HOW TO SUBMIT ABSTRACTS FOR ICN 2012

ABSTRACT SUBMISSION DATES
March 1, 2012 – April 30, 2012

ISN is using a new and exciting approach to abstract submission this year. We are employing the services of Frontiers Media, a publisher of a large number of high quality scientific journals, to take in and manage our submissions. Unlike past years, all abstracts will be available to meeting participants online well before the meeting. Since we are using Frontiers, the final selection of abstracts will remain on line as part of one of the Frontiers journals, and they will be indexed by Google Scholar and other services, and will be available to the broader scientific community. If you do not want your abstract included on the web post meeting, right after you submit the abstract please send an email to neuroethology2012@gmail.com. It is your responsibility to let us know about this, and removing the abstract from web searches after August 1 is not possible.

STEP 1: Registering with Frontiers

To start abstraction submission you must register at Frontiers if you have not already done so. To register go to this registration link where you can register for free. Towards the end of the registration process you will need to indicate the following:

Domain: Science
Field: Neuroscience
Specialty: Behavioral Neuroscience

STEP 2: Submit your Abstract

Once you have received your confirmation email and validated your Frontiers account, you may go to the submission link. (Or, you can submit at any time just by logging in at this site.)

NOTE that once you start the submission process you must complete each step. There is no way to save the material and return to it at a later time. If you have to stop the submission process before completion you will have to start at the beginning again.

1. During the early stage of registration you will again be asked several questions. Answer as below (a, b, c) so you’ll get to our abstract submission page:
   a. Domain: Science
   b. Field: Neuroscience
   c. Specialty: Behavioral Neuroscience
2. Under Select Event, select (click on) Tenth International Congress of Neuroethology.
3. Under Abstract Type, select Abstract.
4. Hit Next at the bottom of the screen. You are now on the Author and Affiliation Information Page. Fill out all of the requested information on yourself and your affiliation. Then hit “Add” This will take you to the next page where you can review your information and add additional authors and their affiliations. When all of the authors and their affiliations have been added, hit NEXT to go to the next page.
5. The next page is the **Abstract Information Page**. Here, enter your title and the body of your abstract. You will also be asked for the type of presentation you want. Please read these very carefully and make the best selection.
   a. Plenary speakers must choose **Plenary Address** as their presentation type.
   b. Speakers in accepted contributed symposia must choose **Invited Symposium** as their presentation type.
   c. All others should choose **Poster presentation**.
   d. Young investigators (graduate students, postdoctoral fellows, and assistant professors) can indicate that they wish their abstract to be considered for inclusion in a Participant Symposium. Choose **Poster (but consider for Participant Symposium)**. To be considered for inclusion, the young investigator must be the first and presenting author on the abstract. Please note that selection for a Participant Symposium will be based on abstract submission. Selection will not be until June or early July. Individuals not selected to be part of a Participant Symposium will do a poster. Note, since Participant Symposia may be scheduled on the last afternoon of the meeting, individuals who will not be staying for that time should not ask to be part of these symposia.
   e. Students (undergraduate, graduate and postdoctoral) can have their poster considered for a Student Poster Award. Choose **Poster (but consider for student poster award)**. To be eligible for a poster award, the student must be first and presenting author on the abstract.
   f. Submitters eligible for both a participant symposium and a poster award should choose **Poster (but consider for participant symposium and student poster award – but see information in (d) regarding the Participant Symposium selection)**.
   g. Your abstract must be no more than 500 words. We know you are told 10,000 characters, but this is a feature of the web site and not something we can control. So, before submitting your abstract use your word processor to count words in the body of the abstract (not the title or authors) and have no more than 500 words.
   h. Abstracts cannot have special characters or equations.
   i. You must check off the appropriate conflict of interest box.
   j. You must include at least one key word.

6. **Upload page**: you can use this to upload your 500 word abstract if you have not already entered this on the previous page (do not include title or authors as these are included automatically).
   a. You may include one or two figures if you wish. However, you can just go to “next” if you do not want to upload anything.
   b. If you want to include a movie “Movie” you need to go to the “Content Type” drop down menu and upload one of the various video.
   c. For a PPT upload, select "Presentation" from the “Content Type” drop down menu.
   d. If you want to submit a figure in PPT format, you will need to contact the Frontiers Support Department and they will convert the image for upload.

7. Complete your submission on the several additional pages. Note that when you reach the Manuscript preview page, this is the last chance for you to edit. After submission is complete, you need to contact a Frontiers administrator to make any changes. Also note that you must accept the “Conditions for Authors” to complete the submission process.

8. Once submission is completed you will receive an email from Frontiers confirming this, and telling you how to view your abstract on the web. This will be your only communication regarding your abstract.

**REMEMBER TO REGISTER FOR THE MEETING OR YOU WILL NOT BE ABLE TO PRESENT AT THE MEETING**