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 IETS Meeting Web Site: http://www.iets.org/2018.

Q. What is the deadline for General abstracts?

Q. How do I edit the abstract after the submission deadline?
A. Edits after the submission deadline must be approved by the program Section Editor.

Q. Where do I find the name of a program Section Editor?
A. A list of program Section Editors with contact information can be found on the web site: http://www.iets.org/2018.

Q. When will I know if my abstract has been accepted?
A. The abstract system will send an automatic email, (check to make sure your email address is listed correctly) to the corresponding author when the Section Editor finalizes the decision on the abstract. You can also check the web site http://www.iets.org/2017 after September 30, 2017 for a list of accepted abstracts.

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 web site http://www.iets.org/2018.

**ABSTRACT CONTENT FAQ**

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

Q. What should I do if I have more than fifteen authors for the abstract?
A. The updated abstract submission system will now allow you to enter up to fifteen authors. If you have more than that please email Debi Seymour at iets@assochq.org

Q. What should I do if I have more than fifteen institutions or companies for the abstract?
A. The updated abstract submission system will now allow you to enter up to fifteen institutions. If you have more than that please email Debi Seymour at iets@assochq.org

Q. How do I check for 3250 keystrokes?
A. Your word processor has a word count feature where you can check the character and space count.

Q. What is included in 3250 keystrokes?
A. Title, body, key words, acknowledgements and table, if included, counts toward the 3250 keystrokes. Hard returns count as two keystrokes.

Q. Is the special coding included in the 3250 keystrokes?
A. No, special coding is not included in the keystroke count.

Q. The guidelines state abstracts of more that 3250 keystrokes (characters and spaces) will be rejected. Will my abstract be rejected if over the 3250 keystrokes?
A. When you hit the submit button, you will receive a message stating you have information missing or your abstract exceeds the limit. You will have the option to adjust your keystrokes and add missing information at that time.
LOGGING IN AFTER I’VE SUBMITTED MY ABSTRACT

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 your valid e-mail address and a password. (Make sure that the email listed is correct)