

Submission Instructions for Early Investigator Award Nomination

Submission deadline: May 28, 2013

To submit an abstract online, please follow the instructions below:

- Please visit the 2013 Abstract Submission site:
www.ConferenceAbstracts.com/ISPG2013.htm
- To register for an account on the 2013 WCPG Abstract Submission site, click on “**Join Now**” under new users and complete account profile.
- To begin your submission, select “**Click here to begin a new abstract**”.
- Enter the title of your abstract that will accompany your award submission.
- Select the proposal category(symposia OR oral/poster) by clicking on the drop down list and select “**Continue**”.

STEPS FOR SUBMISSION

STEP 1:

- ❖ First, click on the task “**Symposia Participant**” OR “**Oral Poster Presenter**” to add yourself to the session.
- ❖ Enter your first name, last name, and their valid email address. Next, click “**Add**.”
- ❖ Click on your name highlighted in blue. This page requires all personal details to be completed if it was not completed during the registration for the system. This is where you are required to upload your CV and your personal statement with your letter of recommendation. ***Please note that your personal statement and letter of recommendation should be combined into one PDF.***
- ❖ Click Save.
- ❖ Four yes/ no questions will appear. Once these are completed, click “**Continue**”.
- ❖ A green check mark will appear next to the task where it has been fully completed. If a field was skipped or is missing, a red X will remain next to the task’s name.

STEP 2:

- ❖ **Complete your Symposia or Oral/Poster Submission as per those submission instructions.**

Things to Remember:

- ✚ Click on the word “**Submission Editor**” in the top left corner of the screen in order to go back to the task list.
- ✚ Before going back to the task list, be sure to click “**Save Submission**” if any changes are made in a specific task.
- ✚ Changes can be made to submissions until the deadline even if the submission is complete.

✦ For policy questions, please contact the ISPG Executive Office at 615-649-3086 or info@ispg.net

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