

How to Use the Online Abstract Submission System for the Samuel Belzberg 6th International Dystonia Symposium

Important Information

- Abstracts are submitted via an online submission system. Register with the [abstract submission website](#) and establish your user name and password.
- If you are submitting more than one abstract you **must** use the same login for each abstract.
- As submitting author, you will receive all communications regarding the submitted abstract(s). Please ensure to pass all information on to the presenting author as necessary.
- The maximum length of an abstract is **400 words**. Abstracts may also include one table or figure. **Please ensure that research findings are described to a level sufficient for reviewers to make an informed decision on scientific quality. Abstracts that fail to meet these criteria will be rejected.**
- Do not include author names in the title or body of your abstract – these are entered online during the submission process.
- You can alter your abstract at any time up to the submission deadline of **15th April 2020** – **after this date changes will not be possible.**
- Abstracts will be reviewed and authors notified of the outcome of the review process by 30th April 2020.
- There is no limit to the number of abstracts on which an author may be listed.
- Please note that at least one author **must** register in full to attend and present the abstract at the Conference, with the presenting author registered by **30th April 2020**.

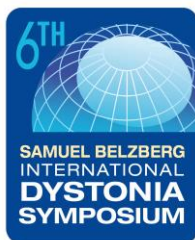
1. The Submission Process

Submitting an abstract is a **3-step process**. We strongly recommend that you complete your submission at one time.

Step 1: Register on the system

We are using a dedicated website for abstract submission and you must first register on the system. <https://app.oxfordabstracts.com> You may log in via Google, LinkedIn or create a standalone profile on the Oxford Abstracts system.

The website is accessible by username and password. Please note that you will need to create your own username and password to access the system. You only need to register once - each subsequent time that you visit this page, you will log in with your e-mail and chosen password.



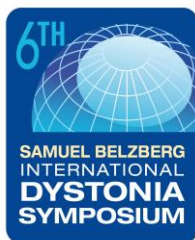
Step 2: Submit your abstract

- Once you have registered and created your profile, you must log in to the dedicated submission webpage, <https://app.oxfordabstracts.com/stages/1492/submissions/new> when you have prepared your abstract - enter your email address and the password you chose when you registered.
- The maximum length for an abstract is 400 words and it should include the following content: introduction, materials and methods, results and discussion. Please ensure that research findings are described to a level sufficient for reviewers to make an informed decision on scientific quality. Authors are also responsible for ensuring that the abstract is free of typographical errors, mistakes in grammar, style and spelling.
- Submitting an abstract requires that you complete a questionnaire for each abstract. Some questions are mandatory (marked with an asterisk) and you will not be able to complete your submission until these questions have been answered. You will be required to provide the names, affiliations, e-mail addresses and telephone numbers of all authors, confirmation that all authors have approved the submission and the subject category to which you are submitting your abstract. Please also indicate whether you wish your abstract to be considered for presentation during the “late breaking news” sessions scheduled on each day of the symposium.
- It is strongly recommended that you complete your submission once started. However, if you decide to start your submission for completion at a later point, please Submit your incomplete abstract and it will then be available for you to finish at a later stage. Failure to Submit your incomplete abstract will result in it being lost and you will have to start again.

Step 3: Confirmation e-mail

You will receive an e-mail confirming that your submission has been received. The subject of the mail will indicate if your submission is complete or incomplete. **An incomplete submission may have an answer that is unfinished, or you may have exceeded the word limit for the abstract. Incomplete submissions will not be forwarded for review.** You must log back into the submission system, click on the title of the abstract and complete it. Once complete you will receive the confirmation e-mail stating that your abstract is complete and will go for review.

If you wish to make another submission, please click on New Submission and a new blank submission form will open.



2. Amending a Submission

You may wish to change your submission. You can do this at any time up to the deadline of **15th April 2020** – **after this date changes will not be possible.**

- Log in to the abstract submission system.
- You will see the abstract(s) that you have submitted. Click on the abstract title to open the file.
- Amending an abstract is just the same as the original submission process except that the online form will be automatically filled in with the answers that you gave previously. You don't have to change an answer if you don't want to.
- Once you click "Submit", your changes will be saved and you will be sent an email confirming that your abstract has been amended. **Your changes will not be recorded if you fail to click "Submit".** You will also receive an e-mail confirming that an amendment has been made to your abstract.

3. Conference Categories

Authors are welcome to submit under the following conference categories:

- Basic Research
- Clinical Research

4. Queries

If you have any queries about the submission process or you want to withdraw an abstract, please contact the conference administrator at abstracts@internationaldystoniasymposium.org