



The Palaeontological Association Annual Meeting 2016 – Symposium Speaker Registration and Abstract Submission –

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.

The Palaeontological Association
Reg. Charity No. 276369 GB

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Annual Meeting 2016: Delegate Registration

Delegate Personal Details

Title
Mr

First Name *
Internet

Last Name *
Officer

PalAss Membership Number
M 999999

Ordinary Member:	125,00 €	175,00 €
Ordinary Non-Member:	180,00 €	230,00 €

Other Events

Event Name	Event Date	Places Available	Event Price	Select Event?
Symposium	14/12/2016	Yes	FREE	<input type="checkbox"/>
Icebreaker	14/12/2016	Yes	FREE	<input type="checkbox"/>
Annual Dinner	15/12/2016	Yes (100/130 left)	80,00 €	<input type="checkbox"/>
Evening visit to the Musée des Confluences	15/12/2016	Yes	10,00 €	<input type="checkbox"/>
Wine and local products tasting session	16/12/2016	Yes	FREE	<input type="checkbox"/>
Field trip to the city of Autun (including lunch in a local restaurant)	17/12/2016	Yes (37/48 left)	30,00 €	<input type="checkbox"/>

Other Requirements

Specify any other requirements:

Please enter any other requirements or information we should be made aware of, e.g. food allergies, vegetarian diet, disabilities, etc... so we can accommodate you as best we can throughout the meeting.

Submit Registration and Review

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.



The Palaeontological Association

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The Palaeontological Association
Annual Meeting 2016 - Registration

Thank you for registering for The Palaeontological Association's Annual Meeting. Your details are below. If there are any issues with this information please contact the meeting organisers.

Registration Summary

Status:	Registered
Order #: [REDACTED]	AB2016-17736C-054980
Registration Date/Time:	2016/09/28 10:00:12
Registration Type:	Ordinary Member (Early-Bird)
Total:	200.00 €

Delegate Details

Name:	Dr Alan R.T. Spencer
Company/Affiliation:	[REDACTED]
Telephone Number:	Imperial College London
Email:	[REDACTED]
Address:	[REDACTED]
	United Kingdom

Registered Events

Date	Event	Attendance?
14/12/2016	Registration	Yes
14/12/2016	Check-in	Yes
15/12/2016	Annual Dinner	Yes
16/12/2016	Praying rain in the Museum for Coalitions	Yes
16/12/2016	Talks and local product testing sessions	Yes
17/12/2016	Please stay in the city of London (see local travel information)	Yes

Abstract Submission

To submit an abstract please use the following link: <https://www.palass.org/abstracts/abstract-submission-form-2016/abstract-submission-form-2016/17736C-054980>

Figure 2 - Registration email, with unique abstract link highlighted.

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).

The Palaeontological Association
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Annual Meeting 2016: Abstract Submission - Authentication

Authentication

Email Address *

Please enter the email address you used during your delegate registration.

Authenticate

Figure 3 - Abstract system authentication by email address.

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).

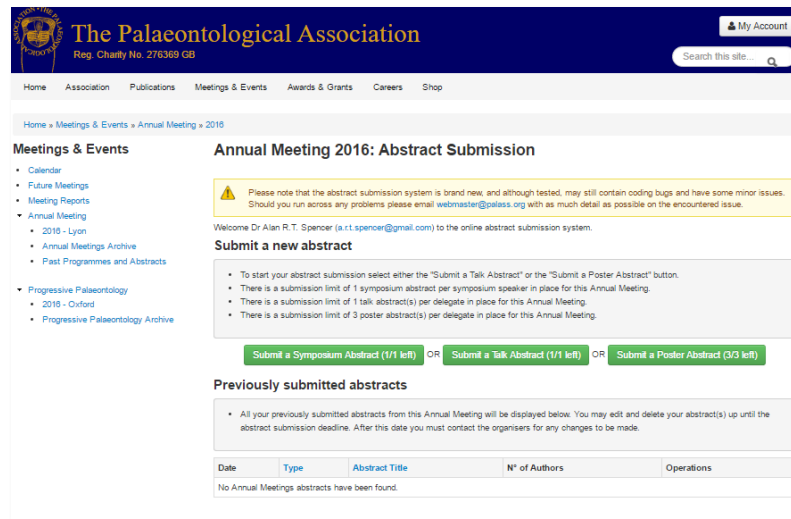


Figure 4 - Abstract submission system landing page.

The abstract submission form, accessed by click one of the button on 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 abstract can be viewed, edited, or deleted up until the abstract deadline. Abstract are listed under the “Previously submitted abstracts” heading on 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 Author(s)” column (Fig. 5). Multiple authors can be allocated to a single institution.

Author(s) - Names *				
	First Name(s)	Last Name	Presenting?	Remove?
#A	Alan R.T.	Spencer	✓	
#B	Author First Name 2	Author Last Name 2	X	Remove (-)
#C	Author First Name 3	Author Last Name 3	X	Remove (-)

Add Author (+)

Author(s) - Institution(s) *			
	Institution Name	Linked to Author(s)	Remove?
#1	Imperial College London	<input checked="" type="checkbox"/> #A <input type="checkbox"/> #B <input type="checkbox"/> #C	
#2	Institution 2	<input type="checkbox"/> #A <input type="checkbox"/> #B <input type="checkbox"/> #C	Remove (-)

Add Institution (+)

Figure 5- Authors and Institutions

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