

**Canadian Society
for Biomechanics**



**Soci t  Canadienne
de Biom chanique**

**The 20th Biennial Meeting of the Canadian Society for Biomechanics
August 14-17th, 2018 – Halifax, Nova Scotia**

Abstract Guidelines for Online Submission CSB 2018

1. Registration

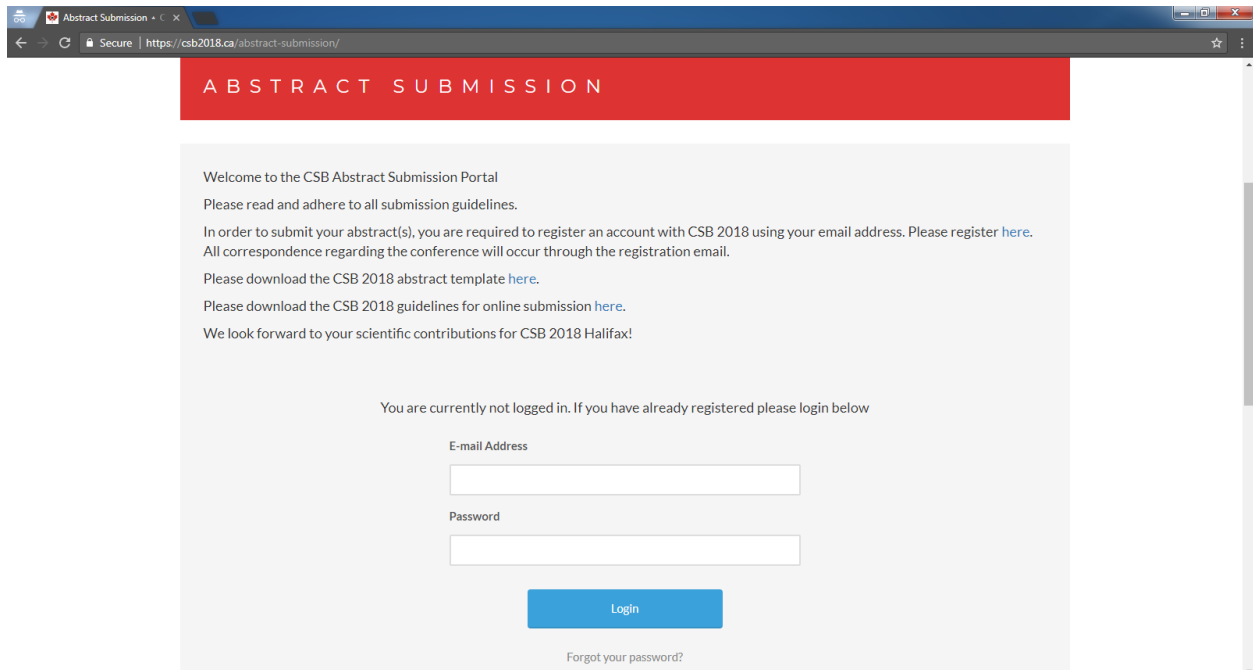
- Individuals submitting abstracts need to be registered with the system
- On the Abstract Submission page (<https://csb2018.ca/abstract-submission/>), please click the register link to complete the registration process. Note that not all authors need to register for Abstract submission. Only those who will be interacting with the submission portal need to register

2. Preparation for Abstract Submission

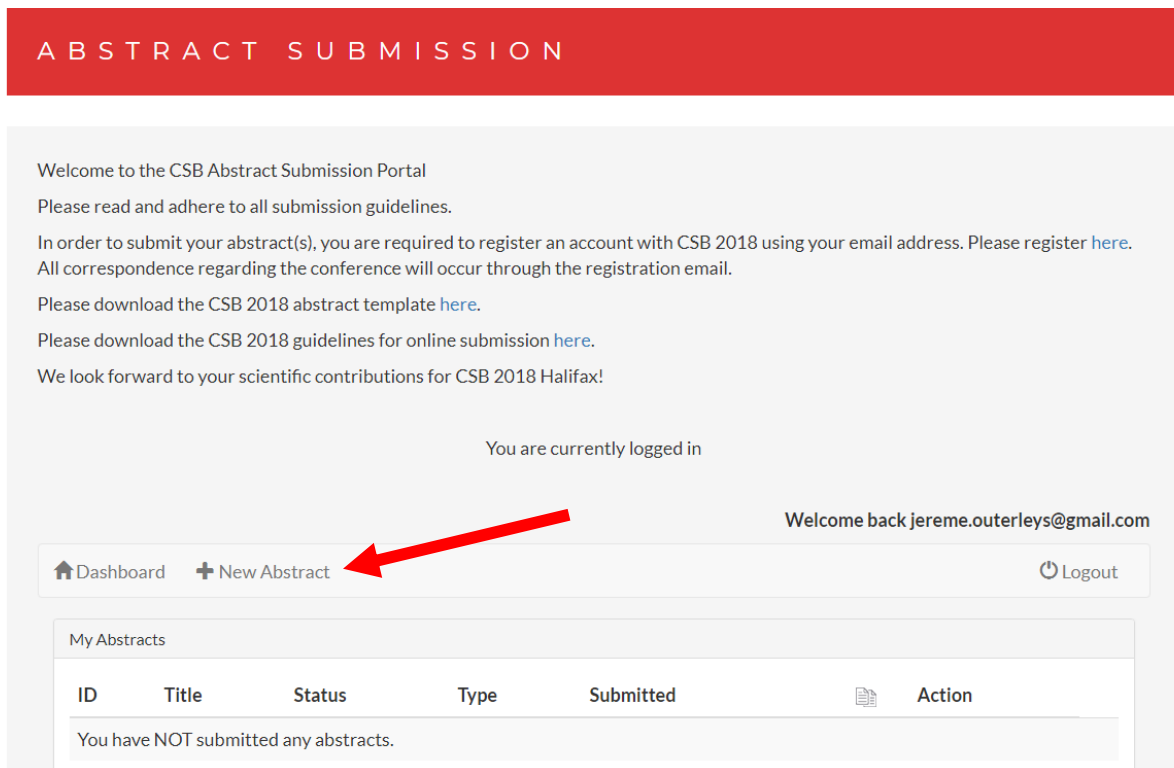
- Please make sure that two .pdf copies of the abstract are ready for submission
 - i. Blinded Copy (i.e. remove author list, affiliations, and author email) for peer review
 - ii. Un-Blinded Copy for inclusion in the conference proceedings
- Please save the .pdf in the following naming convention
 - i. Blinded version
 - B_(followed by three key words_separated by an underscore)
 - e.g. B_elbow_machine_force.pdf
 - ii. Un-Blinded version
 - UB_(followed by three key words_separated by an underscore)
 - e.g. UB_elbow_machine_force.pdf

3. Abstract Submission

- Navigate to the CSB abstract submission page (<https://csb2018.ca/abstract-submission/>) and login in using your registration email address and password.



- Once logged in, select “**New Abstract**” as shown below and fill out the required fields



- Complete the **Required Fields**

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New Abstract

Abstract Information

Enter Title

Attachments

Please upload TWO copies of your abstract. A Blinded copy (author list, affiliations, and author email removed) and an Unblinded copy. Please refer to the Abstract Submission Guidelines for proper naming conventions and further information.

Supported formats: **pdf**

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Event Information

Event
CSB 2018 Halifax

Most Relevant Topic

Presenter Information

Name

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Presenter Preference

- The Required Fields Include;
 - i. Abstract Information
 - Title: Please include the title as written in your abstract
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 - Only .pdf's are supported
 - Maximum File size is 2MB, so make sure you check the file size of your images if you are using them, they can take up a lot of memory
 - The first chosen file should be the Un-blinded version, followed by the Blinded version
 - iii. Event information
 - Most Relevant Topic: Please select the most relevant topic that covers your area of research pertaining to the submitted abstract. Please select 'Not Listed' if you feel no topic is aligned with your abstract
 - iv. Presenter information
 - Name of the Presenter
 - If the name of the presenter is not known, please include the name of the person submitting the abstract and email.
 - Email of the Presenter
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 - We will try our best to accommodate the preferred method of knowledge dissemination however the final determination will be made when the scientific committee assembles the program.

- Once all the fields are complete, please save your abstract using the Submit button (Found above the abstract title)
- If required fields are incomplete, the submission portal will not allow you to submit the abstract. You need to ensure all fields are completed
- If you are submitting more than one abstract, please repeat this process for each abstract being submitted (Step 2-3)
- You will receive a confirmation email that your abstract was submitted
- You will be able to login and edit your submitted abstract until the closing date
- If you are having trouble, please contact the CSB 2018 Abstract Committee at abstracts@csb2018.ca

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