

SEPM 2020 ISGC – Flagstaff, AZ, April 26-29, 2020

## ABSTRACT SUBMISSION INSTRUCTIONS

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First you must create a ‘New User’ Account so that you can submit an abstract. Once you have created an account you can submit multiple abstracts and edit your submissions. There are seven (7) steps in the abstract submission process and each must be completed to successfully submit an abstract.

### Steps

1. **Title and Topic.** Enter your title as you want it to appear. Please use upper and lower case letters for your title (not all CAPS). Next select the appropriate Session Topic for your presentation from the drop down listing. An additional category is ‘Other’ if you do not think your abstract fits into any of the listed topics. Note that there is a PDF of the complete descriptions of the sessions available on that page for review – ‘click here’.
2. **Presentation Preference.** You may select your presentation preference from the list noting that you may be offered a different presentation mode that you selected when the program is finalized. Options include: Oral; Poster-Printed; ePoster-PICO; and Any Format. The final program will be decided by the number of quality abstracts for each Session and the presentation plans of the Session chairs.
3. **Affirmation.** You must acknowledge the SEPM guidelines in our Code of Conduct which is designed to create a harassment free environment for this meeting. A PDF of the Code is available on this page from the link ‘here’.
4. **Authors.** As usual please list all of the authors associated with the abstract and you must include: First and names; Institution/Company; Country; Email; and Phone contact for the presenter.
5. **Abstract.** Up to 3000 characters and you can include formulas using the special box at the top of the entry box. You can also cut and paste into the box.
6. **Keywords.** You may enter ‘keywords or phrases’ for your presentation here. Enter one in the text box and click the ‘Add’ button. You can then add additional keywords following the same process.
7. **Preview.** This will allow you to review your entries and to fill in any that are not complete. Your submission will not be accepted until all of the required entries are completed. Here make sure to click on “Finish Submission & Close” to finalize your submission. You can login and edit your submission until Abstract Submissions close.

The icons in the black circles – ‘i’ and ‘?’ can supply help or technical support is available from Monday-Friday 8am-5pm CT either through phone or email. Email: [sepm@support.ctimeetingtech.com](mailto:sepm@support.ctimeetingtech.com) or phone: 217.398.1792.