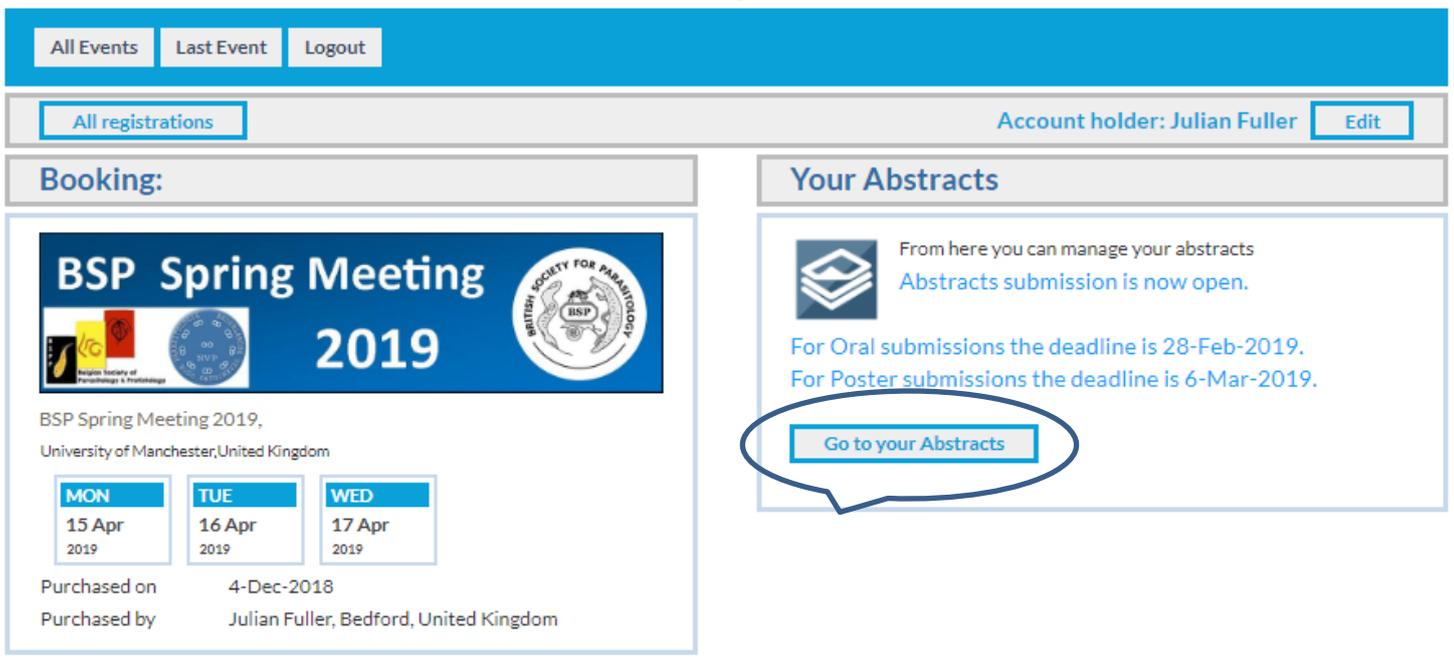# A brief guide to using our abstract system.

The BSP uses a bespoke booking system that requires you to register in order to book. If you have previously booked you will be able to use the same logon information to book for the current meeting.

Submitting an abstract

You can submit an abstract on the system this can be either an oral or poster presentation. If it is an oral and you are unsuccessful you will be offered a poster presentation. Normally there are over 80 oral slots and we try and accommodate all oral requests. However if your session is over-subscribed we will endeavour to offer you a slot in an associated session where possible.

Posters are easier and we generally accept all poster requests. These are now done in two sessions so that there is more time for your poster to be viewed.

Poster sizes are A0 portrait.

If you are travelling a long way we advise you to have it produced on fabric which means you can pack it into luggage and avoid problems on low cost airlines with additional baggage cost for a poster tube.

Entry system

Preview allows you to see what it will look like on the system you can use this at any stage

The front screen asks for a title and which track to enter it on roughly the subject area

Poster pitches

These are brief opportunities to sell your poster during an oral session. If we are running a poster pitch session (2019) then you select this is the first page of the abstract submission system, there will be a small check box that asks if you wish to be considered for this

In addition on the same page is a tick box for consideration for student prizes.

Each tab needs to be filled out and the [Update] button pressed.

Abstract tab

This is the main body of your abstract. When submitting your abstract there is a limit of 4000 characters (including spaces) for your abstract. When cutting and pasting you abstract particularly from Apple systems some Unicode errors can occur. These are important in that they can increase the size of your abstract and thus lose the end of it or can corrupt special characters. Unicode is supposed to be an internationally agreed format but it appears every browser and word processor manufacturer implements it in differing ways, this is outside our control so to help please attached a pdf of your work so we can fix these errors quickly when they appear.

Authors

Adding authors

When adding an author a choice my appear on the right hand side of the screen. Select this as its generally associated with their membership record. Sometimes multiples may appear select the first correct one.

Do not forget to click add author

Once you have added authors uploaded your pdf, complete the disclosure which is only needed if you have some financial involvement with the abstract (for instance : you have shares in a company who's drug you are testing) and click on submit. Your abstract is now in the system.

You can check the abstract deadlines and expect to hear something inside of 10 working days of the close date on the booking system front page.

Finally

If you create multiple abstract and don't submit them they still live on the system and cause us problems so you will receive emails about these to avoid the hassle because you were just looking go to the title tab and delete your abstract. If it is half complete you can return and edit it later as long as abstract submission is still open.

If you need help ask info@bsp.uk.net