

STEP 1 - Instructions for Abstract Submission

Please take note of the following when you prepare your abstract:

Abstracts must adequately describe the objectives and results so that the quality, originality and completeness of the work can be evaluated. Each abstract must be submitted in the following format:

1. Prepare your abstract in an MS Word document before going to the online submission form. NOTE: An individual may present more than one abstract.

Deadline: September 15, 2011

2. The abstract must contain the following:
 - Presenting Authors & Contact Information
 - **Presenting author must be underlined.**
 - Presenting authors **must** include their full name (ie: John E. Smith), institution, address, phone number, fax number, and email address.
 - Objective
 - Design
 - Materials & Method
 - Results
 - Conclusion

Please state these headings in bold in your abstract.

3. **Guidelines**
 - Abstracts must be in English, maximum 400 words,
 - Font: Arial, 12 pt
 - **Abstract title:** in CAPITAL LETTERS, and followed by the name(s) of the author(s) in the next line.
 - Use of standard abbreviations is desirable.
 - **Spell-check** the abstract and cross-check the spelling of all names.
4. **Poster Size**
 - Poster must be on 4 x 4 only. This will be strictly enforced due to space restrictions. Please notify the organizing committee by email (to Heena or Vickie at: abstracts@bccancer.bc.ca) if your poster is not the standard 4X4.
5. **Accepted Abstracts**
 - For accepted abstracts, multiple copies (approx. 30) must be available at the display site for distribution.
 - Accepted abstract presenters will be contacted by email before **October 11, 2011.**
 - **Accepted presenters must register online for the conference.**
 - **You may be requested to attend the poster session in person as well as attend the Awards Banquet on December 2, 2011. You will be emailed with further information by October 11, 2011.**
 - All presentations must be in ENGLISH.
6. **Sponsor**
 - Please provide the name and contact information (fax & email) of the sponsor of the abstract.
 - Please state if the poster is affiliated with the Terry Fox Research Institute