

SQA 28th Annual Meeting Abstract Submission Instructions

Important Information – Submission Deadline 1 November 2011

- If you are submitting more than one abstract, you can use the same login for each abstract.
- You can alter your abstracts at any time up to the deadline.
- Abstract text is required for all submissions.
- Submissions may be amended at any time before the deadline (1 November 2011). All **completed** submissions will be automatically submitted for review on the day of the deadline.
- **TIP** - SQA urges you to prepare your abstract before submitting, via a word document, which you can cut and paste into the fields for final submission.
- **TIP** – SQA Specialty Sections have identified **Hot Topics** for this meeting. Special attention will be paid to abstracts that focus on one or more of these topics. Topics are available at <http://www.sqa.org/am2012>. Just click on Abstracts to view the list.

Abstract Guidelines

Abstracts will be accepted for the following presentation types:

- **Poster**;
- 30 minute **Podium** presentation (25 minute presentation with 5 minutes of Q&A and transition);
- 60 or 90 minute **Session** (entire session devoted to a single topic with one or more presenters);
- 60 or 90 minute **Roundtable Session** (entire session devoted to a single topic with several presenters and breakout discussions in small groups);
- 90 minute **Panel Discussion** (entire session devoted to a single topic, discussion with 4-5 experts and a moderator).

Required Information

Prior to submitting an abstract, please make sure that you have the following information available:

- Contact information for all presenting authors, experts, or moderators;
- Biographies for all presenting authors, experts, or moderators (under 150 words each);
- Abstract text in paragraph format (under 500 words);
- Category (Animal Health, Beyond Compliance, Bioanalytical, etc.);
- Content level (Basic, Intermediate, Advanced):
 - **Basic** – *general material, appeals to a broad audience,*
 - **Intermediate** – *more specialized but with some broad appeal,*
 - **Advanced** – *specialized material with higher level analysis;*
- Abstract keywords.

Registration

Annual Meeting registration will be available in December 2011. All presenting authors, experts, or moderators of abstracts accepted for presentation will be required to register for the Annual Meeting and pay the appropriate fees, in accordance with the published fee schedule.

Regulatory Speakers

The following instructions should be followed if your abstract includes a regulatory agency representative as a presenter.

- Upon submission of your abstract, submit the [Regulatory Speaker Request form](#) to the Regulatory Communications Coordinator, rcc@sqa.org and Alison Holcomb, SQA Deputy Executive Director, alison.holcomb@sqa.org.
- All Regulatory Speakers must be requested by 1 November 2011, the deadline of abstract submission. If your request is not submitted by that time, your request will not be made. All requests for the meeting will be made at the same time (mid-November).
- If the regulator does not require fee waiver or travel reimbursement, then the abstract submitter should indicate on the abstract that the speaker does not require fee waiver or reimbursement.
- Invited regulatory speakers for regulatory updates sessions or symposia may have their fees waived and travel reimbursed, but only if the process is followed in accordance with SOP GA-02-01.xx.

Abstract Submission Process

Abstract Submission

- The first time you use the 28th Annual Meeting abstract submission website, you must register to use the system. Any SQA User ID and password that you already have will not be sufficient – you must create a new user account.
- When you have prepared your abstract, log in to the submission system with your e-mail address and password. The link to the submission area is accessible via <http://www.sqa.org/am2012>.
- You will be taken to a screen from which the submission process starts. **Please read the instructions carefully.** If you want to submit a new abstract you should click the link that says “Click here to submit a new abstract.”
- Submitting an abstract is a multi-step process. Each step asks several questions. Some questions are marked “required,” and you will not be able to complete your submission until these questions have been answered.
- Do not include the names of authors in the title or text of your abstract. The title should be succinct while clearly indicating the nature of the abstract submission. Capitalize the first letter of each word, and do not add a period at the end.
- Please note that some scientific symbols may not appear correctly in the abstract book. You can avoid this problem by writing the name of the symbol in full, for example “beta” instead of β .
- If you have to stop part way through the process, your submission will be held in temporary storage until you return later and complete all the required questions. When you log in again, you can click on your incomplete abstract and resume the submission process.
- You will be asked to confirm that the presenting authors will register to attend the Annual Meeting and will pay the appropriate registration fees. All speakers must register for the Annual Meeting.
- Once you have completed your submission, click the “Finish” button. If you have answered all the required questions, your abstract will be assigned a reference number, and you will receive an e-mail confirmation. If you have not answered all the mandatory questions, you will be alerted and your abstract held in temporary storage until you return and complete all the questions.

Amending a Submission (*You may make changes to your submission(s) at any time up to the deadline.*)

- Log in to the system. You will see your abstracts listed. Click on the abstract that you wish to change.
- Amending an abstract is the same as the original submission process except that the online form will be completed automatically with your previous answers. You do not have to change an answer unless it is incorrect.
- When you reach the final step and press “Finish,” you will be sent an e-mail confirmation.

Withdrawing a Submission

If you wish to withdraw your submission, please contact SQA Headquarters at sqa@sqa.org with the title and reference number of your abstract.