



Before You Start!

Submission Deadline – April 26, 2016

_____ If you submit an abstract you are agreeing to present at the BMES 2016 Annual Meeting for any of the 3 days; October 5-8, 2016 in Minneapolis, Minnesota. All presenters are required to register for and attend the Meeting.

_____ Have all "Required Presenting Author and Co-Author Information" available.

Salutation, First Name, MI, Last Name, Email Address, Institution, Mailing Address, City, State, Zip, and Phone Number – FOR ALL AUTHORS

_____ The login for the abstract site is *different* from your login information for the BMES Homepage.
If you submitted an abstract in 2015 your login information have been retained/moved to the 2016 submission site and you can use the same user name and password as last year.

_____ Please have your email ready. For consideration:

- Please use an email address you check frequently or you may miss important announcements about the status of your abstract.
- If you are submitting on behalf of a student, please use the student's email address.

_____ Have your credit card ready to pay the **non-refundable** submission fee. Your credit card will be charged immediately. Submission fee is **\$35 per submission**. (*This fee is a submission fee and does not apply towards the required BMES Meeting registration fees.*)

_____ If you are uploading your abstract make sure it is in one of the 4 allowable file types - *.DOC, .TXT, .RFT, .PDF*

_____ Make sure your abstract title is within the character limitations. Do not capitalize the entire title. Please enter the title with initial caps - for example,

*Database Design for Translational Research: From Tissue Banking to Clinical Parameters
100 characters max. Including spaces*

_____ Make sure your abstract body is according to the abstract template attached.
Please note that the BMES abstract format is one page in length. Carefully follow the instructions provided on the attached template. Abstracts which do not follow these guidelines will not be considered for presentation at BMES.

_____ If including graphics or tables, please include them within the file you are uploading and be sure to confirm that the abstract upload has converted correctly. The system will prompt you to confirm and accept. Your submission will not be complete without this acceptance.

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