Guideline of Abstract Submission

―for Invited Speakers of Lecture, Symposium, and Panel Discussion―

You will be able to submit abstract(s) from the URL written in the email: “JSCO2013 Abstract Submission for Invited Speakers”. Please log in with your ID (E-mail address) and password in the email.

1. First you will see the screen to register JSCO membership information. Please fill in the required fields. If you do not know your member ID, click the “Close” button. You can register/change your membership information anytime from “Change membership” on the right top of “Main Page”.

2. Please register your personal information from “Edit Profile” on the right top of “Main Page”. We have temporarily put “—” in the required fields, so please update your information.

3. The session title is shown on the orange tub at the middle of “Main Page”. Please click “Submit Now” button to submit your abstract.
4. The submission pages consist of 4 parts (pages). You will complete the submission process by clicking “Submit” button on the last page (Confirm the information).

1) Abstract information ⇒ abstract title, abstract body, brief biography
2) Authors/affiliations information ⇒ name & affiliations of co-authors
3) Disclosure of Conflict of Interest (COI) information ⇒
   Detail: http://www.jsco.or.jp/english/index/page/id/77
4) Confirm the information ⇒ Please click “Submit” button.

◆ Limits of data entry

<table>
<thead>
<tr>
<th>Abstract title</th>
<th>Up to 80 characters</th>
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<tbody>
<tr>
<td>Abstract body</td>
<td>Up to 2,000 characters</td>
</tr>
<tr>
<td>Brief biography</td>
<td>5~10 lines (up to 2,000 characters)</td>
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<tr>
<td>Number of affiliations</td>
<td>Up to 10 institutions</td>
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<td>Number of authors (including the first author)</td>
<td>Up to 15 people</td>
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</tbody>
</table>

5. After submitting, you will receive an automated “notification message”, so please check your e-mail. If you do not receive such email within 24 hours, please contact the Management Secretariat.

【View/Modify Your Abstract】
You can modify your abstract information using “View / Edit” button on the front page of “Main Page” until the submission deadline.

【Change Your Password】
You can change your password from the “Edit Profile” button on the right top of “Main Page”.

① Please enter a new password.
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【Inquiries】
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