Rules for Presenting and Submitting an Abstract to the 2016 BCCE

Rules for Presenting Professional Work at the 2016 BCCE
You may personally organize or present any two of the following in any combination: workshops, papers, or posters. If you receive more than two invitations by symposia organizers to present a paper, you will need to decide which two you will accept. Your name may be listed as a co-author on as many papers or posters as you and your co-authors care to submit. An exhibitor may present one paper, one poster, or two workshops. At least one presenting author must be identified for each paper.

Papers are a standard 15 minutes long with a 5 minute Q&A period
Presenters and symposium organizers must adhere to the posted schedule and may not extend or reduce the time for any one presentation. The Q&A period is intended for questions and answers. The Q&A period is also intended to allow time for the next presenter to connect to the projector.

Abstract Submission Deadline: February 28, 2016

All submissions must be made at www.bcce-submissions.com

You will need to select a symposium from the list of symposia in order to submit an abstract. Upon submission of your abstract, you will receive an e-mail message confirming its submission. This email message will be sent to each individual whose e-mail address is submitted as part of the abstract form. Submission of an abstract does not guarantee acceptance into the symposium to which you submitted it. You will receive an email confirming the submission of your abstract. If you save but do not submit, you will receive an email reminding you to submit your abstract. The symposium organizers and the 2016 BCCE program chair will make a decision about the disposition of all abstracts. The symposium organizer will contact you if your abstract is accepted to his or her symposium. We anticipate the symposium chairs (for one of the listed symposia) will notify you of your status by March 25, 2016. If you are submitting an abstract to the "General Papers" symposium or "Posters" section, you will be notified if your abstract is accepted by March 31, 2016.

Abstract Style
1. Titles are to be entered in sentence case. Capitalize only the first letter of the title, any proper nouns or acronyms, and the first word following a colon (:).
   Example: Using guided-inquiry to enhance students' understanding of chemistry: Techniques you can use in the classroom
2. Do not begin paper titles with "The", "A", or "And". These will be removed before publication in the program book.
3. Do not end titles with a period.
4. Abstracts contain 250 words and figures or less.
If You Need to Edit the Title and/or Abstract
2. Click the title of your presentation in the left column under the "My Papers" heading. Click the edit button at the top right to edit your paper and save or submit your paper.
3. Make changes to your abstract before February 28, 2016. Symposium organizers will begin to review abstracts and develop a presentation order beginning March 1, 2016.
4. You must submit your paper before it can be considered for inclusion in a symposium. Papers that have been saved but not submitted cannot be considered for inclusion in a symposium.

Remember to Register For the Meeting
All presenters, symposium organizers, symposium presiders, including invited speakers, must register for the 2014 BCCE and are responsible for their meeting registration fees, travel, food, and lodging unless otherwise notified in writing by Richard Schwenz, General Chair of the 2014 BCCE. Lodging and meal registration is now available at www.bcce2016.org. On-line advance registration for the meeting, will be open starting March 3, 2014.

Check the Status of Your Paper
You will be able to view your paper's scheduled time and building and room assignment after Monday, May 2, 2016. Please do not contact the 2016 BCCE committee about when and where your paper has been scheduled or if you need to make a change in the status of your paper. Contact your symposium organizer for these issues. If you need to withdraw your paper, contact your symposium organizer and also use the on-line abstract system.

Abstract Submission System
By clicking and submitting an abstract, the organizers of the 2016 BCCE assume that you have read and agree to the rules for presenting at the 2016 BCCE.

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