

# INSTRUCTIONS for the Annual COMP Meeting Online Submission System

**THE SYSTEM IS OPEN FOR SUBMISSION OF  
ABSTRACTS**

**From Feb 18 – March 18, 2008**

**ABSTRACT DEADLINE DATE: MARCH 28 (5:00 Eastern Time)**

Abstract submission for the 2008 COMP Annual Meeting is a 100% web based process.

In order to complete a **SUCCESSFUL SUBMISSION**, understanding how the system works, what the requirements are, and what information is needed will streamline the process for you.

So prior to beginning the abstract submission process, please take a few minutes to review the information listed below. With a general understanding, your submission should be successful.

## COMP General Rules for Submission

Abstract Submission for the 2008 COMP Annual Scientific Meeting is a 100% web based process:

- The submitter will:
  - provide information about an abstract and the contributing authors and upload an **authors** document with the properly formatted by-line.
  - upload the **abstract** document not to exceed 250 words.
  - upload a **long abstract** document.
    - The long abstract is limited to 3 pages for regular submissions.
    - If submitting for the **J.R. Cunningham Young Investigator's Symposium** the limit for the long abstract is 4 pages.
    - Indicate whether your submission is for **Oral or Poster** Presentation.
- In support of our policy of blind review, please do not list any author names or institutions in the Short or Long Abstracts.
- In addition, the Short Abstract document should not contain a title, graphs, figures, tables, images or multimedia elements.
- **Scientific Abstract submissions** should be **original work**, and should **NOT** have been presented at or submitted to any other national or international conference held in the United States or Canada, **UNLESS** specific permission has been granted by the Scientific Program Directors.
- The Scientific Program Committee reserves the right to reject abstracts.
- Authors who submit abstracts that are accepted should understand they will be required to pay the regular registration fees for the conference that all attendees are required to pay.
- To complete the on-line submission you will need the following:

- Each Author's first and last name,
- Each Author's Institution name,
- Determine your requested presentation mode (**Oral** or **Poster**),
- Determine whether you are submitting as **Proffered** or **Young Investigator**,
- Determine the relevant subject category of your submission,
- A file containing the author information (follow format guidelines below).
- A file containing the short abstract (follow format guidelines below).
- A file containing the long abstract (follow format guidelines below).
- If applicable, include a statement within the abstract disclosing any "conflict of interest" that may exist.

## Abstract Formatting Guidelines

### Authors Document

- Documents can be composed in Microsoft Word, Corel Word Perfect or ASCII Text.
- **Include ONLY** the Author names and institutions. This information will be merged with the abstract file later in the process.
- Use 8 point, Times Roman Font for the text.
- 1 inch margins all around.
- Use full justification in the document
- Do not place hard returns at the end of each line in your abstract text. Let the text wrap to the next line.
- The completed by-line should have the following format.

*A Author<sup>\*1</sup>, B Second<sup>2</sup>, (1) University of Remove This (2) Before submitting*

Use the Author portion of the [Long Abstract Sample File](#) provided if you desire.

### Short Form Abstract

- Documents can be composed in Microsoft Word, Corel Word Perfect or ASCII Text.
- Abstracts submissions are to **ONLY** contain text, formulas and symbols.
- **DO NOT** include Title, Author names/institutions, graphs, figures, tables, images or multimedia elements. Titles and Author information is entered elsewhere in the system and will be merged with the abstract file later in the process.
- Abstracts must not exceed 250 words.
- Use 8 point, Times Roman Font for the text.
- Use 8 point, Symbol Font for symbols.
- 1 inch margins all around.
- Use full justification in the document
- Do not place hard returns at the end of each line in your abstract text. Let the text wrap to the next line.
- Do not use 'headers' or 'footers'.
- Add a conflict of interest statement if applicable.

Use the [Short Abstract Sample File](#) provided if you desire.

**\*\*Any abstract that does NOT conform with this structured outline will be REJECTED.\*\***

### **Long Form Abstract**

- Documents can be composed in Microsoft Word, Corel Wordperfect or ASCII Text.
- **DO NOT** include Title, Author names/institutions, or multimedia elements. Titles and Author information is entered elsewhere in the system and will be merged with the supporting document file later in the process.
- The supporting document should be no longer than:
  - 3 pages for regular submissions, and
  - 4 pages for J.R. Cunningham Young Investigator's Symposium submissions.
- Use 10 point, Times Roman Font for the text.
- Use 10 point, Symbol Font for symbols.
- If embedding formulas, keep the text size at 10 point.
- 1 inch margins all around.
- Use full justification in the document.
- Do not use 'headers' or 'footers'.
- Add a conflict of interest statement if applicable.

Use the [Long Abstract Sample File](#) provided if you desire.

**\*\*Any abstract that does NOT conform with this structured outline will be REJECTED.\*\***