

ABSTRACT SUBMISSION GUIDELINES

21st Annual Academic Surgical Congress * February 3-5, 2026 * Lake Buena Vista (Orlando), FL

This document contains complete instructions for creating an Abstract for the 21st Annual Academic Surgical Congress (ASC) using the ASC online Abstract Submission System

(www.academicsurgicalcongress.us).

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

USING THE ONLINE SUBMISSION SYSTEM

Before starting the online Abstract Submission, please:

- **READ ALL OF THE INSTRUCTIONS** - Instructions are available on the main abstract submission site, as well as when you log in by selecting the Submission Guidelines link.
- **Case reports will not be accepted for submission.**
- Have all **AUTHOR** information available, including proper credentials, email addresses, organizational affiliations, and the status of each of the authors' AAS and SUS membership(s).
- 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.
- Have your **TITLE and ABSTRACT** body prepared and formatted correctly in a Microsoft Word Document.
- **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.

CREATE A LOG-ON ACCOUNT

The ASC Abstract Submission System will guide you through the 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 log in and out to manage your abstracts. Please keep your password secure.

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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 it in later steps.
- Special characters may be pasted in.
- We highly encourage you to paste your title from a Microsoft 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.

2. Abstract Type/Scientific Area

- Select the top 3 sessions during which you would like to present your abstract based on abstract type and clinical area. To select an abstract session, choose options from each of the categories listed below. Higher-scoring abstracts will be given preference for their preferred sessions. Based on the 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 the preferred session.
- Definitions of Abstract Types:
 - **Basic/Translational Research** - Studies using in vitro models, animal models, or biological specimens from human subjects
 - **Clinical/Outcomes Research** - Retrospective or prospective studies involving human subjects and/or health services data
 - **Education Research** - Studies focused on medical education with or without involvement of human subjects

(See Page 3 for a full list of Abstract Types and Categories)

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Category 1: Abstract Type

Basic Science
Clinical/Outcomes
Education

Category 2: Clinical Area

Breast
Cardiothoracic
Colorectal
Cross Disciplinary
Endocrine
General Surgery
Global Surgery
Hepatopancreatobiliary
Minimally Invasive Surgery
Oncology
Pediatric Surgery
Plastics
Transplantation
Trauma/Critical Care
Upper GI/Bariatric
Vascular

Note: All abstracts submitted will be considered for either full Oral (8 minute) or Quick Shot (3 minute) presentations. Abstract scoring will be performed in a blinded fashion by a joint ASC Program Committee (AAS Program Committee/SUS Publications 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.
- As a reminder, ASC limits the number of abstracts that an individual first author may present to TWO presentations. There is no limit to the number of abstracts that may be submitted, though if more than two abstracts are submitted, the two highest-scoring abstracts will be selected for presentation. Please note that there is no limit on the number of abstracts in which an author may be included as a middle or senior author. Submitting the same research findings to multiple categories or submitting data that has been inappropriately divided into multiple abstracts ("salami slicing") is strictly prohibited. Each abstract must represent a distinct and complete body of work. Submissions found to be duplicative or fragmented may be rejected or withdrawn.

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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 OR ANY OF THE ABSTRACT AUTHORS have a financial relationship with an ineligible company within 24 months of the date of this abstract submission. According to the Accreditation Council for Continuing Medical Education (ACCME), an ineligible company is any entity whose primary business is producing, marketing, selling, re-selling, or distributing healthcare products used by or on patients. The ACCME does not consider providers of clinical service directly to patients to be ineligible companies, unless the provider of clinical service is owned, or controlled by, an ACCME-defined ineligible company. Visit <https://accme.org/rule/eligibility/> 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 ineligible companies. However, surgical device companies and pharmaceutical companies are ineligible companies. 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 within the past 24 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 they 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 owners or employees of ACCME-defined ineligible companies as faculty and planners or in other roles where they are in a position to control the content of accredited CME is prohibited.**

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6. Abstract Body

- Abstracts are limited to 3000 characters, including spaces.
- **Case reports will not be accepted for submission.**
- 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:**
 - Show title or author information in the Abstract.
 - Show department or institution information in the Abstract.
 - Acknowledge research grant support in the Abstract.
 - 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](#).
 - There is only **one** table or **one** graphic allowed per submitted abstract.
 - 225 characters will be deducted from the 3,000 total characters allowed for your Abstract if a table or graphic is added.
 - Tables may not contain more than **6 rows** of data, and have a minimum of 8pt font.
 - **File format must be .png, .jpg, .jpeg, or .gif ONLY**
 - PLEASE name your table graphic file a simple, standard file name to UPLOAD (e.g., asc-table.jpg)
 - Image width must be less than 1000 pixels wide (3 inches at 300 dpi) **AND less than 10 megabytes**
 - Images will be printed in grayscale, so you may wish to convert your image on your own to see how it will present
 - **DO NOT INCLUDE author or institution information in the tables or graphics**

7. Preview

- You will have the opportunity to preview the abstract exactly as 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. Abstract Awards

Please see <https://www.academicsurgicalcongress.org/all-available-awards/> for additional information about the Awards available for the Academic Surgical Congress.

To apply for these awards, **opt in** within the abstract submission system awards page. You must be eligible by the criteria set on the awards page to be considered.

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AAS AWARDS

For more information about the AAS Awards, please contact Heidi Kim (Heidi@asurg.org).

The following awards will be made based on abstract submissions. To be considered, presenters must be members of the AAS or have an AAS membership application in process to be eligible for any AAS awards.

- **Best Overall Abstract by an AAS Member** - The highest-scoring abstract submitted by an active AAS member.
- **Outstanding Resident Research Award** - The highest-scoring abstracts submitted by a Resident.
- **AAS/SBAS Travel Awards** - The winner of this award will be selected from the highest scoring abstracts.

The following awards are determined at the ASC based on presentations during special sessions at the meeting. The presentations will be judged by a panel of current leadership and past presidents of the AAS.*

- **Best Presentation by a 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.
- **Best Presentation by an AAS Resident or Fellow** - Residents and fellows who submit the top 10 abstracts will be selected to present their work in the Best Presentation by an AAS Resident or Fellow Competition.

The following awards will be made based on manuscript submission.

- **Best Overall Manuscript by an AAS Member** - The highest scored manuscript submitted by an active AAS member.
- **Best Manuscript by an AAS Resident or Fellow** - The highest scored manuscript submitted by a Resident.

AAS/SUS SPONSORED AWARD

For more information about this award, please contact Heidi Kim (Heidi@asurg.org).

- **International Research Travel Award** - This award is open to international investigators whose abstract does not include work performed in the US or in a US laboratory. Eligible applicants must opt into the award within the abstract submission system.

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Society of University Surgeons (SUS) Awards

For more information about the SUS Awards, please contact the SUS office at info@susweb.org.

- **Best Presentation by a Resident** - The SUS will present one award 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, where the Senior Author is a SUS Member in good standing. The submitting author must apply for the award via the abstract submission system. Eligible presentations will be graded by members of the SUS Executive Council and the winner will receive support to travel to the Surgical Research Society (SRS) 2027 Annual Meeting. For questions regarding membership status, contact the SUS Member Services Department at membership@susweb.org. For more information about the SUS Awards, please contact the SUS office at info@susweb.org.
- **Society of Asian Academic Surgeons (SAAS) Award**

For questions or more information about the SAAS Award, please contact the SAAS office at yumi@asiansurgeon.org.

- **Society of Asian Academic Surgeons (SAAS) Esther Tsai Sugg Research Award** - SAAS presents the Esther Tsai Sugg Research Award to the top scoring abstract in which either the presenting author or the senior author is a SAAS member.

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.

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 already be published in a peer-reviewed English language journal at the time of submission.
- 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.**

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- The officers of the ASC will review the case and render a decision within 3 months of the discovery of 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 the initiation of the appeal.
- Penalty for dual presentation/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. Save this confirmation e-mail.
- If you do NOT receive the confirmation e-mail, please contact us (below) immediately.

SYSTEM AVAILABILITY

- The Abstract Submission System will be open 24 hours each day until August 1, 2025.
- **The abstract submission site will close on August 1, 2025, at 11:59 pm ET.**
- 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. There will be no extensions granted, so plan ahead to submit well in advance of the deadline.

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WHO TO CONTACT WHEN PROBLEMS OCCUR

- For technical support regarding abstract submissions, please contact: Caduceus Technical support at 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.
- For questions about abstract submission policies (submission dates, deadlines, etc.), contact the ASC office at abstract.policy@academicsurgicalcongress.org or at (310) 986-6444 x118.
- For Awards questions, please contact:
 - **AAS Awards:** Ms. Heidi Kim at heidi@aasurg.org or at (310) 437-1606 x115.
 - **SUS Awards:** Email the SUS office at info@susweb.org or at (310) 986-6442.
 - **Society of Asian Academic Surgeons (SAAS) Esther Tsai Sugg Research Award:** SAAS Executive Director Ms. Yumi Hori at yumi@asiansurgeon.org.
 - **AAS/SBAS Travel Award:** Ms. Heidi Kim at Heidi@aasurg.org or at (310) 437-1606 x115.
- For Manuscript questions, please contact:
 - **Journal of Surgical Research**, Managing Editor: Susan Newcombe at JSR@Stellarmed.com or at (508) 732-6767
 - **Surgery**, Managing Editor: David Newcombe at surgery@stellarmed.com or (508) 732-6767