

## Abstract Submission Process

If you have any questions on the submissions process then please email Kate ([k.steel@sebiology.org](mailto:k.steel@sebiology.org)).

### How do I submit a talk/poster online?

- Go to the SEB website  
<http://www.sebiology.org/abstract/abstract1.aspx?meetid=67>
- Select the session you wish to submit either a talk or poster presentation for, using the pull down box provided.
- Enter your full name, institution and contact details. Please enter the name and institution of any associates. To add more than one associate, please click “add” and then overtype.
- Click “next”
- Copy and paste the title and abstract into the boxes provided. Please ensure that your abstract does not exceed 250 words. Symbols are present on the left hand side of the boxes for you to make any necessary changes.
- Click “next” to preview your abstract. Please note that this is what your prospective Session Organiser will see when deciding to accept your submission. Therefore, we recommend that you check the text carefully.
- If you would like to make any changes, then simply click “prev” to return to the previous screen.
- When you are happy with your submission, click “save and commit”.
- You will then receive an email confirming that your submission has been received.
- You will then receive a further email in due course informing you as to whether your submission has been accepted.
- Please do not hesitate to contact Kate at the SEB office ([k.steel@sebiology.org](mailto:k.steel@sebiology.org)) if you do not receive either of these emails.