Abstract Submission Instructions

BIOEM 2024

16-21 JUN 2024, Chania, Crete

DOCUMENT VERSION 1.1 (14 December 2023)

Quick Summary

- Always enter site through the links provided on www.bioem2024.org and www.bioem.org.
- Register and/or Login with your submission credentials.
- Click 'New Submission' to start an abstract submission. Click 'Edit' or 'Amend' to continue an incomplete submission.
- Complete the fields on each page moving between tabs at the top of the page. Never modify the URL in your browser to navigate to a specific step.
- Steps include title, subject area(s), authors, affiliations, details, summary, abstract, figures (optional), and review and submit. Submit the abstract using the 'Submit' button at the bottom of the page.
- If you 'Recall' an abstract to make changes, then you must be sure to click the 'Submit' button after making the changes.
- A confirmation email will be sent to all authors immediately upon submission (or submission after recall). If you do not receive the email quickly, then please contact office@bioem.org. Be sure to include the ID number (found to the left of the abstract).
- Detailed instructions including allowable word count are available below, and on the submission page.

Prerequisites

PLEASE NOTE: The abstract submission system is not compatible with older versions of Microsoft Internet Explorer. Please only use one of the following compatible browsers:

- Google Chrome: http://www.google.com/chrome
- Firefox: http://www.mozilla.org/en-US/firefox/new/
- Safari: http://support.apple.com/downloads/#safari

Link to the abstract submission system through www.bioem2024.org **and** www.bioem.org.

My Abstracts page

- After logging in through the provided link, you will be directed to 'Submissions' section which contains a list of all abstracts created by the author. If you created the abstract, then you are also considered an editor. Please note that only the editor of an abstract has edit privileges. Authors, if not also editors, do not have edit privileges.
- Abstracts in draft mode will appear with an 'Edit' or 'Amend' options. 'Edit' and 'Amend' will allow you to make changes to the abstract. If you wish to remove or recall an abstract, please contact us on office@bioem.org.
- Abstracts that have been submitted will appear with 'View', and 'Edit' options. 'View' will display the abstract.

To create a new abstract

Step 1

Select 'New Submission' at the top of the page.
New tabs will appear detailing the submission instructions and the registration form. You may return to the abstract list at any time by clicking 'Back' button on your browser.

Complete information on each Tab as follows.

Step 2: Title

Enter the full title of your submission. This will be used for printing in the final program.
The title must be between 10 and 50 words.

Step 3: Abstract Subject Area(s)

Select the most appropriate keywords in the Research Area dropdowns. You can select up to three subject areas relating to the abstract - at least one subject area must be selected.

Step 4: Summary

• Enter a summary of your abstract. Text only, must be up to 250 words.
• To paste text from elsewhere, use the 'Paste as Plain Text' or 'Paste from Word' buttons on the toolbar bar located at the top of the text field.
• Select the check box below the summary section to indicate if the work is not completed (in progress).

Step 5: Authors & Affiliations

• Enter the title, first and last name of each author in order of appearance.
• Additional authors can be added using 'Insert Above' and 'Insert Below'. The order of authors can be adjusted by using the 'Move Up' and 'Move Down' buttons under the 'Move' column. Authors or blank/unknown entries can be removed using 'Remove'.
• Select the option if the Author is also the presenter and enter the Author's email address.
• Enter the Institutional Address of each Author.
• To add a new/additional affiliation for the author, use the '**Add Another Affiliation**'.
• To delete an affiliation, click the delete button for the affiliation to be deleted.
• To add a new/additional author, click the '**Add Another Author**' button and follow the steps above.

- Author approval: Please click the designated selection button to confirm that this submission has been approved by all authors
- Author attendance: Please click the designated selection button to confirm that at least one author will register in full to attend and present the paper at the Conference.

Step 6: Presentation Type

Select the presentation type that you wish to be considered for. Please note that the Technical Program Chair will ultimately decide on the presentation type.

Step 7: Student Awards

There will be two levels of competition during the meeting: Student and Pilla Awards depending on the qualifications of the first author and presenter. Please select the competition type that you wish the abstract to be entered to:

- 2023 Student Award: To be considered, the student must be enrolled in an academic institution at the undergraduate or graduate level. Post-doctoral fellows are not eligible to participate in the student awards. The student must be first author on the abstract. The student must attend the meeting and present the abstract. Only one presentation per student will be considered; therefore, students should select 'No' for all other abstracts they may be presenting. Indicate the name of the supervisor.
- 2023 Pilla Award: To be considered, the "young scientist" must be the first author on the research and must present the abstract. The candidate must have received a PhD no more than 5 years prior to the opening date of the BioEM meeting and submit a copy of the PhD certificate when required. Only one presentation may be entered per candidate; therefore, candidates should select 'No' list for all other abstracts they may be presenting.

Step 8: Abstract

Follow the recommended formatting requirements listed below and upload the abstract file which should include approximately 2500 words. (The file should be in pdf format)

Formatting requirements:
Please note that a formatted template is provided, however, here is a summary of the expected formats:
- Please include the title
- Please include descriptive headings such as Introduction, Methods, Results, Discussion, Conclusion, and References. Please format these as Heading 1: 'Times New Roman' using font size 11. use bold formatting for titles.
- Subheadings (optional) should be formatted as Heading 2: 'Times New Roman'; Font size 11; bold in Italic form.
- Body text should be formatted as 'Normal': 'Times New Roman'; Font size 11.

- Please use Microsoft Word for inserting equations, and when inserting special symbols and Greek letters.
- Three additional figures and tables in the submission area. Do not include figures and tables in the main text.

Step 9: Figures

- Up to 3 Figures are permitted. Figures are optional.
- Browse files and select a figure to upload. Although png file format is preferred, formats such as gif, jpg, and jpeg are allowed. Images should be 2400 x 2400 pixels maximum, 600 x 600 pixels minimum. Click 'Upload Image' to upload the image file to the website.
- Use 'Replace Image' to remove or change the image.
- Caption to be included in the main abstract document at the bottom of the page (just before the references section).
- The Scaling Direction is set automatically to Horizontal and is not changeable.

Step 10: Submit

Once submitted, a verification email will be sent to the email address linked to your account.
Please note that after submission deadline, abstracts cannot be edited anymore.

Step 11: Recalling an Abstract

If you wish to recall or delete an abstract, please notify us on office@bioem.org.

Reminder Important dates:

Call for workshop, plenary, tutorial speakers	12 October 2023
Call for abstract submission system opens	1 January 2024
Deadline for abstract submissions	31 January 2024
Registration opens	31 January 2024
Abstract acceptance notifications	29 March 2024
Early registration deadline	30 April 2024