



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 (ET)**. Outside of this timeframe, we recommend referring to the information below for assistance with common scenarios.

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

- If you are having any issues 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?

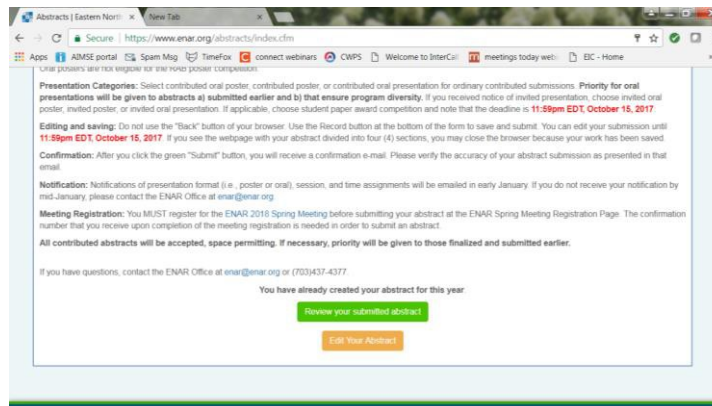
- Once you have completed all required components, a **green** check mark will appear in each of the four tabs on the abstract form along with a **green** “submit abstract” button. After clicking the “submit” button, you will receive a confirmation e-mail summarizing your abstract submission.

A screenshot of the ENAR Abstract Entry web form. The browser address bar shows 'https://enar.org/abstracts/AbstractForm.cfm'. The page has a blue header with the ENAR logo and navigation links: 'About', 'Meetings', 'Education', 'Career Center', 'Resources', and 'Partners'. Below the header, there's a 'Submit Abstract' button. Underneath the button are four tabs: 'Abstract', 'Authors', 'Scheduling', and 'Categories', each with a green checkmark. The 'Abstract' tab is selected, showing 'Abstract Instructions'. The instructions state: 'The title should be entered in title case (i.e., Capitalization of the first word, and all other words, except for articles, prepositions, conjunctions, and forms of to be). Do not put your title in quotation marks. Do not use formatting tags in the title or the body of the abstract. You can copy and paste your submission body into the appropriate sections.' and 'Carefully review your abstract and make sure all special characters and formatting are displayed properly.'

- 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 can make additions and/or edits to your abstract until 11:59 pm ET, December 4, 2020. *Note that abstracts submitted as part of the Distinguished Student Paper Award competition must be finalized by 11:59 pm ET, October 1, 2020.* 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.

