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Communications from PUA

Please set your spam filter to accept messages from kongresptu@ptu.net.pl, biuro@ptu.net.pl and "PUAweb." PUAweb is the address of the server that sends messages from the program committee to you via our online submission and review database, so do not reply to it. Please contact PUA Congress Office (kongresptu@ptu.net.pl) if you do not receive this message in a follow-up e-mail or notifications from the program committee by the deadline dates below.

About acceptance notification

You will receive an e-mail from PUA Congress Office regarding your abstract's acceptance status by **15th April**. Be sure to save your notification for reference in case of a problem or question. If you have not received an e-mail notifying you on the status of your submission by 15th April, please notify kongresptu@ptu.net.pl or biuro@ptu.net.pl with your name and submission ID number.

If your abstract is accepted: Notification of presentation time

If your abstract was accepted, PUA Congress Office will contact you between **01-08 May** to provide you with the schedule, including the date and time of your presentation, the amount of time you will have to speak, and other final information and instructions. Be sure to save that information for reference in case

of a problem or question. If you have not received an e-mail with this information by **8th May**, please notify kongresptu@ptu.net.pl or biuro@ptu.net.pl with your name and submission ID number.

Please plan to be available for the duration of the Congress. Due to the very large number of sessions and the number of variables that must be taken into account when planning the session schedule, it is not possible to accommodate specific requests for session time slots, (e.g., to work around a travel schedule).

Please use your abstract ID number

Please reference your submission number and provide your name if you need to contact PUA about your submission; this will help Headquarters staff and the Program Committee respond to you most quickly. Inquiries may be sent to PUA Congress Office (kongresptu@ptu.net.pl).

Presenting author registration

Presenting authors are required to register and pay fees by **15th April**. At that time, your presentation will be dropped from the program if you are not yet registered with fees paid in full.

You are responsible for arranging your own funding; PUA does not have funds available to pay registration or travel expenses.

Presenting author substitutions

Substitutions for presenting authors may be made online or by e-mail (by 15th April). The substitute must be an original co-author, and will be listed as the presenting author in conference documents.

Making changes to your submission

You will need your submission number and password if you wish to make any changes to your submission; updates will be accepted until 15th April. Changes will not be allowed after sending abstracts to reviewers, as your abstract may not be changed during or following the review period.

A note about deadlines

Deadlines will be strictly enforced in order to ensure efficient, fair, and professional management. NO exceptions will be made. Please mark your calendar with important conference dates and plan so that your activities take place well before deadlines to avoid unforeseen or unavoidable delays in your schedule, to avoid technical overloads or human error caused by last-minute "traffic jams," and to give PUA Congress Office and Program Committee members time to help you if needed.

Thank you for your interest in PUA18.

Please save this information for reference.