



OceanPredict '19

GOV Symposium, Halifax, Convention Centre, Halifax, Nova Scotia, Canada

6-10 May 2019

Guidelines for the preparation and submission of abstracts

Introduction

We are seeking abstracts from the ocean prediction community, covering contributions from ocean observations, data management, research, education, ocean modelling, data assimilation, operational services, industry, governments, national forecasting and intergovernmental organisations.

Abstracts should be submitted under the following symposium themes.

- [Theme 1](#)** **Operational Oceanography: Past, Present and Future**
- [Theme 2](#)** **Observations for Ocean Predictions**
- [Theme 3](#)** **Numerical Modelling**
- [Theme 4](#)** **Data Assimilation**
- [Theme 5](#)** **Ocean Prediction System and Services**
- [Theme 6](#)** **User Applications and Societal Benefit**

The themes are further specified by pre-set keywords, which should be assigned to the abstracts during the submission process. Descriptions of the themes and keywords are available on the **themes page**.

The symposium is designed to appeal to a wide audience and should provide opportunities to share experiences with all attendees.

Abstract submissions are free.

Guidelines for Abstract Submission

A. Initial sign-up: Creation of a personal space

To submit an abstract you must create your personal space on the submission page by entering your name and contact details in the *Profile* form (please also check GDPR information below on personal data protection). Just follow the instructions to set up your space. Once you are registered, you can access your space as often as you like to update your details and save abstract details. Please note that once you have submitted the abstract you can no longer access or change it.

This will enable you to:

- manage your submission until the submission deadline
- modify your paper
- submit further papers
- register, submit complementary requests and make choices about presenting a selected paper

B. Deadlines

The final abstract(s) must be submitted by Friday 7 December 2018. Abstracts, which do not arrive by the submission deadline, may not be considered.

C. Multiple papers

It is possible to submit more than one paper abstract.

D. Outline and Length of abstracts

Symposium attendees will come from many different backgrounds and represent a broad community. Please keep this in mind while preparing your abstract and drawing your conclusions.

The abstract MUST be submitted as plain text.

The abstract should be submitted in English and include no tables, figures, references, or appendices. It should be suitable for direct inclusion on the conference website.

The text of the abstract should **not exceed 400 words**. Conference participants rely heavily on the titles and abstracts to identify papers and posters of special interest. Please take great care in wording both.

Please do **NOT** enter the author information in the abstract submission area.

E. Themes and keywords

Any abstract submitted to OceanPredict 19 should be assigned a primary theme, and if required a secondary theme (optional), and subsequently a max of 5 keywords.

The keywords should be chosen from a list spanning all six symposium themes, whose descriptions can be viewed at [theme pages](#) of the OceanPredict 19 website.

F. Submission Procedure

1. Prepare a copy of your paper as plain text.
2. Have author and co-author information ready to enter in the form (name, organisation/affiliation, city, country and email address).
3. Log in to the submission site
4. From the general login menu, you may edit your list of existing submissions or submit a new abstract.
5. Make yourself familiar with the symposium themes and keywords and assign your chosen primary (and if applicable, a secondary theme) as well as a max number of 5 keywords using the drop-down lists in the form. We intend to run several splinter session throughout the event, taking your abstract categorisations into account. Please note that the science programme committee will make the final decision on the abstract allocations.

G. Abstract acceptance

Abstracts will be reviewed by the Science Programme Committee and assigned as oral or poster abstracts. Authors will be notified about acceptance of their abstracts **no later than 31 December 2018**.

All presenters must register for the conference. [Registration will open in December 2018](#).

Presenters are responsible for their own travel, accommodations, and conference registration fees.

H. Change or withdraw an abstract

If you wish to *change* the content of your abstract you can do this by revisiting the abstract submission website using your personal access code and adjust your previous submission **before the 7 December deadline**.

If, for any reason, you are *unable to or do not wish to continue* with the preparation and presentation of your abstract you can cancel your abstract and/or attendance by contacting the Agenda Managers email address.

I. Authorisation

The submitting author of a jointly authored abstract is responsible for obtaining authorisation from all joint authors to submit the abstract.

J. Accuracy

Authors are responsible for the accuracy of submitted abstracts. The abstracts will be displayed on the symposium website and for a period thereafter.

By submitting an abstract to this event, you are acknowledging that this work

- is unclassified and has been cleared and approved for public release by the appropriate company and/ or government agencies.
- contains no copyright-infringing material and represents original work by the author(s).

K. Publication & distribution

If your abstract is selected, photos and/or audio or video recordings may be made of your presentation. Your submission of an abstract constitutes your agreement that recordings can be made and distributed.

Accepted abstracts will be posted on the website and be shared with all conference attendees and stakeholders.

L. Language

The abstract must be written in English.

M. Personal Data Protection

Please note that for organising this event, GOV will need to share your personal data with the event organiser, [Agenda Managers](#). Your personal details will be kept behind password-protected websites and/or exchanged by email using encrypted files, so only GOV and the host will be able to access this information. Your details will be stored for a limited time (up to two years) by the GOV programme office so you can be informed about the outcome of the GOV Symposium meeting with regard to future developments.

Limited author / presenter details, i.e. name, affiliation and country, will be made available on the OceanPredict '19 website in conjunction with the list of abstracts.

By registering for the GOV Symposium (OceanPredict '19) in Halifax (6-10 May 2019) and submitting your details, you are agreeing to GOV processing your data in the described way. If you have any questions, or would like to withdraw from this process, please send an email to the [GOV programme office](#) where we will help you resolve any concerns.

With this process we follow the "General data protection regulation" ([GDPR](#)) recently introduced by the EU.

N. Questions

Questions regarding your abstract or the submission process may be directed to the [symposium organization office](#).

[Submit Abstract](#)