

**ABSTRACT SUBMISSION GUIDELINES**  
**12<sup>th</sup> Annual Academic Surgical Congress \* February 7-9, 2017 \* Las Vegas, Nevada**

This document contains complete instructions for creating an Abstract for the 12<sup>th</sup> Annual Academic Surgical Congress (ASC) using the ASC on-line Abstract Submission System ([www.academicalsurgicalcongress.org](http://www.academicalsurgicalcongress.org)).

Abstracts will only be accepted via electronic submission. Submitted abstracts should be organized into the preformatted 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 on the main abstract submission site, and when you log in by selecting the Submission Guidelines link.
- Have all of your AUTHOR information, including their proper credentials, email addresses, and organizational affiliations.
- Have the AAS and SUS membership status of all authors.
- Have your TITLE and ABSTRACT body prepared and formatted correctly in a Microsoft Word Doc (RTF format).
- PREPARE YOUR GRAPHICS FILE (if needed) - You will upload the graphic file. Only JPG, JPEG, GIF or PNG formats will be accepted. See instructions under Item 6 below.
- Have all disclosures of financial relationships for all authors within 12 months of the date of submission and all potential CONFLICTS OF INTEREST that pertain to the research being submitted.

### **CREATE A LOG-ON ACCOUNT**

The ASC Abstract Submission System will guide you through creation of an account. You will use your email address as the username. You will select a password.

**Note:**

All official correspondence from the ASC during the submission process will be sent to the person creating this account through the email address provided. All authors will be emailed with confirmation of the submission. The primary and senior authors will be emailed the final decision from the ASC.

Once an account has been created, this will be used for all Abstract Submissions, Reviews, and Deletions and you will be able to login and out to manage your abstracts. Please keep your password secure.

### **SUBMISSION STEPS**

- Click "Start New ASC Abstract Submission"

#### **1. Title**

- Make it short and specific. The body of the abstract should follow logically from the title.
- Abstract titles need to be submitted in a Title Case format, capitalizing the first letter of each word. For example: "Insulin Regulates the Efficacy of Nitric Oxide in Type 1 Diabetes", except where science-specific lowercase letters need to be used. This system will attempt to validate and correct your title format entry. If the system makes a mistake in the conversion, you will have the ability to correct those in later steps.
- Special characters may be pasted in.
- We highly encourage you to paste your title from a MS Word file format (rich text format).
- Titles are limited to 100 characters including spaces.
- ABSTRACTS SUBMITTED WHICH ARE NOT IN THIS FORMAT WILL NOT BE CONSIDERED.

**ABSTRACT SUBMISSION GUIDELINES**  
**12<sup>th</sup> Annual Academic Surgical Congress \* February 7-9, 2017 \* Las Vegas, Nevada**

**2. Abstract Type/Scientific Area/Clinical Specialty**

- Select the top 3 sessions during which you would like to present your abstract based on abstract type, clinical area, and scientific area, if applicable. To select an abstract session, choose options from each of the 3 categories listed below. Higher scored abstracts will be given preference for their preferred sessions. Based on popularity of particular sessions, it may be necessary to merge certain sessions or create new sessions. Every effort will be made to fairly accommodate an accepted abstract into preferred session.

<b>Category 1: Abstract Type</b>	<b>Category 2: Clinical Area</b>	<b>Category 3: Scientific Area (Options Differ Based on Selected Abstract Type)</b>
Basic Science	Cardiothoracic	<b>BASIC SCIENCE:</b>
Clinical/Outcomes	General Surgery	Cellular and Molecular Biology
Education	Oncology	Genetics
	Plastics	Developmental Biology/Tissue Engineering
	Pediatrics	Experimental Therapeutics
	Transplantation	Immunology
	Trauma/Critical Care	Physiology/Pathophysiology
	Vascular	Other
	Global Surgery	<b>CLINICAL/OUTCOMES:</b>
	Cross Disciplinary	Patient-Centered Outcomes
		Patient Safety
		Quality of Care
		Health Policy
		Cost Effectiveness
		Clinical Trials
		Disparities and Access to Care
		Health Informatics
		Ethics/Bioethics
		Geriatric Surgery
		Other
		<b>EDUCATION:</b>
		Simulation Training
		Resident Education
		Continuing Medical Education
		Other

Note: All abstracts submitted will be considered for either full Oral (8min) or Quick Shot (3min) presentations. In addition, abstracts chosen for full oral presentations will be considered for presentation in one of the Plenary Sessions based on abstract scores. Abstract scoring will be performed in a blinded fashion by a joint AAS/SUS Program Committee. All parallel sessions will be fully integrated (combined AAS and SUS parallel sessions).

### 3. Affiliation List

- Enter the unique affiliations for your author list using the drop down menu.

### 4. Authors

- Enter the *Primary Author* details first. 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. For each author, you will need the following information: first name, middle initial, last name, degree, affiliation, email address, primary phone, mobile phone, primary fax, gender, ethnicity, age, rank, and membership status.
- You have the ability to re-order the additional authors by changing their order number.
- *Primary* and *Senior* authors cannot be reordered, since they are required. To change Primary or Senior Author designations, click 'Edit' and change the designation or name for the Primary or Senior author. The system will then automatically reorder them into the correct spot.

### 5. Off-Label Use, Financial Disclosures and Conflict of Interest Management

- **Off-Label Use:** You must specify if you will be discussing the unlabeled use(s) of a commercial product in this educational activity. If yes, then you must indicate the product and describe the unlabeled use. You must also disclose this information during your presentation and describe how you will do this in 450 characters or less.
- **The ASC is an ACCME accredited activity, which means that it must ensure balance, independence, objectivity, and scientific rigor in all of its individually sponsored or jointly sponsored educational activities. Since you may be in a position to control the content of this educational activity, you must disclose whether or not YOU/YOUR SPOUSE/ DOMESTIC PARTNER OR ANY OF THE ABSTRACT AUTHORS/AUTHORS' SPOUSES/ DOMESTIC PARTNERS have a financial relationship with a commercial interest within 12 months of the date of this abstract submission. According to the Accreditation Council for Continuing Medical Education (ACCME), a commercial interest is any entity producing, marketing, re-selling, or distributing health care goods or services consumed by, or used on, patients. The ACCME does not consider providers of clinical service directly to patients to be commercial interests - unless the provider of clinical service is owned, or controlled by, an ACCME-defined commercial interest.** Visit <http://www.accme.org/requirements/accreditation-requirements-cme-providers/policies-and-definitions/definition-commercial-interest> for a full definition and a list of all exceptions. For example, for-profit hospitals, group-practices, government organizations, etc., are not considered ACCME-defined commercial interest. However, surgical device companies and pharmaceutical companies are commercial interests. Disclosure identifies the presence of any potentially biasing relationship of a financial, professional, or personal nature. A potential perceived conflict of interest would occur, for example, if you have, or a member of your family has, within the past 12 months, received a salary, stock options, royalty, speaking honorarium, research appointment, board of directors remuneration, or consulting fee from an organization whose product or service you will be discussing at the Academic Surgical Congress. Conflict of interest may also occur if you have any potential to benefit personally or professionally from the presentation (i.e., work for a proprietary company presenting the learning activity, have written a book about the topic, provide consulting services related to the topic, etc.).
- Abstract Authors must list all disclosures and indicate the author the disclosure pertains to, the company name, what was received, and a brief description of the potential conflict. Authors must also include any management options for the potential conflict or an explanation of why you believe it is not a conflict. You must read the Academic Surgical Congress Policy on Conflict of Interest that is available on the Abstract Submission Site and understand the management options as they pertain to potential conflicts which may include peer review of your presentation prior to the Congress. **Per the ASC Policy on Conflict of Interest, the use of employees of ACCME-defined commercial interests as faculty and planners or in other roles where they are in a position to control the content of accredited CME is prohibited.**

## 6. Abstract Body

- Abstracts are limited to 3000 characters including spaces.
- Special Characters may be entered using the Special Character (Ω) button.
- We highly encourage you to paste your abstract sections from a Microsoft (MS) Word file format.
- When pasting text into the abstract sections, please use the clipboard character. Otherwise, the program will not recognize the pasted content.
- Text should be entered into the corresponding pre-formatted boxes for Introduction, Methods, Results, and Conclusions. PLEASE DO NOT:
  - o Show title or author information in the Abstract.
  - o Show department or institution information in the Abstract.
  - o Acknowledge research grant support in the Abstract.
  - o Use capitals, highlighting, bolding or underlining for emphasis within the Abstract body.
- **Tables and Graphics:** Tables are required to be uploaded as a graphic file. For information on how to convert a table to a graphic file [click here](#).
  - o There is only **one** table or **one** graphic allowed per submitted abstract.
  - o 225 characters will be deducted from the 3,000 total characters allowed for your Abstract if a table or graphic is added.
  - o Tables may not contain more than **6 rows** of data.
  - o **File format must be .png, .jpg, .jpeg, or .gif ONLY**
  - o PLEASE name your table graphic file a simple, standard file name to UPLOAD (e.g. asc-table.jpg)
  - o Image width must be less than 1000 pixels wide (3 inches at 300 dpi) AND **less than 10 megabytes**
  - o Images will be printed in grayscale, so you may wish to convert your image on your own to see how it will present
  - o **DO NOT SHOW author or institution information in the tables or graphics**

## 7. Preview

- You will have the opportunity to preview the abstract exactly how it will appear to the program committee. If you find errors, you can go back to step 6 and edit the abstract, table, or graphic.

## 8. Awards and JAMA consideration

### **Association for Academic Surgery Awards**

*Authors must be a member of the AAS or have an AAS membership application in process to be eligible for any AAS awards. Medical students and residents/fellows can become members of the AAS through the appropriate membership category.*

*The following awards will be made based on abstract submissions:*

- **Best Overall Abstract by an AAS Member**  
The highest scored abstract submitted by a full member of the AAS will receive this award. To be eligible for this award, a faculty member must be the primary or senior author AND be an Active Member of the AAS in good standing. The AAS faculty award winner will receive a certificate and a paid trip to present his/her work at the annual Surgical Research Society of Australasia (SRS) meeting, held in the fall of each year in either Australia or New Zealand.
- **AAS Outstanding Resident Research Award**  
Residents who submit the top scored abstract for basic science, clinical/outcomes, and education research (i.e., total of 3 awards) will receive this award and will present their work in the AAS plenary session. The 3 award winners will receive a certificate and a cash prize of \$500. To be eligible for this award, the resident

**ABSTRACT SUBMISSION GUIDELINES**  
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must: 1) be the first author/presenter, 2) be in a surgery residency program, and 3) submit the manuscript to the Journal of Surgical Research by December 2, 2016. Potential recipients of this award will be notified in October 2016, prior to the manuscript submission deadline.

*The following awards will be made based on manuscript submission.* Best Overall Manuscript by an AAS Member

The winner of this award will receive a certificate and a cash prize of \$500. To be eligible for this award, the manuscript must be submitted to the Journal of Surgical Research by December 2, 2016, and either the first or senior author must be an AAS member (either full or candidate) in good standing.

- **Best Manuscript by an AAS Resident or Fellow**

The winner of this award will receive a certificate and a cash prize of \$500. To be eligible for this award, the manuscript must be submitted to the Journal of Surgical Research by December 2, 2016, AND the first author must be a resident, postdoctoral research fellow or clinical fellow.

*The following awards will be determined based on presentation on site during special sessions at the meeting.*

*The presentations will be judged by a panel made up of the program committee, current leadership, and past presidents of the AAS.*

- **AAS Outstanding Medical Student Award**

Medical students who submit the top 10 scored abstracts will be selected to present their work in the Medical Student Quick Shot Session, during which time the award winner will be selected. Note: the abstract may also be selected for a full oral presentation in one of the parallel sessions, depending on the score the abstract receives. The award winner will receive a certificate and a cash prize of \$250. To be eligible for this award, the medical student must be the first author/presenter of the work.

- **Best Presentation by an AAS Resident or Fellow**

Residents and fellows who submit the top 10 abstracts excluding those chosen for the 3 resident research awards will be selected to present their work in the Best Presentation by an AAS Resident or Fellow Competition. Note: the abstract may also be selected for a full oral presentation in one of the parallel sessions, depending on the score the abstract receives. The winner of this award will receive a certificate and a cash prize of \$250. To be eligible for this award, the first and presenting author must be a surgical resident, postdoctoral research fellow or clinical fellow.

### ***Society of University Surgeons (SUS) Awards***

- The SUS presents two awards to the best presentation by a resident in the plenary sessions. Eligible abstracts will be those selected for presentation at any of the plenary sessions and presented by a general surgical resident in good standing in their department. Presentations will be graded by members of the SUS Executive Council and the winner will receive support to travel to their choice of either the ESSR or SARS meetings. The runner up will receive support to travel to the other meeting. The Senior Author must be a SUS Member in good standing. For questions regarding membership status, contact Ochun Farlice in the SUS Membership Department at [ochun@susweb.org](mailto:ochun@susweb.org).

### ***Society of Asian Academic Surgeons (SAAS) Award***

- The SAAS presents one award to the top scoring abstract in which either the presenting author or the senior author is an SAAS member. The presenting author of the winning abstract will be awarded a plaque and \$500 at the Awards ceremony on Thursday, February, 9, 2017.

### ***Additional Information***

- Authors of abstracts will be limited to one award. Preference will be given to international travel awards (Best Overall Abstract by an AAS Member or SUS Awards) followed by those associated with cash prizes.

**ABSTRACT SUBMISSION GUIDELINES**  
**12<sup>th</sup> Annual Academic Surgical Congress \* February 7-9, 2017 \* Las Vegas, Nevada**

***Journal of the American Medical Association (JAMA) Consideration***

- Top scoring ASC-related clinical and educational abstracts will be further reviewed for potential publication in JAMA. Invitations will be sent in the fall to selected abstract authors to submit manuscripts for standard JAMA review. Additionally, if you would like your abstract to be considered prior to scoring, please email Dan Berlant in the ASC office at [dan@academicsurgicalcongress.org](mailto:dan@academicsurgicalcongress.org) after you have submitted your abstract and it will be considered. Please note that manuscript acceptance is not guaranteed with an ASC invitation. Accepted manuscripts will be published as having been presented at the 12<sup>th</sup> annual Academic Surgical Congress.

**9. ASC Dual Presentation/Publication Policy**

- Definition of dual presentation/publication:
  - Presentations at the ASC must not have been presented previously at a major U.S. national meeting prior to the annual ASC meeting.
  - The following types of presentations are exempt:
    - Presentations at meetings that have taken place at the local, state, or regional level (including in non-U.S. countries). These presentations cannot have been previously published in a journal.
    - International surgical meetings
  - Abstracts submitted to the ASC for consideration for presentation at the annual ASC meeting shall not be published in an English language journal before the annual ASC meeting. Furthermore, at the time of abstract submission to the ASC, the data shall not be under review for publication in a peer-review English language journal.
- Due process:
  - Any submitted abstracts determined to be in potential violation of this policy will be referred to the AAS and SUS program chairs who will make the final decision after consultation with the ASC core committee
  - The officers of the ASC will review the case and render a decision within 3 months of the discovered dual publication. The submitter and/or senior author may appeal the decision to the ASC within 90 days of notification. The ASC will complete the process within 6 months following initiation of the appeal.
- Penalty for dual publication:
  - Both the submitter and the senior author will be barred from submitting abstracts/data to the ASC for 3 years. The department chair of the submitter and senior author will be notified by letter.

**10. Final Review**

- This final review of your abstract will be your last chance to modify the abstract before the judging committee has access to it.
- Please review carefully, changes are NOT allowed after you Submit as COMPLETED.
- When you are ready to submit, click the “Submit as COMPLETED” 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 person entering the abstract information (the responsible person) and to the *Primary* and *Senior* authors.

**SYSTEM AVAILABILITY**

- The Abstract Submission System will be open 24 hours each day from June 17 – Aug 22, 2016.
- **The abstract submission site will close on August 22, 2016 at 11:59 pm EST.**
- All abstracts must be received prior to this date and time. Be aware that system usage can be heavy in the last few hours of the abstract submission deadline.

**ABSTRACT SUBMISSION GUIDELINES**  
**12<sup>th</sup> Annual Academic Surgical Congress \* February 7-9, 2017 \* Las Vegas, Nevada**

**WHOM TO CONTACT WHEN PROBLEMS OCCUR**

- For questions about Abstract Content, Format, Category, Awards, or other questions, contact: Dan Berlant in the ASC office at [dan@academicsurgicalcongress.org](mailto:dan@academicsurgicalcongress.org) or at (310) 986-6444, ext. 118.
- For questions about or problems with the on-line ASC Abstract Submission Site, contact: Technical support at [support@academicsurgicalcongress.org](mailto:support@academicsurgicalcongress.org). 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.

**SUBMISSION STEPS-SUS NEW MEMBER POSTERS (NMP)**

- This is for SUS new members only who are submitting a SUS New Member Poster to fulfill their new member requirement.
- To begin, click "Start SUS New Member 2017 Poster Submission".
- On the Required Qualifying Questions page, you may select N/A SUS NMP for each question, then click the Save & Next Step button.
- You may skip the following pages/sections by clicking on the Save & Next Step button:
  - Awards
  - Dual Policy Certification
  - Disclosure of Financial Relationships: The posters are not accredited for CME credit, therefore disclosures are not required.
- When you are completing information for the Primary/Presenting Author, be sure to indicate what year the Primary/Presenting author was inducted into the SUS. This is the year that your membership was voted on and approved at the SUS Annual Business Meeting.

For specific SUS NMP questions, contact the SUS Membership Director Wanda Myers at [wanda@susweb.org](mailto:wanda@susweb.org).