ABSTRACT SUBMISSION GUIDELINES

ICISB 2019

ROYAL COLLEGE OF SURGEONS, EDINBURGH, SCOTLAND
17 — 20 NOVEMBER 2019

GENERAL GUIDELINES AND KEY DATES

SUBMISSION ONLINE PORTAL

To submit an abstract, you need to log in into our Online Abstract Submission Portal.
You can log in multiple times to complete your submission(s). Please remember to take a note of your password.

SUBMISSION DEADLINE

The deadline to submit an abstract for ICISB 2019 is Friday, 30 August 2019. You need to ensure you completed the submission process before this date. Any submissions in the draft status will not be considered for review. You can edit and revise abstracts within the draft stage.

NOTIFICATION TO AUTHORS

Authors will be notified about the outcome of their submissions on Monday, 23 September 2019.

PAYMENT

There is no fee for making a submission. If your submission is accepted for presentation, then you will be required to attend the conference and pay the conference registration fees. Further information will be sent to you when authors are notified of the outcome of their submission on Monday, 23 September 2019.

ABSTRACT FORMAT

The word limit for each abstract is 300 words. You can submit one table or figure per abstract. You need to provide 6 keywords for each abstract. All abstracts must be written and presented in English.

SUBMISSION PROCESS

ACCESSING THE PORTAL FOR THE FIRST TIME

All abstracts will be submitted through our Online Abstract Submission Portal.
If you are accessing the Portal for the first time, you will need to create an account. To do so, click on the "Create New Account" button on the right. After you created your account, you will need to provide your contact details on the "Update Contact Information" tab on the top of the page. You must complete this step to submit an abstract.

LOGGING BACK INTO YOUR ACCOUNT

If you have already created an account and saved your abstract as a draft, or if you wish to submit another abstract, you can log back in by providing your email address and password. Please note that you will only be able to log in to edit your abstract until the submission deadline date of Friday 30th August 2019.

SUBMITTING YOUR ABSTRACT

There are 6 steps to complete to submit your abstract. At any time in the process you can click the Save As Draft button at the bottom of each page. This will allow you to save your incomplete submission and return to it at a later time. Please note that abstracts in the draft stage will not be considered for review and must be completed before the submission deadline of Friday 30 August 2019.

STEP 1: TITLE AND PRESENTATION TYPE

Provide the title of your submission. The title should be appropriate, meaningful, clear and concise, avoid subtitles if possible. Do not use capital letters only or abbreviations or acronyms in the abstract title.

You can select if you are submitting an Oral Presentation, Flash Presentation, Poster Presentation or either.

An Oral Presentation will be a talk of 12 minutes + 3 minutes questions, accompanies by a presentation (PowerPoint).

A Flash Presentation is a talk of 8 minutes + 2 minutes for questions and must be matched to a poster.

A Poster will be displayed during the full conference for all delegates to view. There will be no formal form of presentation for Posters, but we encourage you to be present during lunch and refreshment breaks and the dedicated poster viewing times to answer questions.

STEP 2: AUTHORS AND AFFILIATION

Please list all authors and their affiliations.

To add an affiliation, indicate all the necessary information and press "Add Affiliation". Take a note of the number of the affiliation, as you will need to add the number to the applying authors.

Add the author details and click "Add Author". Please only provide the affiliation number for each author, e.g."1", if you type in the affiliation title the system will not allow you to submit your abstract. If an author has multiple affiliations, please indicate this through a comma, e.g. "1,2".

Please note that you can only select one author as the presenting author. You can indicate the presenting author by ticking the "Presenter" box on the relevant author.

STEP 3: ABSTRACT CONTENT

Enter the content of your abstracts. Please ensure you adhere to the word limit of 300 words. If there are any special characters you need to use please use the "Special Character Keyboard".

If you wish to add a Table or Figure to your abstract, you can upload this here. Please do not upload PDF's, Word or Excel documents. We recommend you upload a picture of your figure or table.

You also are asked to submit 6 keywords that best describe your submission. Separate these through a comma, e.g. breeding, nutrition, ...

STEP 4: SESSION CHOICE

Indicate which session best describes your submission. Please choose your first and second preference. Please choose from:

1. Advances in precision breeding
2. Environment, ecology and conservation
3. Functional genomics and annotation
4. Genome resources and evolution of salmonids
5. Immunology, disease and host-pathogen interactions
6. Industrial perspectives
7. Physiology and nutrition

STEP 5 AND 6: REVIEW AND SUBMISSION

The Summary section will show what you have submitted and what information is still required before you can submit your abstract. You can save your submission as a draft and complete it at a later stage.

If you are ready to submit your abstract, you need to agree to the Terms and Conditions and click "Submit".

Please note that once you submit your abstract, you will not be able to edit it any more.

PROOFREADING

We will print your abstract from the version supplied by you. It will be printed exactly as submitted which means that any errors or spelling mistakes will show. Please proof read your submission very carefully.

AMENDING AN ABSTRACT

You can edit and revise your abstract before this is submitted by logging into the Abstract Submission Portal and selecting the abstract. Please note that there will be no amendments possible after you submitted the abstract.

WITHDRAWING AN ABSTRACT

If you want to withdraw an abstract, please contact the Conference Secretariat icisb@in-conference.org.uk

ABSTRACT REVIEW AND PUBLISHING

REVIEW PANEL

Each abstract will be reviewed by 2 reviewers from the Organising Committee.

NOTIFICATION TO AUTHORS

Authors will be notified about the outcome of their submissions on Monday, 23 September 2019. The notification will be sent to the submitting author only. Please do not call the office for details prior to this date, should you have any queries regarding the outcome of your submission. We are only able to give information to the person who submitted the abstract.

PUBLISHING

All those submissions that are accepted for presentation will be published in the ICISB 2019 Conference Book of Abstracts/Final Programme. We will print your abstract from the version supplied by you. It will be printed exactly as submitted which means that any errors or spelling mistakes will show. Please proof read your submission very carefully.

CONTACT

If you have any questions, please contact Ms Berit Grendel of In Conference Ltd who will be delighted to answer any of your queries and to provide you with the necessary guidance to submit your abstract.

Ms Berit Grendel

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We look forward to receiving your submissions for ICISB 2019!