

2023 BMES Annual Meeting ABSTRACT FAQs

LOG IN AND EMAIL VERIFICATION

Q: My BMES account might be associated with a different email. How can I correct this?

A: The first step is to visit the [membership login page](#) to update your email and password prior to submitting your abstract through the (separate) portal. If you are having trouble with your email address after this step, contact membership@bmes.org

Q: I have a new email; how can I use that to access the abstract portal?

A: The email you are using to submit an abstract must match the email from your active BMES membership profile. Visit the [membership login page](#) to ensure your profile is updated prior to logging into the abstract portal. If you are having trouble with your email address after this step, contact membership@bmes.org

Q: The abstract system is not accepting my BMES member login. What should I do?

A: Be sure your email does not contain any special characters such as "# +!" If you are using an email address with characters, the system will not accept it as a valid email. If you are experiencing login issues, return to the [membership login page](#) to update your profile or password. If you are having trouble with your email address after this step, contact membership@bmes.org

AUTHOR FAQs

Q: I am an author on multiple submissions; if I update my profile in one submission, will the system automatically update my profile for every submission where I am listed?

A: Yes, but you should review and verify that the profile for each submission is completed to your liking.

Q: Do I need to create a member/non-member BMES account for every author to submit an abstract?

A: No, member accounts are not necessary for every co-author. However, both the submitting and presenting authors do require a [BMES membership](#) to submit an abstract. If you are not a member and do not have an account, you can [set up a non-member account here](#).

Q: Do I have to have my complete list of authors at the time of submission, or can I add them later?

A: Edits to the author list can be made up to **Monday, May 1, 2023**. After this date, accepted abstracts will be provided with information on how to edit their abstract until the final agenda is created. Send any editing requests to Abstracts@bmes.org

POST-SUBMISSION FAQs

Q: When will I be notified if my abstract was accepted?

A: You can expect to receive notice of an accepted oral, poster, or rejected abstract on or before Thursday, July 20, 2023.

Q: Can I edit an abstract that has been submitted?

If you need to edit your abstract after successfully submitting and paying for it, you can send a request to Abstracts@bmes.org to receive a code to make edits. Edits are allowed up to the abstract closing date of **Monday, May 1, 2023**. After this date, accepted abstracts will be provided with information on how to edit their abstract until the final agenda is created.

Q: Can I cancel an abstract I submitted?

A: Paid for abstracts can be canceled, but the submission fee of \$65.00 is non-refundable. To cancel an abstract, please send your request to Abstracts@bmes.org

Q: Can I cancel an incomplete abstract?

A: Abstracts that have not been finalized (i.e., payment submitted) can be withdrawn. To withdraw your abstract, click on the title of your abstract from the system home page. In the blue toolbar at the top of the page, click "abstract." Under "abstract status," select "withdrawal" from the dropdown and then click "update abstract." If you need to cancel an abstract after submitting it, send a request to Abstracts@bmes.org

Q: Can I submit an abstract after the deadline?

A: If you missed the general abstract deadline (Monday, May 1, 2023), late-breaking and undergraduate abstracts will open in late summer, and you can submit your work during that window. Note: Late-breaking and undergraduate abstracts will only be eligible for a poster presentation. Oral presentations will only be selected out of the general abstract submissions.

REGISTRATION FAQs**Q: If my abstract is accepted, does that mean that I am registered for the 2023 BMES Annual Meeting?**

A: No, accepted abstracts do not automatically register you for the Annual Meeting. You must register on your own through the BMES website.

Q: When do I need to register for the annual meeting by?

A: Presenting authors will need to register for the Annual Meeting by Wednesday, August 16, 2023.

PAYMENT FAQs**Q: Where can I find an itemized invoice and/or receipt for the payment of my submitted abstract?**

A: The system will send a receipt to your email after successfully uploading and paying for your abstract. If you are unable to locate the email, log back into the system. Locate your submitted abstract, and click the "view abstract receipt" button to view/download a PDF version or re-send the receipt.

Q: Does any portion of the \$65.00 abstract fee go towards my registration fee?

A: No, the abstract submission fee is a separate and additional payment aside from your conference registration fee.

Q: How do I pay my abstract submission fee? Can I mail a check?

A: Payments will only be accepted by credit card; we no longer accept checks or money orders.

Q: I accidentally paid for my submission using the wrong card. Can I switch payment methods?

A: Please send a detailed email to Lori@bmes.org with your request to switch payments.

Q: If I am submitting multiple submissions or paying for a group of submissions, can I pay for them all at once?

A: No, the system is only able to collect one (1) payment per submission.

For any abstract-related questions, please reach out to abstracts@bmes.org.