted in plain text. Tables, figures, symbols etc. will be not be accepted.
2. If you are submitting more than one abstract you can use the same email address and password for each abstract.
3. Abstracts are required for all papers and posters. Abstracts **MUST** be submitted via the abstract portal.

#### **B. Preparation of Your Abstract**

1. A “blind” selection process will be used. ASA values blind review. While every effort is made to eliminate any obvious conflicts of interest with reviewers, if you are unsure then please declare you have a conflict of interest.
2. No identifying features such as names of hospitals, medical schools, clinics or cities may be listed in the title or text of the abstract. Do not include the names of authors either. The names of authors and their affiliations (institutions) will be submitted on-line when you submit the abstract.
3. The title should be as brief as possible but long enough to indicate clearly the nature of the study. The title should be in initial capital/lower case, not all capitals.  
e.g. Clinical equipoise and potential clinical trial targets in sleep surgery: Census of ENT surgeons.
4. Abstracts should state briefly and clearly the purpose, methods, results and conclusions of the work.

Introduction:	Clearly state the purpose of the abstract
Methods:	Describe your selection of observations or experimental subjects clearly
Results:	Present your results in a logical sequence in <b>text only</b>
Discussion:	Emphasise new and important aspects of the study and conclusions that are drawn from them

### C. The Submission Process

1. Log in to the submission system when your abstract is completed and ready to submit. To log in, enter your email address and the password you chose when you registered with the system.
2. When you click the “log in” button you will be taken to a screen and asked to add the contact details of the presenting author by clicking on the Update Contact Information tab along the top. Additional tabs will appear once the contact information has been completed.
3. Click on the Abstract Submission tab along the top. Please read the instructions on this screen carefully. Submitting an abstract is a multi-step process. Each of the tabs on the left hand side of the page will bring up a step in the submission process that needs to be completed. Each step asks several questions.
  - Step 1: Enter the full title of your abstract and select the presentation type for the drop-down list.
  - Step 2: Select the subject category that best describes your abstract from the drop-down list.
  - Step 3: List the universities or other institutions with which the authors are affiliated and enter the names of all authors here – including yourself if you are an author – in the order in which you wish them to appear in the printed test. Names omitted here will not be printed in the author index or the final program.
    - Please ensure that the Affiliation Number next to the Author’s Name corresponds with the Affiliation Number listed above, i.e. all authors from the same affiliations should be numbered alike. If an author is from more than one affiliation, please separate numbers with a comma (no space).
  - Step 4: Submit abstract via the Abstract Portal.
  - Step 5: Please select any awards or travel grants you wish to apply for.
  - Step 6: Review your submission. Any sections that are still required to be completed are noted in red.
  - All Steps: Some questions are marked “Required”. We cannot accept your abstract until these questions have been answered.

- At any time in the process you can click the Save As Draft button to save your incomplete submission and return to it at a later time.
- Final Step: If all required abstract submission fields have been completed you will have the option to submit your abstract at the bottom of the page. If there are any remaining fields or sections to complete you will only have the option to save your submission as a draft until they are completed. You must agree to the Terms and Conditions before you can proceed.

## **1. Amending a Submission**

If you would like to amend your abstract submission please follow the below instructions:

1. Log in to the submission system.
2. You will see a list of the abstracts that you have submitted. Select “Edit” for the abstract that you wish to change.
3. The process of amending an abstract is the same as the original submission process. Please note that the submission form will be automatically pre-populated with the answers that you gave previously.
4. Once you have amended your abstract please press submit. You will then receive confirmation of this amendment via email.

## **2. Withdrawing an Abstract**

If you want to withdraw an abstract please contact the Meeting organisers by email [sleep@theconferencecompany.com](mailto:sleep@theconferencecompany.com) or phone +64 9 360 1240 if calling within New Zealand, or 1800 193 405 if calling within Australia.

## **3. Application for Student Travel Awards and/or New Investigator Award**

Details of these can be found on the [Sleep DownUnder](#) website.

Please note that unless the appropriate form(s) are received by the Secretariat by 13 June 2019 your application(s) for funding will not be considered.

## **4. Registration**

Speakers and Poster Presenters are required to be registered. Please visit the [Sleep DownUnder](#) website to register. Registration for the Meeting opens **3 May 2019**.