ENAR

Abstract Submission Frequently Asked Questions

Thank you for your interest in contributing to the ENAR Spring Meeting scientific program! ENAR staff is available to answer questions and provide assistance during **standard business hours only, Monday-Friday, 8:00 am through 4:30 pm (EDT).** Outside of this timeframe, we recommend referring to the information below for assistance with common scenarios.

Where do I obtain the confirmation code required on the abstract submission form?

- Registration to the ENAR Spring Meeting is required in order to submit an abstract. Your individual confirmation code is provided in your ENAR Spring Meeting registration confirmation e-mail. Visit http://enar.org/meetings/spring2019/index.cfm for online registration.

- Your registration confirmation e-mail will come from the ENAR Webmaster webmaster@enar.org under the subject line "ENAR Event Registration Confirmation." Please check your spam/junk folder if you cannot locate the message within your inbox.

I am employed by the Federal Government and am unable to register for the Spring Meeting at this time. How can I submit my abstract?

- ENAR recognizes Federal Government employees must undergo an internal approval process for meeting/conference registration. Please contact the ENAR office at enar@enar.org (please use Federal Government Abstract as your subject line) or 703-437-4377 **during standard business hours** to retrieve your unique, individual confirmation code.

I am experiencing general difficulties with the abstract submission form. How should I proceed?

- If you are experiencing difficulty with the submission form, we suggest trying an alternate web browser such as Google Chrome or Firefox. Occasionally, users encounter problems if they have an outdated version of Internet Explorer.

- Double check that you have completed all required fields on the submission form. Once you have completed all required components, you will see a **green** check mark in each of the four tabs at the top of the form. You must then click the **green** "submit abstract" button to record and finalize your submission. You can also save your work for completion at a later time.

How can I confirm that my abstract has been submitted successfully?

- Once you have completed all required components, a **green** check mark will appear in each of the four tabs on the abstract form along with a **green** "submit abstract" button. After clicking the "submit" button, you will receive a confirmation e-mail summarizing your abstract submission.
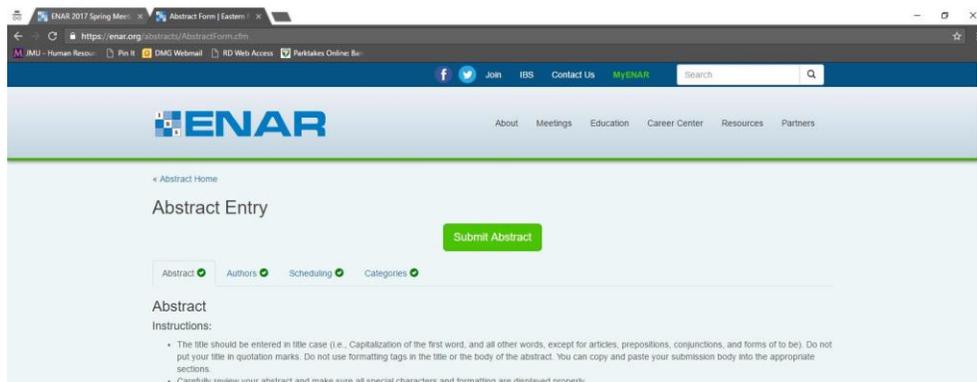
- Your abstract confirmation e-mail will come from enar@enar.org under the subject line "ENAR Abstract submitted." Please check your spam/junk folder if you cannot locate the message within your inbox.
- If you do not select the **green** "submit abstract" button, your abstract will remain in edit-mode and incomplete. Incomplete abstract entries will be ineligible for inclusion in the Spring Meeting.

I submitted my abstract, but would like to make changes. How do I update my entry?

- You have the ability to make additions and/or edits to your abstract until 11:59 pm EDT, October 15, 2018. *Note that abstracts submitted as part of the Student Paper Award competition must be finalized by 11:59 pm EDT, October 1, 2018.* Enter your ENAR username and password at https://www.enar.org/abstracts/index.cfm to access your entry.
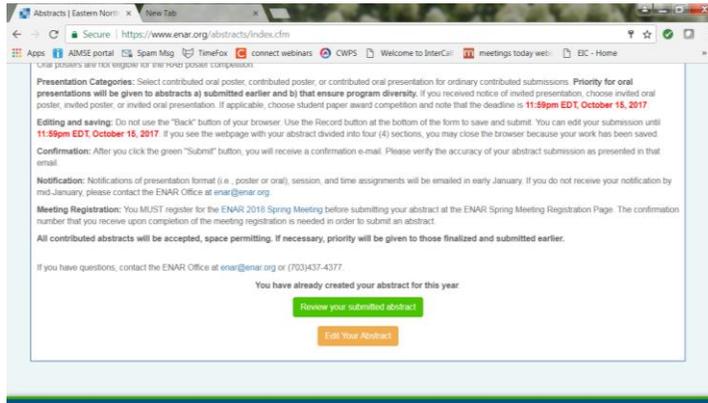
- Once you have made your edits/updates, be sure to resubmit your abstract. If you do not select the **green** "re-submit abstract" button, your abstract will remain in edit-mode and incomplete. Incomplete abstract entries will be ineligible for inclusion in the Spring Meeting.