



## 8<sup>th</sup> International Symposium on Pediatric Pain

### Detailed Instructions For Abstract Submission

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These instructions are for submitting a new abstract. If you submitted an abstract for the June 2009 meeting, please see the instructions for updating existing abstracts.

Submission may be made for either Workshops, or Poster presentations. Both submission types are made through the same web site. This instruction set applies to both types of submissions, with different instructions given where required.

#### Format

**Workshops:** Two types of Workshops will be offered at the Symposium: a *Regular Workshop*, lasting 90 minutes, and a *Rapid Workshop*, lasting 45 minutes. The Science Program Committee will assign accepted workshops to one of these categories. The Workshop abstract should be no more than 500 words and in English. Images and Graphics are not permitted. Tables are acceptable if required and kept to a reasonable size. A table shall be counted as 75 words. All presenting workshop authors are asked to provide a short (50 word) biography. There should be no more than 3 presenters for a workshop. All presenters must register for the Symposium.

The Scientific Program Committee will favour workshops with a multidisciplinary focus. Workshops will be accepted up to 5:00 PM, PDT on **October 30, 2009**. The results of the peer review should be emailed in early **December, 2009**. The email notice will be sent to the submitting author. Subsequent correspondence will be with the presenting author(s).

For each Workshop, there should be an “integrative” Workshop abstract, which describes the theme, content and objectives of the workshop. When submitting the abstract, choose Workshop Abstract as the abstract type. The authors for the Workshop Abstract should be first, the Chairs or Chairs, followed by the presenting authors of the individual presentations, and last, a discussant if any. There should be no non-presenting authors listed on the Workshop Abstract. Mark the chair or chairs and the discussant as presenting authors on the integrative abstract.

There should also be an abstract for each individual presentation within the workshop. When submitting this abstract, choose Presentation as the abstract type. This abstract should be no more than 300 words. Tables count as 75 words towards this 300 word total. All co-authors of this abstract should be listed, presenting or not, with the presenting author(s) identified.

It is easiest if the Chair of the Workshop also submits the Presentation Abstracts as well, but it is not mandatory, as the Workshop Abstract and its associated Presentation Abstracts can be linked later if submitted independently. To enable organizers to link the abstracts as a unit, please include the title of the Workshop abstract as the first line in the Presentation Abstract. Also, if the authors are entered correctly, the Workshop abstract will include the names of the presenting authors of the associated Presentation Abstract.

**Posters:** Abstracts for poster presentation should be a maximum of 300 words, and in English. Images and Graphics are not permitted, but tables are acceptable if required and kept to a reasonable size. A table shall count as 75 words. A biography is not required for poster presenters.



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The deadline for posters is 5:00 PM PST, **October 30, 2009**. The results of the Peer review should be emailed in early **December, 2009**. The email notice will be sent to the submitting author. Subsequent correspondence will be with the presenting author(s).

Posters will measure a maximum of 1.75 m (5.75 ft) wide and 1 m (3.28 ft) high. Presenters must be prepared to stand by their posters at a given time during the Conference.

#### **Financial Assistance**

Financial assistance to a maximum of \$1500 (USD) **may** be made available for accepted Regular Workshops and to a maximum of \$750 for accepted Rapid Workshops to offset expenses for presenters and the Chairperson. This support is contingent upon availability of Conference funds. Workshops from developing countries will be given priority in funding. To request financial answer Yes to the apply for financial assistance question in the abstract submission form.

#### **Preparation**

Prepare your abstract in word processing software such as MS Word, WordPerfect, or a text editor such as MS Write. Do not use presentation software such as PowerPoint. The abstract should clearly outline the work that will be presented at the ISPP 2010 Conference.

Please check the word count to see you fall within the prescribed limits, and is in English only. As the primary method of communication is by email, please have the email address of each presenting author, and any potential alternate presenting authors on hand before you log in. Email notices will come from [ispp@scolars.com](mailto:ispp@scolars.com).

Using your web browser, go to [www.ispp2009mexico.com](http://www.ispp2009mexico.com) and select the Call For Papers page, and then the Submit Abstract link. Please note that you must use a level 5 or later browser (We recommend Internet Explorer 7X, FireFox 2X or 3X, Safari 3X or 4X).

#### **Log-In & Contact Information**

Once at the site, log-in as a new user, unless you have already submitted an abstract.

You will need to make up a user name and password. Please limit these to a maximum of 15 letters or characters, and do not use the following characters: period (.), comma (,), @, <, >, or a space. Make a note of your user name and password, as you will need them to log back in if you wish to submit a new abstract, or edit an existing one. Press the "Save" button, and proceed to the next screen. Enter in your contact information as required. The Affiliation and address requested are for your mailing address. Additional affiliations may be added later in the process, when submitting your address. Press the save button when done.

#### **Main Menu**

You are now at the main Menu. To submit a new abstract press the "New Abstract" button. If you have already submitted abstracts, you may view your abstracts by pressing the "My Abstracts" button, and may view a list of your co-authors by pressing the "List of Authors" button.



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#### **Authorization and Conflict**

At the next screen you are asked to give your permission for the Conference to publish your abstract if it is accepted, and declare and identify any conflicts of interest you may have. Please indicate if you are one of the authors of this abstract, and if you are presenting this abstract if accepted. If you are not presenting the abstract, you will be asked to identify the presenter at the next screen when you enter the author names.

#### **Add Your Co-authors**

At the next screen you identify your co-authors. If you indicated you were an author of this abstract you will have been added as the first author. If you indicated you are not an author, the list of authors will be blank. Click the “Add Author” button to add an author

If you have already submitted an abstract, the authors from that abstract will appear in the pull down list. If one of those is an author of this abstract as well, simply choose them from the pull down list, check the information, and then press the “Save” button. If they do not appear on the list, then you will have to create a new author record, by completing the author details as required. To add an affiliation, press on the first affiliation field, and select “add new affiliation”. A pop-up screen will appear, where you will enter the affiliation details. Press save. And then return to the first affiliation field, and select the affiliation you have just made. If the author has more than one affiliation, repeat this for each affiliation. You have add as many as three affiliations for any one author.

Repeat this until all co-authors have been entered.

**Workshop Abstract:** Please list the Chair as the first author, followed the presenting authors of the individual presentations in the Workshop, and if you have a discussant list him or her last. Please provide a brief (max 50 word) biography for the Workshop Chair.

**Presentation Abstract:** List all co-authors of the abstract, indicating which authors are presenting.

Please provide a brief (max 50 word) biography for each presenting author.

**Poster Abstract:** List all co-authors of the abstract, indicating which authors are presenting. Poster abstracts do not require author biographies.

#### **Please note:**

- You should select the order in which the authors are to appear in the printed abstract by choosing a number in the “Sort Order” field. The site does not make any rank assumptions about co-authors, and all are entered equally. If you do not select an appearance order, the authors will be listed in the order input.
- Please indicate which author is presenting the paper by checking the “Presenting” button. Please ensure that you supply the presenting author’s email address.

Once all of the co-authors have been entered, check that the order and presentation details are correct, and then continue to the next step.



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#### ***Abstract Type***

Please indicate whether you are submitting a Workshop Integrative Abstract, a Workshop Presentation Abstract or a Poster Abstract.

#### ***Subject***

You will be asked to choose a subject, which best matches your workshop or poster. There are 10 subjects to choose from:

- Systematic Reviews
- Biology, Neurobiology, Physiology, Anatomy
- Pharmacology, Basic, Developmental, Clinical
- Treatment Approaches: Interventional, Physical, Psychosocial
- Psychosocial Determinants and Context; Epidemiology
- Genetics, Developmental Issues
- Neonatal
- Diagnosis, Assessment
- Pain in Developing Countries
- Standards, Guidelines, Ethics, Education

Select your choices from the pull down menus.

#### ***Financial Assistance***

To apply for financial assistance, answer yes to the Financial Assistance question.

#### ***Title of the Abstract***

Enter the title of your Abstract. Please Use Upper and Lower Case Letters for your title. DO NOT USE ALL CAPITALS.

(Tip, you can copy and paste the Title from your wordprocessor file if you don't want to rekey it)

#### ***Input Body of your Abstract***

There are two ways to input the body of your abstract. You can key it into the box, just as you would with a text editor or word processor, or you can copy and paste it from the word processor file you have already prepared – this is the preferred method.

To copy and paste, open your word processor file, and select the body of your abstract with your mouse (**do not include the authors or title, as you have already entered these**). Copy the selected text, either by right mouse clicking and selecting “copy” (Mac users use Command C), or selecting “copy” under the edit menu of your software. After you have copied the text, return to your browser, place the cursor at the top of the input box, and select “paste” from either the edit menu of your browser, or on a right mouse click (for Mac users, Command P).



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The body of your abstract should appear in the input box. At this point we suggest you preview your abstract (select the preview button at the top of the input box), and then print it and proofread the printout. Close the preview screen, correct any text problems you found. If you do not have tables, graphics, or some characters are not displaying correctly, you may submit your abstract by selecting the “Submit” button. This will send your abstract to the server and save it in the database. For most authors, this nearly completes the process. However, if you have used Greek or math symbols, exponents, bold face, italics, graphics, or a table, you need to take additional steps – see below.

#### **Word Count**

Workshop Abstracts should not exceed 500 words, not counting title and authors, Presentation and Poster Abstracts should not exceed 300 words not counting title and authors. The system will scan your abstract at submission, and give you an error message if you have exceeded the allowed maximum. As the word count algorithm in MS Word is different than the one used on the web site, the actual limit is 550 and 330 words respectively, as counted by the submission system (it always gives a slightly higher count than Word).

After the abstract has been saved, you will be shown a review screen, showing all of the information you have entered, for one last check. If everything is correct, select the “**Submit For Review**” button at the bottom of the screen. You are now finished and may close your browser. **Please note that the abstract is not finished until you click on the Submit For Review button; before that it is merely saved, but not yet approved for peer review.**

If you want to change something, enter into edit mode, and select the appropriate button to edit the affected portion of your abstract, and update.

After your abstract has been submitted, you will receive a confirmation email from the server. If you do not receive the confirmation:

- 1) please check your spam folder, to see if the email has been filtered out. If so, please add the email address to your approved list, so that future emails are not filtered out.
- 2) log back in and check the email address, as the next most common problem is an incorrect email address. View your abstract: if you can see your abstract it has been submitted correctly. If you want another confirmation, edit the body of your abstract, and submit the change – the server will send you another confirmation.

If you wish to submit a second abstract, return to the Main Menu, and repeat the process.

You may come back to the site at any time prior to closing on October 30, 2009, and edit your abstract or submit a new one. To edit an abstract, log-in as an existing author, view your abstract listing, and double click on the title of the abstract you wish to edit. After closing you will still be able to view your abstract, but no further changes can be made.

#### ***Symbols, Tables and Other Issues***

1. *Bold, Italic, Underline, Superscript and Subscript.*

If you have used the copy and paste method, you will lose any bold, italic, underline, superscript or subscript formatting applied. You can re-apply these effects by using some simple HTML



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Codes. Please note that the graphic artist who will be formatting the abstract volume will apply bold to subheads such as "Objectives" or "Methods". Apply these effects only where required in the body of your abstract, for example italicizing *species* names. You apply the effect by placing on/off codes around the desired text. For example:

STYLE	TAG CODE
To bold <b>something</b>	<strong>something </strong>
To italicize <i>null result</i>	<em>>null result </em>
To underline <u>positive</u>	<u>positive</u>
To superscript <sup>2</sup>	<sup>2</sup>
To subscript <sub>2</sub>	<sub>2</sub>

The codes will not print. Look at the Preview screen to see the result.

TIP: You can copy and paste the tags from this instruction sheet instead of re-keying them. Ensure that you select all of the code, or your browser won't recognize it as a tag. Check the Preview screen to see that it displays properly.

#### 2. Greek or Math Symbols

If you are using the "copy and paste method" and have used Greek or math symbols in your abstract they may substitute with some other character when you paste the text into the input box. This is particularly true if you are using an older operation system (older than Windows XP) or an old typeface even in a new operating system. **Check the preview screen** to ensure that all symbols, Greek characters etc are viewing correctly.

For example: If you have an old computer, or are using an older non-Unicode font, and had a β (Beta) in your abstract, it will may been replaced with a "b" when you pasted the text in the input window. This happens because your browser can only work in a single typeface at a time, and if it is the old 255 character style typeface, the browser will convert the beta into the default character mapped to the b key in your system – which will be b. To reapply the β, click on the Special Character Table, link. A pop-up window will appear. Click on the β, and then close the pop up.. A code for beta "&#946;" will appear in the small window next to the Special Character Table Link, Copy this code, and, find the first instance where β should appear in your abstract. Highlight the b and then right mouse click and select paste. The b should have been replaced by the code "&#946;". Click on the preview button, and you will see that the β character appears in the correct place. When your abstract is published, it will print as β.

TIP: After you have copied the code for β, replace all instances of β in your abstract before correcting the next Greek/math symbol.

Users with Asian or Arabic operating system should pay close attention to Greek and math symbols, as your typefaces are likely not Unicode.

#### 3. Tables:

If you have a table in your abstract, you cannot copy and paste this into the input field. Web sites do not understand tables from word processors. Delete the table from your abstract before



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pastings it into the input box (if you already have pasted your abstract with a table in it, delete everything in the input box, and re-paste without the table).

Click on “Create table” to create a table, and enter the number of rows and columns needed, and click update to create the table. The table assumes that the first row in the table is all headers. After entering your data in the cells, click “Save”. There will now be a tag in the table list, which looks something like `**table1**`. Copy this tag, and paste it in the body of your abstract where you want your table to appear. Select preview to view the table. Don’t worry about its appearance, as long as the correct data are in the correct cell, it will print properly. The graphic artist formatting the abstract volume will lay out the table correctly.

If you need to edit the table, click on the `**table1**` tag in the list of tables, make the edits needed and save. The table in your abstract will update automatically. Click Preview to check. The Word Count algorithm will count each table as 75 words against your allowed limit. So if you have 2 tables in a poster abstract, you may only have 150 words of text. Note: In the past, some authors have abused this by placing large amounts of text in tables. This is not a good idea, as reviewers have the right to refuse abstracts if they are unreasonably long, or have unreasonably large tables.

If you have a very complicated table, email technical support for assistance with the table, sending the table as an attachment, and submit the rest of the abstract without the table. Tech support will add your table, and then email you, and ask you to log back in and check the results.

#### ***Technical Support***

Please email any question(s) to [ispp@scolars.com](mailto:ispp@scolars.com).