Dear Symposium Speaker,

The Annual Meeting registration and abstract submission system are now open at the PalAss website (www.palass.org).

In order for you to submit an abstract you first need to register as a delegate using the standard registration form (http://www.palass.org/meetings-events/annual-meeting/2016/delegate-registration-form; Fig. 1). You will need to pay for your registration and any extra events you wish to attend. After registration our Executive Officer, Dr Jo Hellawell (executive@palass.org), will arrange a refund of any fees we are waiving due to your status as a symposium speaker.

Figure 1- Delegate Registration Form

Once registered you will be sent an email containing a unique link to the abstract submission system (Fig. 2). To submit an abstract please use this link.
Note: If you are not logged in as a member of the Palaeontological Association (requires membership) or your session has timed out you may be asked to authenticate your delegate status. This is achieved by entering the email address you used during delegate registration (Fig. 3).

On successful authentication the system will allow you to submit “Talk” and “Poster” abstracts, for symposium abstracts to be submitted we need to manually update your delegate registration record, which will cause a “Symposium” option to appear (Fig. 4).

Please note that although we will endeavor to update your delegate record as soon as possible it may take several days before the changes are made. If you are registered and are not seeing the “Symposium” option, please contact the meeting organisers (annualmeeting2016@palass.org). Alternatively, please direct your queries to the Executive Officer (executive@palass.org) or our Internet Officer (webmaster@palass.org).
The abstract submission form, accessed by clicking one of the buttons under the “Submit a new abstract” heading, requires the following information:

- **Abstract Title**
- **Authors** which are linked to **Institutions** (see detailed instructions on next page)
- **Abstract Text** (limited to 200 words)

Optional information:

- **Permission to record/stream/photograph your presentation.** During the Annual Meeting your presentation may be recorded, streamed live on the internet, or photographed. We are aware that not all delegates presenting work will want their data to be disseminated outside of the conference, therefore if this applies to your presentation please select the "No" option.
- **Comments for organisers.** In this text box please add any comments that you wish to convey to the organisers. This may include, but is not limited to, formatting instructions for non-standard content in the abstract body.

Once all the information has been provided you may click the “Submit Abstract” button.

Note: All submitted abstracts can be viewed, edited, or deleted up until the abstract deadline. Abstracts are listed under the “Previously submitted abstracts” heading on the main abstract system page.

*We look forward to seeing you at the Annual Meeting!*
Authors and Institutions

The abstract form allows you to add up to 26 authors by using the “Add Author (+)” button. Each author must have their First Name(s) and Last Name entered. Once a new author has been added you can reorder the author list by dragging the rows up or down by using the four-pointed arrow in the far left column. Author rows can be removed using the “Remove (-)” button in the right-hand column. Note: as the submitting delegate you must be the presenting author.

Institution are added in a similar way to authors, using the “Add Institution (+)” button, and can be removed using the “Remove (-)” button. Each author is allocated a letter (left hand column of authors table) which can be linked to the entered institutions under the “Linked to Authors(s)” column (Fig. 5). Multiple authors can be allocated to a single institution.

Please note that all authors must be linked to an institution, if necessary add a new institution called “Independent” for authors without institutions.