

# **SUBMISSION GUIDELINES & INSTRUCTIONS**

for

## **ABSTRACTS, TRAVEL AWARDS, CONTRIBUTED TALKS, PROTEIN SCIENCE YOUNG INVESTIGATOR**

Abstract Submission Deadline: Wednesday, March 15, 2017, 11:59 PM PST

Abstract Notification: Monday, April 10, 2017, 11:59 PM PST

Late Breaking Submission Deadline: Monday, May 1, 2017 11:59 PM PST.

Late Breaking Abstract Notification: Monday, May 22, 2017, 11:59 PM PST

**Please review these instructions carefully before submitting an abstract.**

1. With regard to research using human subjects, The Protein Society endorses the protections embodied in the Basic Principles of the Declaration of Helsinki and their expansion in the regulations governing research supported by the U.S. Government (45 CFR Part 46; 56 FR 28003). The Protein Society does not endorse and will not publish the results of research that was not conducted in accordance with these Principles. Investigations involving animals reported in abstracts must have been conducted in conformance with the FASEB Statement of Principles for the use of animals in research and education (<http://www.faseb.org/Policyand-Government-Affairs/Science-Policy-Issues/Animals-in-Research-and-Education.aspx>).

2. While it is rare for a submission not to be programmed, The Protein Society reserves the right, at its sole discretion, to decline any abstract viewed as inappropriate.

3. **Software Required:** Be sure to have most recent versions of the browser – Safari, IE, Firefox, Chrome.

## Before You Start:

### Submission Process

- Read these instructions first. You may want to print to have them as a reference as you enter your abstract.
- If you are not a member of The Protein Society, know your sponsor's full name and member ID #. **The sponsor will be verified before your abstract is reviewed.** *If you are not a Protein Society member and do not have a Member Sponsor, consider joining here:* <http://www.proteinsociety.org/page/join-renew>.

**Sponsor**

Current Protein Society members may sponsor their own abstract or someone else's. Non-members may submit an abstract, but a TPS member must sponsor their abstract (TPS can help identify sponsors). However, we encourage non-members to join TPS and take advantage of the lower abstract submission and Symposium registration rates. If you are not a member and wish to join to sponsor an abstract, you must complete a membership application.

\* Are you a TPS Member?

Yes  No

If you are applying for a TPS membership, you must complete a membership application. Membership Application: <http://www.proteinsociety.org/page/join-renew>

**Please provide sponsor information below.** If you are sponsoring your own abstract, you still MUST complete the Sponsor information below by including your name as sponsor.

\* Sponsor Name:

  
  

\* Sponsor TPS Member ID #:

- Have the name, country, city and institution for all your co-authors.

**Co-Authors ( maximum 15 )**

**Co-Author 1**

First name	Last name
<input type="text"/>	<input type="text"/>
Country	City
<input type="text"/>	<input type="text"/>
Affiliation	
<input type="text"/>	

- Prepare your abstract in a **Microsoft Word document or Plain Text**.
- To begin the process, **an abstract account MUST be created**. From the submission page, create an account under “New User”. If you wish to return later to make changes, to complete an unfinished abstract submission or revise the submission, you should login under “Existing User” with the login information you created.

Agora abstracts » 31st Annual Symposium of The Protein Society » Call for abstracts

**Registration Now Open**

**Abstract deadline**  
March 15, 2017

**Final notification**  
April 10, 2017

**Late-breaking abstract deadline**  
May 1<sup>st</sup>, 2017  
\*Late-breaking abstracts will not be considered for travel awards, young investigator talks, undergraduate research session, and/or contributed talks.

**Final notification**  
May 22<sup>nd</sup>, 2017

**Early bird registration rate closes**  
May 31<sup>st</sup>, 2017

For all questions, please contact [proteinsociety@agora-event.com](mailto:proteinsociety@agora-event.com).

**Existing user**

Username (your email) :

Password :

**New user**

Username (your email) :

Password :   
at least 6 characters

Confirm password :

- Enter the account holder information. Complete all required fields. PLEASE NOTE: the account holder does NOT have to be the first/presenting author. **The account holder will receive abstract updates and communication from The Protein Society.**

*Support/Technical questions regarding electronic submission should be directed to Agora Convention and Events Technical Support at 418-658-6755 ext. 224 (8:30 AM - 4:30 PM Eastern Standard Time, Monday - Friday) or by email to [proteinsociety@agora-event.com](mailto:proteinsociety@agora-event.com). Be sure to have your abstract number ready.*

## Payment Process

- An abstract confirmation email will be sent to the email address used in the online form.

Dear Author,

Thank you for submitting an abstract for the 31st Annual Symposium of The Protein Society, to be held in Montréal, from July 24 to 27, 2017. **Payment of abstract submission fee is required to complete your abstract submission.** Please use the links below to submit your payment via The Protein Society website. **Your abstract number is: ABS021 (Note: You will need this when paying the abstract submission fee).**

### Abstract Fee and Payment - Protein Society Members

\$15 For student (graduate and undergraduate) Protein Society Members, [click here](#).

\$30 For all other Protein Society Members, [click here](#).

### Abstract Fee and Payment - Protein Society Non-Members

We encourage you to join The Protein Society and take advantage of lower abstract and Symposium registration fees (and much more!), [join here](#). If you would like to proceed without becoming a Society member, we require all non-member abstracts to be sponsored by an active member of the Society. You will need the sponsoring member's ID to complete your abstract submission. For assistance with finding a sponsor, please reach out to [staff@proteinsociety.org](mailto:staff@proteinsociety.org).

\$30 For student (graduate and undergraduate) Non-Members, [click here](#).

\$50 For all other Non-Members, [click here](#).

Once payment is received, your abstract will be added to the reviewing process. Authors will be notified on a rolling basis with a notification issued within approximately three weeks after submission.

**(Note: The abstract submission fee is NOT your registration fee and is not your Society membership fee. A separate registration fee is required to attend the symposium. [Click here](#) to register for the 31<sup>st</sup> Annual Symposium of The Protein Society.)**

Kind Regards,

The Protein Society

- Click the payment option link in your confirmation email to complete payment for abstract submission.
- Have your credit card number to pay the nonrefundable submission fee. Your credit card will be charged once you complete the payment process. **The fee is nonrefundable and is not refunded for withdrawn submissions.**
- Have your abstract number ready (abstract number is given to you in your abstract confirmation email).
- If you are not Protein Society member, you will be asked for your sponsor's full name, and member ID # again.
- **The abstract processing fee does not include registration or housing.** Register and make your hotel reservations online at <http://www.proteinsociety.org/page/hotel-and-travel>.

*If you have questions regarding payment, send an email to [staff@proteinsociety.org](mailto:staff@proteinsociety.org).*

## Abstract Guidelines

### 1. Each abstract should contain:

- A sentence stating the study objective (unless given in the title);
- A brief statement of methods, if pertinent;
- A summary of the results obtained;
- A statement of the conclusions. It is not satisfactory to say "the results will be discussed."

### 2. Abstract Title and Body:

- Enter the title of your abstract in Title Case (i.e. cap the first letter of each word, except prepositions). Do not put a period at the end of the abstract title.
- Capitalize initial letters of trade names.
- Use standard abbreviations for units of measure.
- Other abbreviations should be spelled out in full at first mention, followed by the abbreviation in parentheses. Exceptions: DNA, RNA, etc.
- Cut and paste the body of your abstract from a Word doc or text file into the Abstract body area of the form. Be sure to Save your abstract. You will be able to proofread your complete abstract before submitting it as final. The abstract body of the abstract should not exceed 260 words. You will not be permitted to proceed if you do not meet the character guidelines.
- DO NOT enter the title or authors again in the body of the abstract. The title, author and co-authors will automatically be included in the final abstract.
- If your abstract contains tables, graphics or figures, upload them on the "Charts, Tables, Figures" section. All Figures and/or tables will be placed at the end of the abstract text.
- You will be able to Proofread before final submission.

### 3. Abstract Revisions:

- DO NOT submit the abstract more than once. The abstract submission site allows for revisions.
- Go to the login page and enter the account holder's Username and Password and make edits on next screen.

### 4. Late Breaking Abstracts:

- Late-breaking abstracts will not be considered for travel awards, young investigator talks, undergraduate research session, and/or contributed talks.

*General questions regarding submission rules, sponsorship, withdrawal and abstract categories should be directed to Agora Conventions and Events at 418-658-6755 ext. 224 (8:30 AM - 4:30 PM Eastern Standard Time, Monday - Friday) or by email to [proteinsociety@agora-event.com](mailto:proteinsociety@agora-event.com).*

## Travel Awards

**Submission Deadline:** March 15, 2017, 11:59 PM PST

**Notifications:** April 2017

*Each travel award opportunity has its own unique process, criteria, deadlines and procedures for submissions.* Information on the society travel awards and links are located on the Protein Society website <http://www.proteinsociety.org/page/travel-awards>.

1. **FASEB/MARC** is offering travel award opportunities. Please visit the FASEB MARC website for more information: <http://faseb.org/Professional-Development-and-Diversity-Resources/Travel-Awards/Eligible-Meetings-and-Conferences/Other-Scientific-Meetings-Conferences--and-Courses.aspx>.
2. **Hans Neurath Outstanding Promise (HNOPTA):** Sponsored by the Hans Neurath Foundation, HNOPTA recognizes exceptional research results of early-career scientists with outstanding promise and provides them with the opportunity to present their research at the annual symposium.
  - **Eligibility:** Graduate students, post-doctorate students, and very early-career scientists within two years of an independent research position, excluding assistant professors at US academic institutions and other positions with start-up funds.
  - Applicant or reference of applicant must be a member.
  - **Submission:** Explain your role in the presented research (maximum 100 words), publications list (maximum 500 words), list of awards/honors (maximum 500 words), and 1 letter of recommendation (*must be a Society member if applicant is not*).
3. **Finn Wold Travel Award and Protein Science:** Under the strong belief that attendance at our Symposia presents an invaluable opportunity for future protein scientists, TPS is committed to making it possible for young scientists to participate and benefit from our Annual Meeting.
  - **Eligibility:** Undergraduate students, graduate students, and post-doctorate students.
  - Applicant must be (or become) a member of The Protein Society.
  - **Submission:** Explain your role in the presented research (maximum 100 words)

## Contributed & Protein Science Young Investigator Talks

**Submission Deadline:** March 15, 2017, 11:59 PM PST

**Notifications:** April 2017

- 1. Contributed Talks:** We strongly encourage the submission of abstracts to be considered for the Contributed Talks sessions. The Protein Society is proud to have selected 25% of its speakers from this category, in 2016.
  - Eligibility: Open to all
- 2. Protein Science Young Investigator Talks:** A hallmark of The Protein Society Symposium is the special emphasis placed upon fostering the growth and development of young scientists. 1-2 Young Investigator speaking slots are reserved in each session.
  - Eligibility: Post-PhD researchers in either academics or industry or any independent research position and within eight years of getting their Ph.D. degree. (Membership *not* required).