

How to use the online abstract submission system - 2024

JMIH 2024 – Pittsburgh, Pennsylvania

Important Information – Please Read!

Presenters are solely responsible for the content of their presentations.

- Registration to attend the meeting is done through a **separate** online system accessed from the Registration Information page and requires a **separate** login username and password. Your username and password are not the same for the two systems unless you created the same one for the two systems.
- You can modify your abstracts at any time up to the **submission deadline (11 March, 2024)**
- Each presenter must **register** for the meeting on the JMIH website: http://burkclients.com/JMIH/meetings/2023/site/registration_online.html by **22 May 2024**. If you do not register by this date, your talk or poster presentation may be removed from the program.
- Please proof your abstracts carefully as they will not be checked for errors.
- Each presenter may give no more than **two** presentations, consisting of **one** poster and **one** oral presentation, with the following exceptions: **1)** a presenter may give two oral presentations if they are given in two symposia, in which case no poster may be presented, or **2)** a presenter may give one additional presentation provided the presentation is DEI-related (see below). A lightning talk counts as one oral presentation.
- **DEI:** We will have a session, or sessions, of oral presentations that relate to DEI issues if numbers warrant. A DEI presentation, either oral or poster, is additional to the limit of one oral presentation and one poster per presenter. Thus, a presenter may give up to 3 presentations provided one of them is DEI-related and clearly identified as such when the abstract is submitted.
- **Bilingual presentations:** Bilingual presentations are allowed for non-native-English speakers. An oral presentation may be given in any language other than English, provided that the slides are in English. To submit a bilingual abstract, please provide one version of the abstract in a language than English and one version in English, in separate paragraphs.
- **Student presentations in symposia:** AES allows a student to participate both in a symposium *and* in a student competition with the same abstract. ASIH, HL, and SSAR do not allow this; students must choose to be either in a student competition or in a symposium.
- **Student competitions:** Students wishing to compete in AES, ASIH, HL, and SSAR competitions **must be members in good standing of the respective society (i.e., you have paid your dues for 2024)**. The NIA student award competitions do not have this stipulation. Students may compete for only **one** award with a given abstract.
- **Lightning talks:** Oral “lightning” talks are 5 minutes duration and 10 slides maximum, with no questions from the audience following the talk. Lightning talks count as an oral presentation but are not eligible for any student award competitions.

Submitting an Abstract

A. Getting Started

1. Go to the Abstract Submissions page of the JMIH website at <http://burkclients.com/JMIH/meetings/2024/site/abstracts.html>. You must register an account with the abstract submission system, which is powered by Oxford Abstracts, before you can access the abstract submission form. Do not forget your abstract system password.
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 contributed oral, poster, and symposium presentations. Abstracts are to be entered directly into a box on the submission page. You do not need to use a template or upload a file. You can cut and paste from any text editor, such as Word.
4. Abstract text: maximum of 250 words. The only exception is for bilingual presentations, which may consist of 500 words total. Please use size 10pt. Arial font.

B. Preparation of Your Abstract

1. The title should be as brief as possible but long enough to indicate the nature of the study. **Use a mix of upper and lower case letters for your title** (e.g., Diet of the Gopher Tortoise, *Gopherus polyphemus*).
Do **not** place a hard return at the end of the title.
Do **not** use all caps in your title.
2. Abstracts should state briefly and clearly the purpose, methods, results and conclusions of the work. The abstract must be a **single paragraph** that is no more than 250 words in length (except for bilingual talks, which should have 2 paragraphs for a total of no more than 500 words.)
Do **not** include figures or tables of data.
Do **not** use tabs or indentations.
Do **not** use hard returns at the end of sentences.
Do **not** include author names in the title or body of your abstract.

C. The Submission Process

1. Log in to the abstract submission system (Oxford Abstracts) when you are ready to submit your abstract. To log in, enter your email address and the password you chose when you registered with Oxford Abstracts.
2. When you click the "log in" button, you will be taken to a screen on which the submission process starts. Please read the instructions for each step carefully.
3. Submitting an abstract is a multi-step process. **Please answer all questions.**

Step 1: Presentation Information.

On this page, you will enter the Title and the Abstract of your presentation, as well as other information about it.

Title: Type or paste in the title of your presentation in the box provided.

Abstract: You can type your abstract directly or cut and paste a text file. There is a bar with several symbols for a variety of text functions (Italics, Bold, Subscript, Superscript, etc). Make certain that your abstract appears **publication ready** when you view it (e.g., scientific names in *italics*).

Type of Presentation: Click on the answer box to reveal a list of presentation types. Select the type pertinent to your presentation and you will be shown a second box listing additional options. Click on the box and again choose the appropriate option. **(Do not click on plenary or symposium presentation if you have not been invited!)**

Students – pay close attention to the notes regarding student competitions. You can compete for only one student award with a given abstract and you must meet all the requirements, including society membership, for chosen competition. If you have been **invited** to present a poster in a symposium and also wish to present the same poster in a student poster competition, you may do so by **indicating the student poster competition (not the symposium)** when you submit your abstract. Then email david.m.green@mcgill.ca to say that you will also be presenting the poster in an invited symposium — and identify the symposium. Be sure to put “JMIH 2024 student poster competition” in the email subject line.

Presentation Subject: Click on the answer box and choose the appropriate subject of your presentation. DEI presentations **must** choose “DEI (Diversity, Equity and Inclusion)”.

Taxonomic Information: Choose among the options presented to identify the animals referred to in your presentation.

When finished Step 1, click NEXT.

Step 2: Presenter Information.

On this page, you will identify the person who will be making the presentation. If you are the presenter, that person is **you**. If you are submitting this abstract **on behalf** of another person who will be the presenter, **do not** enter **your** name or address here.

Presenter’s first name, last name and email address: Enter this information in the boxes provided.

Presenter’s Employment Status: pick one, as applicable.

Presenter’s society membership: pick all those that are applicable.

Moderator, Student judge: answer yes or no as applicable to the presenter.

When finished Step 2, click NEXT.

Step 3: Author Information.

On this page, you will list all the authors of your abstract, including the presenter, in the order they should appear in association with your abstract. Please use a mix of upper and lower case letters for both the author’s names and their affiliations.

Authors and Affiliations: This question asks for information on all the authors of your abstract, one author at a time. This includes the name, email, and phone number of each author, and each author’s institutional affiliation(s), i.e. the institution’s name and its location (City, State/Province, and Country). You can choose a country via a pull-down list. If an author has more than one institutional affiliation, you can add up to two more affiliations by clicking “+ ADD ANOTHER AFFILIATION”.

Indicate if the author is also the **presenter** by clicking on the “Presenting” box provided.

For multi-authored abstracts, add additional authors by clicking on “+ ADD ANOTHER AUTHOR”.

Author Approval: Indicate that all authors have seen and approve of the abstract by clicking the box indicated. This approval is **mandatory**.

Permission to publish: Indicate your permission for JMIH to electronically publish your abstract if it is accepted for presentation. This granting of permission is **mandatory**.

When finished Step 3 and you are satisfied that you have answered all the questions correctly, click SUBMIT.

N.B. Oxford Abstracts will not accept your abstract submission unless all questions have been answered. If your submission is incomplete, you will receive an email from Oxford Abstracts advising you to complete it.

* * *

Please print the submission after you have selected “SUBMIT”. You can edit the submission or answers to any questions up to the **deadline for submission (5 March, 2024)**.

If you have questions about any part of the process, please send an email to david.m.green@mcgill.ca

If you have answered all the required questions, your abstract will be assigned a reference number and you will receive email confirmation via Oxford Abstracts. If you have not answered all the mandatory questions, your abstract will be saved until you return and complete all the questions.

D. Amending a submission

1. Log in to the submission system with the username and password you selected to initiate the process.
2. You will see a list of the abstracts that you have submitted. Click on the abstract you wish to change.
3. The process of amending an abstract is the same as the original submission process, except that the submission form will be automatically filled in with the answers that you gave previously. Once you are finished, go to the last page and click on "SUBMIT".

Your changes will not be saved until you click submit.

4. You will receive an email from Oxford Abstracts confirming that your abstract has been amended – provided you have answered all the required questions.

E. Withdrawing an abstract after the submission deadline, and other special requests.

If you need to withdraw an abstract, request a specific date for your presentation, or make other changes **on or before 31 March, 2024**, please contact the JMIIH program officer, David M. Green (david.m.green@mcgill.ca).

If you need to withdraw an abstract or make other changes **after 31 March, 2024**, you will need to use the following form: <https://forms.gle/Xhb4Xzoc7MMR2ACa6>. This will be the only way to make changes after 31 March, 2024.