

# AETA & CETA/ACTE 2010 Joint Convention

## Abstract Submission FAQ Sheet

### GENERAL ABSTRACT FAQ

- Q. **Where and how do I submit an abstract?**  
A. All abstracts must be submitted electronically on the AETA & CETA/ACTE Joint Convention Web Site: <http://www.aeta.org/2010/index.asp>
- Q. **What is the deadline for abstracts?**  
A. **11:59:59 p.m. Central Daylight Time, June 30, 2010**
- Q. **How do I edit the abstract after the submission deadline?**  
A. Edits after the submission deadline must be approved by the chair.
- Q. **Where do I find the name of a program section chair?**  
A. Contact information can be found on the web site at <http://www.aeta.org/2010/index.asp>
- Q. **When will I know if my abstract has been accepted?**  
A. The abstract system will send an automatic email to the corresponding author when the chair finalizes the decision on the abstract.
- Q. **When will I know the day and time of my presentation?**  
A. As soon as the program is finalized, the program will be posted to the web site at <http://www.aeta.org/2010/index.asp>

### ABSTRACT CONTENT FAQ

- Q. **Will I be able to submit my abstract in a language other than English?**  
A. No, we only accept abstracts that are written in English.
- Q. **What should I do if I have more than fifteen authors for the abstract?**  
A. The abstract submission system will now allow you to enter up to fifteen authors. If you have more than that please email Kathy Ruff at [kathyr@assoqh.org](mailto:kathyr@assoqh.org)
- Q. **What should I do if I have more than fifteen institutions or companies for the abstract?**  
A. The abstract submission system will now allow you to enter up to fifteen institutions. If you have more than that please email Kathy Ruff at [kathyr@assoqh.org](mailto:kathyr@assoqh.org)
- Q. **How do I check for 3250 keystrokes?**  
A. Your word processor has a word count feature where you can check the character and space count before inserting special coding.
- Q. **What is included in 3250 keystrokes?**  
A. Title, body, key words and table, if included, counts toward the 3250 keystrokes.
- Q. **Is the special coding included in the 3250 keystrokes?**  
A. No, special coding is not included in the keystroke count.
- Q. **The guidelines state abstracts of more than 3250 keystrokes (characters and spaces) will be rejected. Will my abstract be rejected if over the 3250 keystrokes?**  
A. When you hit the submit button, you will receive a message stating you have information missing or your abstract exceeds the limit. You will have the option to adjust your keystrokes and add missing information at that time.

## ABSTRACT CODING AND WEBSITE ERROR FAQ

- Q. What do I do when I'm submitting an abstract and get a "500 internal server error"?**
- A. When it occurs the first thing you must do is double check your abstract. Certain characters when copied and pasted from word processors will cause errors in the submission. Check your abstract for apostrophes and quotes, and then if you find any replace them by deleting them and typing the character back into place. Word processors sometimes format these characters differently than what gets inputted when you use your keyboard to type it into place. If you are still getting an error, open up a plain text editor such as notepad (for Windows) or text edit (for Mac) and cut and paste your abstract into it. Then from notepad or text edit cut and paste back into the abstract text box. If all of this fails, contact us at [abstract@assochq.org](mailto:abstract@assochq.org) and we will attempt to help you.
- Q. Why doesn't the coding show up in the title box when I click a special character?**
- A. The script that generates the coding will only work in the Character Code box, regardless of where your cursor is located. This means if you need special characters in your title, you will need to cut and paste them from the character code text box.
- Q. Why aren't my special characters showing up where I want them in my abstract?**
- A. If you have cut and paste your abstract into the text box, and are going back through to insert your special characters the script puts the coding in the Character Code box. This means, if you click a certain character you will need to cut and paste the coding into place from the character code box.
- Q. Even though I have entered my characters correctly, they are not displaying properly on the preview. What should I do?**
- A. Often this problem is caused by web browser incompatibility. The best way to check is to either upgrade your browser or try a different browser altogether. The system has been tested on all major browsers, although it tends to work the best on Internet Explorer version 4.0 and above.

## LOGGING IN AFTER I'VE SUBMITTED MY ABSTRACT

- Q. How do I log back in to edit my abstract before the deadline?**
- A. During abstract submission the first thing you are asked to do is input your valid e-mail address and a password. You can use these to log back in by going to <http://www.fass-abstracts.org/login.asp?meetingcode=167>