

5th Annual Academic Surgical Congress

San Antonio, TX

February 3-5, 2010

This document contains complete instructions for creating an Abstract for the 5th Annual Academic Surgical Congress (ASC) using the ASC On-Line Abstract Submission System.

Abstracts will only be accepted via electronic submission. Submitted abstracts should be organized with the headings Introduction, Methods, Results and Conclusions in order to convey, the purpose(s) of the scientific work, and the clinical or scientific significance of the project.

USING THE ON-LINE SUBMISSION SYSTEM

Before starting the On-Line Abstract Submission please:

- **READ ALL OF THE INSTRUCTIONS** - Instructions are available when you log in by pressing the Download Instructions button and various other locations in the Online Submission system.
- **PREPARE YOUR GRAPHICS FILE** (if needed) - You must submit any graphics contained within your Abstract Template File separately to the On-Line Abstract system servers. Doing so will enhance our ability to provide high-quality graphics for presentation of accepted abstracts.

CREATE A LOG-ON ACCOUNT

The On-Line Abstract system will guide you through creation of a Log-On Account.

Select:

“Click here to create a new user account.”

This Account will be used for all Abstract Submissions, Reviews, and Deletions. Please keep your User ID and Password secure. If you have previously created a user account for abstract submission to previous ASCs, you can use the same account.

SUBMISSION STEPS

I. Title:

Make it short and specific. The body of the abstract should follow logically from the title. Please print title in ALL CAPITALS.

II. Authors:

The *Primary Author* is defined as the individual who will be making the presentation at the ASC. The *Senior Author* is the individual who is responsible for overseeing the work being presented.

Enter name and additional information for the Primary Author. All fields marked with an asterisk are required.

To enter the name and information for additional authors, select:

“Add Author”

All correspondence will be with the Primary Author. The Primary Author and Senior Author have the responsibility to ensure that the appropriate contributors are listed.

III. Abstract:

You may either create your abstract online or import your abstract file. Be sure that your browser is set to view in the Western European character set. If, however, you are using Netscape in conjunction with Windows 2000, be sure that your browser is set to view in the Unicode character set. If brackets with question marks appear in the body of your abstract, you have a special character conversion issue that must be corrected prior to submission. Please contact Technical Support at support@abstractsonline.com or (217) 398-1792.

If you are satisfied with your abstract, select the **Continue** button to proceed to the next page. Each time you select **Continue** your work is saved and you can return at a later time to edit the abstract, up until the close of the Abstract Call. If you are not satisfied with your abstract, select the following link to change the text of your abstract:

“Enter/Edit Abstract Text”

PLEASE: Adhere to the **3000 character** limit (without spaces).

PLEASE DO NOT:

1. Show title or author information in the Abstract.
2. Show department or institution information in the Abstract.
3. Acknowledge research grant support in the Abstract.
4. Use capitals, highlighting, italics or underlining for emphasis within the abstract body.

Important information about adding a table or graphics:

There is only one table and one graphic allowed per submitted abstract. Please note that 225 characters will be deducted from the total characters allowed for your abstract for each table and graphic added.

For a **table**, select **“Create a Table”**

Please note that this page is optional - you do not have to supply a table to complete your abstract submission. You are limited to one table per abstract submission.

For a **graphic**, select **“Add an Image”**

For graphics, supported formats are limited to GIF and JPG files. After you have uploaded your graphic or created a table, click the **Continue** button.

IV. Topic

Select the appropriate topic for the presentation.

V. Keywords

You must select at least one keyword and up to three keywords to best categorize your presentation.

VI. Additional information

Your abstract may be considered for consideration for presentation at the SUS, AAS or neither plenary session. Abstracts may not be considered for both plenary sessions.

We would also you to specify the type of presentation this is. Please select either Basic Science, Clinical, or Education.

If the abstract discusses the off-label use of an FDA-approved drug, you must indicate this. If you answer Yes, please describe the product and the off-label use in the space below. Space is limited to 250 characters with spaces.

VII. Award Eligibility

There are a number of awards given by the AAS for best abstract in a number of categories. Please answer the questions to properly categorize your abstract for these awards.

VIII. Certification Statement

Please read and note the dual submission policy of the ASC. Checking the box stating you have read and agree to the policy is required for submission, and will bind you to these rules of the ASC.

VIII. Review your work

Finally, under “[Review My Work](#),” the final application can be reviewed, and edits made. When you are ready to submit, click on the "Submit My Abstract" button at the bottom of this page to confirm your submission. After you click on this button, a confirmation e-mail of the submission will be automatically sent to the primary author's contact address.

OTHER:

SYSTEM AVAILABILITY

- The Abstract Submission System will be open twenty-four hours each day throughout the abstract call.

- **The call for abstracts will close at Monday, August 24, 2009, 11:59pm CST.**

- All abstracts must be received prior to the close of the Call. Be aware that system usage can be heavy in the last few hours of the Call.

WHO TO CONTACT WHEN PROBLEMS OCCUR:

- Questions about Abstract Content, Format, Category, Awards, etc. - Contact AAS Recorder Melina Kibbe at mkibbe@nmh.org or SUS Publications Chair George P. Yang at gpyang@stanford.edu.

- Questions about On-Line Abstract Submission - If you have problems or require technical assistance using the On-Line submission system, please contact On-Line Technical support at: support@abstractsonline.com or (217) 398-1792. Our technical support staff will respond to your email inquiries in the order received, and will usually be able to solve your problem within 24 hours.