What to know before you submit your abstract

Your abstract is accepted if you are a current member of one of these participating societies:
American Fern Society
American Society of Plant Taxonomists
Botanical Society of America
International Association for Plant Taxonomy
The Society of Herbarium Curators
The American Bryological and Lichenological Society

- or -

If you are not a member, you MUST have a paid registration to the conference by May 15, 2017 for your abstract to be included. There will be no reimbursement for no-shows in this category. Abstracts submitted by non-members who do not have a fully paid registration by May 15, 2017 will be rejected.

The abstract submission deadline is **Wednesday, March 15, 2017 at 11:59 PM PST**. After that date and time, you will need special permission to submit abstracts.

Abstracts are limited to **400** words.

Before you begin your submission, please read the following important information.

☆ **Before you start**, be sure that you have the name and spelling for each of your co-authors, plus email addresses, University or Institution name, department, and address (or the address to be used).

☆ You will find it **very helpful** to know the ConferenceID for each of your authors. If you supply an author's ConferenceID, our system will be able to automatically load their address and email, and if they are a BSA member, the abstract will be linked to their profile in the BSA membership directory. Current BSA members' BotanyID can be found on the last line of their profile at the BSA Membership Directory. You can ask past BSA members and past Botany Conference participants for their BotanyIDs.

☆ Have the correct title of your abstract. **Do NOT** use ALL CAPS in composing your abstract.

☆ If you are idle for over 15 minutes, you will be prompted to "keep your session alive"; if you do not respond, you will be logged out and your data lost.

☆ Please carefully review your information on each page. Most mistakes are the result of haste or inadequate proofreading. Going back more than one page in your work may cause site errors.
Please note: The person submitting the abstract **will** be able to make corrections/changes to the abstract after submission.

☆ On completion, your abstract and your submission details will automatically be emailed to all the attributed authors, including yourself. This is the only confirmation you will receive.

Abstract Composition

☆ You can paste your abstract in directly from Word or iWork; however, all formatting except bold, italics, underline and subscript/superscript will be removed.

☆ If you need help entering special HTML characters, such as Greek characters, symbols, and so forth, click http://www.botanyconference.org/engine/help/specials.php#greek If you plan on using these, you should keep the pop-up window active for when you need it.

Internet/Browser Tips

- ★ You must have cookies enabled in your browser to submit abstracts. What does this mean?

- ★ Be patient with Internet traffic and the server.

- ★ We support all recent versions of Internet Explorer, Firefox/Mozilla, Safari and Chrome. Internet Explorer 6.5 and earlier are not supported.

Ending Page

The person who submits an abstract has the ability to change it after it has been submitted. To do so, go to the **Botany 2017 Electronic Abstract Site Overview** page located at: http://www.botanyconference.org/engine/search/. You will see a Login button at the bottom of the menu on the left. Log in, and then find the specific page for the abstract you would like to alter. On the abstract page, under the heading **Abstract Detail** you will see an «Edit» link. Use this to gain access to your abstract for alterations.

Just a reminder

If you are planning to submit a poster - All posters must fit in a 4' x 4' space - suggested size is 3.5' x 3.5' (1.06 x 1.06 m)

Recent topics poster submission site will be open in late May.

All Society Poster Session will be
Monday June 26, 2017 5:30 - 7:00 pm