

ABSTRACT SUBMISSION TIPS:

Here are a few tips to prepare your abstract submission:

1. Prepare your author listing:

- a. Be sure to thoughtfully organize the list of contributing authors; there is no limit to the number of contributing you may include on an abstract
- b. Determine the order in which you will list all contributing authors; the order in which you arrange them on the submission website is how they will be published upon acceptance

2. Determine the main contact:

- a. All abstract correspondence (including acceptance/rejection notifications) will be directed solely to the contact person indicated in the contact tab of the submission site
- b. The first author is not presumed to be the contact person – only the designated contact person will receive notifications and updates regarding your submitted abstract; it is expected that the contact person will disseminate information as needed

3. Proof-read your data:

- a. Be sure to review spelling and grammar before submitting (including the accurate spelling of all contributing author names) – after the submission deadline (March 1, 2019), you will not be permitted to make any changes to your submitted work
- b. Character limit is 2,500 (including spaces) for the title and body of the abstract; there is no character limit on the other sections of the abstract

4. Determine if an MDS-owned Rating Scale has been used in the study/abstract:

- a. If so, be prepared to indicate which scale(s) were used
- b. Be prepared to indicate the study protocol or identification number associated with your approval to utilize the scale

5. Determine if you will apply for a Travel Grant or Junior Award:

- a. Only the first author of an accepted abstract is eligible for a Travel Grant or Junior Award
- b. The first author must fulfill all eligibility criteria to qualify, please see guidelines included on the submission website for further information
- c. The sole means of applying for an International Congress Travel Grant or Junior Award is in conjunction with the abstract submission process
- d. Travel Grants and Junior Awards are not transferrable – if the intended recipient is unable to attend the International Congress, then the award/grant is forfeit and will be reallocated by MDS to the next qualified candidate